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:	Homer Budz, LLC	**License Number:**	12783		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Homer Budz, LLC				
Premises Address:	67835 Virginia Ave				
City:	Homer	**State:**	ALASKA	**ZIP:**	99603

Mailing Address:	67835 Virginia Ave				
City:	Homer	**State:**	ALASKA	**ZIP:**	99603

Primary Contact:	Florence D Moore		
Main Phone:	520-235-2109	**Cell Phone:**	same
Email:	homerbudz@gmail.com or fdmoore38@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 are no public areas on this property, there will be "Private Property" and "No Trespassing" signs put up throughout the threshold of the property. Exterior doors have ANSI Grade 1 commercial locks, door alerts and will be monitored by surveillance cameras. The cultivation facility is on the same property as the owners, so there will be someone there most of the time.

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

Visitors will be limited to no more than 5 at a time. All doors will have a sign saying "Restricted Access, Visitors Must Be Escorted".
All visitors must have a valid Government ID and be 21 years of age. All visitors will be logged in using a Log book by a Licensee or employee. The visitor will be issued a Visitors Badge and a licensee or employee will escort them for the duration of their visit

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

A log book will be maintained with name, date, time of entry, purpose of entry and exit time. This book will be maintained with all the other business documents for a minimum of the three preceding years and the current year.

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

Homer Budz

Visitor

Must be
Escorted
By Employee

Homer Budz

Photo

Florence Moore
Owner

Homer-Budz

HB

Visitor

Must be
Escorted
By Employee.

Homer Budz

HB

Photo

Florence Moore
Owner

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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:

There will be flood lights installed on the exterior of the building to light 25 feet around the entrance points to the facility.

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

An alarm system will be installed. There will be sensors for the doors. There are no windows. There will be an alarm on both the interior and exterior of the building. The alarm will have the capacity to auto call multiple numbers if it is triggered.

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 alarms will always be activated when not occupied. The owner or designated employee will have the security codes and will let the employees in to move about the property without setting off the alarm.

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

Employees will keep their personal items in a separate building. All marijuana during growth, harvesting, drying, packaging and storage will be monitored by surveillance cameras. The METRC system will be used for tracking and a daily check of inventory.

Describe your policies and procedures for preventing loitering:

There will be "Private Property" and "No Trespassing" signs posted throughout the threshold of the property. There are few houses & no businesses near. If trespassers refuse after a verbal request to leave, law enforcement will be contacted for assistance.

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 video surveillance at all exterior doors and front of the facility, as there are no windows on the building. Motion detecting lights will also be at all exterior doors and front of the facility.

If activated, alarms and text will be sent to the owners Iphones, Ipads and computer. If an alarm is activated, the owner or employee will first check to see if it is an unauthorized person or persons. If unauthorized person the State Troopers and or Homer Police will be immediately notified by phone.

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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:

The employee shall first ensure their own personal safety. Through an App on their personal cell phone and/or company tablet they should check the surveillance cameras to see if there is an immediate danger. If so, they will then call the local police to inform them. If any of the product has been tampered with or taken, it will immediately be documented through a Police report, the METRC system and communication with AMCO. The employee shall document all actions taken in an incident report that will be maintained with all other business documents.

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:

HD cameras will be mounted throughout the interior and exterior of the facility. The cameras will be positioned in such a way that any and all activities will be recorded inside the building and the exterior entrances.

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 surveillance recording equipment and video surveillance records will be stored in a secured area within the owners house. The area will only be accessible to the owner, an agent of AMCO or Law enforcement upon request.

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 maintained electronically and hard copies. They will be stored in fireproof cabinets in the owners home. They will be made available to all AMCO and/or Law enforcement agents upon request.

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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:

The Franwell METRC system will be used to track the marijuana that is grown.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

All applicants will have to obtain their Handlers Card before an interview. In-house training on equipment use, customer service, conflict management, and safety protocols will be done regularly.

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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:

We will be composting. Any marijuana by-product or waste that has come into contact with marijuana will be deposited in isolated containers and stored in a restricted area until it is dry and any marijuana odor has diminished. All marijuana waste will then be ground and mixed with 50% or greater compost types of materials to ensure that it is unusable. We will be collection, filtering and reusing as much water as possible, unusable water will also be added to the compost.

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

We will be mixing it with wood chips, leaves, shredded cardboard/paper, chicken manure and compost materials.

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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 at least 3 days prior to disposing of the marijuana waste material. Marijuana plant material and the growing medium will be separated. Unusable plant material will be shredded and also mixed with an equal part of compost materials. Once the materials have been mixed the compost will be moved outside. It will be used for future landscape improvements.

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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 stored in containers until tested. Once it is tested it will be prepared and packaged in sealed child resistant containers with testing, tracking and other pertinent information attached. The packages will be in a locked, safe and secure storage compartment in the transport vehicle.

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

The packaged marijuana will be placed in a vehicle that has been specifically outfitted to securely carry the product. The marijuana will at no time be visible to the public during transport.

The product will be placed inside a locked metal container in the vehicle, which will be secured to the transporting vehicle.

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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 only be one placard no larger that 18" x 18" posted on the front of the establishment with the 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:

Any visitors to the facility will be met on the outside of the building and asked to provide a valid state ID. Anyone who is not over the age of 21 or does not have a valid government ID will be denied entry. Part of admitting visitors to our facility requires the valid government issued ID

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.

Robert J Moore
Signature of licensee

ROBERT J MOORE
Printed name

Subscribed and sworn to before me this 24th day of APRIL, 2017.

FRAN MACCAMBELL NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 2-8-18

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(Additional Space as Needed):