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:	SFA LLC	**License Number:**	10922		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Sparkle Farms Alaska				
Premises Address:	218 Kelly Drive				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Mailing Address:	PO Box 9463				
City:	Ketchikan	**State:**	AK	**ZIP:**	99901

Primary Contact:	Christopher Wilhelm		
Main Phone:	(907)617-1461	**Cell Phone:**	(907)617-1461
Email:	ketchikanwilhelm@yahoo.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:

There is a fence around the area under cultivation to exclude the public. A gate across the entry drive has a no trespassing sign posted on it. A watchman's quarters is established at the property which will be staffed continuously. Security cameras are posted at strategic locations on the property with recording capability which can identify any unauthorized persons that may have entered. A sign indicating the area is under surveillance is posted next to the driveway and gate.

Restricted areas are identified with signs indicating the premise is off limits. They are posted next to the door and gates to prevent unauthorized persons from entering the restricted areas.

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

Visitors will be required to sign in with name, date, and time of visit.
Their signature must be accompanied by the signature of an authorized person.
However, no unauthorized person will be allowed into restricted areas except in exceptional circumstances.

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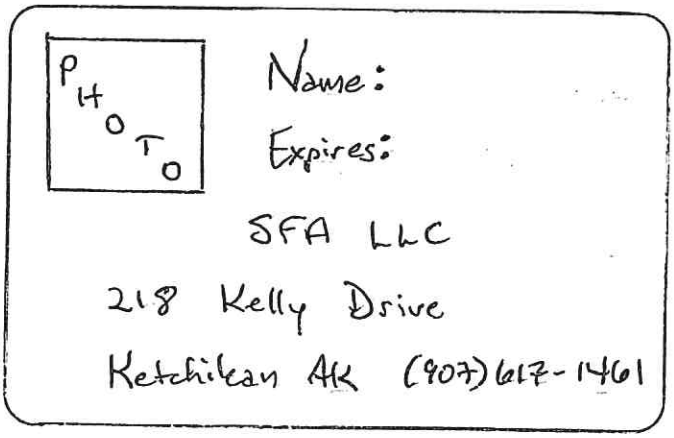
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors will be required to sign a log with name, date, and time of visit.
The log will be convenient to the restricted access area and signing in by unauthorized persons will be mandatory.
The completed logs will be kept on site in the Watchman's Quarters filing cabinet for future reference.

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

The Sparkle Farms employee ID badge will be a laminated card-on-a-lanyard type. It will display the employee photograph and name, and be a bright color. Other information on the ID will include the business name, the marijuana license number, the date of expiration. This date of expiration will be identical to the date of expiration of the employee's Marijuana Handlers certificate.



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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:

Motion activated exterior lights are installed near entryways. These are sensitive to the onset of darkness and illuminate the area of interest. An overhead streetlight nearby spreads excellent light over the property. The camera system uses infrared to detect the presence of any trespasser and renders them clearly by camera. This is "night vision" that captures excellent video even in complete darkness.

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

Sparkle Farms uses a security system complete with fully programmable main unit and sensors and an auto-dialer function will call up to 6 designated phone numbers in case of a security breach.
These are mounted on the Nursery door and the High Tunnel gates. Door/window contacts detect any forceful break-in.
Passive motion sensors detect any suspicious movement or activity.
A loud, 110dB alarm alerts neighbors and deters potential invaders.

Game cameras are also mounted at various locations for additional camera coverage.

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 security system comes with two passive motion detectors and five door contact points. It is mounted on the Nursery entry door. It is also mounted on the gates to the high tunnels. The security system is fully programmable and can alert the owner and authorities in the event of an alarm by telephone.

All exterior doors and all windows that open will be equipped with sensors to detect unauthorized entry.

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

The products from Sparkle Farms will be tracked using the METRC system.

From "seed to sale", no product will leave the premises without being accounted for, logged, or prior to remitting tax to state and local governments.

Finished product will be kept in a locked room.

Quantity will be managed using a spreadsheet database. Finished products sales will be recorded and any discrepancies reported to the Manager.

Describe your policies and procedures for preventing loitering:

The remote nature of this property, as well as the buffer zone (about 100') between the facility and the property line do not allow for unpermitted loitering.

Anyone loitering will be considered a trespasser and will be asked to leave.

Signs are posted at the property gate which state No Trespassing and Private Property and Camera in Use and This Area Under Surveillance.

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 Company is especially interested in safe and secure business operations. The Alaska State Trooper headquarters is about 1/4 mile away. When the security system dials the Troopers, it also dials the Owner and notifies them simultaneously.

The Farm Phone will have the Troopers number entered on speed dial.

Battery-powered motion activated "game cameras" are already in use. They are mounted to provide back-up security monitoring.

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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:

Policy states that the Manager will be notified immediately when any breach occurs.

1. Manager will coordinate with the authorities and inspect the premises for damage/theft. Any damage/theft that occurs will be detailed and recorded. Inventory records will be adjusted to illustrate any loss.

2. At the beginning of business the next day following any breach, the farm will be closed while a thorough inventory is conducted to evaluate the scale of loss, if any. A standard report will be filed with the authorities and logged within the company.

3. The Manager and staff will challenge employees to establish the point of entry and prepare for the eventuality of another violation Staff will deliberate and focus on prevention.

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:

Cameras are mounted overhead and on adjacent structures to allow a clear view of the gates and entry areas. The software for reviewing images includes a digital zoom for clear image definition. The cameras can be viewed at any time remotely using a smart phone.

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:

Record storage will be maintained inside theWatchman's Quarters. The Watchman's Quarters at the property is a locked and secure structure. It contains the hard drive and TV monitor for the surveillance system. There is an electronic combination lock on the door which must be dialed for every entry to the Watchman's Quarters. This combination must be retrieved from the Owner to gain entry in to the Records Storage area.

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:

The products from Sparkle Farms will be tracked using the METRC system.

Our transaction records will be kept by secure password in the Cloud. This allows them to be accessible from any terminal or smart phone securely by password. The physical records themselves will be kept in a filing cabinet inside the secure Watchman's Quarters.

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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:

Sparkle Farms will use the METRC system. All employees will complete the Marijuana Handler's certificate training program. Records of sales and batches will be kept in a filing cabinet in the Watchman's quarters, and preserved off-site in the cloud.

By virtue of Sparkle Farms participation in the METRC system, the board will have transparent records review with respect to Sparkle Farms production and implementation.

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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:

METRC training is available online. A Marijuana Handlers certificate is also available online at the State website. All employees will be familiar with METRC requirements for tracking production. All employees will have a current Marijuana Handler's certificate in compliance with State regulations.

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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:

An on-site septic tank is available to receive any wastewater the farm may generate.

The MCB will be given 72 hours notice in the inventory tracking system before making waste unusable. Unusable stems, roots, leaves,flowers, and trim will be shredded and weighed into lots no bigger than 5 pounds. It will be kept in locked secure storage under camera. Once the 72 hour period has elapsed the material will be ground and mixed 50/50 with spent soil and used for compost.

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

Sparkle Farm has been developing farm products for 7 years. These products have included fresh-cut flowers, edible vegetables, fruit trees, rabbits and chickens and chicken eggs.

A compost area is already established where cast-off materials may be rendered into usable dirt for the following season. Marijuana waste materials will also be added to the compost pile after being ground, and mixed with the existing compost.

Coffee grounds and other kitchen waste may be added to the compost pile as they are created. Shredded paper is often available and added to the composting 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:

Sparkle Farms employees will not remove marijuana waste from the Farm property. The waste will be chipped and ground, then added to a combination of other plant material including potatoes, onions, garlic, grapes, lawn grass, coffee grounds, and kitchen waste for composting.

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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:

Once the marijuana has been cut, it can be tested for fungus, chemicals, etc. If a positive report is delivered regarding this batch being tested, the marijuana can be trimmed, dried, and cured. It can be prepared for packaging. The packages will be foil pouch type containers. These containers will have the required caution remarks prepared by the state on a sticker clearly legible on them. The product will be labeled otherwise appropriately to describe their contents.

Also, for 1 gram or 2 gram amounts, we will use small "film canister" type packaging. A plastic vial has enough size to display the caution remarks required by state law. At the same time it can display a label to identify the origin and what type of marijuana is inside the package.

Shipment will consist of a manifest which identifies the quantity and type of product being shipped, along with the products. They will be placed in a lockable tote together. An additional copy of the manifest will be present outside the shipment for the driver to present to the buyer at the other end of the transaction.

The shipment will be followed using the marijuana tracking system until delivery.

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

Marijuana product will be placed in labeled locked and secure totes and placed in a locked compartment within the delivery vehicle. The compartment is a steel cage with padlock.The vehicle will operate directly without stopping along the most direct route to the destination.

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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:

We do not wish to draw attention to our tiny farm. We have no intention to display a Sparkle Farms sign. The only signs we will post will say "No Trespassing" and "Private Property" and "Camera in use".

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:

When we put out signs to warn trespassers and enforce the "no loitering" policy at Sparkle Farms, we can also ascertain the age of any visitor to the Farm. Although the remote nature of the farm makes an accidental visit unlikely, when someone presents ID that indicates they are underage, they will be asked to leave that portion of the premises immediately. An escort will take them away and discharge them from the facility.

In the event a person under the age of 21 is found covertly entering the portion of the licensed premise which is restricted, or is found in possession of marijuana items, or is caught in the act of removing property from Sparkle Farms, the troopers will be contacted and they will enforce the law.

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

Christopher J. Wilhelm
Printed name

Subscribed and sworn to before me this 8th day of November, 2016.

STATE OF ALASKA
OFFICIAL SEAL
NEDDIE MANABAT
NOTARY PUBLIC
My Commission Expires 12/08/2016

Notary Public in and for the State of Alaska.

My commission expires: 12/08/16