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:	Michael J Welch	**License Number:**	15190		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Coldsmoke Farms				
Premises Address:	34669 Commerce St				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669-9412

Mailing Address:	34669 Commerce St				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669-9412

Primary Contact:	Michael J Welch		
Main Phone:	907-331-9672	**Cell Phone:**	
Email:	mjwelch79@outlook.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:

Every entry point to the restricted access area will be locked and covered by security cameras 24 hours per day. External entry points will also be equipped with sensors and connected to my home security system. Only myself (the licensee) or an employee will have the necessary keys or access codes to gain entry into the restricted access area. The window in the restricted access area will always be locked and will be equipped with an entry and broken glass sensor. The garage door connected to the restricted access area will have the electric motor disabled preventing the door from being manually or electrically opened.

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

Myself or an employee of Coldsmoke Farms shall ensure all visitors provide valid identification and are at least 21 years of age. All visits will be recorded on the Visitors Log which will include the visitors name, the date and the time-frame in which entry to the restricted access area was granted. All visitors will wear a visitors badge and be escorted by myself or an employee through the restricted access area.

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

All visits will be recorded on the Visitors Log which will include the visitors name, the date and the time-frame in which entry to the restricted access area was granted. The log will be kept on site and uploaded onto the company computer.

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

Photo Here

Employee: Michael Welch
Handler Permit #: 1234567

Coldsmoke Farms

VISITOR

Badge # 2

Coldsmoke Farms

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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:

All areas outside the restricted access area where video surveillance is required, will be illuminated by four photocell light fixtures.

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

The alarm system for the licensed premises will consist of entry sensors on all doors and windows. A broken glass sensor will also used near the window. The security system is monitored 24 hours/day and the local law enforcement is contacted if any of the sensors are triggered once the system is armed. The system will be armed after business hours.

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 be armed after business hours by using the systems keypad or the keychain remote.

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

Employees will be aware that any diversion of marijuana made by them will result in an immediate termination of employment. Employees will log their time daily while working in the licensed premises. Inventory will be checked regularly to determine if diversion of marijuana is an issue. The interior and exterior of the licensed premises will be covered by video surveillance 24 hours per day. Video surveillance records will be kept for a minimum of 40 days. The video recordings and inventory checks will help prevent the diversion of marijuana.

Describe your policies and procedures for preventing loitering:

The licensed premises is on private property that the licensee owns. Any unwanted persons on the licensed premises will be asked to leave. Law enforcement will be called if needed.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

The security system has a panic function installed that once activated, a siren will sound and law enforcement will be contacted.

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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:

The licensee and/or employee will immediately call the local enforcement to ensure the security system representatives relayed the alarm to them. The licensee and/or employees actions will then be determined by law enforcement.

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:

The entire inside of the licensed premises, the outside of the two entry way doors and the driveway will all be covered by wide angle surveillance cameras.

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 surveillance recording equipment will be kept onsite and housed inside a steel cabinet. The cabinet doors will be locked and the licensee will hold the key. Law enforcement and marijuana control board agents will have access if requested.

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 required records will be kept on the business computer's hard drive. An external hard drive will be used to back-up all files on a regular basis. The external hard drive will be kept in a fire proof safe.

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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:

I will be using the states marijuana inventory tracking system METRC.

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Form MJ-01: Marijuana Establishment Operating Plan

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 be trained by myself (licensee) in house in regards to their responsibilities, which include adjusting the height of the lights, adjusting light timers, operating ventilation equipment, mixing of liquid nutrients, feeding schedules, harvesting and trimming techniques, curing techniques, waste managomont and housekooping.

The licensee and all employees will complete a state approved course and obtain their marijuana handler permits. The permits will be kept in their immediate possession at all times when on the licensed premises. Copies of all handler permits will kept on file at the licensed premises as well. The licensee and all employees shall ensure their card has not expired.

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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:

Solid waste (plant material) will be stored inside the licensed premises and rendered unusable on the day it is created. The board will be given notice not less than 3 days before the waste is rendered unusable. Solid waste (which will be approximately 90% soil and 10% ground plant material) will be mixed together, placed in totes and hauled off to the landfill. No liquid waste is expected to be generated. If liquid waste was generated, the on-site septic system would be used. Records with the date, type of waste and disposal site will be kept onsite.

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

I do not plan on re-using any soil. Therefore all plant material will be ground and then mixed with the soil from which those plants were grown. The expected ratio will be 90% soil and 10% ground plant material. Household or yard waste will also be used if available.

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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:

All marijuana waste (leaves, stalks, stems and roots) will be ground and then mixed into the used soil from which those plants were grown. Yard waste and/or household waste may also be added into the mixture. The waste will be approximately 90% soil and 10% ground plant material.

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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:

Marijuana will be stored in food safe tamper evident plastic containers that contain no more than 5 pounds of marijuana for wholesale. Marijuana will not be packaged for resale at this time. The containers label will show the strain or mixture of strains of marijuana inside.

These containers will be placed in a lock box that is bolted to a covered truck bed and secured with a locked tailgate.

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

A steel lock box shipping container will be bolted to the bed of the transportation truck. The truck bed will be covered and the tailgate will be locked during transport.

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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:

No signs will be used for advertising purposes on the licensed premises.

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:

All employees will be at least 21 years of age. All visitors will need to provide valid identification and be at least 21 years of age prior to entering the licensed premises. Any visitor without valid identification will not be allowed access to the licensed premises. All entry ways to the licensed premises will be locked 24 hours per day and accessible only to the licensee and employees.

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

MICHAEL J. WELCH
Printed name

Subscribed and sworn to before me this 26 day of October, 2017.

NOTARY PUBLIC
RANDI BROYLES
STATE OF ALASKA
My Commission Expires July 21, 2019

Notary Public in and for the State of Alaska.

My commission expires: 7/21/19

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(Additional Space as Needed):

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