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:	Lady Gray, LLC	**License Number:**	12254		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Lady Gray Gourmet Medibles				
Premises Address:	36322 Pine Street Suite 1				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	35555 Kenai Spur Hwy. #255				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	Jamie Tasha Grossl		
Main Phone:	907-398-1019	**Cell Phone:**	907-398-1019
Email:	tasha@ladygraygrowing.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:

Doors will remain locked at all times with a keycode entry. There will be no signage indicating what is located inside the building. The alarm and surveillance system will send an alert to the managing member's cellular phone according to motion detection.

The facility will not be open to the public and only licensees and authorized employees will have access with the exception of the occasional, pre-arranged visitor. The entire facility will be a restricted access area and signage will be prominently posted to the exterior of the building stating that access is restricted and visitors must be escorted.

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

Visitors will be greeted at the locked door and checked in immediately. "Checked in" means we will verify their government issued ID, they will sign a Visitor's Log (which is kept hanging on a hook by the door) that includes information such as the date, time in, time out, employee completing the check in, visitor name, ID check, visitor signature and phone number. These will be filed when filled up (15 spaces per form) and kept for one year with business records. Visitors will then escorted to the restroom for hand-washing and then given an overcoat or apron, along with disposable gloves (kept hanging in an area right outside the restroom). Visitors will then be given an escorted overview tour of the facility. When business is finished the visitor will be asked to sign out of the log book, and return their overcoat or apron to the hook. They will be escorted to the door and the door locked behind them.

Visitors will be limited to 5 per facility employee and will be actively supervised for the duration of their visit. All visitors will be given a visitor badge on a lanyard to be visible at all times and will be returned to the facility employee at the end of the visit.

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

Visitors will be greeted at the locked door and checked in immediately. "Checked in" means we will verify their government issued ID, they will sign a Visitor's Log (which is kept hanging on a hook by the door) that includes information such as the date, time in, time out, employee completing the check in, visitor name, ID check, visitor signature and phone number. These will be filed when filled up (15 spaces per form) and kept for one year with business records.

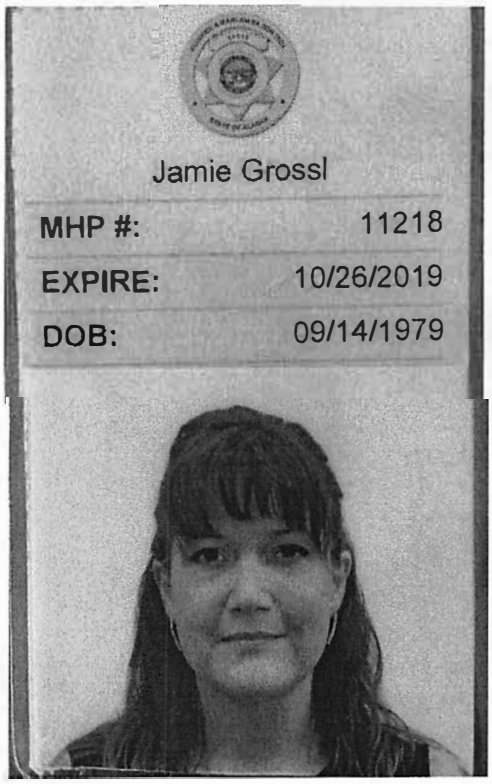
Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

This will be worn on a lanyard around the neck or a magnetic name badge.

LADY GRAY
GROWING & GOURMET MEDIBLES
ALASKA

Jamie Tasha Grossl

Manager



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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:

There is a bright exterior light at every entrance. There is additional exterior lighting in the front on the building. They will be kept on 24 hours a day. As an added safety feature, our cameras have 100' of night vision.

The exterior lighting will be placed in such a way to ensure video cameras are capable of identifying any individual within 20 feet of any entrance. Exterior lights will be routinely checked by staff to ensure they are all working properly and positioned to facilitate surveillance.

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

Our alarm system will have a contact for each door and window in the facility. For each window there will be a glass break alarm. For each door there will be a vibration detection alarm. There will be a panic button mounted under the counter top in an inconspicuous location that triggers a silent alarm. The main control panel will be located inside the key code entry only office upstairs. The alarm sounds at a 130 decibels. Signs will be posted about the alarm at the driveway and on the windows.

Licensees and employees will be thoroughly trained on the use of the system and the alarm functions.

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:

Our alarm system will be included as an important part in our employee training section. We will have this alarm system on at all times when not expected scheduled visitors or deliveries. The last employee to leave for the evening will be responsible for making sure the alarm is set. Additionally, as a default setting, the alarm will be set to automatically arm at 8pm every night. The managing member can also manage the alarm from her smart phone, making changes as necessary.

Every exterior window will have a glass break alarm and every exterior door will have a vibration detection alarm.

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

We will diligently screen potential employees before hiring, including a background check and personal references. We will offer extensive training in METRC so everyone employed by Lady Gray, LLC is comfortable with the program and comfortable making contact to ask any questions that may arise. We will have a zero tolerance for theft or mishandling of product. Our 24/7 surveillance cameras will help investigate any claims of theft or missing product and if an employee is found guilty of such action, immediate termination will be the result, as written in their employment contract.

Describe your policies and procedures for preventing loitering:

Our property is located on almost three acres, on private property. There will be no outside signs placed indicating marijuana is on premises. If someone is found to be loitering on our property for any reason we will inform them it is private property and they need to vacate immediately. If they do not leave we will call the State Troopers and report it, following their instructions from there.

"No Loitering" signs will also be clearly posted on the property.

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 detecting security cameras will be installed throughout the property and they will record and send real time updates to the managing member's cell phone. Various checks viewing the live cameras will be made via the remote app on the managing member's cell phone. Additionally, the managing members primary residence shares a driveway with the facility.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

If the alarm was set off by accident, providing the code word to let everyone know we are in fact safe (provided during employee training), will be used. If the alarm was set off for other reasons, a false code word will be given which will alert the authorities and alarming contractor that there is in fact, an emergency and appropriate law enforcement will be put in place.

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:

A camera, as seen on the provided on the proposed plans, will be placed to be facing every entrance door inside the facility, as well as at every exterior door (and cameras provide visibility to 100' including night vision).

Surveillance cameras will cover all areas of the facility both inside and out. Cameras will be periodically checked to ensure they are adequately positioned and have a clear, unobstructed view allowing for certain identification of any individual in the area.

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 office upstairs will have a locked and key coded (different code than the main entry doors) entry door so that even if a person is inside the restricted access building, they cannot get into the office where such information and hardware is stored.

Only licensees and authorized employees will be given the access code.
The office will be made accessible to law enforcement or an agent of the MCB if necessary.

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:

Books and records will be managed by an authorized accounting firm, or person, and professional bookkeeping service using Quick Books or similar equivalent program. Payroll services will also be conducted by the same agent, as well as federal, state, and borough taxes. When the books are complete and closed for the year, another backup will be made to an external hard drive and this hard drive will be kept in a
personal fireproof safe at the managing member's personal residence. This annual third and complete backup will also include anything relevant to the business including employee records and advertising/marketing work.

At all times the company will maintain two copies of books and records that are current and kept ongoing and updated at all times: one set in the office, and one set at our bookkeeper's office as a backup. The third set kept at a residence will be updated annually.

METRC system will be managed from the office at the licensed facility.

All Transportation records will be stored here, as well as advertising/marketing.

Employee records including handler permits, payroll, and insurance will be kept at the office at the licensed facility.

The archived visitor log will be kept here (current usable log kept on the clipboard by the main entrance along with visitor badges, when the page is full it goes upstairs in the office for filing).

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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 fully trained and use the METRC system exclusively.

Ownership will ensure that there will be adequate Internet necessary to ensure Metrc can run its systems without interruption or lag time

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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:

Upon hiring, a copy of the employee's marijuana handler's card and driver's license will be copied and kept on file in the office. Background checks will be performed on each employee as deemed necessary. Personal references will be checked as deemed necessary. Handler cards will be checked annualy to ensure validity (not expired).

Employees will undergo personal training by the managing member, tailored specifically for the job each employee was hired for. No employee will be left alone without full confidence they are adequately trained and capable of completing the job with full compliance and regard for safety.

The first year of business we anticipate hiring less than 5 employees. We will follow all state and federal laws with regards to insurance and payroll. We will encourage veterans to apply. We will encourage a positive and respectful workplace environment with competitive pay and extras such as paid volunteer time off (1-4 days per year to donate to the charity of their choice). The emerging industry needs to be represented in a positive and
encouraging light, we take this responsibility seriously and will be making hiring decisions with this in mind.

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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 of the solid waste we generate will be bagged and thrown in the lockable dumpster on the premises that only the faculty as access to. All of the liquid waste will be flushed down the drain. If a situation arises in which we are unsure of the lawfulness of our actions, we'll call our local waste management company for guidance and follow their recommendations.

Any marijuana or marijuana product deemed to be waste, will be separated from other waste until the MCB is notified, and email to enforcement giving a 3 day notice prior to destruction and the product can be rendered unusable and disposed of. There will be a designated waste area of the facility, separate from other product where waste will be kept in locked containers. Waste will be logged by an authorized employee and the log will be maintained on-site as official business records.

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

We will grind up the marijuana waste and mix it (with an equal parts ratio) with either compostable materials (old dirt, food or yard waste) and reuse in the living soil, or (with the same ratio) with non-compostable (such as paper and cardboard) material, bag it up in black trash bags and put in the dumpster that is located on premises.

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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:

We will mix compostable material with it as described above in a 55 gallon trash can and store in bins along with our other living soil as needed. We will mix with non-compostable material as described above and put in large black trash bags to be put in the dumpster on site each night as needed.

Any marijuana or marijuana product deemed to be waste, will be ground before it is mixed with non-marijuana waste and disposed of.

No marijuana waste will be destroyed prior to 3 day notice to AMCO enforcement division.

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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:

Any product that contains more than one serving will be clearly demarcated to indicate size and number of servings.

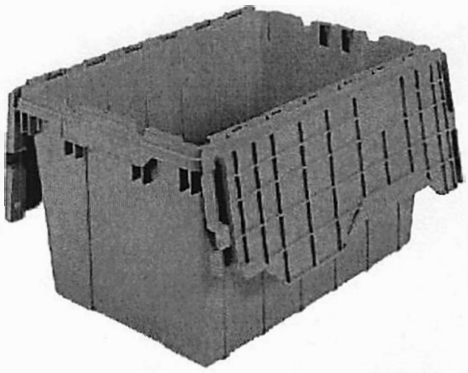
These prepackaged items will then be packaged into a large transport (see below) bin that can and will be locked.

Packaging will not transmit any toxic or damaging substance and will protect the product from contamination.

A travel manifest will be prepared according to regulations, including: using METRC to record the type, amount and weight of marijuana product being transported, name of the transporter, time of departure and expected delivery, and the make/model and license plate of the transporting vehicle.

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

Storage compartments to be used will be similar to the one shown in photo. Heavy duty totes with areas to secure a lock and 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:

There will no posted signs on the establishment with the business name at all. Main entry doors will have the RESTRICTED AREA posting.

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:

24/7 video surveillance with motion detection will insure we know who is within 50 feet of the building and inside the building at all times. Alarms will be active and set when the building is unoccupied. Visitors will only be accepted when scheduled in advance and a government issued ID will be verified.

The facility will not be open to the public and only licensees and authorized employees will have the access code to open the entry doors.
No individual will be allowed entrance without producing a valid form of photo ID that shows the person is at least 21 years of age. Employees who check ID's will be trained to recognize alterations/forgeries and how to handle such situations.

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

Jamie Tasha Grossl
Printed name

Subscribed and sworn to before me this 13 day of April, 2017.

OFFICIAL SEAL
MOLLY GREEN
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires 9/29/2020

Notary Public in and for the State of Alaska.

My commission expires: 9-29-2020

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

(Additional Space as Needed):