Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	BRANDEN M ROYBAL	**License Number:**	10592		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	ALASKA CANNABIS CULTIVATORS				
Physical Address:	3665 Worrell Ave unit # 1				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99701
Designated Licensee:	BRANDEN M ROYBAL				
Email Address:	brandenroybal@yahoo.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-01

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:	Branden Roybal	**License Number:**	10592		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Alaska Cannabis Cultivatiors				
Premises Address:	3665 Worrell Ave. Unit # 1				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Mailing Address:	P.O. Box 82427				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99708

Primary Contact:	Branden Roybal		
Main Phone:	253-508-6601	**Cell Phone:**	same
Email:	brandenroybal@yahoo.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:

Alaska Cannabis Cultivators will conduct any Marijuana growing within a fully enclosed secure indoor building. Each entrance to the restricted area will be marked by a sign that says "Restricted access area. Visitors must be escorted".
All visitors must have a valid state I.D.

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

Any visitor to the restricted area must:

1) show identification to prove that person is not under the age of 21. (State of Alaska I.D.)

2) obtain a visitor identification badge before entering the restricted access area.

3) be escorted at all times by a licensee, or an employee or and agent of the marijuana establishment.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Alaska Cannabis Cultivators will keep a written log of all visitors. All restricted access areas will be under video surveillance and recorded. Video recording will be preserved for a minimum of 40 days.

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

The identification badge will show the person's photograph.

Name

Company Name

Marijuana Handler Number

Expiration date of Handler Card.

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Form MJ-01: Marijuana Establishment Operating Plan

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 outside of the building is surrounded with flood lights. this will facilitate the video surveillance system.

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

1) exterior lighting to facilitate surveillance.

2) A third party security alarm system on all exterior doors and windows. Maintained by a security contractor.

3) continuous video monitoring with recording.

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 doors and windows will have magnetic contact switch, also the interior of the secured area will have motion sensors. both item will trigger and alarm. The doors and locks are of commercial grade.

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Form MJ-01: Marijuana Establishment Operating Plan

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

1) use security alarm and locks.

2) use a video surveillance system.

3) use a marijuana inventory tracking system.

Describe your policies and procedures for preventing loitering:

1) each entrance to the restricted area will be marked by a sign that says "Restricted access area. Visitors must be escorted".

2) use of video surveillance system on exterior of building

3) ask any loiters to leave the private property.

4) notify local police of any suspicious 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:

1) The door will remain locked at all times.

2) Use of video surveillance monitors to identify visitors before access is granted.

3) set alarm system prior to leaving the restricted area.

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

1) Verify that the notification is real or a false alarm.

2) Contact the local law enforcement of status of restricted area.

3) Cooperate with law enforcement.

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:

the video system will cover:

1) each restricted access area and each entrance to a restricted access area within the licensed premises.

2) each entrance to the exterior of the licensed premises.

3) each point-of-sale (POS) area.

4) any area where marijuana is grown, cured or manufactured, or where marijuana waste is destroyed, will have a camera placed in the room facing the primary entry door, and in adequate fixed positions, at a height which will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment.

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:

Surveillance recording equipment and video surveillance records will be housed in a locked and secure room inside the building. The secure room will only be accessible to the establishment licensee or authorized employee, and to law enforcement personal. The video surveillance system will also be recorded on a secure cloud server.

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:

All paper records and transaction data will be keep in file under locked cabinet within a secure room. Electronic data will be backed up in paper form and saved on a secure back up server. All records will be keep for a minimum of three years before being archived.

Records to be keep will include:

All books and records to fully account for each business transaction for the last three years.

A current employee list including marijuana handler permits numbers of each employee, and agent who works the establishment.

The business contact information for vendors that maintain video surveillance systems and security alarm systems for the premises.

Records related to advertising and marketing.

A current diagram of the licensed premises including each restricted access area.

A log recording the name,, date and time of entry of each visitor permitted in 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 cutting until the retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed.

Transportation records for marijuana and marijuana product as required.

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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:

Alaska Cannabis Cultivators will use the Franwell METRC 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to completed sate of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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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:

Each licensee, employee, or agent 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. We will keep the marijuana handler permit card on that person's immediate possession and on file, when on the licensed premises.

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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:

We will store all solid and liquid waste in a 55 gallon trash can lined with a plastic bag. after 3 days notice in the marijuana inventory tracking system we will make the waste unusable and dispose of it at the FNSB landfill. A record of the final destination of marijuana waste will be keep.

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

1) compost-able materials including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity.

2) non-compost-able materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of local government entity.

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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:

Marijuana plant waste must be made unusable by grinding the marijuana plant waste (using a electric grinding machine) and mixing it with at least an equal amount of other composite-able or non-composite-able materials as listed above.

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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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Form MJ-01: Marijuana Establishment Operating Plan

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

Alaska Cannabis Cultivators will prepare and package marijuana in the following ways:

1) in a package not to exceed one ounce for resale to consumers without additional handling by the retail marijuana store.

2) in a wholesale package not exceeding five pounds for re-packaging by the retail marijuana store.

when packaging for a marijuana store to sell to a consumer without re-packaging, the packaging will be constructed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use properly. No printed images, cartoon charters, will be used as not to target individuals under the age of 21.

each package prepared will be identified by a tracking label generated for tracking by Alaska Cannabis Cultivators inventory control system.

the package will protect the product from contamination an must not impart any toxic or damaging substance to the marijuana.

be four mill or greater thickness plastic, heat sealed with no easy-open corner, dimple or flaps.

be opaque so that the product cannot be seen without opening the packaging.

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

During transport, any marijuana or marijuana product must be sealed in a package or container in a locked, safe and secure storage compartment in the vehicle transporting the marijuana or marijuana product. We will be using locked boxes inside a locked vehicle.

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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:

we will not post any sign on our establishment other than required by law as not to attract unwanted attention and loitering.

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:

As a marijuana cultivator we will not advertise our location, the door to the restricted area will be locked with a sign that says "Restricted access area. Visitors must be escorted" . All visitors will have to show photo I.D.(Alaska State I.D.) to prove that they are over 21 to enter the premises and will be escorted the entire time of the visit.

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

Brandon Roybal
Printed name

Subscribed and sworn to before me this 5 day of July, 20 16.

Notary Public
ANDREA M. PADILLA
State of Alaska
My Commission Expires Feb. 18, 2020

Andrea M. Padilla
Notary Public in and for the State of Alaska.

My commission expires: 2/18/2020

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(Additional Space as Needed):