Alcohol and Marijuana Control Office
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Anchorage, AK 99501
marijuana.licensing@alaska.gov
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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:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

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

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Timeless Adventures, LLC | **MJ License #:** | 10156 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | Herbal Instincts | | | | |
| **Premises Address:** | 405 Ream Ln | | | | |
| **City:** | Fairbanks | **State:** | Alaska | **ZIP:** | 99712 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 405 Ream Ln | | | | |
| **City:** | Fairbanks | **State:** | Alaska | **ZIP:** | 99712 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Cristopher Konopka | | |
| **Main Phone:** | 907-202-4500 | **Cell Phone:** | 907-202-4500 |
| **Email:** | cristopher_konopka@yahoo.com | | |


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## Section 2 – Control Plan for Persons Under the Age of 21

**2.1. 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:**

We will have signs that are clearly posted that state "No One Under 21 Permitted - ID Required" on all gated entrances and exterior doors on the premises. All visitors will be stopped and met at the gated entrance where age and identity is verified. Visitors must present a valid state or federally issued form of photo identification, passport or driver's license. Identification which are tampered with or expired will not be accepted as valid forms of identification. Visitors under 21 years of age will be denied access to the property and asked to leave.

## Section 3 – Security

**Restricted Access Areas (3 AAC 306.710):**

**3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:**

We will prevent unescorted members of the public from entering restricted access areas including those areas in which cannabis is grown, processed, tested, stored or stocked by having a sign on the door which clearly states "Restricted Access Area. Visitors Must Be Escorted.", security fences, adequate lighting, video surveillance, and security doors with commercial locks. All visitors will be stopped at the gated entrance which is video monitored where age and identity is verified. Visitors must present a valid state or federally issued form of photo identification, passport or driver's license. Identifications which are tampered with or expired will not be accepted as valid forms of identification. Visitors under 21 years of age will be denied access to the property and asked to leave.

**3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:**

Visitors who have proper identification and are 21 years of age or older must be signed into our visitors log by a licensee or employee, recording their personal information, and will be granted access to the premise. Prior to entering any restricted access areas on the premises, approved visitors must receive a visitor identification badge. All visitors will be escorted by a licensee or employee at all times while the visitor is in a restricted access area. A licensee or employee may not escort more than five visitors at a time and must directly supervise them at all times. All licensees and employees are required to carry a current identification badge that includes their full name and photo before they can enter any restricted access areas. A record of all visitors who are escorted through restricted access areas will be kept on premises for a minimum of six months and in archives for a minimum of three years. For all visitors permitted into a restricted access area, a licensee or employee will record the visitor's name, date, ID type and number, arrival/departure time, state the purpose of their visit, and collect their visitor identification badge prior to the visitor leaving.


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**3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:**

**Security Alarm Systems and Lock Standards (3 AAC 306.715):**

**3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:**

The facility will have motion sensor and flood lights placed around the perimeter of the facility to ensure a clear and quality video surveillance around the perimeter of anyone who approaches within 20 feet of any exterior entrance.



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**3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:**

The facility will have an externally monitored central alarm system on all doors and windows. We are currently utilizing Vivint for central alarm system monitoring. At the close of business each day all security system alarms will be activated on all exterior doors and windows. Security system alarms will remain activated until the next opening of business. To ensure proper operating, the control panel notifies the user if any doors or windows are open when attempting to arm the system.

If local police are notified of a breach of security from our security systems then all licensees, employees, and agents will fully cooperate with local law enforcement and ensure that they themselves are in a safe and secure environment. Additionally, we will immediately notify AMCO of any crime committed on the licensed premises.

**3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:**

We will effectively prevent the diversion of all cannabis products by using video surveillance systems in all restricted access areas as well as throughout the entire property. Motion sensors, flood lights, and security systems will also aid in the overall safety and security of all cannabis products. A licensee or employee will document and record all transitions of cannabis products in METRC. We will complete daily reviews of records to ensure all records are accurate and accounted for. Additionally, new hire employees are not allowed to enter any cannabis storage areas where tested or untested product is stored without supervision until training has been completed. Employees and visitors may not bring personal bags, backpacks, purses, or containers of any kind inside restricted access areas where cannabis is located. No photographs or video may be taken by employees or visitors in order to prevent malicious activity. Visitors are not permitted to touch any cannabis products or equipment for any reason and will be escorted off premises if so.

**3.7. Describe your policies and procedures for preventing loitering:**

The premises has a locked gate at the driveway and signs clearly positioned on the exterior of the premises stating "No Loitering" in order to prevent individuals and/or groups of people from gathering near the premises. Additionally, law enforcement will be notified if vocal warnings are not effective.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

**3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.**



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**Video Surveillance (3 AAC 306.720):**

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.** CR

**3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.** CR

**3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.** CR

**3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).** CR

**3.13. 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:**

HD cameras with infrared technology will be utilized throughout the premises to monitor all restricted access areas as will as interior and exterior entrances. Each camera will be placed in a fixed position at a height which provides a clear, unobstructed view of the regular activity without sight blockage. The positioning, in addition to adequate lighting, will allow for the clear and certain identification of any person and activity in that area at all times. Video surveillance will be monitored daily to ensure continued quality.

**3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:**

The video surveillance recording equipment and records will be located in the office/surveillance room on the second floor of the processing facility. the office/surveillance room is secured by a steel door with commercial locks. Additionally, the video surveillance recording equipment and records will be housed in a locked, metal security cabinet. A licensee or other authorized personnel will be available during all business hours to allow access of these records to law enforcement personnel or an agent of the board.



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## Section 4 – Business Records

Review the requirements under 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.

**4.1. I certify that the following business records will be maintained and kept on the licensed premises:** Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; CP

b. **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;** CP

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** CP

d. **records related to advertising and marketing;** CP

e. **a current diagram of the licensed premises, including each restricted access area;** CP

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** CP

g. **all records normally retained for tax purposes;** CP

h. **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;** CP

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** CP

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** CP

**4.2. 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 records will be adequately maintained and secured within the office. All paper records will be scanned and saved as electronic documents. All electronic or digital records are backed up by external secured hard drives which are then secured in a locked cabinet. Records are held in the office to ensure the lowest risk of being lost, stolen, or destroyed. Only licensees and managers have keys to all locked and secured cabinets, as well as passwords for protecting our electronic and digital records and security systems.



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## Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.** CD

**5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.** CD

**5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.** CD

## Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**6.1. 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.** CD

**6.2. 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 licensed premises) when on the licensed premises.** CD

**6.3. 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.** CD

**6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):**

New employees will be adequately supervised and trained before being able to work their position alone. A specific training plan will be created for each individual employee, tailored to their current skills, abilities and job title. This training period will include written tests, hands on challenges, and specific tasks to ensure and test for knowledge retention and competency. Biannual safety meetings will be conducted in order to ensure all licensees and employees are knowledgeable and competent of all safety and emergency protocols and procedures. Emergency drills will be conducted at random to ensure proper education is being retained.



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## Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.** [X]

**7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.** [X]

**7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.** [X]

**7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).** [X]

| Answer "Yes" or "No" to each of the following questions: | Yes | No |
|---|---|---|
| **7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.** | ✓ | |
| **7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.** | ✓ | |

**7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):**

## Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

**8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:**

All cannabis to be transported will be properly packaged in materials that are secure, child safe containers that are clearly labeled. These packages will not be greater than one ounce if they are intended to be sold directly to consumers in the retail store or in whole sale bundles that are no greater than five pounds. All packaging used will protect the cannabis from contamination and will not impart any toxic or damaging substance to the cannabis. All packages will be affixed with appropriate labels as outlined by 3 AAC 306.470 and 3 AAC 306.475. The transported product will be recorded into the marijuana tracking system and accompanied by appropriate transportation documents including a complete and accurate transport manifest, crop amendments and fertilizers statement, and testing results. All cannabis packages will be placed into a secured, locked, and tagged security tote with all proper documentation and placed within a fully secured and locked compartment within the vehicle that is transporting the product. All products will remain sealed and secured during transport.



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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**8.2. 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.**

**8.3. 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.**

**8.4. 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.**

**8.5. 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.**

**8.6. 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.**

**8.7. 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.**

**8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.**

## Section 9 – Signage and Advertising

**9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):**

There will be a single two foot by six foot sign with our business name and logo hung next to the security gate located at the entrance to the premises and a single one foot by three foot sign located above the main entrance to the processing facility.



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# Form MJ-01: Marijuana Establishment Operating Plan

**9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):**

Our logo (supplementary file "Herbal Instincts Logo.jpg") will be printed on stickers, patches, and other legally allowed mediums for distribution to retailers. Additionally, we will maintain a Facebook page that will include the legally required warnings outlined in 3 AAC 306.475.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Cristopher Konopka
Printed name of licensee

State of Alaska
NOTARY PUBLIC
Geoffrey Granger
My Commission Expires 08/19/2019

Notary Public in and for the State of Alaska

My commission expires: 08/19/2019

Subscribed and sworn to before me this 21th day of March, 2018.



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Herbal Instincts

**(Additional Space as Needed):**



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