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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:	Charles Keim	**License Number:**	12104		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Coastal Outfitters				
Premises Address:	38928 Old Sterling Highway				
City:	Anchor Point	**State:**	ALASKA	**ZIP:**	99556

Mailing Address:	38928 Old Sterling Highway				
City:	Anchor Point	**State:**	ALASKA	**ZIP:**	99556

Primary Contact:	Charles Keim		
Main Phone:	907-370-3138	**Cell Phone:**	907-370-3138
Email:	coastalexplorer@hotmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Access to facility will be through two locked gates before access to grow facility is accomplished. The facility itself will have locked doors. Access is to be strictly prevented to unescorted members of Public. Surveilance cameras monitor all entrances.

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

Visitation to grow facility will be strictly prohibited except by employees. There will be no visitors allowed at anytime.

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

As a general operating procedure visitation to the cultivation facility will not be allowed. Visitation to the facility will be extremely restricted. In the event that we have a visitor - the event will be entered into a logbook noting name of visitor and arrival and departure time

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

Charles Keim
Coastal Outfitters
Cultivation Facility

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Form MJ-01: Marijuana Establishment Operating Plan

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:

We have a street light erected on electric pole which light up entire area. Lights are installed at all entrances, interior and exterior.

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

System is designed so that the opening of any door or window will activate the alarm. System will be activated during periods when no employees are on site.

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:

Alarm sensors are installed at all exterior doors and windows. When sensor is broken alarm system is activated and an extremely loud bell goes off.

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

All areas of growing and harvesting will be monitored with video surveillance system. During harvest no individual is to be alone with product. Owner will monitor all activity.

Describe your policies and procedures for preventing loitering:

We are in a very remote location. I do not believe loitering will be a problem. If an individual or group of individuals are loitering on my property they will be hastily removed. No Trespassing - Private Property

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:

We have motion detector to activate all exterior lights on building. Two locked gates will be installed before access to locked doors on growing facility can obtained.

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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:

Employees, agents are to stand down in the event of unauthorized breach of security alarm system activation. If licensee is onsight he is authorized to investigate the source of unauthorized breach. All others await local law enforcement.

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 cameras will be mounted no higher than 10 feet to ensure that any video footage will capture the identification of any individual in such. Motion detecting lights will activate to provide adequate lighting for good identification.

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:

All surveillance equipment will be kept in location in facility secured with heavy 2 lock door. Access to this area will be through two additionally locked doors. To access this area you will need to go through 3 locked doors

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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Form MJ-01: Marijuana Establishment Operating Plan

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 records will be Kept in a secure filing system, In fireproof safe.

Quarterly all paper files are to be digitally recorded - files will be stored onsight and also stored on the cloud service operated by Microsoft. Corporation.

The surveillance system will store up to one terabite of video. Weekly this will be backed up on digital files to be Kept onsight and also uploaded to "the cloud."

Receipts of sales - and expenditures will be Kept manually and stored in secure filing system. - but will also be Kept track of digitally onsight and stored in "the cloud".

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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.

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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:

Video system will track plant from planting till harvest. Upon harvest each plant will be individually tracked as pertaining to finished product and accumalated waste. Inventory shall be videotaped and the recorded into ledgers. Ledgers will also be digitally recorded as to ease the sharing of information to appropriate entities. Ledgers shall be kept in secure filing system. I understand that the board has implemented a system Metrc to track and share this information - I am 100% in favor of using this system to track and share this information.

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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:

Establishment will pay for all employees training to secure a marijuana handler permit. Licensee shall have current marijauna handlers permit at all times Employees shall have current permit at all times

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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:

All marijuana waste will be stored in a locked storage area during the three day waiting period. Locked storage area will have surveilance cameras. Waste will be disposed of in a manner applicable to all federal, state and local laws and regulations.

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

We plan to grind marijuana waste that can be recycled into compost. Mixing vegetable matter and other compostable medium to reuse in growing process.

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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:

With our operation the only waste I see would be roots, stems, and leaves. This waste will be ground and mixed with an equal amount of compostable items, All waste will be composted and reused in the growing process when composting is complete.

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

We will include food waste, yard waste, vegetable based grease and any compostable waste to produce compost feedstock.

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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:

Will be ground - shredded - mixed with equal amount of non-marijuana based compostables. We plan to compost all waste from facilitie for reuse in planting soil for a completely organic product.

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Form MJ-01: Marijuana Establishment Operating Plan

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 product will be segregated by strain and packaged into clear resealable container not exceeding one ounce for delivery to retail outlet that request not rehanding product for sales that require rehandling product will be packaged in resealable containers not exceeding five pounds. All packaged products will be stored in aluminum boxes that will be locked shut. Locked aluminum boxes will be stored in a locked storage area until shipped. All package will be identified with a label generated for the purpose of tracking product, and sharing info with state agencies, and local government.

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

Storage will be made of 1/4 welded aluminum plate. Two weld on hinger will be attached to the top plate and body of container. The opposing side will have two straps that will be padlocked into place to lock lid onto body of containment box.

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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:

I do not want to post signs for my cultivation business. It seems that this would attract unwanted attention from the wrong people.

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 marijuana cultivation business will not have any nonemployee visitation allowed. I can see absolutely no reason that any person regardless of age should enter the facility. As I have stated before there will be no tours of this business, Any non employees will simply not be admitted. regardless of age. All employees will be older than 21 years of age.

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.

Charles Keim
Signature of licensee

Charles Keim
Printed name

Subscribed and sworn to before me this 17 day of February, 20 17.

Rachelle Frazier
Notary Public in and for the State of Alaska.

My commission expires: 08/04/2020

RACHELLE FRAZIER NOTARY PUBLIC MY COMMISSION EXPIRES August 4, 2020 STATE OF ALASKA

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(Additional Space as Needed):