Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	~~Vanessa Liston-Cunningham~~ MATANUSKA MEDICNE WOMAN LLC Vxe	**License Number:**	12062		
License Type:	Limited Marijuana Cultivator				
Doing Business As:	Matanuska Medicne Woman LLC				
Premises Address:	13840 W. Shangrila Ave. Shop #1				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Mailing Address:	7362 W. Parks Hwy #655				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Primary Contact:	Vanessa Liston-Cunningham		
Main Phone:	907-357-7977	**Cell Phone:**	907-315-9943
Email:	matanuskamedicinewoman@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:

As a limited cultivation facility, we do not plan on having many members of the public at our place of business. However, on the occasion that we do have someone at our place of business, there is no access inside the facility unless an owner is present. Facility entrances will be locked at all times, and only the owners of the facility have keyed entry.

Alarms and 24hr. surveillance will prevent any unwanted tresspassers.

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

steps: Upon arrival at facility....
1) Visitors are required to show valid identification proving they are 21 years of age or older.
2) They must sign in a log book, name, date and time.
3) Visitor must obtain a visitors pass from the designated owner
4) Visitor will be inspected for cleanliness
5) Entry by appointment only

Only after these steps will a visitor be escorted inside the facility.
No more than 5 guests will be permitted inside the facility at one time.

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

Any visitor will be required to sign in a log book their name, date, and time of visit. Records will be retained as required in AS 306.

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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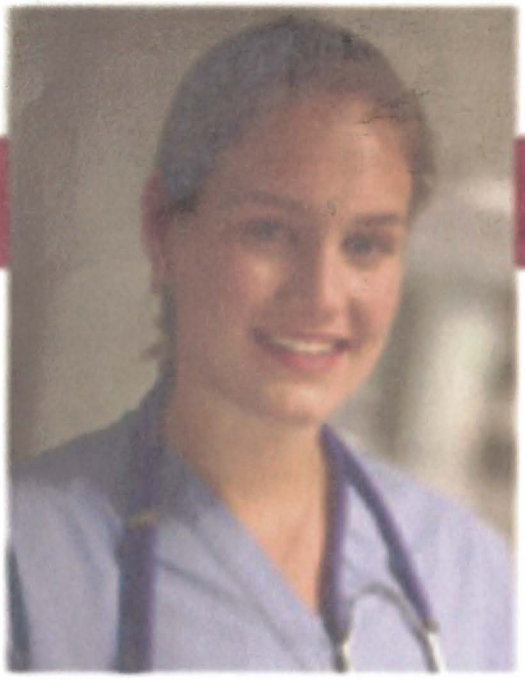

Your Name

Your Title

Your Logo Here

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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:

Exterior lighting will be placed in such a way as to cover all entrances to the facility. Infra red cameras will maintain visual surveillance 24 hrs/day, seven days a week in daylight or dark hours. This footage will be retained for 40 days as required in AS 306.

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

The alarm system used will function even in the case of a severed telephone line or power outage. It covers every entrance and window in the facility and will notify licensee in case of alarm trigger. Back up contacts will be contacted in case of no response from licensee. Further action would notify AK State troopers.

This system will employ the use of motion detectors placed in key areas to add an additional measure of protection.

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:

Daily closure of business hours will involve an alarm activation check prior to ending the days business. This will be included in the daily checklist log.

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

-A daily log book will track each days activities
-The Metrc system by Franwell will provide marijuana tracking
-No individual other than an owner or future employee will be permitted in a restricted access area without an escort
-All daily activities will be kept on video for 40 days
-Daily inspection of plants

See Page 19 for more in depth answer

Describe your policies and procedures for preventing loitering:

The facility in question will likely have only 2-4 sales per month and no foot traffic as it may only sell to retail or a manufacturing facility. Business will be conducted and purchaser will leave the premises when appropriate to do so.

If this practice is ever in question, the facility owner will escort unwanted visitors off the property. If owner is unable to do so, law enforcement will be notified.

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:

Motion detectors are part of the security system intended for use.

The main point of entrance is designated office space and will be equipped with a motion sensing device.

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(Additional Space as Needed):

MMW understands that diversion of Marijuana is a serious issue, and that tracking alone Cant stop diversion. That is why MMW will take extensive Measures to prevent diversion. To begin, only the owners and Future employees will have access to restricted access areas. In addition to Strict Marijuana tracking, all areas of licensed premises is under 24 hr Surveillance. In addition to State of the art Surveillance, MMW will implement strong business practices to Combat theif by employee. All inventory will be accounted for by atleast 2 employees at shift Changes and at the end of the day. Any discrepancies will be investigated immediately. An established schedule will be strictly followed for inventory Counting procedures that ensure an indepth inventory Count is preformed at regular intervals. These procedures will be recorded in a log book. Because theft by employee accounts for 90% of diversion in the Marijuana industry, MMW will build employee loyalty as a Second layer of diverson protection. MMW will provide staff with adequate wage and oppertunity for Career advancement to reduce employee turnover.

After a plant has been harvested the Stock, Stem, Roots, leaves ect. will be ground using a brush grinder that is located in the back room, under Surveillance. The ground Marijuana Waste will be stored in black garbage bags inside the licensed Premises for 3 days. Matanuska Medicine Woman will notify the board at this time. After 3 days of notification and Storage ground Marijuana Waste will be weighed, logged, and Mixed with an equal ammount of Compost Material or any other Material described in AAC 306.740. The Mixed Material will then be Composted in an onsite Compost Pile, within a fenced off area.

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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:

Due to location and limited trooper resources, law enforcement will only be notified if suspicious activity or indication of an intrusion has occurred or is in progress. We do not want this system to be burdensome on our otherwise limited law enforcement. Several things can trigger a false alarm.

In case of a triggered alarm and owners are off-site:
1) View premise on remote video cameras
2) If no activity is detected, we will proceed to premise and inspect outside of building for signs of vandalism
3) If there is any indication of intrusion, law enforcement will be notified and we will wait for their arrival to proceed.
4) If there is no indication of intrusion, we will proceed cautiously to inspect premises

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	

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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:

The licensed premise is a limited cultivation facility, therefore 2 cameras in each room facing each other will provide the necessary views to identify all activity and all people inside. Cameras will also be placed outside of each room and the exterior entry of the facility, for a total of 14. We will be sure to obtain an adequate sized NVR disc space to record all data for 40 days.

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 video surveillance equipment will be kept in a locked restricted access area. All records will be kept in fire proof metal locking cabinets as well, and will be provided to authorized personnel upon request.

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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All digital records will be stored on a USB drive. Any paper records will be housed in a locking metal file cabinet. At such a time when the physical space needed to store previous years paper records exceeds the available space on premise, We intend on storing them in a storage facility.

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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 on using the Metrc system by Franwell for all our tracking needs. This system appears to be reasonably priced and allows a quick inventory count due to the RFID system. This is the system prescribed by the board.

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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:

Licensees intend on conducting business without the help of employees. However,at such time an need does arise, any applicant will be required to obtain a MJ handler permit as required in AS 306.700.

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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	☒	☐

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:

solid waste disposal plan:
Any plant material that is trimmed from plants and not intended for sale to a manufacturer will be deemed waste and will be ground and bagged. Prior to disposal in our on-site compost pile, the ground material will be weighed, logged, and mixed with equal parts vegetable oil, sawdust, compost materials, or any other materials described in 3AAC 306. Disposal will likely occur once per week. Board shall be notified 3 days prior.
See Page 19 for more in depth answer
wastewater disposal plan:
As a limited cultivator, we expect to have minimal amounts of wastewater produced by the facility. A pump system will pump any wastewater into a 300 gal holding tank, we expect 250 gal per week or less. We intend on using this water as fertilizer on our 15 acres of heavily vegetated land and in the garden. It will be done weekly and will be sprayed in different locations throughout the property.

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

Any plant material that is trimmed from plants and not intended for sale to a manufacturer will be ground and mixed with vegetable oil, sawdust, compost, or any other materials described in 3AAC 306.

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(Additional Space as Needed):

MMW understands that diversion of Marijuana is a serious issue, and that tracking alone Cant stop diversion. That is why MMW will take extensive Measures to prevent diversion. To begin, only the owners and Future employees will have access to restricted access areas. In addition to Strict Marijuana tracking, all areas of licensed premises is under 24 hr Surveillance. In addition to State of the art Surveillance, MMW will implement strong business practices to Combat theif by employee. All inventory will be accounted for by atleast 2 employees at shift Changes and at the end of the day. Any discrepancies will be investigated immediately. An established schedule will be strictly followed for inventory Counting procedures that ensure an indepth inventory Count is preformed at regular intervals. These procedures will be recorded in a log book. Because theft by employee accounts for 90% of diversion in the Marijuana industry, MMW will build employee loyalty as a Second layer of diverson protection. MMW will provide staff with adequate wage and oppertunity for Career advancement to reduce employee turnover.

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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:

Any plant material that is trimmed from plants and not intended for sale to a manufacturer will be deemed waste and will be ground and bagged. Prior to disposal in our on-site compost pile, the ground material will be weighed, logged, and mixed with equal parts vegetable oil, sawdust, compost material, or any other method described in 3AAC 306. Disposal will likely occur once per week. Board shall be notified 3 days prior.

After a plant has been harvested the Stock, Stem, Roots, leaves, ect will be ground using an electric brush grinder that is located in the back room, under surveillance. The ground Marijuana waste will be Stored in black garbage bags inside Licensed Premises for 3 days. Matanuska Medicine Woman Will notify the Board at this time. After 3 days of notification and Storage, ground Marijuana Waste will be weighed, logged, and mixed with an equal ammount of Compost Material or any other Material described in AAC 306.740. The mixed Material will then be Composted in an on Site Compost, within a Fenced off area.

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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 be harvested and hung to dry on drying cables in a humidity controlled room dedicated to trimming and packaging.

After marijuana bud is dried, trimmed,cured and tested, it will be packaged and sealed, and stored in airtight metal containers.

A trip manifest will be generated to accompany shipment.

A steel safe will be located in transport vehicle to ensure product arrives safely at it's destination.

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

A steel safe will be located in transport vehicle to ensure product arrives safely at it's destination.

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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:

Our establishment will not have any signs advertising our business. As a cultivator, we do not need to advertise to the public, nor do we want to announce to the world what our operations are as this is a security risk.

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)	☒	☐

RECEIVED
APR 18 2017
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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:

There are two exterior entries to the restricted access licensed premise. These doors are always locked and can only be opened by the owners. No one under 21 years of age will be permitted inside the facility. Identification will be inspected for each and every visitor.

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.

Vanessa Liston-Cunningham
Signature of licensee

VANESSA LISTON-CUNNINGHAM
Printed name

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ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

Subscribed and sworn to before me this 14th day of April, 2017.

S. E. HALL
My Commission Expires
NOTARY PUBLIC
Feb 1, 2020
STATE OF ALASKA

S. Hall
Notary Public in and for the State of Alaska.

My commission expires: 2-1-20