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:	Herban Extracts, LLC	**License Number:**	14432		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	HERBAN EXTRACTS, LLC				
Premises Address:	14927 Kenai Spur Highway				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Mailing Address:	410 Magic Ave				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Primary Contact:	Buddy Crowder		
Main Phone:	907-252-4755	**Cell Phone:**	
Email:	buddy@907maryjane.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 entire manufacturing facility will be designated as a restricted access area and will be equipped with a robust security system. The premises will be equipped with outdoor lighting, 24 hour video surveillance, an alarm system that will provide electronic notification to the licensee and law enforcement if necessary, and multiple signs stating that the premises is secured and monitored and that visitors must be escorted. The interior of the facility will have security cameras installed for 24 hour monitoring of the entire facility. The exterior of the building will have 24 hour surveillance cameras recording activity around the premises. Visitors will be required to provide valid government-issued, photo identification, with no exceptions. Visitors will be given a visitor badge to be displayed on their person at all times within the facility. All visitors will be escorted by an Herban Extracts employee or Buddy at all times at a 5:1 ratio. A visitor's log will record the visitor's name, date and time, and purpose for the visit, and will be available to AMCO upon request. Access to the facility will be granted through a smart lock system, and a sign will be posted on each exterior door (there are four) stating that the door leads into a restricted access area and members of the public must be escorted. Cameras will also be placed conspicuously at each of the four exterior doors to the building to deter visitors from attempting access alone.
Any agent of the MCB, law enforcement or city official does not fall under the visitor policy

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

Only visitors who have been pre-scheduled and pre-approved by Buddy or manager of the facility will be allowed access. All visitors will enter through door 101-1 (as shown on the right side of the diagram) and will be required to provide their valid, government issued photo ID and sign into the visitor's log. The log will record the visitor's name, date, time in and out of the facility and the purpose of the visit. Visitors will be given a visitor's badge to be displayed for the duration of the visit and to be returned upon exiting the facility. Either Buddy or a designated employee will escort and actively supervise visitors at a 5:1 ratio during the entire visit. Once the visit has concluded, the visitor must leave the premises immediately.
Any agent of the MCB, law enforcement or city official does not fall under the visitor policy

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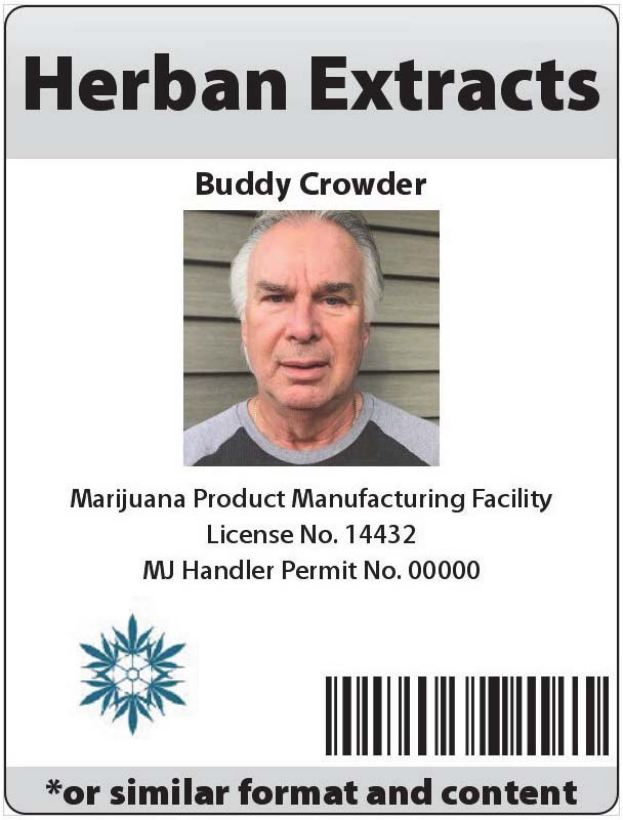
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors will sign into a visitor's log noting their name, the date, time in and out of the facility, and the purpose of their visit. Business records will be kept in the file cabinet located in the office on premises and only Buddy and authorized employees will have access to the locked cabinet. Visitors will be escorted by an employee at all times while inside the facility and will be asked to exit the premises upon completion of the visit.

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:

Exterior lights will be installed against the building and throughout the property in order to keep the premises, signs, and doors well lit and to ensure video surveillance cameras are capable of recording individuals within 20 feet from any entry point to the facility. Light fixtures will be installed in such a way to thwart vandalism and common obstructions. The licensee or designated employee will inspect exterior lighting frequently to ensure proper functionality and position for optimal recording and to deter criminal activity on the premises.

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

A third party security company will install the alarm system, maintain its equipment, test the devices, and continuously monitor the facility at an off-site center to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building during closed hours. When triggered, an electronic alert will be automatically sent to the security company who will then contact local law enforcement if necessary and Buddy. Each morning, the on-site manager or Buddy, will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last agent to leave the facility each night will activate the overnight devices and sensors.

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:

Sensors will be installed and maintained on all potential entry points of the building, including the 4 exterior doors, to monitor for intrusion when the alarm system is activated (the manufacturing facility has no exterior windows). The last employee to leave the facility each day will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center. Each morning, Buddy or the on-site manager will disable the alarm system and inspect the security cameras and recordings to ensure that the system is functioning as expected.

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

The video surveillance cameras will continuously monitor the entire facility. Inventory counts will be performed monthly and kept as business records. A zero tolerance policy will be implemented and reinforced by the company through mandatory training to recognize and report diversion or inversion of marijuana. The licensee will report any theft of marijuana or marijuana products to local law enforcement, AMCO Enforcement and update METRC accordingly. Only Buddy and designated employees will have access to marijuana and marijuana product storage and to the secured cabinet where business records are kept.

Describe your policies and procedures for preventing loitering:

The exterior of the facility will remain well lit with 24 hour video surveillance. "No Loitering" signs will be prominently posted around the property as well as signage stating that the premises is under video surveillance. The licensee or designated employees will periodically monitor the property for loitering/unauthorized individuals. The loitering individuals will be told to vacate the premises or law enforcement will be contacted. Any visitors at the facility will be asked to leave the premises once the visit has ended.

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 will be rigged to the exterior lighting system, in addition to the stationary lights, to allow for additional security measures during closed hours and to provide extra lighting for all surveillance recordings. The alarm system will monitor for intrusions with motion detectors on all building access points. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the security company who will then contact local law enforcement and Buddy. All alarm systems and devices will be tested periodically to ensure proper functionality.

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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:

During emergencies, Buddy or a designated employee will evacuate all employees and visitors from the building and will await the arrival of local emergency officials in a safe and accessible location. All visitors present on the premises will be escorted immediately to the nearest exit in a safe and organized manner. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to Buddy and agents to ensure a good working relationship. Herban Extracts will properly notice AMCO Enforcement of any unauthorized breach of security that requires law enforcement involvement.

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:

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside and at a variety of angles. Both the interior and exterior of all doors, marijuana storage areas and manufacturing areas will have video coverage to clearly identify the faces of those present. Cameras at the outside of the facility will record activity on each side of the building. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour.

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

The entire facility is designated as a restricted access area and will remain locked with access restricted to Buddy and his designated employees at all times. The video surveillance recording equipment is situated within the facility across from the office and business records will be stored in the secured office only accessible by Buddy, authorized employees, and AMCO Enforcement. The security system will be password protected to prevent data tampering, and recorded data will be stored for a minimum of 40 days as official business records. Recordings will be date and time stamped and archived in a format that prevents alteration of the recording image.

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 business records will be stored in the locked file cabinet (labeled H on the diagram) in the secured office and backed up to a hard drive every 6-12 months to prevent loss or destruction. Only the licensee and authorized employees will have access to the office and the locked cabinet where business and surveillance records are stored. The facility's business records will be managed by the licensee and authorized employees in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner.

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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:

Herban Extracts will use the Metrc inventory tracking system to track the production and movement of all inventory, to increase product security, and to deter and prevent diversion activity. Data will be collected and recorded during all manufacturing and processing activity, and also during the subsequent sale, sample, transport, disposal, and/or destruction.
The facility will assign a tracking number to all marijuana material accepted into the facility, and record the tracking information in Metrc. Employees will be trained to use the tracking system to ensure that: (1) all marijuana products produced, processed, and packaged are identified and tracked through sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record all sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany all shipments. Marijuana and by-products used to prepare and package samples will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Employees will use the tracking system to verify all shipments, and identify any individuals at the facility for the purpose of conducting business. Any products flagged for disposal will be recorded in Metrc at least three (3) days prior to any disposal action. Any destruction, loss, or theft of marijuana will be promptly recorded in Metrc to notify AMCO, AMCO Enforcement, and reported to local authorities.

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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:

Buddy and all employees will be required to obtain an AMCO issued marijuana handler permit before employment can begin and will be responsible for keeping the permit in good standing at all times while employed with Herban Extracts. All employees will also be required to attend a training course taught by Buddy or a designated employee. Training will include marijuana industry topics, safety, customer care, legal issues, state and federal laws and regulations and proper food handling procedures. Employees will be educated on quality control, inventory control, sanitation, opening and closing, marijuana product production techniques and best practices, and security. Employees will also be trained on how to use the inventory tracking system and how to interact with visitors while in production. Employees will attend a general security class at hiring, and learn how to handle security and emergency procedures. The state and local marijuana regulations and laws will be posted within the facility.

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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:

Herban Extracts anticipates the following marijuana plant and product waste at the manufacturing facility; (1) contaminated or infected marijuana or marijuana products (2) marijuana or marijuana products deemed by the licensee or a manager as unfit for sale or consumption for any reason (3) marijuana product that fails testing (4) marijuana plant waste created during the extraction process (5) other marijuana or marijuana product waste as determined by the board or director. Once marijuana or marijuana product is deemed as waste, it will be separated from all other marijuana and marijuana products and securely stored in locked bins on the licensed premises and an email notification will be sent to AMCO Enforcement at least 3 days prior to rendering the waste unusable as well as recording the waste in metrc. All solid marijuana plant waste (plant matter waste from the extraction process such as plant matter that is pressed/squeezed to extract oil and marijuana product waste will be ground in a grinder and then mixed with other solid compostable or noncompostable wastes until the mixture is no more than 50% marijuana waste. Liquid marijuana waste such as concentrates, will be mixed with at least equal parts of non-marijuana waste and then stored away from all other marijuana and marijuana products in locked containers on the premises. The waste will be collected once a week or as needed by the city waste facility truck and delivered to the waste station. A log will be maintained recording the final destination of all marijuana and marijuana product waste. The logged information will be available to AMCO at any time upon request, and securely stored.

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

Marijuana plant and product waste will be ground up with other compostable food waste, yard waste, vegetable oils, or with non-food paper waste or cardboard after giving AMCO Enforcement at least three (3) days notice via email.

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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:

To render marijuana plant and product waste unusable, Herban Extracts will grind and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Designated employees will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana waste by volume. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana and marijuana products, until such time it is picked up by the waste disposal company.

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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:

For all transports of marijuana products, Herban Extracts will create a Metrc generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding more than five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. All packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Packaged marijuana product will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages to make sure that they will keep all marijuana product from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana product. Herban Extracts will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Reports will be available upon request for AMCO.

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

Any vehicle transporting marijuana will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle or attached into the pick up truck that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, a manager will ensure all marijuana products are in sealed packages, and locked in the safe and secure storage compartment in or attached to the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana product be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle. The structure will be formed of steel, hard plastic or like materials. From time to time ownership may utilize a third party for transport and shall ensure the third party transport company has their Marijuana Handlers' card.

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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:

Herban Extracts will not be open to the public and will not post any signs with our business name.

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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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

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:

Herban Extracts will not be open to the public and will limit visitors to only those who have been pre-approved and pre-scheduled with Buddy or a designated manager.
A sign will be prominently posted to the entrance of Herban Extracts manufacturing facility that states "No one under 21 years of age permitted". At no time will a person under the age of 21 or any person who cannot produce a valid form of photographic identification be allowed entry into the facility. Herban Extracts will refuse entry to all persons that do not show valid photo ID indicating they are at least 21 years of age, regardless of how old they appear. All employees will be trained to recognize a valid photo ID and how to spot possible forgeries.

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.

Buddy Crowder
Signature of licensee

Buddy Crowder
Printed name

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

NOTARY PUBLIC
LISA A. COATES
STATE OF ALASKA
My Commission Expires March 26, 2021

Lisa A. Coates
Notary Public in and for the State of Alaska.

My commission expires: March 26, 2021

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(Additional Space as Needed):

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