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

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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:	STEVEN NICOL; ELLIOTT LANGFORD	**License Number:**	11651		
License Type:	Limited Cultivation Facility				
Doing Business As:	Alaska Cannabis Propagation				
Premises Address:	2301 S. Knik-Goose Bay Road #4B				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	2301 S. Knik - Goose Bay Road #4B				
City:	Wasilla	**State:**	ALAS	**ZIP:**	99654

Primary Contact:	Steven Nicol		
Main Phone:	9073501317	**Cell Phone:**	9074411387
Email:	akpropagation@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:

There are 3 entrances to our building. Two doorways, and one garage in our warehouse. The main entry is secured behind our administration office with a locked and secured metal-framed door. The rear entryway consists of a secured metal door and frame, along with a sealed and secured garge door. All entryways will have security sensors and will be under survelliance at all times. The rear access door and garage are accompanied by a one acre yard surrounded by a metal fence which will be fixed with barb wire to prevent unwanted visitors.

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

Our building will not be open to the public, all visitations will be scheduled or will be from authorized agents. All visitors requesting access will need to have their information checked and access times and personal information logged, along with what manager was there to authorize a visitation. Visitors will be presented with a visitors access badge and will be required to wear it throughout their entire visit. No visitors will be left unsupervised in restricted areas.

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

Visitors will be required to physically log their name, phone number, entry time and exit time. They will need to be authorized and escorted by a manager at all times. Our log sheets will be kept on site and filed accordingly. We will upgrade to digital logs once we get situated, depending on the amount of visitations that need to be tracked.

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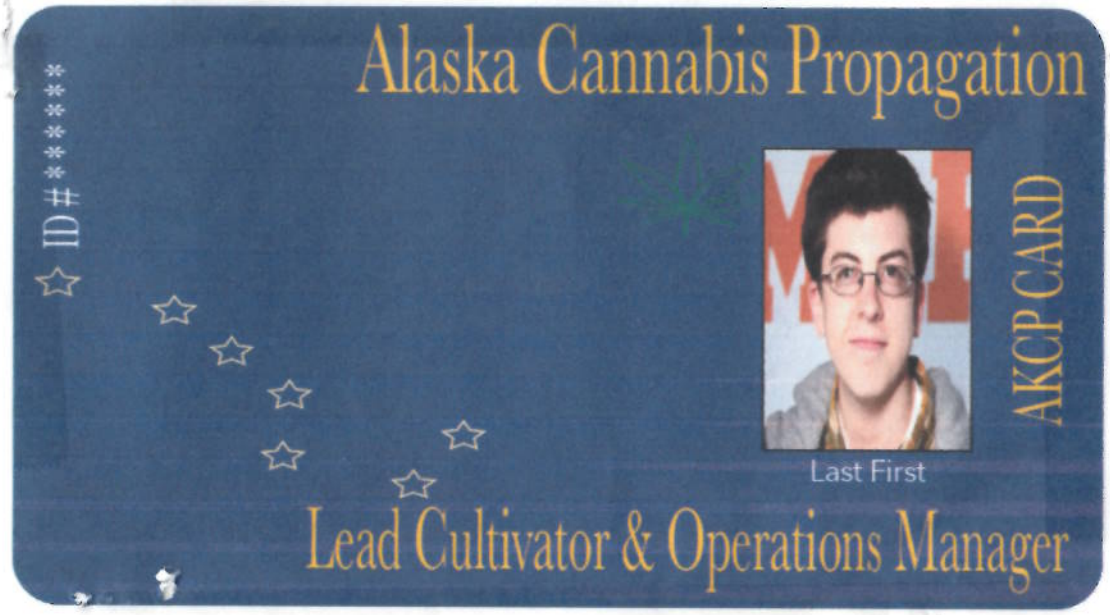
Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



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

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

All exterior cameras will be accompanied by a high output lamp, placed strategically to minimize shadowing and to cover all points of entry. Our building complex has 3 other units, all with efficient exterior lighting installed. All 4 sides of the building will be under survelliance 24/7.

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

We will have a security plan from SimpliSafe Wireless Security Systems. Our system will operate 24/7 and have advanced access from smartphones, tablets, and computers. When triggered, our system will alert authorities and all managers listed for contact with an SMS text, phone call and email alert. SimpliSafe systems are designed to work through power outages with lithium batteries, and have smash proof protection. There is no limit to the amount of sensors that can be installed and they are capable of a 400ft range.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The two doorways and garage will be accompanied by keypads from SimpliSafe. Sensors will be put on the three entry ways, and the two windows on the front admin office. Anytime our authorized personnel intend to leave the building unattended our security system will be manually initiated. We will have a set schedule with SimpliSafe that notifies us if our security system is ever left unactivated after business hours.

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

All plant and product handling will be done by managers, licensees and employees who have obtained their Marijuana Handlers permit. Anytime our secured cultivating, drying, and storage areas are accessed, a manager or licensee will need to unlock and give permission to an employee to handle the product. All secured areas will be accompanied by a log sheet tracking managerial approval, access times and the reason for access. All dry product will be tracked by the gram when trimmed, and separated into individual handlers' bins allowing for full accountability of all dry product.

Describe your policies and procedures for preventing loitering:

Our two entryways are protected and are non-accesible by the public. We will post 'no loitering' and 'under survelliance' signs on all sides of the building. Our 24/7 survelliance will be accompanied by sufficient lighting and additional motion sensing lights surrounding the entirety of our building.

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:

A panic button will be installed on our security systems with additional panic buttons in both our office area and main growing area to notify the authorities upon a breach of security. Motion detectors will be active when the security is active, this will be anytime the building is unattended. There will be additional motion detecting lights on the outside of the building.

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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:

As soon as possible after incident, a licensee or manager will conduct a thorough inspection of facility to identify theft or damage.
A detailed incident report will be filled out describing the nature of the breach if any occurred.
We will conduct internal investigation and make any changes necessary to prevent further breaches.

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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:

High quality weather proof surveillance cameras will be installed at both points of entry and all sides of the building. Lights and cameras will be strategically placed on doorways to light up and record anybody entering, or attempting a break-in.
All cultivating areas will be under surveillance at all times.

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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:

The surveillance will be housed in a locked cabinet located in our restricted office area.
Access logs will be in place to track activity and maintenance.
The cabinet containing our surveillance equipment and hard drive will be under video surveillance at all times.
Only authorized personnel, who will work with law enforcement or an agent, will have a key to the cabinet.

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:

Required documents will be filed in our restricted office area. Hard copies will be kept in a locked filing cabinet, with necessary documents being scanned and electronically stored. Electronically stored and organized files will be saved on a local hard drive and will be regularly uploaded and stored on a cloud drive. This will prevent a loss of files in the case of vandalism or any form of physical destruction.

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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 intend to use the METRC computer program to track all plants and product. The system was developed to be a turnkey solution, providing end to end marijuana tracking and tracing of marijuana plants and products. This solution was specifically designed for government agencies in charge of legalized marijuana enforcement. Each plant will be tracked either in batches of clones or as a singlular plant. From seed to harvest, all product will be tracked through this system.

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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:

Approved employees will need to have acquired a Marijuana Handlers Permit for the state of Alaska, and show proof of certificate, before they are eligible for hire. Every employee will need to have proof of permit available at all times when on site. It will be up to the licensees to ensure all permits are valid and has not expired.

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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:

Our operations are designed to minimize waste. We plan on storing all unusable trim and fan leaves in either 55 gallon trash cans or large tubs inside the warehouse. All this fresh green waste will be churned with either soil, wood shavings/chippings, or commercial compost and saved for future soil applications.

Our watering system is designed to minimize wastewater. We plan on using the 'Drain To Waste' technique where you allow the medium to begin to dry and you water a specified amount to prevent excess runoff. What little amount of runoff there is will be drained, filtered of sediment, and collected then rerouted into a large 1,000 gallon container and stored until it canbe picked up and brought to a chemical disposal facility.

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

We will mix either, or a combination of all; coco coir growing medium, commercial compost, wood shavings/chippings or soil with all excess marijuana stems, leaves and roots. It will then be stored inside the facility until all plant waste has decomposed and become a usable product in a future soil application.

Our plants will be grown in either rock wool cubes, or organic soil that will be recycled and re-used indefinitely. Root balls in rockwool cubes will be mixed thoroughly with soil, wood shavings, compost or more excess rockwool. We will bring this mix to an appropriate recycler or dump.

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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:

Compostable plant waste, such as stems, root balls in organic soil and fan leaves, will be mixed with compost, coco coir, wood chippings/shavings or soil and be kept onsite. Rootballs in rockwool, excess stems and stalks will be mixed with an equal part of either the previous mentioned compostable materials, or non-compostable materials such as; paperwaste, cardboardwaste, plastic waste, oil, or other material approved by the board. This marijuana waste will be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment. The mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.
We will give the board notice no later than three days before making the waste unusable and disposing of it; however, the director may authorize immediate disposal on an emergency basis. A record of the final destination of all marijuana waste made unusable will be kept onsite.

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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 only be harvested and trimmed by authorized personnel. Once harvested, marijuana branches will be hung and dried for an estimated 14 days. Upon the lead cultivators approval, Marijuana branches will have all buds shucked into large sealed containers to await the final trim process. Excess stems, stalks, branches & clippings will be disposed of properly, through our compost method or through mixing with equal parts pre-approved disposable material and throwing it away. Trim worth saving will be kept sanitary, sealed and tracked upon the possibility of selling to a concentrate manufacturer. The final dry product will be packaged by the pound and individual ounces in sturdy plastic bags or vacuum sealed packages, along with smaller sample sizes in designated sample boxes. AMCO approved labels and METRC tracking tags will be applied to all packages set for approved retail shops and manufacturers. Designated personnel will have large secured carrying cases with personalized locks. Any vehicle approved to carry product will have either a locked and secured trunk or an approved secure safe or tool chest that cannot be removed from the vehicle through any practical means.

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

All packages set for transport will be secured in approved carrying cases with an exceptionally sturdy lock. Vehicles set to transport product will only be designated managers' vehicles. All vehicles will have either a secured locked trunk or a safe or tool chest that cannot be removed from the vehicle through any practical means. The designated transporter will not make any extra stops or detours when headed to the designated licensed retail or manufacturer business.

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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:

We do not plan on posting any exterior signs other then our necessary notices. We want to maintain maximum security and prevent unwanted traffic.

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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:

Visitors will be admitted by appointment only, and asked to record their name, DOB, and phone number along with date of entry. No unapproved visitors will ever have access to the facility. Our security measures will prevent any unwanted visitors from entering licensed premises after business hours.
Marijuana will be handled and transported, by authorized managers, and sent directly to other licensed facilities without stopping for anything, save gas if needed.

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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

Elliott Langfor; Steven Nicol
Printed name

Subscribed and sworn to before me this 11 day of April, 20 17.

PARRISH SPOHN
Notary Public, State of Alaska
My Commission Expires
November 24, 2018

Notary Public in and for the State of Alaska.

My commission expires: Nov. 24, 2018