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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment Information

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

Licensee:	Greenstar inc	**License Number:**			12672
License Type:	Standard Cultivator License				
Doing Business As:	Greenstar inc				
Premises Address:	54843 Kenai Spur Hwy				
City:	Nikiski	**State:**	ALASKA	**ZIP:**	99635

Mailing Address:	35435 Ryan Lane				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	Jason Bott		
Main Phone:	907) 252-4342	**Cell Phone:**	907) 252-4342
Email:	greenstar.cultivators@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.

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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:

The property itself is gated, and is not accesible to unauthorized/unescorted vehicles, and the entire building and property are to be treated as a restricted access area.
All doors to cultivation, storage areas, office, supply areas, and exterior doors are to be under video surveillance as well as having commercial locks requiring keys for access at all times.

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

All visitors are required to be escorted from the point that they reach the gated driveway. They are then to be escorted into the building's secure entryway, where they must provide a valid photo ID and marijuana handler's card (if applicable). The ID and handlers card are to be photocopied for recordkeeping purposes. No persons under 21 years of age may enter. All visitors are to wear a clearly displayed badge easily identifying them as visitors and subject to mandatory escort. The badge is to display a prominent red "V" as well as a # for the assigned badge as recorded with identification of visitor in log. the badge # is to be clearly visible to surveillance equip.

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

Visits are by appointment only. Initial appointment is documented. All visitors are required to provide photo ID and a handler's permit (if applicable). ID's are then photocopied and the visitor is issued a visitors badge with a red "V" and a large number so as to be readily identified by personnel and camera footage. The number of the badge issued to each indivual is recorded, along with the date, time of arrival and departure from the property, on the copy of their identification. Badges are surrendered upon leaving

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

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

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

All sides of the building are to have both motion activated and photocell activated lighting that can also be manually switched. All exterior doors are to be lit sufficently to provide clear, well lit images.

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

both doors to the secure entry way, as well as the emergency exit are to be alarm sensored. The alarm panel is to be located so as to require entry through secured doors to reach the system control panel. There are also to be interior motion sensors to trigger alarm.
Only supervisory personnel will be assigned individual alarm codes.

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 exterior doors are to be sensored to alarm, as well as motion sensors situated so as to cover the interior of any potential breach points.
However, the current business plan calls for onsite personnel 24/7.

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

All plants, wet and dry weights of useable material, as well as waste material are to be tracked via the METRC tracking system, no sale is to be made except to legally licensed entities, who's licensing is current, valid, and on file.
All employees, and any area used for cultivation, storage, or processing is to be under video surveillance at all times.
A zero tolerance policy, including law enforcement, for employee diversion/theft

Describe your policies and procedures for preventing loitering:

No access to the property at all, except for authorized persons, and no visitors without prior appointment to ensure the presence of supervisory personnel for escort.

The gated property is a "No trespassing" area. Any unauthorized persons will be considered trespassing, which requires their immediate departure from the premises, with law enforcement involvement if necessary.

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:

The alarm system is to have a "panic" feature. Activation of the "panic" feature by any personnel will require the presence/response to the location of both supervisory personnel and law enforcement, to ensure the safety of persons and to verify the integrity of security at the facility.
All entry/exit points are to be monitored with a motion detector to be activated if no authorized personnel are present.

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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:

Any responding law enforcement are to be met by supervisory personnel on site, and will be given access to the facility to ensure the safety and security of the facility and authorized persons. A review of the surveillance footage is to be performed by a supervisor to help determine the cause of the alarm. A copy of the report by law enforcement, as well as names/badge #'s taken for records.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	☒	☐
Both the interior and exterior of each entrance to the facility	☒	☐
Each point of sale area	☒	☐

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

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

All exterior entry and exit points are under video surveillance on both the interior and exterior of access points. Any exterior wall with an access is monitored for the length of the wall and surrounding areas outside. Additionally, a close proximity camera is solely for this purpose at all entry/exit points.

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:

Surveillance recording equipment, as well as a designated secure server for long term storage of footage, as well as METRCS and transaction data is to be located in the facility vault, a 6'x8' area with steel reinforced poured concrete walls, a welded 3/8" plate steel ceiling, and a combination vault door for access. Only licensees are to have combination, or access to the adjoining office area where visual monitor screens are located. Walls are 6" thick.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	☒	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	☒	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	☒	☐
Video surveillance records are stored off-site	☐	☒

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☒	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	☒	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	☒	☐
Records related to advertising and marketing	☒	☐
A current diagram of the licensed premises including each restricted access area	☒	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	☒	☐
All records normally retained for tax purposes	☒	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	☒	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☒	☐

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A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All records, as required to be kept on site are to be stored on a secure server, dedicated to required record storage, located in the facility vault, which is a fire resistant concrete and steel room with a combination vault door access.

The server is isolated from outside connection to prevent hacking or tampering/adulterating records. All records are additionally backed up onto a separate data storage device (disc, external hard drive, etc) for longer term storage off site. There is also to be an externally connected computer for secure web based inventory tracking to meet state reporting requirements, as well as management tasks (i.e.- ordering, accounts payable, etc...) separate from secure server.

Paper records are to be scanned and stored to the server as well, with physical copies eventually stored off site.

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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 will implement and use the Franwell METRC system to track from inception as seedling/immature cuttings all the way through to individual plants in vegetative and flower, to recording wet/dry per plant data, waste, harvest batches, transport and sale data. The State of Alaska has adopted this system, and integration and sharing of data should be seamless.

All supervisory personnel are required to undergo training in the use of the system, as well as supplemental continuing training to keep abreast of any changes of features or 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:

All employees are to have a current, valid handler's permit card. A copy of every employee's card is to be kept on file, and the expiration date and permit # is to be on their individual ID badges. There are to be weekly employee meetings to cover safety, operating procedures, regulations, and questions and concerns.

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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:

This facility is to utilize Aeroponics for All plants to be flowered Due to it's small environmental footprint with Regard to medium/nutrient waste. We will maintain plants for propagation in a soil medium, All solid waste to be destroyed is to be ground with straw, soil, And composting Additives, And composted on site, while nutrient waste water is to be filtered via Reverse Osmosis, And Disposed of or Recycled As clean water. Packaging And garbage is to go to landfill for Disposal/Recycling.

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

Solid plant waste (Root mass, leaves & stalks), product samples Returned, or plant materials to be destroyed will be mixed with grass, straw, manure, and composting enzymes, and composted on site for use in soil/soilless mix for plants for propagation, soil enrichment, or other horticultural/landscaping uses on site.

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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:

The Aeroponic cultivation method to be employed at this facility is in large part designed to have as little waste as possible, both plant and medium waste is to be minimized.

All plant waste is to be fed through a grinder/mulcher with measured amounts of straw, landscaping debris, manure, composting enzymes, and composted on site for further use as additives and ammendments for soil based plants for propagation (Mother plants), landscaping use, and unrelated horticulture/gardening

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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:

All product, once trimmed & dried will be packaged in sealed, tamper evident bags. Bags will have affixed stickers indicating the cultivator, strain, harvest batch #, testing results, THC/CBD percentages, applicable Lic. #'s, and weight.

All products are to be stored in the facility vault pending sale and generation of a transport manifest.

At the generation of transport manifest, individual parcels as listed in the manifest are to be placed in a tamper evident container prior to being loaded into the locked, welded steel box that is bolted into the transport vehicle, directly from the facility vault.

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

Any vehicle use to transport product is to be equipped with a lockable, welded steel box, built so as to have a protected lock/mechanism, (such as a "Knaack" box) that is bolted to the vehicle from inside the box. Hence the box is designed to prevent breaking into it, but can't be removed without being first opened.

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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:

ONE sign, 4'x4' directly on the building bearing company logo

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:

No employees under age 21, as they must have a valid, current handler's card.

No visitors are allowed onto the property without prior appointment, and any visitors must present a valid photo ID, and handler's card (if applicable).
There are to be NO EXCEPTIONS, even for repeat visitors. No one under 21 years of age admitted.

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.

Jason M Bott
Signature of licensee

JASON M Bott
Printed name

Subscribed and sworn to before me this 16th day of May, 2017.

Rebecca Latona
Notary Public in and for the State of Alaska.

My commission expires: 05/19/2019

REBECCA LATONA
My Commission Expires
NOTARY PUBLIC
May 19, 2019
STATE OF ALASKA