Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Great Northern Manufacturing, Inc.	**MJ License #:**	17336		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Great Northern Manufacturing, Inc.				
Premises Address:	7031 Arctic Boulevard, Suite 100				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	645 G Street, Suite 100-907				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Designated Licensee:	Stephen W. Brashear		
Main Phone:	(907) 887-6543	**Cell Phone:**	(907) 887-6543
Email:	steve@greatnortherncannabis.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 licensed premises will not be open to the general public, and all doors will remain locked with controlled badge-access. The facility will only be accessible to licensees and authorized employees with the exception of authorized and escorted visitors (e.g. Marijuana Control Board staff, Alaska Marijuana Control Office staff, law enforcement, vendors). All persons who enter the premises (employees and visitors) must be at least 21 years of age. All potential visitors will present valid identification to verify their age. Identification must be in the form allowable under state law and will be checked for accuracy and legitimacy in accordance with Great Northern's security protocols and processes. The entire manufacturing facility will be a restricted access area, and signs will be prominently posted to state that access is restricted, visitors must be escorted at all times, and that no one under 21 is permitted. The facility will also be protected by a state-of-the-art security and camera surveillance system, which will be monitored 24 hours per day.

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 entire licensed facility will be a restricted access area, and it will be closed to the general public. Both entry doors to the facility will be locked at all times with controlled badge-access. The facility doors will include an exterior door bell, microphone, and surveillance camera. Visitors will be required to ring the door bell and explain the purpose of their visit through the outdoor microphone. Authorized visitors will be greeted at the door and escorted by an authorized employee or licensee as required under 3 AAC 306.

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

Visitors will need to ring a door bell equipped with a microphone and surveillance camera, and they will then be greeted at the locked door. All visitors will be immediately checked in by verifying their age with a government-issued ID and having them sign the visitor's log which will include information such as the date, time in, time out, visitor name, ID check, name of escort, and visitor signature. Visitors will then be asked to wash their hands and provided with an overcoat and disposable gloves for sanitation. Upon completion of the visit, all visitors will be asked to sign out of the visitor's log and return their overcoat. Visitors will be escorted to the door, and the door will lock behind them when they leave the facility. An authorized employee will be allowed to escort a maximum of only five visitors all of which will be actively supervised during the duration of their visit. All visitors will be provided a visitor badge which must be visible at all times and returned to the escorting employee at conclusion of the visit. The visitor's log will be maintained in the official business records for at least one year.

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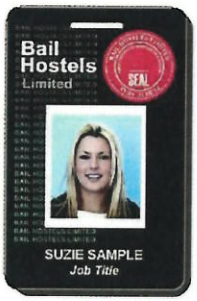
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

All badges will be designed and programmed by Valkyrie Security & Asset Protection, a well-respected firm that understands the regulations, or a similarly professional and competent security provider. Samples of employee/licensee and visitor badges are included below.



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:

All points of entry and the entire perimeter of the facility will be illuminated with bright LED lighting sufficient for surveillance cameras to identify any individual within 20 feet of the building. As an added security feature, all surveillance cameras will also be equipped with infrared technology.

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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:

The security system will include a contact sensor for every external door and motion detectors positioned at every window in the facility. The alarm system will be designed to activate in the event of any breached doorway or window when the facility is closed for business. Motion detectors will also be positioned throughout the facility, and multiple panic buttons will be installed in the facility. Licensees and employees will be trained on the use of the alarm system and how to respond when the alarm system alerts of an unauthorized breach. In the event of an unauthorized breach, the designated licensees will immediately be called by the monitoring service and law enforcement will be dispatched to the facility. In accordance with 3 AAC 306.720(e), the designated licensee or another senior member of the management team will notify the Alcohol & Marijuana Control Office (AMCO) as soon as reasonably practicable but not more than 24 hours after any unauthorized access to the premises or the discovery of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises. See the attached security plan for additional details.

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

All employees will be trained on the detection and prevention of diversion of marijuana or marijuana products. All marijuana and marijuana products flowing through this faculty will be tracked in METRC. All candidates for employment will be carefully screened before hiring. The screening process will include a background check and verification of references. Employees will receive METRC training that will equip them with the knowledge and skills necessary to use the program and to recognize anomalies. There will be a zero-tolerance policy for theft, diversion, or mishandling of marijuana and marijuana product. If diversion is suspected for any reason, a thorough investigation will be initiated. Surveillance camera feed will be reviewed to assist in the investigation. Any employee confirmed to be engaged in diversion or mishandling of marijuana or marijuana product will face termination of employment. In addition, notification will be provided to AMCO.

3.7. Describe your policies and procedures for preventing loitering:

Great Northern Manufacturing will have "No Loitering" signs clearly posted on the exterior of its facility. If a person is suspected of loitering outside the establishment, he or she will be given a verbal warning asked to leave the premises. If a loiterer refuses to leave, law enforcement authorities will be contacted. Employees will receive training on how to remain alert for loitering outside of the premises and how to respond when it occurs. Great Northern staff will maintain a consistent and visible presence around the property to deter loitering. Security camera footage will also be regularly viewed to ensure that loitering is not occurring.

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. SB

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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. SB

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. SB

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

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). SB

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:

Surveillance cameras will be installed to record a full view of the exterior of the premises, installed on both sides of all doors (interior and exterior), and installed throughout the premises such that individuals and activities can be clearly identified without blockage of lighting, fixtures, or other equipment as described in 3 AAC 306.720(b).

All surveillance cameras will have a recording resolution of at least 1920 x 1080, and will be capable of clear night time recording with the use of infrared technology. See the attached security plan for additional details.

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:

Pursuant to 3AAC 306.720(b) surveillance recording equipment and records will be housed in a locked cabinet in a secure area that is accessible only to authorized marijuana establishment licensees, managers, and law enforcement personnel including an agent of the Marijuana Control Board. Surveillance records will be maintained on a server inside the secured room. The room housing the video surveillance recording equipment will always be locked with controlled badge-access, and only authorized licensees and senior managers will have access to the room. The room will also be equipped with a surveillance camera and motion detector.

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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)*; SB

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;** SB

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

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

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

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

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

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;** SB

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

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

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 records are maintained in hard copy and electronic copy. The redundancy helps ensure that files are not lost or inadvertently destroyed. Electronic files are maintained on a secured server as well as in a secured location on the Cloud. Financial records are prepared and maintained by a company bookkeeper and a Certified Public Accountant (CPA) using Quick Books or a similar program. The company's servers and networks are protected by a firewall and state-of-the-art encryption technology such that all business records are secure. Hard copies are maintained on site in locked file cabinets.

The types of records maintained include employee files, handler permits, payroll, insurance, visitor's log, advertising/ marketing, manifests, waste logs, financial records, tax returns, and all other records required by 3 AAC 306.

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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. SB

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

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. SB

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. SB

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. SB

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. SB

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

Every new employee will undergo an orientation session to become familiar with our company, procedures, and policies. In addition, employees will shadow experienced staff until they become comfortable with their job duties. Employees will receive training on workplace safety, security procedures, cleanliness and sanitary practices, sexual harassment, and other subjects as deemed appropriate. Great Northern is committed to providing a safe, secure, and enjoyable work environment for all of its employees.

Training will be an ongoing effort to keep employees informed of the latest standards and practices. Training methodologies to be used may include individual coaching, training videos, and classroom sessions.

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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. SB

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. SB

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. SB

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). SB

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:

All marijuana or marijuana product will be carefully prepared, packaged, and secured for shipment. Marijuana or marijuana product will be pre-packaged to clearly indicate the size, number of servings, required warning statements, and other information as required by 3 AAC 306. Packaging will not transmit any toxic or damaging substances, and it will protect the products from contamination. Using METRC, a transportation manifest will be prepared with information required by the regulations. Products will be transported in secured bin that is locked and equipped with a tamper-proof seal (see images below).

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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. SB

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. SB

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. SB

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. SB

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. SB

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. SB

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

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):

There will be no signs posted on the outside of the manufacturing facility with the business name, because it will not be open to the general public. There will be signs such as "No Loitering", "Restricted Area", "Nobody Under 21 Years of Age Allowed", etc. as required by the regulations.

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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):

Great Northern Manufacturing will utilize advertising as allowed under 3 AAC 306. Medium types may include the Internet, social media, magazines, newspapers, visitor guides, radio, and potentially television (in strict compliance with 3 AAC 306). One or more company logos may be used; however, they will not include any cartoon characters or other images that would attract people under the age of 21 years. See a sample logo below.

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

Stephen W. Brashear
Signature of licensee

Stephen W. Brashear
Printed name of licensee

DENISE GAGNON NOTARY PUBLIC STATE OF ALASKA

Denise Gagnon
Notary Public in and for the State of Alaska

My commission expires: 12/25/2020

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

License # 17336

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(Additional Space as Needed):

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