Alcohol and Marijuana Control Office
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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:	vanGreen's LLC	**MJ License #:**		16738	
License Type:	standard marijuana cultivation facilty				
Doing Business As:	vanGreen's LLC				
Premises Address:	224 smith ST. #D & #E				
City:	sitka	**State:**	Alaska	**ZIP:**	99835

Mailing Address:	107 somer Dr.				
City:	sitka	**State:**	Alaska	**ZIP:**	99835

Designated Licensee:	Eric vanVeen		
Main Phone:	907-738-9554	**Cell Phone:**	907-738-9554
Email:	vangreen907@gmail.com		

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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:

All access to vangreen's facility, and restricted access areas, will be secured and monitored 24 hours a day. Only owner/management or authorized employee will have access.

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:

Entry/exit will be locked 24 hours a day.
All restricted access area's will be marked by a sign that says "Restricted access area. Visitors must be escorted."
Any visitors to the restricted access area must:
1) Show ID as required in 3AAC.306.350
2) Obtain a visitor ID badge before entering the restricted access area.
3) Be escorted at all times by a licensee, employee or agent.
All restricted access area, a licensee, employee or agent of vanGreen's will wear a current identification badge bearing the persons photograph.
Entry/exit door will have the following signs posted:
- Restricted access area. Visitors must be escorted.
- No Loitering
- Security Cameras In Use
- No person under 21 allowed

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

No person will be allowed to enter VanGreen's without a valid state issued ID showing proof of being 21 yrs or older. Once ID is checked by a VanGreen employee, our visitor will be escorted to sign in to the visitor log book, recording name, date, time of entry and departure time. After sign in,visitor will be given a visitor badge to wear and be instructed on visitor protocol. No visitor is to be on premise without a VanGreen employee present at all times. once a visit is complete the visitor will be signed out and escorted out of the facility. No more than 5 visitors per 1 vanGreen Licensee, employee or agent of the licensees.

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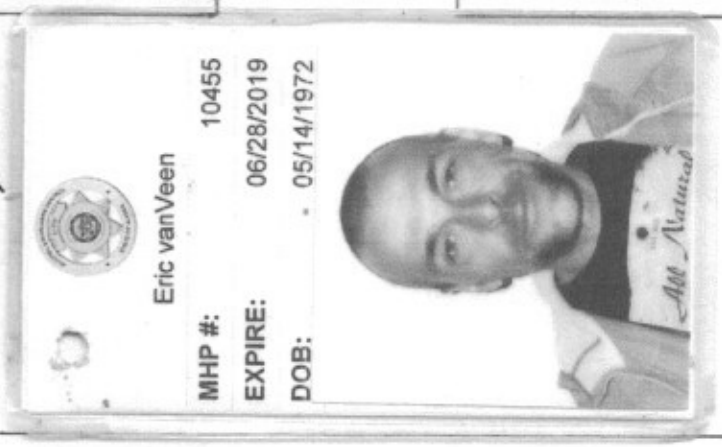
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

VAN Green's Employee

Van Green's Visitor

Back side of employee Badge. →



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:

VanGreen's facility lights will be positioned to facilitate surveilliance of entry/exit door and all areas within 20 feet of the entry/exit door. Lights will be on before dusk and turn off after sunrise.

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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 the alarm system alerts of an unauthorized breach:

VanGreen's facility will have 2 separate alarm systems. One system will be the video surveillance with motion sensors that will notify owner/management. The second alarm system will have motion sensors, glass breaking sensors,and all restricted access doors, entry/exit door will have door triggers that sounds an alarm if unauthorized entry occurs and send notification to owner/management and if not deactivated within 60 seconds with a predetermined coded number. This system also has a forced entry code and 2 panic buttons that immediately notify owner/management. In the event of an unauthorized breach owner/management will consult on site video system to determine if local law enforcement should be notified.
vanGreen's shall notify AMCO, not more than 24 hours after any unauthorized access to the premises or the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion or unexplained disappearance of marijuana products, or money from the licensed premises.

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

All employees will be informed that any diversion, stealing or illegal diversion of VanGreen product could lead to being arrested and being punished to the fullest extent of the law. If any employee should be found to be violating the law, owner or management will pro-actively notify local law enforcement and AMCO. All VANGREEN'S employees will be trained to recognize potential theft and be required to notify owner or management of any suspicious activity. Employees will also be required to work fully and cooperatively with AMCO and local law enforcement. Any and all records will be available on request.

3.7. Describe your policies and procedures for preventing loitering:

VANGREEN'S facility will have signage posted stating "NO LOITERING" If a loitering situation should arise, they will be asked to leave the property, if persons do not leave they will be notified that the police will be called. Employee is then instructed to call local law enforcement if persons still is on property.

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. EV

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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. EV

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. EV

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

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). EV

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:

All cameras will be positioned in a manner as to get the best facial image of anyone present within the licensed facility and within 20 feet of the entry/exit. Cameras will be installed throughout the premises that allow for monitoring all areas of the facility at all times. All cameras will have infrared (night vision) , high quality resolution, 24 hour recording for a minimum of 40 days. The system will have battery backup that will operate for at least one hour if power outage should happen.

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:

Video surveillance recording equipment will be housed in a locked box, in a restricted access area only accessible to owner/management or AMCO and local law enforcement.

AMCO Received 9/11/2018

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)*; [EV]

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;** [EV]

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

d. **records related to advertising and marketing;** [EV]

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

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

g. **all records normally retained for tax purposes;** [EV]

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;** [EV]

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

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

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:

All business and regulatory documents, recordings, surveillance, logs and communications will be stored at the facility. Records within the facility will be stored in a locked cabinet. Only owner/management will have access to the locked records. Vangreens management will be trained in standard retention polices to ensure that all records are maintained and filed in a consistent manner. All records will be made available to AMCO upon request. All records will be kept on-site for a minimum of one year.

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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. EV

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

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. EV

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. EV

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. EV

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. EV

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

1. security alarm protocol
2. diversion of product protocol
3. work area cleaning and personal hygiene
4. loitering protocol

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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.	EV
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.	EV
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.	EV
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).	EV

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

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):

N/A

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:

Marijuana will be weighed, vacuum sealed, tagged with a METRC package tag, test results and along with a transfer manifest. sealed, tagged package will be put in a locked container, then placed in a secure compartment in the vehicle transporting.

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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. EV

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. EV

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. EV

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. EV

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. EV

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. EV

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

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):

max number of signs 3
signs not to exceed 4800 square inches each
attached to front, side and or back of building

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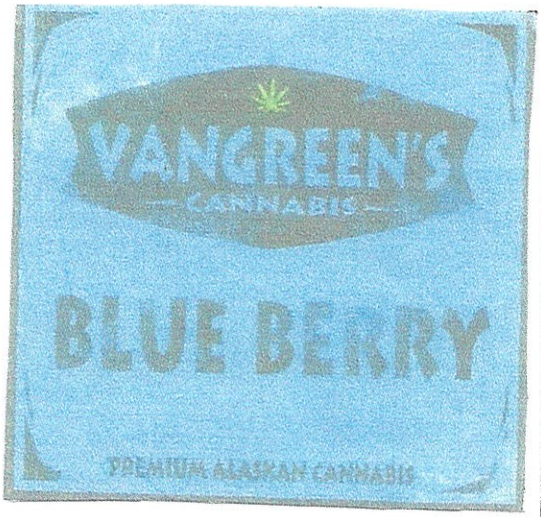
9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Advertising will include various mediums such as email and social media. All advertising will be in compliance with all the current listed 3 aac. 306.360 regulations. Including where advertising is allowed/prohibited, no false or missleading statements, will not depict cartoon characters or appeal to person under twenty-one years old and will include the five mandatory wanring statements.

(A) "Marijuana has intoxicating effects and may be habit forming and addictive."; (B) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (C) "There are health risks associated with . . . consumption of marijuana."; (D) "For use only by adults twenty-one and older. Keep out of the reach of children."; (E) "Marijuana should not be used by women who are pregnant or breast feeding.".



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

Signature of licensee

Eric VanVeen
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: Oct. 17, 2019

Subscribed and sworn to before me this 24th day of September, 2018.

AMCO Received 9/27/2018

(Additional Space as Needed):

AMCO Received 9/11/2018