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:** | Jacob Nyman | **License Number:** | 11556 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | GREEN THUMB SOLUTIONS | | | | |
| **Premises Address:** | 47375 Aries Ct | | | | |
| **City:** | Soldotna | **State:** | ALASKA | **ZIP:** | 99669 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 47375 Aries Ct | | | | |
| **City:** | Soldotna | **State:** | ALAS | **ZIP:** | 99669 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Jacob Nyman | | |
| **Main Phone:** | | **Cell Phone:** | 907-406-1414 |
| **Email:** | chefjake99@gmail.com | | |

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## Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

**Restricted Access Areas (3 AAC 306.710):**

**Describe how you will prevent unescorted members of the public from entering restricted access areas:**

There will be a locked door to the restricted access area. The lock will be of commercial grade in accordance with 3 AAC 306.710. The door will be clearly labeled as a restricted access area in accordance with 3 AAC 306.710. Unescorted people will not be allowed in the area that grants access to the restricted area.

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

I do not anticipate many visitors that I will allow access into the restricted access area. In the event that I do, they will need to sign the provided log book, at which point I will require them to provide identification sufficient to prove identity and age in accordance with 3 AAC 306.350. After they have signed the log and provided ID they will be given an escorted visitor badge to be worn during their time in the restricted access area. Once escorted visitors have left the restricted access area, visitors will then turn in their provided badge and sign out in the visitors log book.

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

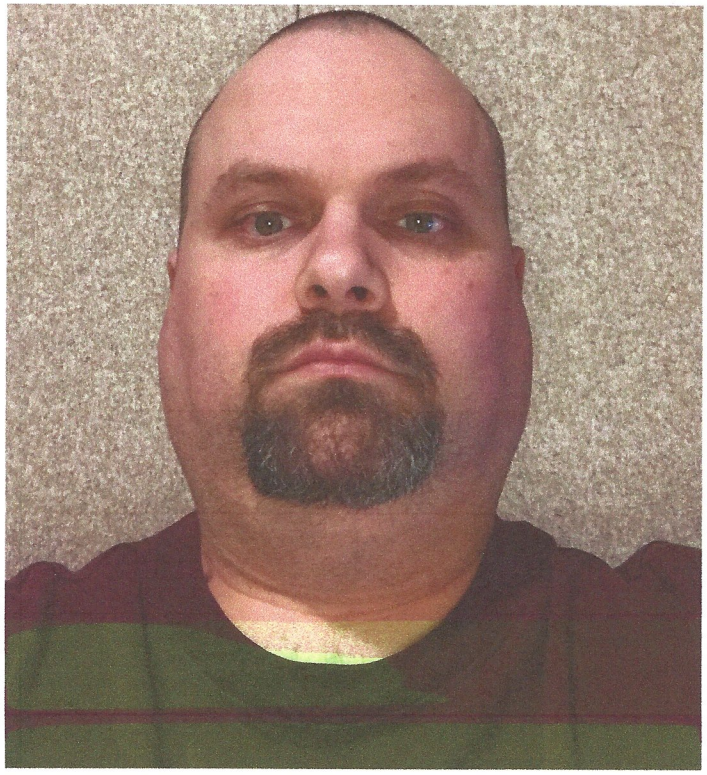
A log book made from an excel spreadsheet that will provide the persons name, the person who escorted the visitors' name, age, time in, and time out, will be used. Each escorted person will provide their ID at the time they sign in to the log book.

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

(See Next Page)

GREEN THUMB SOLUTIONS

BOUTIQUE GROWN PREMIUM BUD



# Authorized Personnel

# Jacob Nyman

## LICENSE NUMBER: 11556

## Handler Permit: 12214

# VISITOR

Green Thumb Solutions

Date:

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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:**

I have a combination of motion sensed and continuous lights. They will be positioned around the exterior focusing on any entrance to the building where the secured access area exists.

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

The alarm system will consist of entry and motion detected events and will be monitored by an independent company. They will alert me first to an event which will allow me to determine whether or not authorities need to be called. In the event that the event is not responded to by myself it will trigger an automated response by authorities.

**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:**

There will be entrance detection sensors installed on all windows and doors that would allow entry to the restricted area. Each sensor will be monitored by an independent company and will have an audible if not acknowledged within a predetermined time.

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

Only employees and pre screened visitors will be allowed to enter the premises. Upon exit of the restricted access areas employees and visitors will be searched for any marijuana including cuttings, mature flowers and product ready for retail sale. Security cameras will be monitored and reviewed each time someone enters and accesses the restricted area.

**Describe your policies and procedures for preventing loitering:**

There will be no loitering allowed within the restricted access area. There is also a no loitering or solicitation sign posted on the door that grants access to the access door of the restricted access area. Anyone who violates these policies will be asked to leave immediately, if they fail to comply appropriate authorities will be contacted.

**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:**

There will be a panic switch installed and available. If the panic switch is activated, the 3rd party company will contact authorities to be dispatched to the location as directed in the contract with third party security company. Their will be motion detectors in strategically placed locations within the licensed premises. Again if the motion detectors are activated and their is a notification sent to the third party company, they will then contact a designated licensed person to validate the event and contact local law enforcement if necessary.

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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:**

Either myself or my wife will respond to the local law enforcement and cooperate with their requests. If it is a "false" alarm we will notify them of that immediately. If it is a "real" event we will cooperate with the local law enforcement agency to investigate the breach of security as well as notify AMCO of the event and update any inventory discrepancies if they should occur.

**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:**

The licensed premises will have ceiling or wall mounted cameras within the facility and at the entrance of the facility that will provide a clear view of the specific area. The area will be well lit and or night vision cameras will be in place to provide a quality image of the area. Video surveillance will be recorded continuously and stored for 40 days as described.

**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 area in which the video surveillance recording equipment will be stored will be in a room adjacent to the licensed premises. This room will be locked at times when it is not occupied by a licensed individual. The equipment will be password protected to ensure access is only possible to authorized individuals.

| **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:**

Paper documents will be stored in a locked filing cabinet in a room adjacent to the licensed premises. Only authorized personnel will have access to those files. There is adequate fire and or smoke detection within my home to ensure that I will have ample time to respond to such an event. Any electronic documentation will be stored on a computer with a cloud based backup device to ensure that all documents are available and secure. Only authorized personnel will have access to these files.

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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:**

I will use METRC inventory system in compliance with AMCO regulations. This system is capable of sharing information with AMCO. I will use a certified scale in compliance with 3 AAC 306.745. All product will be weighed and or counted and appropriate RFID tags will be attached to the product. The METRC system will be used to be fully compliant in tracking, transporting, destroying, and sales of any and all product.

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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:**

I will only have one other associate. This person will be trained and obtain a Marijuana Handler certificate in accordance with state law. They will need to provide a copy of the certificate before gaining access to any restricted area. Once that is obtained and documented, I will ensure that this person is fully aware of what the operating plan is and train them on the specific location.

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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:**

My plan is to generate very little waste throughout the operation. Plant matter should be mostl y used through sale of the flower and the trim generally considered waste will be sold to a mar ijuana product manufacturing facility to be used in edible product and or concentrates. During harvest waste that is generated will be stored in containers for the required 3 day waiting perio d in the restricted area of the licensed premisis. Throughout the growing process, any plant wa ste will also be placed in containers within the restricted access area under video surveillance for the required three days before being destroyed. This area will be under video surveylance. What plant matter that is unusable will be destroyed by grinding the plant material and mixed with compostable food waste, yard waste and or other organic compostable materials. Any w asted growing mediums will be taken to the Kenai Borough Waste facility for proper disposal.

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

I will mix the ground marijuana waste with compostable food waste and or oil and other organic yard waste in a compost site on the property where the licensed premises exists.

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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 marijuana plant waste will be ground and mixed with food waste and or other compostable materials in equal amounts of the waste before being removed from the licensed premises.

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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:**

The marijuana will be placed in a heat sealed tamper evident bag not containing more than 5 p ounds of marijuana . This package will contain wholesale volume marijuana. Marijuana that wil l be sold to retail stores will be mature buds intended for smoking. Marijuana that will be sold t o a marijuana production licensee will consist of trim, fan leaves, and any other part of the plan t that is not a mature bud that is usable for products produced by a marijuana production facilit y. Each package will comply with 3 AAC306.470 to ensure security and tamper evident packag ing. Each package will also contain a label that is in accordance with 3 AAC 306.475 including the METRC generated RFID inventory tracking tag.

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

There will be a key lockable under seat and or center console storage compartment in the one vehicle intended to be used to transport the marijuana product. These consoles will be bolted down to the vehicle to ensure removal of the storage compartments is not readily possible.

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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:**

There will be no signage used on my establishment.

**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:**

There will be a door equipped with a commercial lock on the exterior door to the premises where the restricted area exists. Nobody will be allowed past this door without approval first from an authorized agent of Green Thumb Solutions. Very rarely will access be given to anyone other than myself or the one other authorized person. In such an event that somebody else is granted access they will need to provide their ID and a copy will be taken. They will need to sign the log book and will be given a "visitors" badge which will be required to be worn the entire time they are in the restricted area. Once they have left the restricted area they will need to sign out on the provided log book. No body under the age of 21 will be allowed access to any of the restricted area at any time.

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

Jacob Nyman
Printed name

Subscribed and sworn to before me this 15 day of Feb, 2017.

MADELEINE WILCOX
My Commission Expires
NOTARY PUBLIC
May 12, 2019
STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 05/12/19

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**(Additional Space as Needed):**