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:	High Tide Farms, LLC.	**License Number:**	10061		
License Type:	Standard Cultivation Marijuana License				
Doing Business As:	High Tide Farms, LLC.				
Premises Address:	6875 W. Snuffy's Road				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Mailing Address:	5684 North Gooseberry Circle				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Primary Contact:	Kyle Lutz		
Main Phone:	907-232-6298	**Cell Phone:**	907-232-6298
Email:	kyle.lutz21@gmail.com		

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Section 2 – Security

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

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

Restricted Access Areas (3 AAC 306.710):

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

This licensed premises is going to have a locked gate at the entrance of the property. There is also going to be HD video cameras facing the entrance of the property and at each entrance to the growing facility. Also this location will have on site security at all time and all entrances will have visible signs stating that this property is restricted. All persons will have to be escorted on this premises. No unescorted persons will be allowed.

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

All licensed and non-licensed personnel not employed by High Tide Farms will be escorted by a licensed employee by High Tide Farms at all times when inside the restricted areas. All personnel will have to wear lab coats, safety glasses and be signed into the visitors log book with date and time checked in and out. This information will subsequently be entered in to the computer as well and stored there.

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

All visitor log books will be recored electronically along with a paper copy and filed monthly.

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

High Tide Farms, LLC.
Employee:

Kyle Lutz

Photo goes here

Handler Permit # _____

High Tide Farms, LLC.

VISITOR

Badge #: _____

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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:

All entrances to the building will have photo cell LED detectors that will completely light up the exterior to ensure video can capture the best quality recordings.

Equipment will consist of the following:

Video monitoring will be Tech Pro security
64 channel 4k hot swap NVR
48 TB video surveillance series hard drive, minimum 40 day record.
47 -1MP indoor/outdoor dome cameras
21x24x8 large steel lock box for all security equipment. All equipment meets or exceeds state requirements.

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

The alarm system will be activated at all after hour times and will be tied into the law enforcement database to alert them anytime a alarm is sounding off. Direct contact numbers will be in the system for direct contact at all times.
Vivint is going to be the burglary alarm company that will monitor the alarm system. All doors, entrances and exists will be monitored. Motion detectors will be used as well and there are no windows in the facility.

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

The alarm system will be activated at all after hour times and will be tied into the law enforcement database to alert them anytime a alarm is sounding off. Direct contact numbers will be in the system for direct contact at all times. Each door into the building will have magnetic strips to sound the alarms any time the door is opened when the alarm is activated. There are no windows within the facility.

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

All employees will be checked in and checked out on the premises. Along with video surveillance will be on 24 hours a day monitoring all activities inside and outside the facility. Product inventory will be checked daily and cross checked as well to deter any external or internal theft.

Describe your policies and procedures for preventing loitering:

Signs will be posted at the entrance of the property that no loitering will be allowed. With this business being on a 40 acre parcel and out of the city limits this problem should not arise but will be still have signs posted. Any persons caught loitering will be trespassed from the premises and real property.

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:

A motion detector will be placed at the entrance of the property along with photo cell detectors surrounding the building that will light up the building at dark and sound a alarm notifying us that there is a sensor going off.

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

All licensee, employee, or agents will be instructed to secure themselves in the given room that they are in. They will also be required to call the police/troopers station to ensure that the alarm notification was received by the troopers and stay put till the troopers arrive.

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:

A licensed security company is going to install the surveillance and video cameras at main doors to ensure clear field of view outside the building is achieved. All rooms inside the building will also have video surveillance to ensure all areas are captured on video. There will be motion detection on all outside doors also.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

All video surveillance recording equipment will be secured in a closet. The closet will have a metal door and frame with a keypad deadbolt lock. Only 2 owners and 1 management personnel will have access to this room. Law enforcement and agents of the board will have access anytime that they request it.

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:

All records will be stored on the office computer hard drive. An additional hard drive (portable) will be maintained as well and stored off premises in a locked and fire proof safe. The "cloud," may also be utilized once it is determined to be safe and not subject to compromise. All data and information will be backed up dailey.

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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:

We will be using the state's tracking and plant tagging system available through Franwell/METRC. We will also be utilizing Bio Tech once it is approved by Frawell/METRC as compatible and they have certified Bio Tech.

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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 go through all the proper training required by the state and have valid marijuana handler permits before working at the facility. At all times while at the facility they will carry the permit upon themselves around their neck and a copy of there handler permit and training will be made available on site.

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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:

All dried buds,trim and leaves that will be used for future sales will be located in a temperature controlled room with a secured metal framed door with key pad deadbolt lock. All product will be sealed in a airtight container and properly labeled with products batch number,date and strain name. Also if the products has already had its proper testing results completed that information will also stay with the proper batch that was tested. All product that will be stored in the storage room will be checked in and out with the amount, batch number, date and weight. This is going to be a soil only facility and all soil will be mulched and regenerated with nutrients for reuse. Any stems or roots that will be left over will be mulched and mixed with household trash. Any wastewater that is generated will be only from the cleaning of each room after harvest which will consist of only soapy water. This can be disposed of through the septic system that will be installed. If any undetermined waste is generated, this will be captured and local waste authority will be contacted and disposed of per state regulations.

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

Common household trash will be used to mix with the unused stems and roots of the plant. This should consist of paper bags,paper towels, and food.

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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 marijuana waste will be mixed with commom house hold garbage consisting of food and paper products and will be ground and mulched. It will all be rendered unusable. The same will apply to any marijuana that is out of service date, or any that could fail either internal standards testing or required lab testing.

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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:

All product will be in secure child proof packaging and stored in a locked safe in transportation vehicles. There will be a keypad locked safe secured and bolted in transportation vehicle. A licensed handler will transport product directly to location to be sold or tested with the proper tax documents and inventory tracking paper work required to release product from inventory and input into buyers inventory tracking system. All state regulations will be followed.

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

Product will be in a child proof locked box and secured into an additional locked safe in transportation vehicle. The safe in the vehicle will be bolted to vehicles framework for added security. All state laws and requirements will be followed.

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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:

There will be one sign above main door stating the business name and any state required signs. Also a sign stating Age limit of 21 or Older will be posted. Business sign will be no bigger than 4'x4' in size.

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

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

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

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

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

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

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

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

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

All employees hired will be 21 years of age and over and subject to criminal background checks. All visitors will have ID's checked before allowed into facility and verified with a state ID book or computer program to ensure authenticity. Any person(s) with questionable identification will NOT be admitted and refused service.

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

Kyle Lutz
Printed name

Subscribed and sworn to before me this 3rd day of MAY, 2016.

Notary Public
LANCE C. WELLS
State of Alaska
My Commission Expires Jun 18, 2017

Notary Public in and for the State of Alaska.

My commission expires: 6/18/2017

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(Additional Space as Needed):