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:	JEREMY J ERICKSON	**License Number:**	10071		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	VERN'S WICKED WEED				
Premises Address:	3872 Halibut Point Road, Bay One				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Mailing Address:	3870B Halibut Point Road				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Primary Contact:	Jeremy Erickson		
Main Phone:	907-738-4456	**Cell Phone:**	
Email:	Vern_erickson@hotmail.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:

The entire cultivation facility is a restricted access area. The only entrance to the cultivation facility is a steel security door that has a commercial electronic lock that requires a code to open from the outside. The door remains closed at all times. The lock is automatically locked from entering from the outside. No one without a code will be able to open the door or be able to access the restricted area. Signage will be posted on the entrance door for the cultivation facility stating "Restricted access area, Visitors must be escorted."

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

Visitors must ring the door bell located outside the cultivation facility. Once an employee verifies visually through the peep hole that there is not a security risk, employees will open the security door and greet the visitor outside the restricted access area. All visitors will be required to show a valid ID to verify identity and proof of over 21 year of age prior to being issued a visitor ID and prior to being allowed to enter the cultivation facility. No more than five visitors shall be escorted by one employee at the same time.

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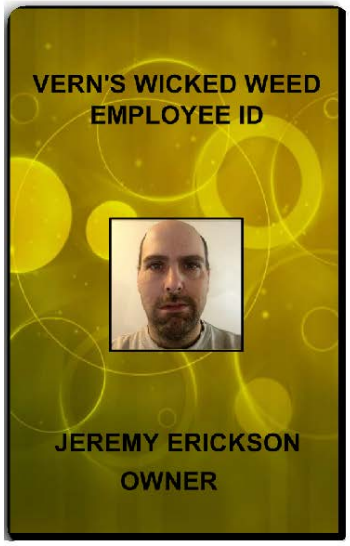
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors will be recorded in the visitor log book. Recording the visitors name, date, time, and employee's name escorting visitors and whom verified the age and ID of the visitors. The number on the visitor badge issued will also be recorded. Upon being escorted out of the cultivation facility, the licensee or employee shall verify the number on the returned visitor ID badge to ensure all visitor IDs are returned. The return of the ID badge will also be documented in the log by the employee.

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 exterior of building in which the cultivation facility is located has a exterior photocell sensor security light. The interior entrance to the cultivation facility has a motion activated light to enhance security and surveillance.

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

The security alarm system used when the facility is closed has a sensor on the exterior entrance which is a steel security door. There are no windows in the facility. Passive infrared motion detectors monitor the entrance, security room, work room, and drying room. If the door sensor or motion sensors detect a breach, the system auto-dials law enforcement, the licensee, and authorized employees. A loud audible alarm is also triggered. The system also includes a fire alarm system that also auto-dials upon being triggered.

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 cultivation facility does not contain any windows. The only exterior door is the steel security entrance door to the cultivation facility which has a door contact alarm sensor which triggers the alarm system. The alarm is to be set at all times when there is not any one present in the cultivation facility.

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Form MJ-01: Marijuana Establishment Operating Plan

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

In addition to using the Franwell's METRC tracking system, all harvested marijuana is stored in the locked humidity controlled drying room which only the licensee has a key and access. Any employees or visitors will be prohibited from entering the cultivation facility with any back packs, excessively loose clothing, hoodies, or clothing that could be used to attempt to conceal any marijuana or marijuana product. Employees are notified that routine random reviewing of security camera footage will be viewed by licensee to deter theft. All marijuana product that leaves the cultivation facility will have the shipping manifests, RFID tags, tamper evident storage bags, and a locked transport container prevents any possibility of diversion of marijuana product.

Describe your policies and procedures for preventing loitering:

All property on which the grow facility is located on is private property. The employee policy to address any possible issues of loitering is to first verbally address any loiterers and inform them that this is private property and ask to leave the property. If any loiterers fail to adhere to being verbally informed, policy is to then involve local law enforcement. No Loitering signage will be posted on exterior of cultivation facility.

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:

The security system in the facility also includes a panic button, which is strategically located inside the facility entrance, so that if needed employees may trigger the alarm without being noticed by perpetrators.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Upon notification of a possible breach of security, the licensee or authorized employee will remotely access and view the cultivation facilities security cameras to visually verify any intruders or a possible false alarm. If intruders or evidence of unauthorized entry is observed while remotely accessing the security cameras, local law enforcement will be immediately called to inform the officers of the number, location of intruders, description of intruders, and if they appeared armed in order to assist and protect the safety of responding police officers. Only If there is no obvious signs of attempted forced entry and clearly no intruders after reviewing all the security cameras remotely, the licensee or authorized employee will notify law enforcement immediately that it appears to be a false alarm, and meet law enforcement at the cultivation facility to disarm the alarm and allow law enforcement access to the cultivation facility if needed to verify it was a false alarm.

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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Form MJ-01: Marijuana Establishment Operating Plan

Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Security cameras are mounted on both the interior and exterior ceiling and provide a clear high resolution unblocked view of the entrance. Dual coverage of many areas is provided by additional wall and ceiling mounted cameras in each room in the facility. Cameras are placed to avoid any obstruction of view from hoods or other items.

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 video surveillance recorder and records are located in the designated locked security room which only the licensee and authorized employee have access to. The video surveillance recorder is placed in a locking metal cabinet which only the licensee has a key for.

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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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Electronically stored data is backed up automatically to an external flash drive and using cloud. All paper documents and records are kept in a locked filling cabinet in locked the security room.

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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:

The marijuana tracking system to be used in the cultivation facility is Franwell's METRC system. Internet access on the computer in the security room will ensure the system is capable of sharing the system data with the board.

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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:

When available from the board, the licensee and any future candidate for employment will complete a marijuana handler permit education course approved by the board, pass a written test demonstrating an understanding of the course material, and obtain a certificate of course completion from the course provider. The licensee and employees are required to have their current marijuana handler permit card and employee ID on their immediate possession at all times. No persons shall be employed prior to obtaining and presenting proof of a current marijuana handlers permit. A copy of the licensee and any employees marijuana handler permit will be stored in the secure filing cabinet in the security room.

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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:

The establishment is a soil based marijuana cultivation facility, which virtually no waste water will be generated. Waste water from rinsing out after use to keep watering buckets or barrels sanitary after hand watering/feeding, will be disposed of via city sewer and waste water system which the sink in the facility will be connected too. Ground marijuana waste will be taken to the Granite Creek Waste Area, which is the City and Borough of Sitka's designated solid waste disposal for green waste. Any soil waste generated that is not used for personal use outside the cultivation facility for gardening, landscaping for lawns, or donated for reuse for gardeners, will also be taken to the Granite Creek Waste Area in Sitka, which is the City and Borough of Sitka's designated disposal area for overburden. All other miscellaneous waste or normal household garbage generated, such as paper towels, wrappers, etc, will be disposed of in the normal garbage cans provided and picked up curbside weekly by the local waste disposal company which are supplied for all city utilities customers. Separate labeled garbage cans are used for normal household garbage, marijuana plant waste, and solid waste.

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

Compostable materials only will be used, such as Lawn clippings, leaves, and tree trimming waste will be used.

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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:

After notification to the board, and after the minimum of three days have passed, marijuana plant waste will be ran through a wood chipper with a equal amount of compostable non-marijuana plant material mixed in with the marijuana plant waste.

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Form MJ-01: Marijuana Establishment Operating Plan

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 marijuana or marijuana product to be transported out of the cultivation facility will be packaged in Self-sealing adhesive closure tamper evident plastic bundle bags that are used by the banking industry to transport large amounts of bundled cash. The bags to be used meet Federal Reserve Bank guidelines for bank deposits and the self-sealing adhesive closure exceeds banking requirement levels of tampering evidence. Each of these bags when containing marijuana and sealed will also have the Franwell METRC RFID package tags attached. After Marijuana has been prepared for shipment, the transfer recorded in the marijuana inventory tracking system, and the transport manifest completed, the sealed bags of marijuana product will be placed in the steel transport container and padlocked before exiting the cultivation facility. The padlocked steel container with all required paperwork will be taken out of the cultivation facility directly to the transport vehicle and directly to the final destination.

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

A padlocked steel reinforced utility box will be used to transport any marijuana or marijuana product in a 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:

A small sign 3"x 16" stating "Vern's Wicked Weed" will be place on the steel security entrance door for the purpose of identification of the location only.

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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Form MJ-01: Marijuana Establishment Operating Plan

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 established procedure for allowing visitors requires valid ID to show proof of identity and of over the age of 21 prior to being issued an visitor ID and allowed entry into the cultivation facility. No visitors are allowed in the cultivation facility without a valid visitor ID badge. Sinage will also be posted on the entry door, stating no one under age of 21 is allowed.

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

JEREMY ERICKSON
Printed name

Subscribed and sworn to before me this 24TH day of MARCH, 20 16.

Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019

ERIN AVILA NOTARY PUBLIC STATE OF ALASKA

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(Additional Space as Needed):