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:	Alaska GreenWorks, LLC	**License Number:**	13503		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Alaska GreenWorks, LLC				
Premises Address:	10263 Nigh Rd #7				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99515

Mailing Address:	9201 Nettleton Drive				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99507

Primary Contact:	Shawn Clark		
Main Phone:	907-350-6734	**Cell Phone:**	907-350-6734
Email:	alaskagreenworks@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:

Restricted access area will be secured and only licensed personnel or employees with keys will be able to enter. The restricted access door will have the required "Restricted Access Area" sign as per 3 AAC 306.710. A sign stating "No one under 21 years of age allowed", compliant with section 3 AAC 306.325. Any visitor must be over the age of 21 and have proper government issued identification. Visitors will be required to sign in and out of the visitor log book. Security to the cultivation facility will be maintained at all times. Cameras will be placed at all entrances and exits. Restricted access doors will be locked at all times. Only visitors that have come through the front entrance and obtained a visitor's badge will be allowed. There will be no exceptions for entering into restricted access areas.

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

Authorized visitors will have to:
1) Show government issued identification to prove the visitor is 21 year of age or older.
2) Wear a visitor badge to identify them as visitors.
3) Sign the visitor log.
4) Be escorted by licensee or employees at all times.
5) There will be no more than a 1 employee to 5 visitor ratio at any time.

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

A log book will be used to record the name of the visitor, the date for the visit, the arrival and departure time and the reason for entry and the visitor's badge number. This log book will be retained and secured as business records under 3 AAC 306.755.

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

Please see attached page for sample identification badge.

Alaska GreenWorks

License #13503
Employee Name
Handler Permit
Limited Cultivation

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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:

The exterior lighting will above the front entry door to facilitate the video surveillance system. The exterior lighting will allow the surveillance cameras to identify any individual(s) from up to 20' from the entry door in accordance to 3 AAC 306.720.

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

In accordance with 3 AAC 306. 715, we will have security alarms on both exterior doors and there will be a motion detector in the front entry office that will detect if there is any breach of the front entrance door or windows.

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:

There will be a motion detector that covers the front entrance door and windows to prevent entry and there will also be two door sensors installed, one for each entry door. This system will be activated during all times licensee or employee(s) are away from the premises.

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

All entrances and exits will be monitored by video cameras 24 hours a day, 7 days a week to prevent any diversion of marijuana. The video recordings will be preserved for 40 days as per 3 AAC 306.720. All marijuana will be kept within the restricted access area where only the owner, employees, law enforcement or agents from state or local government are allowed to enter. The marijuana will be tracked in Metrc and if there is any discrepency, AMCO will be contacted immediately.

Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be placed at the entry of the premises. No one will be allowed to loiter around or within the premises as the premises will not be open to the public. Anyone caught loitering will be asked to leave the premises and if they do not leave, the licensed agent will contact local authorities and trespass the individual.

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:

The security system will have a motion detector inside the front office that will be activated once the premises is closed for business. This motion detector will set off the alarm and notify local authorities and the owner of any intruder within the premises.

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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 licensee and/or manager will immediately be alerted upon unauthorized breach of security. The licensee and/or manager will assess the breach of security and take the necessary steps to initiate any legal action, insurance claim, and/or repairs that may be needed. The safety of our employees is paramount and supercedes the protection of any marijuana on site. The licensee/manager is responsible for communicating with law enforcement in the case of a break-in or any criminal activity on the premise.

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:

The video cameras will be installed to provide a clear view to identify any individual inside the licensed premises, or within 20 ft. of the licensed premises entrance door. Video cameras will cover each entrance and exit within the restricted area. Cameras will be in a fixed position at a height that will provide a clear unobstructed view without site blockage from any equipment.

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. The licensee/manager will be the only one with access to the recording 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:

Alaska GreenWorks will preserve and maintain all required paper records in a locked file cabinet on site, as well as scan the paper records into the company's computer. All electronic records will be kept on a company computer that will be backed up daily on a back-up hard drive to preserve the electronic records as well.

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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:

Alaska GreenWorks will subscribe to the MCB mandated Franwell Metrc software that will identify, tag and track the marijuana product from seed or cutting through transfer to another licensed marijuana establishment.

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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:

No employee will commence work without having the required marijuana handlers permit. Alaska GreenWorks will keep at the premises a valid copy of any employee's handlers permit that is working on the premises. Alaska GreenWorks does not intend to have any staff initially, however, if and when we do have staff, there will be ongoing staff training of policies and procedures.

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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 waste material from cultivation once the three day waiting period is over will be destroyed under video surveillance and documented in the tracking system prior to leaving the facility. Waste material will be mixed up with equal parts of growing medium or other general waste which will result in the material being rendered unusable. The unusable materials will be stored in a container and kept in the restricted area until it can be disposed of either through a solid waste transfer company or dropped off at the local landfill. The waste water from cultivation will be very limited amounts and will be drained into the premises septic system or used to water the premises landscape trees and shrubs. This amount of water will be less than the amount of water a toilet would use each day.

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

Marijuana waste matter will be destroyed of after being rendered unusable by breaking it up into pieces, which then will be mixed with other material such as growing medium, shredded paper, cardboard, organic material or any other general waste collected at the premises. Any planned disposal of marijuana waste will be initiated by notice to the MCB at least 3 days prior.

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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 the 3 day notice to the MCB, Alaska GreenWorks will then mix the marijuana waste with equal amounts of approved mixed waste and then dispose of through a solid waste service.

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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 either be packaged in individual packages not exceeding 1 ounce in net weight, or packaged in bulk packages not exceeding 5 pounds in net weight. All packages will be affixed with the product label with test results prior to shipment. Each package will be identified by a tracking label generated by Metrc. All shipments shall have packaging conformed to 3 AAC 306.470 and the package will protect the contents inside from contamination or exposure to toxic or damaging agents.

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

The sealed package(s) will be stored in a locked container within the vehicle. Neither the locked container nor the sealed package(s) shall be opened during transport, and the transport shall be made directly from the shipping point to the destination without unnecessary stops.

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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 not be any signs posted on the exterior of the premises with the business name.

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 facility will refuse entrance to any person who does not provide a form of valid photo identification showing that person to be 21 years of age or older. Valid forms of identification are listed in 3 AAC 306.710, Section B. At no time will a person under the age of 21 be permitted to enter the premises. The doors will only be unlocked upon entry and exit of the premises. A sign will be posted stating "No persons under 21".

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

Shaun Clark
Printed name

MARK BAILEY
My Commission Expires
NOTARY PUBLIC
with office
STATE OF ALASKA

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

Notary Public in and for the State of Alaska.

My commission expires: w/ office

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(Additional Space as Needed):

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