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:	Daliwoda Investments Inc	**License Number:**	15546		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Daliwoda Investments #1				
Premises Address:	807 Landing Rd.				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	807 Landing Rd				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Primary Contact:	David Worel		
Main Phone:	907-488-2500	**Cell Phone:**	907-378-4640
Email:	daliwoda@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:

Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted." Our establishment shall limit the number of visitors to only two visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph.
No person under the age of 21 will be allowed in our establishment.
Any visitor to the restricted access area must
(1) show identification to prove that person is 21 years of age or older;
(2) obtain a visitor identification badge before entering the restricted access area
(3) be escorted at all times

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

Visitor will speak with our security staff upon entry in the premises.
Once it is established why the visitor needs to enter the premises, they will be required to give photo identification and sign into a visitor log book the date, time and reason for needing to access the premises and/or restricted areas
They will stay at front entry until an authorized person can escort them through the premises and/or restricted areas.
The authorized person will stay with the visitor until he/she leaves the premises.
Upon leaving the premises, the visitor and authorized person will log in the book, date and time of departure.

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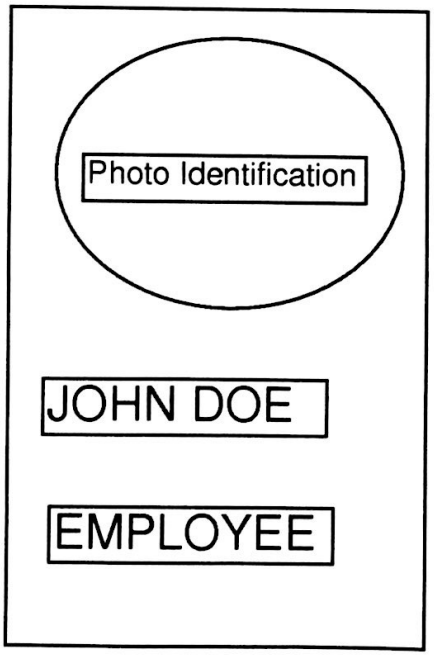
Describe your recordkeeping of visitors who are escorted into restricted access areas:

There will be video recording of such entry.
There will be an log book at the security check in of visitors name, signature, reason for entry, date and time of arrival and departure
The authorized person that escorted the visitor through the premise/restricted area will also sign the log book for that visit.

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



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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 exterior lighting will be placed as to enhance the surveillance recording to allow for the best possible recognition of any unauthorized person on premises.

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

The alarm system will be connected to a security service 24 hours a day.
During operating hours, the alarm system will sound if key codes are improperly put in to access restricted areas.
When an alarm sounds, the onsite security staff will go to the alarm site to investigate the cause of the alarm.
The offsite security service will call to see if assistance is needed, if we do not answer they will immediately call the local law enforcement.

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 connected to all doors and will be monitored by a security service 24 hours a day.
During closed hours, if there is a breach, the security service will contact our security officer and the local law enforcement.

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

No staff member will be alone in any room at anytime.
Staff members will be partnered everyday as to deter diversion.
No staff member is allowed to have personal items such as wallets, purses, lunch bags in any area except staff room.
Staff members will be aware that any diversion will be prosecuted to the fullest extent the law allows.
There will be onsite security cameras that will be monitored during operating hours by our security team.
The security cameras will have a complete unobstructed view of all areas of cultivation facility.

Describe your policies and procedures for preventing loitering:

No loitering signs will be posted outside premises.
All staff members are to contact our security personnel if the see a person loitering outside the premises.
Security personnel will have authority to keep loitering person(s) off of premises by verbally asking them to leave and notifying local law enforcement should the persons refuse to leave the premise/property when asked.
If authorities have to be notified to remove a loitering person, that person shall have a no-trespass put against them never to return to property.

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 activate lighting outside for enhanced video surveillance.
There will be an alarm at the front security office that will contact the contracted offsite security service that we need immediate law enforcement assistance.

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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 there is an unauthorized breach, the contracted offsite security service will immediately contact our lead security and the local law enforcement.
Once our lead security is notified, they will immediately go to the premises, wait for local law enforcement to arrive, and then once law enforcement has given the okay for entry, we will provide the law enforcement with access to our surveillance video.
Once is has been assessed that there was an actual breach by a person(s), the lead security officer is to contact the licensees, log all activity in the security log book, cooperate fully with local law enforcement, obtain law enforcement names and contact information.

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:

On the inside, multiple cameras will be placed in such a manner as to have a clear, unobstructed view of both restricted and unrestricted areas.
On the outside, multiple cameras will be placed in a manner to get the best possible view of all entry points to premises for the clearest view possible of all person(s) entering/leaving premises.
There will also be lighting on the outside cameras to enhance the images at night for the best possible identification.

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 area will be secured by a coded lock that only authorized personnel will have access to.
There will be a two person regulation in place where no one authorized staff member may be alone in this secured room.
There will also be a log book that will be logged into and out of when accessing the room.
If video surveillance shows any personnel in the room alone that will be a means for immediate termination.

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 records and recordings will be have a copy made daily internally.
All bookkeeping records will be have a copy made daily internally on a hard drive located in the security room.
All video surveillance will be have a copy made daily internally on a hard drive located in the security room.
All log books will be placed in the security room daily at close of business.
Log book pages will be scanned into a secure computer and a copy will be made daily on a hard drive located in the security room.
All paper documents will be scanned into a secure computer and a copy will be made daily on a hard drive located in the security room.
To prevent a complete loss of all the information due to fire/theft/act of god, the hard drive located in the security room will be routinely copied and will be kept by the president of the company in a secure location.

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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 the system that the board has approved for tracking as to ensure full compliance with all requirements of the board.

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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:

We will require each staff member to acquire a marijuana handler permit through a state approved course.
We will require each staff member to also answer a series of questions prior to hire so we can be assured that they properly have retained the information necessary to be a safe, productive marijuana handler.
We will require a probationary training period for each new employee on:
1. how to enter the building, log in, receive ID badge and enter the restricted access area.
2. hand washing importance
3. how to handle, log, measure, package and label all usable marijuana material
4. how to properly grind and make any marijuana waste unusable and how to measure and log the waste.
5. procedure to report any misconduct of any other employee, officer, security office or public person while in or on the licensed premises.

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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:

We will notify the board 3 or more days before rendering any marijuana waste unusable.
Once we have received notification that the board has received our notice, we will then proceed to make all marijuana waste unusable.
All solid waste will be ground and mixed with a ratio of equal parts compostable materials and placed in plastic barrels. We have contacted the local waste authority and they will pick up and dispose of our waste in accordance with their regulations.
Our cultivation water will be recycled until we deem necessary. When we do need to rid ourselves of the wastewater from cultivation will be kept in water barrels and we have contacted the local water authority and they will come pick up our wastewater and dispose of in accordance with their regulations.
General use water for washing hands, general cleaning etc, will be disposed of through drains into an existing septic tank. We have contacted the local septic pumping company and they will dispose of in accordance with their regulations.
General use trash which can not be used as compost will be put in a dumpster and picked up weekly by the local collector and disposed of in accordance with their regulations

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

We will use compostable and non compostable material to break down our marijuana waste in a ratio of equal parts compostable and non compostable material.

We will use materials such as paper, cardboard, vegatable oil, yard clippings.

The paper, cardboard and yard clippings with be ground down and mixed in with the marijuana waste and then vegetable oil will be poured into the barrel and thoroughly mixed in.

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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:

Daily as needed through the cultivation process, we will take the plant waste and grind it up and mix with a ratio of equal parts of compostable and non compostable materials with the marijuana waste.
The first step will be to notify the board at least 3 days prior of our waste.
Once we receive notification from the board that they have received our request, we will grind the marijuana waste with equal parts of shredded and ground paper, cardboard, yard clippings to break down the waste.
We will then add vegetable oil and mix is thoroughly to further ensure it will be rendered unusable.
The waste will set in the plastic containers until full and the local waste facility will come pick it up and dispose of it according to their regulations.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

The marijuana tags will be scanned.
The product will be inspected to ensure quality.
The product will be placed in a plastic bag and securely sealed with the quantity (no more than one ounce per package), grade/strain, date, time, name of person who packaged it located on the secured package.
The secured package details will then be placed into the tracking system.
The package will be held in a secured room until delivery vehicle arrives to transport the product.
Once the delivery truck arrives, the delivery person will double check the manifest to make sure all product information has been recorded properly.
It will then be placed in the secured delivery truck to be delivered to the necessary facility.

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 compartments will be made of metal and will have two key locks on them.
To help ensure no diversion of product, we are implementing a two key lock system. One key will be with the driver and the other key will be with the staff member assisting the driver in delivery.
They will both need to be present with their individual keys to open the compartments upon arrival at the facility accepting the product.

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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:

There will be one sign above entry door approximately 2' x 3' and the business name will be Daliwoda Investments #1

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:

No person under 21 will be permitted entrance to the facility.
There will be signs posted that no one under the age of 21 will be permitted in our facility.
The entrance door has restricted access and all persons needing to gain entrance must have valid photo identification to prove the are over 21 years of age.
All staff members will be trained and reminded in mandatory staff meetings that no person under the age of 21 is permitted to enter our facility.

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

DAVID WOREL
Printed name

SYDNEY SHRIVER
My Commission Expires
NOTARY PUBLIC
April 20, 2019
STATE OF ALASKA

Subscribed and sworn to before me this 10th day of December, 2017.

Sydney Shriver
Notary Public in and for the State of Alaska.

My commission expires: 4/20/2019

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