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:	Tanana Herb Company, LLC	**License Number:**	16091		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Tanana Herb Company, LLC				
Premises Address:	1200 Well Street				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701-2835

Mailing Address:	PO Box 81772				
City:	Fairbanks	**State:**	ALASI	**ZIP:**	99708-1772

Primary Contact:	Leslea Nunley		
Main Phone:	907-888-9696	**Cell Phone:**	907-388-8023
Email:	tananaherbcompany@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:

This location has locked entry doors into the building and exterior doors will remain locked at all times. Only Managers will have keys to the facilities exterior doors. All restricted access areas will be posted with signs that read "Restricted Access, Visitors Must Be Escorted". Visitors will have to be escorted into the buildings front office by a manager in order to begin to have access to any other areas of the facility.

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

Visitors will be met at the front door by a company representative. Visitors credentials will be reviewed and they will be asked to sign in once their credentials have been approved. They will be given a visitor pass and will then be escorted while within the licensed premises restricted access areas by a company representative. Upon completion of their business they will be return their visitor badge, sign out, and be escorted from the licensed premises. The company representative will ensure the visitors exit the building and will confirm the building exit door is locked behind them.
Visitors will be limited to no more than 5 visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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Tanana Herb Company
Daily Sign in Sheet

NAME	DATE	COMPANY	DRIVERS LICENSE #	REASON FOR VISIT	TIME IN	TIME OUT

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

A visitor sign in sheet will be present at the front desk to record everyone entering and exiting the building. The sign in sheet will be filled out completely with the visitors name, date, company or organization, drivers license number or the number of some other form of valid picture ID, the reason for the visit, time in and time out. All completed sign in sheets will be kept in a locked records cabinet in a managers office.

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

see attached ID sample.

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LESLEA NUNLEY

OWNER

8/22/17

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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:

We will have wall mounted light fixtures on all corners of the building and over the doors. Our camera system is designed for daylight and no-light conditions, IR/1080p cameras.

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

This facility has a 3rd party company that will monitor our security system. The security system consists of door breaks as well as motion sensors on all exterior doors. If an alarm is triggered the 3rd party security service will notify us and then the police.

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 security system has a key pad by the front door that will be set to active when the licensed premises is unoccupied. Only a manager will have access to the key pad and will activate and deactivate the system at the beginning and end of each day. The security system is connected to sensors that monitor all doors into the licensed premises. There are no windows into the licensed premises. Once the security system is activated any activity around the sensors will cause management to be notified. If management does not respond police will be notified. The security system is monitored by a 3rd party security company.

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

New employees will be warned about theft and will be required to sign a statement that they've been advised of the our zero tolerance policy towards theft. A second warning will not be given to those who violate the policy. Managers will randomly check bags of employees when they are leaving at the end of their shifts to ensure compliance. If an employee violates any of the security policies set forth by the company, or State law as adopted and defined by the Alaska Marijuana Control Board, they will be immediately terminated and escorted off the property. All employees are required to change into company issued scrubs that will be kept and washed on site. This will help prevent anyone from leaving the site with company property. Also camera's with zero blind spots where cannabis is processed and stored.

Describe your policies and procedures for preventing loitering:

The property is private, no trespassers will be allowed on the grounds for any reason. Scheduled visits and deliveries will be allowed during normal business hours. Authorities will be notified in any cases of loitering or emergencies. There is outside lighting and camera systems in place to monitor outside activity with appropriate signage displaying that the site is being monitored.

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:

The alarm panel is equipped with a panic button and motion detectors are on all exterior doors.

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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:

Any breach of security would notify the 3rd party security company. The security company will attempt to contact a Tanana Herb Company representative. If they cannot reach a representative they will notify authorities. If that happens we will let the police instruct us on further actions required and the incident will be logged and keep in the managers locked cabinet.

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:

There are exterior infrared cameras facing the outside doors and all exterior walls. Each work room has two cameras facing each other (covering the entire room). The front door and side doors will have cameras pointed at the door within 20 feet, monitoring people's faces and activities. Cameras will be facing all hallways, doors and restricted access areas to monitor people moving throughout the facility. Camera's will be placed in locations to ensure no blind spots.

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:

There is a locked cabinet in the surveillance room that houses all camera feeds and databases. The surveillance room is a restricted access area with a locked door. Only managers have access to the surveillance room.

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:

The surveillance room houses all camera recordings and is a restricted access area accessible only by management and is kept locked at all times. Confidential business and personnel records are kept in a locked cabinet in a managers office, which is kept locked when not in use and accessible only to management. A backup copy of vital employee records and business documents required to be available to the board, excluding video recordings, are kept in a secure location 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:

Metrc is the regulatory compliance system that will be used as required by the Alaska Marijuana Control Office. This system provides all the necessary visibility, tracking and adherence to the rules and regulations adopted by Alaska Marijuana Control 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:

Before employment, each employee will verify they have completed training & have passed the test to receive a valid Marijuana Handler Permit & Food Handler Permit, from a Certified Training Program. We will have a copy of the permits on file in the employee folder in a locked cabinet.
We will be conducting extensive interviews with a variety of knowledge based questions which are attached to this document. If hired, in house training will be provided to the new employee, that relates to the position for which they have been hired, to ensure they follow company policies, State and Local Laws, and can perform their positions effectively.

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Tanana Herb Company
Interview Questions

1) How did you hear about us?
2) Why do you want to work with us?
3) Do you have any experience with growing cannabis?
4) Tell me some signs of a sick plant.
5) Tell me about a health plant.
6) Tell me about sulfur and PM control.
7) Tell me about pruning.
8) Tell me about cloning.
9) What is your favorite media to grow in and why?
10) What is important to you?
11) What can we do to provide the best workplace for you?
12) How do you feel about working long hours on your feet?
13) Have you ever used a backpack sprayer?
14) Tell me about a normal day off?
15) Tell me about your normal working day?
16) Do you have reliable transportation to and from work?
17) Do you have a 3-5 year plan?
18) What do you prefer; working alone or with a group?
19) Do you have any hobbies?
20) Have you ever been convicted of a felony?
21) Will you consent to a background check?

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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:

All of the waste water from this facility runs into the city sewer system, which then leads to the city water sanitation system. Waste water will be monitored and treated as per Federal, State and Local regulations. We do not use harmful chemicals in our facility that could potentially end up in the water system. All marijuana related waste will be entered into METRC and will be held for at least 3 days after notifying Enforcement via email. It will then be disposed of properly through the Borough landfill, via a secured dumpster or designated work truck, after it is rendered unusable.

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

Ground marijuana waste will be mixed with a variety of material including, but not limited to, cardboard and growing media. Waste will be ground with a wood chipper to render it unusable and then combined with non-plant material at a 50/50 ratio. Enforcement will be notified via email at least 3 days before marijuana waste is rendered unusable.

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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:

Step 1: The marijuana waste is initially collected and placed into a green waste container with a garbage bag. The bag will then be placed in the designated holding area for three days after notifying enforcement and will then be taken to the waste disposal area. Step 2: Remove chipper from storage and place it under designated area of garage in plain view of the camera system. Step 3: Gather non plant matter material and appropriate safety equipment. Step 4: Follow start up procedures specific to Chipper including, checking oil, gas levels and inspect for any foreign material logged inside machine. Step 5: Gather plant material and start machine. Feed a mix of 50/50 plant material and non plant material until no more marijuana is present. Then turn off machine. Step 6: shovel new mix of destroyed marijuana and non plant matter into dumpster. Step 7: Use an air compressor to clean any foreign material out of the chipper before storage. Step 8: Clean and verify that there is no longer any usable marijuana plant material in plant waste area. Step 9: Return machine to it's designated area and notify managers of the completion of task. Step 10: Manager will log activity into waste log book and input appropriate information to AMCO.

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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 that has been tested and approved for retail sales, shall be grouped together per incoming order. Each individual package of marijuana will not be larger than the states maximum requirements per package. Each package will be sealed & assigned a package tag number. Each package that has been labeled and sealed will be grouped together per manifest order. The packages will be logged into the marijuana tracking system prior to shipment to generate the delivery manifest. The totes will then be loaded into the delivery vehicle, into an internal locked cage where it will be out of view from any persons looking into the vehicle. If multiple deliveries are to occur in one day, the delivery driver will load the internal cage of the van according to stops. The manager will verify the delivery for accuracy and load safety and ensure the Metrc manifest is correct. The internal cage will be locked with a pad lock. The driver will then travel to the predetermined destination without stopping, offload the cargo and come straight back to the facility.

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

The transport vehicle has a fully enclosed and lockable steel cage. The steel cage is custom built and secured via bolts through the floor boards. The cage will have one access door with a pad lock attached to the door and cage.

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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 an 11x17 sign on our front door with our business name and contact information. Our open hours will be posted on this sign as well.

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:

Each person who requests to enter the restricted access area will be met at the front door by a representative of the company. They will be required to show picture ID to ensure they are 21 or over. They will be required to follow all other guidelines as all other visitors, including a valid reason for entrance to the facility. If the guidelines are met, they will be asked to sign in on the visitor log and be escorted inside the facility. If they cannot prove they are 21 or older and have a valid reason for entrance to the facility they will not be allowed access and will be asked to leave the property.

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

Leslea Nunley
Printed name

Subscribed and sworn to before me this 29th day of December, 2017.

State of Alaska
NOTARY PUBLIC
Samantha Ahlstrom
My Commission Expires Jul 5, 2020

Notary Public in and for the State of Alaska.

My commission expires: July 5, 2020

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