Alcohol and Marijuana Control Office
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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:	SANDOR BROWN;ELIJAH GOODFARM;JOSEPH SHIMEK;LILY SHIMEK	**License Number:**	11547		
License Type:	RETAIL MARIJUANA LICENSE				
Doing Business As:	CloudBerry Partners				
Premises Address:	3307 Spenard Road				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	3307 Spenard Road				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Primary Contact:	ELIJAH GOODFARM		
Main Phone:	1-520-444-9969	**Cell Phone:**	1-520-444-9969
Email:	egoodfarm@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:

The only public entrance into the licensed premises is through the front door, which takes the visitor directly into the lobby area. The entry door will be posted with a sign (facing outward) reading "NO ONE UNDER 21 YEARS OF AGE ALLOWED" per 3AAC306.325(b). Once in the lobby the visitor will be required to provide ID proving 21 years old. The license agent will have a valid Handler's Permit, evidencing knowledge of rules regarding acceptable ID (306.350). After agent has confirmed valid proof of age, the agent will have visitor enter the name and time and date of entry into the license entry logbook. The agent will initial the entries, then provide a Visitor's Badge and open the locked door into the Restricted Area, and escort the visitor inside. This entry door will be posted per 306.710(b) : "Restricted Access Area. Visitors Must Be Escorted".

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

Visitors will be admitted into the restricted area only pursuant to the procedures described in preceding answer (entry into lobby, ID requested and examined for validity, logged into logbook, Visitor Badge issued, escort into Restricted Area). A licensee agent will continue to escort the visitor until departure from the Restricted Area. No agent will escort more than 5 persons at a time, per 306.710.

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

Any visitor who is properly ID'd will be required to sign into the license logbook, providing name, time and date. These entries will be initialled by the admitting Handler, who will then issue a Visitor Badge and escort the visitor into the Restricted Area. When a logbook has been filled with entries, it will be stored for secure record-keeping in a locked cabinet located in a "staff only" room (e.g. the business office) in the Restricted Area. These logs will be kept in secure storage at least 4 years, per 306.755(a).

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

See attached exemplar of Licensee ID badge ---- (Page 3A, MJ-01)

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Supplemental Page 3A (MJ-01)

CloudBerry
3307 Spenard Road, Anchorage, AK

Retail Marijuana License 11547

[full name of employee/staff member]

facial photo

Licensee Staff I.D.

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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 spot and/or flood lights will be situated so as to illuminate any near approach to any exterior door or window. The lights will be of sufficient intensity and in such a location as to enable surveillance cameras to "see" and record distinguishing facial features.

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

The alarm system installed will trigger an alarm signal to a contracted security service, which will in turn call police to ask for a burglary-in-progress response. The alarm system will be wired to all windows and doors to detect either breakage or opening. Additionally the premises will have motion detectors in the Restricted Area that will also trigger an alarm call to security.

One or more silent alarm devices will be installed which will enable a licenses employee to trigger an alarm call without alerting an intruder to the alarm. Smoke and fire alams will also be installed, which will trigger a call to the security firm which will in turn alert the Anchorage Fire Department.

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:

As noted in preceding answer, the exterior doors and windows will be wired for alarm activation upon either breakage or unauthorized entry.

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

Security cameras will be continuously recording in all interior rooms, situated as depicted in premises diagram MJ-02. They will coverall Restricted Access areas, as well as exterior entry doors (front door and back freight delivery door). They will provide clear view of anyone within the premises and within 20 feet outside of doors.

Employees will be subject to search if suspected of theft or diversion. There will be a zero tolerance (termination) policy for any employee found to be in violation.

Marijuana product transported from our premises will be made by two persons, and subject to 3AAC306.750 restrictions on labeling, tracking and security.

Marijuana product received by licensee will be delivered to the back (freight) door and received by two employees to ensure labeling, manifest list and "no tampering" confirmation. Product will be transported by both employees in original packaging and manifest directly to the staff/storage room when the Restricted Access area is clear of visitors.

Describe your policies and procedures for preventing loitering:

Handlers will be counselled to be alert for loitering individuals near the premises and to take action to discourage this promptly by asking the loiterer to leave the property. If the loiterer does not leave the property within 10 minutes the handler will advise the loiterer that the refusal to leave constitutes illegal trespass, and that the police will be called and asked for assistance if the loiterer does not leave immediately.

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:

There will be multiple motion sensors within the premises, connected to the alarm system. There will be two or more panic switches (silent alarm signals) available to licensee agents should that appear appropriate. Licensee agents will be advised that they should not resist any armed and/or dangerous intruder, or do anything which seems likely to cause the situation to escalate to violence. Personal security of handlers and visitors/public is to take precedence over the loss of property or cash.

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Form MJ-01: Marijuana Establishment Operating Plan

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 employee is on the premises, he should not advise the intruder of any alarm, however triggered. The employee should do nothing to raise the threat of violence to anyone, and cooperate with any demands of the inruder rather than risk injury to himself or any visitor/member of public.

When police arrrive the licensee agent will cooperate fully with their instructions., and remain on the premises until order has been restored and the business properly closed and the alarm system re-set.

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:

High quality video camera will be mounted as shown on the diagram submitted as Supplement Page 7A, under separate cover page. The cameras will be installed so as to insure clear view and adequate to identify an individual©s features, including all persons within 20 feet of an exterior entrance. Interior cameras will provide clear view of all Restricted Access areas, point of sale areas, and the main public entrance as well as entrances into any Restricted Access areas.

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:

There will be a physically separate room within the Restricted Access area, with security camera surveillance. This room will be accessible only to permitted, authorized staff, the AMCB and its agents, and law enforcement, and signed accordingly. The actual recording equipment will be contained in a locked cabinet or locked security cage/enclosure designed for that purpose, and accessible only to permitted, authorized staff and AMCB and law enforcement personnel.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

All written business records, including the entry logs, employee lists, vendor files, business diagrams, inventory tracking records, and transport records, will be kept in the office, which is a Restricted Access area, which will be kept locked during the hours the business is closed. They will be stored in a locked file cabinet accessible only to permitted, authorized staff, AMCB and law enforcement personnel. Electronic records will be backed up monthly to an external hard drive or storage device, and stored offsite.

Physical protection against theft, vandalism, and fire or other casualty will be provided by the alarm and surveillance systems.

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Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

We will subscribe to the AMCB mandated software Franwell Metric for inventory, tracking and labeling retail products. We expect also to add the Greenbits or equivalent software product to facilitate Point of Sale operations. Greenbits guarantees its software is compatible with Franwell Metric for inventory tracking purposes. Any product requiring weighing wll be weighed on a scale registered and inspected per 306.745.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

No employee will commence work without having obtained a marijuana handler's permit, issued by the Director of AMCB after having been certified as completing a Board- approved program and passing the Board-approved test. The permit, or a true copy of it, will be kept on secure file in the licensed premises. The expiration dates of all permittees will be calendared by management to provide 60 days notice to a permittee and management of an upcoming expiration date.

No employee will be allowed to work unless he either has his Handler Permit on his person or a true copy is available in the business office as a secured business record.

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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:

Little cannabis waste will be generated in a retail establishment, but what is generated will be rendered unusable by shredding or grinding it (or diluting it with water in the case of liquids) and then mixing it with non-compostable materials such as paper or cardboard waste. Prior to this mixing and/or dilution, we will give 3 days notice to the Board through the Franwell system of intent to do so. After 3 days, the unusable waste will be disposed of as normal garbage waste, for pickup by the waste management contractor for the business.

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

As stated, we will shred or grind solids and thoroughly mix with shredded paper or cardboard to make it unusable. Liquid waste will be diluted with water, then mixed with shredded paper or cardboard.

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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:

As stated above, we will shred and/or grind the solid wastes, then mix with non-compostable materials (shredded paper or cardboard) to make it usable. Liquid marijuana waste will be diluted with water, then mixed with shredded waste paper or cardboard.

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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:

A retail licensee is only allowed to transport (usable) product to another licensed retailer per 306.750 (a) (4). Any such shipment would require that the product is packaged and labeled per 306.565, .570, .470, and .475 and secured for shipment as indicated below. Any such shipments would also have to comply with the requirements of 306.750 regarding inventory (Franwell) adjustment and creation of a transport manifest to accompany the shipment.

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

Any marijuana product will be tranported in a vehicle with a locked, fully enclosed, non-transparent trunk. The product will first be boxed in a locked container box with the manifest attached.

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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:

Signage is still in design stage, but will be attached to the building. It will consist of at least two signs with the dba name of the business (" CloudBerry"), neither of which will exceed 4800 square inches in area. There may be a third sign which would be a symbol of the "green cross" commonly associated with cannabis sales outlets, not exceeding 4800 square inches per 306.360.

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 entrance to the premises will lead into a lobby, as shown in the premises diagram, where no marijuana will be present. There will be a security door between the lobby and the Restricted Access area. No one will be allowed from the lobby into the Restricted Access area without first providing a valid ID proving age of 21 or older, and given a Restricted Access Visitor Badge.

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

Lily A. Shimek
Printed name for Cloud Berry Partners

Subscribed and sworn to before me this 23 day of Dec, 2016.

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STATE OF ALASKA

ANTHONY CHAVEZ
NOTARY PUBLIC
MY COMMISSION EXPIRES April 24, 2019
STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 4-24-2019

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

Attachments to MJ-01
3A, to Section 2
7A, to Section 2

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