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:	PMBT, LLC	**MJ License #:**		17440	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Lazy Mountain Cultivation Co.				
Premises Address:	3255 North Mars Avenue				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	3255 North Mars Avenue				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Timothy Maley		
Main Phone:	9073607118	**Cell Phone:**	
Email:	management@lmcak.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:

Visitors will only be permitted in the facility if they are deemed essential personnel (inspectors, maintenance), and above the age of 21 years old. All visitors must sign in/out and will be accompanied by the owner at all times while on the premises. The owner will be the only person with keys to access the facility. All visitors will be asked to provide a government issued license / State of Alaska identification card / driver license, their information will be logged into the company's system database and will be available to AMCO or law enforcement officials upon request. The facility has signs indicating the restricted access areas and will clearly indicate "no trespassing to any unauthorized individual", as well as "no loitering". The restricted area of the premises (including surrounding areas) will have 24 hour real time video surveillance and motion detection alarms and lights. A third party security provider will be used to monitor any unauthorized traffic on the grounds of the property. All security notifications from the provider will also be sent real time to the owners cell phone, and the company email. The only point of entry to the restricted access area is the arctic entry and this contains 2 secure doors, both equipped with reinforced material (door), reinforced locks and hinges, and motion detectors linked directly to our third party security provider. All marijuana items will be locked inside of the office. The office door will also contain a reinforced lock and the entrance will be monitored by motion detectors.

In conclusion:
All restricted access areas, where marijuana product is grown, processed, tested, stored or stocked will be clearly restricted and locked.

All visitors will be required to sign a visitor log book providing name, state or federal photo identification (proving above 21 years of age), date, and reason for visit.

No more than 5 visitors will be allowed for each licensee, employee, or agent of the licensee, when engaged in supervising the visitors.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The facility is located on private property sitting 200 feet off the main road with access from one driveway only. No trespassing signs as well as the security system sign posted at the entrance to the driveway. Signs will also be posted to the entrance of the facility. In order to access restricted area; a person must unlock an arctic entry door and then enter through another locked door with the security access code - once inside the restricted area, there will be a locked door to enter the cultivation and storage area (office) of the facility. Both the entrance to the property, the facility, affiliated rooms within the restricted access area are equipped with motion detecting lights, video cameras (night vision enabled) and alarm systems. Security will be managed by a third party provider and all notifications will be sent real time to the owners cell phone and email.

The entrance will have a sign stating: "RESTRICED ACCESS ARE - VISITORS MUST BE ESCORTED"

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

Visitors requesting access to the restricted area will have to provide the following:

A valid request for visitation must be submitted on the form provided by owner

Valid identification in the form of a state or federal photo ID from the visitor to be checked by the owner to prove the visitor is 21 years of age or older. A photo copy of the ID will be made and stored as an official business record.

After approval for the visit - the owner will issue a visitor identification badge to be worn by the visitor on arrival and at all times while on the premises.

After signing a visitors log indicating date, reason of visit, time in, and time out of the restricted area, the visitor will be escorted by the owner at all times while on the premises. At the end of the visit the visitor must return their visitor badge to the owner.

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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:

Visitor Card

VISITOR CARD
PROPERTY OF:
'LAZY MOUNTAIN CULTIVATION'

MUST BE WORN AT ALL TIMES ON PREMISES AND RETURNED BEFORE LEAVING

Front of Employee Card

Photo here

Name – Title

MJ Handler – (handler number)

Marijuana License: 17440

Back of Employee Card

Lazy Mountain Cultivation
3255 N Mars Ave.
Palmer, AK 99645

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:

There is only one way in and out of the restricted area. Motion detecting lights and fixed lighting is used to illuminate the entryway 24 hours a day, 7 days a week. The camera has a built in night vision that self illuminates should the main lighting fail. All systems will be inspected regularly to ensure functionality and proper positioning.

the lighting fixtures will have the ability to illuminate the entire restricted access area and the surrounding ~50 feet.

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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:

An alarm system compromised of motion detectors, motion detecting lights (night vision capable) will be installed by the owner and the assistance of a third party security provider. The third party security provider will monitor all alerts alongside the owner, and the third party security provider will send real time alerts/notification to the owners phone, email, and law enforcement if necessary. All external and internal security equipment will be activated by the last person who leaves the business at end of day. The owner will be able to turn the security on and/or off from a mobile or computer device as well.

In an instance of a security breach:
1. All video surveillance footage will be reviewed immediately alongside law enforcement to identify any individuals associated with the breach
2. The facility must be inspected for any unauthorized alterations to the facility, theft of items and/or marijuana; following the inspection, a report will be generated and submitted to law enforcement
3. A company review of current security operations and protocols will be performed to assess how the facility was compromised and planned enhancements will be finalized following the operational review

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

The entire restricted area of the facility has continuous video monitoring and a motion sensing system. Any employee will be fully trained on how to properly utilize METRIC to track inventory and also prevent diversion. All employees will have a fully displayed ID badge. Anyone entering or leaving the facility will be clearly identified. Attempts to disable or disarm the security system results in alarm actions. Any attempt to circumvent inventory systems and tracking systems would be captured on video. the tracking records will be stored at the site, and on the company cloud server (only accessible by the owner). If a tracking log is tampered with, it will keep ID of who last saved a copy, what changes were made from the previous version, and video surveillance will be recording all personnel entering information at the computer used to log tracking info.

3.7. Describe your policies and procedures for preventing loitering:

This facility sits on approximately a 5 acre lot. The facility is 200 feet off the road. There are no other structures in the vicinity of the facility. There are no signs or any indications of a cultivation facility. If someone is found to be loitering - it would be very obvious they are trespassing. Someone found to be loitering would be given a verbal warning followed by contact to law enforcement should the individual not comply. No trespassing signs will be posted as needed to deter individuals from entering the property. Cameras outside the facility will also monitor any possible loitering.

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. [Initials]

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. [Initials]

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

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). [Initials]

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:

All cameras will be 24 hr full recording cameras capable of both day and night vision. All recording will be accessible to the owner only for a minimum of 180 days. There will be a camera that faces the only public road and access to the property. There will be a camera mounted on the roof of the dwelling pointed at the only entry to the building. The camera will be within 20 feet of the doors. The first and only room in the facility will have both a live camera facing the inner doors and motion detecting camera that will record any entry. Another three cameras will be mounted inside the restricted room to record any and all activity or movement of the entire facility . The cameras are all HD and have independent lighting built in for night vision. All cameras will send an alarm should the video feed fail or be tampered with.

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 housed and stored in a lock box inside a small office within the restricted area. The door to the office will also be locked and accessible by the owner only. The recording and records of alarms and entries will also be stored remotely via a internet based provider also only accessible by the owner. Law enforcement or anyone affiliated with MCB will be given access to the security footage, alarm systems if and when required.,

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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)*; [Tm]

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;** [Tm]

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

d. **records related to advertising and marketing;** [Tm]

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

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

g. **all records normally retained for tax purposes;** [Tm]

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;** [Tm]

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

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

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:

The METRC will be used as the inventory tracking system. The owner and any employees will be trained on the use of the METRC system. All hard-copy records will be scanned immediately and will be backed up into a cloud drive stored on the company's cloud server and will be available to all AMCO or law enforcement personnel. The hard copy records will also be stored in a fireproof safe within the office.

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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. TM

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

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. TM

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. TM

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. TM

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. TM

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

All employees and owner will obtain a marijuana handler permit before becoming licensed. The owner will provide periodic training on all topics including safety, METRC, legal issues, state and federal regs, anti diversion, etc for any possible employees.

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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. [Initials]

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. [Initials]

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. [Initials]

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). [Initials]

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 will be prepared for retail store in retail-ready (customer consumption ready), and wholesale packages. Retail packages will be no more than one ounce and will meet the labeling requirements of 3 AAC 306.475. Wholesale packages will be no more than 5 pounds and be sold to a licensed product manufacturing facility or a licensed retail store. Tracking and test result labels will be affixed to all packages of marijuana before it leaves the facility for transport. Packages ready for transport will have a transport manifest created and the packages will be placed into a locked metal container inside the transport vehicle. The sealed containers will not be opened during transport and transport vehicle will not be allowed to make any unnecessary stops during the delivery. The transport manifest will remain with the shipment and a copy will be stored at the facility as an official business document.

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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. TM

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. TM

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. TM

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. TM

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. TM

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. TM

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

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be no signs posted on the establishment advertising the business. However this is a cultivation facility and by compliance of code 3 AAC 306.710 the entrance will have a sign stating "Restricted Access Area. visitors Must Be Escorted"

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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):

No advertising will be distributed of the business.

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

Tim Maley

Signature of licensee

Tim Maley

Printed name of licensee

"Official Seal"
Notary Public
Brenda Batzner
State Of Alaska
Commission # 160601006 Exp: 6/1/20

Brenda Batzner

Notary Public in and for the State of Alaska

My commission expires: 6/1/20

Subscribed and sworn to before me this 2nd day of January, 20 19.

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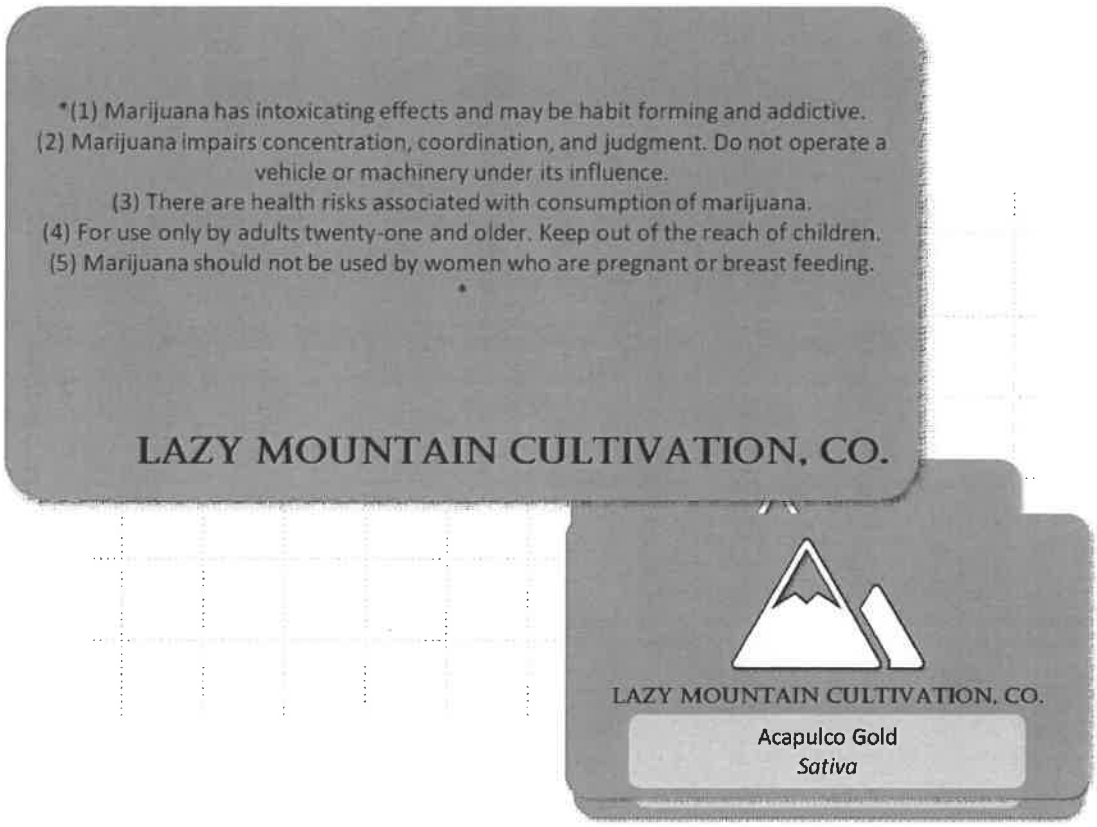
(Additional Space as Needed):

Example of logo to be used on packaging:



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