Alcohol and Marijuana Control Office
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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:	Dreaming Tree Farms, LLC	**MJ License #:**	17445		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Two Birds One Stoned				
Premises Address:	338 Ream Lane				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Mailing Address:	338 Ream Lane				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Designated Licensee:	Lawrence Bento		
Main Phone:	9073012166	**Cell Phone:**	9073012166
Email:	vivaGTV@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:

Persons under the age of 21 will be prevented from accessing any portion of the licensed premises and marijuana items by having all visitors present a valid state or federally issued form of photo identification to verify their age and identity before entering any portion of the licensed premises. Visitors under the age of 21 will be denied access to the property and asked to leave. There will be posted signs on each entrance stating "No One Under 21 Allowed". Each entrance is equipped with security doors and commercial locks.

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:

Unescorted members of the public will be prevented from entering restricted access areas by having a sign on the door which clearly states "Restricted Access Area, Visitors Must Be Escorted.". Video surveillance with adequate lighting, and security doors with commercial locks will also serve to prevent unescorted members of the public from entrance to our restricted access areas. All visitors age and identity will be verified before entering our restricted access areas and will be escorted at all times by a licensee, employee, or agent of the establishment.

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

Visitors who have proper identification and are 21 years of age or older must sign into the visitors log, recording their personal information, and will be granted access to the premise. Prior to entering any restricted access areas on the premises, approved visitors must receive a visitor identification badge. All visitors must be escorted by a licensee, employee, or agent of the facility when the visitor is on the premise. An owner, employee, or agent of the facility may not escort more then five visitors at a time and must supervise them at all times. All owners, employees, and agents of the establishment are required to carry a current identification badge before they can enter a restricted access area.

A record of all visitors who are escorted through restricted access areas will be kept on premises for a minimum of six months and in archives for a minimum of three years. For all visitors permitted into a restricted access area; a licensee, employee, or agent of the establishment will record the visitors name, date, and arrival/departure time, state the purpose of their visit and collect their visitor identification badge prior to the visitor leaving.

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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:

Two Birds One Stoned License # 17445	Two Birds One Stoned License # 17445
FULL NAME MHP#:XXXXX Exp. XX/XX/XXXX D.O.B. XX/XX/XXXX	**VISITOR # 1**

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:

The facility will have fixed lights placed around the perimeter to ensure there is a clear and quality video of anyone who approaches within 20 feet of any exterior entrance.

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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:

Each door and window will have sensors connected to an externally monitored system that will notify the licensee and authorities when any breach has occurred. If the system is triggered a licensee will view the video surveillance system and determine what action should be taken such as contacting local authorities. If local authorities are notified of a breach in security then all owners, employees, and agents will fully cooperate with local law enforcement and ensure that they themselves are in a safe and secure environment. If any unauthorized access to the premises or if any knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises we shall 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 the incident has occurred. We plan to utilize Vivint Security for our alarm monitoring service. At the close of each day all security alarms will be activated on all exterior doors and windows and will remain activated until the next opening of business.

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

Diversion of all cannabis products will be prevented by using video surveilance systems in all restricted access areas as well as throughout the entire premise. Motion sensors, flood lights, and security systems will also aid in the overall safety and security of all cannabis products. An owner or employee will document and record all transitions of cannabis products, complete daily reviews of records to ensure all records are accurate and accounted for. Additionally, employees are not allowed to enter any cannabis storage areas where tested product, untested product, or waste product is stored without supervision. An owner or manager must supervise these areas at all times. Employees and visitors must leave personal bags, backpacks, purses, or containers of any kind in a designated locker area inside the office upon entry of the facility. No photographs or video may be taken by employees or visitors without permission from a licensee to prevent any malicious activity. Visitors are not permitted to touch any cannabis products or equipment for any reason, and will be escorted off premises if so.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be clearly positioned on the exterior of the premises stating "No Loitering" in order to prevent groups of people from gathering near the premises. Law enforcement will be notified if vocal warnings are not effective.

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:

Cameras will be placed throughout the interior and exterior of the premises. Each camera will be placed in a fixed position at a height which will provided a clear, unobstructed view of the regular activity without sight blockage. The positioning, in addition to the adequate lighting, will allow for the clear and certain identification of any person and activity in that area at all times.

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 records will be located in our Office/Surveillance room. The office will be secured with security locks and the video surveillance recording equipment and records will be housed in a locked, metal security cabinet. An owner or other authorized personnel will be available during all business hours to allow access of these records to law enforcement personnel or an agent of the board.

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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 will be adequately maintained and secured within the office. All paper records will be scanned and saved as electronic documents. All electronic or digital records are backed up onto the cloud and by encrypted external secured hard drives located in a locked fireproof safe. An Owner will have keys to all locks and secured areas, as well as passwords for protecting the electronic and digital records.

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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):

New employees will be coached and trained before being able to work in their position alone. A specific training plan will be created for each position. Emergency Action Plans and Standards of Procedures will be given to each employee to help ensure a safe and streamlined work environment.

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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:

All cannabis to be transported will be properly weighed and packaged in materials that are secure, child safe, and clearly labeled. These packages will not be greater then one ounce if they are intended to be sold directly to consumers in the retail store or in whole sale bundles that are no greater than five pounds. All packaging used will protect the marijuana from contamination and will not impart any toxic or damaging substance to the marijuana. All packages will be affixed with the appropriate labels as outlined in 3 AAC 306.475. The transported product will then be recorded into the marijuana tracking system and accompanied by proper manifest documents describing 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. All marijuana packages will be placed in a locked and tagged security tote with a copy of its accompanied manifest. The tote will be placed in a locked trunk of a vehicle or in a fully secured steel hinged cage within the vehicle that is transporting the product.

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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 will be no signs posted with the business name.

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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):

We intend to advertise on social media platforms. We do not have a logo currently but intend on having one. Our logo will follow the guidelines set forth in 3 AAC 306.360

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

Signature of licensee

"Offical Seal"
Notary Public
Mason Berry
State of Alaska
Commission #20427011 Expires: 4/27/2021

Notary Public in and for the State of Alaska

Lawrence Bento
Printed name of licensee

My commission expires: 04/27/2021

Subscribed and sworn to before me this 25 day of January, 2019.

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(Additional Space as Needed):

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