Alcohol and Marijuana Control Office
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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:	Bristol Bay Bud Company, LLC	**MJ License #:**		17452	
License Type:	Standard Cultivation Facility				
Doing Business As:	Bristol Bay Bud Company				
Premises Address:	2439 S Ridgecrest				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO Box 876090				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Heather Allen		
Main Phone:	907-843-2518	**Cell Phone:**	907-243-2518
Email:	hrgsenterprises.ak@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The only entrance door to the licensed cultivation facility is an exterior door that opens into the work area. The door will have a sign stating "No one under 21 years of age allowed" in compliance with 3 AAC 306.325(b). To enter the licensed facility the visitor will have to ring the bell and a Bristol Bay Bud Company employee will greet them as they unlock and open the door and check IDs before entry is allowed. The ID check will include a concentrated look at the ID, paying attention to oddities and inconsistencies to assure that it is not counterfeit document. In addition, the employee will assure that the visitor's physical appearance is consistent with the image on the ID.

Unless required by law, Bristol Bay Bud Company will NOT accept an ID without a picture, an ID that is out of date, or an ID that appears to be tampered with in any way. Once the ID is accepted by the escorting employee, the visitor will be entered in the visitor log book, indicating the date, time entered, time exited, name, signature, and name of escorting employee. All visitors will wear a badge to indicate their visitor status to all cultivation employees.

All employees will be trained in the procedures for visitors upon hire and on an annual basis, unless deemed necessary to do more training due to an unexpected situation or if we need to refine our policies. The specific topics the employees will include but will not be limited to identifying underage visitors, identifying fake identification and the protocol to confiscate and notify law enforcement.

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:

Bristol Bay Bud Company will restrict access to any part of the licensed premise where marijuana product will be propagated, flowered, harvested, cured, stored or sold. Bristol Bay Bud Company staff will verify appropriate legal identification of the customer. When greeted at the door of the cultivation facility an employee will unlock and check the ID of the visitor. The entry point to Bristol Bay Bud Company will be posted and maintained with the applicable signage of "No one under 21 years of age allowed" in accordance with 3 AAC 306.325(b) and a sign stating "Restricted access area. Visitors must be escorted" in accordance with 3 AAC 306.710(b). Once identification is verified, the visitor will enter the facility through the exterior door that leads into the repotting/work room. The employee will then fill out the visitor's log have the visitor sign and put on the visitor's badge. The visitor will be in the constant presence of a Bristol Bay Bud Company employee while inside the licensed, restricted areas. The product storage area and server will be locked in a secure room of which only employees will have a key.

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

Bristol Bay Bud Company will maintain a visitor log with the following information in accordance with 3 AAC 306.710(c) and 3 AAC 306.755 (a):

- Visitor name, visitor badge number and signature stating that they understand the rules and regulations governing the visitor access
- Date
- Time in/Time out
- Escorting employee name and signature authorizing the temporary visitors pass and acknowledgement of all rules and regulations governing the visitors access

Before visitors move into the restricted access areas an employee of Bristol Bay Bud Company will check their legal, current, unaltered state/government issued identification card in accordance with 3 AAC 306.350. The visitor will then be registered in the visitor log recording the visitor badge id number, the escorting employee, date, time in, time out and their signature. Visitors will be escorted by the employee for the duration of their visit and will wear a visitor's badge at all times. At no time will there be more than 5 visitors per employee in the facility in accordance with 3 ACC 306.710. All restricted areas will be marked by the applicable signage including "No one under 21 years of age allowed" and "Restricted access area. Visitors must be escorted" in accordance with 3 ACC 306.710(b). Visitors are not authorized to handle any marijuana or marijuana products

Visitor logs will be scanned daily (as needed on days when there are visitors) as a part of the end of day paperwork and digital copies will be saved to the security log. Visitor records will be kept and maintained for 4 years. Six months of logs shall be stored onsite and immediately available to AMCO.

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:

Bristol Bay Bud Company will have a completely integrated security and video surveillance system installed and monitored by a licensed security company. To be in compliance with 3 AAC 306.715(b), we will have installed at the minimum of one door sensor for the only entrance, motion detecting window sensors for the two windows (which are on the second floor) and two panic/duress buttons.
Bristol Bay Bud Company will maintain 24/7 monitoring in accordance with 3 AAC 306.715(b) and 3 AAC 306.720(a)(b). The surveillance will include (at the minimum) the windows monitored by motion detectors, one door sensor, and two panic/duress buttons that will be monitored by a licensed security company. Bristol Bay Bud Company will have LED motion triggered exterior flood lighting installed and maintained on the exterior of the cultivation facility in accordance with 3 AAC 306720(b). The motion detectors will be armed upon close of business. There will be a battery backup for the surveillance equipment to assure security in the event of a power interruption.
All alarm systems, with the exception to the motion detectors, will be operational and continuously monitored 24/7. During operational hours the panic alarms, video surveillance and glass break sensors will be active. All cultivation staff will be trained on how, when, and why to activate panic buttons. There will be two panic buttons installed within the cultivation facility's restricted area. The employees will also be given the option to wear a panic button on their person via a lanyard around their neck. Activation of the panic button will sound an audible alarm and will trigger a signal to the third-party monitoring company and they will dispatch the Alaska State Troopers. The manager will be responsible to interface with law enforcement upon arrival at the cultivation establishment. Any and all alarm signals will be documented and reviewed by staff for training purposes. Bristol Bay Bud Company has policies and procedures designed to protect their employees and customers. Each employee will receive training in the use of the integrated security system upon employment and annual training to ensure the best possible preparedness for any unseen security breach. In addition, the alarm system will undergo a monthly testing that will be noted in the security log.
If a breach of security occurs after normal business hours, the security monitoring system will notify the Alaska State Troopers in addition to the owner/manager of the licensed cultivation facility. The owner/manager will communicate and comply with law enforcement and will not hinder the investigation.

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

Bristol Bay Bud Company has strict rules in regards to moving inventory to and from and throughout the licensed premises to effectively prevent diversion of marijuana or marijuana products from employees, visitors, and customers. Bristol Bay Bud Company will be using video surveillance in accordance with 3 AAC 306.720. The video surveillance system will monitor all licensed and restricted areas during operating hours. We will utilize motion sensors in addition to the video surveillance to monitor the cultivation establishment during nonoperational hours. Visitors are not permitted to touch any of the marijuana or marijuana products.
Employees will be trained on how to detect, prevent, and address diversion in the cultivation facility. All transactions of marijuana or marijuana products will be logged in METRC and reconciled at the end of business each business day in accordance with 3 AAC 306.330(c) to ensure accuracy of inventory. Any suspected diversion will be immediately followed up by reviewing the video surveillance footage of the suspected occurrence.
Employees and visitors will not be allowed to carry personal containers of any kind in any of the restricted access areas where marijuana is grown, cured, stored, or packaged. Employees will be provided with a secure area keep their essential personal belongings. Managers will be responsible for the supervision of employees to prevent product diversion and theft. All marijuana and marijuana products will be stored in the secured storage area at the end of the business day. Management will review the stored video footage upon suspicion of employee theft or diversion.

3.7. Describe your policies and procedures for preventing loitering:

No loitering/solicitation signs will be posted at the entry and inside the cultivation facility in a conspicuously displayed area with the other required signage. Regular site safety inspections will be conducted during normal business hours. Loitering is defined by our establishment as a person remaining near the outside of the licensed premises for an extended period of time with no discernible business-related purpose. Our facility is relatively isolated on 10 acres so any individuals on our property are there with purpose and/or prior arrangement. Any individuals determined to be loitering will be asked to vacate the property in a nonconfrontational manner. Should the situation escalate, the Alaska State Troopers will be contacted and made aware of the situation. Video surveillance footage will be reviewed periodically to determine any continuous/suspicious activities related to loitering. The results of the review will be viewed and discussed with all employees and stakeholders.

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. HA

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. HA

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

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). HA

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:

Bristol Bay Bud Company's licensed premise will be equipped with Internet Protocol (IP) cameras to monitor all activity within the cultivation facility (except for the bathroom). In accordance with 3 AAC 306.720(b), the exterior entrance point and all entrance points to restricted access areas will be equipped with IP cameras and will be maintained with the appropriate lighting to facilitate the surveillance to be able to identify an individual within 20 feet of the entrance. To maintain compliance with 3 AAC 306.720(c), there will be IP cameras that will adequately cover all areas in the licensed cultivation facility where marijuana is grown, cured, or manufactured in addition to where the marijuana waste is destroyed. Every storage area will be monitored with video surveillance and an integrated security alarm system will monitor all exterior doors, rooms and windows during non-business hours.

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 and storage server will be housed in the secured storage area in accordance with 3 AAC 306.720(d). The room will be in a restricted access area and will be locked at all times and only the licensees and facility manager(s) will have access to this room. All the video recording backups will be done daily and will be stored in a fireproof safe. All recordings will be accessible to all law enforcement, AMCO board members or AMCO appointed agents facilitated by a licensee/manager in a timely manner.

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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)*; HA

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;** HA

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

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

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

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

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

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;** HA

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

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

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:

To maintain compliance with 3 AAC 306.755(a)(c), all business records at Bristol Bay Bud Company will be created in or converted to digital media. Physical records will be maintained in a locked cabinet inside the restricted access security room, and will only be accessible by licensees and authorized employees during non-operational hours. As part of the nightly closing procedures, all paper records will be scanned and stored digitally. The business record files will then be backed up nightly to an external hard drive that will be stored in the facility's safe. All of the documents collected during the day's business will be placed in a designated and safe location, under video surveillance, until the end of the day paperwork and reconciliation can be done. All original paper records will be kept on site for 6 months, then moved off site for 6 more months then destroyed. All digital records will be kept onsite for a period of 5 years.

Bristol Bay Bud Company will have battery back-ups on all computers and storage servers to ensure integrity of the systems. There will also be a back-up generator on site.

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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. HA

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

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. HA

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. HA

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. HA

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. HA

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

Only applicants with relevant experience or aptitude for learning will be considered. Once employed, in-house training will include ID verification, current state regulations regarding the cultivation of marijuana, current strains and products, diversion/loss practices, business record protocols, and security. Bristol Bay Bud Company will also track all employee handler permit cards and will ensure validation is maintained through timely training and oversight so that re-permitting is completed. Records will be kept indicating date of employment, expiration date of MHP, and dates of training. As with all records, training will be maintained both on paper and digitally and stored on the premises.

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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. HA

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. HA

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. HA

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). HA

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 the transportation of marijuana or marijuana products to the retail establishment will be logged in METRC, in accordance with 3 AAC 306.435 and 3 AAC 306.750, and will be accompanied by the required manifest that was generated through the METRC system. All marijuana and marijuana products will be transported in a locked, sealed, odor controlling containers, suitable for the size and type of product being moved.

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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. HA

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. HA

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. HA

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. HA

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. HA

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. HA

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

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):

Bristol Bay Bud Company will not put any identifying exterior signage on the establishment. In compliance with 3 AAC 306.710(b), the required "Restricted access area. Visitors must be escorted." signs will be posted at the entrance to the licensed facility.

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

It is Bristol Bay Bud Company's intention to continue in developing our branding logos and artwork to be used in our advertising and merchandising. The final designs will be in accordance with 3 AAC 306.470(b). The advertising will not be false or misleading and will not promote excessive consumption. It will not espouse the existence of curative or therapeutic properties, it will not depict a person under the age of 21 using marijuana or marijuana products, and it will not be designed to appeal to children.
All written advertising will include the warning statements as prescribed in 3 AAC 306.475.
We plan on advertising in industry-focused media, both in print and digital.
The merchandise we are planning for the future may include, but not limited to: shirts, hoodies, sweatshirt, hats, beanies, dab pads, trays, and stickers. These items will be sold to licensed retailers to then be sold to retail customers.

The current logo is still being developed; below is the first iteration of one of the logo designs.

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

Heather Allen
Signature of licensee

Heather Allen
Printed name of licensee

Official Seal
State of Alaska
Notary Public
Donna R. Wiggins
My Comm. Expires 02/14/2021

Donna R. Wiggins
Notary Public in and for the State of Alaska

My commission expires: 02/14/2021

Subscribed and sworn to before me this 21st day of September, 2018.

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