Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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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:	Karma Grown Gardens, LLC	**License Number:**	14885		
License Type:	Limited Cultivation Facility				
Doing Business As:	Karma Grown Gardens, LLC				
Premises Address:	11928 Looking Glass Drive				
City:	Houston	**State:**	AK	**ZIP:**	99694

Mailing Address:	1361 S. Countrywood Drive				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99623

Primary Contact:	Thomas Holohan		
Main Phone:	9073150037	**Cell Phone:**	9073150037
Email:	karmagrowngardens@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:

As a limited cultivation facility, and as a security precaution there will be very limited access to the facility. The cultivation facility is located on a 1.75 acre parcel directly adjacent to our home, which has security cameras and motion lights of its own. The limited cultivation facility has no windows and only one steel entrance door that is locked via a security coded lock. The facility will be locked at all times and only the owners will have the key codes to enter the building.

An alarm system installed by Vivnet will prevent any trespassers and will alert the authorities and the owners if there is unwarranted access to the facility. There are security warning signs and no trespassing signs installed at the entrance to the property as well as designated areas on the property.

Both the house and the facility have security systems in place.

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

Visitors will only be approved for admittance if they are deemed to be essential personnel (e.g. potential employees, inspectors, or maintenance providers). If a visitor is deemed essential then they shall be accompanied by an owner, affiliate or designated employee at all times while the visitor is on the premises. All visitors will be required to sign a facility log book showing their information along with times of entry and exit into the facility.

Visitors will be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. Any visitor to the restricted access areas must show identification to prove that person is 21 years of age or older and obtain a visitor identification badge before entering the restriction access area.

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

A sign in sheet will be posted in the entrance area immediately upon entering the premises. Every entrant into restricted areas will be required to log; name, date, time of entry, purpose of entry and time of exit.

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

See Attached Badge Template

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Badge Template Attachment

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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:

There is one light installed near the lone exterior man door as well as one at the rear of the building. These lights are photo cell controlled to be on when it is dark so there will be a clear, well-lit view of the doors at all times. The adjacent house has 4 flood lights installed with two facing the cultivation facility as well. Two of the flood lights are motion sensitive with the other two on the house manually activated.

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

Vivint Security Company has installed an alarm system on the premises. This system includes a door sensor on the lone exterior man door, this sensor will trigger an alarm when the sensor mounted on the door its self has separated from the sensor mounted on the door frame. A control panel; where a security code must be entered within one minute if an alarm is triggered, the correct code must be entered before it alerts Vivint dispatch to contact authorities as well as owners and affiliates of an unwanted intrusion. There is no windows or other doors on the facility, only the single man door at the front of the facility.

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:

A person signing out of the garden will be required to arm the security system as well as lock all doors within the building as they depart the premises. It is a requirement of Karma Grown Gardens LLC that the premises be locked and the security system be armed at all times with the only exception being the time in which an authorized entrant is on the premises. The facility has no windows so the door sensors with an armed alarm system, exterior lighting as well as security cameras will be the primary resources for security.

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

Any and all usable Cannabis will be stored in either a locked container, a locked safe or held within a locked room located within the facility. No unauthorized employees will have keys or codes to such locations. All usable Cannabis is tracked using the METRC tracking system as well as constant surveillance via the security cameras that are installed in the facility. A daily inventory of usable Cannabis will be performed by either the owner or the manager of the facility. As a limited cultivation facility there will be a very small staff consisting of just the owners and a very small select employees that have been thoroughly vetted and under stand the legal consequences of the diversion of product from the facility.

Describe your policies and procedures for preventing loitering:

Karma Grown Gardens, LLC will likely have only 2-4 sales per month and no foot traffic as it may only sell to retail or a manufacturing facility. Business will be conducted and purchaser will leave the premises when appropriate to do so.

No one will be allowed on the premises unless they are authorized to do so under AMCOs regulations. As a limited cultivation center, Karma Grown Gardens will not be dealing with the general public. There will be no visitors other than those that are authorized by management.

If this practice is ever in question, the facility owner will escort unwanted visitors off the property. If owner is unable to do so, law enforcement will be notified.

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 are part of the security system intended for use.

There is only one entrance into the facility and no windows. Any would be intruder must breach a steel door with commercial grade locks, which triggers the motion detector alarm.

Adjacent to the facility is our home which has motion detector lighting in addition to the motion detecting lighting installed on the exterior of the facility, which will also trigger in the event of motion on the front of the property where the facility is located.

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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:

Due to location and limited trooper resources, law enforcement will only be notified if suspicious activity or indication of an intrusion has occurred or is in progress. We do not want this system to be burdensome on our otherwise limited law enforcement. Several things can trigger a false alarm.

In case of a triggered alarm and owners are off-site:
1) View premise on remote video cameras
2) If no activity is detected, we will proceed to premise and inspect outside of building for signs of vandalism
3) If there is any indication of intrusion, law enforcement will be notified and we will wait for their arrival to proceed.
4) If there is no indication of intrusion, we will proceed cautiously to inspect premises

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:

Karma Grown Gardens, LLC is a limited cultivation facility and as such will have professionally installed video cameras in locations that face the entrance of each flowering room, vegetation room and curing room or any room where cannabis will be stored. The cameras will be capable of night vision and installed in such a height and location where there will be an unobstructed view of each room. The exterior of the facility will be monitored by a video camera that is also night vision capable and will fully cover the entrance to the facility. The adjacent house also has an exterior camera that covers the front of the property.

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 recording equipment and records will be housed and stored in a locked office within the facility that will only be accessible by the owners, manager, law enforcement or an agent of the board.

The surveillance room is clearly marked in blue on diagram 2 labeled facility plans and measurements. The surveillance room is labeled "Surveillance Room/office" on diagram 2

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 digital records will be stored on a "cloud" based storage via Google storage. Any paper records will be housed in a locking metal file cabinet. At such a time when the physical space needed to store previous years paper records exceeds the available space on premise, we intend on renting a storage unit to house these items off site. Records shall be kept for 3 years.

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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:

Karma Grown Gardens, LLC will be using the METRCS system by Franwell which uses a proven tracking system. The METRCS system is what is being prescribed by the board for use as a limited cultivation center.

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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:

My wife and myself are the only persons involved with this establishment at this time. We have obtained the proper training for a marijuana handler permit card prior to commencing business. Our establishment does not intend on using any employees at this time. In the future, if employees are needed, they must show proof of passing an approved marijuana handler permit course prior to employment with Karma Grown Gardens, LLC.

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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:

When marijuana waste is generated AMCO will be contacted via email and the waste will be stored in a sealed garbage bag in a restricted access area. Marijuana waste including plant waste, roots, stalks, leaves, and stems will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. Prior to being made unusable, marijuana waste will be stored on site for at least three days after notifying AMCO. Unusable marijuana waste mix will be disposed of at a municipal or burough landfill. The depleted water will be disposed of in the drain field or be used as landscaping irrigation for existing outside plants and garden.

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

Lawn clippings or other non-compostable or compostable materials such as food waste, paper and cat litter mixed in equal parts with the marijuana 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:

Marijuana waste including plant waste, roots, stalks, leaves, and stems will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. When marijuana waste is generated AMCO will be contacted via email and the waste will be stored in a sealed garbage bag in a restricted access area. Prior to being made unusable, marijuana waste will be kept on site for at least three days after notifying AMCO. Unusable marijuana waste mix will be disposed of at a municipal or burough landfill.

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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:

All packages of marijuana bud and flower for sale to a retail marijuana store without additional handling needed by the retail marijuana store, will be in a child proof package not exceeding one ounce for resale to consumers or in a wholesale package not exceeding five pounds for repackaging by the retail marijuana store or a marijuana product manufacturing facility.
All packages will consist of a single strain or a mixture of strains as identified on the label. Packages sold to a retail marijuana store to sell to a consumer without repackaging, will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. In addition, the packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana. Each package prepared will be identified by a tracking label generated for tracking by METRC. Marijuana will be prepared for transport or transfer to another marijuana establishment by placing marijuana packaged as above within a sealed, tamper-evident shipping container affixing a label in compliance with 3 AAC 306.475 to the shipping container. A transport manifest from METRC will be generated. The transport manifest will remain with the marijuana at all times while being transported, a copy will be kept with business records and a copy will be given to the licensed marijuana establishment that receives the shipment.

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

A steel "Husky" 70" topsider locking job box, made of steel. The Locking Metal Box will be secured in the rear of the transportation vehicle and not accessible from cab of the 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:

Karma Grown Gardens, LLC is a limited cultivation facility and will have no signs.

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:

All visitors must schedule visits in advance. All visitors will be met at the locked front entrance where they will provide a drivers licenses or valid Alaskan picture ID. Visitors name and license number, along with the date, time and badge number will be recorded on the log sheet prior to visitors pass being issued. No one under the age of 21 will be allowed past the entrance area.

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

Thomas Holohan
Printed name

Subscribed and sworn to before me this 12 day of October, 2017.

OFFICIAL SEAL
Tawnya M. McCracken
Notary Public-State of Alaska
My Comm. Expires 11/15/2020

Tawnya M. McCracken
Notary Public in and for the State of Alaska.

My commission expires: 11-15-2020

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(Additional Space as Needed):

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