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

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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; Lily Shimek;Joseph Shimek	**License Number:**	11635		
License Type:	Standard Cultivation 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 Good-Farm		
Main Phone:	520-444-9969	**Cell Phone:**	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 premises will not be open to the public.

The exterior doors will be locked at all times with commercial-grade locks, and all doors will be signed "Restricted Access Area. Visitors must be escorted."

If a non-employee/licensee desires to visit the premises that will have to be arranged in advance with an authorized agent of the licensee.

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

An authorised agent of the licensee will require presentation of valid identification proving age of 21 or older. The name of the visitor will be entered into a log book, along with the time and date of entry, and the name of the authorised agent. The agent will provided the visitor with a visitor's badge for display while in the premises. The agent will escort the visitor into the premises and remain with the visitor until departure. The log book will be retained and secured as a business record under 3 AAC 306.755.

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

As stated above, a log book will be used to record the name of the visitor, the time and date of the visit, and the name of the authorised agent who verified the visitor's identity and age. The log book will be retained and secured as a business record under 3AAC306.755.

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

CloudBerry Cultivation
AMCB License 11635

3307 Spenard Road
Anchorage, AK 99503

(name of authorised agent)

photo

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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 lights 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 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 will be wired to all windows and doors to detect either breakage or entry (while alarm is activated). Additionally, the alarm system will have motion detectors in the interior of the premises.

The alarm system installed will trigger an alarm signal to a contracted security service, which will in turn call police to request immediate "burglary/robbery in progress" response.

In addition, one or more "silent alarms" will be installed which will enable license agents to trigger an alarm call without alerting the intruder/robber to the alarm call.

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 above, the exterior doors and windows will be wired for alarm activation upon either breakage or unathorised entry.

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

Video cameras will be continuously recording in all interior rooms, and the ingress and egress areas of all exterior doors. The cameras will produce a clear view of anyone within 20 feet of an exterior door, and anyone within the premises. Working areas in the premises will be under video surveillance placed to provide a clear view of the entry door and unobstructed view of activity in the work room, such that the identity of any person within the room can be ascertained.

Video recordings will be preserved for 40 days per 3 AAC 306.720.

Describe your policies and procedures for preventing loitering:

No one will be loitering within the premises, as the premises are not open to the public. Any visitor will have been admitted by prior arrangement and properly identified and logged in to the visitor logbook.

If license agents notice that there are persons loitering outside the premises, they will be instructed to advise such persons that loitering on the property is not permitted, and ask them to leave. If the person does not comply with this request reasonably promptly, the license agent will advise the loiterer that refusal to leave upon request constitutes trespass and that the police will be called if necessary to ensure departure.

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:

As noted above, there will be motion sensors within the premises to activate the burglary alarm when the premises are unoccupied.

A silent alarm switch will be available during times the premises are occupied, should an intruder enter.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

If an 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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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:

Video cameras 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 provide clear view and adequate to identify an individual's features, including persons within 20 feet of exterior door. Interior cameras will be provide a clear view of all persons within the premises, including the inside of entry doors.

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 a 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. The recording equipment and recordings will be kept in a locked cabinet within this room.

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:

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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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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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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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:

Wastewater from cultivation is disposable by normal disposition within the Municipality of Anch, that is via sink drains. Water for cultivation will be purified by reverse osmosis before usage with added plant nutrients. After water has been utilized by plants it is not toxic and is acceptable in Municipal waste drains. Non-marijuana waste (paper, food, etc.) will be disposed of via dumpster (Solid Waste Services).

Marijuiana waste (all plant matter) will be rendered unusable. Marijuana waste intended for unusability treatment will be stored on-site, in a marked closed container, within the restricted area, until such time as it has been rendered unusable. Thereafter it will be disposed of as normal waste via Solid Waste Services dumpster.

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

Marijuana waste matter will be disposed of after having been rendered unusable by grinding it up into particles which can then be mixed with other materials of similar size and texture, in an equal measure, such as shredded paper or cardboard or plastic particles.

Any planned disposal of marijuana waste will be initiated by notice to the AMCB at least 3 days in advance of grinding, mixing and discarding. A record will be kept of the amount of the mixed materials and its destination.

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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, after 3 days advance notice to the AMCB, we will grind the marijuana waste, then mix it with equal amount of other waste material of similar size and texture, such as shredded paper, shredded cardboard or plastic particles, such that the amalgam is not usable as "marijuana".

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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:

Marijuana will either be packaged by individual packages not exceeding one ounce in net weight, or packaged in bulk (loose) parcels not exceeding 5 pounds new weight. Marijuana shipped to a product manufacturing licensee shall consist of a single strain or mix of strains identified on the package label.

Marijuana shipped to a retail licensee shall have packaging conforming to 3AAC306.470, and the package will protect content from contamination or exposure to toxic or damaging agents.

All packages to be shipped will have a tracking label generated by METRC. The label will be affixed to the package and contain the warnings specified by 3AAC306.475. The label shall also carry the information specified by 475(b) (for batch marijuana) or 475(c) (for items packaged for immediate sale). Labels shall show name and license # of cultivator, harvest batch number, net weight, and list of any fungicides, pesticides and/or herbicides used in cultivation.

The packages will be labelled with proof of testing by a licensed test facility and with the results of such testing, per 475 (e). The label shall disclose the lack of testing for contaminants if that is the case (475(e).

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

Marijuana transported off the cultivation site shall be in a sealed package such that any opening or tampering of the package will be apparent to an inspector or recipient.

The sealed package(s) will be stored during transport within a lockable, fully enclosed, non-transparent trunk or other vehicle compartment accessible only by key. Neither the locked compartment nor the sealed package(s) shall be opened during transport, and the transport shall be made directly from the shipping point to destination without unnecessary stops except to deliver or pick up marijuana from another licensed marijuana establishment.

A record shall be kept of all shipments, and such records will be secured and retained as business records of the licensee per 3AAC306.755.

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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:

The cultivation facility will bear a single sign, attached to the building, not exceeding 4800 square inches indicating nothing more than the name of the business ("CloudBerry")

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:

The cultivation facility will not be open to the public generally. Visitors who are approved in advance will be admitted to the premises only under escort by a licensee agent, after showing acceptable proof of age 21 years or older. Visitors will be issued a Visitor Badge which will be worn while in the premises. A log book will be maintained where the visitor's name and address will be recorded along with the name of the admitting agent. The log book will be kept secure and maintained as a business record per regulation.

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 Shimek

Printed name

Subscribed and sworn to before me this 31st day of January, 20 17.

Notary Public in and for the State of Alaska.

My commission expires: 10-01-2018

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