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:	Joseph Eickholt, Amber Eickholt, Lee Drotzur	**License Number:**	16028		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Alaska Beasty Buds				
Premises Address:	1665 Richardson Hwy Unit B				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	1665 Richardson Hwy Unit B				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99705

Primary Contact:	Amber Eickholt		
Main Phone:	9076873584	**Cell Phone:**	
Email:	amber.eickholt@gmail.com		

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Section 2 – Security

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

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

Restricted Access Areas (3 AAC 306.710):

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

Restricted access areas will be secured with only employees having access. Access door will include "RESTRICTED ACCESS. Visitors Must Be Escorted" and "No One Under 21 Permitted." signs. The facility will not be open to the public.

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

If any visitors they will be required to wear a visitors tag and fill out visitors log that will include; full name, date, time, and reason for the visit. All visitors will have photo ID reviewed to ensure they are at least 21 years of age. All visitors will be escorted by licensed personnel with no more than five visitors per employee.

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

All visitors must have prior approval before visiting the facility. All visitors will fill out the visitors log that will include; full name, date, time in/out, and reason for visit. Visitor log will be kept on file permanently within the facility.

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

See Attached Sample

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Alaska Beasty Buds

EMPLOYEE

Employee Photo

EMPLOYEE NAME

MHP#

Alaska Beasty Buds

-VISITOR-

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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:

Exterior lighting will be placed at front entrance to ensure surveillance camera can clearly identify individuals within 20 feet of entrance.

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

There will be a motion detector at the entrance of the facility with keypad within the office. If it is triggered a text and/or email will be sent to the owners who then will view security cameras to view activity and take any necessary actions.

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 activated at all times when owners are not on the premises. There will be a motion detector at the entrance, if triggered owners will be notified via text and/or email. Owners then will view video surveillance and if there is a breach in security law enforcement will be notified.

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

Only employees/owners will be permitted in areas with marijuana unless absolutely necessary. Location will not be advertised to the general public. There will be a locked storage area for marijuana awaiting transport. No one will be able to enter the building without the owner's knowledge. All plants will be strictly tracked using the METRC tracking system. Security footage and inventory will be reviewed on a weekly basis to prevent the diversion of marijuana by employees. If diversion of marijuana is suspected footage will be reviewed and authorities and AMCO will be notified if necessary.

Describe your policies and procedures for preventing loitering:

The property the facility is located on is fenced in and the facility will have 24/7 video surveillance and motion detectors. "No Loitering" signs will be posted outside the building. Anyone loitering will be asked to leave and if they refuse law enforcement will be notified.

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:

As described there will be a motion detector at the entrance that will be activated at all times when owners are not in the facility. Alert will be sent to owners via text and/or email if motion is detected. If a notification is received owners will view video surveillance and if there is a breach in security necessary actions will be taken such as notifying local law enforcement.

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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:

Owners will be immediately notified via text and/or email when motion is detected by the security system. Owners then may view video surveillance and if there is a breach in security local law enforcement will be notified. Owners will communicate with law enforcement in the case of criminal activity.

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:

Video cameras will be placed both inside and outside the entrance to clearly identify individuals within 20 feet of the entrance. Cameras will be placed to provide a clear unobscured view of entire room.

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:

Video surveillance recording equipment and records will be housed and stored in a locked cabinet within the office of the facility. Only owners will have keys and it will be available to authorized personnel, law enforcement, and an agent of the board upon request.

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 documents per 306.755 will be stored and maintained on-site for at least six months in fire resistant locked file cabinet as well as backed up on hard-drive off-site for the current year as well as three preceding years. Only owners will have access to business records. Records will be released only as per 306.800

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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:

Alaska Beasty Buds will use the state's tracking program METRC to assign RFID tags and numbers to all plants 8" or taller to identify and track inventory.
METRC is used by AMCO and is compatible for sharing necessary information.

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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 required licensees will have current Alaska Marijuana Handler's Permit and copies will be kept within the facility's records. Expiration dates will be monitored to ensure all required licensees permits do not expire. All employees will receive in house hand on training by Joseph Eickholt after they have received their Alaska Marijuana Handler's Permit to ensure they understand policies and procedures fully.

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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:

Water will be reused whenever possible and excess will be disposed of by commercial septic and leach field. Marijuana waste will be mixed at least 50/50 ratio with biodegradable materials. AMCO will be notified of marijuana waste disposal at least three days prior to rendering waste unusable in writing via email. Waste will be stored in rubber trash bins during the three day waiting period.

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

Alaska Beasty Buds will mix ground marijuana waste with biodegradable materials with at least a 50/50 ratio.

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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:

In an area under video surveillance marijuana waste will be mixed with organic materials at least over 50% then taken for disposal at Alaska Waste local landfill located in Fairbanks. AMCO will be notified at least three days prior to rendering waste unusable in writing via email and METRC records will be updated accordingly. Waste will be stored in rubber trash bins during the three day waiting period.

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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 packaged in opaque tamper-proof packaging not to exceed 5 pounds per package wholesale. All packages will have test results and facility labels as well as tracking label generated in METRC. Packages will also include warning label,
"1. Marijuana has intoxicating effects and may be habit forming and addictive.
2. Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence.
3.There are health risks associated with consumption of marijuana.
4. For use only by adults twenty-one and older. Keep out of the reach of children.
5. Marijuana should not be used by women who are pregnant or breast feeding."

Please see sample facility label attached.

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

Marijuana will be transported in vehicle safe that will be bolted to the vehicle. Marijuana will remain inside sealed containers inside locked safe for the duration of transport.

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Alaska Beasty Buds

Strain:

Lab:

THC: % CBD: %

Batch #:

Beasty Buds License #

1. *Marijuana has intoxicating effects and may be habit forming and addictive.*
2. *Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence.*
3. *There are health risks associated with consumption of marijuana.*
4. *For use only by adults twenty-one and older. Keep out of the reach of children.*
5. *Marijuana should not be used by women who are pregnant or breast feeding.*

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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 posted with business name outside of the 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:

Anyone without valid identification stating they are at least 21 years of age will be denied access to the facility. The entrance will be locked at all times after entering or exiting the facility and only permitted individuals will have access to prevent unauthorized personnel from entering the facility. "No persons under 21 permitted" sign will be clearly posted.

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.

Amber Eckhott
Signature of licensee

Amber Eckhott
Printed name

Subscribed and sworn to before me this 2 day of August, 2018.

"Offical Seal"
Notary Public
Mason Berry
State of Alaska
Commission #170427011 Expires: 4/27/2021

Mason Berry
Notary Public in and for the State of Alaska.

My commission expires: 4/27/2021

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