Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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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:	Aaron Ross	**License Number:**	12487		
License Type:	Product Manufacturing Facility				
Doing Business As:	Treat Yo' Self				
Premises Address:	2632 Mistletoe Dr				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	130 Eureka Ave				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Primary Contact:	Aaron Ross		
Main Phone:	9077997422	**Cell Phone:**	9077997422
Email:	ross_aj_92@hotmail.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:

The premises will have signs stating that the facility is secured and monitored, it will be equipped with outdoor lighting, 24 hour video surveillance, and an alarm system. Security cameras will be installed in the interior of the facility for 24 hour monitoring of all areas of the entire facility. Visitors will not be allowed in the facility at all until they have been through our process for admitting visitors in restricted access areas, described in the next section. Exterior points of access will remain locked and closed at all times with commercial grade locks, to be opened only by authorized personnel for entrance and exit.

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

The entire facility will be a restricted access area, visitors must be pre-authorized. Visitors will remain outside until they have: produced valid government-issued identification to verify age and name, signed in on the visitor's log book, and been issued a visitor's badge to be displayed on the person at all times within the facility. The visitors log book will record the visitor's name, date and time, and purpose for visit, and will be available to the MCB upon request. Visitors will be escorted by an on duty employee while in the facility and once the visit has completed, the visitor must leave the premises immediately. In the case of an emergency, the owners, manager on duty, specially-defined agents and emergency personnel will have unrestricted access to the entire facility.

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

All visitors are required to sign into a visitor's log noting their name, date of visit, time in and out of the restricted space, and the purpose of their visit to the facility. Treat Yo' Self will retain visitor's log information for 1 year. While inside the restricted access area, visitors will be escorted by an on duty employee at all times.

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:

The facility has 4 commercial grade LED lights affixed to the exterior of the building. The fixtures are placed to keep the windows, doors, and signs well lit. The lighting will allow the security cameras to record clearly up to twenty feet. Lighting will be fastened down to the building to deter vandalism. Exterior lighting will be checked on a daily basis by the manager to make sure lighting system is operational.

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

The alarm system will be installed by a security company to monitor the facility 24 hours a day, 7 days a week. The security system will be in direct contact with local law enforcement. The security company will educate the staff about alarm system for: daily use, troubleshooting, contacting law enforcement, and controls. The security company will be installing a motion detectors for the interior of the building for overnight security. The motion sensors will go off for a window break in as the detector will register any movement. The exterior door will have two commercial grade locks installed. The exterior lights will deter any loitering outside the facility. The last employee to leave the facility will activate the overnight security.

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 third party security company will be installing sensors throughout the facility for overnight alarm system. The alarm system will always be on when no employee is at the facility. It will be set when the last employee leaves the building and locks the exterior door. Every morning the manager will disable the security system and check the cameras throughout the facility to make sure everything is operational.

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Form MJ-01: Marijuana Establishment Operating Plan

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

All marijuana products will be in a locked storage unit during closed business hours. The entire facility is a restricted access area and only people allowed in will be employees or visitors being escorted by an employee. Video surveillance will be continuously monitoring the storage area of marijuana products and packaging areas. Inventory will be taken of all marijuana products for business records and to have knowledge of how much marijuana product is within the facility. Per regulation all inventory will be carefully and accurately recorded in the Metrc inventory control system. If an employee is caught stealing or diverting any marijuana product, Treat Yo' Self will contact law enforcement and fully cooperate with the investigation.

Describe your policies and procedures for preventing loitering:

Our building is not a public access facility, we only deal with other licensed cannabis businesses; no one else is allowed on the property unless agreed upon ahead of time. The exterior of the building will be well lit and have video surveillance going 24 hours a day, 7 days a week. The building will have "No-loitering" signs on the north and south sides of the building. If someone is loitering outside the building the staff will ask the individual to leave the premises. If not cooperative the staff will have to contact law enforcement for further assistance.

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 sensors will be installed in the interior of the building. Any kind of break in would set off one of those sensors. If either is set off an automatic alert will be sent to the security company and ownership. A panic alarm will be included to report a robbery or danger to building occupants.

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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 an unauthorized breach of security arises in or around the facility all of the staff will evacuate the facility and wait for local law enforcement to arrive. If no management is present at the time the staff will contact a manger. After the law enforcement is done with the premises the staff will look for damages and take inventory of the facility. The video surveillance will be available to law enforcement if needed.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Surveillance cameras will be placed above the entrance with ample lighting in order to record anyone entering the building. The exterior cameras will be able to record anyones faces within 20 feet. Exterior cameras will be recording the main entrance to the facility to see any cars coming or going. The interior cameras will be able to view the entire facility and clearly identify anyone in the facility. One camera will have a focus on where marijuana product is stored and packaged for sale.

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:

All security recording equipment will be stored in a metal cabinet that is locked by key. Only the owners and managers will have access to the key that opens the cabinet. The cabinet itself will be bolted to the wall of the facility. Recordings will be stored on the systems DVR for a minimum for 40 days for business records. If any investigations are needed the recording can be uploaded to a separate hard drive and kept longer than the 40 days. All recording will have a date and time stamp and can be made available to AMCO and local law enforcement per request.

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:

Business records will be stored on site which would include financial books, inventory, surveillance, manifests, and logs. Which will be available to ownership, management, and designated government authorities to have readily access to all. Backups will be stored on a off-site server to prevent loss and destruction. Records will be stored away in a locked cabinet every night. Only ownership, and management will have access to the locked storage 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:

Treat Yo' Self will use the Metrc marijuana inventory tracking system, the system implemented by the AMCO board.

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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 must have a marijuana handlers permit before being hired. Newly hired employees will shadow a more experienced employee to receive the necessary education to be proficient at the job.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Any marijuana product that does not meet state testing requirements or the company's quality standards will be disposed of in a way that meets the State and Local regulations. Marijuana liquid waste will be stored in the grey water tank rendered unusable by the mixture mixture of at least 50% of other non marijuana liquid waste including dish soap water, and other food liquid waste that happens in normal daily operations. Once rendered unusable the liquid waste will be pumped out to be disposed of by a septic system company. Marijuana plant waste will be kept in a separate locked container inside the facility and will be rendered unusable by grinding up marijuana waste with other at least 50% non-marijuana waste, before leaving the facility. Once rendered unusable the waste will be picked up by a waste management company. Any other materials or containers in contact with marijuana product that risk contamination will be stored in the same locked container within the facility ground up, rendered unusable and picked up by a waste management company. All disposal will be logged.

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

Once Treat Yo' Self has given AMCO at least three days notice in to Metrc all marijuana will be ground up with at least 50 percent of: plastic waste, cardboard waste, paper waste, and food 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:

Treat Yo' Self will render waste unusable by grinding solids and other materials that are non-compostable so the mixture is at least 50 percent non-marijuana. After being logged into Metrc as waste,and waiting 3 days authorized employees will use plastic waste, cardboard waste, paper waste, and food waste. All marijuana waste will be stored in a separate storage container within the facility until picked up by waste management company. Manager will inspect the mixture to ensure it is at least 50 percent non marijuana waste. Manager on site will record the date and times once waste is picked up by waste management company.

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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:

For all transports of products Treat Yo' Self will create a metrc transfer, that will have copies filed and stored on premises as official business records. In order to comply with 3 AAC 306.750, each trip manifest will include the following information: strain name, type of product, batch number of product, amount/weight of product, name of the transporter (who will have their marijuana handlers card on them during transport), the time of departure and expected delivery, and the make, model and licenses plate number of the transporting vehicle. Before being transported marijuana products will be packaged in a sealed package / container, in a locked storage compartment within the transport vehicle. No products will be directly visible. Transport vehicle will travel directly between destinations without making any unnecessary stops and a printed trip manifest will be on board with the transporter at all times. All marijuana packaging will be uniform with labels secured and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act. All Usable materials sold to any marijuana establishment will be labeled with the name and license number assigned to the marijuana, the date the marijuana was packaged, the net weight and quantity and serving size of the usable marijuana product, test results and the date of expiration if perishable.

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

Transport vehicles will be unmarked and inconspicuous. Marijuana product being transported will be locked in a solid secured container that can be secured to the vehicle, accessible by combination lock or key, not visible from the outside of the vehicle. The sealed locker will not be opened during transport, until it has reached the destination (another licensed marijuana establishment).

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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:

Treat Yo' Self will be a business to business wholesale and will not be consumer direct sales, in which a business name sign would be unnecessary. A "No Loitering" sign will be affixed to the front building. A "Restricted Access" sign will be hung on the front door. Each sign would be 11x8.5 inches.

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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Form MJ-01: Marijuana Establishment Operating Plan

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 entire Treat Yo' Self facility is a restricted access area and is not open to the public. Any visitors will be pre-scheduled and will have to show ID to verify age. No persons will be allowed within the facility without management approval. A "Restricted Access" sign will be affixed to the front door to deter any unwanted visitors. Any visitor who violates the visitor policy or attempts unauthorized access to the facility will be reported to law enforcement.

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

Aaron Ross

Printed name

MEGAN ALLEN NOTARY PUBLIC STATE OF ALASKA

Subscribed and sworn to before me this 11th day of August, 2017.

Notary Public in and for the State of Alaska.

My commission expires: July 14, 2019

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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