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:	AK Green Bee, Inc	**License Number:**	13603		
License Type:	Standard Marijuana Cultivation License				
Doing Business As:	AK Green Bee, Inc				
Premises Address:	2364 Badger Rd				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	2364 Badger Rd				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Primary Contact:	Monique Daigle		
Main Phone:	907-978-0443	**Cell Phone:**	907-978-0443
Email:	Admin@AKGreenBee.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 exterior entrances to the facility will remain locked at all times and will require a key or coded keypad entry for access. Any interior doors to retricted areas of this cultivation facility will have automatic locking doors that will require a key and/or coded keypad entry for access.

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

All visitors to the premises for inspetion or tour purposes will be required to register in the facility Visitor Log prior to entering the cultivation area. All visitors shall be escorted into restricted access areas by an owner, officer or authorized employee in compliance with the applicable regulations.

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

All visitors will be required to provide their name, applicable association or business, contact information and an acceptable form of ID verifying that they are over the age of 21. This information will be entered into the Visitor Log prior to entering the cultivation area/restricted access area. All visitors will be required to wear a visitor identification badge while in any restricted access areas.

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

Sample ID badge attached.

Name Badges:

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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:

This licensed facility will have well lighted entry points and lighting around the exterior perimeter of the building. Exterior lights will be positioned to accomodate maximum lighting for security cameras.

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

There will be motion detction alarms set on all exterior doors that will supplement the camera system during periods when the business is closed and the alarm is activated. There will also be several motion detecting devices set in various locations within the facility that will also be activated when the facility is closed. Should these alarms be triggered, a text message will be sent to all three licensees and any other designated employees, who can then view activity detected via the security app. Simultaneously, the cameras will record all activity within and outside of the facility 24 hours a day/7 days a week. This activity will be viewable remotely or on site at any time.

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:

All exterior doors to the facility will remain locked at all times. Security keypads will be located at each of the three exterior doors to activate/deactivate the alarm system. When the licensed premises is closed for business, the alarm system will be activated; contact sensors will be on all exterior doors and backed up by motion detectors.

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

We will be using the METRC inventory control system to track all product. As well, only authorized personnel will have access to all marijuana and marijuana products during harvesting, processing, packaging and storage. All of which will take place in restricted access areas.

Describe your policies and procedures for preventing loitering:

Our premises will be located off any main thoroughfares and traffic will be minimal. Signs will be posted on the property with "No Tresspassing" and"Property under Video Surveillance". We will have a security station located just inside the main door where we will monitor the property and check IDs to control entry into our facility. Authorized personnel will call AST, if necessary, to remove any loiterers.

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 used at key points in and around the facility as a back up to the door sensors at all times that the alarm is activated.

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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:

In the event of a breach of the premises, the alarm system will notify designated security personnel who will contact law enforement. Designated security personnel will respond immediately to the premises. Any damaged or breached doors will be repaired or secured. Immediate inventory will be conducted with any loss reported to law enforcement, AMCO and METRC.

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:

Exterior cameras will be mounted 12 feet high to prevent tampering or vandilization and at an angle to allow for sufficient view of all persons within 20 feet of the entrance. Internal cameras will be placed at all entrances and in all marijuana handling areas. Cameras will be placed to allow for an unimpeded view of the entry in to each room and aqctivity in that area. More than one camera may be placed to provide sufficient views.

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:

The facility will have a secured communication closet located in the secure restricted access office that will house the surveillance recording equipment and hard drives. All electronic and paper records will be stored in this closet, as well.

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 paper records that are required to be maintained on premises will be kept in a locked fire-proof file cabinet located in the secure restricted access office. Paper records will be scanned for long-term storage on a hard drive, which will be stored in the secure electronics cabinet located in the secure restricted access office. All data and files will be backed up to secure cloud storage.

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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:

This facilty will use the recommended METRC inventory and tracking system.

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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 licensees and employees will obtain a Marijuana Handler Permit. A copy of all permits will be maintained at the facility and each lincensee, employee or agent will be required to carry their card at all times. Electronic tracking will be used to ensure that all permits are current and renewed timely.

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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:

Excessive trim material and unsaleable product will be disposed of according to state regulations. AK Green Bee, Inc will notify the State three (3) days prior to disposing of our marijuana waste. Plant material will be ground up and mixed with an equal part of an acceptable medium (fruit and vegetable trimmings; coffee grounds and filters; shredded newspaper, cardboard or paper; grass and yard clippings; leaves; stove ashes) for disposal and will be taken to the Borough Landfill. Liquid waste will be used in on-site gardens with DEC approval and/or disposed of onsite via a DEC approved commercial and industrial waste water leach field system.

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

AK Green Bee, Inc will use equal parts of ground plant waste and: fruit and vegatable trimmings; coffee grounds and filters; shredded newspaper, cardboard or paper; grass and yard clippings; leaves; stove ashes; sawdust; houseplant trimming; egg shells.

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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:

All marijuana waste will be processed on site. Excessive trim and plant waste will be ground up and mixed with equal parts of an acceptable medium (see listed items previously mentioned) prior to disposal. Liquid waste will be disposed of onsite via a DEC approved commercial and industrial waste water septic system.

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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 havested marijuana product will be packed in legal batch quanities in vacuum sealed packaging, which will be stored and shipped in sealed and locked containers. Locked containers will be secured into the deliver vehicle as appropriate for transport. Smaller quanties may be packed into smaller cartons or reusable containers that will be sealed for transport.

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

Metal lockable shipping containers will be used for transport. These containers will be sealed with tamper-evident tape and secured appropriately within the vehicle utilizing a tamper-resistant means, which may include permanent mounting.

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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:

No signage displaying the business name will be posted on the building. We will not advertise to attract customers to this location and will sell on a wholesale basis only to other licensed facilities/dispensaries.

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:

This will be an indoor cultivation facility with the entire proposed site to be considered restricted access. All exterior doors will remain locked, secured from unauthorized entry and under video surveillance at all times regardless of whether occupied by a licensee/employee or vacant. There will be signage posted outside the main entrance prohibiting anyone under 21 from entering. All visitors to the facitlity will require a photo ID that clearly indicates that they are over the age of 21. Visitor name, address, business affiliation and a copy of their photo ID will be recorded in a log. Visitors will be required to wear a badge and must be escorted by a licensee/employee at all times while in the building.

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

Monique T. Daigle
Printed name

Subscribed and sworn to before me this 7 day of July, 2017.

Tamara Stumpf
Notary Public in and for the State of Alaska.

My commission expires: 9/22/18

TAMARA STUMPF
My Commission Expires
NOTARY PUBLIC
September 22, 2018
STATE OF ALASKA