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:	AKO Farms LLC	**License Number:**	12253		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	AKO Farms LLC				
Premises Address:	1210 Bearslee				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Mailing Address:	103 Metlakatla				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Primary Contact:	Justin Brown		
Main Phone:	907 738 5301	**Cell Phone:**	
Email:	Rgrjrb@hotmail.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:

All entrances inside/outside will be commercial grade metal security doors. Each door will require a keyless security code. All visitors will be signed in and out and given a visitors badge to wear while on premis. All restricted areas will be marked with a sign that reads "Restricted Access Area. Visitors Must Be Escorted". Also a sign that reads " NO ONE UNDER 21 ALLOWED"

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

All visitors will enter the main door which enters into a reception area. They will show identification as required to prove that person is 21 years old or older. After signing in a visitors log book ,they will be given a visitors badge to wear while in the restricted areas. They will be escorted by an employee at all times. No more then 5 visitors are allowed at a time.

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

After visitors ID is checked, they will sign into a log book with date, arrival-departrure time, type of identicfication, they will be given a visitors badge to wear while in the facility. They will be escorted throughout the facility with an employee. All records will be stored in a lock proff cabinent in a restricted area. Survelliance video will be on at all times.

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:

By local building codes, all exits/entrances will have lighting. There will be lighting over all windows and doors. Lights and cameras will be placed a minimum of 8 feet from the ground on the exterior of building and will pick up to 20 feet perimeter.

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

All doors and windows in the facility will have alarms, the alarms as well as keypad controls and will monitored by a licensed alarm company, who will notify police department, owners and owner representatives. All windows will have glass break detectors, motion detectors will be set up in all restricted areas.

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:

At the end of a business day the alarm system will be activated by a key pad in the reception are by the entrance/exit door which will be monitored by a licensed alarm company.

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

Once a plant reaches 8" in height it will be bar coded and tracked by the state approved marijuana inventory tracking system, METRC. Marijuana will be stored in a water and fire proof safe in a locked office, located in a restricted area. Diversion of marijuana will also be prevented with use of continuous video monitoring, located throughout the facility. All personal items (bags, purses, phones, coats) will be kept in the employee locker room. All employees will work under management with constant supervision.

Describe your policies and procedures for preventing loitering:

This facility sits by itself on a private open lot, any loiters will be recorded on surveillance cameras, that will have a 20 foot range of the building. There will be 12" by 12" "No Loitering" signs along with "Restricted Area No Access" and "No one under 21 allowed" signs, placed on all sides of the building. Anyone refuses to leave the premises will be escorted off by law enforcement.

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 activated using the security key pad at the entrance/exit during non business hours. Motion detectors will be located at each interior area around the windoes and doors monitoring unauthrorized montion during non business hours. The security system will be installed by a licensed security company.

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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:

If an alarm company recieves and unauthorized breach of security, the alarm company will notify the local law enforcement, owner, owner representative. Who will then come to the facility. The local fire department requires any building with a sprinkler system to have a lock box mounted by the main entrance so police or fire department can access the facility. MCB will be notified within 24 hours. All product will be inventoried to MCB and local authorities. A quality control review of security measures will be conducted and proper steps to correct any deficiencies in the security plan will be made.

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:

There will be exterior video cameras placed over each entrance which will provide a clear 20 foot view of perimeter of the facility. There will be interior cameras facing the entrances which will capture every individual entering and exciting the facility. Cameras will be placed in the interior facing restriced areas.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

All video survelliance recording equipment will be housed in a locked safe cabinent. A survelliance camera will be placed to record the cabinent. Video survelliance tapes will be stored for 40 days, authorized personnel will have the key to the locked safe cabinent. Any law enforcement or agent of the board will have access to the key from the authorized personnel.

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:

Records including inventory, testing results, quality control and quality assurance, accurate and comprehensive inventory tracking data, bookkeeping for each business transaction, employee lists, business and vendor contacts, advertising and marketing, diagrams of licensed premise, waste managament and visitors log. Current records will be stored for 6 months in a locked safe cabinent on premise for authorized personnel to view. The records and data will then be electronically recorded and stored in a water/fire proof safe for up to 4 years.

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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 marijuanna tracking system that the state recommends is the METRC program, we will install the METRC system so that we can seamlessly connect with the state of Alaska MCB. If the MCB changes it's systems we will change ours to match whatever the state recommends.

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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 employees will have in their possesion a current state certified Marijuana handles card, visible at all times when they are on site. A copy of every employees handler card will be kept with employee information file. Employee product training will be an on going process, along with updates on state requirments.

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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:

The solid waste will be held in plastic bags in the waste holding area, the waste disposal must be rendered unusable and includes any plant waste. The solid waste will be chipped and bagged mixed with organic matter such as, saw dust, coffee grounds and dirt. Per city mandate liquid waste will be placed into the city sewer system. Notice will be given to enforcement three days in advance via email. Before rendering the marijuana unusable and disposing of it. The waste holding area will be contained in the warehouse garage.

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

All waste will be ground 50/50 mix with organic materials such as, sawdust, coffee grounds and dirt which will be rendered unusable.

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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:

After 3 business days all marijuanna waste to include root balls, water leaves, stems, dead plants, plants deemed unfit for cultivation, and all plant material removed for prunning. There materials shall be destroyed by means of grinding through a wood chipper and mixing with either sawdust or coffee grounds. The end product will be stored in plastic garbage bags and stored till proper disposal at city transfer station.

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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 will be packaged into one to five pound breathable plastic bags. Packages not to exceed one ounce for resale to consumers without additional handling by the retail marijuana store. Each package will be identified by a tracking label generated for tracking by the cultivations own inventory tracking system. The label will be placed on the shipping container. A transport manifest for the cultivations inventory tracking system will remain with the marijuana at all times while being transported. A copy of the manifest will be given to the licensed marijuana establishment. Package requirements depend on whether you are selling to a retail marijuana store for direct consumer sell or for retail packaging. We have read and understood the labeling requirements of transporting marijuana. 3AAC 306.475

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

The sealed and secured package along with the transport manifest will be placed in a locked tote which will then be placed in the locked trunk of a registered vehicle. We will use a 2' by 3' metal tote, with a secure lock.

Labeling Samples

Sold to Retail Marijuana Store without additional handling by the retail store

Label to Read:

"Marijuana has intoxicating effects and may be habit forming and addictive"

"Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence

"There are health risk associated with consumption of marijuana."

"For use by adults twenty-one and older. Keep out of the reach of children."

" Marijuana should not be used by women who are pregnant or breast feeding"

Soil amendment, fertilizers, pesticides, herbicides and fungicides

Testing facility Name

Results of each test

Name and license # of Cultivator

Where it was grown

Harvest Batch #

Net Weight of Marijuana Packaging

List of all pesticides, fungicides and herbicides present

If Sold to a retail or product manufacturing facility: The label must be affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment.

Label must read:

Cannabinoid potency profile

Results of Microbial testing

Results of Residual solvents

Results of any contaminants found, such as

Molds, Mildew, and Filth

Herbicides, Pesticides, and Fungicides

Harmful Chemicals

If a cultivation facility ships wholesale marijuana from a harvest batch that has NOT been tested , The Batch must include contaminants it HASN'T BEEN TESTED FOR.

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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 on the front of the building reading AKO FARMS LLC . It will be 2' by 6' and will be attached to the building by the main entrance door along with "Restricted Access Area" "Visitors Must Be Escorted" and "No one under 21 allowed" signs.

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:

There will be a sign 12" by 12" posted by the entrance stating, "No one under the age of 21 allowed" the same sign will be posted inside the reception area. Security cameras will be in place. Valid issued government I.D. will be checked in the reception 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

Justin Brown
Printed name

Subscribed and sworn to before me this 15th day of September, 2017.

ANGIE M. BARTOLABA
Notary Public
State of Alaska
My Commission Expires
08-03-2020

Angie M. Bartolaba
Notary Public in and for the State of Alaska.

My commission expires: 08-03-2020

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(Additional Space as Needed):