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:	Nome Grown LLC	**MJ License #:**	18545		
License Type:	Retail Marijuana Store				
Doing Business As:	Nome Grown LLC				
Premises Address:	605 W. 2nd Ave.				
City:	Nome	**State:**	Alaska	**ZIP:**	99762

Mailing Address:	PO Box 808				
City:	Nome	**State:**	Alaska	**ZIP:**	99762

Designated Licensee:	Gregory T Smith		
Main Phone:	907-304-2191	**Cell Phone:**	907-304-2191
Email:	nomegrownorganics@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:

Nome Grown LLC, will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items via use of proper signage in the required areas of the retail facility both inside and out. Nome Grown LLC will have a security system installed by either Greg himself or a third party security company, and will include camera surveillance outside and inside the facility, and shall have the required alarm sensors on all windows and ingress and egress. Our 1 large (48" x 48") exterior window will have security bars installed on the inside. Our smaller (36" x 12") windows will have "open/close" and or "glass break" sensors. The entrance door will have cameras on both sides within 10 feet of the opening. Members of the public with enter into a "Secure Entryway" that contains a security window from which a authorized employee of Nome Grown LLC can validate proper Identification. Once validated, a person over 21 can enter the establishment from the "Arctic Entry" through a steel fabricated security door with commercial hardware that is controlled by an authorized employee of Nome Grown LLC. Signs around the facility will notify the public that only persons over the age of 21 shall be allowed to enter the facility.

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:

For the interior restricted access areas such as the security room, locking steel security doors with commercial hardware and cameras both inside and outside will be in place. For behind the sales counter and POS systems, flapper doors will be installed where appropriate, as well as cameras in all corners of the facility. An authorized agent of Nome Grown LLC will be present during all business hours to help ensure that no non-escorted member of the public enter any restricted access area unless they have been pre approved by Greg and completed the proper visitor sign in procedure and have on their person, a visible and legible visitors pass as well as accompanied by an authorized agent of Nome Grown LLC. All visitors must produce identification to verify their identity and age, no matter how familiar that person is to the agent of Nome Grown. Cameras will provide clear and unobstructed view of all restricted access areas, signs that indicate no members of public are allowed in restricted access areas and that surveillance is in progress will help deter members from the public from attempting to gain access to the restricted access areas of the facility.

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

Nome Grown LLC's process for admitting visitors and escorting them restricted access areas will be as follows:
In order to be escorted into restricted access areas, a visitor must be pre-scheduled by either Greg, or a manager, with the exception of AMCO and duly authorized law enforcement agents.
* Check with management and/or owner to see if visitor is expected and what the purpose of the visit is.
*check each visitor's identification to ensure they are over the age of 21
* require each visitor to fill out a "sign-in" sheet depicting their name, date and time of visit
* All visitors will wear a badge that is visible stating they are a "VISITOR"
* Visitors will be escorted at all times by an authorized agent of Nome Grown LLC
*no more than 5 visitors per supervising agent of Nome Grown.
*after visit is completed, visitor will be escorted by agent of Nome Grown out of the restricted access area.

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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:

*or similar format and content

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:

Nome Grown's exterior lighting is on all sides of the building in a manner that enhances the video surveillance. The lights will be on from dusk to dawn. The lighting will be installed in manner that ensures a person's face will be capture on the surveillance system for at least up to 20 feet from any entrance point and any window. Additional lighting will be installed as/if needed.

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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:

The alarm system Nome Grown will be utilizing is known as Statewide Security Network, or an equivalent type of company. The system employs sensors on glass break and motion sensors as well as open/close sensors on required secure doors. There will also be a main key pad access near the front door that has wireless cellphone monitoring capabilities. Motion sensors with glass shatter sensors on all exterior doors and windows will be armed, ready and wirelessly monitored via Statewide Security Network, which is a third party monitoring system when closed for business. With 45 days of video storage capability, the hard drive will be stored in the secure room only accessible to the manager on duty. If the security system has been alerted, Nome Grown's appropriate staff will meet local authorities on the premises so that the security system can be disengaged and building open to local authorities for inspection. The security system meets the State of Alaska security requirements that are expected when doing business in commercial marijuana retail. The internal Nome Grown emergency policies will include training on what to do in an emergency of this nature, a safe place for all employees to meet once the immediate threat is subdue, policy of protecting life first, not assets, and training in regards to making sure all employees are accounted for, written statements are taken from each employee, and preservation of evidence. Nome Grown will notify AMCO enforcement within 24 hours of any criminal incident and any incident involving law enforcement.

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

Nome Grown LLC's policies and procedures for preventing the diversion of marijuana and/or marijuana products will consist of keeping all marijuana products out of reach from the public; and in containers for which only the bud tenders or management have access to. For further diversion prevention, bud-tenders will ensure that no customers access behind the counters or any other restricted access area's without first having approval, the visitor has a legitimate purpose for being in restricted access area, and all sign-in visitor sheets filled out properly. In case of robbery or attempted robbery, the proper authorities will be notified in order to provide safety for our employees and patrons. In case of potential non-trustworthy employee, tight inventory practices and the random use of a no blind spot camera will illuminate any product that ever goes missing. If internal issues as such should ever occur, AMCO Enforcement and the local authorities will be notified, and that associate will be placed on administrative leave pending outcome of investigation. Any employee caught diverting marijuana will be terminated.

3.7. Describe your policies and procedures for preventing loitering:

Nome Grown LLC's policy and procedures to prevent loitering consists of using proper signage around the building that say, "NO LOITERING" and "VIDEO SURVEILANCE IN USE" and "NO PERSONS UNDER 21 YEARS OF AGE". In the unlikely event the signs fail to keep people from loitering, an authorized agent of Nome Grown will politely ask the loiter(s) to comply one time prior to contacting the proper authorities. Once the proper authorities have been contact, the authorized agent will secure the facility and keep the stranger from entering the facility in a good faith effort to ensure the safety of other employees and any customers that maybe on premises at the time.

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:

Video cameras will be placed on both sides of the main entrance, and over any windows that a person could squeeze through. Cameras will be able to capture the faces of any persons who are within 20 feet of any entrance and will be equipped with night time vision capabilities to ensure that faces can be identified even during the dark hours. Exterior cameras will be installed at least 10 feet high and will have sturdy holders installed so that the cameras will not become loose and fall or otherwise have issues performing their function. Greg and his team will check the cameras every week to make sure snow or ice hasn't clouded or obstructed the lenses of the camera. Additionally, there are 4 more cameras inside the retail space that cover doors as well. The final camera is placed in the secure room, which has coverage on both sides of the door as well. Camera views will be unobstructed and 24/7 surveillance footage will be saved for 45 days.

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:

All surveillance recording equipment and footage will be stored in the "secure room", the entry door is of commercial grade with commercial locking hardware to prevent unauthorized access and will house the 24/7 video surveillance hard drive. Only accessible to authorized personnel of the company, law enforcement and or an agent of the board, the hard drive will be located and secured inside the room. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. Recordings and surveillance data will be available to the AMCO, AMCO Enforcement and local 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:

Nome Grown LLC will exercise due diligence in preserving and maintaining all required records by utilizing industry software; such as Quickbooks, and ensuring that all documentation is backed up with surge protectors provided for all computers and associated electronic equipment. 6 months of business records (hard and electric) will be stored on-site, the remaining records will be accessible from the facilities computer, that will be backed up periodically to ensure records are not destroyed or lost. These types of records include, but are not limited to, marketing records, sales and transaction records, trip manifests, employee records, memos regarding internal policies and updates, most current and approved MJ02, and all operating plans, DEC approved plan and other similar documents.

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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):

Each employee or agent of Nome Grown will receive in house training pertaining to daily maintenance of security and standard operating procedures that aim to enhance compliance with all applicable laws and local ordinance. All new employees will be briefed and trained on all Alaska customer service laws and regulations pertaining to handling of marijuana product and safety procedures as well. All employee's will be educated in properly authenticating valid government issued identification for all potential customers of Nome Grown. All employees will be provided an up to date regulatory booklet with all Alaska marijuana related regulations - employees will be expected to review and ask questions about the regulations that they may have in the course of employment. Employees will be trained on sale limits and generally the legal regulator scheme of the commercial Alaska industry.

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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:

In the event that Nome Grown transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Marijuana and 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. The sealed package will not be opened during transport. The type of secure compartment that Nome Grown will be using is a tamper resistant lock box which will be secured to the inside of the vehicle. The container will not be within direct reach of the driver and the driver is not to deviate from the pre determined route unless in case of serious emergency. Before entering products into the Metrc system, Nome Grown agent will review manifests to ensure correctness of all information, inspect product for quality, type, and amount to ensure its exactly what was ordered and ensure it has not been contaminated or tampered with.

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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):

Nome Grown intends to have two different signs both of which will be 4800 square inches or less. Each sign will be attached to the building.

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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):

Nome Grown LLC intends to distribute products with its logo on it such as: baseball caps, t-shirts and "hoodie" sweatshirts; however may include other similar products.
Nome Grown also intends to use advertising mediums such as:
Radio
TV
Newspaper
magazines
weedmaps
direct messaging

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

Signature of licensee

Gregory Smith

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Lahka Peacock

Notary Public in and for the State of Alaska

My commission expires: 5-13-21

Subscribed and sworn to before me this 28th day of August, 2018.

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(Additional Space as Needed):

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