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:	Troy James Foley	**License Number:**	12825		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Foley's Irish Green				
Premises Address:	3530 South Phenix Avenue				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Mailing Address:	PO BOX 877928				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Troy James Foley		
Main Phone:	(907)631-1460	**Cell Phone:**	(907)631-1460
Email:	TroyJFoley@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:

Foley's Irish Green will use commercial grade, nonresidential door locks on the sole exterior entry point to the cultivation facility, which will also be marked by a sign that says "Restricted access area. Visitors must be escorted." In the restricted access area, any licensee, employee, or agent of Foley's Irish Green will wear a current identification badge bearing the person's photograph. Persons under 21 years of age will not enter the restricted access area.

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

Any visitor to the restricted access area, as clearly indicated by a sign on the sole entrance to the facility that reads "Restricted access area. Visitors must be escorted.", must show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older; obtain a visitor identification badge before entering the restricted access area; and be escorted at all times by a licensee, employee, or agent of Foley's Irish Green. Visitors will be required to schedule an appointment with the Sole Proprietor, and will be escorted at all times after being logged in to the facility and given a visitor ID badge. Not more than 5 visitors per each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors will be admitted at any one time.

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

Visitors will be required to sign in to a log book at the front entrance. The log book will have entry blocks for the visitors name, birthdate, ID type and number, and the date, time and purpose of the visit.

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:

Solar-powered motion-activated exterior flood lights placed above the sole entrance as well as catercorner (attached to the Sole Proprietor's residence) will sufficiently illuminate the exterior surveillance objectives.

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

The entrance door will be secured with a door clip motion detector. The five non-opening windows on the second floor will be secured with glass break detectors. This alarm will be set and activated by a security panel located to the left of the door (upon entry). The alarm will also be controlled via a key fob as well as a cellular application. Upon the event of intrusion after alarm has been set, notification will be sent to my phone and to a professional security monitoring service, whom will notify local police upon determination that an actual intrusion is occuring.

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:

Immediately prior to exiting the building, the alarm will be set to "active" using the control panel located to the right of the door (upon exit). This will activate the motion sensor for the door as well as the glass break detectors on the windows. Activation of the alarm can be verified via the professional security service's cellphone application.

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

All marijuana cultivation, harvest and preparation operations will be conducted on-site and under video surveillance. Continuous video recordings will be maintained in a secured location for not less than 40 days. All marijuana plant material, in any condition, will only be permitted to exit the facility as either appropriately mulched and mixed recycled soil in accordance with 3 AAC 306.740, or transported to another marijuana cultivation facility, a marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store in accordance with 3 AAC 306.750 after preparing, packaging, and securing the marijuana or marijuana product during shipment, recording the transfer in the marijuana inventory tracking system, and preparing the transport manifest.

Describe your policies and procedures for preventing loitering:

This cultivation site is located over 250 feet from the nearest public access point, and is in close proximity to the Sole Proprietor's sole residence. Any persons found to be loitering near the site will be reported immediately to local police for trespassing and monitored until the police arrive.

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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:

Before entering the facility, Foley's Irish Green personnel will visually conduct a brief survey of the surrounding area to ensure no unknown personnel are within approachable distance while operating the entrance locks. At least one working cellphone will be on-hand at all times while personnel are inside the facility. Upon entering the facility, cultivators will immediately activate the physical locks on the entrance door. Exterior video cameras connected to an interior monitor will provide a clear view of the outside entrance of the facility while personnel are inside the facility. Any attempts by unknown personnel to approach the facility will be met with a trespassing call to local police.

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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:

Sole proprietor or an appropriate agent will visually and electronically monitor the building from inside the main residence while conversing with the local police by telephone regarding activity inside and outside of the cultivation facility.

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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:

There will be 2 cameras outside of the premises: one camera will be above the door and will be angled down to look at all persons upon entry, one camera will be placed on the front wall (east-facing) of the building to look outward towards any personnel who approach via the driveway. There will be 2 cameras on the inside of the premises: one camera will be placed to monitor cultivation activities on the first floor with a clear view on the entrance as well, one camera will be placed on the second floor to monitor harvest, preparation, packaging, filing and disposal activities. The cameras on site are Amcrest 1280TVL 1.0-Megapixel Weatherproof Bullet Cameras that take HD Video at 30fps and give a viewing area of 75 to 95 degrees. The cameras are also equipped with IR-LEDs for use with night vision capabilities.

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:

All video surveillance will be recorded to an in house DVR which will be located upstairs in a locking video cabinet. Access to entire building is only through single entry point and will only be accessible to authorized personnel.

Continuous video recording will be stored on the DVR; as the video data approaches DVR storage capabilities and more room is needed, video surveillance recordings will be compressed and stored on external hard drives, which will be stored in the business safe. A second, redundant copy will be stored in Sole Proprietor's personal safe.

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 will be filed in paper form in filing cabinets located on the second floor office. All files will be backed up electronically. When changes are made the computer will be backed up to remain as up to date as possible in case of an outage or a crash. All records will also be saved to an external hard drive and will be taken to owner's residence and placed in a fire rated safe. There may also be cloud storage used, in addition to (not in lieu of) at a later date.

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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:

Foley's Irish Green will use a marijuana inventory tracking system capable of sharing information with The Franwell Marijuana Enforcement Tracking Reporting & Compliance (METRC) 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, to a completed sale of marijuana or a marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana 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:

Sole Proprietor will personally inspect and verify the presence and currency of an Alaskan state Marijuana Handler's Card, and will maintain a valid copy on file on the premises at all times, of all employees of Foley's Irish Green.

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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 plant waste will be separated and stored securely on-site for at least 3 days after notifying the board via METRC of the intended destruction. Marijuana plant waste will then be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compost-able or non-compost-able materials. The material will then be utilized compost material for the Sole Proprietor's personal vegetable garden stored in compost bins (in close proximity to the cultivation facility, directly adjacent to the north wall of the main residence).

Liquid waste from over watering the plants will be dumped into the sole proprietor's compost bins.

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

The compost-able material will consist of food waste from Sole Proprietor's home, grass clippings from mowing, chicken droppings, rabbit droppings, and leaves and stem debris from the properties trees. The mix will be at least 50/50 if not more. If preferable, Sole Proprietor may mix the ground marijuana waste with non-compost-able materials of an easily combustible nature (for example, shredded paper and cardboard waste), wherein it will be placed in a burn barrel in view of the facilities exterior cameras and incinerated in accordance with Mat-Su Borough burn regulations. The ashes from this burned waste will then be added to the Sole Proprietor's compost.

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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:

AMCO will be notified of the intent to render the marijuana waste unusable. The waste will be stored in a separate container on-site until the 3 day notification period has elapsed. An electric leaf shredder will be available on-site to mulch and destroy marijuana plant waste prior to mixing the waste in a plastic tub with equal-or-greater amounts of compost. The compost waste will be added to the compost bins on the Sole Proprietor's residential premises, to be later added to Sole Proprietor's personal vegetable garden. If non-compost waste is utilized, it will be placed in burn barrel and incinerated in accordance with Mat-Su Borough burn regulations. All ash from said burns will be added to the compost bins.

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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:

Foley's Irish Green will prepare marijuana in a wholesale package, not exceeding five pounds, for repackaging by a retail marijuana store, consisting of a single strain or a mixture of strains as identified on the label, placed in a sealed, tamper-evident shipping container, affixing a label in compliance with 3 AAC 306.475 to the shipping container, and generating a transport manifest from METRC. The transport manifest will remain with the marijuana at all times while being transported.

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

Foley's Irish Green will transport marijuana either in the Sole Proprietor's 2013 Nissan Sentra, specifically in the securely locking trunk compartment, or in the Sole Proprietor's 2012 Dodge Ram 1500, specifically in the securely locking pickup bed under a hard-plastic, covered-in-canvas, tri-fold locking tonneau cover.

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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:

I do not intend to post any signs on my establishment, and do not intend to encourage any members of the public to seek out its location.

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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	✓	

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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:

All persons entering the building will be requested to produce a valid picture ID. If person is underage they will be denied. If person's ID is questionable they will be denied unless able to produce another ID that is deemed legitimate. All doors will remain locked during business hours.

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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

TROY JAMES FOLEY

Printed name

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

OFFICIAL SEAL
K. Shumate
Notary Public-State of Alaska
My Comm. Expires 11/19/2019

Notary Public in and for the State of Alaska.

My commission expires: 11-19-2019

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(Additional Space as Needed):

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