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

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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:	Alaska Bud Brothers Aerogardens, LLC	License Number:		10650	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Alaska Bud Brothers Aerogardens				
Premises Address:	22720 Yukon Road				
City:	Kasilof	State:	ALASKA	ZIP:	99610

Mailing Address:	PO Box 571				
City:	Kasilof	State:	ALASKA	ZIP:	99610

Primary Contact:	Jim Gossman		
Main Phone:	907 953 2338	Cell Phone:	907 398 9758
Email:	gossmanfamily@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.

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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:

All visitors must schedule visits in advance. All visitors will be met at the locked front entrance where they will provide a drivers licenses or valid Alaskan picture ID. Visitors name and license number, along with the date, time and badge number will be recorded on the log sheet prior to visitors pass being issued. No one under the age of 21 will be allowed past the entrance area. After a visitors badge is issued, a designated manager or representative will escort the visitor throughout the facility. At no time will a visitor be outside a 10 foot radius from the representative. No more than 5 tags will be issued at one time. If more than 2 visitors are on premises at the same time, more than 1 authorized agent for Bud Brothers must be on site.

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

All visitors must schedule visits in advance. All visitors will be met at the locked front entrance where they will provide a drivers licenses or valid Alaskan picture ID. Visitors name and license number, along with the date, time and badge number will be recorded on the log sheet prior to visitors pass being issued. No one under the age of 21 will be allowed past the entrance area. After a visitors badge is issued, a designated manager or representative will escort the visitor throughout the facility. At no time will a visitor be outside a 10 foot radius from the representative. No more than 5 tags will be issued at one time. If more than 2 visitors are on premises at the same time, more than 1 authorized agent for Bud Brothers must be on site.

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

A visitors log will be maintained at the locked and enclosed entrance area. All visitors will sign in next to the company agent. The log will also contain date, time, badge number and license/ID number.
See attachment #4 (visitors log)

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

See attachment #3 (Bud Brothers ID)

ATTACHMENT #3

O

Bud Brothers

John Doe

Photo ID HERE

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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:

A total of 10 exterior, motion sensor flood lights will be mounted approximately 9 feet from the ground. Three lights will be mounted on each of the north and south walls. Two lights will be mounted on each of the east and west walls. Each of the entrances will have one of these lights positioned near it.

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

There will be three exterior doors; each will have mechanically activated alarms. They will be turned on when the last agent leaves at night and turned off when the first agent arrives in the morning. If the alarm is activated the owners and agents will automatically be notified on their cell phones.

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:

There will be three exterior doors; each will have mechanically activated alarms. They will be turned on when the last agent leaves at night and turned off when the first agent arrives in the morning. If the alarm is activated the owners and agents will automatically be notified on their cell phones.

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

Surveillance cameras will be positioned within 20 feet of all three of the exterior doors from both the exterior and the interior. Each of the three restricted areas will have cameras. The first camera in each area will cover the entrance and in large areas a second will cover the balance of the working area not seen by the first camera. An employee or agent may be suspended or dismissed for diverting product or theft. P and P manual P manual Section 2, subsection VIII, items B and C

Describe your policies and procedures for preventing loitering:

Loitering is not allowed before, during or after business hours. The only time anyone is allowed on the premises is to work or view the facility with a pre-approved visitor pass. No loitering signs will be posted at each entrance to the building.

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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:

No additional to stated in this operating plan.

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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:

All licensee's/owners, employee's and agents are automatically contacted by phone when an unauthorized entry has occurred. They will confirm with the other associates that that there is a legitimate violation and designate one person to contact the local law enforcement, then report immediately report to the facility to assess the possible infraction. P and P manual section two, subsection IV, item A, sub item 2

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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:

All entrances to the building and to secure areas will be monitored by cameras mounted within 20 feet of entry point, both from the interior and the exterior. A second camera will be mounted in secure areas to encompass areas not seen by the entrance cameras.

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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:

A utility room above the bathroom will contain the security system receiver, networking equipment and data storage. I will have a dead bolt lock that remains locked whenever maintenance is not being performed. The owners/managers will retain the keys for this room.

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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Where applicable a second set of paper receipts and documents will be kept off site at owners/manager home. Electronic accounting will be performed using quick books, which is accessed through internet from a computer with access. Accounting data storage will be at owner/managers home. The marijuana tracking system (Franwell, METR system) may be a cloud based system allowing for access from a computer with internet access. If files need to be kept on a single computer, a USB storage device will be used to backup data, and stored off site at owner/manager home. P and P manual Section 5, subsection I, item A

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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:

The Franwell "METRC" system will be utilized. This is the system the board has approved and implemented, therefore is 100% compatible.

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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 Managers, employee and agents working at Bud Brothers will provide for display a Marijuana Handlers permit, or a copy, to be displayed in the entry way of the facility. Handlers permits are a prerequisite for hiring as stated in the policy and procedure manual. P and P manual section two, subsection II, item A

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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:

Stems and leaves will be mixed with natural bio-waste including but not limited to, grass clippings, leaves, sticks and dirt, and allowed to compost at the southeast corner of the building. Or the stems and leaves will be mixed with non-compostable materials like plastics, paper, tin, and household disposable items in a 55 gallon trash bag. When bag is full it will be mixed with bleach and taken to the Soldotna landfill. The depleted water will be disposed of in the drain field or be used as landscaping irrigation.

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

Stems and leaves will be mixed with natural bio-waste including but not limited to, grass clippings, leaves, sticks and dirt, and allowed to compost at the southeast corner of the building. Or the stems and leaves will be mixed with non-compostable materials like plastics, paper, tin, and household disposable items.

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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:

Stems and leaves will be mixed with natural bio-waste including but not limited to, grass clippings, leaves, sticks and dirt, and allowed to compost at the southeast corner of the building. Or the stems and leaves will be mixed with non-compostable materials like plastics, paper, tin, and household disposable items in a 55 gallon trash bag. When bag is full it will be mixed with bleach and taken to the Soldotna landfill.

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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:

Marijuana will be trimmed, dried, separated from the stem, cured and be sealed in individual packages. It will be stored in a safe locked steel cabinet until an order is made for the product. It will be delivered in a secured "Homek GS00727021 Steel 2 door locking cabinet.

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

Homek GS00727021 Steel 2 door locking cabinet

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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:

No advertising or marketing signs will be used.

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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	■	☐

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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 must schedule visits in advance. All visitors will be met at the locked front entrance where they will provide a drivers licenses or valid Alaskan picture ID. Visitors name and license number, along with the date, time and badge number will be recorded on the log sheet prior to visitors pass being issued. No one under the age of 21 will be allowed past the entrance area.
P and P manual, section 2, subsection VIII, items B and C.

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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

James R Gossman
Printed name

Subscribed and sworn to before me this 06 day of July, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 05/05/2018