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:	Worner Brothers Horticulture LLC	**License Number:**	15403		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Worner Brothers Horticulture				
Premises Address:	32697 Sterling Hwy				
City:	Sterling	**State:**	ALASKA	**ZIP:**	99672

Mailing Address:	32697 Sterling Hwy				
City:	Sterling	**State:**	ALASKA	**ZIP:**	99672

Primary Contact:	Jeff Worner		
Main Phone:	907-953-2408	**Cell Phone:**	907-953-2408
Email:	jworner@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 Licensed Cultivation Facility will not be open to the public at any time. The exterior doors will remain locked at all times. As per 3 AAC 306.710 Each entrance to a restricted access area will be marked by a sign stating "Restricted Access Area, Visitors Must Be Escorted". The building will be equipped with ample outdoor lighting to facilitate identification of any intruder, Video security as required by regulations will be in use.

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

Visitors will only be allowed access on an extremely limited basis. Visitors will be required to show identification as required by the regulations proving that the visitor is at least 21 years of age. Visitors will be supervised at all times during the visit by the licensee, employee, or agent of the licensee.
Visitors will be given a visitor identification badge before entering the facility. Visitors will be escorted at all times during the visit and no more that 5 visitors will be allowed at one time per licensee, employee, or agent of the licensee.

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

We will maintain a visitor log book, showing the name of each visitor and date and time of visit as well as the time the visitor/visitors arrived and the time that they left the facility.

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:

We will installed sufficient lighting on all exterior walls of the building to provide ample lighting for Security of the building, including lighting sufficient to provide for identification of individuals monitored by security cameras installed on the building. And as a deterrent to unauthorized individuals.

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

The Licensed Cultivation Facility will be protected by a name brand security system which is connected to phone and internet for fast notification and response times. Other sensors will be installed for sound and motion detection. Authorities and or the licensee will be notified in the event of a breach of security.

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 external doors and windows will be equipped with sensors and this alarm system will be activated during all hours when the building is not occupied. As per 3 AAC 306.715(d) this facility will use commercial grade, non-residential door locks on all exterior entry points to the facility.

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

All plants will be tagged and tracked from seed to sale, and in the case of cuttings, they will be tagged when 8" tall and rooted and transferred into hydroponic media. No Plants or plant material will be allowed to leave the facility unless destroyed or an appropriate transport manifest has been created as per the regulations.
The Owner, employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1).
If the tracking system shows any discrepancy or signs of diversion of product authorized personnel will immediately investigate, review security footage and notify the Marijuana Control Office.

Describe your policies and procedures for preventing loitering:

Since this license is for a cultivation facility only and not open to the public in any way. loitering on the property will not be permitted , the building will be properly posted with signage indicating that this is a restricted access area and trespassing will result in the authorities being notified if any person is found to be hanging around outside of the building.

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:

The premises will be protected with an alarm system and security cameras as required. also motion detection will be in use inside the building during hours that the building is unoccupied.

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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:

verify any breach of security, notifiy authorities as to cause of security breach. wait for authorities to arrive in case of actual breach of security.

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:

Security cameras will be placed within 20 feet of all entrances to the building and inside the building within 20 feet of all exits and with a clear view all of the restricted access area's, entrances and exits.

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 security camera system will be placed in a locked server enclosure within the locked office (see premise diagram), access to the office only to authorized personnel, law enforcement, or an agent of the board. The key to the server enclosure will be kept in a secure lock box only accessible to the owner, law enforcement, or an agent of the board.
As per 3 AAC 306.715(d) this facility will use commercial grade, non-residential door locks on all exterior entry points to the facility.

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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All printed records will be scanned and stored on the secure server in the office and backed up digitally. All digital data will be stored on the secure server inside the office for at least 6 months and then will be archived outside of the premises all digital records of business will be maintained on the secure server in the office and back ups will be locked up in a safe in the office. after 6 months those digital backups will be archived outside of the premises.

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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:

The business will use the marijuana tracking system prescribed by the board. it is assumed that this tracking system will meet all of the requirements of sharing information with 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:

Each employee of the business will be required to complete the approved training and provide a marijuana handler permit to the licensee before being allowed to enter or work at the premises. so that the business will be able to verify the employee's qualifications and the expiration date of the handler permit. the permit card must be in the possession of the employee or a valid copy on file on site. In addition all employees will be given hands on training in their prospective area for two weeks upon initial hire. They will be briefed on our security and safety requirements, They will be trained to recognize diversion, understand our no tolerance policy and the proper way to immediately report any possible violations.

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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:

Any solid waste produced as a result of cultivation, Shade leaves, stocks and stems, roots, and waste trimmings during cultivation will be logged and stored in trash barrels in secure restricted access area (trim/dry room) until at least 3 days notice has been in the marijuana inventory tracking system. then the marijuana waste will be ground and mixed with other compost material/soil at a ratio of at least 50/50. Solid waste will then be removed from the facility to the local landfill.
Any non nutrient waste water will be disposed of in an approved septic system or recycled on site.
Any nutrient waste water will be removed and used as fertilizer for vegetable gardens, lawn grass, hay fields.

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

All of the ground marijuana plant waste will be mixed with at least an equal amount of soil, worm castings, animal waste such as excrement, ordinary compostable kitchen waste, and other vegetative compost such as garden waste, grass clippings, peat or sand.

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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:

Prior to any marijuana waste leaving our establishment it will be ground/shredded/chipped then all of the ground marijuana plant waste will be mixed with at least an equal amount of other compostable materials and or soil to a minimum of (50/50 ratio) so as to render it unusable for any purpose for which it was grown.

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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:

The marijuana product will be weighed to be packaged using scales registered in compliance with AS 45.75.080 (weights and measures act).
The marijuana product will be packaged in bulk package up to and not to exceed 5lbs to retail or manufacturing facility. Packaging and labeling for retail sale will be done by retailer or manufacturing facility.
Labeled and secured for shipment in accordance with 3 AAC 306.475 of the regulations and the cultivation facility's transportation policy, using the metric marijuana tracking system prescribed by the board. A transport manifest will remain with the marijuana at all times while being transported and a copy of it will be left with marijuana establishment that receives the shipment.
The finished product will be transported in a cargo van equipped with a secure lock box and tamper evident seal so that the product is secured throughout the transport from our cultivation facility to retail store/ manufacturing facility, testing facility or other licensed cultivation facility.

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

The marijuana product will be secured in the back of a cargo van in a locked secure metal storage compartment and with a tamper evident seal for the entire transport from our cultivation facility receiving area to it's destination as listed on the transport manifest.

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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:

We will not be using any advertising signage at or around the facility.
On each exterior wall of the facility will be posted with "No Trespassing" and "Video Surveillance in use". (10"x12") signs.
Each entracnce to the building will be marked with signs reading "Restricted Access Area, Visitors must be escorted" (12"X12") 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:

No person under the age of 21 will be allowed access to the cultivation facility at any time. Visitors will be required to show a valid ID for proof of age and identity prior to being allowed to enter the facility as well as all other requirements for visitors to gain access to the facility.

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

Jeff Worner
Printed name

Subscribed and sworn to before me this 31 day of October, 2017

Notary Public in and for the State of Alaska.

My commission expires: Oct 3, 2020

HANNA M. SPARHAWK
Notary Public
State of Alaska
My Commission Expires Oct 3, 2020

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(Additional Space as Needed):

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