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 Elephant LLC	**License Number:**	11384		
License Type:	Standard Cultivation				
Doing Business As:	Green Elephant LLC				
Premises Address:	8420 Airport Boulevard, Building B				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Mailing Address:	PO Box 21315				
City:	Juneau	**State:**	ALASI	**ZIP:**	99802

Primary Contact:	Richard Dudas		
Main Phone:	907-321-5886	**Cell Phone:**	same
Email:	greenelephantalaska@gmail.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 restricted access areas will be readily accessible only by employees with proper clearance. Guests will be required to sign in and have a visitor pass visibly pinned to their shirt or hanging from a lanyard around their neck.

Each entrance to the building will also include signage in accordance with 3 AAC 306.710. "Restricted access area. Visitors must be escorted," "No Loitering," and "Persons under 21 are not allowed on premises."

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

All visitors must show ID, proving that they're 21 or older. Each guest will sign in on a log noting the date, their age, time of arrival and time of departure. Each visitor will be issued a visitor identification badge in exchange for their ID. Visitors are subject to approval by a manager or owner.

No more than five visitors will be admitted per employee. All logs will be secured within the safe room for safekeeping.

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

A log will be kept detailing the name, age, date and time of entry and departure for each visitor. Visitors will be required to sign the log and agree to additional terms yet to be fully determined. Each day's log will be secured in a locked file cabinet in the safe room. Paper logs will be digitized regularly.

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

See next page, Supplemental A.

Supplemental A

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

There are currently two lights on the back side of the facility and one on the front. An additional light on the front side will be installed, as will two lights on each side of the building. These lights will be sufficient to light the area beyond 20 feet. Ambient lighting from surrounding buildings will greatly enhance visibility far beyond what is required.

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

The security alarm will be installed on all exterior doors and will be activated when the licensed premises is closed for business. Motion detection alarms will be installed throughout interior of the facility. These alarms will notify the owners and a security monitoring company and/or law enforcement if any intruders are detected during non-business hours.

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:

All exterior doors will have contact sensors that are activated when the facility is closed for the night. If doors are breached when the alarm is armed, the security system will auto dial the owners and a security monitoring company and/or law enforcement. There is one ground-level window which in the short-term is secured and obstructed so as not to be functional or penetrable. The owner of the building plans to remodel the outside of the building soon and will remove the window at that time.

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

Security cameras will monitor all indoor work spaces and storage areas. Employees will be subject to search if suspected of theft or diversion of product. Green Elephant will have a zero tolerance policy for theft and employees guilty of such will be terminated immediately. Criminal charges may be filed.

The transport of marijuana will require either the sole presence of a licensee or two employees at a time. No cannabis will be brought into the facility unless it is state tested and tracked. All products will be stored and transported securely in accordance with state and local laws.

Describe your policies and procedures for preventing loitering:

No loitering signs will be posted near each entrance. Employees will be trained to recognize and disperse loiterers. We don't expect loitering to be an issue as there is no retail at the facility.

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:

Employees will be equipped with a wireless panic button. When pressed, the button will trigger alarms and send notifications to the owners and a security monitoring company and/or law enforcement officials. Security cameras will also be accessible for off-site monitoring via the internet.

Contact sensors and motion detectors will also be used as described on page 4, second question.

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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 of a breach of security during non-business hours, a designated manager or owner will assist law enforcement and provide access to relevant security footage. In the event of an incident while the facility is open, employees will attempt to evacuate, if safe and practicable to do so, and will activate panic switches to alert authorities. All security breaches will be logged with an incident report.

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 will be placed to monitor external doors from the inside and outside of the facility, inside the secured room and throughout the cultivation, packaging and curing areas. Cameras outside the facility will be placed in such a way to ensure any activity within 20 feet of the building is captured.

There are two buildings adjacent to our facility. One is a commercial office building which has outdoor lighting and will soon be equipped with outdoor surveillance cameras. The other is a hotel which also has outdoor lighting and three outdoor surveillance cameras on its backside, which is facing our facility.

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:

Video surveillance and official logs and records will be kept in a secured cabinet within the security room. Only owners and one trusted employee will be able to access the security room and secured cabinet. These people are the only ones authorized to escort law enforcement or an agent of the board to the secured cabinet for inspection. The cabinet will be made of metal and will have a secure lock.

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:

As previously mentioned, all important and official documents will be secured in a cabinet within the security room. Only a few people will have access the locked cabinet. Video surveillance will be backed up nightly to an off-site server. Paper records will regularly be digitized for long-term safekeeping.

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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:

Our business will use Metrc by Franwell as required by the State of Alaska. The system will track cannabis from seed to sale. This system is fully accessible to state officials at any time. We may utilize a backup tracking system such as Kind, which is a cannabis compliance/business software popular in the industry and integratable with Metrc.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

All employees will have state sanctioned marijuana handlers permits before their first day of work. Expiration dates on handlers permits will be noted electronically and employees will be given ample notice to renew their permit. Employees with expired permits will not be allowed to work until their permit status has been updated.

Employees will also be trained on the aforementioned safety and security procedures.

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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:

Plant waste will be stored in a locked container placed against the backside of the building. It will remain there for 72 hours after notifying the state through Metrc. Plant waste will then be ground and added to a compost tea solution* for use in the garden. Used soil will be re-amended for further use. Wastewater will be used to water outdoor landscaping.

*Our understanding of state regulations leads us to believe that this is an allowed method for disposing of cannabis waste. However, we were advised by an AMCO staff member to flag this part of our operating plan so that it may be considered further by the board. We seek your approval of this method.

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

Commercially, compost tea is typically created with a starter Ñ a powder that when added to water creates an ideal environment for the biological functions of composting. The compost tea Ñ as opposed to other relatively dry compostable materials Ñ acts as a catalyst, breaking down the cannabis waste quickly. Compost tea is then used to fertilize living plants.

Should any plant waste not be suitable for the compost tea solution, it will instead be mixed with an equal portion of other compostable materials and transported securely to the landfill. The wasteê final destination will be documented regardless of disposal method.

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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:

First, we will notify the state three days in advance of disposing of any marijuana material by using the Metrc tracking system. Ground cannabis plant waste will be mixed into a compost tea solution. Once mixed, the plant matter is not recoverable.

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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:

Cannabis will be packaged and secured in child resistant, opaque containers or bags. Packaging will happen only in a secured, restricted access area. Labels will include required state warnings and testing information.

The cannabis flower may also be transferred in bulk, without individual packaging. In this case, each package of cannabis flower will be no larger than 5 pounds. The flower would then be individually packaged by the receiving facility or used for extracts.

When the cannabis is transferred to another licensed business, the person taking the product must have securable, lockable containers to transport the packages. Each package will have attached tracking and testing info.

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

Securable and lockable containers will be required for any employee or vendor to transfer cannabis. These containers must be concealed during transit. An example of the container can be found on the next page, Supplemental B.

A certified marijuana handler must accompany the container at all times.

Supplemental B

Electronics > Computers & Accessories > Networking Products

Pro Tuff Bin, Portable Tool Box by Contico

Rollover to Zoom

FREE Shipping and FREE Returns Details

$59.75

Buy 1 | Buy 2 | Buy 3 | Buy 4

Add to Cart

Like Pin it

This item is not eligible for promotions.

Description

Portable Tool Boxes, Portable Tool Box, Primary Tool Box Material Structural Foam, Nominal Outside Width 37 In., Nominal Outside Depth 21 In., Nominal Outside Height 20 In., Primary Tool Box Color Black, Number of Drawers 0, Storage Capacity 12,274 cu. in., Locking System Lock Cylinder, Weight Capacity 250 lb., Overall Width 37 In., Overall Depth 21 In., Overall Height 20 In., Matte Finish, Number of Pieces 1, Drawer Slides None, Number of Trays 0, Inside Width 315/8 In.

- Dimensions: Width: 37", Depth: 21", Height: 20"
- Interior Dimensions: 31.75" x 16.5" x 18.75"
- Great for tool storage - inside or out

Specifications

Color	Black

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Section 7 – Signage and Advertising

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

There will be no signs advertising the name or nature of our business. The only signs that will be posted are those required by the State of Alaska, advising "No Loitering," "Restricted Access Area," and Ępersons under 21 are not allowed on premises.é

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:

Signs stating "Persons under 21 are not allowed on premises" will be posted at all outside access points. Employees will be trained on how to spot fake or illegitimate identification cards. Each visitor's ID will be copied and archived with related logs.

Visitors to the facility will be subject to approval by an owner or manager. Non-employees will not be allowed into the facility without owner or manager approval, a valid identification and they must be accompanied by an approved employee.

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

Richard Dudas

Printed name

Subscribed and sworn to before me this 19 day of January, 2017.

STATE OF ALASKA
OFFICIAL SEAL
Elizabeth Parsons
NOTARY PUBLIC
My Commission Expires 08/08/2018

Notary Public in and for the State of Alaska.

My commission expires: 8-8-18

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(Additional Space as Needed):