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:	Southeast Alaska Laboratories LLC	**License Number:**	10512		
License Type:	Marijuana Testing Facility				
Doing Business As:	Southeast Alaska Laboratories LLC				
Premises Address:	5450B Jenkins Dr				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Mailing Address:	1689 Harbor Way				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Primary Contact:	Jessica Dreibelbis		
Main Phone:	315/778-1469	**Cell Phone:**	315/778-1469
Email:	seaklabs@gmail.com		

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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:

To prevent unescorted members of the public from entering restricted access areas, The facilities main entry doors will have industrial grade security electronic pin pads or fingerprint recognition pads. Only authorized personnel will have clearance of entry with these devices. All other non authorized personnel will be screened in advance to their arrival at the facility and must be escorted by authorized personnel the entire time while in the facility.

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

All visitors will be screened preceding their arrival. Authorized personal will escort the prescreened visitor(s) in through the first door. At which point their identification will be examined and logged to include the date and time of entry, a temporary "Visitor" id badge will be administered. Once the visitor(s) are cleared in through the second door the visitor(s) will be escorted the entire time while in the Laboratory, with no more than five visitors per authorized personal at a time in the restricted access areas.

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

A log book of all visitors will be keep with the following information recorded: name, date and time of entry, of the approved visitors to be escorted into the restricted access areas. These records will be kept as per the state requirements.

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

Sample identification will be included with this application form.

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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:

Exterior Lighting will be comprised of five (5) cutoff LED wallpack lights. One directly above the main entry door of SEAL which will illuminate atleast a twenty (20) foot radius from the exterior wall. There will be another one of these light placed on the same side of the building as the entry door spaced for optimal lighting. And one placed on each end and the opposing side of the building for a total of five cutoff LED wallpack lights.

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

The alarm system to be installed will be a GSM Wireless Auto Dial Alarm System. The system will integrate PIR motion detectors, door pressure sensors, a panic button, smoke sensor, alarm panel and on-site arm/disarm controls. The system will be programmed to send SMS messages and calls to the manager and appropriate local authorities in the event of an emergency.

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:

The alarm system will be activated/armed upon the last personal leaving the facility. The doors will pressure sensors and the restricted access areas will have PIR motion sensors which will be activated upon arming the system. The licensed establishment will have no windows of any kind. Also the manager will have off site access to the status of the alarm system.

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

To prevent diversion of marijuana product, there will be security cameras placed/installed to record both the inner and outer entry doors. Coverage will include each side, including a minimum of a twenty (20) foot radius from the exterior entry door, working areas are clearly visible on the recorded surveillance and will be completely unalterable.
All Laboratory personal will be back ground checked; to adhere to State regulations for compliance (no felonies, etc.) and will be drug screened prior to employment. Personal must also read the SEAL Quality Manual and sign a statement of understanding, acceptance and compliance to the standards set forth, which includes not committing any unlawful acts. Any employee in violation of the SEAL Quality Manual will immediately be removed from the premises and banned from reentry. The marijuana tracking system METRC will be utilized to account for all marijuana transporting, testing and disposal at the licensed testing establishment to prevent diversion of marijuana product. Anyone found tampering or attempting to temper with the METRC tracking system will be escorted off the property immediately and potentially prosecuted. 09/30/2016 - JD

Describe your policies and procedures for preventing loitering:

To prevent loitering a (NO LOITERING) sign will be placed in a manner to be visible from at least twenty feet from the main entry door. There will also be exterior lighting on all sides of the building and above the main entry door to discourage loitering also a video surveillance camera will be installed above the main entry door.
If an individual appears to be loitering they will be kindly asked to not loiter by leaving the premises.

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:

Installed will be an Alarm Security System, which will integrate the following devices to optimize security coverage of the facility; Door Sensor(s), PIR Motion Detectors, Smoke/Fire Detector, Duress, a Siren and a Gas Detector. The Alarm System, will have programed contact numbers with the ability to automatically send an alert to the preprogrammed numbers, should any of the following devices become triggered according to their nature. The numbers to be alerted will include, the facility manager(s) and local authorities such as Juneau Fire & Rescue and the Juneau Police Department.

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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:

In the event of being notified of an unauthorized breach of security the manager is to immediately be notified if the security alarm system hasn't already been brought the matter to his or her attention. At which point the manager will communicate with the appropriate authorities and assist in the recover of any and all information and/or evidence necessary.

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:

The licensed premises' security/video cameras will be placed/installed to record both sides of the inner and outer entry doors. Coverage will include each side, including a minimum of a twenty (20) foot radius from the exterior entry door, all restricted access areas with the exception of the interior of the restroom, and the screening area will have full coverage and be clearly visible on the recorded video surveillance and will be completely unalterable.

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:

All records and video surveillance equipment will be kept inside a locked/secure cabinet inside the licensed premises in the restricted access area. Only authorized personal, law enforcement and/or an agent of the board will be permitted access the contents of said secured cabinet.

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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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:

To ensure all required records per state regulation 3 AAC 306.755 will be preserved, the licensed premises will back all records up to a remote database such as "the cloud" periodically throughout the workday and on a USB pen drive at the conclusion of the workday.

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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:

METRC is the marijuana tracking system required by the AMCO and is the system the licensed facility will implement. The system will be connected to a server capable of sharing its information with the board.

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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:

All employees will be required to hold a valid marijuana handler permit and meet the minimum Alaska state requirements under 3 AAC 306.700, for their position of employment. All employees will be required to pass safety and proficiency testing pertinent to their position before the employee may be authorized to work without further training. Performance audits/evaluations will be performed regularly to ensure employees are in compliance.

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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:

The licensed facility will stay in compliance with all applicable federal, state under 3 AAC 306.730, and local laws and regulations when disposing of waste. To include giving notice to the marijuana control board at least 3 days in advance via the inventory tracking system before making the waste unusable. Records will be kept and maintained of the destruction of marijuana product in the METRC system. Any samples that may be stored on premises will be stored in their appropriately marked container in a locked refrigerator or freezer, whichever is deemed appropriate.
Any solid or liquid waste, including waste water will be disposed of by first rendering it unusable by means of grinding and mixing said waste product with equal parts human waste food and/or waste cooking oil. The resulting waste will then be disposed of in a local landfill following all federal, state and local laws and regulations.

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

The establishment will mix the ground marijuana waste with an equal amount of human food waste and/or an equal amount of waste cooking oil to render marijuana waste unusable. If this process alone is not an option the ground marijuana waste will be mixed with an equal amount of any of the following: food waste, yard waste, vegetable based grease or oils, and/or any other wastes approved by the marijuana control board.

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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:

Marijuana waste will be rendered unusable by mixing the ground marijuana waste with an equal amount of waste human food and/or an equal amount of waste cooking oil. If this process alone is not an option the ground marijuana waste will be mixed with an equal amount of any of the following: food waste, yard waste, vegetable based grease or oils, and/or any other wastes approved by the marijuana control board.

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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:

By authorized personal only, with a valid marijuana handlers card, marijuana product will be prepared for transport by assuring it is in an appropriate sealed package or container, weighed, identified/type and recorded in the marijuana inventory tracking system. A manifest with the aforementioned information will also include the transporters name, time of departure and the expected time of delivery/arrival, the make, model, and license plate of the vehicle transporting product. The sealed package or container will be in a locked safe which will be secured in the vehicle. The manifest is to be with the marijuana product in transport at all times.

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

The locked safe is to be a hard sided metal safe that locks when closed and can only be opened by means of its own key or combination. The locked safe will be secured in the truck of the transporting vehicle which is to be locked upon closure.

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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 establishment does not intend to display any signs on the premises at this time.

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.

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:

All visitors will be screened in advance to their arrival. An authorized personal will escort the prescreened visitor(s) in through the first door. At which point their identification will be examined, logged and a temporary "Visitor" id badge will be administered. Under no conditions will anyone be knowingly admitted into the establishment that is under the age of 21. Both entryway doors interior and exterior will automatically lock upon closure, preventing unauthorized access. There will also be a "no admittance under 21" notice displayed at the entry door.

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.

Signature of licensee

Jessica Dreibelbis
Printed name

Subscribed and sworn to before me this 17th day of August, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 2/22/17