Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	William W. Blixt & Elizabeth Nicole Warren	**MJ License #:**	21967		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Northern Heights, LLC				
Premises Address:	977 S. RosKelley Circle				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	977 S. RosKelley Circle				
City:	Palmer	**State:**	Alaska	**ZIP:**	

Designated Licensee:	William W. Blixt		
Main Phone:	6166741725	**Cell Phone:**	6156741725
Email:	northernheightsllc@outlook.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Every entry point to the restricted access area will be locked and covered by security cameras 24 hours per day. External entry points will also be equipped with sensors and connected to my home security system. Only myself (the licensee) or an employee will have the necessary keys or access codes to gain entry into the restricted access area. The garage door connected to the restricted access area will have the electric motor disabled preventing the door from being manually or electrically opened. There will be a sign at the entrance stating that no persons under the age of 21 are allowed on the licensed premises. At this point, we do not intend on having any visitors to the premises. However, in the event that a visitor is allowed access to the premises, he/she must receive licensee approval and will be required to produce valid state or federal photo identification showing proof of legal age prior to gaining entry to the premises. Visitors will be escorted by a licensee or employee at all times. Employees will be required to have proper identification and a valid marijuana handler's permit while on the premises. Employees will receive clear training regarding prohibited access of persons under the age of 21 on the premises. No persons under the age of 21 will be granted access to the licensed premises by any licensee or employee.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The entire licensed premises will be designated a restricted access area. The entrance doors will remained locked at all times, and access can only be gained by a physical key. Only licensees and employees will have copies of keys. There will be clear signage on the exterior points of entry that will state "Restricted Access Area. Visitors Must be Escorted.". At no time will there be any unescorted visitors permitted on the premises. All visitors will be logged, admitted, and escorted in accordance with 3 AAC 306.710, as described below.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

At this time, we do not intend on having any visitors to the premises. However, in the event that a visitor is allowed access to the premises, he/she must receive licensee approval and will be required to produce valid state or federal photo identification showing proof of legal age prior to gaining entry to the premises. Visitors will be required to sign in to the visitor log. The following information will be obtained and logged for each visitor: name, date of birth, address, date of entry, arrival time, departure time, reason for entry, escorting personnel, form of identification, and identification number. Hard copy records will be retained on-premises for a minimum of one year, and scanned, digital copies will be retained in the company computer. All records will be made available to law enforcement, MCB, or AMCO staff upon request.

Visitors will be escorted by a licensee or employee of Northern Heights at all times and will be provided with a visitor identification badge that must be worn at all times while on the premises. Employees will be required to have proper identification, including a current employment identification badge issued by a licensee, and a valid marijuana handler's permit while on the premises. No persons under the age of 21 will be knowingly granted access to the licensed premises by any licensee or employee. No more than five visitors per licensee or employee escort will be permitted on the premises at any time.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

See attached

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

All areas around the outside the licensed premises where video surveillance is required will be illuminated by four exterior light features in order to help provide a clear line of vision within 20+ feet of the entrances.

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NORTHERN HEIGHTS, LLC

William Blixt

Employee ID - 001

NORTHERN HEIGHTS

OWNER

NORTHERN HEIGHTS, LLC

Visitor

Visitor ID - 00200

NORTHERN HEIGHTS

TEMPORARY ACCESS ONLY

NORTHERN HEIGHTS, LLC

Elizabeth Warren

Employee ID - 002

NORTHERN HEIGHTS

OWNER

NORTHERN HEIGHTS, LLC

Visitor

Visitor ID - 00100

NORTHERN HEIGHTS

TEMPORARY ACCESS ONLY

NORTHERN HEIGHTS, LLC

Visitor

Visitor ID - 00200

NORTHERN HEIGHTS

TEMPORARY ACCESS ONLY

NORTHERN HEIGHTS, LLC

Visitor

Visitor ID - 00300

NORTHERN HEIGHTS

TEMPORARY ACCESS ONLY

NORTHERN HEIGHTS, LLC

Visitor

Visitor ID - 00400

NORTHERN HEIGHTS

TEMPORARY ACCESS ONLY

NORTHERN HEIGHTS, LLC

Utility Support

Utility ID - 00100

NORTHERN HEIGHTS

TEMPORARY ACCESS ONLY

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License # 21967

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The alarm system for the licensed premises will consist of entry sensors on all doors. The security system is monitored 24 hours/day and the local law enforcement and the licensee are contacted if any of the sensors are triggered once the system is armed. One licensee lives within the residential portion of the building and will assist law enforcement and MCB whenever necessary and/or if a security breach occurs. The alarm system will be armed by a licensee or employee during any and all hours when a licensee or employee is not physically present on the licensed premises.

We are installing surveillance cameras that will provide continuous video coverage and recording of the entirety of the licensed premises and within 20+ feet of each entrance/exit to/from the licensed premises. The video monitors and surveillance recording equipment will be kept onsite and house inside a steel cabinet. The cabinet doors will be locked and only the licensee will hold the key. Law enforcement and the MCB will have access if requested.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

All marijuana cultivated at the facility will be tracked through METRC from seed/clone until transfer/transport to another licensed marijuana establishment. Employees will be aware that any diversion of marijuana made by them will result in an immediate termination of employment and notification to AMCO and local law enforcement. Employees will log their time daily while working in the licensed premises. Inventory will be checked regularly. The interior and exterior of the licensed premises will be covered by video surveillance 24 hours per day. Video surveillance records will be kept for a minimum of 40 days. A licensee will ensure that the transport box is locked and accurate transport manifest produced through METRC is present before the transport vehicle leaves the facility, and that only licensees and the transporting employee have copies of the keys that unlock the transport box. Any licensee or employee and vehicle transporting marijuana will drive straight to the receiving licensed marijuana establishment and not make any unnecessary stops. The transport box will only be unlocked when the receiving licensed establishment is prepared to receive the marijuana.

3.7. Describe your policies and procedures for preventing loitering:

The licensed premises is on private property that the licensee owns. Any unwanted persons on the licensed premises will be asked to leave by a licensee or employee. In the event that a loiterer refuses to leave, local law enforcement will be called, and the date, time, and description of the event will be documents and retained on-premises by the license or employee present.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. WB

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. WB

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. WB

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. WB

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). WB

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The entire inside of the licensed premises, the outside of the single entryway door, and the driveway will all be covered by wide-angle surveillance cameras. Cameras will be placed in the corners of the premises pointing toward the entrances/exits of the premises and all areas within the licensed areas, ensuring video coverage that will produce a clear view adequate to identify an individual.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The surveillance recording equipment will be kept onsite and house inside a steel cabinet. The cabinet doors will be locked, and the licensees will hold the only keys. Law enforcement and the MCB agents will have access if requested.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; WB

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** WB

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** WB

d. **records related to advertising and marketing;** WB

e. **a current diagram of the licensed premises, including each restricted access area;** WB

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** WB

g. **all records normally retained for tax purposes;** WB

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** WB

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** WB

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** WB

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Paper business records will be stored in a locked filing cabinet onside and scanned regularly into a digital format as backup. All digital records will be kept on the business computer's hard drive. An external hard drive will be used to back-up all files on a regular basis to ensure preservation in the unlikely event of a server crash or malfunction. The external hard drive will be kept in a fire proof steel safe. The safe will be accessible only by the licensees, law enforcement, and AMCO enforcement to ensure ultimate security and retention of all records. Copies of business records will be provided to AMCO staff upon request.
Business records will be maintained, in accordance with 3 AAC 306.755, as follows:
All books and records necessary to fully account for each business transaction conducted for the current year and the three preceding calendar years will be maintained; records for at least the preceding six months will be maintained on the licensed premises, while older records will be archived either on-premises or in a licensee's home. A current employee list with the full names and marijuana handler permit number of each licensee and employee will be digitally maintained. Hard and/or digital copies of all licensees' and current employees' marijuana handlers permits will be kept on the premises at all times. The business contact information for all vendors that maintain security alarm systems for the premises will be kept on the premises. If we decide to begin advertising, all records related to advertising and marketing will be maintained electronically on-premises. A current licensed premises diagram, along with an site plan of the property, clearly labeled and showing all restricted access areas, will be printed and posted within the licensed premises. A digital copy will also be maintained on the premises. Paper sign-in/visitor logs will be kept in the locked filing cabinet. These will be scanned regularly and stored electronically on-premises. Records for state and federal taxes will be maintained on-premises. All marijuana inventory tracking records will be maintained electronically on-premises. Paper copies of marijuana transport manifests will be scanned for digital retention and kept in the locked filing cabinet. Video surveillance recordings will be preserved on-site for 40 days.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. WB

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. WB

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. WB

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. WB

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. WB

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. WB

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

All employees will receive initial and ongoing training. The will be trained by myself (licensee) in-house in regard to their responsibilities, which includes adjusting the height of the lights, adjusting light timers, operating ventilation equipment, mixing liquid nutrients, feeding schedules, harvesting and trimming techniques, curing techniques, waste management, safety procedures, sanitation procedures, and other necessary protocols to ensure they are adequately prepared.

The licensee and all employees will complete a state-approved course and obtain their marijuana handler permits prior to employment. The permits will be kept in their immediate possession at all times when on the licensed premises. Copies of all handler permits will be kept on file at the licensed premises as well. The licensee shall ensure that all employees' cards are valid and have not expired.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. WB

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. WB

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. WB

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). WB

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✔	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✔	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Marijuana will be trimmed, weighed, and packaged in the open area of the premises. Drying/curing and storage of packaged marijuana ready for shipment will be in separate tent. All processing and handling of marijuana will be done by licensees and/or employees. Marijuana will be weighed using a registered scale in compliance with AS 45.75.080 and 3 AAC 306.745, and packaged in food-safe, tamper-evident wholesale packages not exceeding five pounds. Each package will be identified by a fixed tracking label generated by the marijuana inventory tracking system, and including all required information listed in 3 AAC 306.475. When marijuana is ready for transport to another licensed establishment, the packaged/labeled marijuana will be loaded and locked in a secure container in an unmarked, secure vehicle. The container will be locked at all times during transport and will only be unlocked by a licensee or employee at the location of the receiving licensee. Two copies of a transport manifest, generated by METRC, listing each prepared package of marijuana will remain with the licensee or employee responsible for transporting the marijuana at all times during transit. Upon delivery to the receiving licensed establishment, the transporter will retain one copy of the manifest, and the receiving establishment will receive the other.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. WB

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. WB

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. WB

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. WB

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. WB

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. WB

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. WB

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

No signs will be used for advertising purposes on the premises. There will be no signs posted on the exterior of the building, or on or around the property, with the business name or any marijuana-related words or depictions. The only exterior signage will be those that contain necessary or required information, including: the physical address of the facility; signs on the exterior door that states "Restricted access area. Visitors must be escorted."; potential "No Loitering" and/or "No Trespass" signs; signs stating that no persons under 21 are allowed on the premises; potential signs indicating that video surveillance is in use on the premises; and any other signage required by state or local agencies.

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9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

No advertisment will be used at this time.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

William W. Blixt
Signature of licensee

William W. Blixt
Printed name of licensee

OFFICIAL SEAL
Arianna Liedtke
Notary Public-State of Alaska
My Comm. Expires 05/16/2020

Arianna Liedtke
Notary Public in and for the State of Alaska

My commission expires: 05/16/2020

Subscribed and sworn to before me this 15th day of July, 2019.

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(Additional Space as Needed):

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