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:** | AK Kush, LLC | **License Number:** | 12523 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | AK Kush | | | | |
| **Premises Address:** | 1055 N Helen Lane Units 3 & 4 | | | | |
| **City:** | Wasilla | **State:** | ALASKA | **ZIP:** | 99654 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 3840 Patricia Lane | | | | |
| **City:** | Anchorage | **State:** | ALASKA | **ZIP:** | 99504 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Lloyd Stanfield | | |
| **Main Phone:** | 907-748-3927 | **Cell Phone:** | 907-748-3927 |
| **Email:** | lloydsfuture@yahoo.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:**

Access to the facility will be monitored and restricted. Signage will be clearly and prominently displayed on entry doors indicating the area is a restricted access area and unescorted members of the public cannot enter. All doors to the facility will remain locked at all times and be equipped with spring loaded hinges to ensure it closes behind persons who enter or exit the restricted access area. Cameras will be visible throughout and around the facility to discourage unauthorized attempted entry. The facility will utilize a 24 hour monitoring alarm system, video surveillance and on-site security.

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

AK Kush will use varying degrees of access for visitors admitted into restricted access areas and will closely monitor access to the premises. All visitors will be required to sign into a log book indicating the date, time in and out of restricted area and purpose of visit. A record of the log book will be maintained as official business records. An AK Kush employee will verify the age of the potential visitor by checking the government-issued photo ID. Visitors will be limited to 5 per employee and will be accompanied at all times by that employee. A company issued visitor badge will be issued to each visitor and must be clearly displayed during the entire visit. The visitor's badge will be surrendered at the end of the visit and the visitor will be promptly escorted off of the premises.

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

The visitor's log will record the date, time in and out of the restricted area and the purpose of the visit. The visitor's log will be stored on site as official business records and be made available to AMCO 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:**

The cultivation facility's exterior lighting will keep the premises well lit in order to facilitate surveillance. The extremely bright light bulbs will deter crime and ensure maximum visibility including being capable of depicting individuals within 20 feet from any entry point of the facility.

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

AK Kush will install an alarm system capable of detecting unauthorized intrusion or activity and notifying local law enforcement if necessary. The alarm system will be monitored around the clock by a third party security company. The last employee to leave the facility will activate the security alarm system and lock all 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:**

All exterior windows have been boarded up and there will only be one functioning exterior door. The only exterior door will have a censor installed through the third party security company and will be activated when the premises is closed for business.

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

Storage, processing, packaging and office areas will be continuously monitored via video surveillance. METRC will be utilized to diligently track all inventory. Inventory will also be frequently weighed to check for diversion by employees. AK Kush will employ a no tolerance policy towards the diversion of marijuana and will cooperate with local law enforcement in such cases. Surveillance cameras will be visible to deter theft and provide full surveillance of the facility. Employees will be trained and required to notify local law enforcement in the event of a theft of marijuana.

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

A "No Loitering" sign will be clearly posted to the exterior of the cultivation facility. Employees will conduct routine premises checks and will be trained to ask loitering individuals to leave the premises immediately or local law enforcement will be contacted. AK Kush employees will maintain a regular and noticeable presence around the premises to deter unauthorized entrance and loitering on the property.

**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 around the property to ensure cameras are able to clearly identify individuals on the property. All areas of the building will be monitored by motion detectors and will send an electronic alert to local law enforcement, owners of the facility and the third party 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:**

If the security alarm system notifies local law enforcement of a breach of security employees will leave the location, meet at a pre-arranged safe location and wait to hear from law enforcement officials that it is safe to return to the facility. Employees will be trained on evacuation procedures and how to handle any visitors that may be on-site. Video surveillance will be downloaded and provided to law enforcement for further investigation.

**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 placed inside and outside the facility, at multiple angles and at a height that will provide a clear, unobstructed view adequate to identity any individual inside the facility or within 20 feet of any entrance to the facility. High definition security cameras will be used with upgrades to prevent vandalism. During a power outage all video cameras and recording equipment will continue to operate on a battery or generator back-up system for at least 1 hour.

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

All surveillance recording equipment will be stored in a secured, locked safe room area. The locked room will only be accessible by Licensees and will a commercial grade lock, and keys that have "do not replicate" printed on the safe room keys to ensure no unauthorized duplication. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by password only, given to authorized individuals only, to ensure there will be no data tampering. All recordings will be available to AMCO and local 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:**

Hard records will be stored at the facility and backed up to an external server. Additional back ups will be stored on local hard drives. AK Kush will be diligent in maintaining business records, regulatory documents, recordings, surveillance, logs and communications in the secured office at the facility and backed up to an off-site server.

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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:**

AK Kush will use METRC and train all employees to accurately use the system. Employees will enter data at several stages, including: (1) during sale, sample, and transport; and (2) during disposal, destruction, and theft. The facility will enter all inventory tracking information into Metrc. Employees will record all sales in the system as they are processed. All marijuana used to prepare and package samples for the purpose of testing or for negotiating sales will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. For each batch, employees will record all transportation arrangements and will generate a transport manifest to accompany the batch in transit. Employees will use the system to verify and record each sale and shipment, and the identity of all individuals who arrive at the facility to conduct business.

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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:**

Every employee must complete a marijuana handler training course and obtain a marijuana handler permit from AMCO prior to employment. AK Kush will train employees on industry topics, safety, legal issues, state and federal regulations and OSHA. Employees will also receive training on the facility's security measures, proper use of security equipment and how to handle threatening situations. Training and education of employees will be ongoing and all encompassing.

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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:**

AK Kush expects waste from (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality (2) waste from marijuana flowers or plant material (3) other marijuana plant material deemed to be waste for other reasons not listed above. All marijuana marked for disposal will be stored in a locked bin, away from other marijuana until it can be rendered unusable. AMCO will be notified no more than 3 days before rendering the waste unusable. Marijuana waste will be logged by management, recording the type of waste, date rendered unusable and date of collection by waste facility. After the waste is rendered unusable it will be stored in locked containers until collected by a waste truck driver. There will be very little to no waste water as the water will be recirculated in the closed loop automated watering system. If there is waste water it will go into the floor drain which is attached to a septic system.

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

After the marijuana waste is ground it will be mixed with at least an equal amount of other compostable materials such as food waste, yard waste, vegetable oils or non-compostable materials such as paper or cardboard 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:**

AK Kush will grind the marijuana plant waste and incorporate into either non-compostable or compostable wastes and ensure the mixture is at least 50% non-marijuana waste. Paper, plastic, cardboard, soil, food waste, yard waste, vegetable and grease based oils will be used to mix with the ground 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:**

A trip manifest will be created for all shipments of marijuana that will include the strain name, type of product, batch number of product, amount/weight, name of transporter, time of departure, expected delivery time, make, model and license plate number of the transporting vehicle. The trip manifest will remain with the shipment until it reaches its final destination. Marijuana will be packaged in sealed, opaque packages/containers of no more than 5 lbs each with labels secure and clearly displayed. The packages will be placed in a locked storage compartment within the transport vehicle which will travel directly to the destination without making any unnecessary stops.

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

The vehicle storage box will be made of steel, hard plastic or a similar equivalent with a combination lock or key lock. Employees will be trained that under no circumstances shall the marijuana packages be opened during transport and that no unnecessary stops should be made during transport.

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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:**

AK Kush will not post any signs with their business name visible.

**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:**

The facility will not be open to the public and signs will be clearly posted stating persons under the age of 21 may not enter. AK Kush will not allow entry to any person under the age of 21 or who does not produce a valid form of photo identification. Employees will be thoroughly trained to recognize forged ID's and will use an ID guide to help spot inconsistencies.

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

Lloyd Stanfield
Printed name

Subscribed and sworn to before me this 4 day of May, 2017.

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 2021