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:	John Dupier	**License Number:**	10092		
License Type:	Cultivation Facility				
Doing Business As:	American Growers				
Premises Address:	13150 East Soapstone Road				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Mailing Address:	2147 Solstice Circle				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Primary Contact:	John Dupier		
Main Phone:	907-317-5878	**Cell Phone:**	Same
Email:	jdupier@gci.net		

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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:

Access to the restricted area requires passing through the entry door from outside, through the office entry door and then through the "Restricted Access" door. All three doors are equipped with pass coded locking door mechanisms. The triple level of protection makes unescorted entry into the cultivation/restricted area difficult if not impossible.

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

Visitors will ring a door bell near the exterior door. The visitor is observed from the office area and buzzed into the entry area. Once the visitor is vetted, the entry door to the office area can be buzzed open. Once in the office area, the Restricted Area Visitor Log is filled out, badges are provided and the entry door to the restricted area can be opened and the visitor can be escorted throughout the restricted area.
See attached drawing for clarity.

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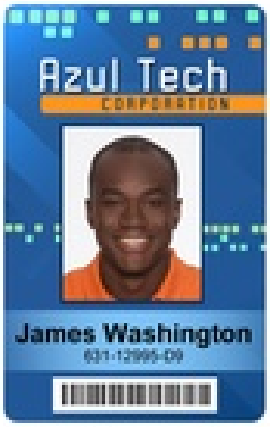
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors to the restricted area will be "logged in" by completed the restricted area sign-in form. Times, dates, reason for visit and identification information are recorded in the log. The log information is periodically retrieved and stored for safe-keeping.

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

See supplemental drawings for badge style.



This is an example of the type of ID badges American Growers will utilize. The badges will conform to all the Alaska MCB specifications and regulations

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Exterior lighting is provided by fixtures mounted on the corners of the building and over the entry ways. Each fixture contains two flood light bulbs. The area of interest are fully illuminated by these fixtures.

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

An alarm system will be installed that notifies the owner, manager, police or security firm upon an unauthorized entry..
All operable doors and windows will have sensors connected to the main security system.

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:

Prior to leaving the premises, the security system will be activated by a coded key-pad.
Upon return, the system will be de-activated in the same manor.

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

Policies and procedures to prevent diversion of products are follows:
A management program, identified by the State of Alaska, will be used to track individual plants. Company policies state that all trimmings will be ground and composted. All product is similarly identified. My facility is a small, one man operation and thus easy to control. If, in the future, employees are brought on, training and monitoring will be required.
There will be interior security cameras throughout the restricted area to monitor activities.

Describe your policies and procedures for preventing loitering:

Policies and procedures to prevent loitering are simple. My facility is located in a rural and remote area. The property will be gated and no unknown persons will be allowed to enter the property thus avoiding any loitering issues.

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:

Select outside lighting will be controlled by motion sensors. Additional security devices are not anticipated. The security system will have a hold-up alarm, accessible in the office area.

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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:

Company policies and procedures regarding actions to be taken in the event of electronic notification of a security breach are:
Contact the local law enforcement prior to accessing the property.
Access the security camera system to ascertain the nature of the breach.
Visit the facility, if safe to access, determine nature and extent of breach.
Interface with law enforcement to determine next steps to be taken.

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:

Camera placement will be as follows:
Exterior: Doors and windows will each have two exterior cameras.
One near each access point, facing out to capture images of activity approaching the area.
One camera located a distance away from and looking at the access point.
With this arrangement, images from the front and rear of any activity occurring near the entrances can be captured.
Interior: Each access point will have an interior camera covering the area in front of and around the portal.
Several other cameras will cover the office, cultivation and processing areas.
See supplemental submittals for drawings and details.

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

The surveillance recording equipment will be housed in a "safe", secured to the interior structure. Access to the equipment (such as safe combinations) will be provided to authorities upon request.

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:

Having trouble with this field. External storage for electronic and file cabinets for paper records.

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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:

American Growers will use the same program decided upon by the MCB. At this point the final determination by the board has not been made public but is in the procurement process.

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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:

At this time handler training requirements and criteria are still being vetted by the board. Once training and operating requirements are established my company will follow the proscribed regulations, requirements and desires of the MCB.

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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:

Solid waste will ground and composted.
Liquid waste will be disposed of in the septic system or placed on outdoor gardens.
All disposal procedures will conform to federal and state guidelines.

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

The marijuana waste will combined with garden and yard waste and added to compost piles. These piles will be periodically supplemented with various manures and or other nutrients to ensure a high quality compost.

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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:

Again having trouble with field. All plant wastes will be run through a commercial meat grinder..

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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:

The marijuana product will be harvested and dried. The valuable parts will be separated from the waste and then sorted into appropriately sized portions, weighed, labeled, identified and then stored in a locked, secure vault or safe until ready for transportation.

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

An appropriately sized safe will be securely fastened in the trunk area of the delivery vehicle.

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Section 7 – Signage and Advertising

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

I do not intend to have any signage on my facility.
I do not plan on having any advertising as my business is wholesale and all business contacts will be made on a face to face basis.

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:

The rural and remote location of this facility will negate any casual interactions. The property will be gated and secured from unintentional trespass. Any interested persons will be vetted prior to visitation and any underage parties will not be admitted.

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):

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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:

The rural and remote location of this facility will negate any casual interactions. The property will be gated and secured from unintentional trespass. Any interested persons will be vetted prior to visitation and any underage parties will not be admitted.

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.

John Dupier
Signature of licensee

JOHN DUPIER
Printed name

Subscribed and sworn to before me this 4 day of March, 20 16.

Notary Public
Malorie Dwyer
State of Alaska
Commissions expires: 08/12/2019
Commission Number: 150812009

Malorie Dwyer
Notary Public in and for the State of Alaska.

My commission expires: 8/12/19