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:	Peak Season, LLC.	**License Number:**	13803		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Peak Season, LLC.				
Premises Address:	1145 Vicki Lane				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	2320 Bradway Rd.				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Primary Contact:	Michael J. Allen		
Main Phone:	907-347-7108	**Cell Phone:**	907-347-7108
Email:	2259ma@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:

No trespassing and video surveillance signs will be posted, no advertising onsite to attract attention, plainly visible cameras, commercial grade doors and locks, as well as an intrusion alarm system will be employed. Video surveillance per 3 AAC 306.720 - cameras placed to readily identify individuals within 20 feet of facility, cameras placed to view entrances. Per 306.710 - The restricted access areas will have "Resticted Access Area. Visitors Must Be Escorted" signs posted and all employees will have badges with their photograph and name stating "Authorized Personnel". A log book af all visitors will be maintained and any visitors will have to sign in and out and use a visitors badge. No person uner 21 will enter a restircted access area for any reason.

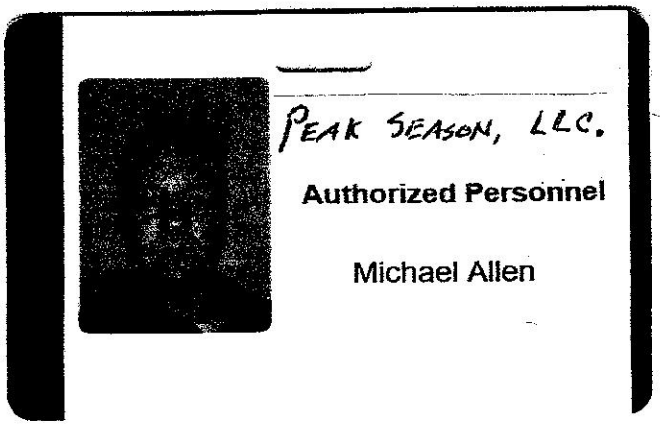
Describe your processes for admitting visitors into and escorting them through restricted access areas:

Visitors will be received into the non-resricted access entry via the exterior door to the facility. They will sign in and receive a visitors badge. Their ID will be reviewd to ensure they are over 21 and to verify their identity. The empoyee will sign as to having verified their identity on the sign in log. A maximum of 5 people per escort will be allowed. At no time will visitors be allowed to handle any marijuana products. The visitors will be escorted until the leave the restricted access area, sign out, return badge, and exit the facility.

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

The log book will be retained for perpetuity as a permanent record. A separate daily log kept in the computer records for all daily activities will have entries as to who was there and the purpose of the visit. No persons of the public will be allowed to visit just to see the operation without an official business related interest. Video surveillance on the exterior of building and on both sides of restricted doors and inside the restricted areas will record all activities. The video data will be stored for at least the 40 day requirement.

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:

Exterior lighting will be on the building, 3 LED exterior lights on the front, 3 in back, and 1 on each end. These lights will be powerful enough to illuminate out to 40 feet and directional enough to illuminate the ground well without being obnoxious to neighbors.

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

The alarm system is of a quality wired type with separate zones. The exterior zone will be armable separately from the interior in Home mode to allow any prowlers to be picked up by infrared motion sensors outside while folks are in the facility working. This zone will have the exterior motion sensors, windows, and exterior doors on it. The interior zone can be left off in this mode. The interior zone will have interior motion sensors on it to pick up trespassers should they make it past the exterior sensors. This alarm system will be setup to transmit on a cellular link to employee personnel and the alarm company as well as over the internet to a the alarm company such as ADT. The alarm company will contact the Alaska State Troopers and those on the call list for the company.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The alarm system will have an exterior keypad for arming and disarming. The alarm system will automatically arm or re-arm every 4 hours unless a temporary disable is entered to extend the disable to 8 hours for extended work efforts. This automatic re-arming is necessary to ensure the facility is not left disarmed for extended periods of time. The alarm system will also be remotely armable via cellular text commands and will be able to reply to cell phone inquiries as to the status of the alarm system. Any changes to the status, such as a disarm, arm, alarm, or device failure of the alarm system are immediately sent via text message to the owner and company reps. The owner lives only 6 minutes away from the facility.

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

There is no personal consumption by owner. Owner is a non user. Their will be no friends over for show and tell. There will not be any covert underhand sales tolerated. Any employees vetted for work in the facility will not be allowed to trim off buds for personal product testing or consumption. All video recordings will be reviewed randomly and any suspected illegal activities or theft will be immediately dealt with. Person's falling into this category will have their alarm system and door access deleted and terminated.

Describe your policies and procedures for preventing loitering:

The property is not a public access point to anywhere. Any person's hanging around will be noted and the AST notified if it is suspicious. Camera footage will be reviewed for suspisious activity related to any individuals noted to be loitering around the property. No trespassing signs and video surveillance signs and cameras will hopefully deter this activity.

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 alarm system will have the standard panic button that will be on whoever is working on the site. It will be on their badge tether. A pressure switch will not be necessary. Arming teh alarm system in Home mode will provide an alarm / door bell effect any time someone is picked up outside the premises allowing persons(s) inside to respond by moving themselves outside restricted access areas to the exterior doorway and investigating who or what has triggered the alarm.

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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 company policy is to contact the agency, confirm the alarm was received at their end, and wait for them to provide instructions prior to attempting access to the premises. This is for the safety of Peak Season personnel, intruders, and the AST personnel.

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 cameras will be placed over the entrance(s) (2) on the exterior of the building. Cameras will be placed on both sides of entrances with the interior cameras as close as possible to allow full body and facial capture without obstructions. That will be in the hallway across from the main entrance and in grow area 2 it will be on the ceiling facing the door. The curing processing area will have a camera on the wall above the exterior window facing the door and one above the door facing the window. This will capture the entire room and all persons entering or exiting. The grow areas will each have 2 cameras opposite each other in the rooms and placed to avoid any obstruction by grow equipment and plants. The storage room will have a camera in the corner opposite the door and there will be one in the hallway above the storage area door capturing folks entering and exiting the resticted access area.

"OFFICE AREA." ~~off~~

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 integrity of the recording equipment will be maitained by keeping it in a locked enclosure built into the cabinet enclosure in ~~grow area 2 adjacent to the hallway entrance to that area.~~ This central location will aid in a clean installation and it will be inside a secured restricted access ~~area~~. This location will also house the building alarm, cellular, and internet access equipment. This equipment is readily accessible by any law enforcement, or other official agents of the state of Alaska upon request. All video records will be internet fed offsite to a remotely password accessible location and stored for a minimum of 40 days.

"closet"

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:

Peak Season, LLC will be using Quickbooks to manage all business transactions. These records are backed up online to Google Drive each time the software is used and exited. That preserves that data. The video and alarm system events will be recorded and stored offsite to remote servers. The inventory system will be Franwell's METRC and will be completely online as well. The logbooks of persons coming and going will be in a locked safe. All other manifests, transportation documents, inventory, supply receipts, etc will be kept in a locked fire proof safe.

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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:

Peak Season will be using the Franwell METRC system. All paperwork not associated with METRC and necessary to package, weigh, and transport the end product will be either on Quickbooks or in printed copy and filed/stored. Scales will be certified and transported in a manner to ensure that the delicate parts of the device are not damaged.

All product leaving the site will be weighed, sealed, manifested, tagged properly and labelled per statute. The vehicle license plate will be entered. The records will record time left, time delivered, persons receiving, weight received and any other requirements of the statute. These manifests will be scanned and saved in company folders on Google drive and originals filed in the safe.

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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:

Agents or employees will be required to obtain the marijuana handler permit prior to being considered for employment. All persons having a card will be educated on the importance of having the card on their persons while onsite. Anyone not having their card that should will be asked to leave the premises until they have a valid card on them. The daily log will be used for all persons to sign in and out and one of the questions will be if they have their card if required. This will at least prompt any persons with a card to make a check to ensure it is on them. Other training for employees will involve an in depth review of the statutes with particular emphasis on the health and safety standards and packaging and handling. Other training will involve ongoing training on the maintenance of the exhaust system, lights, facility cleaning and maintenance, doors and locks, cameras, and alarm systems.

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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 dried stems, stalks, root balls, and leaves will be pulverized and mixed with equal parts of paper and cardboard and disposed of at the local landfill.

Liquid such as used nutrients and water from the hydroponics system will be discharged to the DEC approved septic system onsite.

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

Shredded paper and cardboard will be used by mixing them with the pulverized marijuana waste in at least equal parts. There will always be 50 percent or more of the paper and cardboard in the mix.

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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:

Stems and leaves will be cut up and allowed to dry in small pieces in breathable cotton bags. Once dry it will then be dumped in a 55 gallon barrel and a drill with a paint mixing attachment will be used to stir it while grass and or hay is added. This combined mix of equal parts will be scooped into large contractor garbage bags for disposal at an incinerator.

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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:

The product will be taken from a weighed inventory, the amount taken will be weighed, and entered into the inventory tracking system. A manifest will be created and the designated person with a marijuana handler permit will be assigned on the manifest, the vehicle make, model, year and license number will be recorded. The receiving licensed retailer or other legal entity will be contacted by this point and a time set for the transaction. The expected delivery time will be put on the manifest. The product will be packed and sealed and the accompanying manifest attached and taken directly to the receiver in a locked enclosure within the vehicle, with no unnecessary stops. The receiver will review the manifest, record the transaction, type of product and weight, in the inventory system, sign off on recieving it. The returned manifest will be scanned and then filed.

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

Peak Season will be using a small gang box that will fit in a trunk and be bolted to the vehicle. In the case of a van it will be secured in the van on the floor. This box will have a locking hasp. No trucks will be used to transport product.

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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 are no plans to post signs for advertising. Only No Tresspassing and Video Surveillance 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	☐	☐

NA

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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	☐	☐

NA

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 trespassing signs will be up. No persons will be allowed to loiter on or around the property. The property will not have any other use than for Peak Season, LLC. so there will be no family visitors or other reasons for persons to be on the property. Any unfamiliar persons will be asked to either leave immediately or identify themselves with a proper ID, then asked to leave.

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

Michael J. Allen
Printed name

Subscribed and sworn to before me this 1st day of August, 2017.

Notary Public
M. SCHIKORA
State of Alaska
My Commission Expires April 21, 2021

Notary Public in and for the State of Alaska.

My commission expires: April 21, 2021

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(Additional Space as Needed):

Not needed