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:	High Vibes, LLC	**MJ License #:**	19485		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	High Vibes, LLC				
Premises Address:	2145 Richardson Highway				
City:	North Pole	**State:**	Alaska	**ZIP:**	99705

Mailing Address:	P.O Box 80483				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99708

Designated Licensee:	Justin Hocklander		
Main Phone:	(208)320-2346	**Cell Phone:**	(208)320-2346
Email:	justhock@hotmail.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:

This is a standard cultivation facility and will not be open to the public. Any visitor to this part of the licensed premises will have to prove they are 21 years of age or older by a valid state or federal I.D, drivers license, passport, etc. Identifications which are tampered with or expired will not be accepted as valid forms of I.D. Visitors under the age of 21 will be denied access to the property and asked to leave. If a need is determined, visitors will wear an Identification tag at all times while in the facility. All exterior doors will be locked at all times. No more than 5 visitors per employee or agent will be permitted in the facility at a time, in accordance with applicable laws ans AMCO Regulations. No handling of the marijuana, or marijuana items will occur except by the licensee, his employees or agents and not by any visitors. All rooms will be secured by locked doors that require a combo to enter. Video surveillance will record all entries, exits and rooms within the licensed 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:

There will be no unescorted members of the public in the facility.
The applicant requires all visitors to call ahead and establish an appointment at the facility before they arrive. Upon arrival, an employee escort who will request identification from the visitor, complete the visitor's log and issue a visitors badge will greet the visitor(s). Valid forms of I.D include and unexpired, unaltered driver's license, passport, identification card, federal I.D of any US state or province or territory of Canada. Anyone without the proper I.D or under the age of 21 will not be permitted to enter the licensed facility. The designated employee shall record the information pertaining to the visit in the visitors log and issue a visitors ID badge before entering the restricted area. Information on the visitor's log will include: Full name, date of birth, current date, time in and time out, phone number and the employee's name who is escorting. The visitor shall wear the badge while on premises at all times and will be escorted at all times by an employee or licensee. The visitor policy shall apply to facility visitors including, but not limited to, contractors, wholesale purchase customers, and delivery/transportation drivers. No more than five visitors per escort. All restricted access areas will be clearly marked and will remain locked and closed.

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

A record book 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 licensed employee will record the visitors name, date, and arrival/departure time, state the purpose of visit of their visit, and collect their visitor I.D badge prior to leaving. Upon arrival an employee will greet and inspect for an valid form of I.D and record the visitors information into the log book and issue them an I.D Badge. Anyone without the proper I.D or under the age of 21 may not enter the facility. The visitor shall wear the I.D badge while on premises. The Visitor Policy shall apply to all facility visitors including, but not limited to, contractors, wholesale purchaser customers, and delivery/transportation drivers. No more than five visitors per escort. All restricted access areas will be clearly marked and remain locked and closed until a need to open to access.

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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:

I.D Samples

High Vibes License # 19485	High Vibes License # 19485
Justin Hocklander **MHP#:10433** **Exp. 6/28/2019** **D.O.B. 1/9/1984** **PHOTO**	**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 motion sensor flood lights placed around the outside of the building perimeter to ensure there is a clear and quality video of anyone who approaches within 20 feet of any area of the cultivation. There are also capable of being on at all times if necessary. Security cameras will be I.R capable and the field of view will cover the approach up to each exterior door. The security cameras will record 24 hours a day all year round for a minimum of 40 days as per AMCO regulation.

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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 and company we will be using at the proposed premises will be Vivint.
The system has a main control panel that will be in the facility. The Vivint main control panel contains panic functions for fire, emergency,medical situations and silent alarms (Hold ups). The security system functions, reports and controls will also be accessible through the licensee's cell phone through a "Mobile Vivint App" to monitor the facility 24/7/365. The security system will also have motion sensors throughout the facility and door sensors in every room for each entry door. While in "away mode" if there is a door that is opened or motion is detected in the facility, it will be automatically be logged into the security system with a time and date stamp and trigger the alarm. These actions will also be tracked and recorded by the Vivint security company as well. The sensed movements and doors being opened whether in "Stay" or "Away" mode will be available for the licensee to see on his mobile phone app at all times. The security system will remain active at all times for all emergency, fire, medical and silent alarm situations. The security camera system will record 24/7/365 in excess of 40 days with date and time stamps. In the event of a motion related alarm, Licensee or designated agent will view the camera feed from the inside proposed premises or on the mobile app and determine if any further action is necessary. The panic audible alarm button will be used in the event of security breach as well as the silent alarm button to be activated in case of a hold up or other emergency that may arise.

Procedures for a notification of security breach: If facility is staffed, assess the situation and take appropriate action. Call 911 if necessary. If the facility is vacant the licensee or authorized agent are to return to the facility to assist law enforcement once the area is made safe by law enforcement. Law enforcement will be notified immediately by the alarm monitoring company should the alarm be set off or for fire or other emergency.

A marijuana establishment shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana "79 UPDATED: 9/7/2018" Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized acess 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 marijuana product on premises will only be handled by licensee, employees, or agents designated by license. All will have the required marijuana handler's card. License, employee or agent will be present at transfers of marijuana product to ensure integrity of shipment. All marijuana product on premises will be logged in and tracked in accordance with Framwell/METRC system from seed to sale. Video cameras will be used 24/7/365 and will be stored for a minimun of 40 days. Should any incident occur, a video review will be done and proper action will be taken, including notification of AMCO and local law enforcement. All employees including their bags,purses etc. will be subject to search as part of their condition of employment upon suspicion of diversion.
All employees will have all personal belongings stored in lockers at the facility or in their vehicles.

3.7. Describe your policies and procedures for preventing loitering:

Signs will clearly positioned on the exterior of the premises stating "No Loitering" in order to prevent groups of people from gathering near the premises. Additionally, law enforcement will be notifed if vocal warning 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.

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:

All entrances and exits interior and exterior of the facility will have cameras (Within 20 feet of each entrance/exit) aimed in such a manner that it will be easy to capture facial recognition. There will be cameras on the exterior of the building as well to monitor the area around the premises and the approach to entry doors to provide safety and footage of the premises area.
Cameras will be placed where all marijuana is grown, cured, and where waste is destroyed. Cameras will overlap on view to capture all visible angles of employees and activities such as destroying waste, employees hanging marijuana in cure rooms and tending to plants. Cameras will be placed on walls above to get a wide view with high definition.
Throughout the cultivation, all areas, rooms and hallways will have cameras and will capture all movement and daily activities of employees for security purposes.

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 will be placed in a secure room on the premises away from the majority of the employees. This entry will have motion sensors and door sensors and motion sensors in the room as well. You will have to pass through security doors to access the video records room. The doors will have "pass code" technology locks that will require a code or key to enter through the doors. The surveillance equipment will be in a metal locked container secured to the wall with proper ventilation that will require a key to get into as well. This ensures that only authorized personnel are able to access the video surveillance equipment. All video surveillance equipment will be stored in a digital format on a local device and backed up on a hard drive. Storage will be sized appropriately to maintain at minimum 40 days of recording.

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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 kept on the premises in a locked file cabinet or safe. These records will be available for inspection upon request. All paper records will be scanned and saved as electronic documents, All electronic or digital records are backed up be external secured hard drives which be locked in a safe. These records are also secured by a security door with "Pass Key Technology". Camera security system, motion detector and door sensors will also be in use.

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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):

Apart from the marijuana handler's course, and required testing. Licensees, employees and agents will be kept current to any change in regulation from AMCO, law enforcement(state,local or federal) as well to any industry changes. We will have a monthly meeting between supervisors and employees.
Daily operations of nutrient preparation, plant maintenance, cleaning and sanitizing practices, staff scheduling will be in-house training as well.

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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):

N/A

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 marijuana product will be harvest, manicured and tested prior to packaging.
Once testing is passed product will be weighed and packaged and entered into METRC.
The facility will used certified scales in compliance with Alaska Weights and Measures Act.
All marijuana packages will be placed into a secured, locked, and tagged security tote with all proper documentation and placed within a hinged steel container within the vehicle that is transporting the product. All products will remain sealed and secured during transport
For all transports of products we will create a METRC transfer, that will have copies filed and stored on premises as official business records. In order to comply with 3 AAC 306. 750, each trip manifest will include the following information: Strain name, type of product, batch number of product, amount/weight of product, name of the transporter(who will have their marijuana handlers card on them during transport), the time of departure and expected delivery, and the make, model and license plate number of the transporting vehicle.
In accordance with 3 AAC 306.475, the packaging shall have the correct labeling placed on the package showing the required statements.

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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):

No signs will be posted with the companies 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):

Advertising may consist of local Alaska leaf magazine, trade magazines, social media, lighters, clothing items or other items of permissible branding, website, business cards, stickers, and/or in collaboration with local and state wide retailers. it would reflect the name of the buisness, address, phone number, email address and company logo. The logo will not be enticing towards children.

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

Signature of licensee

Justin Hocklander

Printed name of licensee

"Official Seal"
Notary Public
Katelyn Torma
State of Alaska
Commission #180613011 Expires: 06/13/2022

Notary Public in and for the State of Alaska

My commission expires: 06/13/2022

Subscribed and sworn to before me this 7 day of November, 2018.

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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