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:	Jacob Rodriguez Jesse Hoyt	**License Number:**		12173	
License Type:	Standard Cultivation				
Doing Business As:	NORTHERN LIGHTS CULTIVATION 2				
Premises Address:	4705 N. TONGASS HWY				
City:	KETCHIKAN	**State:**	ALASKA	**ZIP:**	99901

Mailing Address:	PO BOX 5691				
City:	KETCHIKAN	**State:**	ALASKA	**ZIP:**	99901

Primary Contact:	JACOB RODRIGUEZ		
Main Phone:	206-909-1906	**Cell Phone:**	206-909-1906
Email:	jjrod44130@gmail.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Unescorted members of the public will be prohibited from entering restricted access areas and will not have access past the main entrance hallway. Security doors will be placed at the end of the hallway to prevent access to restricted access areas. Signage will be posted ar restricted access areas.

Guests will be required to wear a "visitor pass" connected to a lanyard for the entire duration of the visit.

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

The processes for admitting visitors into and escorting them through restricted access areas will require guests to sign in with name, age, date and time of entrance and time of exit, name of person escorting visitor and guests' driver's license information. Employee or owner who has Marijuana handlers card will escort visitors at all times. Information will be stored in a locked file cabinet in the safe room for record keeping.

Guests will be required to wear a "visitor pass" connected to a lanyard for the entire duration of the visit.

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

Information from visitors will be recorded onto paper and stored at the end of each operating day
Information will be stored in a locked file cabinet in the safe room for record keeping in the same location where all required documentaion and files are located

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

Authorization Badge

PHOTO

HERE

NAME HERE
OFFICIAL
EMPLOYEE

Dimensions 3.5" x 2"

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

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

Exterior motion lighting will be installed to facilitate surveillance in addition to the exterior lighting that is already in place. Exterior motion lights are place at the corner of the premises.

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

Advances.com will provide security and wired perimeter security. KPD will be notified of any issues.

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:

An audible alarm will sound when doors opened.

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

RFID tags on all products and plants. A marijuana inventory tracking system designed by TraceWeed tracking systems, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used. Products will be stored in a safe for the entire duration while awaiting sale. Signed manifest by the buyer of the goods will be kept for on-site record. Sound alarms will be installed. Security Systems signs will alert intruders of security measures. Lighting both indoors and exterior will allow for product to be monitored sufficiently via video surveillance. Products will be locked in a fire resistant safe. Access to safe will be limited only to owners and limited staff. Signed inventory declarations of products being stored will be accounted for an updated on a daily basis. A camera will be placed in the security room where the point of sale of product will take place.Marijuana product will be prepared, packaged, and secured for pick-up in child resistant, opaque bags. Bags will have a manifest with tracking and testing information attached at all times. Locked containers from purchaser will be required prior to product leaving facility.No product will be sold or given possession to anyone without a marijuana handlers card and manifest of transportation, and receipt of product paid.

Describe your policies and procedures for preventing loitering:

Signs will be placed on exterior of building to prevent loitering and theft.

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:

A cellular phone will be kept on site for emergency calls and panic situations. In the event that there is an emergency, a phone will be available to employees and guests to make emergency phone calls.

A panic button is placed on the wall security panel to sound alarms if needed.

Employees will be required to be trained on site specific security protocols and procedures prior to employment.

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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:

A detailed incident report will be filled out by the licensee, employee or agent and filed in a locked cabinet for each event that occurs. Records will be stored in a safe place.

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	X	
Both the interior and exterior of each entrance to the facility	X	
Each point of sale area	X	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	X	
Clearly and accurately displays the time and date	X	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	X	

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

High resolution cameras will be placed above the entrances and corners of the premises. Cameras will have high resolution recording capabilites. Cameras will also have motion activation as well as night vision capabilities.

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 the designated, locked, and secured safe room area (see layout diagram).

The secured safe room will have a sign stating "this room is accessible to authorized personell, law enforcement and agents of the board only." outside of the entrance to the room. Records will be retained for 60 days. Video will have a 24 hour battery in case of power outages.

Video recordings may also be accessed online at any time upon request by designated authorities.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	X	
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	X	
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	X	
Video surveillance records are stored off-site	X	

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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	X	
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	X	
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	X	
Records related to advertising and marketing	X	
A current diagram of the licensed premises including each restricted access area	X	
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	X	
All records normally retained for tax purposes	X	
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	X	
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	X	

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A marijuana establishment is required to exercise due diligence in preserving and maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

To prevent records from being lost or destroyed, a copy of all records will be made and stored off-site after the period of required record retention expires. Copies of records and files will be constantly updated and made in duplicate for the purposes of having back-up copies available when needed.

In addition to standard operating procedures, several items will be stored on-site in a locked, fire safe file cabinet. These files will be located in the safe room and will be restricted only to certain personnel and authority.

Accounting software will keep record of financial transactions.

TraceWeed tracking system software will allow records to be stored in an easily accessable way.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

We are using metric tracking system. This software company has access to the designated tracking API's required.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	X	
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	X	
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	X	

Describe how your establishment will meet the requirements for employee qualifications and training:

All employees will be required to obatain a Marijuana Handlers Card prior to employment. All Employess must show proof of 21 years of age. Employees will also be required to go through safety training upon employment.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	X	

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:

Excess soil after being used will be mixed on site with other compostable materials and turned into expired growing medium. Excess water and spilling will be collected into 5 gallon buckets and then mixed into expired growing mediums. We will be using drip trays, therefore the spilling of water and sitting water will not be an issue. Excessive trim material and unsalable product will be disposed of according to state regulations. Plant material will be ground up using a commercial grinder and mixed with expired soil medium for disposal.

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

Plant material will be ground up using a commercial grinder and mixed with expired soil medium for disposal.

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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:

The ratio for mixing expired dirt to plant material will be a 6:1 ratio. The material will be completely unusable as cannabis once mixed with the medium. Once material is mixed with expired medium, it can then be moved out of the restricted access and stored in the storage shed until disposed of properly. We will give the board at 3 days notice in the marijuana inventory tracking system required under AS 3 AAC 306.730 before making the waste unusable and disposing of it.Trash will be located in a locked area outside of premises and disposed of on a weekly basis.

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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:

Marijuana product will be prepared, packaged, and secured for pick-up in child resistant, opaque bags.
Bags will have a manifest with tracking and testing information attached at all times.
Locked containers from purchaser will be required prior to product leaving facility.

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

Durable containers will be used for transportation. Containers will have locks on them and will remain locked throughout the duration of transport. Authorized handler will be responsible for each container while in transit.

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Section 7 – Signage and Advertising

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

A small sign indicating our business name and contact information will be placed near the front entrance of the building.

The sign will be no larger than 24"X24" and will be placed next to the main entrance

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	X	
Promotes excessive consumption	X	
Represents that the use of marijuana has curative or therapeutic effects	X	
Depicts a person under the age of 21 consuming marijuana	X	
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	X	

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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	X	
On or in a public transit vehicle or public transit shelter	X	
On or in a publicly owned or operated property	X	
Within 1000 feet of a substance abuse or treatment facility	X	
On a campus for post-secondary education	X	

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	X	
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	X	
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	X	

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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:

It is a locked facility at all times. Only people over 21 years old and with fingerprint access.

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

Jacob Rodriguez
Printed name

ERIN AVILA NOTARY PUBLIC STATE OF ALASKA

Subscribed and sworn to before me this 20 day of MARCH, 20 17.

Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019

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(Additional Space as Needed):