Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	Davey G Nunley Jr.	**MJ License #:**		17079	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Cottonmouth Road				
Premises Address:	38496 Hugh St.				
City:	Sterling	**State:**	Alaska	**ZIP:**	99672

Mailing Address:	PO Bx 915				
City:	Sterling	**State:**	Alaska	**ZIP:**	99672

Designated Licensee:	Davey G Nunley Jr		
Main Phone:	907-398-6398	**Cell Phone:**	907-398-6398
Email:	alaskanorganics@gmail.com		

AMCO Received 12/6/2018

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 facility will be kept locked, secured, and video monitored at all times, and all persons entering the facility will be required to show a valid, government issued, picture ID that shows date of birth. In addition, all marijuana items will be kept in a separate locked room within the locked facility Cottonmouth Road cultivation facility has a single entrance that remains locked at all times. The entire facility is designated as a restricted access area with signage stating "Restricted Access Area: Visitor's Must Be Escorted" as well as signage stating that the premises is under video surveillance. The exterior entry door is in full view of a surveillance camera and is equipped with a sensor that sends an alert if an attempted intrusion is detected. The door from the office area to the cultivation facility is marked with a restricted access sign posted on it. All employees will be required to wear (clearly displayed on their person) employee ID badges at all times while working beyond this door.

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:

Cottonmouth Road does not intend to give tours of the cultivation facility, however if a visitor (with the exception of law enforcement, AMCO enforcement, a Municipal inspector or other duly authorized agent) does have a legitimate reason to enter a restricted access area the following protocol will be followed: (1) visitors will be met at the exterior cultivation entrance door by the owner or a designated manager of the cultivation facility (2) all visitors will be asked to produce a valid, government issued, photo identification proving they are at least 21 years of age and are who they claim to be (3) visitors will then be asked to sign into a log and note their full name, organization affiliation , date, time in and out of the facility and the reason for the visit (4) all visitors will be given a Cottonmouth Road visitor badge to be displayed on their person for the duration of the visit and returned upon exit (5) The owner or a designated manager or employee will escort and actively supervise visitors. There will never be more than 5 visitors per supervising employee/licensee in the facility at a time. Cottonmouth Road shall restrict access to any part of the licensed premises where marijuana or a marijuana product is grown, processed, tested, stored, or stocked.
Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted." Cottonmouth Road shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.
In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must
(1) show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;
(2) obtain a visitor identification badge before entering the restricted access area; and
(3) be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

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

Once the visitor has arrived at the facility, they will be required to show valid, picture id, to confirm age. Once verified to be over 21 years of age, they will then sign in to a visitors log, which will record: name, name of organization, time in and time out of facility, facility contact person, and reason for the visit. They will then receive a visitors badge that they will be required to display during the duration of the visit. An employee of the facility will escort the visitor at all times in all areas, including restricted access areas of the facility. The visitor log will be kept by management in the secured office and will not be accessible to employees. Copies of the log will be stored as business records within the office and will be made available to AMCO upon request.
There will never be more than 5 visitors per supervising employee/licensee in the facility at a time. Cottonmouth Road shall restrict access to any part of the licensed premises where marijuana or a marijuana product is grown, processed, tested, stored, or stocked.
Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted." Cottonmouth Road shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.
In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must
(1) show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;
(2) obtain a visitor identification badge before entering the restricted access area; and
(3) be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

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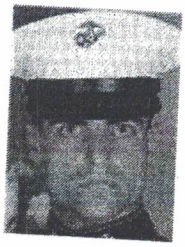
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

EMPLOYEE
Cottonmouth Road
AK. Lic. # 17079

Davey G. Nunley
AK. HANDLER # 11779



VISITOR

VALID ONLY
ACCOMPANIED
BY EMPLOYEE OF

Cottonmouth Road
AK. Lic.# 17079

Fine Cannabis Cultivars

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:

Ample exterior lighting has been installed around the perimeter of the building and consists of several different types of commercial lights. The Mercury Vapor/High Pressure Sodium lights are set to automatically come on at dusk and also when motion is detected. Additional lights, specifically designed to illuminate the areas around the entrance and emergency exit will also be utilized during periods of darkness. This lighting is designed to be more than sufficient to facilitate surveillance and to ensure video cameras are able to clearly record individuals within 20 feet of the cultivation entry door, or emergency exit. Exterior lighting is checked frequently by Cottonmouth Road employees to ensure they are functioning as expected.

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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:

Both the entrance and emergency only exit, the only two ways into the facility, as well as one window in the Control Room, will be armed at the end of each business day with an alarm system that will notify the licensee, authorized agents, and/or Alaska State Troopers, if licensee, does not respond. It will also engage a loud, audible alarm that will continue until deactivated by Owners, or authorized agent. Cottonmouth Road's system will monitor for intrusions with motion sensors in all areas of the building during closed hours. The facility will be under 24 hour monitoring by a security alarm company, or owners, who will receive electronic alerts if the alarm system is triggered. The owner also has access to surveillance footage via his cell phone or computer and receives electronic alerts to his cell phone when the alarm system is triggered. The last employee to leave the facility each night activates the overnight devices and sensors and will ensure the exterior door is locked.
The 2 exterior doors and all exterior windows have motion sensors and each exterior window has a breakage sensor. If any of these sensors detects an intrusion or attempted intrusion, an automatic, electronic alert will be sent to the security monitoring company and/or to the owners cell phone who will contact law enforcement if necessary. The exterior siren will also be triggered if one these sensors detects an intrusion or attempted intrusion.
Cottonmouth Road will notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

All handling of marijuana will be done only in areas with video surveillance, or direct visual supervision of licensee, or authorized agent. Visual inspection of video will be conducted weekly to look for any suspicious activity. As marijuana is harvested, weights before and after trimming will be monitored and compared to ensure prevention of diversion. Employees are not permitted to bring non-transparent beverage containers, backpacks, purses, or any other means of hiding marijuana product. In addition, clothing worn in the facility is left in the facility at the close of each business day.
Cottonmouth Road will put measures into place to prevent all diversion including employee theft and burglary. In addition to the continuous surveillance camera monitoring, inventory is taken frequently as well as accurate reporting in metrc system. In the event that an employee is caught stealing marijuana, law enforcement will be notified and the employee will be terminated.

3.7. Describe your policies and procedures for preventing loitering:

Any person found loitering will be immediately ask to leave, and in the event this does not happen, they will be escorted off the property and given notice of trespass. If this occurs again, AST will be called and trespassing charges will be filed. The property has "Private Property No Trespassing " signs posted at property entrance. The owner will frequently monitor the property by walking the property and keeping an eye on the surveillance footage to deter illegal activity and loiterers.

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:

The entire cultivation facility (with the exception of the restroom, and non-marijuana product storage area) is under video surveillance including: the interior and exterior of the single entry door, the emergency exit, the office, every part of the areas under cultivation, marijuana storage areas and the exterior of the building. The cameras are free from obstructions and are able to capture a clear view of individuals inside the facility and within 20 feet of the entrance. Surveillance footage is checked daily to ensure all cameras are functioning properly and are free from obstructions.

OUTSIDE: There are two entrances, each will have adequate lighting, and a dedicated security camera with clear, unobstructed views of the entrances and at least 20ft surrounding each entrance.
FLOWER ROOM: There will be 6 cameras in the flower room, each view will overlap the next to provide complete visual coverage from all angles.
PROPOGATION ROOM: There will be 2 cameras each view will overlap the next to provide complete visual coverage from all angles.
DRY ROOM: There will be 2 cameras in the dry room, one at each end facing each other to provide complete visual coverage.
TRIM/CONTROL ROOM: There will be 3 cameras each view will overlap the next to provide complete visual coverage from all angles.
Entry/office area: there will be two cameras, each at opposite ends of the room, on opposite corners, so each view will overlap the next and will provide complete visual coverage from all angles.

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 original copies of surveillance records will be stored within a locked, security cabinet, that is housed in a locked, control room with 24 hr video monitoring. Only authorized personnel will have an access key/code. This information will be provided to AMCO and law enforcement upon request.

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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 required records and data will be stored in a water/fire proof, locked safe or cabinet that will protect the integrity of data and records. Separate copies of all required data is kept in different forms, i.e., a hand written log book of records such as pruning waste, waste log information, harvest activity, etc. and this same information is logged into METRC system as well electronically. Contents will be inventoried and audited monthly to ensure the records and data is being maintained and protected. All electronic data will be stored on an external hard drive that is only accessible from a company computer. This data will be accessible through the Internet servers or cloud services. In addition, other required data and records such as financial record keeping, employee records, business transactions will be recorded using Quick Books software, and also stored on an external hard drive as well as hand written/typed spreadsheet, that will be printed and filed in a locked filing cabinet system.

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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):

There will be a workplace/industry standards orientation given to each employee. This will cover grow room etiquette, facility etiquette, clothing requirements, clean room etiquette and procedure for pest intervention, state employer/employee requirements, handler card requirements and facility safety and precautions. Each day will begin with a 10 minute, tailgate safety meeting. There will also be a one hour, weekly safety meeting to discuss the safety and health requirements under 3 AAC 306.735.

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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.

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.

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.

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).

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:

Marijuana products will be dried, cured, trimmed, weighed, and placed in vacuum sealed bags. Once ready for delivery, package tags will be issued and entered into METRC tracking system. A trip manifest shall be created prior to each shipment and will accompany marijuana product during delivery. All marijuana product will be transported in a locked job box, inside a locked vehicle.

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):

No advertising signs will be located on the building or facility property. The only signs will be NO Trespassing, Private Property, and No Loitering

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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):

Advertising may be in the form of round stickers intended for application to packaging that will include company name, logo and short mission statement.

A company website will describe products and business related activities.

Banners with company logo

Any social media will be accompanied by the warning statement required in 306.570

Logo in attached file (color)

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

Signature of licensee

DAVEY G. NUNLEY JR.
Printed name of licensee

Notary Public
SHAUNTEALA GRAHAM
State of Alaska
My Commission Expires April 10, 2022

Notary Public in and ~~for the~~ State of Alaska

My commission expires: 4/10/22

Subscribed and sworn to before me this 20 day of April, 2018.

Received by AMCO 4.22.18

License #_____