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:	Justin Bacher/Charles Campbell	**License Number:**	13310		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	AK Cultivations				
Premises Address:	2611 S. Desiree Circle				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	P.O. Box 874094				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Justin Bacher		
Main Phone:	907-748-7557	**Cell Phone:**	907-841-7384
Email:	AKCultivations@gmail.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

Restricted access area visitors must be escorted. Signs will be in place on the exterior of the arctic entryway, These signs will notify individuals of the restricted access area and of the ID card checks.ID cards will be checked inside the Arctic entryway and a logbook will be filled noting the date time purpose and name of the individual wanting access. All persons under the age of 21 will promptly be told to leave the property.If they refuse the proper authorities will be called trespassing charges Will be filed if a second attempt to enter the occurs.

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

All visitors will enter through the external arctic entryway we're ID cards will be checked for age verification. All visitors will be checked. All personnel will sign in on the logbook, they will note the date, the time, their purpose,and there name. If the individual has no business being on the property they will be asked to leave. All visitors will get an ID tag/visitors pass in the Arctic entryway individuals will be escorted, the number of individuals shall not exceed five perLicensed employee Or agent. All employees or agents who are escorting visitors will actively monitor the visitor/visitors

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

A logbook will be kept on site at the Entrance to the facility Vistors will be required to sign in the log and note the time and dates upon entrance and exit. Physicall Copies of the logbook will be kept and filed, the logbook will also be scanned and stored electronically.

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

AK Cultivation's

Cultivator license number 13310

A picture of the individual will be placed here

John Doe

Handler card ID number with Expiration date and issue date

Manager

AK Cultivations License number 13310

Visitors pass

Pass 1 of 15

I require an escort

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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:

Dual halogen flood lights will be installed on the exterior entrance and angled for best light distrobutions. Motion Sensor lights will also be installed with flood lights on every side of the facility.

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

Video Surveillance will be installed at every entrance through-out the interior which will be stored inside on hard drive and powered through outlets and have a 3day battery back up connected. Alarms will be installed by a qualified third party company including glass break audible alarms. Alarms will be connected to the third party monitoring and include a local audible alarm and a security pad for setting and deactivating alarm. There will also be a driveway motion alarm installed

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:

Alarm system will be monitored by a 24 hour third party company and will be activated and deactivated physically on a daily bases by employee supervisors.

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

All marijuana product will be under 24 hour Surveillance, and under lock and key code in Restricted area. Employee's hired will show case integrity and trust as a key Charactor features. No employee will be hired if they have any Criminal Charges and are a Convicted felon of any kind.

A nondisclosure form will be filled out by each employee agent and licensee. Stating no employee is allowed to disclose information including camera placement lighting placement and security procedures. Also stating theft of marijuana, marijuana products and materials will result in immediate termination. Charges will be filed and AMCO will be notified.

Describe your policies and procedures for preventing loitering:

A "no loitering" sign will be installing on the property in a visible well lit area, at the proposed limited cultivation. If the sign is ignored the person or persons will be given a verbal warning. If further action is required the police department will be called and trespassing charges will be filed.

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:

there will be a driveway motion detector which will sound a audible alarm when Someone enters & exits the driveway. Expanded metal will be installed on the interior of the windows inside the facility motion sensor lights will be installed around the exterior Restricted Access Entrance. Glass break audible alarms will be installed on windows in the Storage area of the cultivation facility.

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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:

Check for a false alarm if not false call 911, Confirm the breach of Security, ensure Safety of workers, Collect a copy of the police reports. Inform Marijuana Control board of breach, and Submit a copy of police report. Submit a Required Video Surveillance to Marijuana Control board. Ensure facility is up to Code and Remains Restricted Access.

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:

One Camera will be placed pointing toward the driveway Entrance and intern Will also Cover Shop Style doors. One will be placed at outside main door covering the entire door and part of the driveway. Another will be placed on the rear of the Shop Covering the window and covering the backside of the Camera that is Surveilling the mandoor. Inside the exterior mandoor will be placed caring the Entrance and part of the vegitation room. Another will b placed on the interior of the Vegitation room Covering the mass of the room. Another will be on the interior covering the Storage area and Cash Exchange area and covering the door for Storing Servienlice equipment. Two Cameras will be installed Covering the budding Room one also covering the interior Restricted Access Entrance. One will be installed on the exterior of the interior Restricted access Entrance covering the door.

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 Secure area is the Restricted access area and is a approxamated 4'x4' room which will have a coded dead bolt door for access which will be locked at all times except during entry and exit. There is no other entrance or exit to this room. Storage devices will be kept in this Room off the floor in a mini Safe that will be secured to the standitison.

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:

Always keep desks and records storage areas clean and free of records when not in use. Distinguish between information and Records as soon as possible after creating/recieving them; keep records safe for ongoing use and remove non-record information as soon as possible. Assign clear and understanable names to all records or files folders, so that electronic or paper records can be easily found and or retrieved. Destory duplicates or convienance copies once on longer needed. Secure all offical records in authorized record keeping systems, such as physical or electronic storage respositionis according to estabaished classified and fire plans.

Electronic Records:

Regular and Secure backups of all official records high quality computer firewalls and up to date virus protection software. Strong password protection for all computers and related equipment. Surge protectors and battery backup system to protect electronics from power outages.

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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:

METRC will be the tracking System as Required by the AMCO board. Metre is a real time system that uses Serialized tags with barcodes RFID tags will be attached to every plant and labels will be attached to wholesale packages to track Marijuana tags will be attached to facilitated tracking through different Stages of growth as well as the drying and curing processes.

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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:

All employees will have marijuana handlers card and will be required to read and understand the regulations upon being hired. A physical copy of regulations will be on site for referance

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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:

All Soild Wask materials will be crusted broken and mixed with pitrun fill materials and mixed to the point of Uselessness. Water will be on reverse osmosis, System any Water that we do collect will be Stored in a Stable tote.

.Waste will be held in stored in 55 gallon trash bins and help for a minimum of three full days. After three days waste will be hauled to landfill for disposal. Always will have a three day notice given to AMCO and conjunction with the three day holding period. The mix material will be pit run a combination of rocks and dirt mixing to a minimum mixture of at least 50% pit run 50% marijuana waste by volume.

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

The waste will be crushed | ground | broken and mixed with other grounded materials so the resulting mixture is at least 50% non marijuana waste by volume.

Pit run dirt and gravel will be the mixing medium used to crush/grind marijuana waste to the point that it is unusable. This material is not suitable for a growing medium and its main use is to fill elevation grades in soil,

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Marijuana waste will be crushed / ground up / broken and mixed with filled dirt materials and the resulting mixture will be at a minimum of atleast 50% non marijuana waste by volume, Effectivley making all waste material useless.

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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:

While waiting on test results marijuana products will be stored in sealable 5 gallon buckets and labeled with strain name and known weight.

Every package prepared for shipment will contain the tracking number and manifest provided by metrc all wholesale packages will be less than 5 pounds. Any packages intended for retail will be no more than 1 ounce. They will contain no cartoons or labels that attract children all packages secured for shipment will have a label and license number of the testing facility form of the testing on the product. Any marijuana products going out for shipment will have a manifest prepared by the metric system the manifest will never leave the marijuana products and the handler who is in control of marijuana. All products prepared for shipment and packaged shall contain the known warning labels. The label will be affixed to the shipping container showing that licensed marijuana testing facility has in fact tested the marijuana. If shipping for wholesale; marijuana that has not been tested for mold mildew herbicides pesticides harmful chemicals fungicides ,each batch will include a statement Identifying what it has not been tested for.

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

A knackk (loo box) will be used and secured into the bed of a pick up that will have a locking trifold bed cover the knackk box will be secured with two different combination knackk locks.

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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 Sign will be used on painted plywood and attached to the Shop next to the Side mandoor. The sign Will read "AK Cultivations" and will include a marijuana leaf in background. The Sign will be 1 foot tall and 3 feet wide.

<u>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.</u>

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:

I.d's will be checked in the outer most entry way before any access will be granted. If any persons under 21 of age attempts to gain access they will be denied and told to leave premises. If they attempt again AK Cultivations will call police. Also signs will be posted saying "NO Soliciting" "No persons under 21 of age allowed".

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

Justin Backer

Printed name

Charles Campbell

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

Notary Public
HEATHER K. GABEL
State of Alaska
My Commission Expires Feb. 29, 2020

Heather K. Gabel
Notary Public in and for the State of Alaska.

My commission expires: Feb 29, 2020

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