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marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
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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:	The Happy Harvest Co., LLC	**License Number:**	14736		
License Type:	Limited Marijuana Cultivation Facilty				
Doing Business As:	The Happy Harvest Co. (THHC)				
Premises Address:	2301 S Knik Goose Bay Rd., #2				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	2301 S Knik Goose Bay Rd., #2				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Primary Contact:	Charles Oman		
Main Phone:	907-529-67247	**Cell Phone:**	907-529-6727
Email:	charleneoman70@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

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 clear and legible signage indicating all restricted access areas. Surveillance cameras will be monitoring all areas of the facility to include restricted access areas. All doors will have commercial grade locks. All employees will have ID badges.

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

Any visitor to the restricted access as clearly indicated by a sign on the entrance to that restricted access area will be escorted by an employee. That visitor must show proper ID as required by 3AAC 306-350 to prove the person is 21 years of age or older. The visitor will obtain an ID badge before entering the restricted access area and be escorted at all times by a licensee, employee, or agent of The Happy Harvest Co, LLC. Visitors will be required to schedule an appointment with the Sole proprietor and will be escorted at all times after being logged in to the facility and given a visitor ID badge. Not more than 4 visitors per each licensee, employee, or agent of the licensee who is actively engaged in superivising those visitors will be admitted at any one time.

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

Any licensee, employee, or agents of THHC will record the name, date, and time of any and all visitors that enter any restricted access areas at THHC. All recorded documentation will be housed by a cloud based service off-site to ensure back up records.

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

See Attachment A-1

ATTACHMENT A-1

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JAMIE PHILBY

Quality Control

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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:

THHC will have a halogen flood light installed to cover 20 feet of all entrances to our establishment. As a back up exterior cameras will include IR capabilities in case lighting fails.

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

THHC will have Cardoso Integrated Security (CIS) install, monitor, and maintain an alarm panel kit with RF keypad, a power supply, backup battery, and siren.

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:

Tamper monitored contacts will be mounted on all doors and windows. In addition, interior motion detectors and glass break detectors will be mounted within the premises to ensure further security. After completion of closing procedures, the alarm system will be activated. if any of the sensors area breached audible siren will set off and the central monitoring station will alert the licensee and dispatch local authorities.

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

All marijuana products will be inventoried at the start and end of each business day to ensure all marijuana is accounted for per AMCO tracking system. All marijuana will be stored in a restricted access area which will also be accompanied by surveillance. Surveillance cameras will have complete coverage of all areas where marijuana is being stored, grown, or manufactured. All employees will be required to sign an employment compliance document before start date.

Describe your policies and procedures for preventing loitering:

THHC will provide clear an legible signage that clearly states NO LOITERING. Designated security personnel will be doing routine premises checks to prevent loitering. If designated security finds individuals loitering they will be asked nicely to leave and escorted off the property. If this attempt fails local authorities will be immediately contacted.

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 detection alerts will be programmed into the camera system to send visual notification of unauthorized activities. After close of business day interior motion detectors and glass break detectors will be activated. Employees will be provided with a remote panic button that activates the alarm system if under duress. All video camera will be equipped with infrared capabilities to allow for clear viewing in low or no light situations.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Unauthorized activity triggers an audible alarm system and connects the personnel from the 24 hour monitoring station to verify over two-way security pannel if anyone is present and verify they are a registered agent of the business with security questions. If it is an authorized employee the central monitoring station will ask for name and password for verification. If the employee gives acceptable answer the police dispatch will be cancelled. If the reply doesnt meet the criteria the police dispatch will continue and authorized employee will be notified and directed to the premises to follow protocol directed by the authorities. Before authorized employee leaves an inspection of entire premises will be checked to ensure no marijuana product was compromised. After all issues are resolved the system will be re-armed by authorized employee.

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:

A video surveillance and camera recording system will be installed in and around the marijuana cultivation facilty by CIS. A camera will be placed:

in view of each restricted access area and each entrance to the restricted access areas

in view of each entrance to exterior of the marijuana licensed business.

in view of area where marijuana waste is processed

Every inch of the restricted access area will be covered by video surveillance.

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:

THHC will have their video surveillance system recording equipment and record housed and stored in a metal locking cabinet behind restricted access area with only the owners having the access to said equipment and records.

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 redords will be filed in paper form in filing cabinets located in the office. All files will be backed up electronically. When changes are made the computer will be backed up to remain as up to date as possible in case of an outage or a crash. All records will also be save to an external hard drive and will be taken an placed in a fire rated safe.

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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:

THHC will be using the Franwell marijuana enforcement tracking reporting and compliance (METRC) inventory tracking system.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Each licensee, employee, or agent of THHC will be required to have a current Alaska state marijuana handlers permit on or before start date of employment to be inspected by sole proprietors personally. THHC will maintain a valid copy on file of the premises at all times, of all employees. Sole proprietors of THHC will meet monthly with any licensee, employee, or agent of THHC to ensure employees are up to date on all training and requirements.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

All marijuana plant waste will be separated and stored securely on-site for at least 3 days after notifying the board by email of the intended destruction. Marijuana plant waste will then be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or noncompostable materials. The materials will then be thrown into the dumpster to be disposed of.

Liquid waste will be drained into a 200 gallon tank and disposed of properly per 3 AAC 306.740, and will adhere to state and local statutes.

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

Cardboard and paper waste will be used to render the ground marijuana waste unusable. It will be mixed at a 1:1 ratio per requirements under 3 AAC 306.740, and disposed of in the trash.

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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:

Cardboard and paper waste will be used to make the marijuana waste unusable. It will be mixed 1:1 ration per 3 AAC 306.740. Waste will be disposed into a locking dumpster which will be under surveillance and will be picked up once or twice weekly as needed by Solid Waste Services.

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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:

THHC will will prepare marijuana in a wholesale package not exceeding five pounds for re-packaging by a retail marijuana store consisting of a single strain or a mixture of strains as identified on the label. It will be placed in a tamper evident shipping container with affixed label in compliance with 3AAC 306.475 and generating a transport manifest from METRC. The transport manifest will remain with the marijuana at all times while being transported.

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

THHC will transport its marijuana in the Sole Proprietors vehicle in a locking container that is properly secured to that vehicle.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

THHC will put one sign on front window that will be 2ft x 1 ft. THHC will be keeping their signage to a minimum because we are a cultivation business not retail so pick ups will be by appointment only.

see attachment A2

<u>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.</u>

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	✓	

ATTACHMENT A2

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The HAPPY HARVEST Company

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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:

All persons entering THHC will be required to show ID that will be checked and verified by our assigned security agent. No persons under the age of 21 will be allowed to enter the premises.

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

Charles Shannon Owen
Printed name

Subscribed and sworn to before me this 29th day of September, 2017.

K. SAETERN NOTARY PUBLIC MY COMMISSION EXPIRES May 18, 2019 STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 05/18/19

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(Additional Space as Needed):

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Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The Happy Harvest Company LLC	**License Number:**		14736	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	THE HAPPY HARVEST COMPANY LLC				
Physical Address:	2301 South Knik-Goose Bay Road #2				
City:	Wasilla	**State:**	AK	**Zip Code:**	99654
Designated Licensee:	Charles Oman				
Email Address:	charleneoman70@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	amended + updated sample logo + labels

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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THC

THE HAPPY HARVEST CO., LLC
Business # 1053220

DATE:
DATE CROPPED:
STRAIN(S):
POTENCY:
TESTING FACILITY:

WEIGHT(S):

HARVEST BATCH NO:

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