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:	Herb'n Legends LLC	**MJ License #:**	15209		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Herb'n Legends LLC				
Premises Address:	2771 Sherwood Lane Unit D				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Mailing Address:	3557 Riverside Dr				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Designated Licensee:	Jake Miller		
Main Phone:	907-209-8889	**Cell Phone:**	Same
Email:	herbnlegends907@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:

All doors are to remained locked, granted accessed to the licensed premises is by owners or employees only. Guest who will seek access to the premises will need to provide a valid form of I.D. (state issued I.D. or passport) to prove age before being granted accesses to the licensed premises.

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:

In order to keep unescorted members of the public from entering the restricted access areas there is only one exterior access to the proposed premises that always remains locked. There are two additional accesses within the area to the restricted access areas that will remain locked at all times as well.

If an unescorted member of the public were to gain access through the exterior door they'd first enter a hallway that is not considered a restricted area. There is another door in the hallway that is locked at all times that requires a unique code to gain access to the restricted area. This double code access system will help prevent any unescorted member of the public to gain access to the restricted areas.

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

All visitors must be age eligible (at least 21 years old) to enter the premises. Visitors will be required to wear a provided guest pass (see section 3.3). When guest enter premises, they will provide a valid, legible, and approved form of identification (state issued I.D. or passport) prior to signing into a log book. The sign-in requirements are name, date, approved form of identification number, time of entrance, time of exit, and name of approved employee who will be the visitors assigned "escort". Visitor and escort must sign log sheet swearing the information provided is true and accurate to their knowledge. These log sheets will be maintained and secured on site. Log sheets will be kept in a paper and electronic form for multiple storage purposes. A unique access code will be issued to employees which they will use to gain access into the restricted areas to escort the visitor. There will be no more than 2 visitors per assigned escort at any time (If employee is terminated unique access code will be changed to insure security). Visitors must stay with escort and wear visitors badge visibly at all times. When visitor is signing out they must provide badge back to escort who will sign the badge back in on the log sheet.

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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:

Exterior lights will be installed above the one main entry and along the side of the building in which the exterior door is. The exterior lights will possess a photocell controlled feature. The lights will be placed to illuminate more than a 20 ft area beyond the main entrance to ensure security cameras will capture video to aid in a clear and viewable image.

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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:

A commercial grade security system will be installed by a local Juneau company, Doaks Lock & Key. This system will be monitored by LJ Alarms. The motion sensors will cover all doors that allow entry to the unit, the restricted access doors, as well as the access to the mechanical room during unoccupied hours. To activate the alarm system a key pad will be installed and utilized.

All doors allowing entry to the proposed unit will have a door alarm. When business is not occupied by employees the alarm would be activated by way of keypad. After activation of system, if a door is opened or if there is movement detected in the unit, the alarm system will be triggered. To assure constant monitoring, the alarm system will be hard wired in with a battery back-up.

If alarm system is activated, local law enforcement; Juneau Police Department (JPD), is notified and the monitoring company, LJ Alarms, will call an authorized list of people, owners & manager. Once contact is made with authorized list, an authorized person will either resolve breach via phone or go on site to assess the breach and resolve as needed. At which point an authorized person will contact the Alaska Marijuana Control Board (AMCO) and provide appropriate information.

For additional security Doaks Lock & Key will install a siren as well as a duress button to sound in an emergency situation.

Please Note- THERE ARE NO WINDOWS ON THE PROPOSED PREMISIS THEREFORE THERE IS NO NEED TO MENTION SECURITY DETECTORS/FEATURES FOR THEM.

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

Owners, employees, and visitors will be held to a zero tolerance policy on the diversion of marijuana, as required by 3 AAC 306.720. Video of all areas of the premises will be maintained and reviewed by owner bi-weekly. Marijuana will be entered into the METRC software by Franwell which is required by the state for tracking and record keeping of all marijuana products to be received or sold. While marijuana is in the process of waiting to be sold, the product will be packaged in what they will be sold in and kept in the company safe (on the premises) that only owners and the manager have access to. If diversion is suspected at any point, the suspected perpetrator will be pulled and kept off the premises. At which point the owner will contact/notify Alaska Marijuana Control Board (AMCO) and Juneau Police Department (JPD). Owner will conduct or cooperate with JPD as a thorough investigation is conducted. Owner or manager will keep in close communication with AMCO and JPD.

3.7. Describe your policies and procedures for preventing loitering:

To prevent loitering our company will post a "no loitering" sign on the exterior of the building. If a trespasser were to ignore the sign a verbal warning will be given. If the trespasser does not comply immediately, the company procedure will be to retreat back into the building, lock the doors and contact Juneau Policy Department (JPD) to help assist with the situation. Until JPD has escorted the trespasser off the property all employees, at the time of the incident, will be required to stay in the locked areas to ensure their safety and the safety of the restricted access areas.

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

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.

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.

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

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).

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:

Security cameras will consist of Hilkvision DS-2CD2100F-I series IR Dome Network cameras. All cameras will be positioned to capture a variety of unobstructed views of a person or people within 20 feet of the exit and within the restricted access areas. Camera positions will be checked periodically to assure placement will capture the most clear and adequate angles to aid in identification of individuals. Our Hikvision cameras will have 1.3/3 MP high resolution and are tamper resistant. The cameras will have a low to no light monitoring capable infrared vision feature in order to facilitate constant video monitoring at all times. Cameras are positioned very strategically to be able to capture an unobstructed view of the space of a restricted area. Surveillance recording and video equipment will be kept in a locked secured area that only an authorized person, owners & manager, will have access to (unless AMCO or JPD require access to it).

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 locked and secure area where the video surveillance recoding equipment will be located on site of the proposed premises in the office which is within the restricted area. A keycode lock will be placed on the door to the surveillance cabinet. They only people who will have the access code to such area will be owners and manager. Our company will comply with any request of copies that law enforcement or the Marijuana Control Board might want.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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 records, paper and electronic, will be kept onsite in the office safe in the restricted access area. All records will be scanned onto an external hard drive for additional backup. The hard drive will be kept in the safe in the facility when not in use. Owners and manager are the only people with access to the hard drive.

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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.

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

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.

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.

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.

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.

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

In-house training will be provide to new employees and to current employees semi-annually. This will help ensure employees are kept up to date to help maintain that policy's and procedures are being implicated. Training will include but is not limited too strict cleaning tasks, rules of the facility, safety and security protocols, daily operations, and stage operations.

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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. [BM]

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. [BM]

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. [BM]

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). [BM]

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):

N/A

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 product will be weighed with the "two-person concept" system. One person will weigh and record the results of the product. Then a second person will weigh and record the product using the same scale, but each person will do the weighing separately. This will assist in assuring no discrepancies on final packaging weight. Packaging will be provided in a child resistant container, which will be resealable. The labeling of the product will be in accordance with 3 AAC 306.470. The proper documentation and transport manifest from cultivation facility's inventory tracking system will be provide with all wholesale packaging.
This facility plans to provide transportation for their marijuana products. The company plans on utilizing the owner's vehicle. A Viking Security Safe VS-50BLX will be bolted in the back of the vehicle and only the owners & manager will have access to the codes. In the event of a manager being let go code will be changed. The safe has a biometric finger printing and key pad with 4-9 digit pin code feature that will be used. Marijuana product will be transported to approved purchasing marijuana retail shop with NO stops in between. In the event of needing a service we will hire an approved local transportation service with an attached, locked safe within 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.

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.

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.

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.

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.

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.

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

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 won't be any signs with the business name on the building. Only signs that will be places on the exterior of the are the ones that are required by law.

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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):

Our company does not plan on distributing any type of advertising. Therefore this section is not applicable.

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

Signature of licensee

Taylyn Miller
Printed name of licensee

STATE OF ALASKA
OFFICIAL SEAL
Joseph Crowley
NOTARY PUBLIC
My Commission Expires 4/12/21

Notary Public in and for the State of Alaska

My commission expires: April 12, 2021

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

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(Additional Space as Needed):

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