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:	Always Redeye LLC	**License Number:**	11605		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Always Redeye LLC				
Premises Address:	2001 Anka St				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Mailing Address:	PO Box 240588				
City:	Douglas	**State:**	ALAS	**ZIP:**	99824

Primary Contact:	Casey Wilkins		
Main Phone:	907-957-3877	**Cell Phone:**	907-957-3877
Email:	alwaysredeyellc@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 single exterior access point to the premise (the exterior door) will remain locked, using commercial grade locks, at all times. A security system will be continuously active to ensure no unauthorized access is left unnoticed. Required signage stating "Restricted access area. Visitors must be escorted." will be posted on the exterior door, as well as on the door from the 3rd floor non-licensed dry attic space. Video of the entrance area will be provided by the required surveillance system, while a video intercom system will provide detailed imagery to identify potential entrants and to inspect ID before entry. A video camera will also provide visual coverage of the door leading from the 3rd floor non-licensed dry attic space. There will be no exterior access to the 3rd floor non-licensed space.

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

After initial verification of identity and age (all visitors must be 21 years of age or older) of the visitor(s), the licensee, an employee, or an agent of the establishment will unlock the door and escort visitor(s) into the premise. Each visitor will be given a visitor identification badge. No more than five visitors will be escorted by any one licensee, employee or agent. Anyone escorting visitors must have a marijuana handler's card. Visitors will be escorted at all times. Required information (name, date, and time of entry) will be recorded in a log book.

If contractors or other persons need to access the 3rd floor dry attic space, they will need to register as visitors (using the procedures described in the above paragraph), be escorted through the restricted access areas, and upon entering the dry attic space, have the door to the restricted access area be secured and locked behind them if they are not continually accompanied by the licensee, employees or agents of the establishment. Upon completion of their work in the dry attic space, they will need to contact the licensee, employees, or agents of the establishment to unlock the door, permit them entry into the restricted access area, and escort them through and out of the restricted access area.

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

Each visitor to the premise will have their name, and date and time of entry recorded into a logbook. This logbook will be placed in the secured media/record room at the end of the workday when the last licensee, employee or agent leaves.

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

Please see the attached example.

Photo ID

Always Redeye LLC

Standard Marijuana Cultivation Facility

AMCO License # 11605

Logo

Name: John A Doe
Title: Employee
Marijuana Handler's Card #: 5678

Signature

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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:

Above the single exterior entrance point (an ADA-compliant door), a light fixture will provide illumination sufficient to identify persons at least 20 feet from the entrance or more. The fixture will be selected to resist weather conditions and tampering.

Additional exterior lighting placed around the perimeter of the building will discourage loitering or burglary.

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

Motion detection alarms will be installed throughout the facility. There will also be sensors on unblocked doors and windows. These alarms will notify law enforcement if any intruders are detected. Additionally, panic buttons will be installed throughout the facility. If any sensor is tripped by unauthorized entry, interior and exterior sirens will sound. A keypad will allow for activation or deactivation of the security system.

In the case of equipment failure, a notification alarm will alert appropriate personnel. Real-time monitoring of security systems will be provided by a professional security company. The main security monitoring equipment will be stored in the locked media/security room.

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 doors and windows that are not boarded/secured will be connected to the alarm system. Additionally, motion sensors will provide another layer of security for the facility. This system will be activated whenever the business is closed or no employees are present.

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

The use of industry best practices will help prevent diversion of marijuana. These efforts include:
- video surveillance of all areas where grown, processed, packaged, or stored, or where marijuana waste is destroyed;
- the use of plant tracking RFID tags, transportation manifests, and a cannabis inventory tracking system;
- inventory best practices, including multiple employees present during inventory, and the use of certified scales;
- appropriate and secure storage of marijuana on-premise and during transportation; and
- security and video surveillance systems and appropriate exterior lighting to discourage unauthorized entry.

Describe your policies and procedures for preventing loitering:

Appropriate signage will be posted around the facility informing persons that loitering is prohibited. Persons found loitering will be asked to leave. If they do not, local law enforcement will be notified. Additionally, bright exterior lighting should discourage loitering.

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 detectors and panic buttons will be installed in the facility for an additional layer of security. Employees will be trained in the proper use of these systems.

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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:

An on-call cell phone will be kept by a designated employee or licensee at all times. Local law enforcement and the security provider will have the number for this phone. In the event of any unauthorized breach of security, the on-call person will contact local law enforcement and arrive to the site, while following best practices to maintain safety. An incident report will be completed and a record of the incident will be maintained.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	☑	☐
Both the interior and exterior of each entrance to the facility	☑	☐
Each point of sale area	☑	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	☑	☐
Clearly and accurately displays the time and date	☑	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	☑	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video equipment will be procured to meet identification standards required by state law and regulation. Numerous cameras in each room will ensure that any area where marijuana is grown, processed,packaged, or stored, or where marijuana waste is destroyed, is video recorded and free from obstructions of equipment.

An exterior camera will record video of an area 20' from the facility entrance. Camera(s) will record video of the interior of the facility entrance.

Please see the attached plan showing proposed camera placements to meet state requirements.

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 video surveillance equipment and records will be stored in a secured media/records room located on the first floor. It will be locked at all times. The only people with access to this room will be the authorized employees of the facility and the licensee. A designated person will be available 24/7/365 via an on-call cell phone. Video recordings will be maintained for at least 40 days, and will be remotely viewable.

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 required records maintained in paper format will be housed in the secure media/records room. Any documents dating back to more than a year may be transferred to an off-site location for archiving.

All electronic records will be maintained on a local hard drive, as well as backed up at least weekly to a cloud-based document storage site (e.g. Dropbox or Google Drive).

Critical files and documents will be placed in a fire safe cabinet.

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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:

We will use Franwell's METRC tracking system, which integrates with the system requirements of the board.

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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 employees will be required to provide documentation that they are 21 years of age or older, and that they posses a marijuana handler permit. Copies of these records, as well as other employment information, will be kept on-site in the secured media/records room.

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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:

There will not be liquid waste, as the amount of nutrient enriched water mixed will match the needs of the plants and will be entirely taken up. Any excess nutrient enriched water that does exist will be utilized on-site for landscaping. Water from dehumidifiers will be utilized on-site for landscaping, though this amount of water is expected to be very low (<5 gallons per week).

Expired growing medium will be mixed with marijuana waste in at least an equal amount and taken off-site for composting. When making the marijuana waste unusable, we will comply with state law by ensuring all activity is captured on the video recording system, giving proper notification to the board, and recording the final destination of the marijuana waste.

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

Ground marijuana waste will be mixed with expired growing medium and composted.

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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:

Plant material will be mixed with expired soil medium at a ratio of no more than 1:1 (equal parts). Depending on best practices and amounts of expired soil medium, we may add more expired soil medium to render marijuana waste unusable. Making the marijuana plant material unusable will occur in a restricted area and be recorded by the video recording system. Once material is mixed with expired medium, it can then be moved out of the restricted access and stored in a secured bin on-site. It will be removed from the site as needed.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

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

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Before shipping marijuana, we will use the marijuana inventory tracking system to record the required shipping information and prepare a printed transport manifest, which will be kept with the marijuana at all times.

During transport. the marijuana or marijuana product will be in a sealed, durable bag and placed in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product.

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

The vehicle transporting marijuana will have a locked and secure compartment within the vehicle. Only the person transporting the marijuana will have access to this compartment.

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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:

To maintain security and discretion, it is not anticipated that there will be significant signage identifying the facility as a marijuana cultivation establishment. If signage is needed, it is anticipated that there will be one small sign (approx. 24" H x 36" W) with the business name and a phone number that will be placed near the entrance to the facility.

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:

Required signage stating "Restricted access area. Visitors must be escorted." will be posted on the exterior door of the facility, as well as the door from the 3rd floor non-licensed dry attic. Since no person under 21 years of age may enter a restricted access area, additional signage stating "No persons under 21 years of age allowed" or something similar. Video of the entrance area will be provided by the required surveillance system, while a video intercom system will provide detailed imagery to identify potential entrants and to inspect ID before entry. A video camera will also provide visual coverage of the door leading from the 3rd floor non-licensed dry attic space.

After initial verification of identity and age (all visitors must be 21 years of age or older) of the visitor(s), the licensee, an employee, or an agent of the establishment will unlock the door and escort visitor(s) into the premise.

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.

Casey Wilk
Signature of licensee

Casey Wilkins
Printed name

Subscribed and sworn to before me this 2 day of January, 2018.

STATE OF ALASKA
OFFICIAL SEAL
Elizabeth J. McEwen
NOTARY PUBLIC
My Commission Expires 5/6/18

Elizabeth J. McEwen
Notary Public in and for the State of Alaska.

My commission expires: 5/6/18