Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

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

Licensee:	Miles S France, Peggy S France	**License Number:**	10014		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	The Naked Herbalist				
Premises Address:	47841 South Crop Circle				
City:	Willow	**State:**	ALASKA	**ZIP:**	99688

Mailing Address:	HC 89 Box 1309				
City:	Willow	**State:**	ALASKA	**ZIP:**	99688

Primary Contact:	Miles S France		
Main Phone:	907-631-2169	**Cell Phone:**	907-631-2169
Email:	Nakedherbalist@mtaonline.net		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

1. The proposed location for the cultivation facility is on private property with the closest public access more that 200 feet away.
2. The only road access is on a gated 1.2 mile private road.
3. Where the private property that the cultivation facility is located abuts the easement for the private road there will be no trespassing signs every 100 feet.
4. The restricted access area designated RAA 1 (high tunnel) will have a six foot fence around the area with one locking gate, all sides and gate will have the RAA signage.
5. The restricted access area designated RAA 2 (drying/possessing area) will have two points of entry, each point of entry will have a commercial grade door and lock set, and RAA signage.

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

1. Visitors will be required to show a valid government issued picture id, a copy of the id will be made and kept on file as a business record (this needs to be done only once in cases of multiple visits.
2. Visitors will be given the facilities sanitary and safety brief, and then sign the access log.
3. Visitors will then be issued a visitors badge, there will be no more that five visitors per employee.
4. At end of visit, visitors will return visitor badges and sign out.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

1. All visitors to facilities are required to sign the access log. The access log, once full, will be kept on file as a business record.
2. All first time visitor's government issued photo id will be photocopied and kept on file as a business record.
3. The access log shall record: Name, Company, Contact Information,Signature, Date and time of entry and exit, and Visitor Badge Number.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

See attachment 1 to Form MJ-01

OFFICIAL NAKED HERBALIST

Employee I.D. number

000000

Position

Owner

Date of hire

00/00/00

Expires

00/00/00

Miles S France

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

Working copies of business records will be maintained in the office area, back up copies of business records will be updated monthly and will be stored in the fire resistant safe.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

1. Any employee caught stealing will be immediately terminated and may be prosecuted. All employees will be made aware of this policy during pre-employment interview.
2. Plants under cultivation will be routinely inspected and physical characteristics entered in the growers log and the state tracking system.
3. All drying and processing will be done under video surveillance.
4. Final weights and plant counts will be entered into the growers log and log checked for continuity.
5. The cultivation facility will fully implement the state tracking system.

Describe your policies and procedures for preventing loitering:

1. The cultivation facility will be wholly located on private property with the closes "public" access over 200 feet away. No unauthorized access to the property will be allowed.
2. Where the private property that the cultivation facility is located abuts the easement for the private road there will be no trespassing signs every 100 feet.
3. Any person found on the property will be escorted off the property or held for local law enforcement if the situation warrants.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

1. The gate will have sensors to detect persons or vehicles. These systems are active 24 hours per day and are independent of the security system.
2. RAA 1 and 2 will have motion detectors installed. These sensors are part of the security system.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

Currently this cultivation facility will not use a security system that will automatically notify local law enforcement.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	■	☐
Both the interior and exterior of each entrance to the facility	■	☐
Each point of sale area	■	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	■	☐
Clearly and accurately displays the time and date	■	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	■	☐

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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:

1. RAA 1 will have four video cameras placed on two 20 foot towers. The towers will be located in opposite corners, just inside of the fenced in area surrounding the high tunnel. Each video camera will be mounted on an arm so that the camera is positioned over the corner of the fence. The video cameras "see" in a 70 degree arc and will be placed in such a fashion so as to have about 10 degrees of overlap this will permit each tower to monitor approximately 120 degrees and provide complete exterior coverage of RAA 1. One of these cameras will also monitor the exterior door of RAA 2. RAA 1 will have one camera located inside of the high tunnel, placed in such a position so as to clearly view the door and as much of the grow area as possible.
2. RAA 2's exterior door will be monitored by one of the cameras located at RAA 1. The interior of RAA 3 will have two cameras installed in such a way so that the interior of both doors, the scale, and storage areas will be monitored. One camera will be mounted in the office to monitor the exterior of the door into the restricted access area.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

1. The video surveillance recording equipment will be secured in a fire rated steel "gun" type safe. The safe will be mounted to the floor in RAA 2 and will be monitored by a security camera.
2. Only persons authorized will be granted access to the safe.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	■	☐
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	■	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	■	☐
Video surveillance records are stored off-site	☐	■

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	■	☐
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	■	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	■	☐
Records related to advertising and marketing	■	☐
A current diagram of the licensed premises including each restricted access area	■	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	■	☐
All records normally retained for tax purposes	■	☐
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	■	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	■	☐

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	■	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	■	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Fenwell METRC System

The cultivation facility will also use an in-house system called the growers report to track plant growth. The growers report will be tracked to the METRC system.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	■	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	■	☐
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	■	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

1. The cultivation facility will not hire anyone who does not already possess a Marijuana Handlers Card.
2. A current copy of the employees marijuana handlers card will be kept in the employment files.
3. The Current Employee List will track marijuana handlers card expiration dates, a reminder will be given to the employee when the card gets close to expiring and they will be reminded that their employment will be suspended if they allow their card to expire.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	■	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

1. The cultivation facility will not generate any waste water.
2. Marijuana waste will be stored in designated containers within the grow areas and within the processing area.
3. At a minimum, the marijuana waste will be disposed of weekly.
4. The marijuana waste will be chopped and mixed with animal manure.
5. Any marijuana found to be contaminated will be disposed of immediately by burning.
6. The notifications required by regulation will be given as required.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

The chopped up marijuana waste will be mixed with animal manure.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

1. All plant waste will be run thru a chipper/shedder.
2. The shredded waste will then be mixed with animal manure at a 1:1 ratio.
3. The waste/manure mixture will then be fed to worms.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	■	☐
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	■	☐
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	■	☐
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	■	☐
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	■	☐
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	■	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	■	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

1. Harvested marijuana will be prepared by drying and trimming. Marijuana may, at the request of a marijuana retailer or processor, be prepared in an alternative fashion.
2. Marijuana packaged for resale directly to consumers will:
 a. Be packaged in quantities not to exceed one ounce, exact quantities will be at the request of the retailer.
 b. The packages will not have any printed images, including cartoon characters, that specifically targets individuals under the age of 21.
 c. Have a tracking label.
 d. Be labeled as required under 3AAC 306.475.(a) and (d).
 e. Have a written statement containing the information required by 3AAC 306.475.(b).
3. Marijuana packaged for wholesale or a product manufacturing facility will:
 a. Be packaged in quantities not to exceed five pounds.
 b. Have a tracking label.
 c. Have a written statement containing the information required by 3AAC 306.475.(b).
 d. Be labeled as required under 3AAC 306.475.(d) - (f).
4. Product awaiting shipment will be stored in a locked metal safe.
5. Product in transit will be in a locked container and the container will be locked in the trunk or back seat of the vehicle.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

1. Marijuana products will be transported in locked totes or boxes.
2. These totes will have the transportation manifest attached.
3. These totes will be labeled per 3 AAC 306.475.
4. When being transported by automobile the totes will be secured in a locked trunk, a fully enclosed and locked cargo compartment (i.e. a cargo van), or strapped to the back seat.
5. When being transported by charter or private aircraft the totes will be secured in the aft cargo compartment.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

The cultivation facility will not have any signs that display the business name.

<u>If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.</u>

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	☐	☐
Promotes excessive consumption	☐	☐
Represents that the use of marijuana has curative or therapeutic effects	☐	☐
Depicts a person under the age of 21 consuming marijuana	☐	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	☐	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☐	☐
On or in a public transit vehicle or public transit shelter	☐	☐
On or in a publicly owned or operated property	☐	☐
Within 1000 feet of a substance abuse or treatment facility	☐	☐
On a campus for post-secondary education	☐	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☐	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☐	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☐	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

1. Facilities physical security systems will minimize the ability of any unauthorized persons gaining access to the licensed premises and marijuana items.
2. Any person seeking employment will have had to first obtain a marijuana handlers card.
3. Any visitors must first show a valid government ID proving their age.
4. Employees will be notified that any action by the employee that allows an under age person access to the licensed premises or marijuana items will be immediately terminated.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

M France
Signature of licensee

Miles France
Printed name

Subscribed and sworn to before me this 14 day of March, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Natalia Kuzmin
My Commission Expires: June 8, 2019

Notary Public in and for the State of Alaska.

My commission expires: June 8th 2019

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(Additional Space as Needed):

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

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

Each entrance to an RAA will have lighting that will illuminate an area a minimum of 20 feet from the entrance, each light will be equipped with a photo switch and will come on when ambient light is insufficient for surveillance.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

1. The cultivation facility will use a Sensaphone Sentinel Monitoring System.
2. RAA 1 will have an alarm sensor on the outside gate, a sensor on the high tunnel access door, and a motion detector inside the high tunnel.
3. RAA 2 will have a sensor on each door and a motion detector inside the precessing area.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

1. The security system will have a keyed on/off switch mounted outside the main entrance to the office.
2. The security system will notify an unlimited number of people by e-mail, text message or voice phone calls in the event of an alarm activation.
3. The security system will be activated during non-working hours.

OFFICIAL NAKED HERBALIST

Employee I.D. number

000000

Position

Owner

Date of hire

00/00/00

Expires

00/00/00

Miles S France