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:	Broken Dirt, LLC	**License Number:**	11638		
License Type:	Retail Marijuana Store				
Doing Business As:	Catalyst Cannabis Company				
Premises Address:	9900 Old Seward Hwy. #4				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99515

Mailing Address:	6967 Laser Drive				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99504

Primary Contact:	William Schneider		
Main Phone:	907-205-1181	**Cell Phone:**	
Email:	will@catalystcannabisco.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:

Catalyst Cannabis Co. will ensure its licensed premises will be designed, constructed, and engineered to prevent unauthorized entry into restricted access areas by unescorted members of the public. Our building's security landscape will include secure facility entry points utilizing commercial grade, non-residential door locks and deadbolts with internal vestibules, full visual screening of the public and restricted access areas from the exterior of the facility, and a secure storage room. The interior of the facility will be segregated into customer and restricted access areas. Customers will not be permitted into restricted access areas, which include areas behind counters where marijuana and marijuana products are sold, office space, secure storage room, and other areas designated for employee use. Customers will be blocked from entering restricted areas by doors, walls, or other obstructions. Upon entry to the facility, customers will check in with the receptionist and will wait in the waiting room, until they are escorted to the customer service area in the retail sale area of the facility. The doors to the customer service area will be locked to the waiting room so customers cannot enter the service area without the escort and someone opening the door from the service area. (Con't on p.19 Section 2A)

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

Visitors will not be permitted into restricted access areas without an escort from an authorized licensee or employee. When a visitor is admitted to a restricted access area of the licensed premises, an employee will log the visitor in and out. An employee will greet and triage visitors, directing every step of the intake process. At no point will the number of visitors exceed more than 5 for each licensee, employee, or agent of the company who is actively engaged in supervising visitors. Each visitor will be issued a visitor badge and the Catalyst Cannabis Co. employee will record in the organizational visitor logbook the visitor's name, affiliated organization, reason for visit, date, time in and out, and badge color and number. Any visitor to be admitted to a restricted access area will be required to present identification that complies with state regulations in order to enter the licensed premises restricted access area. No individual under the age of 21 will be admitted to restricted access areas under any circumstances. A copy of each visitor's identification credential will be retained in the visitor logbook with all other pertinent visitor information. (Con't on p.19 Section 2B)

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(Additional Space as Needed):

Section 2A
Catalyst Cannabis Co. will have a professionally installed security alarm and video surveillance system that allows for 24 hour continuous operational monitoring and video recording. All facility interiors and exteriors (excluding bathrooms) will be intelligently monitored and our system will allow us to identify any person and their activities in (1) any area where marijuana or marijuana product is sold or stored, (2) all point of sale areas, (3) any room used to pack or unpack a secured container used to transport marijuana or marijuana products, (4) Catalyst Cannabis Co.'s security rooms housing our alarm and surveillance systems, and (5) all entrances and exits to/from the facility from indoor and outdoor locations.

Section 2B
When visitors are admitted to a restricted access area of the licensed premises, a Catalyst Cannabis Co. employee will continuously visually supervise the individual(s) while on the premises. Employees will be trained on safe and secure visitor escort practices focused on surveillance, product diversion, and facility compliance. Every visitor will be clearly visible to at minimum one Catalyst Cannabis Co. employee at all times, either in physical time and place and/or digitally on surveillance monitors. Upon visitor entry, a Catalyst Cannabis Co. employee will assess the nature of the person's visit. From building maintenance to regulatory inspections, visitors will be logged and supervised while on the licensed premises. A Catalyst Cannabis Co. employee will oversee the completion of registration forms and visually account for every visitor during the process. Once the visitor is approved to enter a restricted access area, an employee will escort the individual and before any employee is relieved of their visual supervision responsibility, a verbal confirmation of visitor hand-off must be established to the assuming employee. A Catalyst Cannabis Co. employee will deliver the organizational visitation policies and procedures to all visitors upon intake. Per the visitor escorting and visual surveillance protocols, each individual will be instructed to not touch marijuana or marijuana product while on the licensed premises. Catalyst Cannabis Co. visitation conditions will be posted to the logbook each visitor will sign, acknowledging acceptance of our organizational policies regarding visitor rules and regulations.

Section 4C
IP reporting and grounded telephone lines will be utilized to their fullest capabilities to back up the GSM radio to ensure that communication to our monitoring station(s) will be real time while removing default delays during programming. Furthermore, Catalyst Cannabis Co.'s alarm system, access control devices, and video surveillance infrastructure will be supported with an auxiliary battery system that provides full operational viability during a total AC power loss incident for up to 48 hours.

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

Catalyst Cannabis Co. will ensure to maintain a log of all visitors to restricted access areas of the licensed premises for a minimum of 1 year (current license period) on-site and 5 years at an off-site location. Visitors to restricted access areas will be documented according to Marijuana Control Board requirements and Catalyst Cannabis Co. organizational standard operating procedures. A logbook will be securely filed on-site detailing visitor specifications, including their name, date and time of entry into the restricted access area, and a photocopy of their government-issued identification. Access to any and all visitor data will be limited to authorized employees, senior leadership, agents of the Marijuana Control Board, or any other agent of any regulatory agency. Files will be protected by physical, lockable cabinets and passwords where necessary for digital files that will only be available on a need-to-know basis to premise personnel and upon immediate request by the Marijuana Control Board or AMCO.

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

This is a sample employee identification badge. Actual badges will include all required information, including, but not limited to, the name of the employee, job title, and establishment information.

Section 2

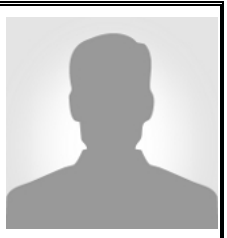
Security: Review the requirements under 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Restricted Access Areas (3 AAC 306.710):

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

ANSWER –

CATALYST CANNABIS CO.



Name: John/Jane Doe

Position: Company Title

Marijuana Handler Permit Number: 1234ABCD

Issued: MM/DD/YYYY

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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:

The Catalyst Cannabis Co. retail store is located within a lit shopping center. The licensed premises will have adequate lighting to support and facilitate video surveillance. The exterior lighting landscape will provide high intensity dusk to dawn illumination to support exterior video surveillance camera fields, which will include the facility entrances and the employee and customer parking area(s). All lighting fixtures will be able to ensure proper illumination levels in order to support viable image retrieval from the video surveillance footage. All Catalyst Cannabis Co. facility security and emergency light fixtures will be tested regularly by our employees.

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

Catalyst Cannabis Co. intends on engaging a local security service provider, Valkyrie Security and Asset Protection Inc, to professionally install our security alarm, all cameras and associated wiring, and detection sensors that will be included in the overall security landscape. The cellular communication features of our alarm system will ensure reliable and fast communication without the need for a landline, battery backup power options, and secure broadcasting of critical messages. Catalyst Cannabis Co.'s 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. The sensing system that integrates with our alarm system will include motion, pressure, and sound sensors, motion for spatial monitoring, pressure for windows and doors, and sound for perimeter 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:

All Catalyst Cannabis Co. employees will be trained on organizational standard operating procedures regarding all security logistics to include alarm system administration (arming/disarming), alarm system device management (cameras, DVR, sensors), and troubleshooting techniques to ensure all security equipment is 100% operational at all times, including after business hours. The alarm system will be activated by employees upon exiting the store any time the store will be closed for business with no employees present. Our alarm system and all associated sensors and detectors will be continuously monitored our local Anchorage security provider, Valkyrie Security and Asset protection. Additionally, Catalyst Cannabis Co. intends to use a monitoring service provided by Valkyrie for 24 hour 7 days a week security alarm monitoring. Our licensed premises alarm systems will communicate with our security provider by GSM radio to the monitoring station(s), all of which will be UL approved. (Con't on p.19 Section 4C)

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Section 4C
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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Catalyst Cannabis Co. will ensure that all employees are trained on the detection and prevention of diversion of marijuana or marijuana products. Owners, employees, visitors and other individuals will be held to a zero tolerance policy on the diversion of marijuana . The state-required electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of retail operations. Marijuana will be entered into the system and tracked throughout the packaging and selling process.

Any Catalyst Cannabis Co. employee that witnesses or suspects criminal activity will report this information to senior leadership immediately. We will train our employees on common pharmaceutical drug diversion techniques derived from healthcare models focused on employee and patient safety. Catalyst Cannabis Co. training will address instances of internal and external diversion practices, covering the marijuana and marijuana product movement process from seed to sale. And rotating inventory practices to ensure unpredictability and break routine behavior. Employee education concerning internal diversion threats will include employee theft or pilferage, operational phase opportunities during the ordering, inventorying, disposal and/or dispensing of marijuana and marijuana products, and the personnel styles of diversion of either individual actions or collaborative teamwork. Other mechanisms of product diversion that will be discussed during training will include employees manipulating point of sale parameters, "short filling" the customers allowable purchase quantity, employees placing marijuana or marijuana products into personal belongings like socks and shoes, pockets, wallets and purses, water bottle/beverage container, or body through their shift. Training information will highlight these potential diversion avenues due to their difficulty in tracking because no retail transaction occurs. (Con't on p.19-1 Section 5A)

Describe your policies and procedures for preventing loitering:

Public safety and safe access to marijuana and marijuana products are paramount to Catalyst Cannabis Co.'s operating plan. To this end, it is of the utmost importance to employ strategies that prevent and deter crime in our community and immediate area surrounding our licensed premises. We will position and mount all external cameras and lighting fixtures in clear view of the public to establish video surveillance monitoring activities and illumination identification capabilities. Additionally, we intend to place signage inside and outside of our buildings that read "NOTICE this area is under 24 hour video surveillance" and "No loitering or soliciting on this property" to alert all persons of company policy and potential legal actions. Catalyst Cannabis Co. will not tolerate loitering of any kind.

Catalyst Cannabis Co. will ensure that its security plan and strategies include the mitigation of loitering by implementing practices that eliminate the causes of loitering to include addressing reclining/sleeping spots, the availability of food access in the area, reducing and/or eliminating (where allowable) cigarette smoking locations, and customer/employee parking lot activities. Furthermore, we will have commercial grade deadbolts and locks, motion and pressure sensors if supportable, and an overall crime prevention through environmental design approach. Catalyst Cannabis Co. will train employees to politely request that suspect loiterers leave the area and not confront or engage with any irate, aggressive, hostile persons or large group of individuals and to call the Anchorage Police Department should law enforcement intervention be required.

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:

All Catalyst Cannabis Co. employees will be trained on our organizational standard operating procedures regarding security logistics and administration to include auxiliary security devices such as motion detectors, pressure switches, and duress/panic alarms. Spatial motion detectors, pressure sensors, and sound sensors will be strategically positioned throughout our licensed premises as allowable and where needed. Where appropriate and allowable on our licensed premises, we will install duress/panic buttons to enable Catalyst Cannabis Co. employees to immediately notify the security monitoring center and the Anchorage Police Department if necessary. The duress/panic alarms will be programmed to provide a local audible sounder and a notification to our alarm monitoring station that an emergency crisis situation is occurring. All duress/panic buttons will be strategically positioned based on ingress and egress points, receiving areas, and the cash exchange zones. Our highly integrative and intelligent security landscape will include smoke, heat, and carbon monoxide sensors that will always be active, regardless of the systems state of armed or disarmed. If a sensor activates the system, a local audible pulse is sounded and communication to the system monitoring station will identify the specific zone(s) impacted and type of alarm signaled. The Catalyst Cannabis Co. security infrastructure panels will be programmed to communicate in an AC power loss condition as well. The licensed premises will have a 48-hour battery backup for all security landscape components.

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(Additional Space as Needed):

Section 5A

Catalyst Cannabis Co. employees will be educated and trained in participating in a company culture of accountability for the security of marijuana and marijuana product. To this end, all company employees will be made aware that the compliance department in conjunction with senior leadership will conduct regular internal audits of all workflow processes and procedures. Internal company audits will include Marijuana Control Board, federal, and state law enforcement standards regarding onsite use of marijuana and/or marijuana product prohibited, disposal of marijuana and marijuana product reporting of source, quantity, and sales, using safe rooms, safes, and vaults for storage, utilizing a working alarm system, and ensuring the overall security plan is consistent with Catalyst Cannabis Co. standard operating procedures. Audits will also entail standard compliance pertaining to records to be maintained, both physically and digitally, the disclosure of those records upon request by the Marijuana Control Board and/or federal/state law enforcement agencies, and the consent to have all company records inspected.

In the event of a discrepancy between weight/amount of marijuana or marijuana product dispensed, stored, and/or accounted for, Catalyst Cannabis Co. employees will immediately perform an internal audit to determine the source of discrepancy by viewing video surveillance footage, reviewing all operational logs, and creating a missing inventory report. If it is determined the discrepancy is due to theft of diversion, senior leadership will immediately be notified. Catalyst Cannabis Co. will cooperate with any Marijuana Control Board and/or Anchorage Police Department investigations or directives. The detection and prevention of diversion of marijuana or marijuana product is recognized as a public safety and health concern and our employees will be thoroughly trained in all aspects of quality control and product security.

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

If the electronic notification system alerts law enforcement of an unauthorized breach in security, employees will be trained to escort all remaining customers and employees out of the building and away from the premises in a calm and safe manner. Employees will relocate at an established safe zone while waiting for authorities. The licensee, all employees or agents shall assist in any way to help law enforcement agencies by providing detailed descriptions of persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives. Licensee, employees or agents shall assist the local authorities in any way possible when they arrive and is necessary. After the situations is settled and authorities have left, the employees will do a thorough walk through and look for property damage to be sure there was no diversion of marijuana and/or products or cash. Reports will be filed internally and all information in reports, any video footage, or any other information pertinent to investigation will be made available to the authorities as soon as possible.

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:

Catalyst Cannabis Co. will ensure that all video surveillance cameras at its licensed premises will be positioned 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. We will implement the deter, deny, detect, record analyze strategic security model to ensure notices advising all persons of the ongoing video surveillance operations and will post such signage conspicuously in and around the interior and exterior of the licensed premises clearly reading "Activity inside this facility is subjected to video surveillance" and "Premises under video surveillance". On the interior of the licensed premises, video cameras will be placed in low and high risk areas alike, establishing clear sightlines at every entrance, in every vestibule, on every point of sale register, at secure storage rooms, in employee break rooms, and otherwise in every room of the building (except bathrooms) to ensure more than adequate visual coverage of the licensed premises. Catalyst Cannabis Co. will also ensure that a surveillance camera will be located and operated to capture activity at each entrance and exit to and from the licensed premises. (Con't on p.19-2 Section 7A)

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:

Catalyst Cannabis Co. will ensure to have a locked and secure area where video surveillance recording equipment and records will be housed. No wall(s) of the secure storage room will be perimeter walls of the building and entrance to the room will be regulated by access control systems either featuring commercial, non-residential deadbolts and locks or an electronic card or key credential identifier. The Catalyst Cannabis Co. secure storage rooms will be monitored and controlled by a combination of senior leadership, management, and authorized employees depending on department and job responsibility. We intend on constructing our secure storage room in the center portion of our licensed premises and will not be within visual sight of customers, visitors, and select employees. Additionally, a sign posted on the external wall of the storage room will clearly read "Restricted access area, authorized persons only" making all individuals aware of the storage room entrance requirements and credentials. (Con't on p.19-2 Section 7B)

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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(Additional Space as Needed):

Section 7A

Exterior egress cameras will be positioned to capture persons within 20 feet of any entrance or exit, and will have designated view angles featuring 360-degree perspectives. Surveillance cameras will also be positioned on the interior of the building at all ingress/egress points, ensuring the capture of facial characteristics of any individual entering or exiting the building. All exterior cameras will be mounted below any lighting fixtures to mitigate camera image blooming and ensure quality picture resolution. We will ensure a surveillance camera will capture activity at each entrance to restricted access areas where marijuana or marijuana product is packaged, tested, processed, stored, or dispensed. Catalyst Cannabis Co. will ensure security cameras are maintained at all ingress/egress points, hallways and storage areas, and public and operational zones. Video surveillance will be maintained for all marijuana exchange and cash transactions areas. The licensed premises shipping and receiving processes will always be conducted on camera and where applicable, lighting will automatically illuminate to guarantee quality video coverage that is unobstructed and appropriately contrasting.

Section 7B

We will establish our secure storage room with only one entrance door that meets all commercial security standards. Entry into the main room/area will be restricted access governed by industrial designed locking mechanisms to include door integrated keyed bolt locks, and where possible electronic and magnetic safeguards. Before entrance is permitted, the intrusion alarm monitoring system and/or devices will need to be disarmed. Upon entering the secure storage room, access into the safe/vault where marijuana, marijuana products, or company records and assets are stored will require additional and separate security procedures, depending on the item being accessed. Furthermore, Catalyst Cannabis Co. will ensure that there is no line of sight to the secure storage room from any public area of a licensed premise. Access controlled doors will be placed on full, windowless walls that will restrict movement into the licensed premises restricted access areas. All secured storage areas at Catalyst Cannabis Co. licensed premises will be available immediately upon request of the Marijuana Control Board, Anchorage Police Department, or any other agent of the Marijuana Control Board.

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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:

Catalyst Cannabis Co. will ensure that all required records will be maintained in either paper or electronic format. If in paper format, the records will remain in a locked, cabinet that is located in our secure storage room and area with access to such records limited to authorized employees and senior leadership. If in an electronic format, access to such records will be protected by a password that will be available only to authorized employees who have a need to access or create such records in accordance with their job function and all electronic records will be backed up on a server maintained both on-site and off-site.

We will retain all records in a format that is readily understood by a reasonably prudent business person and such recordkeeping of documents will include (1) all books and records necessary to fully account for each business transaction conducted, (2) a current Catalyst Cannabis Co. employee list complete with state marijuana handler permit number, (3) the business contact information for our security service vendor(s) that maintain our video surveillance and alarm system, (4) our records related to advertising and marketing, (5) a current diagram of the licensed premises including all restricted access areas, (6) all visitor access and log information to include name, date, and time of entry, (7) all records that a business would normally retain for tax purposes, (8) all accurate and comprehensive seed to sale inventory tracking metrics and records, and (9) transportation records for all marijuana and marijuana products as required by the Marijuana Control Board.

We will incorporate our business operational software of MJ Freeway or similar inventory tracking system compatible with the State's Metrc sytem, QuickBooks or similar professional accounting software for accounting purposes, Google Docs or similar cloud-based document storage program for transparent and accessible document storage, and other applications as needed to create and establish a comprehensive records retention program. We use the term "seed to sale" to demonstrate our intent to continue tracking all business operations from the point of cultivation to the point of retail sale, and all data sets and reporting facets associated with each phase.

Catalyst Cannabis Co. will retain all business records conducted under our license for the current year and three preceding calendar years securely on-site and readily available upon request for the Marijuana Control Board or any other regulatory agency. Once documents and records have surpassed a 3 year storage period on-site at our licensed premises, Catalyst Cannabis may archive the records in a secured, easily accessible off-site location.

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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:

Catalyst Cannabis Co. will plans to use MJ Freeway, or similar, seed to sale software tracking system that will be capable of sharing information with the state system the Marijuana Control Board implements. MJ Freeway has a proven record of being capable to seamlessly integrate with Franwell's METRC program.

The MJ Freeway system will establish a perpetual inventory control system that identifies and tracks our stock inventory of marijuana and marijuana products from the time it is propagated in our cultivation facility to the time it is sold to a qualifying customer. Catalyst Cannabis Co. is committed to ensuring that we (1) accurately track our inventory, (2) allow the Marijuana Control Board real time, 24 hour access to our inventory tracking system, (3) provide a safe and secure chain of custody for our product with clear safeguards and protections against diversion, (4) comply with product sales limits, and (5) have a clear protocol for dealing with any breach of failure of our inventory tracking system, including suspending operations and notifying the Marijuana Control Board.

By utilizing the MJ Freeway software suite, we will not only have the ability to track our inventory, but also monitor our product from seed propagation or micro propagation to sale or destruction. The system will interface with the Marijuana Control Board's computer software tracking system so as to track and Catalyst Cannabis Co. inventory movement and customer purchases in the state of Alaska. All Catalyst Cannabis Co. employees will use MJ Freeway to automate operational tasks increasing efficiency, accuracy, and upholding legal compliance requirements.

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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:

Ensuring our employees are knowledgeable and have a high degree of confidence with Alaska marijuana laws is a top priority of Catalyst Cannabis Co. All employees will be twenty-one years of age or older, will have completed a MCB certified marijuana handler permit course, and will have earned a certificate of course completion. Employees will only be hired after an interview process and providing a resume and list of references that demonstrates that they meet general qualifications for retail employment and specific qualifications necessary for working in the highly regulated marijuana retail industry. Employee training curriculum will include marijuana and marijuana product consumption effects, the identification of a marijuana impaired individual, how to determine valid identification, intervention techniques to prevent unlawful marijuana consumption, the associated penalties for an unlawful act by a licensee, employee, or agent of Catalyst Cannabis Co., and all other integral operational topics to ensure compliance with marijuana handler permit requirements and Catalyst Cannabis Co. standard operating procedures. (Con't on p.19-3 Section 11A)

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(Additional Space as Needed):

Section 11A

Employee education may be supplemented with on-line tutorials and hard-copy binders containing relevant information and legal regulations and requirements. Additionally, Catalyst Cannabis Co. will utilize role-playing exercises into enhance employee confidence and knowledge. These exercises will replicate point of sale transaction scenarios with scripted questions covering all of the Marijuana Control Board items enumerated as responsibilities of Catalyst Cannabis Co., and we will continue to drill and question employees until an individual is able to deliver appropriate answers and conduct themselves compliantly with fluency.

Section 12A

In all of our licensed premises, we will establish designated areas for waste and green waste that will be stored in easily identified containers, to be disposed of in a secure, safe, and sanitary manner. Plant or product tag identification number, weight/amount, and date/time of disposal will be recorded on a hard copy log form kept by the waste receptacle and input into our MJ Freeway inventory monitoring software.

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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:

Catalyst Cannabis Co. will abide by all local, state, and federal regulations in storing, managing, and disposing of any solid or liquid waste, including wastewater.

Solid waste generated by this retail store may include, but is not limited to, paper, plastic, cardboard, styrofoam, and other packaging materials. Solid waste will be sorted between recyclable and non-recyclable waste. Non-recyclable waste will be disposed of pursuant to protocols in place for the shopping center location of the retail store or transported to a proper waste management facility in the Municipality.

We intend for our retail marijuana store to meet or exceed all waste generation and disposal regulations regarding commercial retail operations. Where applicable, Catalyst Cannabis Co. will implement a recycling program for used plastic, opaque, child-resistant containers similar to those of community pharmacy bottle recycling programs. We are also committed to exploring and implementing sustainable packaging and labeling options that are 100% biodegradable and compliant with marijuana laws across the country. Additionally, Catalyst Cannabis Co. will recycle a majority of our paper waste created, either by shredding appropriately and commercially recycling or by shredding and mixing with marijuana and/or marijuana product waste for disposal. (Con't on p.19-3 Section 12A)

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

Marijuana waste will be added to a mixture of either a compostable or non-compostable material. If utilizing compostable material, we will follow all Marijuana Control Board guidelines and specifications regarding use of food waste, yard waste, vegetable based grease or oils, or other approved wastes. If utilizing non-compostable materials, we will again follow all Marijuana Control Board guidelines regarding use of paper waste, cardboard waste, plastic waste, oil, or other approved wastes. Other compostable and non-compostable materials that Catalyst Cannabis Co. will consider using to mix with marijuana waste are solid, spent mediums such as coco coir and soils.

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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:

Catalyst Cannabis Co. employees will notify the Board and enter into the inventory tracking system at least 3 days in advance before destroying any marijuana or marijuana products. Every part of the marijuana plant or product that is deemed unfit for consumption or otherwise not used will be mixed with at least an equal part of compostable material such as food waste, yard waste, paper waste and/or soil, etc. in order to be rendered unusable.

Marijuana and/or marijuana products will be manually broken down before being mixed with compostables. The resulting non-usable waste mixture will be identified, labeled, and stored in sealed containers on until a manager or licensee can verify it was mixed appropriately. This waste will then be disposed of according to Anchorage's division of Solid Waste Services standards and Catalyst Cannabis Co. organizational standard operating procedures. To that end, organizational protocols will be in place to dispose or destroy any unused, unsold, contaminated, or expired marijuana, marijuana product, or any other waste product. Such waste includes the unused, surplus, returned, or out of date marijuana, recalled marijuana, and any plant debris, including dead plants, and all unused plant parts to include root zone.

Disposed or destroyed products will be documented as subtracted from the Catalyst Cannabis Co. seed to sale inventory tracking software system. Plant and product identification tag numbers, individual weight, type of product, and the time/date of disposal will be recorded both digitally in our tracking software and physically on hard copy log forms. Catalyst Cannabis Co. will strive to have our plan for the secure disposal or destruction of marijuana and marijuana product maintain the integrity of Alaska's environment and be sure that no product diversion will occur or result in illegal, improper, or unsafe access by non-authorized persons or minors.

The design of our licensed premises will establish designated receptacles and areas for regular trash and green waste that will be easily identified and readily available. Once the marijuana or marijuana product has been adulterated to a non-usable form, the green waste will be securely and safely disposed of. Non-usable marijuana waste product shall be disposed of in either of the following modalities: (1) at a solid waste site and disposal facility that provides a Certificate of Designation from the Anchorage municipal governing body; (2) deposited at a compost facility that holds a Certificate of Designation from the Anchorage division of Solid Waste Services; or (3) Composted on-site at our facility and operated in compliance with all regulations pertaining to solid waste sites and locations. Our waste disposal and destruction processes and procedures will be visually audited implementing both an on-site managing inspector and recorded surveillance video footage.

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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:

Catalyst Cannabis Co. will prepare, package and secure shipments for delivery only to another marijuana retail store. All Catalyst Cannabis Co. employees will follow organizational logistical protocols regarding the preparation, packaging, labeling, and securing of marijuana and marijuana product. We will establish that thorough, secure packaging, labeling, and handling of all marijuana material leave no marijuana material untracked or unaccounted for both in physical logbooks and the MJ Freeway seed to sale inventory control system as unique identification tags will be affixed to all packages containing marijuana.

All marijuana product will be sealed in a package or container in batches not larger than 5 pounds and stored within a locked storage compartment within the transport vehicle. Packages that are being shipped will be sealed within one large opaque, tamper-evident container. Catalyst Cannabis Co. will use heavy duty Pelican Cases and TripLok currency deposit bags. Both options come in a variety of sizes and colors and may be used to securely contain multiple packages of marijuana, marijuana product, or marijuana byproduct. To maximize efficient security and to be conscientious of container waste, we will use the smallest opaque tamper-evident container possible. All contents within the container will be appropriately packaged and labeled. The name and address of our company will appear on each package label as it is listed in the Marijuana Control Board database. If a change of address or name shall occur, all printed materials will be updated promptly and all remaining package labels will be corrected before they are shipped. When a package is prepared for shipment by an employee the employee will use the marijuana inventory tracking system to record the type of marijuana and/or marijuana product, the amount and weight of product along with the name of the transporter, time of departure, expected delivery time and make, model and license plate number of the transporting vehicle. There will be a printed and completed transport manifest to be kept with package at all times. A copy of the transport manifest will be kept on premises for the establishment's records of transport.

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

It will be Catalyst Cannabis Co. policy that all packages and containers holding marijuana, marijuana product, or marijuana byproduct be stored in the transportation vehicle's trunk or secure, physically separated rear payload. At no time during the shipment process will any package or container containing marijuana, marijuana product, or marijuana byproduct by present in the driver's area to include glove box, passenger seat, dashboard console, or any other non-secured area in the front of the vehicle. Employees will be educated and trained that organizational protocols dictate package movement only from the secured storage room/area of the licensed premises immediately to the trunk or back payload of a vehicle, which will then be immediately locked as to secure the package. No package or container will be transferred utilizing a vehicle that does not have a lockable trunk or separate, back payload compartment.

Catalyst Cannabis Co. will implement lockable and secure cases such as heavy duty Pelican Cases and TripLok currency deposit bags as our containers of choice to hold the packages of marijuana, marijuana product, or marijuana byproduct that is being shipped and transported.Pelican Protector Cases are designed for rugged operations and features over molded rubber handles and stainless steel hardware for maximum durability, protection, and security of interior contents. TripLok currency deposit bags are tamper-evident, high security bags that are constructed with 2.5 millimeters of durable plastic, and once sealed protecting the interior assets with a 3-inch fracture adhesive. The prevention of diversion and public safety are of the utmost importance to Catalyst Cannabis Co. and to which our organizational policies and procedures have been established in order to hold our employees accountable, remain compliant with the Marijuana Control Board and all local Anchorage ordinances, and exceed industry best practices for the seed to sale, chain of custody preparation, packaging, labeling, and securing of marijuana and/or marijuana products.

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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:

Catalyst Cannabis Co. intends to have two signs with our business name at our retail establishment. Signs will not exceed 4800 sq inches each.

One sign will be directly above the entrance to the retail establishment. It will include our entire business name and logo. This sign will be lighted and approximately 24 inches high and 48 inches wide. The other sign will be affixed to the north side of the building on the rear exterior wall of our unit. This sign will include our entire business name and our icon. This sign will be a lighted sign and will be approximately 48 inches tall by 100 inches wide.

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:

Every aspect of our operation will have a strong emphasis on security and preventing the exposure and diversion of marijuana to persons under the age of 21. All Catalyst Cannabis Co. licensed premises will feature a professionally installed security system featuring high resolution, facial capture capability cameras, dusk to dawn external and internal lighting fixtures, and auxiliary detection sensors on the exterior and interior perimeters.

The entrance to Catalyst Cannabis Co. will have a sign stating: "NOTICE: No Persons Under 21 Allowed" in clear view of any person approaching the entrance. Customers will be greeted in the entrance area by an employee trained to properly identify a valid form of photographic identification. An employee will check each person's ID before allowing entrance into the retail area. The ID will be checked to insure it is a valid form of identification. Valid forms of ID include: 1) an unexpired, unaltered passport; 2) an unexpired unaltered driver's license, instruction permit or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada; 3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Identification will be checked again at the point of sale.

All Catalyst Cannabis Co. employees will be trained on the organizational customer intake procedures that includes visually and physically inspecting all presented forms of identification as well as the additional security check steps of utilizing black lights, markers, and bar-code scanners to verify legal and legitimate identification credentials. Any person found to be under the age of 21, whether they are alone or with another individual, and no matter the individual if with another individual, will be asked to leave the licensed premises immediately and will not be permitted to enter any portion of the licensed premise or allowed access to marijuana items. Furthermore, it is Catalyst Cannabis Co. policy for employees to notify the Anchorage Police Department, 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

Will Schneider
Printed name

Subscribed and sworn to before me this 9th day of February, 2017.

Denise Gagnon
Notary Public in and for the State of Alaska.

My commission expires: 12/25/2020

DENISE GAGNON NOTARY PUBLIC STATE OF ALASKA