Alcohol and Marijuana Control Office
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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:

- 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:	Cut Above LLC	**MJ License #:**	16815		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Cut Above LLC				
Premises Address:	1520 Raven Lake Street				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	1520 Raven Lake Street				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Designated Licensee:	Conrad Schwartz		
Main Phone:	907-888-9795	**Cell Phone:**	907-888-9795
Email:	conradschwartz@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:

The facility will not be open to the public. Any visitor will have to provide proof that he/she is at least 21 years old. A persons identification will be screened and a visitor log book will be filled out. Visitors will wear an identification tag at all times while in the facility.

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:

The facility will not be open to the public. There will be "No Trespassing" Signs posted on the exterior of the building and all doors will remain locked. All visitors will be subject to an identification check, the visitor log book will be filled out and a visitor badge will be given to wear. The visitor shall be escorted in accordance with 3 AAC 306.710. Upon departure the visitor will turn in there badge and the log book will be updated.

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

1. Determine if the visit is necessary for business
2. Check Identification for age 21 or above, fill out visitor log book, issue visitor badge.
3. Escort visitors in accordance with 3 AAC 306.710, limiting the number of visitors to not more than 5 per licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.
4. Collect visitor badge and fill out departure time in the visitor log book

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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:

See email 7 of 7 Attachment:
EmployeeIDsample.pdf

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:

Commercial exterior lighting will be on all sides of the building and over all exits. Some lighting will be motion activated to provide additional light for security cameras to capture any movement.

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Cut Above LLC

Employee ID Badge

Jane Smith

Marijuana Handler

ID #1223445

Issued 06/04/2018

Cultivation License #16815

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Cut Above LLC

Visitor Badge

Cultivation License #16815

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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:

All exterior doors will have door sensors and the hallway will have motion sensors. Our facility has no windows. At the end of the work day authorized personnel will "Arm" the alarm system. The alarm system will alert the owner or other authorized personnel if the sensors are triggered. Security cameras will provide surveillance for the entire exterior up to 20 feet out and entire interior of the facility. Security cameras will be recording 24/7 365 and recordings will be held on a site for a minimum of 40 days. In case of an alarm sensor being triggered the owner or other authorized personnel will determine the cause and have access to the security system remotely. If it is determined that there is unauthorized persons at the facility or we gain knowledge of theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the premesis then we will contact the department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon a reasonably practical and in any case not more than 24 hours after the breach.

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

All marijuana or marijuana product will only be handled by the licensee or agent of licensee. All will have marijuana handler cards. Licensee will be present during transfer of marijuana to insure the integrity of the shipment. All marijuana will be logged and tracked in accordance with METRC from seed to sale. All marijuana will be weighed during harvest with a state certified scale. Security cameras will run 24/7 365 in all areas of the facility and have a minimum of the last 40 days stored on site in case of diversion to help find the cause.

3.7. Describe your policies and procedures for preventing loitering:

"No Trespassing" and "No Loitering" Signs will be posted on the exterior of the building. Security cameras will provide surveillance to the owner or employees inside the facility. Anyone caught loitering will be asked to leave. If someone will not leave or shows suspicious behavior, law enforcement will be contacted and informed.

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. GS

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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. CJJ

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. CJJ

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

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). CJJ

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 restricted access areas will have wide angle cameras placed across the room from the primary access door to provide clear view of the entire room and entrance to the room. All restricted access areas where marijuana may be grown, cured, destroyed, or stored will have full video surveilance and clear view of the entire room including all entrances and exits. The hallway will have cameras placed on both sides to provide clear view. Entrances will have cameras placed directly over head on the inside and outside. Exterior cameras will be placed to provide clear view within 20 feet of the entire facility.

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:

The video surveillance recording equipment will be located inside the office. The office will remained locked 24 hours a day and only authorized personnel will have access. A wall-mounted lockable server rack will be located on the wall that houses all the equipment. The server located inside the rack will house original copies of surveillance records. A back up will be made and stored inside a safe located on-site daily. A minimum of the last 40 days of surveillance will be available to authorized personnel, law enforcement, or an agent of the Marijuana Control Board.

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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)*; CSS

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;** CSS

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

d. **records related to advertising and marketing;** CSS

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

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

g. **all records normally retained for tax purposes;** CSS

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;** CSS

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

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

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:

A fire rated safe located on-site will provide protection for physical records and daily electronic data back-ups of all product tracking and surveillance records.

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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. CSS

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

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. CSS

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. CSS

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. CSS

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. CSS

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

All employees will be trained how to properly complete the following.

1. Admit a visitor
2. Loitering policies
3. Alarm system policies
4. All employees will be trained on how to properly "scrub in and out" when entering the facility at the beginning and end of each work day to prevent the possibility of contamination from the outside environment.

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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. CSS

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. CSS

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. CSS

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). CSS

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):

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:

Once marijuana is harvested and processed a sample will be taken of each "batch" and sent in for testing. While awaiting test results all marijuana will be placed in a locked and secure roomed. Bulk packaging of up to 5 pounds will be placed into durable, tamper evident packaging prior to transport. All labeling on packaging will meet the requirements for cultivators. All shipments will be accompanied by a required manifest and will be verified by authorized personnel before it leaves. Shipments will be placed in a locked, safe and secure storage compartment located behind the passenger seat in our transport vehicle. The storage compartment is 10" wide, 6" tall and 60" long. It will be bolted to the frame of the vehicle.

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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. CJS

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. CJS

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. CJS

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. CJS

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. CJS

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. CJS

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

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):

We will not have signs on our facility.

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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):

Business cards with the following logo (see attachment)

See email 7 of 7 Attachment:
Cut-Logo.pdf

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

Signature of licensee

Conrad Schwartz
Printed name of licensee

Notary Public
TABITHA L. CORE
State of Alaska
My Commission Expires Jan. 1, 2022

Notary Public in and for the State of Alaska

My commission expires: Jan 1st 2022

Subscribed and sworn to before me this 8th day of June, 2018.

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CUT ABOVE

a Cut Above the Best

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(Additional Space as Needed):

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