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:	Arctic Farm, LLC	**License Number:**	13663		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Arctic Farm, LLC				
Premises Address:	2967 Rex Street				
City:	Houston	**State:**	ALASKA	**ZIP:**	99694

Mailing Address:	PO Box 141983				
City:	Anchorage	**State:**	ALASI	**ZIP:**	99514

Primary Contact:	Jonathan R. Cortez		
Main Phone:	(907) 862-5309	**Cell Phone:**	(907) 862-5309
Email:	jonrcortez@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:

The entire premises is closed to the public. The premises will be marked as "Private Property" along with "No Trespassing" signs. A gate will secure the driveway at all times. Exterior doors have commercial grade handles and locks and will be monitored by surveillance equipment. An owner or employee will be on site at all times.

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

The premises will have a limited number of visitors. All visitors that are entering the premises must present a valid government ID displaying a DOB prior to entry. All visitors entering a restricted access area will be required to show a valid Alaska Marijuana Handler's Card. All visitors will be checked in by an owner or employee using a Visitor's Log book recording their name, date and time. They will be issued an Arctic Farm, LLC Visitor Badge. Visitors will be escorted by an owner or employee at all times. The number of visitors will be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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

The business will maintain a log book of all visitors at the facility with other business records. All visitors will be checked in by an owner or employee using a Visitor's Log book recording their name, date and time. Each vistor's data will be kept for a minimum of 36 months.

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

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

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

Eight flood lights (two on each side of the building) will illuminate the exterior walls of the building from dusk to dawn. The lights are positioned to light all areas of egress (two doors and an emergency escape window).

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

A hard-wired security system will be installed. All entrances and exits and areas where marijuana is under cultivation, stored, processed, packaged or labeled will be under continuous video monitoring as provided in 3 AAC 306.720.

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 premises is closed to the public and there will be an owner or employee at the premises at all times, even when the premises is closed for business. The alarm system will be activated on the two exterior doors and the emergency escape window during business hours and when the premises is closed for business. The alarm system will only be deactivated to allow entrance to or exit from the premises. The alarm system will be immediately reactivated upon closing the point of entrance or exit. If a breach of the two exterior doors or the emergency escape window occurs an alarm will sound to alert the owner or employee on site and the police will be called.

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

All entrances and exits and areas where marijuana is under cultivation, stored, processed, packaged or labeled will be under continuous video monitoring as provided in 3 AAC 306.720. Video recordings will be monitored to watch for suspicious activity. All visitors and employees personal items will be searched prior to them departing the facility. Marijuana inventory will be tracked using METRC. Inventory will be physically verified daily and any discrepancies will be investigated.

Describe your policies and procedures for preventing loitering:

The premises will be closed to the public. The premises will be marked "Private Property" and "No Trespassing". Anyone found to be trespassing will be immediately escorted off the property and the police will be called.

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 detection will be used in conjunction with video surveillance to notify the occupants of the premises to any trespassers. Cell phones will be on the owner's and employee's person at all times to call 911 during any emergency.

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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:

The first and most important priority is the safety of the owners, employees and visitors. Owners and employees will investigate any law enforcement notification by viewing the surveillance system through the most accessible means possible. Law enforcement will then be provided with an update on the unauthorized breach of security. In the event of any unlawful activity the details will be documented in METRC if necessary, a police report will be filed and an Arctic Farm, LLC Incident Report will be filed with business records.

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

All surveillance cameras will record in high definition in order to produce a clear picture adequate enough to identify individuals. They will be placed throughout the facility to monitor all entrances and exits and areas where marijuana is under cultivation, stored, processed, packaged or labeled as provided in 3 AAC 306.720. The cameras will be placed looking towards entrances and exits on both the exterior and interior of all doors. Exterior lights will illuminate at least 20 ft. beyond the edge of the building from dusk to dawn to assist with surveillance on all sides of the exterior building.

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 will be stored in a locked cabinet that is only accessible to the owners. Employees will have access to the monitoring software on their cell phones but will not have the authorization to edit or delete footage. Footage will be kept for 40 days and will be made available to law enforcement or an agent of the board at any time.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site	✓	

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✓	
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	✓	
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✓	
Records related to advertising and marketing	✓	
A current diagram of the licensed premises including each restricted access area	✓	
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✓	
All records normally retained for tax purposes	✓	
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	✓	
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✓	

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

All business records will be maintained in duplicate form. One copy will be stored on site in physical form in a fire resistant cabinet. The other copy will be maintained digitally off-site. Only owners will have access to business records. All business records will be provided to AMCO or law enforcement at any time upon request.

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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:

The Franwell METRC system will be used to track all marijuana inventory at the facility. This is the system used by AMCO.

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Section 4 – Employee Qualification and Training

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

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

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

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

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

All applicants for future employment will be required to have a valid Alaska Marijuana Handler's Card prior to qualifying for an interview. Training will be provided for all new employees on equipment use, customer service, conflict management and safety protocols. Performance reviews will be done regularly to ensure safety and training protocols are being followed.

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Section 5 – Waste Disposal

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

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

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

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

When marijuana waste is generated AMCO will be contacted via email and the waste will be stored in a sealed garbage bag in a restricted access area. Marijuana waste including plant waste, roots, stalks, leaves, and stems will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. Prior to being made unusable, marijuana waste will be stored on site for at least three days after notifying AMCO. Unusable marijuana waste mix will be disposed of at a municipal or burough landfill. Wastewater will be stored in two 250 gallon HDPE liquid storage containers on site. Wastewater will be emptied and serviced by licensed professionals who will take the waste to a watewater treatment plant.

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

Lawn clippings or other non-compostable or compostable materials such as food waste.

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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:

Marijuana waste including plant waste, roots, stalks, leaves, and stems will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. When marijuana waste is generated AMCO will be contacted via email and the waste will be stored in a sealed garbage bag in a restricted access area. Prior to being made unusable, marijuana waste will be kept on site for at least three days after notifying AMCO. Unusable marijuana waste mix will be disposed of at a municipal or burough landfill.

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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:

All packages of marijuana bud and flower for sale to a retail marijuana store without additional handling needed by the retail marijuana store, will be in a child proof package not exceeding one ounce for resale to consumers or in a wholesale package not exceeding five pounds for repackaging by the retail marijuana store or a marijuana product manufacturing facility.
All packages will consist of a single strain or a mixture of strains as identified on the label. Packages sold to a retail marijuana store to sell to a consumer without repackaging, will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. In addition, the packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana. Each package prepared will be identified by a tracking label generated for tracking by METRC. Marijuana will be prepared for transport or transfer to another marijuana establishment by placing marijuana packaged as above within a sealed, tamper-evident shipping container affixing a label in compliance with 3 AAC 306.475 to the shipping container. A transport manifest from METRC will be generated. The transport manifest will remain with the marijuana at all times while being transported, a copy will be kept with business records and a copy will be given to the licensed marijuana establishment that receives the shipment.

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

Packaged marijuana for transport will be placed in a secure and locked compartment in an area of the vehicle not accessible through the cab.

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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:

There will be one sign near the front entrance of the facility no larger than 18 inches by 18 inches with the business name and logo.

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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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The premises is closed to the public. The premises will have a limited number of visitors. All visitors that are entering the premises must present a valid government ID displaying a DOB prior to entry. All visitors will be checked in by an owner or employee using a Visitor's Log book recording their name, date and time. They will be issued an Arctic Farm, LLC Visitor Badge. Visitors will be escorted by an owner or employee at all times.

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

Jonathan R. Cortez
Printed name

Subscribed and sworn to before me this 18th day of August, 2017.

STATE OF ALASKA
NOTARY PUBLIC
Asia A. S. Herrington
My Commission Expires: March 11, 2020

Notary Public in and for the State of Alaska.

My commission expires: 3/11/2020

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(Additional Space as Needed):

N/A - Left Intentionally Blank

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