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:	Broken Dirt, LLC	**License Number:**	10284		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Catalyst Cannabis Company				
Premises Address:	5001 Eagle St., Suite B				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	6967 Laser Dr.				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99504

Primary Contact:	Will Schneider		
Main Phone:	907-205-1181	**Cell Phone:**	
Email:	will@catalystcannabisco.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:

Catalyst Cannabis Co. will ensure its licensed premises will be selected, designed, constructed, and engineered to prevent unauthorized entry into restricted access areas by unescorted members of the public. Uncompromised safety and security for employees, customers, and visitors will be significant components to the long-term viability of our licensed premises. Our buildings' security landscape will include secure facility entry points utilizing commercial grade, non-residential door locks and deadbolts with internal vestibules and separate service/delivery areas with secure bay, full visual screening of the public and restricted access areas from the exterior of the facility, and a secure storage room. The interior of the facility will be segregated into public and restricted access areas containing secured zones including customer entry, reception space, waiting area, customer service area, office space, secure storage room, and employee break area. The secure storage room will be for all marijuana, marijuana product, and Catalyst Cannabis Co. company assets and have safes and/or vaults with at minimum a GSA Class 5, TL 15, or TL 30 rating. Additionally, the secure storage room will be reinforced and climate controlled, ensuring all marijuana and marijuana product is in a secure, locked area that will prevent degradation, diversion, theft, and loss. Exterior perimeter walls, interior tenant separation walls, and dividing walls between public and restricted access areas will be enhanced with intrusion resistant paneling to enhance external penetration security.

Catalyst Cannabis Co. will have a professionally installed security alarm and video surveillance system that allows for 24 hour continuous operational monitoring and video recording. All facility interiors and exteriors (excluding bathrooms) will be intelligently monitored and our system will allow us to identify any person and their activities in (1) any area where marijuana or marijuana product is cultivated, sold, or stored, (2) all point of sale areas, (3) any room used to pack or unpack a secured container used to transport marijuana or marijuana products, (4) Catalyst Cannabis Co.'s security rooms housing our alarm and surveillance systems, and (5) all entrances and exits to/from the facility from indoor and outdoor locations. Furthermore, our alarm and video surveillance systems will provide real time notifications of security events via text messaging and email to Catalyst Cannabis Co. senior leadership and authorized employees. The alarm system will incorporate door contact alarms, intrusion deterrent panels, motion detection, safe and vault alarms, and glass breaks to provide for perimeter and interior protection.

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

Catalyst Cannabis Co. will ensure that when a visitor is admitted to a restricted access area of the licensed premises, an employee will log the visitor in and out. An employee will greet and triage visitors, directing every step of the intake process. At no point will the number of visitors exceed more than 5 for each licensee, employee, or agent of the company who is actively engaged in supervising visitors. Each visitor will be assigned a badge with a unique color and number and the Catalyst Cannabis Co. employee will record in the organizational visitor logbook the visitor's name, affiliated organization, reason for visit, date, time in and out, and badge color and number. Any visitor to be admitted to a restricted access area will be required to present their government-issued identification when requested by our employee and no individual under the age of 21 will be admitted to restricted access areas. It is Catalyst Cannabis Co. policy that every visitor must have a form of government-issued photo identification to include a driver's license and/or passport to enter the licensed premises restricted access area. A photocopy of each visitor's identification credential will be retained in the visitor logbook with all other pertinent visitor information.

When visitors are admitted to a restricted access area of the licensed premises, a Catalyst Cannabis Co. employee will continuously visually supervise the individual(s) while on the premises. Employees will be trained on safe and secure visitor escort practices focused on surveillance, product diversion, and facility compliance. Every visitor will be clearly visible to at minimum one Catalyst Cannabis Co. employee at all times, either in physical time and place and/or digitally on surveillance monitors. Upon visitor entry, a Catalyst Cannabis Co. employee will assess the nature of the person's visit. From building maintenance to regulatory inspections, visitors will be logged and supervised while on the licensed premises. A Catalyst Cannabis Co. employee will oversee the completion of registration forms and visually account for every visitor during the process. Once the visitor is approved to enter a restricted access area, an employee will escort the individual and before any employee is relieved of their visual supervision responsibility, a verbal confirmation of visitor hand-off must be established to the assuming employee. Additionally, Catalyst Cannabis Co. will ensure that whenever a visitor is admitted to a restricted access area, our employees will ensure that the visitor does not touch marijuana or marijuana products. A Catalyst Cannabis Co. employee will deliver the organizational visitation policies and procedures to all visitors upon intake. Per the visitor escorting and visual surveillance protocols, each individual will be instructed to not touch marijuana or marijuana product while on the licensed premises. Catalyst Cannabis Co. visitation conditions will be posted to the logbook each visitor will sign, acknowledging acceptance of our organizational policies regarding visitor rules and regulations.

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

Catalyst Cannabis Co. will ensure to maintain a log of all visitors to restricted access areas of the licensed premises for a minimum of 1 year (current license period) on-site and 5 years at an off-site location. Visitors to restricted access areas will be documented according to Marijuana Control Board requirements and Catalyst Cannabis Co. organizational standard operating procedures. A logbook will be securely filed on-site detailing visitor specifications, including their name, date and time of entry into the restricted access area, and a photocopy of their government-issued identification. Access to any and all visitor data will be limited to authorized employees, senior leadership, agents of the Marijuana Control Board, or any other agent of any regulatory agency. Files will be protected by physical, lockable fireproof cabinets and digitally encrypted passwords where necessary for virtual files that will only be available on a need-to-know basis to premise personnel and upon immediate request by the Marijuana Control Board.

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

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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:

The Catalyst Cannabis Co. licensed premises will have adequate lighting to support and facilitate video surveillance. The exterior lighting landscape will provide high intensity dusk to dawn illumination to support exterior video surveillance camera fields, which will include the entire facility perimeter and the employee and customer parking area(s). Catalyst Cannabis Co. will trim back/down all trees, bushes, and other foliage to ensure thorough visibility and eliminate coverage blind spots. All security lighting fixtures will be able to ensure proper illumination levels in order to support viable image retrieval from the video surveillance footage and will have infrared capability. All Catalyst Cannabis Co. facility security and emergency light fixtures will be tested regularly by our employees and certified by either local regulatory agencies or accredited third party contractor to ensure proper functionality and overall compliance.

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

Catalyst Cannabis Co. intends on engaging a local security service provider to professionally install our security alarm, all cameras and associated wiring, and detection sensors that will be included in the overall security landscape. Our alarm system will be interactive and intelligent, incorporating dedicated communication channels, tamper-resistant protection, awareness control measures, image sensing, video monitoring, access control considerations, and contemporary technologies in order to ensure maximum security and safety. The cellular communication features of our alarm system will ensure reliable and fast communication without the need for a land line, battery backup power options, and secure broadcasting of critical messages. Catalyst Cannabis Co.'s alarm system will also feature continuous monitoring and customizable notifications providing us with a mobile application for authorized users, instantaneous alerts, personalized user access codes, and historical activity reporting, with the capability to search for specific events, activity by sensor, or date and time. The sensing system that integrates with our alarm system will include motion, pressure, and sound sensors, motion for spatial monitoring, pressure for windows and doors, and sound for perimeter protection.

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:

All Catalyst Cannabis Co. employees will be trained on organizational standard operating procedures regarding all security logistics to include alarm system administration (arming/disarming), alarm system device management (cameras, DVR, sensors), and troubleshooting techniques to ensure all security equipment is 100% operational at all times, including after business hours. Our alarm system and all associated sensors and detectors will be continuously monitored our local Anchorage security provider, who we hope will be either Guardian Security Systems, Action Security, or Arctic Fire and Security. Additionally, Catalyst Cannabis Co. intends to engage USA Central Station Alarm for 24 hour 7 days a week security alarm monitoring. USA Central Station Alarm has locations providing simultaneous service in Connecticut, New York, and Minnesota and Catalyst Cannabis Co. believes this triple redundancy reporting and national security monitoring is critical for a detailed data service. Our licensed premises alarm systems will communicate with our security provider by GSM radio to the monitoring station(s), all of which will be UL approved. IP reporting and grounded telephone lines will be utilized to their fullest capabilities to back up the GSM radio to ensure that communication to our monitoring station(s) will be real time while removing default delays during programming. Furthermore, Catalyst Cannabis Co.'s alarm system, access control devices, and video surveillance infrastructure will be supported with an auxiliary battery system that provides full operational viability during a total AC power loss incident for up to 48 hours. Each fixture of the licensed premises security landscape will be incorporated into the emergency AC generator landscape to ensure a redundant alert path to our security service provider.

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

Catalyst Cannabis Co. will ensure that all employees are trained on the detection and prevention of diversion of marijuana or marijuana products. It will be the responsibility of any Catalyst Cannabis Co. employee that witnesses or suspects criminal activity to report this information to senior leadership immediately. We will train our employees on common pharmaceutical drug diversion techniques derived from healthcare models focused on employee and patient safety. Catalyst Cannabis Co. training will address instances of internal and external diversion practices, covering the marijuana and marijuana product movement process from seed to sale. And rotating inventory practices to ensure unpredictability and break routine behavior. Employee education concerning internal diversion threats will include employee theft or pilferage, operational phase opportunities during the ordering, inventorying, disposal and/or dispensing of marijuana and marijuana products, and the personnel styles of diversion of either individual actions or collaborative teamwork. Other mechanisms of product diversion that will be discussed during training will include employees manipulating point of sale parameters, "short filling" the customers allowable purchase quantity, employees placing marijuana or marijuana products into personal belongings like socks and shoes, pockets, wallets and purses, water bottle/beverage container, or body through their shift. Training information will highlight these potential diversion avenues due to their difficulty in tracking because no retail transaction occurs.

Additionally, traditional theft and robbery strategies will be acknowledged and addressed during diversion training as they may be utilized to obtain larger quantities of marijuana or marijuana product. Catalyst Cannabis Co. employees will have intimate knowledge of the operations of the licensed premises and levels of security employed, providing a myriad of opportunities to breach safeguard systems. Catalyst Cannabis Co. will strive to work with the Anchorage Police Department to continually revise our standard operating procedures and employee training programs to be proactive and comprehensively address diversion mitigation. Employees will be educated on the spectrum of strategies to reduce internal diversion as neither supply or demand of marijuana or marijuana products can/will be stopped due to legally granted allowances for the purchase of retail marijuana or marijuana products. Due to this circumstance, Catalyst Cannabis Co. employees will be trained by security specialists, local Anchorage resources, and Marijuana Control Board inspectors to continually improve inventory controls to prevent any internal marijuana or marijuana product diversion.

Catalyst Cannabis Co. employees will be educated and trained in participating in a company culture of accountability for the security of marijuana and marijuana product. To this end, all company employees will be made aware that the compliance department in conjunction with senior leadership will conduct regular internal audits of all workflow processes and procedures. Internal company audits will include Marijuana Control Board, federal, and state law enforcement standards regarding onsite use of marijuana and/or marijuana product prohibited, disposal of marijuana and marijuana product reporting of source, quantity, and sales, using safe rooms, safes, and vaults for storage, utilizing a working alarm system, and ensuring the overall security plan is consistent with Catalyst Cannabis Co. standard operating procedures. Audits will also entail standard compliance pertaining to records to be maintained, both physically and digitally, the disclosure of those records upon request by the Marijuana Control Board and/or federal/state law enforcement agencies, and the consent to have all company records inspected.

External diversion practices that Catalyst Cannabis Co. employees will cover in their training will include the recognition of prohibited acts regarding marijuana and marijuana product such as customers reselling their products in the community, established personal relationships with known criminals, the consumption of marijuana and/or marijuana product on the licensed premises or public space, or the use of alcohol, inhalant, or any other controlled substance on the licensed premises. Our employees, according to job description and function, will have limited authorized access within the licensed premises to include critical operational areas in which marijuana and marijuana product is handled, processed, and stored. Employees will be taught that while limited access to marijuana and marijuana product is sacrificed for logistical convenience, Catalyst Cannabis Co.'s priorities are to securely dispense marijuana and marijuana product to qualifying customers while protecting and ensuring public safety. All marijuana and marijuana product packaging and physical logbooks will feature tamper-evident tape, child-resistant lids, and zip tie locks on containers when applicable and any aspect of these security devices found adulterated will be reviewed on recorded security surveillance camera footage. Furthermore, all waste disposal processes will be visually audited both by an in-person inspector and/or recorded video footage. Employees will be trained to understand that trash receptacles and dumpsters are common staging areas for diversion, which is why Catalyst Cannabis Co. will implement clear trash bags and locked dumpsters. It will be company policy that the same employee tasked with documenting waste weights/amounts and unused/expired marijuana or marijuana product for disposal will not be responsible for physically processing the marijuana or marijuana product to its ultimate disposal.

In the event of a discrepancy between weight/amount of marijuana or marijuana product dispensed, stored, and/or accounted for, Catalyst Cannabis Co. employees will immediately perform an internal audit to determine the source of discrepancy by viewing video surveillance footage, reviewing all operational logs, and creating a missing inventory report. If it is determined the discrepancy is due to theft of diversion, senior leadership will immediately be notified. Catalyst Cannabis Co. will cooperate with any Marijuana Control Board and/or Anchorage Police Department investigations or directives. The detection and prevention of diversion of marijuana or marijuana product is recognized as a public safety and health concern and our employees will be thoroughly trained in all aspects of quality control and product security.

Describe your policies and procedures for preventing loitering:

Public safety and safe access to marijuana and marijuana products are paramount to Catalyst Cannabis Co.'s operating plan. To this end, it is of the utmost importance to employ strategies that prevent and deter crime in our community and immediate area surrounding our licensed premises. We will position and mount all external cameras and lighting fixtures in clear view of the public to establish video surveillance monitoring activities and illumination identification capabilities. Additionally, we intend to place signs inside and outside of our buildings that read "NOTICE this area is under 24 hour video surveillance" and "No loitering or soliciting on this property" to alert all persons of company policy and potential legal actions. Catalyst Cannabis Co. will not tolerate loitering of any kind by minors, qualified customers, and the general public to include solicitors, panhandlers, and homeless individuals. Catalyst Cannabis Co. will ensure that its security plan and strategies include the mitigation of loitering by implementing practices that eliminate the causes of loitering to include addressing reclining/sleeping spots, the availability of food access in the area, reducing and/or eliminating (where allowable) cigarette smoking locations, and customer/employee parking lot activities. Furthermore, we intend on implementing security fencing where needed, commercial grade deadbolts and locks, motion and pressure sensors if supportable, and an overall crime prevention through environmental design approach. Catalyst Cannabis Co. will train employees to not confront any irate, aggressive, hostile persons or large group of individuals and to call the Anchorage Police Department should law enforcement intervention be required.

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:

All Catalyst Cannabis Co. employees will be trained on our organizational standard operating procedures regarding security logistics and administration to include auxiliary security devices such as motion detectors, pressure switches, and duress/panic alarms. Spatial motion detectors, pressure sensors, and sound sensors will be strategically positioned throughout our licensed premises as allowable and where needed (on windows, around doors, ceiling penetration points, and individual building rooms). Where appropriate and allowable on our licensed premises, we will install duress/panic buttons to enable Catalyst Cannabis Co. employees to immediately notify the security monitoring center and the Anchorage Police Department if necessary. The duress/panic alarms will be programmed to provide a local audible sounder and a notification to our alarm monitoring station that an emergency crisis situation is occurring. The monitoring station will fore-go any notifications to the predetermined call priority list and to call the Anchorage Police Department directly, informing of the situation and location that initiated the signal. All duress/panic buttons will be strategically positioned based on ingress and egress points, shipping and receiving areas, and the cash exchange zones. Additionally, the duress/panic alarm system will also be programmed to initiate silent alarms and depending on the circumstance and situation, the duress/panic alarm system can be modified as necessary. Our highly integrative and intelligent security landscape will include smoke, heat, and carbon monoxide sensors that will always be active, regardless of the systems state of armed or disarmed. If a sensor activates the system, a local audible pulse is sounded and communication to the system monitoring station will identify the specific zone(s) impacted and type of alarm signaled. The Catalyst Cannabis Co. security infrastructure panels will be programmed to communicate an AC power loss condition as well. The licensed premises will have a 48-hour battery backup for all security landscape components, and the security and lighting systems will be integrated into the facility's emergency generator 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:

All Catalyst Cannabis Co. employees and senior leadership will be trained on our organizational policy of fully cooperating with the Marijuana Control Board, Anchorage Police Department, any local or state of Alaska regulatory agency, and any federal regulatory agency. Additionally, we will cooperate with any regulatory or law enforcement investigation(s) or directive(s), which includes Catalyst Cannabis Co. cordoning off any area of the licensed premises that is critical to an investigation and will preserve the integrity of the area until investigators arrive on the scene. Our emergency policies and procedures dictate that a Catalyst Cannabis Co. authorized employee will serve as the person in charge in the event of an emergency situation due to an automatic or electronic notification to the Anchorage Police Department of an unauthorized breach of security. Upon the initiation of a notification to the Anchorage Police Department requesting assistance, if possible, all Catalyst Cannabis Co. employees will safely evacuate all customers on the licensed premises. Upon arrival of the Anchorage Police Department or Marijuana Control Board, Catalyst Cannabis Co. employees will acquiesce to all requests by law enforcement personnel to include granting access to all restricted access areas on the licensed premises, all business records if needed, all security video equipment and storage areas, all digital files requiring passwords, and any other request for information, material, or product they may be needed to handle an ongoing situation or investigation. Catalyst Cannabis Co. will ensure an organizational investigation is conducted as well in order to train employees and prevent future emergency situations. The investigation will commence within 1 business day of the security breach and will be conducted in concert with information ascertained from the Marijuana Control Board, local law enforcement, and our organizational compliance department. We will interview the employee(s) involved and review all surveillance systems to include product and personnel reports generated by the MJ Freeway software and licensed premises alarm system that will then be delivered to the Marijuana Control Board. Catalyst Cannabis Co. will comply with the police investigation and will help direst its conclusion by providing all relevant documents, visitor logs, video records, inventory control logs, and full access to all security protocols and organizational standard operating procedures. Catalyst Cannabis Co. will remain closed to the public and/or employees as necessary in order for any law enforcement agency to conduct their operations. Catalyst Cannabis Co. will only reopen for customers and/or employees once we have received permission and clearance from the Marijuana Control Board and Anchorage Police Department.

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:

Catalyst Cannabis Co. will ensure that all video surveillance cameras at its licensed premises will be positioned 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. We will implement the deter, deny, detect, record analyze strategic security model to ensure notices advising all persons of the ongoing video surveillance operations and will post such signs conspicuously in and around the interior and exterior of the licensed premises clearly reading “Activity inside this facility is subjected to video surveillance” and “Premises under video surveillance”. On the interior of the licensed premises, video cameras will be placed in low and high risk areas alike, establishing clear sight lines at every entrance, in every vestibule, on every point of sale register, at secure storage rooms, in employee break rooms, and otherwise in every room of the building (except bathrooms) to ensure more than adequate visual coverage of the licensed premises. Catalyst Cannabis Co. will also ensure that a surveillance camera will be located and operated to capture activity at each entrance and exit to and from the licensed premises. Exterior egress cameras will be positioned to capture persons within 20 feet of any entrance or exit, and will have designated view angles featuring 360-degree perspectives. Surveillance cameras will also be positioned on the interior of the building at all ingress/egress points, ensuring the capture of facial characteristics of any individual entering or exiting the building. All exterior cameras will be mounted below any lighting fixtures to mitigate camera image blooming and ensure quality picture resolution. We will ensure a surveillance camera will capture activity at each entrance to restricted access areas where marijuana or marijuana product is packaged, tested, processed, stored, or dispensed. Catalyst Cannabis Co. will ensure security cameras are maintained at all ingress/egress points, hallways and storage areas, and public and operational zones. Video surveillance will be maintained for all marijuana exchange and cash transactions areas. The licensed premises shipping and receiving processes will always be conducted on camera and where applicable, lighting will automatically illuminate to guarantee quality video coverage that is unobstructed and appropriately contrasting.

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:

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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:

Catalyst Cannabis Co. will ensure that all required records will be maintained in either paper or electronic format. If in paper format, the records will remain in a locked, fireproof cabinet that is located in our secure storage room and area with access to such records limited to authorized employees and senior leadership. If in an electronic format, access to such records will be protected by a password that will be available only to authorized employees who have a need to access or create such records in accordance with their job function and all electronic records will be backed up on a server this is maintained both on-site and off-site. We will retain all records in a format that is readily understood by a reasonably prudent business person and such recordkeeping of documents will include (1) all books and records necessary to fully account for each business transaction conducted, (2) a current Catalyst Cannabis Co. employee list complete with state marijuana handler permit number, (3) the business contact information for our security service vendor(s) that maintain our video surveillance and alarm system, (4) our records related to advertising and marketing, (5) a current diagram of the licensed premises including all restricted access areas, (6) all visitor access and log information to include name, date, and time of entry, (7) all records that a business would normally retain for tax purposes, (8) all accurate and comprehensive seed to sale inventory tracking metrics and records, and (9) transportation records for all marijuana and marijuana products as required by the Marijuana Control Board. We will incorporate our business operational software of MJ Freeway inventory tracking system, QuickBooks for accounting purposes, Google Docs for transparent and accessible document storage, and other applications as needed to create and establish a comprehensive records retention program. We use the term seed to sale to demonstrate our intent to continue tracking all business operations from the point of cultivation to the point of retail sale, and all data sets and reporting facets associated with each phase. Catalyst Cannabis Co. will retain all business records conducted under our license for the current year and three preceding calendar years securely on-site and readily available upon request for the Marijuana Control Board or any other regulatory agency. Once documents and records have surpassed a 3 year storage period on-site at our licensed premises, Catalyst Cannabis may archive the records in a secured, easily accessible off-site location.

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Catalyst Cannabis Co. will utilize the MJ Freeway seed to sale software tracking system that will be capable of sharing information with the state system the Marijuana Control Board implements. Initial conversation has the Marijuana Control Board selecting Florida-based software company Franwell, developer of the METRC program implemented in the Colorado marijuana markets. MJ Freeway has a proven record of being capable to seamlessly integrate with Franwell's METRC program. The MJ Freeway system will establish a perpetual inventory control system that identifies and tracks our stock inventory of marijuana and marijuana products from the time it is propagated in our cultivation facility to the time it is sold to a qualifying customer. Catalyst Cannabis Co. is committed to ensuring that we (1) accurately track our inventory, (2) allow the Marijuana Control Board real time, 24 hour access to our inventory tracking system, (3) provide a safe and secure chain of custody for our product with clear safeguards and protections against diversion, (4) comply with product sales limits, and (5) have a clear protocol for dealing with any breach of failure of our inventory tracking system, including suspending operations and notifying the Marijuana Control Board. MJ Freeway has a proven track record in the cannabis industry since 2010, is the seed to sale software of choice in 23 legalized marijuana states across the country, and has had implementation success on the international level in countries such as Canada, Australia, and Spain. By utilizing the MJ Freeway software suite, we will not only have the ability to track our inventory, but also monitor our product from seed propagation or micro propagation to sale or destruction. The system will interface with the Marijuana Control Board's computer software tracking system so as to track and Catalyst Cannabis Co. inventory movement and customer purchases in the state of Alaska. All Catalyst Cannabis Co. employees will use MJ Freeway to automate operational tasks increasing efficiency, accuracy, and upholding legal compliance requirements.

Catalyst Cannabis Co. evaluated several potential marijuana inventory tracking software programs (including products offered by BioTrackTHC, MMJ Menu, WebJoint, and Leaf Logix). We ultimately selected the MJ Freeway system because it offers the best and most comprehensive features when it comes to tracking plants, streamlining work-flow, creating custom data reports, and providing point of sale service. The MJ Freeway system is highly accurate and issues a unique, non-repeating identification number for each and every plant and product package. Every identifier is then associated with a quantity that is capable of being measured in multiple ways (discretely, pre-assigned, categorical), creating an unbroken audit trail. This type of capability allows an authorized user, including the Marijuana Control Board, to select an identification number and backwards trace the plant and/or product's lineage. This system will allow Catalyst Cannabis Co. and the Marijuana Control Board to know the location and status of each and every plant and product in our inventory at all times (in our cultivation facility, retail marijuana store, in transit from our cultivation facility to a testing laboratory or retail marijuana store, sold to a customer, and disposed/destruction processes). Our MJ Freeway system will have real time, 24 hour access to information regarding the total amount of marijuana in the possession of all Catalyst Cannabis Co. licensed premises, the total amount of marijuana products, the amount of wasted produced by each plant at harvest, updated water weight loss during the post harvest dry/cure stage, and the transport of marijuana between our cultivation facility and retail marijuana store to include product/package identification numbers, the identity of the person(s) transporting the marijuana, and the make, model, and license plate number of the vehicle being used for the transport. Additionally, Catalyst Cannabis Co. has established clear protocols for the chain of custody of all marijuana and marijuana products. We will employ a manifest system, supported by MJ Freeway, to record the transport of any and all marijuana or marijuana product from any Catalyst Cannabis Co. facility to any Catalyst Cannabis Co. facility or from an authorized, licensed vendor to Catalyst Cannabis Co. We will follow all Marijuana Control Board regulations regarding marijuana transport and all products being transported will be documented in the applicable GrowTracker or GramTracker application, placed in sealed, tamper-evident security containers, complete with duplicate manifests that are signed with one being placed in the product container before being sealed and the other remaining on the outside of the container, which will be verified and signed upon receipt. Catalyst Cannabis Co. is confident in MJ Freeway software's ability to provide in-depth data reporting that details the chain of custody process, product transaction history, and purchase orders associated with each product's unique identification number, all of which are perpetually updated to reflect accurate stock levels as inventory is added and removed.

Catalyst Cannabis Co.'s cultivation facility will be using the MJ Freeway GrowTracker software suite and our retail marijuana store will be using the GramTracker software suite and both will interface seamlessly. Our licensed premises will have high capacity internet connectivity and we plan on having multiple lines for redundancy reporting where available. We intend on utilizing MJ Freeway preferred vendors for all organizational hardware needs (scales, scanners, terminals, and printers) to ensure maximum accuracy and compatibility with the Marijuana Control Board's regulations and database operations. Furthermore, all identification tags printed for plants and packages will be tamper-evident, indelible, and weather resistant. Because of our confidence in the MJ Freeway software suite features and capabilities, Catalyst Cannabis Co. will ensure that all marijuana and marijuana product sales limitations will be followed to the fullest extent. All Catalyst Cannabis Co. employees will be educated and trained in the legal limitations for quantities of marijuana or marijuana product that may be sold to our customers. Our MJ Freeway system will allow us to program in the 1 ounce of usable marijuana per transaction limit, the 7 grams of marijuana concentrate per transaction limit, and the 5600 milligrams of THC limit for marijuana or marijuana products per transaction. Since every retail marijuana store in Alaska, including ours, will communicate with the Marijuana Control Board's tracking system, we will be able to determine in real time whether a customer has exceeded the purchase limits. Our system will automatically impose a synchronous stopper that will not allow a customer to purchase more marijuana and/or marijuana product than is permitted by law.

Catalyst Cannabis Co. acknowledges that every software system, no matter how well designed is subject to possible failure or breach. In the event of a breach or failure of our seed to sale tracking system, Catalyst Cannabis Co. will, and all of our employees will be instructed to, suspend all operations dependent on the tracking system until the software is fully restored and operational. We will contact the Marijuana Control Board immediately upon the breach or failure of our MJ Freeway system and once again when we resume our operations. Furthermore, in the event of a loss of internet access, the MJ Freeway GrowTracker and GramTracker suites have the ability (if permitted by the Marijuana Control Board) to operate in Offline Mode, remaining operable and processing sales through an onsite server, similar to community prescription filling practices. Once internet service is restored, all transactions and inventory revisions executed in Offline Mode will be updated and automatically synced within the now online system. As marijuana and marijuana product inventory undergoes changes throughout its lifecycle, the ability to find, locate, or recall a product at any given time is crucial in maintaining safety and security regarding proper inventory control.

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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:

Ensuring our employees are knowledgeable and have a high degree of confidence with Alaska marijuana laws is a top priority of Catalyst Cannabis Co. We will use organizational standard teaching methodologies and accredited third party vendors to maintain compliance and to ensure our company is operating under best practices for the industry. The core areas of our employee training curriculum will include marijuana and marijuana product consumption effects, the identification of a marijuana impaired individual, how to determine valid identification, intervention techniques to prevent unlawful marijuana consumption, the associated penalties for an unlawful act by a licensee, employee, or agent of Catalyst Cannabis Co., and all other integral operational topics to ensure compliance with marijuana handler permit requirements and Catalyst Cannabis Co. standard operating procedures. We will ensure that all employees participate in a classroom lecture series, that they receive handbooks and reference materials to support the lectures, that they are able to participate in role-playing exercises to gain familiarity and confidence in their answers and overall understanding, and finally that they have demonstrated knowledge via a competency evaluation exercise. Before we start any training program on the Alaska and other pertinent laws and regulations regarding marijuana and marijuana product, Catalyst Cannabis Co. will express to its employees the reasoning behind the regulations. Alaska wrote the statutes and regulations to ensure safe access to marijuana and marijuana products and the safety of the public surrounding these legal changes. Every Catalyst Cannabis Co. employee will know that their primary job when it comes to following the law is to focus on safe access and public safety.

It is extremely important to have a didactic component to our employee training program. This is where our staff will be first able to see body language and non-verbal cues as to how Catalyst Cannabis Co. plans on conducting business, and the serious nature with which we take our company processes. For classroom lecture style teachings we will have company senior leadership instructing employees. Catalyst Cannabis Co. intends on utilizing the Socratic Method methodology in the classroom that lends itself nicely to teaching and learning legal practices in academic settings and encourages students to teach and learn from each other while following the direction of the instructor. Additionally, we may ask local marijuana attorneys to join our training sessions and assist in giving advice to our employees. Most importantly, we will highlight from other retail marijuana markets around the country, where employees and customers are most likely to stumble across grey areas, where peer-pressure is often applied, and how a novice consumer may unintentionally use their inexperience and/or misinformation to draw incorrect transaction responses that may not be compliant with regulatory frameworks. Catalyst Cannabis Co. will also have all employees complete a marijuana handler permit education course approved by the board and obtain a certificate of course completion from the course provider. Catalyst Cannabis Co. intends to have all employees enroll in a marijuana hander permit training course on April 28, 2016 when education course providers begin offering classes, to which we have identified the Alaska Cannabis Institute who is the primary provider of marijuana education in Alaska and who intends on providing fully compliant marijuana handler permit education coursework.

All Catalyst Cannabis Co. employees will be able to take home their employee handbooks and training manuals to continue their learning. Employees will have a copy of the Alaska and Anchorage specific laws in their resource binders. Furthermore, Catalyst Cannabis Co. will subscribe to the online firm CannaRegs and all information will be made available to senior leadership and employees. CannaRegs has additional resources for print out, and they are adept at staying on top of local legislation moving through state congress sessions and quickly updating finalized adoptions or modifications. This online portal will be able to assist Catalyst Cannabis Co. employees with any technical questions customers may present. CannaRegs provides a friendly user interface that operates similarly to a Google search engine, enabling our employees to use simple phrase language to find the rules and regulations they desire, such as "Alaska Packaging and Labeling" or "Visitor Badges". In addition to online educational resources, Catalyst Cannabis Co. will utilize role-playing exercises in building employee confidence. These exercises will replicate point of sale transaction scenarios with scripted questions covering all of the Marijuana Control Board items enumerated as responsibilities of Catalyst Cannabis Co., and we will continue to drill and question employees until an individual is able to deliver appropriate answers and conduct themselves compliantly with fluency. Competency evaluations and a marijuana handler permit will be the final phase for employee review before authorizing an employee to join the Catalyst Cannabis Co. workforce. Our evaluations will consist of multiple choice and written response testing. There will be various versions of the tests so that learning does not become rote memorization drilling. The written responses will be short in nature, but will force our employees to absorb, recall, and demonstrate acumen.

Catalyst Cannabis Co. will ensure that all employees will be trained on organizational standard operating procedures. Employees, either by department or company-wide, will be required to participate in our organizational orientation and onboarding process, no matter the employee's professional resume and/or relevant background experience. It is integral to Catalyst Cannabis Co.'s quality assurance standards that all new employees are trained according to our operational logistics and personnel protocols concerning marijuana and marijuana product procedures, organizational safety and security measures, overall business standards, and most importantly, established company culture. Our cultural structure will be founded on public safety and security, accurate and comprehensive marijuana and marijuana product management, community awareness, and ethical and legal business practice. All employees will be educated and trained on how to uphold, implement, and contribute to the evolution of our licensed premises. Catalyst Cannabis Co. will utilize a multi-phasic, step-by-step teaching structure when developing and executing employee education and training. We believe that offering a diverse platform of contemporary teaching methodologies for employees to learn, practice, and evaluate acquired skills is the most effective means of instruction and ensuring knowledge retention. Aside from employee operational practices, our training program will cover a variety of processional development topics including ways to improve non-verbal communication, excelling in management positions, creating a positive work environment, conflict resolution and calming 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:

Catalyst Cannabis Co. will abide by all local, state, and federal regulations in storing, managing, and disposing of any solid or liquid waste, including wastewater. Catalyst Cannabis Co. intends on avoiding creating waste in our processes, utilizing every part of the plant, cultivation materials, and retail items in every area of operation. We see great value in minimizing the footprint we can have on the environment in general and local landscapes and watersheds to include the Chugach State Park. But more importantly, our strategy and plan in storing, managing, and disposing of solid and liquid wastes involves implementing sound, reliable methods that are sustainable and have very little impact on the environment. Our cultivation techniques will implement a 100% organic system, as well as a hybridized approach of safe, synthetic salt based nutrients mixed with organic micro and macronutrients. This is a biologic cultivation technique deployed in horticultural and agriculture segments around the world across various regulatory platforms. Additionally, the foundation of a safe and effective cultivation facility is our integrated pest management system and strategy. We will utilize a fully organic Alaska and EPA approved IPM program in our cultivation facilities, ensuring our plants, employees, and customers are safe and healthy. It is the position of Catalyst Cannabis Co. that our organization will abide by all local, state, and federal laws and agencies and their power and/or guidance for wastewater, air quality, fertilizer, and biological chemical use. Our retail marijuana store will also strive to meet and exceed all waste generation and disposal regulations regarding commercial retail sales. Where applicable, Catalyst Cannabis Co. will implement a recycling program for used plastic, opaque, child-resistant containers similar to those of community pharmacy bottle recycling programs. We are also committed to exploring and implementing sustainable packaging and labeling options that are 100% biodegradable and compliant with marijuana laws across the country. Additionally, Catalyst Cannabis Co. will recycle a majority of our paper waste created, either by shredding appropriately and commercially recycling or by shredding and mixing with marijuana and/or marijuana product waste for disposal. In all of our licensed premises, we will establish designated areas for waste and green waste that will be stored in easily identified containers, to be disposed of in a secure, safe, and sanitary manner. Plant or product tag identification number, weight/amount, and date/time of disposal will be recorded on a hard copy log form kept by the waste receptacle and input into our MJ Freeway inventory monitoring software. Furthermore, Catalyst Cannabis Co. will ensure to interact with the independent laboratory to destroy the remains of the sample of marijuana after analysis is completed. Employees will be trained in the marijuana waste protocols and work with the laboratory to ensure all sample remains are disposed of properly according to organizational standard operating procedures and Marijuana Control Board requirements.

OSHA regulates all workplace environments by enforcing protocols for the proper removal of waste and hazards, and all Catalyst Cannabis Co. employee training and organizational standard operating procedures will be modeled after OSHA standards and educational material when applicable will be derived from the OSHA resource library. We will implement a waste and hazard communication plan to protect the rights of our employees to know what types of waste and hazards are present in the workplace and the potential associated health risks of exposure to certain wastes and hazards. Our employees will focus on safe and secure handling procedures for potentially dangerous waste or hazardous substances that are processed and where there is potential for skin contact, splashing, and inhalation of potentially toxic elements. To achieve these outcomes, all employees will be trained to know where spill cleanup kits will be located throughout our licensed premises and should a spill or waste process require more than onsite assistance, employees will follow local, state, and/or federal hazardous materials agency (Anchorage Solid Waste Services, Alaska Waste) protocols of notification and response. During this section of training, employees will be educated on hazardous waste management to address substance that are not clean, disinfected, or sterilized, or that are potentially corrosive, cytotoxic, ignitable, toxic, or caustic and which, if any, EPA category the waste and/or substance(s) is classified: F-List, K-list, P-List, or U-List. Employees will be taught how to cleanup and decontaminate the immediate area. All spills and waste disposal and cleanup protocols implemented will be documented in the appropriate logbook, both electronically and physically, and all records will be immediately available for inspection upon the Marijuana Control Board's or any local, state, or federal agency's request.

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

Catalyst Cannabis Co. is committed to protecting Anchorage's natural resources and landscapes. To achieve this objective, we have established a comprehensive process in which employees will be trained to safely and securely dispose of marijuana waste, also known as green waste. Environmental responsibility and public safety are important to Catalyst Cannabis Co., and our organizational standard operating procedures for green waste will meet and exceed all Marijuana Control Board regulations. Our employees will be trained to grind/much all marijuana plant stems, stalks, leaves, and roots to a non-retrievable form. At this point, the employee will mix 50% of a green waste quantity/weight with 50% of either a compostable or non-compostable material. If utilizing compostable material, we will follow all Marijuana Control Board guidelines of food waste, yard waste, vegetable based grease or oils, or other approved wastes. If utilizing non-compostable material, we will again follow all Marijuana Control Board guidelines of paper waste, cardboard waste, plastic waste, oil, or other approved wastes. Other compostable and non-compostable materials that Catalyst Cannabis Co. will consider in mixing 50% with green waste are solid, spent mediums such as coco coir and soils.

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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:

All refuse containing any part of marijuana or marijuana product is known as Green Waste. Every part of the marijuana plant or product that is not used is to be disposed of according to Anchorage's division of Solid Waste Services standards and Catalyst Cannabis Co. organizational standard operating procedures. We will ensure that best practices are thoroughly identified, developed, and implemented to have the most comprehensive and conscientious green waste system in place. Catalyst Cannabis Co.'s intention is to ensure that litter and waste are properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where marijuana and/or marijuana product is exposed. Properly removing green waste is also critical to ensure adequate screening and other preventative measures against the entry of contaminants and pests. All green waste shall be disposed of so as to minimize the development of odor and minimize the potential for the waste becoming an attractant, harborage, or breeding location for pests. To that end, organizational protocols will be in place to dispose or destroy any unused, unsold, contaminated, or expired marijuana, marijuana product, or any other waste product resulting from the cultivating, laboratory testing, and/or retail process. Catalyst Cannabis Co. procedural techniques will assure that marijuana and marijuana product will not become available to unauthorized persons. To ensure compliant processes and outcomes, plant waste accumulated during the cultivation process or marijuana and/or marijuana product waste generated during the retail sales process will be labeled as green waste and will be weighed and recorded on a daily basis. Green waste includes the unused, surplus, returned, or out of date marijuana, recalled marijuana, and any plant debris, including dead plants, and all unused plant parts to include root zone.

Disposed or destroyed products will be documented as subtracted from the Catalyst Cannabis Co. MJ Freeway seed to sale inventory tracking software system. Plant and product identification tag numbers, individual weight, type of product, and the time/date of disposal will be recorded both digitally in MJ Freeway and physically on hard copy log forms. MJ Freeway system training will be a requirement of all Catalyst Cannabis Co. employees prior to participating in operational tasks as it is necessary to comprehend active and disposed/destroyed of inventory weight(s) and amount(s), product reconciliation processes, and all other secure waste disposal aspects. A certified MJ Freeway representative or senior leadership will deliver all MJ Freeway training, and certificates of completion will be kept for Marijuana Control Board access. We will implement a healthcare conscious approach in training our employees and have written our logistical protocols based on structures and systems already established by the Environmental Protection Agency, Anchorage's division of

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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:

Catalyst Cannabis Co. will promote good cultivation and handling practices including all aspects of preparation, packaging, labeling, and securing of marijuana, marijuana product, or marijuana byproduct (trim and kief) for shipment. Our safety and security standards outlined in our organizational standard operating procedures demonstrate that the utmost care will be taken to ensure marijuana is processed appropriately. Byproduct, by definition, in a cultivation facility, refers to the material reworked for extraction or a usable marijuana product that does not require extraction. Green waste, by contrast, is material that will remain unused and is considered debris. All unused plant parts will be considered green waste and all usable plant parts will be defined as marijuana, marijuana byproduct, or finished marijuana. All Catalyst Cannabis Co. employees will follow organizational logistical protocols regarding the preparation, packaging, labeling, and securing of not only marijuana and marijuana product, but marijuana byproduct as well. A prevalent form of marijuana byproduct in cultivation facilities is trim. As marijuana is harvested, dried, cured, and manicured, excess leaves are removed to enhance the ratio of cannabinoids to plant material. Trim is the term given to the dried leaves removed from the cured flower that retain cannabinoids and will be packaged and send for extraction. Trim that will be packaged and labeled will be categorized in a number of ways. First, after dried or cured marijuana flower is manicured the trim of each harvest batch will be weighed on a standardized scale meeting all Marijuana Control Board and Alaska Weights and Measures Act requirements. We will establish our units of measurement of trim on our standardized scales to be weighed in grams (g). Each harvest batch trim weight will be recorded and updated in a harvest inventory control logbook and MJ Freeway seed to sale software system. Catalyst Cannabis Co. employees will reference the data in the logbook and/or database to calculate the total marijuana byproduct weight. This weight will be all marijuana material that is not cured flower and to be shipped or dispensed in properly handled, packaged, and labeled containers. All green waste that is unusable marijuana material will be assigned for proper waste disposal. We will establish that thorough securing, packaging, labeling, and handling of all marijuana material leave no marijuana material untracked or unaccounted for both in physical logbooks and the MJ Freeway seed to sale inventory control system as unique identification tags will be affixed to all packages containing marijuana. Digital monitoring of trim weight to be handled, packaged, and ordered to extraction will be tracked in the inventory control system and referenced throughout the byproduct chain of custody documentation. Catalyst Cannabis Co. will also establish procedures concerning the preparation, packaging, labeling, and securing of the marijuana byproduct kief. Kief is a marijuana byproduct composed of glandular trichomes and the minimal plant material that has fall off harvested, drying or cured marijuana flowers. Kief is collected in basins in trim equipment, collection bins, and other production processing surfaces. Kief is collected from sanitary receptacles and categorized by a harvest batch identification number in order to proceed with packaging, handling, labeling, and securing. Kief has extremely high concentrations of cannabinoids and may be dispensed without further processing. Kief may be packaged as a marijuana byproduct and shipped to qualifying licensees. All Catalyst Cannabis Co. employees will handle kief with sanitary instruments for collection, packaging, and other handling. Additionally, employees will wear protective equipment when handling kief and other marijuana byproduct material.

In addition to categorization by batch identification number and unique identification tag, Catalyst Cannabis Co. will establish preparation, packaging, labeling, and securing procedures that address categorizing marijuana, marijuana product, and marijuana byproduct by strain name, weight amount, expected physiologic effect, and other cannabinoid variables. When appropriate, employees will affix pharmacy style auxiliary labels warning of common potential contraindications such as operating a motor vehicle. Each harvest batch identification number will identify all marijuana plants for which the number describes and indicates. We will establish that the harvest batch identification number will be logged and printed on marijuana, marijuana product, and marijuana byproduct packages and containers. Each package containing marijuana, marijuana product, or marijuana byproduct will be identified with the batch identification numbers of each package's contents. Catalyst Cannabis Co. will establish with all employees that it is imperative this data is verified along the chain of custody of each package containing marijuana, marijuana product, or marijuana byproduct. Our organizational standard operating procedures establish that we will ensure that our standards of quality and excellence are upheld by confirming the safety and efficacy of marijuana, marijuana product, and marijuana byproduct is suitable for use. We will establish that employees responsible for directing products to be processed or transferred along a chain of custody to either other registered licensees or qualifying customers, will determine the destination, preparation, packaging, labeling, and securing action to be taken with the contents of each harvest batch. As part of our handling procedures we will establish and continue to develop assignment protocols concerning the contents or portions of the entire contents of individual harvest batches. As part of the handling process, employees will verify the inventory control log and MJ Freeway seed to sale software system and package all marijuana, marijuana product, and marijuana byproduct accordingly.

All marijuana, marijuana product, and marijuana byproduct will be packaged in containers with a total content of less than 1 pound (454 grams) each. This procedure has been established to efficiently categorize, sort, and transport packages containing marijuana. Packages weighing less than 1 pound may be directed to ship or dispense according to the specified destination of the marijuana, marijuana product, or marijuana byproduct. All packages containing marijuana, marijuana product, or marijuana byproduct will be airtight, child-resistant, opaque, plain, and tamper-evident with unique identification tags affixed and be labeled with all appropriate data reflected from control logbooks, MJ Freeway seed to sale system, and electronic manifests when applicable. Labels attached to each package will be indelible and weather-resistant and made of tamper-evident materials. The packaging employee that prepares and seals packages will prepare a label no smaller than 1.5 by 3 inches of tamper-evident tag material. Labels will be printed with text that visibly fractures or breaks when attempts are made to physically alter the label. Tamper-evident and weather-resistant tags will be immune from water damage, heat fatigue, and will be freeze-resistant, and each label will have ultra-strength adhesive that is extremely difficult to remove. When attempts are made to remove a label after it has been securely applied, a non-removable ink stamp will read clearly the word "VOID" under the label placement. All Catalyst Cannabis Co. employees will be advised not to transport any package with a label that is weathered or damaged in any way. Labels will print clearly the appropriate identifying data required by the Marijuana Control Board and local Anchorage ordinances. The weight and other descriptive data regarding the contents of each item contained in a package will be labeled on each package. We will ensure the integrity of this process by engaging in strict protocol that outlines step-by-step instructions utilizing flowcharts and process maps regarding the safe preparation, packaging, labeling, and securing of marijuana, marijuana product, and marijuana byproduct. Employees will affix a label to each package with the accurate weight, name, unique batch identification number, and other pertinent information. Weights may be displayed in micrograms (mcg), milligrams (mg), grams (g), kilograms (kg), ounces (oz.) or pounds (lbs.). Each weight less than 1 full unit will be represented with a leading zero. Weights will be displayed with appropriate significant figures to reflect precise measurements and our standardized scales will be calibrated according to Marijuana Control Board and Alaska Weights and Measure Act regulations and manufacturer recommendations and labels will reflect directly the data represented on the standardized scale(s).

Packages of marijuana, marijuana product, or marijuana byproduct that are being shipped will be sealed within one large opaque, tamper-evident container. Catalyst Cannabis Co. will use heavy duty Pelican Cases and TripLok currency deposit bags. Both options come in a variety of sizes and colors and may be used to securely contain multiple packages of marijuana, marijuana product, or marijuana byproduct. To maximize efficient security and to be conscientious of container waste, we will use the smallest opaque tamper-evident container possible. All contents within the container will be appropriately packaged and labeled. The tamper-evident container will not be discernable and will only be identified by barcodes. Pelican Cases and TripLok bags have large, easy to read barcodes and sequential numbers for which each package of marijuana, marijuana product, or marijuana byproduct to be shipped will be assigned in an inventory control log. Unique identification tags will accompany each packaged and that ID will be applied to the tamper-evident container barcode. We will label each package in a shipment of products with the date and time of the sealing of the package for shipment. The date and time of sealing will be applied to the label only after the package has been secured, verified, and sealed. Catalyst Cannabis Co. has established in our procedures regarding the preparation, packaging, labeling, and securing of marijuana, marijuana product, and marijuana byproduct, that the name and address of the shipping licensee will be printed on each label on every package. The name and address of our company will appear on each package label as it is listed in the Marijuana Control Board database. If a change of address or name shall occur, all printed materials will be updated promptly and all remaining package labels will be corrected before they are shipped.

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

All Catalyst Cannabis Co. employees will be educated and trained on our organizational standard operating procedures regarding the use of a locked, safe, and secure storage container and/or compartment to be used in any vehicle transporting marijuana, marijuana product, or marijuana byproduct. It will be Catalyst Cannabis Co. policy that all packages and containers holding marijuana, marijuana product, or marijuana byproduct be stored in the transportation vehicle's trunk or secure, physically separated rear payload. At no time during the shipment process will any package or container containing marijuana, marijuana product, or marijuana byproduct by present in the driver's area to include glove box, passenger seat, dashboard console, or any other non-secured area in the front of the vehicle. Employees will be educated and trained that organizational protocols dictate package movement only from the secured storage room/area of the licensed premises immediately to the trunk or back payload of a vehicle, which will then be immediately locked as to secure the package. No package or container will be transferred utilizing a vehicle that does not have a lockable trunk or separate, back payload compartment. Catalyst Cannabis Co. will implement lockable and secure cases such as heavy duty Pelican Cases and TripLok currency deposit bags as our containers of choice to hold the packages of marijuana, marijuana product, or marijuana byproduct that is being shipped and transported. Pelican Protector Cases are designed for rugged operations and features over molded rubber handles and stainless steel hardware for maximum durability, protection, and security of interior contents. TripLok currency deposit bags are tamper-evident, high security bags that are constructed with 2.5 millimeters of durable plastic, and once sealed protecting the interior assets with a 3-inch fracture adhesive. The prevention of diversion and public safety are of the utmost importance to Catalyst Cannabis Co. and to which our organizational policies and procedures have been established in order to hold our employees accountable, remain compliant with the Marijuana Control Board and all local Anchorage ordinances, and exceed industry best practices for the seed to sale, chain of custody preparation, packaging, labeling, and securing of marijuana, marijuana product, and marijuana byproduct.

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

Section 7 – Signage and Advertising

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

Catalyst Cannabis Co. does not intend on posting any signs with our business name and logo on our cultivation facility. The safety and security are of our company assets and employees are of the utmost importance and signs identifying the cultivation facility compromises these considerations. It is our intention to keep our cultivation facility nondescript and visually unobtrusive to our surrounding community.

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:

Catalyst Cannabis Co.'s security mission is to cultivate and retail marijuana with the highest standards for quality of products, services, and public safety while operating to the utmost compliance with all Marijuana Control Board regulations. Every aspect of our operations will have a strong emphasis on security and preventing the exposure and diversion of marijuana to persons under the age of 21. All Catalyst Cannabis Co. licensed premises will feature a professionally installed security system featuring high resolution, facial capture capability cameras, dusk to dawn external and internal lighting fixtures, and auxiliary detection sensors on the exterior and interior perimeters. Additionally, signage will be posted on the exterior and interior of all Catalyst Cannabis Co. licensed premises in a non-obscured area that states, "NOTICE no persons under 21 allowed". All Catalyst Cannabis Co. employees will be trained on the organizational customer intake procedures that includes visually and physically inspecting all presented forms of identification as well as the additional security check steps of utilizing black lights, markers, and barcode scanners to verify legal and legitimate identification credentials. Any person found to be under the age of 21, whether they are alone or with another individual, and no matter the individual if with another individual, will be asked to leave the licensed premises immediately and will not be permitted to enter any portion of the licensed premise or allowed access to marijuana items. Furthermore, it is Catalyst Cannabis Co. policy for employees to notify the Anchorage Police Department, if necessary, to assist in any situation involving persons under the age of 21.

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

_____
Printed name

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____
Notary Public in and for the State of Alaska.

My commission expires: _____

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(Additional Space as Needed):