Alcohol and Marijuana Control Office
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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:

- 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:	Bluffside Gardens LLC	**MJ License #:**	16015		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Bluffside Gardens				
Premises Address:	39700 S. Parks Hwy				
City:	Talkeetna	**State:**	Alaska	**ZIP:**	99676

Mailing Address:	HC 89 Box 671				
City:	Willow	**State:**	Alaska	**ZIP:**	99688

Designated Licensee:	Brian Tunnell		
Main Phone:	907-841-5382	**Cell Phone:**	907-841-5382
Email:	bct450@yahoo.com		

Received by AMCO 12.26.17

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:

Before entering the licensed premises all visitors will be required to show identification as required 3 AAC 306.350(b).

All visitors will have their identification checked before entering the proposed licensed premises. If a visitor is found to be under the age of 21 they will not be allowed into the proposed facility and will be escorted off the property.

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:

The proposed facility will be located on an 80 acre parcel of property. It is completely rural with only one neighboring parcel. The driveway is approximately 2000' long with a gate approximately 500' from the licensed premises. This gate will remain locked at all times. Posted on this gate will be No Trespassing/No Hunting/No Public Access signs. Also contact information for the owners will be posted.

The licensed premises exterior entry door will be secured with commercial grade locks in compliance with 3 AAC 306.715(d). Door will also have sensors connected to the alarm system in compliance with 3 AAC 306.715(b)2. There will also be Restricted Access Area/Visitors Must Be Escorted sign posted on entry door as required by 3 AAC 306.710(b).

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

Before entering the office area visitors will be required to show identification as required by 3 AAC 306.350(b) to prove age. Once age is verified visitor will be given a visitor pass and allowed into the office area as required by 3 AAC 306.710(c)(2)(3). Here visitor will complete a visitor log containing visitors name, date, time in, time out and reason for visit as required by 3 AAC 306.755(a)(6).

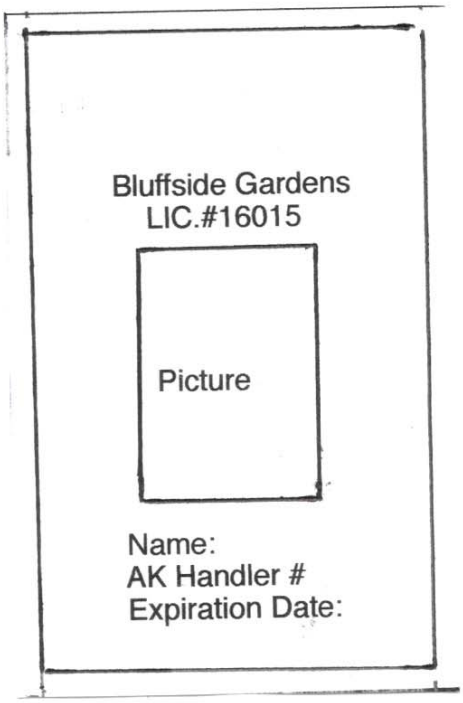
Visitor will be escorted by licensee at all times as required by 3 AAC 306.710(c)(3).

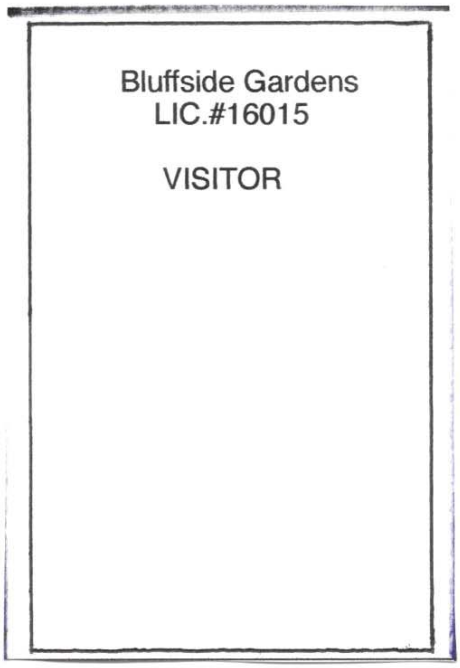
Visitor will sign out upon leaving the licensed premises.

The proposed licensed facility shall limit the number of visitors to not more than five visitors for each licensee, employee or agent of the licensee who is actively engaged in supervising those visitors.

Received by AMCO 5/22/18

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:

As required by 3 AAC 306.715(b)(1) exterior lighting will be in place to facilitate surveillance. Motion activated lights will be mounted on all four corners of licensed facility. Surveillance camera's will be equipped with infrared.

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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 any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach:

A required by 3 AAC 306.715(b)(2) the exterior door will be equipped with the alarm sensors tied into the central alarm system and indoor siren.
The security system is professionally monitored 24 hours a day. The system, including surveillance camera's, is accessible by smart phone, computer or tablet when away from premises.
Upon notification of an active alarm, the owners will verify via surveillance cameras if it is real or a false alarm. If the alarm is real the local law enforcement will be notified immediately. If it is a false alarm the security company and law enforcement will be notified. Proposed licensed facility will only have one exterior door. When leaving at the end of day licensee will arm the security system through the master keypad.

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

Marijuana and/or marijuana product will not be allowed anywhere outside of the cultivation, processing or drying/curing areas unless being moved to storage area by licensee.
There will be no coats,backpacks, bags, purses or baggy clothing permitted past the office area.
All areas where marijuana will be located has a surveillance camera.

3.7. Describe your policies and procedures for preventing loitering:

There will be no loitering or members of the public allowed onto the property without prior authorization. The gated driveway and large parcel of land the proposed facility sits on will prevent any loitering.

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. BT

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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. BT

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. BT

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

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). BT

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:

As required by 3 AAC 306.720 camera's will be placed to view:
1)restricted access area and it's entrance
2)exterior and interior of main entrance
3)any area where marijuana is grown, cured, or manufactured or where marijuana waste is destroyed
4)adequately identify any individual inside the licensed premises, or within 20 feet of the entrance to the licensed premises
5)provide a clear unobstructed view of regular activity without any sight blockages
6)in order to make clear and certain identification of any person or activity in the area at all times

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:

As required by 3 AAC 306.720(d) video surveillance recording equipment and records will be housed and stored in a locked cabinet inside the office area. This will only be accessible by licensee, law enforcement 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)*; BT

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;** BT

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

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

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

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

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

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;** BT

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

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

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:

Licensee will maintain and keep all business records in paper form as well as digital. Each licensee will keep duplicate sets at their place of residence.
All records for the current year and three preceding calendar years will be kept at licensee's home. Records for the previous six months will be kept at the licensed premises.

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

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.	BT
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.	BT
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.	BT

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

As this is a limited cultivation application there will be no employees.

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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.	BT
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.	BT
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.	BT
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).	BT

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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:

As required by 3 AAC 306.750(b) all marijuana that leaves the facility will be:
1)weighed, packaged, labeled and recorded into METRC in compliance with 3 AAC 306.745, 3 AAC 306.470, 3 AAC 306.475, 3 AAC 306.730 and 306.750.
2)as required by 3 AAC 306.750(c) the marijuana shipment will be recorded into the tracking system including type,amount and weight of marijuana being transported, name of the transporter, transporters Alaska marijuana handler card number, time of departure and expected arrival at the destination and the make, model and license plate number of the transporting vehicle. A completed transport manifest will be kept with the marijuana at all times.
3)shipment will be placed into a sealed, locked military grade case
As required by 3 AAC 306.750(d):
1)the marijuana will be in a sealed package or container inside a locked Pelican brand carrying case
2)the Pelican brand carrying case will be locked inside a metal lockbox bolted directly to the transport vehicle

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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. BT

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. BT

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. BT

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. BT

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. BT

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. BT

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

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):

1)one sign (app. 12"x18") on premises entry door stating "Restricted Access Area/Visitors Must Be Escorted"

2)one sign (app. 12"x12")on premises entry door with company name and contact information

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

There are no plans for any advertising.

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

Brian Tunnell
Signature of licensee

Brian Tunnell
Printed name of licensee

OFFICIAL SEAL
Cynthia K. Giddens
Notary Public-State of Alaska
My Comm. Expires 01/01/2019

Cynthia K. Giddens
Notary Public in and for the State of Alaska

My commission expires: 1-1-2019

Subscribed and sworn to before me this 8th day of December, 2017.

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(Additional Space as Needed):

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