Alcohol and Marijuana Control Office
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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:	Nathan D. Penrod, Preston S. Penrod	**License Number:**	11350		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Hardworking Hippies				
Premises Address:	49755 Sterling Highway				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	49755 Sterling Highway				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	Nathan D. Penrod		
Main Phone:	907-252-2707	**Cell Phone:**	907-252-2707
Email:	alaska.penrods@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:

The licensee or agents of the marijuana establishment will have the only keys to the building and all restricted access areas. Premises will be locked at all times. Any trespassers or unauthorized visitors can be monitored via security cameras, and escorted off the property.

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

Upon arriving at the premises, visitors shall be required to provide proof of legal age before receiving a visitors identification badge. Visitors will be escorted at all times through restricted access areas by a licensee, employee or agent of the marijuana establishment.

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

A logbook will be kept on the premises. Visitors will be required to sign in and date prior to entering any restricted access areas.

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:

Lighting will be on all sides of the building in order to provide proper illumination for surveillance cameras. As an extra precaution motion sensor lighting will be mounted on all four sides of the building also.

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

The main entrance will be equipped with an alarm system that will ring in the facility and at our home residence, and can notify licensee via smart 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 alarm system will be activated any time the doors are locked. The licensee or agent of the marijuana facility will activate the system upon leaving the premises.

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

RFID tags on all products and plants. A marijuana inventory tracking system designed by TraceWeed tracking systems, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used. Products will be stored in a safe for the entire durations while awaiting sale. Signed manifest by the buyer of the goods will be kept for on-site record. Sound alarms will be installed. Security systems will alert intruders of security measures. Lighting both indoors and exteriour will allow for product to be monitored sufficiently via video surveillance. Products will be locked in a fire resistant safe. Access to safe will be limited only to owners and limited staff. Signed inventory declarations of products being stored will be accounted for and updated on a daily basis. Marijuana product will be prepared, packaged and secured for delivery in child resistant, opaque bags. Bags will have a minifest with tracking and testing information attached at all times. Locked containers from purchaser will be required prior to product leaving facility.

Describe your policies and procedures for preventing loitering:

Our policy is that there will be no trespassing onto the property. Our location is not a public area, we do not anticipate anyone to be loitering. "No Trespassing" signs will be placed on property. Due to the fact we are not located within city limits, appropriate signage should be sufficient.

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:

Our additional security devices include an intercom at the only entrace to the building to verbally screen visitors. The facility will also be equipped with motion detecting exterior lights on all sides of the building.

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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:

Our policy in the event of any unauthorized breach of security in which local law enforcement is alerted is to standby until local law enforcement has secured the facility and the incident has been safely resolved.

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:

The cameras will be placed above the doors, will be angled in order to catch the best image of an individual's face as they come within 20 feet of the entrance. The camera will be protected by the roof eave. Upon entering the facility the camera will be aimed at the door entrance to capture the best possible image of those entering and remaining in the facility.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

Surveillance recording quipment and video surveillance records will be housed in the designated, locked, and secured safe room area. (see layout diagram)

The secured safe room will have a sign stating" this room is accessible to authorized personnel, law enforcement and agents of the board only". Records will be retained for 60 days. Video will have 24 hour battery in case of power outages.

Video recordings may also be accessed online at any time upon request by designated authorities.

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 books and records necessary to fully account for each business transaction shall be stored in a locked safe at the facility. Duplicate records will be stored in an off-site location. Electronic records will be backed up to an external hard drive and also stored off-site.

Only the licensee shall have access to the records on-site or off-site.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Our cultivation facility will implement and utilize the METRC tracking system contracted by the State of Alaska.

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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 complete an authorized marijuana handler's course, complete the written test and obtain the certificate and card.

Each employee shall have a copy of their card maintained in the records at the facility.

Each employee shall renew their card every three years.

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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:

Our facility will collect marijuana plant waste including roots, stalks, leaves and stems that have not been processed with solvent, grind and place in a holding crate to be mixed with compostable materials. Wastewater will be utilized to water local vegetation on the property.

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

We will mix with compostable materials such as food waste, yard waste, and vegetable based grease or oils. Unusable waste will then be placed on property as fill.

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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:

Our facility will give the board three days notice in the marijuana inventory tracking system before making the waste unusable and disposing of it.

Our facility will grind or shred all marijuana waste including roots, stalks, leaves, and stems that have not been processed solvent. We will then add compostable materials such as local timothy hay, food waste, yard waste such as grass trimmings and/or vegetable based grease or oils. The mixture will be no less than 50% ground marijuana waste and compostable materials.

We will then utilize the unusable marijuana waste as fill on our property or as feed for our goats if it is approved by the board.

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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:

Marijuana product will be prepared, packaged, and secured for delivery in child resistant, opaque bags. Bags will have a manifest with tracking and testing information attached at all times. Locked containers from purchaser will be required prior to product leaving facility.

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

Durable containers will be used for transportation. Containers will have locks on them and will remain locked throughout the duration of transport. Authorized handler will be responsible for each container while in transit.

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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:

Our facility will not be posting any signs on the exterior of our premises 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:

Our building and all restricted access areas will be locked and monitored at all times

All persons entering the premises will be asked for identification as proof of age

Product will only be sold to licensed retail establishments.

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

Printed name

Subscribed and sworn to before me this 10th day of April, 2017.

OFFICIAL SEAL
Brion M. Havrilla
Notary Public - State of Alaska

Notary Public in and for the State of Alaska.

My commission expires: 09-18-18

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(Additional Space as Needed):

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