Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Petrichor LLC	**MJ License #:**	18493		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Petrichor LLC				
Premises Address:	3780 ~~Leisure Street Unit A~~ Leasure st unit A 69				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Mailing Address:	3780 ~~Leisure St Unit A~~ Leasure st unit A 69				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Designated Licensee:	Grant Anderson		
Main Phone:	253-310-5127	**Cell Phone:**	2533105127
Email:	grant@blackrapidsak.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:

oAll entrances to the facility will remain locked at all times.
oComprehensive access control will be enforced that will include age verification on government issued ID cards of any personnel requesting access.
oAll completed items will be secured in vaults with tightly restricted access.
oAll emplyees, constractors, vendors, sub contractors, and anyone else who requires access to the facility will be made aware of the policy and will be vetted for age using a government issued ID card before they are allowed access to the facility.
oSignage will be posted on all access points to the facility stating that persons under the age of21 are not allowed.

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:

oAll restricted access areas will remane locked at all times.
oSignage will be placed on each entrance of the facility stating that it is a restricted access area adn that visitors should contact a posted number to gain addmittance.
oAll entraces to the facility will remane well lit and will be monitored by security cameras.
oVendors, contractors, sub contractors, and any other persons requesting access to the facility will be made aware of company policies before arriving at the facility.
oNo personnel will be allowed into the facility without an employee escort for any reason.

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

oVisitors will be vetted for purpose before coming to the facility.
oUnscheduled visitors will not be allowed into the facility until purpose and intent are established at the manager level or higher.
oVisitors are required to provide staff with a valid form of identification to prove they are of the required age.
oStaff will fill will document the visitors name, date, time of entry, time of exit, and reason for visit on a visitors log designed for the purpose.
oAll visitors will be given a Visitor Badge and will be required to clearly display the badge at all times.
oAll visitors will be escorted at a ratio not to exceed one staff member for every five visitors.

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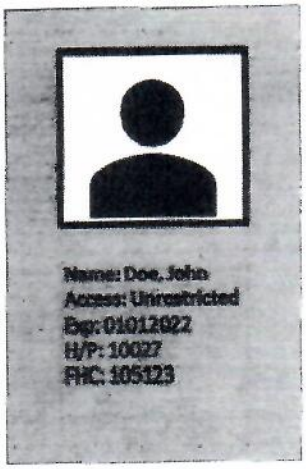
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

oExterior lighting for the facility will be designed so as to provide a minimum of 20 feet of illumination for each of the exterior cameras and for each entrance to the facility.
oAll interior corridors which gain access to the facility will remane lit at all times.

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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:

oThe Security system to be utilized will be (a.) installed by a third party (b) perpetual monitoring by a third party (c) consist of a comprehensive suite of cameras, motion sensors, door strikes, central control unit with outside communication capability and audible alarm, panic buttons, memory capacity for 40 days of footage, and battery backup (d)hardened entry/exit points (e) comprehensive security protocols (f) Hardened product storage areas (g)flood lights at all entry points (h) well lit parking areas and loading/unloading areas (i) hardened security cabinet for all security related systems and monitoring equipment.

oIn the event of an unauthorized intrusion into the facility managers/owners will (a) remotely verify via remote view cameras that an intrusion has/is occurring (b)immediately notify authorities via 911 (c) Notify AMCO enforcement (d) following the reestablishment of security and prior to resuming operations Petrichor Staff will conduct a thorough inventory of all products and equipment and will notify AMCO enforcement of any discrepancies (e) continue to cooperate with LEOs and AMCO enforcement officers in any way necessary.

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

o Comprehensive inventory tracking throughout all phases of production
o Comprehensive waste tracking throughout all phases of disposal
o Comprehensive supervisor level hands-on inventory audits conducted weekly at a minimum
o Supervision
o Comprehensive Employee vetting

3.7. Describe your policies and procedures for preventing loitering:

As a production facility Petrichor LLC is not expecting loitering to be an issue however
o No Loitering signs will be clearly posted outside its facility.
oA property encompassing fence reduces the chances of loitering.
oIn most cases loitering of persons without business on the property will be considered as suspicious especially after normal work hours and the proper authorities will be notified.

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.

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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

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.**

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.**

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

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).**

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:

oCameras will be placed on each exterior door to facilitate identification of anyone within 20 feet of the door.
oFlood lights will be partnered with each camera to facilitate identification out to 20 feet during times of low light.
oA camera will be placed on the loading bay door and partnered with an exterior light to facilitate identification of individuals out to 20 feet.
oThe Entrance that opens into the adjoining structure will have a camera in the adjoining hallway that will identify any individuals within that area.
oInterior cameras will be placed in such a way so that no interior area or any area where marijuana products are processed or stored is left unmonitored.
oAll entry points to the facility will be monitored by an interior camera in addition to the exterior camera.
oAll Storage areas will have cameras that monitor their entry/exit as well as their interior areas.

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:

oA reinforced steel security cabinet will house all security system and camera system recording components including the 40 days of storage.
oAccess to the cabinet will be restricted to senior management and owners and will be logged.
oVendors will only be allowed access to the cabinet with and escort.
oAll business logs including METRC transfer records and those records used during the usual course of business including those records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years will be maintained in a steel locked filling cabinet co located with the security cabinet for 1 year at which time they will be moved off site and maintained for an additional 3 years.
oAccess to archived records will be restricted to senior management.

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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)*; (GM)

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;** (GM)

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

d. **records related to advertising and marketing;** (GM)

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

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

g. **all records normally retained for tax purposes;** (GM)

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;** (GM)

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

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

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:

oAll physical records will be kept in a locked and secured steel filing cabinet co located with the security system cabinet.
oRecords moved off-site will be maintained in secure filling containers in an organized fashion which makes retrieval of information simple.
oFiles, test results, sales information, manifests and logs will be backed up in the cloud via accounting software, METRC logs, and cloud based repositories like Drop Box, etc. Which will create redundancy in records keeping.
oAll Online records will be maintained in such a way that retrieval is simple and efficient.

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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

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.** [initials]
2. **All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.** [initials]
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.** [initials]

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

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.** [initials]
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.** [initials]
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.** [initials]

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

o Products specific production training including specialized equipment and packaging equipment use.
o Safety including the use of personal protective equipment and standards and the safe use of all production equipment.
o any and all OSHA required training
o Waste disposal procedures and Marijuana waste disposal procedures.
o Food Handlers Course
o AMCO regulations revue
o Policy training and new regulations Monthly or as needed
o Security procedures training including react to break in, actions on suspicious persons and react to fire. (includes drills)
o Inventory systems and product tracking.
o Company Policies and Procedures

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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

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.** GB
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.** GB
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.** GB
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).** GB

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):

Toilette Facilities are located in adjoining structure but are not part of the licensed premises. A use agreement exists between that facility and the licensed facility. At no time will marijuana or marijuana products leave the licensed premises for any purpose except for a legal transfer to another licenses facility. Company provided Over-garments will also be removed prior to leaving the licensed facility to insure that no accidental removal of marijuana products occurs.

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:

oMarijuana products will be sorted into production batches within secure storage rooms designed for that purpose.
o products will be aggregated into batches designated for specific retail destinations at which point Products will be placed in tamper proof/evident containers for shipment.
oProducts will be entered into a METRC generated shipping manifest
o signed Shipping manifests and testing information will accompany all product shipments. (signed received manifests will be returned and stored as company logs)
oTamper evident containers will be placed within shipping vehicles storage compartment that is (a) separate from the passenger compartment (b) lockable (c) hardened against intrusion (d) secured to the vehicles frame.

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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

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. [GB]

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. [GB]

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. [GB]

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. [GB]

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. [GB]

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. [GB]

8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. [GB]

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):

No signage other then required restricted area postings will be displayed for security purposes.

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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):

oMost advertising and marketing is still in development however Petrichor will operate through multiple products brands including OddBall, Bad Habit, Muddy Water, and Vibrations among others.
o On all packaging the originating company will be clearly listed as Petrichor LLC

oAll marketing and logos will be designed in such a way so that they are not appealing to those under the age of 21 and are in compliance with all applicable AMCO regulations.

oWhen available Petrichor LLC will pursue advertising of products on applicable and available social venues. Advertising will not promote the excessive consumption of marijuana nor will it be misleading, false, appealing to children or promote free giveaways.

Petrichor LLC

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

Signature of licensee

Grant Anderson
Printed name of licensee

"Official Seal"
Notary Public
Kelsey Stein
State of Alaska
Commission #171220006 Expires 12/20/21

Notary Public in and for the State of Alaska

My commission expires: 12/20/2021

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

AMCO Received 11/29/2018