Alcohol and Marijuana Control Office
550 W 7h 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:	Lynn and Vernon L Smith	**License Number:**	11794
License Type:	Limited Marijuana Cultivation Facility		
Doing Business As:	North Road Buds		
Premises Address:	50815 Old Lamplight Rd		
City:	Nikiski	**State:** ALASKA1 **ZIP:**	99635

Mailing Address:	PO Box 8704		
City:	Nikiski	**State:** ALASKA **ZIP:**	99635

Primary Contact:	Vernon L Smith		
Main Phone:	907-776-8619	**Cell Phone:**	907-202-0407
Email:	skipperlee44@gmail.com		

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

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:

North Road Buds (NRB) will ensure its licensed premises will be designed and constructed to prevent unauthorized entry into restricted access areas by unescorted members of the public. Safety and security will be significant components to the long-term viability of our licensed premises. Our buildings' security will include secure facility entry points utilizing commercial grade door locks and deadbolts with internal vestibules, and a secure storage room. The secure storage room will be for all marijuana and products. Additionally, the secure storage room will be reinforced and climate controlled, ensuring all marijuana and product is in a secure, locked access area that will prevent degradation, theft, and loss. Exterior perimeter wall, interior separation walls, and dividing walls to restricted access areas will be enhanced with intrusion resistant paneling to enhance external penetration. All restricted areas will use non-residential commercial grade deadbolt locks and be monitored by 24-hr video surveillance/camera recordings in conjunction with a motion alarm system and indoor/outdoor lighting. Each video surveillance recording will be preserved for a minimum of 40 days, will clearly and accurately display the date and time, and will be archived with no alterations for authentications.

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

NRB owner/licensee will wear a current ID badge bearing photograph identifying themselves as owner/licensee of licensed premises. Owner/licensee will ensure that when a visitor is admitted to a restricted access area of the licensed premises the visitor will be logged in and out. The owner/licensee will greet visitors, directing every step of the intake process. Each visitor will be assigned a badge, and the owner/ licensee will record in the logbook the visitor's name, affiliated organization, reason for visit, date, time in and out, and visitors badge number. Any visitor to be admitted to a restricted access area will be required to present their government-issued ID (AKOL) as per 3 AAC 306.350 (b) (3) when requested by facility as proof of age. No individual under the age of 21 will be admitted to restricted access areas. When visitors are admitted to a restricted access area of the licensed premises, NRB will continuously supervise the individual(s) while on premises. All visitors will be clearly visible at all times. NRB will oversee the completion of registration inspection. NRB will deliver the organizational visitation policies and procedures to all visitors. NRB visitation conditions will be posted to the logbook each visitor will sign, acknowledging acceptance of our policies regarding visitor rules and regulations.

As per 3 AAC 306.710 (b), No more than five visitors for each licensee who is actively engaged in supervising visitors will be allowed on premises at any given time. At this time, the visitor may enter the restricted access areas permitted by their visitors pass supervised by the owner/licensee, and/or agent in compliance with 3 AAC 306.710 (c) (3) until departing the facility.

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

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

All visitors will be documented and logged for accountability, a picture ID as per 3 AAC 306.350 (b) (3) to verify age, and a signature will be required. The date and time they arrived and were escorted into the restricted areas, and their departure will be logged. All information will be retained for security purposes on private computer on/off-site. Each video surveillance recording will be preserved for a minimum of 40 days, will clearly and accurately display the date and time, and will be archived with no alterations for authentications. NRB will maintain a log of all visitors to restricted access areas of the premises for a minimum of one year (current license period) on-site and five years at an off-site location. Visitors to restricted access areas will be documented according to Marijuana Control Board requirements 3 AAC 306.710 (a) and (c) (1, 2, 3) and NRB standard operating procedures. A logbook will be securely filed on and off-site detailing visitor specifications, including their name, date and time of entry, along with a photocopy of their government issued identification. Access to any and all visitor data will be limited to owners/licensee, agents of the Marijuana Control Board, or any agent of a regulatory agency. Files will be protected by secure, lockable cabinets and digitally encrypted passwords where necessary for virtual files that will only be available on a need-to-know basis to premises personnel and upon immediate request by the Marijuana Control Board.

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

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

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 lighting will be motion sensor activated as per 3 AAC 306.715 (b) (1) (2) (3) and connected to fire and theft alarm. There will be LED flood lights placed at the entrance door. Any movement within a 20 ft area will activate the flood lights and cause any alarm sensors to be activated. The licensed premises will have adequate lighting to support and facilitate continuous video surveillance as provided in 3 AAC 306.720 (a) (1) (2) (3). The exterior lighting will provide high intensity dusk to dawn illumination to support exterior video surveillance camera fields that produces a clear view adequate to identify any individual, which will include the entire facility perimeter. All security lighting fixtures will ensure proper illumination levels in order to support viable image retrieval from the video surveillance footage and will have infrared capability. NRB facility security and emergency light fixtures will be tested regularly to ensure proper functionality and overall compliance.

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

The security alarm surveillance system for the premises will be monitored by a 3rd party Security Service Co. and can be activated manually or by a security application on the keypad, or automatically. The alarm system monitors movement, fire and gas, and any other disruptions due to power-outage, break-ins or other anomalies that may trigger the alarm. Once the alarm is triggered the Owner/ Licensee, Law Enforcement, Fire Dept., and medical services are alerted. NRB intends on engaging a security service provider to professionally install our security alarm, all cameras and associated wiring, and detection sensors that will be included in the overall security systems. Our alarm system will be interactive, incorporating dedicated communication channels, tamper-resistant protection, awareness control measures, image sensing, video monitoring, and access control considerations in order to ensure maximum security and safety. NRB alarm system will also feature continuous monitoring and customizable notifications providing us with a mobile application for authorized users, instantaneous alerts, personalized user access codes, and historical activity reporting, with the capability to search for specific events, activity by sensor, or date and time. NRB will be in compliance with statute 3 AAC 306.720.

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

The security alarm surveillance system is currently designed to meet and exceed the standards mentioned. There is one door to the facility, and that door is equipped with sensors to activate the alarm. Motion sensors will activate all indoor or outdoor lighting and arm the alarm, along with the 24 hr. video surveillance system, and will video record all activity while premises are vacant. The alarm will trigger if sensors are disrupted. Our alarm system and associated sensors and detectors will be continuously monitored by a 3rd party security system. Our licensed premises alarm systems will communicate via land line, cell phone, law enforcement notification, and touchpad provided by our security provider. Our alarm system, access control devices and video surveillance will be supported with a backup battery system that provides full operational capability during a total power loss.

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

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

All activities will be monitored per video surveillance protection. It is the policy and procedure of North Road Buds to train employees that: No person shall have access to restricted areas unless accompanied by a designated handler. All Employees will be monitored at all times through surveillance cameras or personal attention by the Licensee or the designated marijuana handler appointed to oversee any or all activity regarding work with Cultivated or the Cultivation of marijuana. Also employees will be required to wear full body Tyvek suits and rubber gloves while attending to the Cultivated or Cultivation of marijuana inside the restricted area. Employees will be trained and notified of any changes in policies and procedures regarding North Road Buds Policies and Procedures. Adequate video surveillance and alarm systems are in place. The security alarm surveillance system is currently designed to meet and exceed the standards mentioned. Using "METRCS" North Road buds will be able to control how much marijuana is being grown, how much marijuana is harvested and how much marijuana is sold any marijuana not sold will be reported in METRCS any marijuana that is waste "Stalks and stems and roots" will be accounted for and disposed of through proper procedures. Any employee of North Road Buds will be held accountable for their actions. Motion sensors will activate all indoor or outdoor surveillance system and arm the alarm. The 24 hr. video surveillance systems will video record all activity while premises are vacant. The alarm will trigger if sensors are disrupted. The system is designed to be in compliance with 3 AAC 306.715 (a) (b) (1) (2) (3) and (c) (1) (2) and (d).

Describe your policies and procedures for preventing loitering:

Public safety and safe access to marijuana cultivation facility are a priority to NRB's operating plan. We will position and mount all external camera and lighting fixtures in clear view of the public to establish video surveillance monitoring activities. Signs will be posted and illumination identification capabilities will be present. We intend to place signs inside and outside of the building that read: NOTICE: this area is under 24 hour surveillance". NRB does not intend to post signs with our business name at our cultivation facility. It is our intention to keep our cultivation facility nondescript and visually unobtrusive to our surrounding area. NRB will be in compliance with 3 AAC 306.715 (c) (2)

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 described in the aforementioned there will be 24hr video surveillance cameras and motion sensors. There will also be a panic or holdup alarm trigger located in and outside of the licensed premises for the protection and safety of people working. There is one doorway, equipped with sensors to activate the alarm. Motion sensors will activate all indoor or outdoor lighting and arm the alarm, along with the video surveillance system, and will video record all activity while premises are vacant. The alarm will trigger if sensors are disrupted. Motion sensors will be strategically positioned throughout our license premises in compliance with 3 AAC 306.720 (a) (1) (2) (3) and (b) and (c), (there are no windows in our facility). Where appropriate on our premises, we will install panic keypads to enable NRB to immediately notify the security monitoring center and law enforcement if necessary. The panic alarm will be programmed to provide an audible sounder and a notification to our alarm monitoring station that an emergency crisis situation is occurring. The monitoring station will forego any notifications to the predetermined call priority list and notify law enforcement directly, informing them of the situation and location that initiated the signal. Additionally, the panic alarm system will also be programmed to initiate silent alarms, and can be modified as necessary. If a sensor activates the system, an audible pulse is sounded and communication to the system monitoring station will identify the specific zone impacted and type of alarm signaled. The alert will then be communicated to 3rd party Security Co. who will then notify the owner/licensee, law enforcement, via email, cell phone, or land line.

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

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:

When the alarm system is activated and the alarm is triggered, the electronic notification system alerts law enforcement of an unauthorized breach of security and will immediately locate and notify the owner/licensee by phone or other electronic communication devices. The 3rd party Security Co. will then contact Law enforcement, Fire and medical departments if needed. The owner/licensee will secure the premise that is critical to investigation and will preserve the integrity of the area, and wait for Law Enforcement to arrive. Upon arrival of Law enforcement, owner/licensee will acquiesce to all requests by law enforcement personnel to include granting access to all restricted access areas on the licensed premises, all business records if needed, all security video equipment and storage areas, all digital files requiring passwords, and any other request for information, material, or product they may be needed to handle an ongoing situation or investigation.

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	X	
both the interior and exterior of each entrance to the facility	X	
Each point of sale area	X	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	X	
Clearly and accurately displays the time and date	X	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	X	

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

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:

The video surveillance cameras will be placed in two key areas that will record a 360* area inside the premises and outside the premises. There will be two cameras placed at the entrance/exit door, and two cameras placed inside the area of cultivation facing each other from opposite sides of the room. There will be one camera placed in the marijuana cure/storage area. NRB will ensure that video surveillance cameras at its licensed premises will be positioned to produce a clear view adequate to identify an individual inside the licensed premises, or within 20 feet of the exterior entrance to the licensed premises. We will implement notices advising all persons of the ongoing 24 hr. video surveillance operations. On the interior of the licensed premises, video cameras will be placed establishing clear lines of sight at the entrance to ensure more than adequate visual coverage of the premises. Cameras will be positioned on the interior and exterior of the premises ensuring the capture of facial characteristics of any individual entering or exiting the building. We will ensure a surveillance camera will capture activity at the entrance to all restricted areas where marijuana is cultivated, packaged, processed, or stored in compliance with 3 AAC 306.720 (a) (1) (2) (3), 3 AAC 306.720 (b) and (c). NRB licensed premises activity will always be conducted on 24 hr. video camera and where applicable lighting will automatically illuminate to guarantee quality video coverage that is unobstructed and appropriate contrasting is needed, and in compliance with 3 AAC 306.720

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 video surveillance recording equipment and records will be housed and stored at a separate designated, locked and secure area, such as a lock box, cabinet, or closet other than near the area of cultivation. Owner will ensure the storage area is accessible to authorized personnel only, law enforcement, and/or an agent of the board. Each video surveillance recording will be preserved for a minimum of 40 days, will clearly and accurately display the date and time, and will be archived with no alterations for authentication. NRB will be in compliance with 3 AAC 306.720 (e). All video surveillance records and recording equipment will have a failsafe backup system in case of electrical or equipment failure. If the primary system is compromised the backup systems use a battery pack for sudden power outages or prolonged power outages. All 24hr video surveillance recordings will be saved to online internet Cloud for security purposes thus allowing for continuous 24 hr. video surveillance without disruptions. Only the Owner/licensee of NRB will have access to the stored information that is either password protected or secured by locked cabinets. NRB will be in compliance with all of 3 AAC 306.720 (d)

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	X	
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	X	
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	X	
Video surveillance records are stored off-site	X	

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

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	X	
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	X	
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	X	
Records related to advertising and marketing	X	
A current diagram of the licensed premises including each restricted access area	X	
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	X	
All records normally retained for tax purposes	X	
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	X	
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	X	

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

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 maintained electronically by specific software and preserved on a computer Cloud protected by Norton 360 anti-virus software. Physical records will be housed off-site in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to a marijuana establishment owner/licensee of NRB, and to law enforcement personnel including a peace officer or an agent of the board. NRB will ensure that all required records will be maintained in either paper or electronic form. If in paper format, the records will be scanned and place in a proper a digital folder in NRB's computer system where it will be kept on a hard drive and copied to computer Cloud. The hard copy or original will remain in a locked cabinet that is located in a secure storage room and the area with access to such records is limited to authorized personnel only. If in electronic format, access to such records will be protected by password that will be available only to owners/licensee who need to access or create such records in accordance with the MCB, and all electronic records will be backed up on a server that is maintained both on-site and off-site. NRB will retain all records in a format that is readily understood by a reasonably prudent business person and such record keeping of documents will be in compliance with 3 AAC 306.755(a) (1)-(9), 3 AAC 306.755(b) and (c). All accurate and comprehensive seed-to-sale inventory tracking records, and transportation records for all marijuana as required by the Marijuana Control Board under 3 AAC 306.750(f). We will incorporate our business operations software with METRC, QuickBooks for accounting purposes, CLOUD for document storage, and other applications as needed to create and establish a comprehensive record retention program. Our intent is to continue tracking all business facets associated with each phase. NRB will retain all business records conducted under our license for the current year, and three preceding calendar years, securely on-site and available upon request for the Marijuana Control Board, or any regulatory agency in compliance with 3 AAC 306.755 Business Records.

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

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	X	
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	X	

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:

The tracking system METRC, through Franwell, will be used in compliance in accordance with 3 AAC 306.730(a) and (b). NRB establishment shall use METRC as the tracking system required by the Board. The system will be in compliance, capable of sharing information the board implements to ensure all marijuana cultivated and sold in the state is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana. NRB will be in compliance with 3 AAC 306.730. Franwell will also be utilized for ongoing training, support and maintenance.

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

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	X	
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	X	
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	X	

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

North Road Buds (NRB) will maintain a copy of qualified agents or employees and will conduct regular inspections of handler permit cards in order to be in compliance with qualifications and training. North Road Buds employees will obtain a marijuana handler permit from the board before beginning employment at the marijuana establishment. North Road Buds will ensure that employee's marijuana handler permit is current and up to date, and shall enforce that person's marijuana handler permit card is in that person's immediate possession, or on file at premises. NRB will be in compliance with 3 AAC 306.700 (a) and (b) (1)-(6), (c), (d), and (e).

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

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	X	

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:

North Road Buds (NRB) will give the board at least 3 days notice in METRC before making the marijuana plant waste "(referring to marijuana stems, stalks of the plant, and rooted soil)", unusable and disposing of it. NRB will store plant waste in large plastic bags, and then placed into covered totes, in a confined area within the production area, without the use of any solvents. It will then be made unusable by grinding the plant waste and mixing it with at least an equal amount of non-compostable material as per 3 AAC 306.730 and (2), and keep a record of final destination.

All solid waste will be ground up, properly packaged and disposed of at a permitted Class I or Class II landfill willing to accept the waste. The operator of the landfill will be contacted prior to delivering the marijuana plant waste confirming the waste will be accepted and to comply with possible additional requirements. North Road Buds will also ensure that MCB is notified 3 days prior. All wastewater will be recycled, filtered and pH tested in order to be used again. NRB will be in compliance with 3 AAC 306.740 (a) (b) (1) (2) (3), 3 AAC 306.740 (c) (1), 3 AAC 306.740 (d) (1) (2)

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

Environmental responsibility is important to NRB and our operating procedure for waste will meet and exceed all Marijuana Control Board regulations.

All marijuana waste (plant stems, stalks, leaves, and roots) will be ground to a non-retrievable form. At this point, it will be mixed with at least an equal amount of non-compostable materials such as cardboard, paper, oil, or plastic at North Road Buds.

If there is a composting facility, or organic waste treatment facility that opens that is able to accept the marijuana waste, it would then be mixed with at least an equal amount of compostable material such as, food waste, yard waste, or vegetable-based oils or grease at North Road Buds. The aforementioned procedures would then be followed. Again, we will follow all Marijuana Control Board guidelines making the marijuana waste unusable.

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

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:

North Road Buds (NRB) will store marijuana plant waste in a confined area, in covered totes, without the use of any solvents. It will then be made unusable by grinding the plant waste and mixing it with at least an equal amount of non-compostable materials.

All wastewater will be recycled, filtered and pH tested in order to be used again in the cultivation facility.

All marijuana waste will be mixed with at least an equal amount of non-compostable materials such as cardboard, paper, or plastic at North Road Buds.

If there is a composting facility, or organic waste treatment facility, which opens that, is able to accept the marijuana waste, it would then be mixed with at least an equal amount of compostable material such as, food waste, yard waste, or vegetable-based oils or grease at North Road Buds. All non-compostable materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, or other facility with approval. NRB will be in compliance with 3 AAC 306.740.

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

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	X	
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	X	
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	X	
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	X	
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	X	
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	X	
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	X	

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

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

After all the marijuana buds have cured, the bud is then trimmed from the stem, weighed, in compliance with 3 AAC 306.745 (1) and (2), packaged, and re-weighed for consistency. A tracking label will then be attached provided by the METRC tracking system. NRB will then prepare, package, and secure the marijuana sample during shipment, then record the transfer in the marijuana inventory tracking system, and prepare the transport manifest. In addition, the individual transporting marijuana in compliance shall have a marijuana handler permit required under 3 AAC 306.700. NRB shall observe the limits set out in 3 AAC 306.565 (a) (c) and (e) (1) (2) (3), in addition the packaging will protect the Flower/Bud from contamination. All packaged marijuana will be identified by a tracking label generated by the marijuana manufacturing facility's marijuana inventory tracking system "(METRC)". NRB shall prepare marijuana Flower/Bud for transfer to another marijuana establishment by placing the marijuana Flower/Bud within a sealed, tamper-evident shipping container; and generating a transport manifest from NRB facility's "(METRC)" inventory tracking system; the name of the transporter, the time of departure and expected delivery and the make model and license plate of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board must be kept with the marijuana Flower/Bud at all times. A copy of the manifest will be given to the licensed establishment that receives the shipment.

The packages will consist of one-gram, one-ounce, and/or 1 to 5 lb. packages. With the results from the testing facility the Flower/Bud will be labeled with the following information: Cultivator, License #, HB #, METRC #, strain, pesticides, Fungicides, Herbicides, and cannabinoid profile. It will also include the total THC, THC A, CBD, CBD A, and CBN. A medical statement of the effects of marijuana and our business name and address will also be listed.

The marijuana Flower/Bud will be placed in controlled packages determined by its weight, THC content, tracking number, name of the cultivation business, and date it was ready for sale. The ready marijuana will then be secured in locked boxes for transportation with tracking number supplied by METRC.

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

All marijuana will be locked in a keyed or numbered pelican transport case with multiple locks or a metal lock box that will be used only in a registered vehicle with the state. All keys or combination lock boxes will be accessed by licensed registered handlers. Locked boxes will not be opened during transport.

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

Section 7 – Signage and Advertising

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

No business signs will be posted. NRB is not a marijuana retail store. NRB does not intend to post any signs with our business name at our cultivation facility. Safety and security are of the utmost importance to our facility and signs identifying the cultivation facility compromise these considerations. It is our intention to keep our cultivation facility nondescript and visually unobtrusive to our surrounding community.

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	☐	☐

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

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)	☐	☐

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

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:

No admittance to anyone under the age of 21 will be posted on the doors and enforced by surveillance recording, flood lights and alarm system. There will be commercial grade deadbolt locks on all areas of access. Owner/Licensee supervision will be vigilant.

Every aspect of our operations will have a strong emphasis on security and preventing the exposure and diversion of marijuana to persons under the age of 21. At NRB, the licensed premises will feature an installed security system featuring high resolution, facial capture capability cameras, dusk to dawn external and internal lighting fixtures, and detection sensors on the exterior perimeters. Additionally, signage will be posted on the exterior and interior of NRB licensed premises in a non-obscured area that states, "NOTICE, no person under 21 allowed". NRB will inspect all presented forms of identification, as well as additional security check steps, to verify legal and legitimate identification credentials. Any person found to be under 21 will be asked to leave the licensed premises immediately and will not be permitted to enter any portion of the licensed premises. NRB will notify law enforcement, if necessary, to assist in any situation involving persons under the age of 21.

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

Vernon L Smith

Printed name

Subscribed and sworn to before me this 25th day of January, 2017.

CONSTANCE K. NICKS
My Commission Expires
NOTARY PUBLIC
With Office
STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: with office

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

(Additional Space as Needed):