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:	Jacob Rodriguez Jesse Hoyt	**License Number:**		12173	
License Type:	Standard Cultivation				
Doing Business As:	NORTHERN LIGHTS CULTIVATION 2				
Premises Address:	4705 N. TONGASS HWY				
City:	KETCHIKAN	**State:**	ALASKA	**ZIP:**	99901

Mailing Address:	PO BOX 5691				
City:	KETCHIKAN	**State:**	ALASKA	**ZIP:**	99901

Primary Contact:	JACOB RODRIGUEZ		
Main Phone:	206-909-1906	**Cell Phone:**	206-909-1906
Email:	jjrod44130@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:

We will have non residential-commercial grade doors and locks on all entry way. Doors will be clearly marked (Restricted Access Area, Visitors Must Be Escorted).

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

FIRST - We will check I.D. to verify age is over 21 yo.
SECOND - all visitors must sign in to our visitor's log book.
THIRD - all visitors are required to wear our visitor's badge.
FOURTH - all visitors will be accompanied by our employee at all times.

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

Our records (name; time; date; reason for visit), will be kept in Visitor's Log Book stored in a fire safe lock box.

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

Your Name

Your Title

Your
Logo
Here

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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:

We will have flood lights on the exterior of the building, which will come on automatically when it gets dark. Our lights will be placed in such a way, there will be no dark blind spots surrounding the building.

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

The alarm will be finger print activated and a high definition resolution. If security is breached, local law enforcement will be notified. There will be cameras on all exterior doors and windows. Cameras will be on the inside doors and windows.

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 alarm will be activated by a thumb print fab.

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

We will have cameras and security systems. I, the licensee live on the premises. We will have a tracking system, which requires up-to-date logs. Nothing leaves and enters premises without being properly logged and tracked by METRC. Cameras will be placed within facility so there are no blind spots and cameras will be on 24/7.

Describe your policies and procedures for preventing loitering:

A clearly marked sign (NO LOITERING).
If people persist, we will politely ask them to leave,
if they still persist, we will contact law enforcement.

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:

I live next to the facility. We will have motion detection, which will notify us and local law enforcement.
If security is breached, an alarm will go off.

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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:

At this point it would be local law enforcement call for action to be taken. We want them to make sure the premises are safe before we inspect it. If we are on the premises and there is an alarm malfunction, we will contact the local police and let them know all is well.

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:

Cameras will be mounted up high in clear view of entry way. Flood lights will light up the surrounding area. The outside camera will be mounted on the eaves of the building. On the inside we will have cameras placed throughout facility, which will leave no blind spots. We will have a camera capturing every door.

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:

An inside wall storage room with a commercial grade lock and door. Finger print access with camera on the inside and the outside of door.

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:

We will use BIOTRACKTHC, which has software made to track and log plants from the beginning growth to the end.

BIOTRACKTHC also reports to METRC. We will have multiple stations with a back-up hardrive.

We will pull our memory card at closing and we will store it in a fire safe box at the end of each day.

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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:

METRC, from Franwell.

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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:

Employees will be required to obtain a marijuana handlers permit. The permit requires taking an online course and passing the test.

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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 store our shredded waste in garbage cans with lids. Our plants will have saucers which catch water underneath. Solid waste will be mixed with paper and transported to solid waste facility. I've spoken with the manager of solid waste facility and worked out a plan of waste disposal.

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

I will use shredded paper from waste management. Waste management has agreed to give us shredded paper to mix with our solid waste. Waste management will dispose of our mixed solid waste properly.

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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:

We will grind up solid waste with a commercial meat grinder and mix with paper.
We will make sure, we have an equal parts of paper and ground waste. The ground up marijuana will be mixed with the paper.
Once again, we will use equal parts; 1/2 paper, 1/2 ground marijuana. Once it is all mixed together, we will notify tracking system and take to the dump. We have an agreement with waste management and they are fully aware of this.

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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:

When preparing Marijuana for wholesale to retailer, it will be in zip lock bags and placed into a 5 (five) gallon bucket. We will place our non tamper proof sticker on each bucket lid when we deliver. Our buckets will have our license number and identifying logo and identifying strains inside. We will also have our own smaller packaging, which is tamper proof. The packages are basically a heavy duty zip lock bag with a tamper proof sticker. Packages will be labeled with strain, weight, license number, name of company, tracking label, While transporting all marijuana will have a transport manifest.

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

When transporting marijuana in a vehicle, it will be locked in the trunk. We will use 5 (five) gallon buckets to carry marijuana in. If not using vehicle, we will use a lockable suitcase and/or buckets depending upon situation. Our packages will be in zip lock bags and will vary in sizes. Our product will be packaged in appropriate zip lock bags with proper labeling and transported in a hard container that is tamper proof. For example: Plastic bucket or hard suitcase.

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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:

None.

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:

It is a locked facility at all times. Only people over 21 years old and with fingerprint access.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Jacob Rodriguez
Printed name

ERIN AVILA NOTARY PUBLIC STATE OF ALASKA

Subscribed and sworn to before me this 20 day of MARCH, 20 17.

Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019

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(Additional Space as Needed):