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:	Boreal Inc.	**License Number:**	10514		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Boreal Inc.				
Premises Address:	2770 Picket Pl. #2				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

Mailing Address:	P.O. Box 82282				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99708

Primary Contact:	Kristopher Thompson		
Main Phone:	(907)978-9144	**Cell Phone:**	
Email:	akborealinc@gmail.com		

KT

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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:

Boreal Inc. will discourage visitors and schedule by appointment only. Our phone number will be posted on the door for visitors to call in for security purposes and to discourage random visitors. Doors are to remain locked during business operation and close. No on under the age of 21 will be admitted to the facility. Age will be verified upon entry for scheduled visits varifying their government issue ID per 3 AAC 306.350. A small entry will be built in order to facilitate business and screen visitors. Visitors that have entry rights such as MCB, officers, and any other government official will be admitted immediately. Identity and age will be verified upon entry. There will only be one door to enter the restricted access area from the intake room which will remain locked at all times. The area will be marked clearly Restricted Access Area, visitors must be over 21 and escorted in accordance with 3 AAC 306.710.

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

Boreal will not provide tours of restricted access areas at this time. Authorized visitors per phone call will enter the front door (remained locked all times) to the intake area and an employee will verify age using a valid government issued ID per 3 AAC 306.350. Visitors will then sign in and fill out all required information on sign in sheet kept with records following reg 3 AAC 306.675. Visitors will then be issued a temporary badge similar to employee IDs which must be worn for the duration of the visit. The badge will designate which employee they are assigned to and said visitor must not leave designated employee's eyesight. Employees will not exceed the maximum 5 visitors : 1 employee at any time. The restricted access door will remain locked at all times for security measures and only employees and management will be authorized have keys.

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

Visitors Logs will be scanned into the computer at the end of each business day. All logs will be able to be provided immediately at the request of any authorized government entity. Required sign in information will include Name, Address, Birth Date, entry/exit times, reason for visit, and assigned employee escort. All records will be kept accordingly to regulation 3 AAC 306.675.

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

Please see attached.

BOREAL INC.

EMPLOYEE ID

Robert Marley

MHP#: 000000
Cultivation License#: 10514

Picket Pl. 2770 #2
Fairbanks, AK
99709

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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 exceed minimum requirements of 20 feet at each entrance in order to provide sufficient lighting for surveillance equipment as required per regulation 3 AAC 306.715.

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

The alarm system will have magnetic door sensors at the two emergency exits and the main entrance. The facility has no windows. It will have motion detectors that will be installed as a back up to the door sensors. It will be monitored by a third party monitoring agency 24 hours a day seven days a week. Alerts will be sent out via text message automatically and management and local law enforcement will be notified via phone in the event of a break in. Video surveillance will be used 24/7 in which management will be able to view a live feed and assist law enforcement of any situation that arises. Alarm system is to be armed at all times either open mode or closed mode. Open mode will disarm motion sensors but still monitor the door sensors, to allow work inside. Closed mode will arm the entire system. This will act as a backup measure to protect employees during work hours.

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 armed at the end of each working day. It will have have magnetic door sensors on all exterior doors along with motion detectors inside. It will set off the alarm in the event the sensors are tripped and authorities/ management called as previously stated. There are no windows in the facility. The system will be used in conjunction with 24 hour video surveillance.

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

Boreal will have a zero tolerance policy for marijuana diversion. Cameras will be placed in view of all operations per regulation 3 AAC 306.720.Recording footage will be kept for 40 days. Employees or subcontractors caught diverting product will be terminated immediately and reported to the authorities and marijuana control board. Only upper management will have keys to the curing, quarantine, and finished product rooms. Inventory will be checked regularly via Metrc in order to audit product on hand in conjunction with video audits done at the discretion of management. Employees will be required to keep personal belongings in lockers prior to entering the restricted access area.

Describe your policies and procedures for preventing loitering:

No loitering signs will be posted. Anyone loitering will be asked politely to leave the property and refusal will result in a call to the police for assistance with the situation. Loitering will be discouraged by having visitors call our phone number to schedule visits and a locked door at all times. Loitering will be observed from monitors inside and employees will act accordingly. 3 AAC 306.715.

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:

Motion detectors will be installed with the security system. We will also install a panic alarm and siren pending security system compatibility.

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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:

A designated person will be contacted when alarm system is triggered. Boreal will assist law enforcement in the event of a breach of security. All transactions will be frozen and evidence preserved until authorities arrive. Any security footage and information will be handed over immediately in order to aid authorities in the apprehension of any culprits. An audit will be done with Metrc as soon as possible to account for any lost product or equipment and finding will be reported immediately to AMCO and the authorities.

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:

Security Cameras will be installed and placed at each entrance outside. Inside they will cover all growing, processing, cutting, curing, and waste mixing areas. Resolution of the cameras will exceed minimum requirements to identify anyone within 20 ft from the building and anyone inside the facility per reg 3 AAC 306.720.

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:

The storage equipment will be in a locked cabinet and only management and licensees will have keys/access. The locked cabinet will be under 24 hour video surveillance. Access will be granted at any time to any law enforcement or agent of the board upon verification of identity.

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:

Boreal will upload records regularly in order to preserve records and have them available via cloud storage, hardcopy, or by hard drive back up at the facility in order to exercise due diligence. All materials covered under 3 AAC 306.755 will be saved and recorded. Any records off site will be provided no later than 3 business days after request is made. Records will be stored and kept in accordance with 3 AAC 306.675.

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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:

Boreal will use the Franwell's Metrc system as required by the state of Alaska per reg 3 AAC 306.730. Boreal will install and implement Metrc software to monitor the entire propagation process and keep track of inventory. Plants will be tagged at required 8" height and tracked till muturity and packaged for sale with new tracking id. Boreal employees will be trained on the Metrc tracking system. We will preform audits regularly in order to closely monitor inventory.

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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 have Marijuana handlers permits per reg 3 AAC 306.425. No employee will be allowed to work without a marijuana handlers permit on file with Boreal. Employees will be evaluated by their resume and prior training will be taken into consideration. At the time of hire employees will be given a probationary period and given training specific to the facility and business which would not otherwise be covered by the handlers permit class. Training would include operations, security protocols, business practices, and reiterate lessons from the handlers card class such as hygiene.

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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:

Any waste will be collected and disposed of properly and all precautions will be taken to adhere to regulation 3 AAC 306.740. Our system will have minimal run off being a drain to waste type and any run off will be taken up by the plant and/or evaporate out of collection trays. Any bad nutrient water will be stored and disposed of at the water treatment plant. Solid waste will be disposed of properly in accordance with all legal regulations and AMCO will be notified 3 days prior. In the event of a lack of coco medium we will use only approved materials listed under 3 AAC 306.740 (D)(1)(2). Any potential waste will be stored in lockable containers such as lockable trash cans or storage containers until approval for destruction in Metrc.

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

We will mix ground marijuana waste with our used coco growing medium and compost it in drums for reuse or disposal by an authorized waste company. We may mix it with other material approved by the MCB under AAC 306.740 (D)(1)(2).

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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:

AMCO will be notified 3 days prior to disposal per 3 AAC 306.730. Marijuana waste will be ground up and mixed using coco growing medium to render it useless to a 50:50 ratio. Other compostable items may be used in conjunction in order to achieve the 50:50 ratio. Management will authenticate amounts during disposal. All logs will be kept with business records to be readily available per 3 AAC 306.755.

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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:

Orders will be prepared and recorded in Metrc according to the requirements set out in 3 AAC 306.750. Orders will be placed in individual 1 lb or smaller vacuum sealed packages with Metrc package IDs and placed in plastic containers with a seal. Containers will hold no more than 5 pounds each. Then the container will be placed in locked metal boxes that are bolted to the vehicle.

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

The vehicle will be equipped with steel locked storage compartments such as a tool box or safe that will be bolted down. It will be installed in an unmarked vehicle.

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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:

We do not have plans to have a sign specifically for security purposes.

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:

Admittance to the facility is by phone call only and we have no plans of being open to the public at this time. Anyone let into the intake area will have their valid government ID checked immediately. They must sign in filling out the appropriate information as stated in the restricted access section. Anyone not 21 or older will be turned away immediately.

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.

Kris Thompson
Signature of licensee

Kris Thompson
Printed name

SHAUN M. TACKE
My Commission Expires
NOTARY PUBLIC
September 7, 2017
STATE OF ALASKA

Subscribed and sworn to before me this 11th day of August, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 9/7/2017