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:	Thrifty Hippie Cultivation LLC	**License Number:**	13293		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	THRIFTY HIPPIE CULTIVATION LLC				
Premises Address:	1350 S Pioneer Dr.				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Mailing Address:	1350 S Pioneer Dr.				
City:	Palmer	**State:**	ALASKA	**ZIP:**	99645

Primary Contact:	Clinton Dunlap		
Main Phone:	602-315-6078	**Cell Phone:**	602-315-6078
Email:	r20phxaz@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:

This is on private property and will NOT be open to the public. There are 3 entrances into the main building, one doorway on the ground level leading into the garage, one doorway on the second level leading into the upstairs office, and one overhead door in the unrestricted garage. Both these doorways have commercial grade automatic digital locks and metal door frames, they also have a designated security camera, motion sensor lights and entry sensors under 24 hour surveillance. The main overhead garage door is commercial grade and insulated aluminum, this will have the same individual exterior monitoring as the personnel doors mentioned above. The garage area will not be open to the public but will not be designated a "restricted area". Inside the garage there are 2 doorways leading to the restricted areas, one on the ground level and one on the second level leading into the upstairs office. both these doors are constructed and monitored as mentioned above.

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

This is on private property and will not be open to the public, any visitation will be through appointment only, or from authorized agents. All visitors requesting access to the restricted areas will have their personal information verified, along with access time, reason for the visitation, and the manager granting the access. This information will be logged into a visitor log tracking system. all visitors will be issued a visitors badge that will be displayed at all times and be escorted by the general manager on duty at all times while in the restricted areas. All visitors will be under video surveillance at all times when on the property. THC LLC will limit the number of visitors to not more than five visitors for each employee who is actively engaged in supervising those visitors. IAW 3 AAC 306.710(b)

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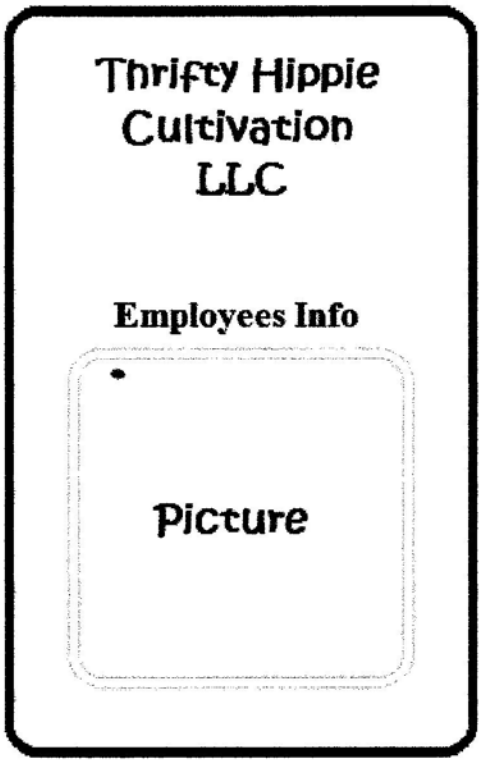
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors will have their Identification verified and they will physically log their name, phone number, reason for access and time in and out into the visitor log. Visitors will be authorized and escorted by the manager on duty at all times. visitor logs will be stored on site and have digital backups. Visitors will be under time stamped video surveillance at all times while on the property.

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:

All exterior sides of the building are illuminated by motion sensitive LED Flood lights. All entryways will have a separate motion sensitive light to ensure camera visability and to minimize shadowing. The drive way will also be illuminated by a motion sensitive flood light to make license plates visible to cameras. all 4 sides and entrances will be monitored 24 hours with time stamped high definition night vision surveillance.

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

a security plan from SimpliSafe wireless security systems will be implemented. this system will operate 24 hours with advanced access from smartphone, tables, and computers. If triggered this system will alert appropriate authorities, and managers listed on the contact list with an SMS text, phone call, and email alert. This system is designed to work through power outages with battery back up. The system can be expanded and has a 400ft operating range for the sensors. This system will be housed in a secure vault in the upstairs restricted area along with the video surveillance system. The owner/license holder will also be living on the property adjacent to the building.

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 outside entrances will have a digital wireless keypad from SimpliSafe (system still works if these keypads are destroyed). Multiple sensors will be installed on all exterior and interior openings to include 4 doorways, 1 Garage door, and 4 exterior windows. Entry alarms, motion sensors, and glass break sensors will be used. The alarm system will be active whenever the property is left unattended for any amount of time. we will also have a set schedule with Simplisafe to notify us if the system is left inactive during that time frame.

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

All marijuana handling will be done by the designated licensee, or future employees, with and approved marijuana handlers permit, under 24hr video surveillance. Anytime the restricted areas are accessed, the designated licensee or an authorized manager will be present. Restricted areas will be accompanied by a log sheet to track access. Once harvested, all dry marijuana will be tracked by the gram using state approved certified scales. After drying/curing is complete, during trimming and final packaging of marijuana, inventory will be taken daily to ensure accuracy and prevent theft. Final packaging (wholesale or end-user retail) will be tamper resistant, and locked in secured storage until sold. All stored marijuana will be inventoried on a weekly basis. For the foreseeable future this facility will be owned and operated by one employee (The Designated Licensee), this will further help ensure no diversion of marijuana will take place.

Describe your policies and procedures for preventing loitering:

The location is private property, it's in a discreet location on a dead end road with little traffic other than the few surrounding residents, at no time will loitering be tolerated on this property. All unauthorized persons will be immediately escorted off the property. All entries into the building will be protected and monitored at all times as stated previously, with a further level of the same type of protection into the restricted areas. Appropriate "No Trespassing" and "Area Under Surveillance" signs will be posted on all sides of the building. The 24 hour surveillance will be accompanied by sufficient exterior lighting, and motion detection cameras. a gate restricting vehicle access to the front drive will be installed if necessary in the future.

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:

we will implement panic alarms into the SimpliSafe security system. These will be placed in various locations through the restricted areas, including but not limited to cultivation area, office and processing area, these will notify law enforcement if there is a breach in security while employees are present. All authorized employees with approved marijuana handling permits will be trained on the location and use of these panic buttons. all cameras are High definition, motion detection, and equipped with night vision, the video surveillance system will also notify staff through SMS/Email when motion is detected outside business hours. The Property/license owner will also reside on the property.

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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:

as soon as possible after the notification of a breach in security, an authorized manager will conduct a thorough inspection of the facility for any theft or damage to include taking inventory of all marijuana. A detailed incident report will be filled out describing the circumstances, and we will work with law enforcement on how to prevent further security issues should one occur.

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:

We will be using multiple high definition cameras, these will be placed at all exterior entrances as well as on the two interior doors into the restricted areas, additionally all interior and exterior spaces will have high definition cameras placed to allow clear identification of individuals in and around the facility.

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 server for the video surveillance system and for the wireless SimpliSafe system will be stored in a secured closet in the restricted upstairs office, only accessible to an authorized manager. A log of who accesses this closet and for what reason will be stored inside. Law Enforcement or agents of the board will be given access upon arrival on request. only the property/license owner or a manager will have access to this equipment.

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 will be stored and locked in a fire resistant cabinet. video records, electronic data and digitally backed up paper records will be stored on external hard drives with a periodically backed up copy kept in the fire resistant cabinet.

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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 will be using the METRC system approved by the state of Alaska

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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 complete the Marijuana Handlers Permit training, and maintain a valid permit. All employees will be initially trained and periodically updated on security measures and appropriate handling of product, and waste.

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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:

All plant waste will be stored in plastic totes that indicate what batch it is from, these totes will be stored in the restricted area while the Marijuana Control Board is notified of intent to destroy. Marijuana waste will be stored in these totes and not be rendered unusable until at least three days after the Marijuana Control Board has been notified. Solid marijuana waste will be ground and composted, this compost will be used in future non-marijuana gardens on the property. The nutrient waste water will be used to help decompose the compost and used in future gardening beds. the used rock wool medium will be rinsed, dried and disposed of in compliance with applicable federal, state, and local laws and regulations.

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

The ground marijuana waste will be mixed with at least 50% other vegetation, woodland material from around property, and organic kitchen 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:

Solid waste will be ground and mixed with organic kitchen waste, and natural material from throughout the property, for future use as soil. Any nutrient waste water will be mixed periodically with the solid waste compost to help further break it down, or used in garden beds on the property. This will all be stored in the restricted area until the marijuana waste is rendered unrecognizable and is decomposed sufficiently as to not be identified as marijuana waste.

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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 marijuana will be weighed on Alaska State certified scales, vacuum sealed and placed in tamper resistant packaging. All Marijuana being sold will be packaged in batches of no more than 5lbs for wholesale to a licensed facility. Future Retail packaging will be implemented to reduce handling by the retail licensee. These packages will be in various weight increments, not to exceed one ounce packages. All packaged marijuana will comply with all labeling, packaging, and testing requirements set out in 3 AAC 306.470 and 3 AAC 306.475. Wholesale packaging will be used until the retail packaging process is perfected, to ensure compliance with all packaging and labeling requirements. A trip manifest will be generated by METRC. All required Labels will be computer generated, printed and attached to all marijuana being transported. This information will include, Proof of test results from a certified testing facility, appropriate dates, type of strain, potency content, warning labels and all other information required by AMCO. All Marijuana packages will be stored and secured in restricted areas storage until all testing, paperwork and tracking measures are deemed to be in compliance with, 3.AAC.306, AMCO, and THC LLC policy. When ready for transport the marijuana packages will be placed inside oder resistant bags and sealed with a tamper-evident seal. Then locked inside a secure steel container affixed to the transport vehicle, locked with a tamper-evident seal, this will remain locked and sealed until the final point of sale is reached.

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

The marijuana will be stored in a steel box with a heavy duty lock. The steel box will be securely attached to the transport vehicle from inside the container to ensure it can not be removed from the transport vehicle. Once ready for transport the container will be locked and sealed. All paperwork and labels required by AMCO will be generated and stored with the container as to allow access to paperwork without breaking tamper-evident seal.

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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:

"Private Property" and "No Trespassing" Signs will be place throughout the property, and on the building. "Restricted Area" signs and "Visitors Must Be Escorted" signs will be place on the two interior doors leading into the restricted area and the one upstairs exterior door. no advertising will take place on the property or signs that would otherwise indicated the nature of this establishment. Only signs required by regulations or to ensure safety and security will be used.

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:

No persons under the age of 21 will be employed or be allowed to access restricted areas at any time. This is private property and is not open to the public, all visitors will have a state approved I.D. verified before being issued a visitors pass. All unauthorized persons will be considered trespassing and will be escorted off the property.

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

Clinton Dunlap
Printed name

Subscribed and sworn to before me this 3rd day of July, 2017.

Official Seal
Helen A. Duarte
Notary Public-State of Alaska
My Comm. Expires 11/09/2020

Notary Public in and for the State of Alaska.

My commission expires: 11/09/2020

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(Additional Space as Needed):