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:	Alaska Joint Ventures, LLC	**License Number:**	11920		
License Type:	LIMITED MARIJUANA CULTIVATION FACILITY				
Doing Business As:	AK JOINT				
Premises Address:	7801 Schoon St, Unit D				
City:	ANCHORAGE	**State:**	ALASK/	**ZIP:**	99518

Mailing Address:	PO BOX 112191				
City:	ANCHORAGE	**State:**	ALAS	**ZIP:**	99511

Primary Contact:	COLLEEN HOWARD		
Main Phone:	9079290758	**Cell Phone:**	9079290758
Email:	AKJOINTVENTURES@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:

AK JOINT will have clear and legible signage indicating all restricted access areas. Surveillanc e camera's will be monitoring all areas of the facility including restricted access areas. All door s will have commercial grade locks. All employees will have ID Badges.

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

All visitors are required to show ID's indictating that said person is 21 years of age or older. All Visitors will be required to wear a visitor badge before entering any ristricted access areas. Vi sitors will be escorted at all times by a licensee, employee, or agent of AK JOINT. All visitors w ill be required to log their name, date & time into a recorded log that will be maintained by a lic ensee, employee, or agent of AK JOINT.

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

Any licensee, employee, or agent of AK JOINT will record the name, date & time of any visitor s that enters any restricted access area.

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

SEE ATTACHMENT.

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AK JOINT

Employee ID #001

John Doe

Owner

DOB - 01/01/1945

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

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

Exterior lighting will be installed to provide at least 20ft of visibility for all entrances/exits. As a backup the exterior camera's will include IR capabilities.

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

A central station monitored cellular alarm system with back up battery power and audible siren will be activated at the premise at all times.

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:

Tamper monitored contacts will be mounted on all exterior doors and windows. In addition, interior motion detectors will be mounted within the premise to ensure further security. After completion of the closing procedures, the alarm system will be activated to the away mode. If any of the sensors are breached, the audible siren is set off and the central monitoring station alerts the licensee and dispatches the local law enforcement agency if needed.

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

All Marijuana will be inventoried before the start and end of business each day to ensure all M arijuana is accounted for per the AMCO Tracking system. All marijuana will be stored in a restr icted access area, which will be accompanied by surveillance. Survelliance camera's will have complete coverage of all areas where Marijuana is be stored,grown, and destroyed.

Describe your policies and procedures for preventing loitering:

AK JOINT will provide clear and legible signage indicating, "No Loitering". Designated security personel will be doing routine premises checks to prevent loitering.

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:

AK JOINT will use personal, on the body, panic buttons for it's employees.

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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:

Unauthorized activity triggers the audible alarm system and connects the personnel from the 24-hour central monitoring station. The monitoring station will call the designated contact number, second would be manager on duty cell phone to verify the alarm is valid. If it is an authorized employee, the central monitoring station will ask for name and password for verification. If the employee gives an acceptable answer the police dispatch will be canceled. If the reply to the central monitoring station does not meet criteria, the police dispatch will continue. The authorized employee will be notified and directed to the premise to follow the protocol directed by the police. Before the authorized employee leaves, an inspection of the entire premise will be executed and verify no marijuana product was compromised. If so, after all issues are resolved, the authorized employee will re-alarm the system.

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:

A video surveillance and camera recording system will be installed in and around the marijuan a facility. A camera will be placed:
-In view of each restricted access area and each entrance to a restricted access area.
-In view of each entrance to the exterior of the licensed premises.
-In view of the area where marijuana waste is processed.
-In view of each point-of-sale area.
-
Within 20 feet of each entrance to the licensed premises as to produce a clear and adequate v iew to identify any individual inside the facility.

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:

AK JOINT will store their video surveillance recordings inside a secured box within the restrict ed access area of their retail store (License #11614) located on same property (two units down at unit F), and will only be accessible to AK JOINT authorized personnel, law enforcement, or an agent of the board. A copy of the retail premises can be provided if needed for cross refere nce. I did not want to include on this to prevent confusion of diagrams.

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:

Video surveillance recordings will be automatically backed up in case of primary hard drive failure to ensure over 40 days of recording. In addition, all required records are backed up 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:

AK JOINT will be using the state approved Franwell METRC system for compliance purposes.

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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:

Each licensee, employee, or agent within AK JOINT will be required to have a current Marijua na Handler permit on or before the start date of employment.

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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:

All marijuana waste will be store in designated waste receptacles inside of a restricted access zone. All marijuana waste will be recorded in METRC, held for 3 days before the marijuana wa ste will be ground up and than cardboard and, or paper products will be shredded and mixed a t a 1:1 ratio with the marijuana waste before deeming it unusable. Final waste mixture will be stored in a locking dumpster until picked up by a local waste disposal service. Waste water will be disposed of via any manner compliant with Anchorage Water and Wastewater Utility (AWWU) tarriff and title 26.

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

Cardboard and Paper waste will be used to make the Marijuana waste unusable. It will be mixed at a 1:1 ratio per requirement under 3 AAC 306.740.

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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:

All marijuana waste will be recorded in METRC, held for 3 days before Marijuana waste will be ground up and than cardboard and/
or paper products will be shredded and mixed at a 1:1 ratio with the marijuana waste before de eming it unusable.

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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:

AK JOINT will have all Marijuana sealed in tamper proof containers. The containers will be sea
led with a tamper proof method that both parties will sign verifying the Marijuana have not bee
n tampered with. All containers will have the required franwell tags and the associated manifes
t for delivery including turn-by-turn driving directions to the delivery location.

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

AK JOINT will be using a security grade tamper proof lock-
box to ensure a safe delivery to it's final destination.

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Section 7 – Signage and Advertising

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

AK Joint does not plan on posting in signage on this unit.

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:

Each licensee, employee, or agent within AK JOINT will verify a person entering the facility have one of the following forms of identification proving they are 21 years of age or older. Identification has to be unexpired and unaltered with a photograph included.
1) Passport
2) Driver's License
3) Instruction Permit
4) Identification card of any state or territory of the United States, the District of Columbia, or a province or territory of Canada.
5) Identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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

COLLEEN HOWARD
Printed name

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Subscribed and sworn to before me this 18 day of May, 2017.

"Official Seal"
Notary Public
Rhoda Mary Matavao
State Of Alaska
Commission #1406142 Expires 06/18/18

Notary Public in and for the State of Alaska.

My commission expires: 06/18/18