Alcohol and Marijuana Control Office
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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:	Family Trees, LLC	**MJ License #:**	15501		
License Type:	Limited Cultivation Facility				
Doing Business As:	Family Trees				
Premises Address:	199 Thoreau Drive				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Mailing Address:	511 Gaffney Road				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Designated Licensee:	Spencer Abrams		
Main Phone:	907-978-5521	**Cell Phone:**	907-978-5521
Email:	FamilyTreesAK@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:

No one under the age of 21 will be admitted to the premises. Valid and current, ID will be required for any visits and people under the age of 21 will be denied access. All marijuana items will be locked within the premises untill the time of transport, as such they will be out of reach of anyone under 21.

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 entire grow facility will operate closed and locked. All exterior doors will be equiped with audible alarms. All restricted access areas will be keyed access only. Only authorized employees will have access to the keys and alarm codes. This is a grow facility and very few guests will be expected. Each entrance to the facility will have signage stating "Restricted Access Area. Visitors must be escorted."

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

Only visitors who have given advanced notice will be permitted. No more than 5 guests will be allowed per Family Trees employee offering direct supervision. Guests will be accompanied by an authorized employee for their entire visit. Guests will be given a Visitor's Badge before entering the premises and not be unaccompanied while in the licensed area.

Any visitor will have to submit an up to date photo ID, which will be photographed or photocopied and kept on file. No visitors under the age of 21 will be allowed. Each visitor will be asked to sign in to a guest book that will record the date and times of their visit.

Name, Phone #, and a photo/copy of an ID will be logged along with time and date of visit. A hand-written guest book will be kept at the facillity and a copy of the guest book will be stored electronically

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:

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:

LED flood lights will cover all angles of approach. There is standard exterior lights above each of the entrances. Video surveillance will also have low light capabilities able to record when lights are not activated.

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Photo of Employee

Employee Name

Employee #

MJ Lic Handler's #

Family Trees

Visitor

Family Trees

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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 entrance will be monitored by a keypad activated audible alarm. Alarms will sound at 120 dB alerting anyone nearby to the intrusion. The camera system can is motion activated and will send a mobile phone alert to the Owner. This feature will be activated when ever the grow room is left unattended ie when we are closed.
Should an unauthorized person be seen on the premises either actively or in the past, law enforcement will be immediatly notified. Similarly, should any signs of theft or diversion of marijuana, equipment, or money be found law enforcement will be notified as soon as possible.
Should a security breach occur when the facility is closed, the Owner will be alerted by the alarm and video systems. The owner will immediatly contact law enforcement and relay any necessary information.
Policies to prevent diversion include daily inspection of growing marijuana and drying product, weighing and tracking product and waste.
Efforts to prevent loitering include posted signage, monitoring the area, and law enforcement involvement if neccesary.

Family Trees will notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishments 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 growing marijuana will be visually inspected daily allowing most diversion to be noticed. Plant yields will be compared to expected yields and significant unexplained discrepancies will result in disciplinary action. Furthermore, marijuana will be weighed before and after processing to make sure the product going in weighs the same as refined product + waste coming out.

3.7. Describe your policies and procedures for preventing loitering:

The premises is located on private property in a remote location. No visitors will be admitted without prior notice and only authorized personnel will be admitted to the property. Loiterers will be asked to leave. Persistent refusal will result in involvement of law enforcement.

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. STA

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. SJA

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. SJA

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

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). SJA

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:

External video cameras will be positioned so that they can record the approach to the building and all points of entrance for at least 20 feet. Cameras will be placed well above the reach of anyone at ground level, leaving them more difficult to sabotage and granting easier view of the surrounding area.
Interior cameras will be placed slightly above head level and will be placed to ensure clear view of the entire premises as well as the faces of anyone who enters.

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:

Recording equipment will be stored inside of a lockbox stored inside a locked storage/mechanical room. Keys to both the room and lockbox will be held only by authorized employees and available to law enforcement when requested.

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)*; SJA

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;** SJA

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

d. **records related to advertising and marketing;** SJA

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

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

g. **all records normally retained for tax purposes;** SJA

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;** SJA

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

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

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:

Our records and data will be stored in multiple formats in a number of locations. An electronic version of all paper records will be created. A version of these records will be stored online. Another version will be stored on some sort of removable medium, ie. flash drive, external hard drive, etc. Paper records will be transferred off site as their timing requirements allow.

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. SJA

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

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. SJA

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. SJA

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. SJA

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. SJA

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

In house training will mostly be limited to specific equipment used within the grow house, techniques related to our growing practices, and harvesting techniques. Equipment related training will include use and maintenance of the lights, light movers, pumps and compressors used to grow the product. Growing practices will include everything to bring the plants to maturity. The harvesting training will relate to cutting down, trimming and drying the products.

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. STA

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. STA

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. STA

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). STA

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 sold by our facility only as dried, trimmed and cured flower or as pre-rolled smokable products. Each will be sold in quantity to a licensed retailer to be repackaged and sold to the end customer. Each package will be made to order, vacuum sealed, and prepared for shipment in inconspicuous packaging. Shipments will be secured in the transport viehicle under lock and key.

Marijuana being transported by automobile will be in a locked security tote locked within the trunk/cargo of the vehicle. The tote is water and vapor tight. The security tote will be cable locked to the interior of the trunk/cargo space. Should marijuana need to be moved by airplane transport will meet airline standards, preferably in the carry on luggage of a licensed employee.

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. SJA

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. SJA

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. SJA

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. SJA

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. SJA

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. SJA

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

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):

We intend to post 1 sign at with the company name, tree logo, and house number at the gate at the end of the drive way. The sign will be approximately 4' x 4' There will also be smaller signs outside the door at each entrance. These signs will have the name and tree logo.

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 do our advertising either face to face or online. We may produce a pamphlet containing photos and information about our process, equipment, nutrients, available strains and contact info.

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

Signature of licensee

Spencer T. Abrams

Printed name of licensee

HEIDI HURBEN NOTARY PUBLIC STATE OF ALASKA My Commission Expires: 4/21/21

Notary Public in and for the State of Alaska

My commission expires: 4/21/21

Subscribed and sworn to before me this 2nd day of April, 2019.

Received by AMCO 4.3.19

(Additional Space as Needed):