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:** | BAM Alaska, LLC | **License Number:** | 10303 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | BAM ALASKA | | | | |
| **Premises Address:** | 3105 Minnesota Dr. | | | | |
| **City:** | Anchorage | **State:** | ALASKA | **ZIP:** | 99503 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 3105 Minnesota Dr. | | | | |
| **City:** | Anchorage | **State:** | ALASKA | **ZIP:** | 99503 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Michael Dillard | | |
| **Main Phone:** | 907-230-4717 | **Cell Phone:** | |
| **Email:** | dillard4@hotmail.com | | |

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 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 premises will be equipped with outdoor lighting, 24 hour video surveillance, on-site security, an alarm system, and multiple signs stating that the premises is secured and monitored. The interior of the facility will have security cameras installed for 24 hour monitoring of all entrances and exits, the check in area, all security doors and restricted access areas, all windows, every portion of the office and safe room, all counters, and all processing and packaging areas. The exterior of the building will have 24 hour surveillance cameras recording all activity on the premises and adjacent properties to the extend one would not be violating adjacent properties privacy. All visitors will be directed to enter through one front entrance door leading into the check in area. Visitors will be required to provide valid government-issued identification, with no exceptions, that will be copied and returned to the visitor upon exit. Visitors will be given a visitor badge to be displayed on their person at all times within the facility. All visitors will be escorted by an employee at all times, and their visitor badge will be exchanged for their ID at departure. A visitor's log will record the visitor's name, date and time, and purpose for visit, and will be available to the MCB upon request. All restricted access areas within the facility will be monitored at all times and separated from public areas by locked doors. The doors will be equipped with spring-loaded hinges to ensure that they close behind each person. Access to restricted areas will be granted through locked doors to which only management and ownership shall have keys for, and signs will be posted on each door stating that the door leads into a restricted area and members of the public must be escorted. Cameras will also be placed conspicuously at each door to deter visitors from attempting access alone and cameras will be positioned to monitor all entry points of restricted areas and interior of restricted areas.

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

The owners, manager on duty, specially-defined agents, and any emergency personnel during the time of an emergency will have unrestricted access to the entire facility. All other individuals who are permitted access to restricted areas must be accompanied by an escort at all times. All visitors will enter through the front entrance door and check in with a security agent in the reception area. Valid government-issued identification will be required and will be retained by security until the visitor exits the premises. The visitor will sign into a log with the date, time in and out of the restricted space, and purpose of their visit. The log will be kept and stored as a business record and will be made available to the MCB upon request. All visitors will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted by an employee while in the restricted access areas, and once the visit has concluded, the visitor must leave the premises immediately.

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

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

Visitors will sign into a visitor's log noting their name, the date, time in and out of the restricted space, and the purpose of their visit. The company will retain a photocopy of all visitor IDs to be stored with the log and made available to the MCB upon request. Visitors will be escorted by an employee at all times while inside the restricted access areas, and any additional information, activity, or behavior will be recorded, as necessary, during the visit.

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

All individuals who have been approved for access on the premises will be given an identification badge to display on their person at all times. The badge will be attached to a colored lanyard indicating whether the individual is a employee, manager, security, or visitor.

See Exhibit "A" attached hereto.

**BAM Alaska, Employee Identification Card**

**Alaska Standard Marijuana Cultivation Facility License No. 10303**

**3105 Minnesota Dr., Anchorage AK, 99503**

**Employee: Mike Dillard**

**Marijuana Handler Card number: 000000000**

*Or similar format and content

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



**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 lighting will be checked daily by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises. Exterior lighting will positioned against the building and perimeter, and evenly distributed throughout the property. The facility plans to install a total of six (6)exterior lighting fixtures evenly distributed throughout the property and affixed to the building. The lights on the east side of the building have neighbors on that side and therefore those lights will only be activated by a motion sensor detector and cameras on the east side will be equipped with infrared technology ensuring that side of the facility will remain under surveillance as required by the regulations. The light fixtures, with the exception of the east side of the building, will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be of adequate brightness to ensure lightening for security cameras and to increase visibility and deter crime.

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

A third party security company will install the alarm system, maintain its equipment, test the devices every six (6) months, and continuously monitor the facility to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building during closed hours. Designated Employees (likely only managers) will be trained to how and when to set alarm, test alarm, and turn off alarm. All owners and managers will be educated on proper use, troubleshooting, and control of the alarm system. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last facility agent to leave the facility each night will activate the overnight devices and sensors, and lock all doors and windows that are not self-locking.

**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:**

Sensors will be installed and maintained on all potential entry points, including all doors, windows, crawl spaces, and attics to monitor for motion, intrusion, or activity when the alarm system is activated. The last employee to leave the facility each day will lock all doors and windows that are not self locking, and will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center. Each morning, the on-site manager will disable the alarm system, and inspect the security cameras and recordings to ensure that the system is functioning as expected.

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

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

Video surveillance will continuously monitor storage, processing and packaging areas, and the office (which includes the safe, inventory storage, and money counting areas). Employees will perform mandatory inventory counts each week and document the reports as business records and into Metrc if necessary. The company has a zero tolerance policy for theft and diversion, and all employees will complete mandatory training in recognizing such activity. BAM Alaska understands diversion can happen two ways - commercial regulated marijuana being diverted to unauthorized person; and black market marijuana that is both unregulated and untaxed being diverted into the marijuana establishment. Proper inventory control is key to ensuring this does not occur. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana, BAM Alaska will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. Once a theft is reported, ownership will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Ownership will comply with all inquiries and investigations lodged by the MCB as a result. Documentation related to marijuana theft will be maintained as a business record for five (5) years and made available to the MCB upon request. All marijuana product will be secured in the cultivation area during growth and processing, and then will be stored in locked safes in a secured area once it is ready and waiting for packaging. Only designated personnel will have access to marijuana storage. Constant surveillance will monitor the marijuana storage space and all individuals entering the area. Video recordings will be backed up on an off-site, and stored for forty (40) days. Cameras will be prominently displayed in the processing and packaging areas and next to all storage containers, and will provide a full view of the cultivation room, entryway, office room which will house the safes and inventory room and includes the area where any money counting will take place, and product packaging areas. Security monitors and video recording equipment will be located in the office and safe room.

**Describe your policies and procedures for preventing loitering:**

On-site security cameras and sign-age will assist in securing the premises, preventing business practices that might entice or allow loitering, and escorting all loitering individuals off the premises. The exterior will be well lit and equipped with 24 hour video surveillance and "No Loitering" signs. Agents of the facility and security will have a noticeable presence around the property to monitor for and deter loitering and unauthorized entrance. The facility will have a single marked entrance to a maintain order. Any individuals found loitering outside the building will be asked to leave the premises or law enforcement will be notified. Once a visitor has completed their visit and no longer has a purpose inside the facility, they will be escorted back to the check in area to exit the premises. No customers will be permitted to remain on property after their escorted visit has concluded. Agents will politely state that the company has a "No Loitering" policy and request that the customer exit through the reception area. Company agents will contact local law enforcement for assistance when necessary.

**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:**

Motion detectors will be rigged to the exterior lighting system (as described above), in addition to the stationary lights, to allow for additional security measures during closed hours and to provide extra lighting for all surveillance recordings. The alarm system will monitor for intrusions with detectors on all access points, including doors, windows, etc., during closed hours. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the security company who will then contact local law enforcement and ownership. All authorized Employees will be trained in how to use the alarm systems, set alarm system, when to disarm it, be trained in testing alarm system. Additionally, all security devices, alarms, and motion detectors will be inspected and tested every six (6) months by ownership or a third party security company.

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

**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:**

During emergencies, management will evacuate the building and agents of the company will await the arrival of local emergency officials in a safe and accessible location. All visitors present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to ownership and agents to ensure a good working relationship.

**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** | ■ | ☐ |

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

**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:**

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet, or upto BAM Alaska property lines, of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes, and the check-in counters will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour.

**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 surveillance recording equipment and footage will be stored in the office and safe room. The office and safe room will be accessible only by authorized agents, generally only ownership and a designated manager, and will have an advanced, reinforced security door, locked at all times. The door will be equipped with commercial grade lock and a spring-loaded hinge. Ownership will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and local law enforcement 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 | ☐ | ■ |

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

**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) | ■ | ☐ |

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

**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, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored on-site in the office and safe room, and backed up on an on-site server to protect from loss and destruction and to allow ownership and designated authorities access at any time. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in the secured office and safe room, separate from all storage of marijuana products and currency. Only ownership, the daily manager, and authorized agents will have access to the office and business records. Reinforced (installation of extra layer of plywood) security walls will be used to separate the office from the rest of the facility.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 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:**

BAM Alaska will use the Metrc inventory tracking system to increase product security, track the cultivation and movement of products, and minimize diversion and illegal practices. Data will be recorded throughout: (1) cultivation; (2) sale, sample, and transport; and at (3) disposal, destruction, and theft. The facility will assign a tracking number to each batch and record the tracking information in Metrc. Ownership will ensure that there will be adequate Internet necessary to ensure Metrc can run its systems without interruption or lag time. All employees will be trained to use the system to ensure that: (1) all marijuana prepared and packaged is identified and tracked through its cultivation, sale, transfer, and/or destruction; (2) all establishments transacting to purchase or receive marijuana products are licensed; and (3) any loss or theft of marijuana products is reported promptly. Employees will record sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany products in transit. Marijuana used for samples will be recorded as such, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Employees will use the system to verify sales and shipment, and to identify the permits for all business partners. Products marked for disposal will be recorded in Metrc at least three (3) days prior to any disposal action, and any destruction, loss, or theft of marijuana will be promptly reported in Metrc to notify the MCB, in addition to reporting to local authorities.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 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:**

Qualified employees will be hired on a three (3) month probationary period during which they will be trained in their position, receive regular education and evaluation from ownership and management, and cross-trained to ensure that no positions are vacant. All employees must have obtained a valid and current marijuana handler's card from AMCO prior to commencing employment with BAM Alaska. Training education will include marijuana industry topics, safety, customer care, legal issues, state and federal regulations, and OSHA, and will take place throughout the year as well as when topics arise. Employees will be expected to learn: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the licensing requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices; (4) general safety procedures and protocol; (5) how to think defensively in threatening situations and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about particular strains and products; (7) in-depth information on the requirements of each room, task, and system; and (8) the general federal, state, and local employment regulations by which the Company is governed. Employees will meet with management monthly for continued education and evaluation. Managers will be trained in opening and closing procedures, safety protocol, and managing operations and the inventory tracking system. Managers will know all procedures for quality control, inventory control, and sanitation, and will be responsible for accounting records and overseeing store operations. Agents will be educated on quality control, inventory control, sanitation, opening and closing, cultivation techniques and best practices, and security. Agents will be trained on how to use the inventory tracking system and how to interact with visitors while in production. Agents will attend a general security class at hiring, and learn how to handle security and emergency procedures. The agents will be given in-depth education on the products that are grown and sold, cannabis risks and effects, and all of the mandated information included in the handler's permit. Agents will also be trained in cash policies and how to record inventory. The state and local marijuana regulations and laws will be posted in spaces frequented by the staff, and all new hires will be required to meet with ownership to go over employment documents, tasks, educational materials, facility features, security, and position-specific training.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 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 company has a disposal plan for marijuana waste and all products that do not meet state testing requirements or the company's internal quality standards for any reason. BAM Alaska will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) waste from marijuana flowers and plant material and trimmings; (3) run off water from cultivation and processing; and (4) any other materials or containers in contact with marijuana products that risk contamination. Marijuana waste will be stored away from all other products in a locked container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. Marijuana waste will be rendered unusable by grinding and/or mixing the materials with other compostable and non-compostable material until the resulting mixture is no more than fifty percent (50%) marijuana waste. This process will occur prior to waste leaving the facility. Management will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, and date that it was picked up by the disposal company. The final mixture will be securely stored in locked containers located inside the premises with locks in compliance with UL standards. A waste truck, or ownership, will collect the waste mixture and dispose of it. Only authorized personnel will have access to the keys that unlock the disposal containers. The on-site manager will facilitate and ensure a trip manifest is completed prior to a authorized employee trasporting the marijuana waste to the Anchorage Solid Waste Services - Transfer Station. The onsite manager will collect a signature and name, the date, time, and the type of marijuana waste being collected. This information will be recorded in the disposal log and securely stored as a business record, available to AMCO upon request. Waste will not leave the facility and be disposed of without three (3) day prior notice to AMCO.

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

Marijuana waste will be ground or mixed up with other compostable food waste, yard waste, vegetable oils, or with non-food paper waste or cardboard after giving the MCB at least three (3) days notice in Metrc.

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

**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:**

To render marijuana unusable, BAM Alaska will grind/mix and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Authorized agents will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, until such time it is transported by ownership to the Anchorage Solid Waste Services - Transfer Station.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 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 | ■ | ☐ |

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

**Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:**

Metrc will generate a transport manifest to accompany all marijuana products in transit. BAM Alaska will send a copy of the manifest with the products, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. Much of the product generated by BAM Alaska will simply be hand carried up the facility's stairs and sold in the store (House of Green) which is owned by the same affilates of this license. Said inventory will be entered into Metrc and a trip manifest will still be completed, showing the transport of the product to the retail facility in the upper level of facility. For transportation to other retail facilities or to a manufacturing facility, there will be a transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana products will be sealed in not more than five (5) pound containers inside a locked storage compartment within the vehicle. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; (4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. If the facility is selling bulk marijuana for repackage and sale by other establishments, the wholesale standard unit will not exceed five (5) pounds. If the marijuana is being packaged for retail sale, the standard unit will not exceed one (1) ounce. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package products, they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the inventory control system. Packaged marijuana will be stored in a secured area until ready for display or transport. All packaging will be inspected, accepted or rejected, and recorded in QCU log ("Quality Control Unit"), and the QCU will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana; and (7) the date of expiration, if perishable. When marijuana is carried up the stairs to the onsite retail establishment it shall be done in a manner that marijuana will not be visible to the public and will be carried up in a lockable tote that has a copy of the trip manifest on the tote.

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

Prior to departure, the on-site manager will ensure all marijuana is sealed in packages and labeled according to the state and local regulations and company policies. The transport vehicle will be unmarked and inconspicuous with a secure and sanitary storage locker inside to hold all marijuana products during transit. The container will be a large industrial box formed of steel or a like material, mounted inside the vehicle, or in the bed of a pick up truck, with no marijuana visible from the outside to the public, and accessible by combination lock. The container will be sanitized before and after each use to minimize any additional risk of contamination. The manager will ensure that the marijuana products are locked in the storage compartment prior to approving departure. All employees will be trained that under no circumstances, absent instruction from an authorized law enforcement officer or AMCO agent, shall a sealed package containing marijuana be opened during transport. When marijuana is carried up the stairs to the onsite retail establishment it shall be done in a manner that marijuana will not be visible to the public and will be carried up in a lockable tote that has a copy of the trip manifest on the tote.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 7 – Signage and Advertising

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

BAM Alaska will not post or use any signs or advertisements that have are larger than 4800 sq inches and will have a max of 3 signs for BAM Alakska . No signs will have any type of advertisement that is enticing to children. All additional postings on the facility will be required postings and BAM Alaska will ensure that these signs are maintained and the visibility and quality of such signs with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate the facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras In Use" signs, (7) "Restricted Access" signs, (8) the address, and (9) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. The operating hours will be prominently displayed on the front entrance door.

**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** | ■ | ☐ |

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

| 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)** | ■ | ☐ |

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-01: Marijuana Establishment Operating Plan

## Section 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:**

At no time will a person under the age of twenty one (21) be permitted to remain on the premises. All entrants will be directed to enter through the front entrance door where they will check in with a designated agent in the reception area. All visitors must have made an appointment with management prior to arrival. All visitors will remain under the supervision and within eyesight of a designated employee at all times - there shall only be allowed up to five visitors per a supervising employee at a time. A sign will be posted on both the front entrance door and on the door leading into the cultivation area stating "No one under 21 years of age allowed." At check in, visitors will be required to present valid government-issued photo identification showing that they are twenty one (21) years of age or older. A valid form will include: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. BAM Alaska will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and have the individual escorted off the premises. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries. The reception agent will photocopy and thoroughly examine all IDs before admitting anyone into the cultivation area.

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

Michael S Dillard

Printed name

Subscribed and sworn to before me this 21 day of June, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Karen L. Cassel
My Commission Expires: December 15, 2018

Notary Public in and for the State of Alaska.

My commission expires: 12/15/2018

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

**(Additional Space as Needed):**