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:	Croy's Enterprises LLC	**License Number:**	10137		
License Type:	standard marijuana cultivation facility				
Doing Business As:	Croy's Enterprises LLC				
Premises Address:	36130 Pine Street				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	36130 Pine Street				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	James M. Harris		
Main Phone:	907-262-4506	**Cell Phone:**	907-398-4507
Email:	harrisjm1960@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

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:

All restricted access areas and premise areas will be secured against unauthorized entry by locked doors and locked cabinets. (All Premise areas will be secured with commercial grade steel doors and jams). All restricted access areas will be identified with "restricted access area" and "visitors must be escorted" signs. Additionally, 24 hour security alarms, cameras and guard(s) will provide additional prevention of unauthorized entries into restricted access areas.

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

Only after a visitor provides valid photo identification showing they are at least 21 years old, a visitor will then be provided a visitor badge and then required to be escorted at all times, by a licensee, employee or agent

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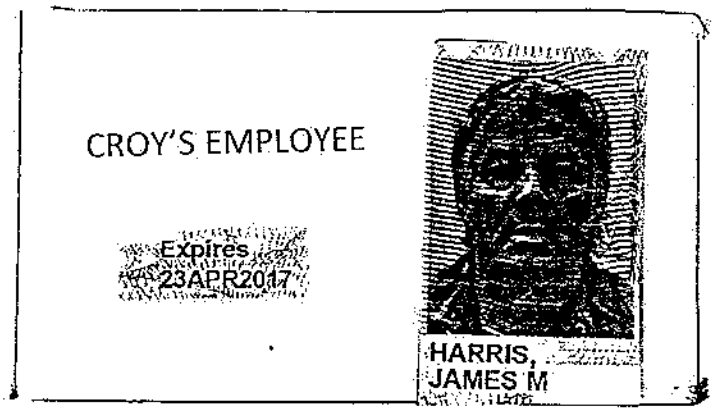
Describe your recordkeeping of visitors who are escorted into restricted access areas:

There shall be a written record kept, of all visitors who are allowed into restricted access areas as well as a video camera record. A log will be kept, recording the name, date and time of all visitors.

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

This is only a sample identification badge: Identification badges will be photo, show an expiration date (to show it is current) as well the persons name.



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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 exterior lighting to be dusk to dawn (photo eye) to illuminate all areas of surveillance.

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

ADT system will accomodate for all exterior doors and windows, using proximity switches with audible alarm to notify contact points of 2 authorized phone numbers. Note: If contacts cannot be timely reached, the result will be a phone call to law enforcement responers. Additional note: Activation and deactiviation of alarm systems, will be accomplished with a keypad attached to alarm system. All panic alarm ,strobe, and audio sirens, to be held closely to premise. All employees will be trained in regards to this alarm.

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:

ADT system 24 hour monitoring, except during business operation hours.

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Form MJ-01: Marijuana Establishment Operating Plan

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

24 hour video surveillance of all customers and employees. Employees will be subject to a written policy agreement at point of hire, subject to immediate termination for any diversion or theft, as well as warned as subject to notification local law enforcement of any theft or diversion. The marijuana handlers card training as well the marijuana inventory tracking system will be important tools, in identifying and preventing diversion of marijuana or marijuana products. Also to be considered is the fact marijuana products are subject to inherent natural shrinkage and loss of weight.

Describe your policies and procedures for preventing loitering:

No Loitering signs inside and outside in conspicuous locations, as well 24 hour video surveillance, employee surveillance, and security guard to minimize loitering activity.

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 employees will be trained in the use of and the locations of onsite panic buttons. The panic buttons will activate ~~audible alarm~~. Silent alarm to ADT Monitoring, who will then notify local law enforcement.

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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:

All unauthorized persons will immediately be escorted out of the building. Subject area will be dealt with by law enforcement and/or in-house security.

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:

All security cameras will be placed to accomodate the requirements of this provision. Placement will be modified, as needed for best results.

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 and records will be located within a locked security room area. Easily accessible by authorized persons, law enforcement and agent(s) of the board.

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

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:

We purchased a 32 security camera system with 16 Tera Bites memory. Camera placement will cover at a minimum "within 20 feet" of all the areas entrances and exits, as well all exterior and interiors of our building, so as to produce clear views adequate to easily identify any individual anywear inside and outside our licensed premises (with the exception of the interiors of all restrooms of course) There will be no area inside or outside our building that is not under a 24 hour video camera surveillance at all times, as well the 40 days continuous recording will be adequately maintained with the 16 tera bites storage on our hard drives. In all areas of interior and exterior, cameras will be placed for adequate viewing of all areas and persons . In this way, we shall meet or exceed the requirements of 3 AAC 306.720 (b).

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 and records will be located within a locked security closet room area. Easily accessible by authorized persons, law enforcement and AMCO agents.

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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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:

All business records, as per 3 AAC 306.755., hard copy records and data, including electronically maintained records, will be duplicated and stored in a fire proof safe.

MAR 21 '16 - 12:49

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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:

we will be using the marijuana tracking system that the board implements.

MAR 21 '18 PM12:44

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Form MJ-01: Marijuana Establishment Operating Plan

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:

We will require that all licensees, employees, and agents obtain and maintain, a valid marijuana handlers permit card, as well we will maintain a copy of all permit cards within our employee record files.

MAR 21 '18 PM 12:44

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Form MJ-01: Marijuana Establishment Operating Plan

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 disposable materials, solids or liquid wastes will be stored in isolated contained containers. Managing of wastes: Will be documented for disposal, in compliance with 3 AAC 306.740, and 3 AAC 360.730. We will describe the materials, keeping accurate logs of types, weights, and/or gallons, within our log documents. Disposal of wastes will be accomplished by mixing/diluting onsite with soils or other, as per the pertinent regulations, and then picked up and/or delivered offsite to James M. Harris, for the use of compost material for outside gardening. Note: As per licensing documents submitted, we are conducting an organic (soil medium) and nutrient cultivation.

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

all marijuana waste will be shredded and mixed with soils at mixing concentrations of at least 50/50.

MAR 21 '16 PM 12:44

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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:

Prior to our marijuana waste leaving our marijuana establishment, it will be rendered unusable by: We will be shredding the marijuana material and then mixing with soil at not less than 50/50 dilution.

MAR 21 '16 PM12:44

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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:

As per 3 AAC 306.750, we shall utilize the marijuana tracking system to record the type, amount and weight of marijuana or marijuana products being transported, to name transporter, time of departure and expected delivery. Making note of model of vehicle with license plate number of this transport vehicle. A completed printed transport manifest will be kept with the marijuana product at all times during transport. Sealed packages of marijuana or marijuana products will be locked in secure lock boxes during shipment. The sealed packages may not be opened or tampered with during shipment. The transport vehicle will travel direct route and only from the marijuana establishment to anothere licensed marijuana establishment, with no unnecessary stops while enroute.

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

We will be utilizing a small knack type lockable steel construction grade work box.

MAR 21 '16 PM12:45

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Section 7 – Signage and Advertising

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

We will have one sign attached to the outside of our building that says Croy's Enterprises LLC, 4800 square inches or less. We will have two additional signs posted at both our parking lot entrances, with the same verbage and dimensions.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

We will post a sign on our entrance door stating "NO ONE UNDER 21 YEARS OF AGE ALLOWED". In addition, we will have a security guard posted within our entrance checking Identification and verifying customers are at ~~leasat 21 years old.~~ least 21 years of age.

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.

James M. Harris

Signature of licensee

James M. Harris

Printed name

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

OFFICIAL SEAL
Katie Ring
Notary Public - State of Alaska

Katie Ring

Notary Public in and for the State of Alaska.

My commission expires: 9-20-19

MAR 21 '16 PM12:45