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:	Green Leaf Inc	**License Number:**	10067		
License Type:	Retail Marijuana Store Lincese				
Doing Business As:	Green Leaf				
Premises Address:	4612 Halibut Point Road				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Mailing Address:	PO Box 464				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

Primary Contact:	Aaron Bean		
Main Phone:	907 738 8923	**Cell Phone:**	907 738 8923
Email:	aaron.bean@greenleafalaska.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:

All doors leading to restricted access areas will be secured with commercial grade keyless keypad entry with a self-closing and self-locking mechanisms. The facility will be equipped with an alarm system, and video surveillance. Security cameras will be installed throughout the facility that allow for monitoring all areas 24 hours each day including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, every portion of the office and safe room, and exterior. All members of the public who are allowed access to the facility will have to check in at the front entrance door and obtain a visitor badge. All visitors must display their visitor badge on their person at all times, with no exceptions. All visitors will be escorted by an employee at all times while on the premises. A visitor's log will be kept and noted by the escorting employee, including the visitor's name and date, time, and purpose of the visit, and will be made available to the MC Board upon request.

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

Upon walking into the front entrance door of the facility each visitor must check in with a facility employee. All members of the public who are allowed access to the facility will have to provide state-issued identification at their entrance, and obtain and display a visitor badge, with no exceptions. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. All visitors must display their visitor badge on their person at all times, with no exceptions. The visitors will be escorted by an employee at all times while on the premises, and the visitor badge will be returned to the employee prior to leaving. A visitor's log will be kept and noted by the escorting employee, including the visitor's name and date, time, and purpose of the visit, and will be made available to the MC Board upon request. No visitors will be allowed in unauthorized, confidential, or potentially hazardous areas. The visitor's personal identification card will be kept in security possession the entire time they are within the facility. Not until they have completed their escorted visit will their identification card be returned to them. Once a visitor's escorted visit has concluded, and their identification is returned, they must leave the premises immediately.

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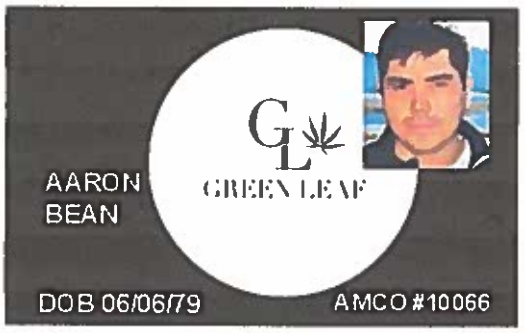
Describe your recordkeeping of visitors who are escorted into restricted access areas:

In order to be escorted into restricted areas a visitor must sign into the visitor's log indicating the date, time in and out of the restricted space, and purpose of the visit. A photocopy of the visitor's government-issued ID will be taken. The visitor's log and copies of visitor's information will be kept and stored on-site as official business records. The visitors will be escorted by an employee at all times while on the premises. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to the MC Board upon request.

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 exterior of the buildings will be well lit. Lights will be positioned to facilitate surveillance of the front and side doors and windows, the building perimeter, and all areas within twenty (20) feet of the building, to ensure maximum visibility and security. All lights will be will be checked daily by Management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises. The facility plans to install a total of 4 exterior lights to be evenly distributed and affixed to the building.

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

The facility will maintain all alarm system equipment. The alarm system will be recorded by Green Leaf at a central location twenty four (24) hours a day, seven (7) days a week- up to 40 days- to detect unauthorized intrusion and notify local law enforcement, if needed. The alarm system will monitor all exterior doors, windows, and roof penetrations. Additionally, the facility will be equipped with panic buttons. Ownership and Management will be educated on the security and alarm systems. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measures, and controls. Management or Ownership will be the first to arrive to the facility each morning to enter a predetermined code into the security device next to the front door to disable the alarm system.

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 be rigged to each exterior window and door in the facility so that any intrusion will initiate the alarm response. Each morning, Ownership will enter a predetermined code into the security device next to the front door to disable the alarm system. The opening employees will check all security cameras and tapes to ensure they are functioning. The last employee to leave at close will activate all security devices and lock all doors and windows. Activation of security devices will be done on site using the alarm system keypad. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at close to monitor intrusions.

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

In the event that an employee is caught stealing or illegally distributing marijuana, Green Leaf, Inc. will cooperate as needed with the appropriate law enforcement agencies. Employees found to be diverting marijuana could be arrested and punished to the fullest extent of the law, and Green Leaf, Inc. will cooperate with all law enforcement directives. All employees will be trained to recognize potential theft, and are required to notify Ownership or Management if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to the MC Board, and its agents and representatives, upon request.Ownership will also comply with any and all directives, inquiries, and investigations lodged by the MC Board.

Describe your policies and procedures for preventing loitering:

The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors. The entrance and perimeter of the building will be monitored by on-site security cameras at all times. Loitering in and around the facility will not be permitted, and staff will have a regular and noticeable presence around the property to deter unauthorized entrance. Managers will work with the local law enforcement, if necessary, to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible.

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:

Exterior lights will be installed with a motion detector to allow for additional security measures during closed hours, and to ensure that outside cameras are able to clearly identify any individuals approaching the premises.The facility will be equipped panic buttons worn by staff. At all hours of the day or night these buttons, if pressed, will trigger the alarm system. All employees will be aware of the locations of the panic buttons and taught proper use prior to beginning work. Panic buttons will have a direct correspondence with local police.

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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:

In the event that a dangerous, threatening, or unauthorized situation arises in or around the facility, employees shall cooperate with local law enforcement and meet local police or fire department at the premises in a safe location. All visitors present in the building will be asked to leave immediately and escorted to the nearest exit in a safe and organized manner. If an emergency occurs in or around the facility during operation that threatens the facility, or the safety of employees and visitors, Management will evacuate the building of all people, including themselves, and await the arrival of the local police or fire department in a safe and accessible location. Law enforcement representatives for the City of Sitka will be invited to tour the facility and meet the employees in an effort to help the agency further understand the business operations and the building layout.

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:

All security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within 20 feet of the exterior walls. Security cameras will be installed throughout the facility that allow for monitoring all areas including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, the check-in area, every portion of the office and safe room, and the exterior of the building to monitor all activities adjacent to the facility. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anybody going in or out of the building. All restricted access doors and the check-in area will have coverage to clearly identify the face of anybody present.

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:

A nineteen (19) inch or greater call-up monitor will be located in the restricted access Manager's office and safe room to house all surveillance feeds and recordings. Only Ownership, Management, and authorized agents will have access to the office and safe room. The office and safe room will feature a solid core with a minimum fire rating of ninety (90) minutes, a steel door frame with self-closing and self-locking mechanism. A high quality video printer capable of immediately producing a still photo from any video camera image will be located alongside the monitor in the office and safe room. All video camera footage will be stored for a minimum of forty (40) days. Recordings will be stored for at least forty (40) calendar days and will be available to the MC Board and local law enforcement upon 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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up on an off-site server. Records within the facility will be stored in the office and safe room in a secure safe, separate from all storage of marijuana products and currency. Only Ownership, Management, and authorized agents will have access to the office and safe room, and all safes inside. Reinforced security walls will be used to separate the office and safe room from the rest of the facility. The office and safe room will feature a solid core with a minimum fire rating of ninety (90) minutes, a steel door frame with self-closing and self-locking mechanism, a commercial grade dead bolt lock, and a commercial grade fingerprint entry lock. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and searchable fashion until they may be destroyed.

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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:

Green Leaf, Inc. will use the electronic marijuana inventory tracking and control system, Metrc, to increase product security, track the cultivation and movement of all marijuana products, and minimize diversion and illegal practices. The facility will install Metrc and fully integrate the system into its standard business practices. All employees will be trained in using the tracking system to ensure that: (1) all marijuana propagated, grown, or cultivated on the premises is identified and tracked from the time the marijuana is propagated through either its transfer to another licensed marijuana establishment, or its destruction; (2) all establishments transacting to purchase or otherwise receive marijuana or marijuana products from the facility are licensed facilities; and (3) any loss or theft of marijuana products is promptly reported. Employees will record data at several stages of the cultivation process, including: (1) during cultivation; (2) during sale, sample, and transport; (3) during disposal, destruction, and theft. The facility will assign a tracking number to each plant over eight (8) inches tall and enter all inventory into Metrc. Each harvest batch will be given an inventory tracking number and entered into Metrc. All clones or cuttings will be limited to fifty (50) or fewer plants and identified by a batch tracking number. After harvest and processing, employees will record all sales in Metrc as they are processed. All marijuana used to prepare and package samples for the purpose of testing or for negotiating sales will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. For each batch, employees will record all transportation arrangements and will generate a transport manifest to accompany the batch in transit.

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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:

Qualified candidates will be hired on a three month probationary period during which time they will receive training and evaluation specific to their position. Training will include marijuana industry topics; safety precautions and procedures; legal issues; and state, local, and federal regulations. Educational packets will be provided to each cultivation employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft, and loss of marijuana. All employees will be required to obtain a marijuana handlers permit issued by AMCO.

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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 following is a list of the expected waste that Green Leaf, Inc. will be disposing of: (1) waste from marijuana flowers, trim, and solid plant materials; (2) marijuana that is identified as infected or fails to meet quality testing; (3) marijuana plant waste; (4) run off water from the plants during cultivation; and (5) medium used for cultivation and root matter. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. The Manager will maintain a log on the status of all marijuana waste. All marijuana marked for disposal will be stored in a secured bin, separated from all other products and materials, until it can be rendered unusable. Marijuana waste will be rendered unusable a minimum of once per day, before the facility closes.

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

The non-compostable solid wastes that Green Leaf, Inc. will use to render marijuana unusable include: (1) paper waste; (2) plastic waste; (3) cardboard waste; and (4) soil. The compostable solid wastes that Green Leaf, Inc. will use to render marijuana unusable include: (1) food waste; (2) yard waste; and (3) vegetable-based grease or oils.

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(Additional Space as Needed):

Green Leaf, Inc., has prepared a disposal plan for disposing of all marijuana that does not meet state testing requirements and Green Leaf, Inc. 's internal quality standards for any reason, including, but not limited to, disease, infestation, and mishandling. The following is a list of the expected waste that Green Leaf, Inc. will be disposing of: (1) waste from marijuana flowers, trim, and solid plant materials; (2) marijuana that is identified as infected or fails to meet quality testing; (3) marijuana plant waste; (4) run off water from the plants during cultivation; and (5) medium used for cultivation and root matter. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. Green Leaf, Inc. will ensure that all marijuana is rendered unusable prior to leaving the facility. The Manager will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable, and the date that it was picked up by the disposal company. All marijuana marked for disposal will be stored in a secured bin, separated from all other products and materials, until it can be rendered unusable. Marijuana waste will be rendered unusable a minimum of once per day, before the facility closes. Once rendered unusable, marijuana will be securely stored in locked containers located on the premise. All locks will comply with the highest UL standards. Only authorized personnel will have access to the keys that lock and unlock the disposal containers. The disposed marijuana will not be stored outside the facility at any time. Twice a week, a waste truck will collect the waste and dispose of it. To ensure tracking and to ensure that no diversion occurs, a manager will meet with the waste truck driver and collect a signature and the name of the waste truck driver, the date, time, and the type of marijuana waste being collected. This information will be entered into a log by the manager, which will be securely stored and made available to the MC Board upon request. The manager will make arrangements with the disposal company if ever the dumpsters are full prior to pick-up.

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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:

To render marijuana unusable, Green Leaf, Inc. will grind and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. The facility will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. The Manager will ensure that the resulting mixture is composed of no more than fifty percent (50%) marijuana by volume, and will log the composition of the mixture, available to the MC Board upon request. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, until such time it is picked up by the waste disposal company under the Manager's supervision.

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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:

See page 19

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

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana products will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana products cannot be seen by anyone from outside of the transportation vehicle. The vehicle storage box will be a rectangular box arranged for mounting in a standard pickup truck bed to extend there across, and will include an two independent storage compartments. There will be a first larger storage compartment and a second smaller storage compartment which is locked within the interior of the first storage compartment. The structures will be formed of steel, or like materials. The second storage compartment is adapted for holding elongated, flat articles such as tools, guns, fishing rods, or other appropriate items. The second storage compartment will be hinged to the interior of the lid of the larger storage compartment, and the second storage compartment will be accessed only when the first storage compartment is opened and the second storage compartment is unlocked.

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

Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

Green Leaf's signage will be as follows:

Two 40" by 24" signs attached to the outside of the building.

One above the front entrance of the premises, and one on the northwest facing side.

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 facility will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. Green Leaf staff will ask customers for government-issued identification and will thoroughly examine ID for all members of the party before entrance is allowed. In addition to passing the Marijuana Handler's Card course, employees in this position will be trained to spot the inconsistencies of forged identifications, and they will be given an ID Guide to help them recognize IDs from other states and countries. Signage will be posted at the main entry door and the shopping area entry door stating "No one under 21 years of age allowed".

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 BEAN
Printed name

Subscribed and sworn to before me this 20 day of September, 20 16

STATE OF ALASKA
NOTARY PUBLIC
FLORIROSE P. DAVIS
My Commission Expires 8/29/20

Notary Public in and for the State of Alaska.

My commission expires: 8/29/20

(Additional space as needed):

All marijuana packaging will be uniform with labels secure and prominently displayed. No packaging products or materials can be used in the cultivation, storage, and/or sale process unless accepted into the facility by a member of the quality control unit. All packaging deliveries will be inspected, accepted or rejected, and recorded in QCU log. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and not be appealing to children. All plastic packaging will be four (4) millimeters or more in thickness and will be heat- sealed without an easy-open tab, dimple, corner, or flap so that it is difficult for a child to open as a tamperproof measure. The QCU will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to the marijuana. Only usable marijuana will be packaged at the facility, and all packaging will not be tampered with. Any packaging done at the facility will be performed in an area specifically set aside for packaging. All necessary sanitation will be executed to ensure the cleanliness of the product and packaging. The facility will package marijuana for sale to other marijuana establishments in standard units in accordance with the Alaska Administrative Code and the MC Board regulations. If the facility is selling usable marijuana in bulk for repackage and sale to the consumer by the other marijuana establishment, the wholesale standard unit will not exceed five (5) pounds. If the usable marijuana is being packaged for retail sale at a dispensary, the standard unit will not exceed one (1) ounce. Facility agents will create unit-size loose flowers, rolls, or other forms of unit-sized usable marijuana. Unit packaging for marijuana flower will be done in accordance with industry standards, in 1/8 oz. and 1/4 oz. zip seal stand-up pouches from a reputable vendor, as determined in Ownership's discretion. After agents package bulk flower into units, they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the Metrc inventory control system. After all usable marijuana has been placed in bins and labeled, it will be moved to the secure storage area.