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:** | Will's World, LLC | **License Number:** | 12448 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | Will's World | | | | |
| **Premises Address:** | 12151 E. Palmer-Wasilla Hwy Unit 1C | | | | |
| **City:** | Palmer | **State:** | ALASKA | **ZIP:** | 99645 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 12151 E. Palmer-Wasilla Hwy Unit1C | | | | |
| **City:** | Palmer | **State:** | ALASKA | **ZIP:** | 99645 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | William Little | | |
| **Main Phone:** | 907-671-9354 | **Cell Phone:** | |
| **Email:** | littlebillxx@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:**

Except for the occasional, scheduled and pre-approved visitor, only licensees and employees will be given access to the cultivation facility. All restricted access areas within the facility will be monitored at all times and separated from public areas by locked doors. Signage will be prominently displayed on each entrance to a restricted access area that reads "Restricted Access Area. Visitors Must Be Escorted". Cameras will also be placed conspicuously at each door to deter visitors from attempting access alone.

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

All individuals permitted entry to restricted access areas will be required to provide state-issued identification, and will be given a company-issued visitor badge to be displayed on their person at all times within the facility. Visitor identification will be photocopied and kept in security possession the entire time the visitor is within the facility, and returned upon their exit. The visitor will sign into a log indicating the date, time in and out of the restricted area, and purpose of the visit. The visitor's log and copies of all visitor information will be kept and stored as official business records, and will be made available to the MCB upon request. All visitors will be escorted by a licensee, employee or agent of the establishment at all times while in the restricted access areas. Visitors will be limited to 5 per supervising licensee, employee or agent of the establishment. The visitor badge will be returned to the employee prior to leaving. Visitors must be physically present with their designated escort at all times in the restricted access areas, and once the visit has concluded and identification is returned, the visitor must leave the premises immediately.

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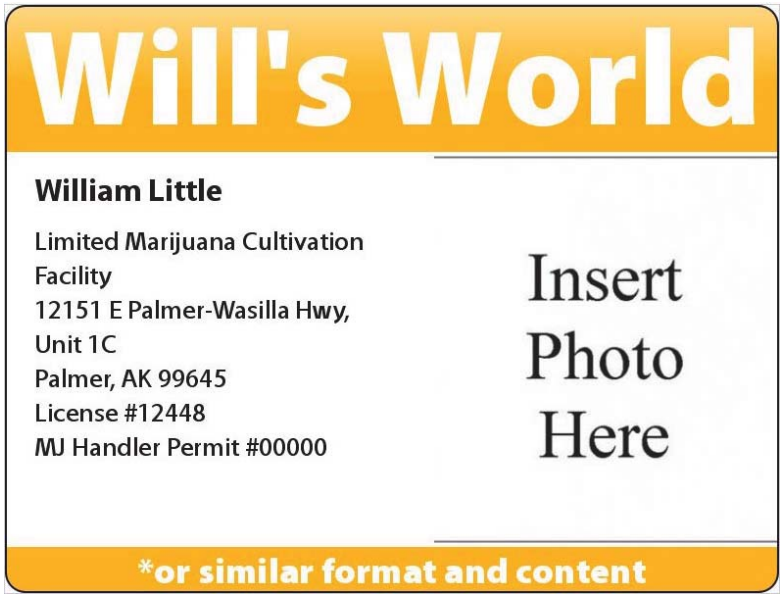
**Describe your recordkeeping of visitors who are escorted into restricted access areas:**

The name, and date and time of entry of each visitor escorted into a restricted access area will be recorded in a visitor log. A photocopy of the visitor's government-issued ID will be taken for the duration of the visit. The hard copy visitor's log and copies of visitor information will be kept and stored on-site for 6 months and backed up electronically on the company's computer server as business records. This visitor log will be made available to the MCB upon request.

**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:**

Exterior lighting will be placed at each entrance to the facility to ensure video cameras can produce a clear view to adequately identify individuals within 20 feet.
Commercial grade flood lights will be used in front of the facility above the door.

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

Will's World will install a security alarm system that will be monitored by a third party security company. The alarm system will detect unauthorized entry and notify the security company who will then notify the licensees/employees of the facility and/or an electronic notification will be sent to the licensee's or caretaker's mobile phone.

**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:**

The last employee to leave the facility or the caretaker will activate the security alarm system at the end of the day. The alarm system will remain armed during non-business hours. All exterior doors and windows of the facility will be equipped with motion sensors to detect intrusions. If an intrusion is detected, an electronic notification will be sent to the security company and the licensee's and/or caretaker's mobile phone.

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

Will's World will craft internal policies and procedures that will prevent the diversion of marijuana from the facility and the inversion of black market marijuana into the facility. All employees of the facility will be thoroughly trained on the importance of prevention and will strictly enforce a zero tolerance policy. METRC will be utilized to track all inventory to ensure no diversion of marijuana by employees occurs.

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

The cultivation facility will not be open to the public and will have signs prominently posted that state "No Loitering" and "No Trespassing". Employees will be trained to ask any individual who appears to be loitering to leave the premises immediately and inform them that law enforcement will be notified if they do not comply. Will's World will conduct random walk-arounds of the facility to check for unauthorized individuals.

**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:**

Motion detector lights will be installed to aid in surveillance of the property. Any breach of the security alarm system will send an electronic notification to the security company.

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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:**

In the event of an unauthorized breach of security, Will's World employees will wait for and cooperate with local law enforcement. Video surveillance will be given to local law enforcement and to AMCO if needed/requested.
Employees on-site during any breach of security will sign a statement recording the incident, which will be maintained at the facility with the business 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:**

Video surveillance cameras will be placed in such a way to cover each restricted access area, the interior and exterior of each entrance to the facility. Video surveillance will also cover cultivation areas and areas where waste is made unusable. The video cameras will be placed to ensure capability of producing a clear facial view of individuals inside the facility or within 20 feet of any entrance. Will's World will ensure there is no blockage to any camera's view by any sort of common obstruction.

**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:**

Video surveillance recording equipment and records will be placed in the secured office area only accessible to licensees, authorized employees, law enforcement or an agent of the MCB.

| **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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:**

Business records will be stored within the secured office in the facility which is only accessible to the licensees and authorized employees. All hard copy records will be scanned to local hard drives and backed up on an off-site server.
Hard copies (if original hard copied needed to be kept in addition to electronic versions such as Visitors Logs) will be kept in the designated secured storage area, in a separate locked cabinet that is accessible only to licensees. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Every 6 months the company will do a manual backup to an external hard drive. The hard drive will be locked in the record cabinet located in the office. Hard copies of documents will be kept for at least 7 (seven) years and the company has no intention of destroying any electronic copies of the business records.

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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:**

Will's World will utilize METRC. All licensees and employees of the facility will be thoroughly and continuously trained on using METRC.
The facility will have high speed GCI internet to ensure updates to both METRC and AMCO will be almost instant.

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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:**

Any employees of Will's World will be required to complete a handler permit education course and obtain a handler permit from AMCO before beginning employment. Training will also consist of Will's World internal policies and procedures, Alaska Statute 17.38 and chapter 306 of the Alaska Administrative Code. Employees will learn the importance of preventing diversion, how to utilize METRC and the facility's safety protocols.

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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:**

Marijuana waste will be stored in locked containers in a restricted access area until it is rendered unusable. Will's World will notify the board no more than 3 days before rendering the waste unusable by grinding it and mixing it with at least an equal amount of compostable or non-compostable materials. All marijuana waste will be tracked by logging the type of waste, date it was rendered unusable, date of disposal and final destination of waste. Marijuana waste will be disposed of at the Mat-Su Borough solid waste facility.
Wastewater will be collected and re-used to water the marijuana plants or left to evaporate from trays.

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

Ground marijuana waste will be mixed with at least an equal amount of yard waste, food waste or paper waste.

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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:**

Will's World will grind marijuana plant waste and mix it with at least an equal part of compostable or non-compostable materials to render it unusable before it leaves the cultivation facility. Before disposal at the Mat-Su Borough solid waste facility, the waste mixture will be inspected by an employee to ensure it is at least 50% non-marijuana waste.

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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:**

Before any marijuana is transported, the facility will record the transfer in METRC and create a transport manifest. The manifest will remain with the marijuana being transported at all times and a copy will be filed and stored with the business records. The marijuana will be placed in a sealed opaque package (no more than 5 lb each) or container and placed in a secured storage compartment in the transport vehicle. The transport vehicle will travel directly the destination without making unnecessary stops. Will's World licensees will ensure that any individual transporting marijuana will obtain and keep current, a marijuana handler permit. The facility will maintain records of all marijuana shipped out from the facility.

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

Marijuana will be transported from the cultivation facility in an unmarked, inconspicuous vehicle. The marijuana will be placed in a locked storage compartment, made of steel or hard plastic and bolted to the bed of a pick-up truck. The sealed package containing marijuana will not be opened during transport under any circumstances.

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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:**

Will's World will not be open to the public and will not post any signs with our business name.

**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:**

A sign will be prominently posted to the entrance of the cultivation facility that states "No one under 21 years of age permitted". At no time will a person under the age of 21 or who cannot produce a valid form of photographic identification be allowed entry into the facility. Will's World will refuse entry to all persons that do not show valid photo ID showing they are at least 21 years of age, regardless of how old they appear. All employees will be trained to recognize a valid photo ID and how to spot possible forgeries.

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

William Little
Printed name

Subscribed and sworn to before me this 5th day of April, 2017.

Official Seal
Helen A. Duarte
Notary Public-State of Alaska
My Comm. Expires 11/09/2020

Notary Public in and for the State of Alaska.

My commission expires: 11/09/2020

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**(Additional Space as Needed):**