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:	Peak Analytical LLC	**License Number:**	15590		
License Type:	Marijuana Testing Facility				
Doing Business As:	Peak Analytical LLC				
Premises Address:	2208 Tongass Ave				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Mailing Address:	242 Seawatch Drive				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Primary Contact:	Kara Jurczak		
Main Phone:	9072251721	**Cell Phone:**	9076171316
Email:	sales@peakanalyticalak.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 facility will have a reception room that is accessible to the public where samples will be received through a service window. The remainder of the facility will be restricted access area secured by walls and a door that will remain locked at all times. This door will be always locked on the reception room side and always unlocked on the laboratory side to facilitate egress for employees. Keys to the locked door will be held only by licensees, employees, or agents of the establishment; hereafter refereed to as Authorized Personnel or Staff.

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

Members of the public will be greeted in the reception room, via the service window, by Authorized Personnel and will be required to show identification meeting the requirements of 3 AAC 306.350(b). Upon proving that they are 21 years of age or older, visitors will be signed in and issued a visitor badge. While in restricted access areas, visitors will be escorted at all times by Authorized Personnel. Finally, visitors will leave through the reception room where they will be signed out and turn in their visitor badge. Peak Analytical Authorized Personnel will escort no more than five visitors at one time through restricted access areas.

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

Visitors will have to sign a Visitor Log which will list their name, date, time in, time out, organization/company and Peak Analytical Authorized Personnel responsible for the visitor(s) while in the restricted access area. The Visitor Log will also have a check box indicating that the visitor(s) age was verified to be at least 21 years. The Visitor Log will be electronically filed monthly and stored on premises for a minimum of 6-months per 3 AAC 306.755(a)(1).

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

See attached sample identification badge.

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Peak Analytical

Employee Name

Employee Position

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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:

The premises' only entrance is adjacent a public street that is well lit by municipal street lights. Additionally, the security camera's will be infrared and designed for clear recording in low light situations.

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

The exterior door of the premises will be equipped with a magnetic switch integrated into a cellular capable alarm system that is turned on/off via key code only given to Authorized Personnel. If breached, the system will engage an audible alarm as well as notify the local police and call a designated Authorized Person. Additionally, motion detectors will be installed in every room in the premises. Motion detectors are integrated into the automated alarm system.

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:

The alarm system will have a control panel near the only exterior door which will be activated by authorized personnel at close of business each day. The exterior door will be equipped with a magnetic switch that activates the alarm system if the door is opened. Exterior windows will be in direct view of motion detectors that will engage the security alarm system if breached. All store front exterior windows in the facility are stationary picture windows. There is one window in the rear of the facility that is secured with iron bars. In the event that an intruder gets through the iron bars they will immediately be within view of a motion detector and the security system will be engaged.

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

When marijuana or marijuana product enters the facility it is immediately weighed and the recorded weight is entered into the inventory tracking system. Post drying weight as well as weights used for testing are also recorded and entered into the tracking system. Finally the weight of marijuana or marijuana product that is destroyed after testing will be recorded and entered; there should be no discrepancy between the original dry weight and the sum of the amount used during testing and destroyed. Peak Analytical will have a strict policy stating that any diversion of marijuana or marijuana product is forbidden and employment will be terminated upon violation of this policy. Following immediate termination, we will notify the authorities as well as AMCO. Additionally, every room on the premises will be under video surveillance which will prevent diversion as well as aid in investigations in the event that diversion is suspected.

Describe your policies and procedures for preventing loitering:

Loitering will not be allowed and a sign stating such will be posted near the entrance to the premises. The entrance to the premises is visible from all rooms. If someone is loitering they will be asked to leave immediately. If they refuse to leave the authorities 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:

Four motion detectors, one in each room, will be installed and integrated into the automated security system. The alarm system controller will be located within the restricted access area so that Staff can manually activate the alarm system if necessary.

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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 non-working hours the security system will automatically notify local authorities and a designated Authorized Person in the event of a breach. Upon notification of the breach, the Authorized Person shall notify the licensees (if they have not already been notified) and then proceed to the premises to assist law enforcement where applicable. Authorized Personnel shall not enter the premises until law enforcement has cleared the facility for entry. Lastly, Authorized Personnel shall contact the alarm system provider and/or certified installer to ensure proper re-activation of the system. During working hours the procedure is the same except the alarm monitoring company will first call the business to check for a false alarm; if there is no answer or the situation is described as an emergency the procedure detailed above will be followed.

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 placed outside the entrance door looking each direction down the adjacent sidewalk. One camera will provide a view of the entrance door and reception room. One camera will view the door to the restricted access area from inside the secured area. Finally, a minimum of one camera will view each room of the premises.

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:

Video surveillance recording equipment and records will be housed and stored in a locked cabinet within the restricted access area of the facility. See page two of this application for details of the restricted access area. In addition to the Licensees, only specially selected senior Staff will have keys to this cabinet. The video surveillance cabinet will be made available to law enforcement or an agent of the board upon request.

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:

The establishments electronic filing system will contain all records and will be backed up daily to a dedicated hard drive on premises and the server will be backed up daily to a secured cloud based archival system. Records for the last six months will be kept on premises, via dedicated hard drive with cloud based backup. All records will be kept for a minimum of the current year and including the previous three calendar years. Records will be made available to an employee of the board upon request and within the time limitations described in 3 AAC 306.755(b).

Records that will be retained include, but are not limited to, the following:
1. test results, QA/QC records
2. Standard Operating Procedures and Quality Manual
3. chain-of-custody records
4. proficiency testing records
5. analytical data including print-outs generated by instrumentation
6. accession numbers
7. specimen type
8. raw data of calibration standards and curves, controls and subject results
9. final and amended reports
10. acceptable reference range parameters
11. identity of analyst
12. date of analysis
13. business records accounting for each business transaction
14. current employee, licensee, agent list with marijuana handler permit numbers
15. business contact information for vendors of video surveillance and security systems
16. records for advertising and marketing
17. premises diagram with restricted access areas noted
18. visitor log (described earlier in this application)
19. tax records
20. inventory tracking records for all marijuana inventory activity
21. transportation records for marijuana and marijuana products

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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:

Since inventory tracking for a testing facility is relatively simple, point-of-sale or seed-to-sale software is not necessary. As such we will utilize METRC to ensure that all marijuana transported to the testing facility is identified and tracked from receiving the package, through the use and destruction of the marijuana during testing and finally to disposal of the marijuana which will be done in compliance with 3 AAC 306.740. The AMCO board utilizes METRC so information sharing between the testing facility and the board will be seamless.

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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:

Authorized Personnel will be required to obtain an Alaska Marijuana Handler Permit. To do this they are required to pass the 101-AK course provided by Marijuana Handlers or another State approved course. All authorized personnel will be required to keep their Marijuana Handler Permit in their immediate possession at all times while on the premises. Electronic records will be kept of all authorized personnel Marijuana Handler Permits; which will include expiration dates to ensure they do not expire before a new permit is obtained. All Authorized Personnel will also be required to receive training on the METRC inventory tracking system. Technical training protocol is described on form MJ-06 Testing 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:

After testing is completed, the remaining marijuana or marijuana product will be stored at 4 degrees Celsius in a designated sealed container located within the restricted access area during the 72 hour AMCO notification period as mandated in 3 AAC 306.740(c)(1). After a minimum three day notice to the AMCO Board, the marijuana waste products will be ground and mixed with an equal volume of coffee grounds and/or paper waste and stored in a sealed container until final disposal at the City of Ketchikan's Solid Waste & Recycling Facility. The solid waste described above has been profiled and approved by the City's facility director. Alternatively, this waste may be composted seasonally.

During testing, liquid waste containing extracted cannabinoids will be produced at volumes of approximately 8ml per potency test. This liquid waste will be mixed with coffee grounds and/or paper waste prior to disposal at the City of Ketchikan's Solid Waste & Recycling Facility. Testing will also produce a liquid waste mixture of water and organic solvents at a rate of approximately 2 liters per week. This liquid will be disposed at the City of Ketchikan's Solid Waste & Recycling Facility. This waste has been profiled and approved by the facility director.

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

The ground marijuana waste will be mixed with an equal volume of coffee grounds and/or paper waste to render it unusable.

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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 plant and product waste not used in testing will be finely ground using a pestle and mortar then mixed with an equal volume of coffee grounds and/or paper waste to render it unusable for its original purpose. The marijuana material used in testing will already be contaminated with solvent, however, it will also be mixed with an equal volume of coffee grounds and/or paper waste and added to the sealed waste collection container.

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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 proposed marijuana testing facility will not be shipping any marijuana or marijuana product. The facility will only ship marijuana waste that has been rendered unusable (as described above) for final disposal in accordance with 3 AAC 306.740 and as described on page 12 of this application.

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

The proposed marijuana testing facility will not be transporting any marijuana or marijuana product. The facility will only transport marijuana waste that has been rendered unusable (as described above) for final disposal in accordance with 3 AAC 306.740 and as described on page 12 of this application.

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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:

One, two-sided sign will hang under an awning in front of the business bearing the business name Peak Analytical and a logo. The sign dimension is 2 X 4 feet.

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:

A sign will be posted on the exterior door stating that no person under age 21 shall be permitted to enter. When a person enters the facility staff will immediately meet the person in the reception room and check the persons identification which must meet the requirements of 3 AAC 306.350(b). If the person is under age 21 they will be required to exit immediately. Absolutely no marijuana or marijuana product/items will be accessible in the reception room. Marijuana and marijuana product/items will be secured in the restricted access area at all times.

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

Kara Jurczak
Printed name

Subscribed and sworn to before me this 21 day of December, 2017.

Notary Public
MELINDA ESPOSITO
State of Alaska
My Commission Expires Jun 16, 2018

Notary Public in and for the State of Alaska.

My commission expires: 6-16-18

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(Additional Space as Needed):

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