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:	GreenSleeves Genetics LLC	**License Number:**	15192		
License Type:	Standard Cultivation				
Doing Business As:	GreenSleeves Genetics				
Premises Address:	1700 North Post Rd				
City:	Anchorage	**State:**	AK	**ZIP:**	99501

Mailing Address:	1301 Nichols st				
City:	Anchorage	**State:**	AK	**ZIP:**	99508

Primary Contact:	Paul Dunham		
Main Phone:	(907) 831-9053	**Cell Phone:**	(907) 831-9053
Email:	GreensleevesAK@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:

GreenSleeves Genetics LLC. has a single entrance and an emergency back door that remains locked at all times only used for an emergency exit with a one-way lock for safety. The entire facility is designated as a restricted access area with signage stating "Restricted Access Area: Visitor's Must Be Escorted" as well as signage stating that the premises is under video surveillance. The exterior entry door and emergency back door is in full view of a surveillance camera and is equipped with a sensor that sends an alert if an attempted intrusion is detected.
All employees will be required to wear (clearly displayed on their person) employee ID badges at all times while working at the cultivation facilities.

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

GreenSleeves Genetics LLC. does not intend to give tours of the cultivation facility, however if a visitor (with the exception of law enforcement, AMCO enforcement, a Municipal inspector or other duly authorized agent) does have a legitimate reason to enter a restricted access area the following protocol will be followed:
(1) visitors will be met at the exterior cultivation entrance door by myself Paul or a designated manager of the cultivation facility
(2) all visitors will be asked to produce a valid, government issued, photo identification proving they are at least 21 years of age and are who they claim to be
(3) visitors will then be asked to sign into a log and note their full name, organization affiliation , date, time in and out of the facility and the reason for the visit
(4) all visitors will be given a GreenSleeves Genetics LLC. visitor badge to be displayed on their person for the duration of the visit and returned upon exiting the building.
(5) Paul, a designated manager or employee will escort and actively supervise visitors. There will never be more than 5 visitors per supervising employee/licensee in the facility at a time.

Received by AMCO 6.7.18

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

In a lockable file cabinet on premises, we will safely store our visitors Log and other Business documents for at least six months. If any of these documents are taken off Premises after the mandatory six months, they will still Be stored safely and accessible for four more years.

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

attached to Back

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(logo picture will be different)

GreenSleeves Genetics LLC

Paul Dunham

MJ Handler Permit # 12345

Standard Cultivation facility

License # 19521

This ID is property of GreenSleeves Genetics LLC.

ID badges may only be used by the individual to whom it was issued.

Employees may not lend their ID to any one for any reason.

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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 entrance will have substantail lighting 24/7 with lights above the doors.

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

A central station monitored DSC cellular alarm system installed by Cardoso Integrated Security with back-up Battery Power, two-way voice response will be active a all times.

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:

Tamper monitored contacts will be mounted to all the exterior doors and windows. after locking up the alarm system will switched to away mode. If any of the sensors are breached, the audible siren is set off, and the central monitoring station alerts the licensee and dispatches the local law enforcement.

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

we will limit the number of employees and guests to No more the five per manager. along with 24/7 Surveillance of all areas containing or handling any marijuana product, there will be secured areas that will remain locked at all times. to further our protection we will Never alow an excess of marijana product to be sitting out, employees will Be monitored by co workers and camras alond with a dress code stating No Back packs, jackets, Baggie clothes with lots of pockets and similar things.

Describe your policies and procedures for preventing loitering:

our first defense against loitering is our fence that surrounds the Property and visible signs that state "No loitering".
if they are still able to enter the primes we will be Notified by the motion sensor and will verbally tell them to leave the property. At this point if they refuse to leave we will involve A.P.D.

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:

motion detectors will alert and send notifications of any unauthorized activity.

employee's and my self will be provided with a remote Panic botton that activates a silent alarm

all cameras have infrared capabilities for low light conditions.

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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:

If an unauthorized breach of security occurs and I the licensee or any of my employees or agents are Not on the premises they should not enter and simply call A.P.D. and report anything that is observed at a safe distance.
if we are in the building when it occurs we will first contact A.P.D. as we shut and lock all doors and move to the back storage area where we will wait for A.P.D. to arrive
If they are able to get in faster then we can lock the doors
I & my employee's will have silent alarm buttons on our persons.

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:

A video surveillance and camera system will be installed by Cardoso Integrated Security in and around the Facility. Providing complete view of any areas and doors as required by state and local regulations

Camras will be placed in every room with multiple angles to ensure No blind spots. Entances will also have cameras Focusing on them and the 20' surrounding

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:

Stored surveillance will be in the back most room that has cement walls and locked behind two Secured area and locked in a cabinet

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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

we will be keeping hard copy's of all our records in a locked filling cabinet on site along with digitally scanned or inputted documents saved on an external hard drive off site

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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:

we will be using Metric Franwell tracking software on all plants and products. All plants will be tagged and bar coded for easy scanning into the tracking system

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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 take the Marijuana handlers card test, then be thoroughly interviewed to make sure they have an excess amount of cannibis related knowledge including any certificates or history of cannabis work. We will also Provide any additional specified training for in house Procedures and methods.

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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:

Non cannabis solid waste will go in the dumpster, water waste will be kept to a minimum and goes into on-site septic.
Cannabis waste will be securely stored onsite for three days or untill AMCO is properly Notified. once the wait period is over we will render it unusable before taking to the Dump.
The secure storage for trash will be located in our Check in/ Shipping/ Receiving area.

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

All of the grounded up cannabis waste will Be mixed up with our used Potting Dirt or Other compostable and Non compostabe waste from our facility. we will mix in more of this material than cannabis waste to meet the 1:1 ratio required. our facility trash will consist of shredded Boxes, plastics, paper, metals and food scraps

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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:

Once the cannabis product is deemed trash, we will securely store it for three days after notifying AMCO, then we will render it unusable by mixing an equal amount or more of compostable and non compostable facility trash with it. Mixed up product will be taken to the City woodlot or City Dump depending on what waste we mix with the cannabis waste 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:

We will lay out and weigh all cannabis required for the order placed. then package in appropriate sized vacuum sealed bags. once this is done we will label with amount and weight of marijuana or marijuana product, strain name, and date, once a transport manifest is completed the product will be placed into secured lock box in the back of our delivery vehicle. Packages for resale will not have cartoonish logos, wont exceed 1oz and will be labeled with all the warnings/tracking labels. Packages to retail outlest will not exceed 5lbs. Proposed logo will be attached.

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

the secured storage will be a metal box with a lock on it secured in the back of our delivery vehicle.

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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:

None for now

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:

GreenSleeves Genetics LLC. Entire cultivation facility is designated as a restricted access area with only one main entrance and an emergency back door with a one way locking door for safety reasons, will both remain locked at all times. Signage that read "Restricted Access Area: Visitors Must Be Escorted" is posted on the door and is in full view of a video surveillance camera. The sensor installed on the exterior doors will detect attempted unauthorized access and will initiate an electronic alert to the security alarm company and to Paul's cell phone as well as trigger and exterior siren.

All GreenSleeves Genetics LLC. Employees are required to clearly display their employee ID badge on their person at all times while on the premises to help identify anyone who has no purpose on the premises additionally, any visitor on the premises will be required to wear a visitor badge clearly displayed on their person at all times while on the premises and must produce a valid government issued photo ID proving they are at least 21 years of age.

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

Paul Dunham
Printed name

Subscribed and sworn to before me this 5th day of October, 2017.

STATE OF ALASKA
NOTARY PUBLIC
JANE HASTINGS
My Commission Expires April 9, 2019

Jane Hastings
Notary Public in and for the State of Alaska.

My commission expires: 4-9-19

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(Additional Space as Needed):

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