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:

- 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:	Patrick Phillips	**MJ License #:**	17261		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	P W Cultivation				
Premises Address:	29124 N Cohoe Loop Rd				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Mailing Address:	29124 N Cohoe Loop Rd				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Designated Licensee:	Patrick Phillips		
Main Phone:		**Cell Phone:**	502-902-7363
Email:	patricia5954@att.net		

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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 Grow room is on second floor behind locked door, with no windows on second floor.
1.)Posted no one under the age of 21 aloud beyond this point.

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:

AS a limited cultivation facility no one is aloud in grow area from the public without and escort.
1)The first floor doors are locked with commercial grade locks when no one is at home.
2) Bars over windows.
3) Property posted no trespassing signs.
4) The Grow room on second floor behind locked door with no windows.
5) If someone is on property without permission they will be asked to leave.
6) If they refused will call Law enforcement.

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

Any person entering the grow room area must sign the logbook with name, date, time in , and time out.
1)Needs to make appointment with owner or employee to be aloud in grow/ work area.
2) Must have proof of age 21 or older.
3) Must have a handler ID, or AMCO, or law enforcement
4) Any person needing to view grow area they will be escorted by owner/employee and remain with them until they leave the property
5)They will need a visitor pass to go in area.
6). No more then 2 visitors will be aloud in grow area at a time.
7) Log book will be keep in a secured area where only owner and employee will have access to obtain for visitors to sign it.
8) At the end of the day the logbook for that day will be placed in a secured area and will be available for AMCO or any other legal department needing access too the logbook.

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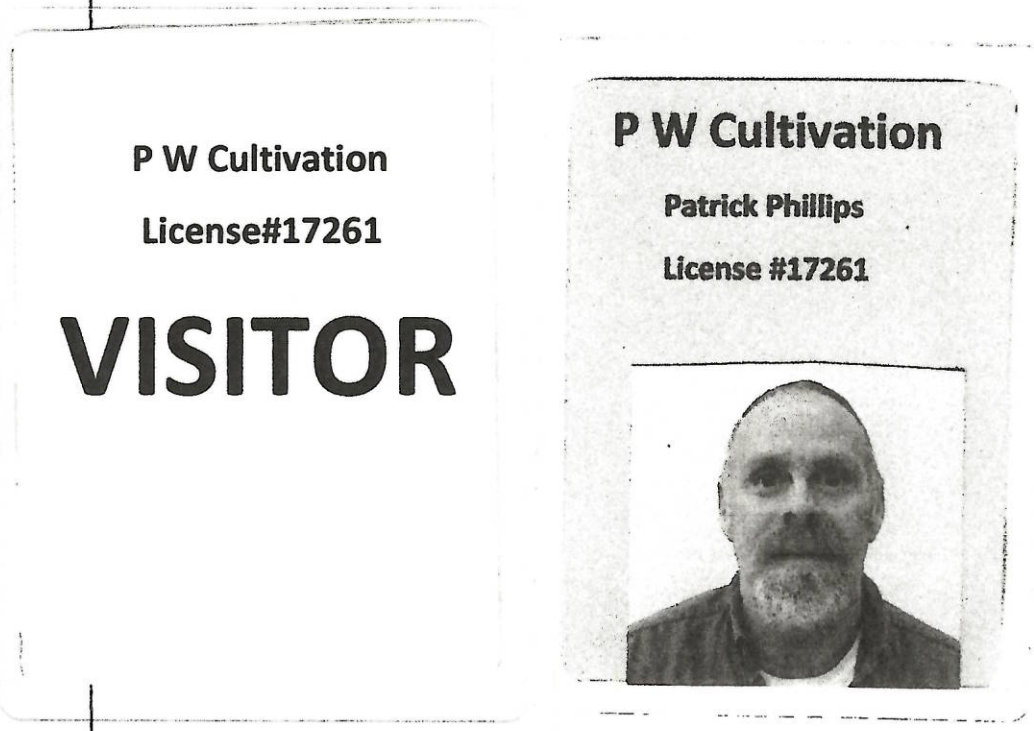
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

The exterior lighting is a motion sensor security light at door entry. 180 degree angle and a range up 70ft. detection. A back up battery light will be provided if the power goes out.

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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:

Fortress Security store (TM) S02B wireless business and home security system kit with auto dial up to 6 phone numbers and outdoor siren, glass sensor.
1) In case of a triggered alarm
A). The owner will respond to see if a person is on property..
B) inspect the property to make sure no one has gain access.
C). If no one is around will reset alarm.
D) If someone has broken in. the owner will stay on property and call for law enforcement. and wait for them.
2) If alarm is trigger and no one is at home
A). The auto dial system will call the owner,
B) The owner will return home and inspect the property for any intrusion.
C). If he is unable to return home he will call law enforcement..
D) The owner will return home ASAP.

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

1) Will inform all employees that the place is under surveillance 24/7.
2) Each employees will be informed that no product to be removed from grow area.
3)Aprons will be wore by owners and employee work area.
4) all the employees will review and sign the regulation of AMCO

3.7. Describe your policies and procedures for preventing loitering:

1)Property posted no trespassing signs.
2) Any person on property will be asked to leave
3)No foot traffic from public, only person with appointment will be aloud in grow area.
4) If the owner/employee unable to get the person to leave then Law enforcement will be called.

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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. PP

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. PP

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. PP

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

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). PP

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:

The first camera will be facing door when its open it will have a clear view of the person entering the grow. All other cameras are placed in areas that shows have a clear view of person in the grow area and clean room.

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 in a separate location on property behind locked doors where the owner has access.
1)Only authorized person will have access ECT., Law enforcement, AMCO
2) Will keep video recording 40 on hard drive and will download on DVD to keep records for the 40 days for viewing,
3) If we use wireless will use cloud and Download if needed for AMCO or any Law Enforement

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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)*; PP

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;** PP

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

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

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

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

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

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;** PP

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

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

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:

Will keep all records in a locked file cabinet fire poof.
arrange in newest to older records.
1).All data for the business will be keep on property in separate location.
2).All login book, , sales, taxes, testing of product, soil tested, shipping information, education ect.
will be available for any person with legal right to see.
3).Will keep all electron records and paper records for 4 yrs.
4).All video recording for 40 days

All records necessary to fully account for each business transaction conducted for the current year and three preceding calendar years.
All records will be kept according to3AA306.755

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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. PP

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

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. PP

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. PP

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. PP

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. PP

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

1).Education training video of the Metric tracking system.
2).How to weigh product on scale required.
3).Hand washing before and after leaving grow room.
4).Training video how to trim Buds
5).Training video on LED lighting and the need to wear safety glasses
6).Any training or video that the employee/ owner feels they need.
7).Review the regulation AMCOs

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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. PP

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. PP

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. PP

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). PP

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:

1).The product will be trim and dry.
2).The product will be weigh place in package with Metrc tacking label with products name, weight, testing information , and address of delivery site. All marijuana packages will comply with labeling requirements listed 3AAC306.475. Health & safety Label. See addition page attached.
3). Placed in a metal box and Master lock and placed in another lock box for transport in the vehicles
4). Once the product is set for transportation the driver will go directly to the business with no stopping.
5). The driver must take product to buyer and weigh the product and obtain signature of delivery.

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(Additional Space as Needed):

#Section 8

A Health & Safety label containing the following statements will be affixed to each commercial package:

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

A Tracking label containing the following information will be affixed to each commercial and/or wholesale package:
Cultivation Facility Name
Cultivation Facility License Number
Harvest Batch Number
Net Weight
Pesticides
Fungicides
Herbicides
Tracking Code*
*NOTE: The "tracking code" for each package will be the same as the METRC tracking number of the METRC Tracking Tag affixed to the transport packaging.

A Testing label containing the following information will be affixed to each tamper-evident transport container:
Test Facility Name
Test Facility License Number
Cannabinoid Profile: THC%, THCA%, CBD%, CBDA%, CBN%
Microbial Test Result
Res. Solv. Test Result
Contaminants Test Result:
Molds, Mildew & Filth
Herbicides, Pesticides & Fungicides
Harmful Chemicals

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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. PP

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. PP

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. PP

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. PP

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. PP

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. PP

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

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 any sign at the location.

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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):

Will Have Business card made with company name, owner/employee Name and phone number to give to local ~~dispensary~~ PP Retail Marijuana store.
Will also join Alaska marijuana group for growers.

P W CULTIVATION
Limited Marijuana Grow Facility
PATRICK PHILLIPS
OWNER
502-902-7363

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

Signature of licensee

Patrick Phillips

Printed name of licensee

Notary Public
JANET M. KEENEY
State of Alaska
My Commission Expires Sep 30, 2018

Notary Public in and for the State of Alaska

My commission expires: 9/30/2018

Subscribed and sworn to before me this 30 day of April, 2018.

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