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:	Cannatrader LLC	**MJ License #:**	19737		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Cannatrader LLC				
Premises Address:	6228 Neilsen Way Suite B				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	189 E. Nelson Ave				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	James Hess		
Main Phone:	907 952 6106	**Cell Phone:**	907 952 6106
Email:	info@cannatrader.net		

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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:

The facility is not open to the public, only authorized persons and visitors are allowed access. All IDs will be checked at door, Persons under 21 will not be allowed access to 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:

All Visitors will be signed in with proper ID and issued a visitor badge that must be worn at all times while in the facility. No person with a visitor badge will be allowed to be unescorted. There will be a maximum of 5 visitors admitted at any one time.

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

We have a log book that records, Name, ID type and number, reason for entrance, time in and time out. Once logged in, the visitor will at all times be escorted by one of the facility staff.

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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:

Please see attached

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 is located inside of a large warehouse that has external lighting perimeter. Additionally lighting is provided at the entrance to the licensed facility area.

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Cannatrader LLC
ID Card

Visitor
Badge # 1

Limited Marijuana Cultivation Facility
License # 19737

Cannatrader LLC
ID Card

~~Licensee~~
Photo

Contractor
Joe Smith

MHP- #####

Limited Marijuana Cultivation Facility
License # 19737

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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 Marijuana cultivation facility is located in a small area inside of a large warehouse. There will be door alarms on the internal doors that lead to the cultivation facility. The cultivation facility will also have motion sensors inside. All windows will have breakage sensors. In the event of a disturbance or triggering of system, an alert is sent to the licensee phone. After review of live feed cameras, Licensee will determine if this is a false alarm or if law enforcement needs to be notified. In the event of an actual break in event, the licensee will also inform AMCO as soon as reasonably able to, but no more that 24 hours after the event.
This will meet the regulatory requirements for security.

It is our policy to allow law enforcement to do their job and not to interfere with any person that intends to do harm or rob the establishment.
If anyone is present during a "situation", they are instructed to follow orders and not risk their life or well being. Give the intruder what he wants and allow him to leave peacefully.
When things are safe to do so, video monitoring records will be turned over to the authorities for law enforcement.

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

All marijuana will be tracked using the metrc tracking system. Periodic hand audits will be conducted to verify the accuracy of metrc. All employees, contractors or visitors must leave all backpacks, bags, purses, etc. capable of concealing marijuana out of the facility. All Jackets and outerwear can be placed on hooks outside of the restricted area. In the event of suspected diversion or theft, video recordings will be reviewed for evidence of the crime. Any evidence gleaned will be turned over to law enforcement and AMCO.

3.7. Describe your policies and procedures for preventing loitering:

There is no loitering allowed anywhere on the premises. No loitering signs will be posted. any one suspected of loitering will be asked to leave. if they refuse, law enforcement will be called and a trespass will be issued against the person.

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. SMH

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. SMH

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

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). SMH

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 to have 100% coverage of all areas of the restricted area. We will have one 8 camera system for the interior of the restricted area that will be concentrated on the flower and veg areas of the facility, these cameras will be set so that there is an interlocking field of view of all areas under their surveillance.
There will be a second 8 camera system that will primarily cover the common areas of the facility as well as the cameras will be placed to cover within 20 feet all exterior entrances to the facility. These systems will each have a 4 terrabyte hard drive to satisfy the 40 day video storage requirement.

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 DVRs and a UPS to power the system during power outages are in a locked metal cabinet that only the licensee, his authorized personnel, law enforcement and an agent of the AMCO board have access to.
The cabinet itself is a metal cabinet with its own keyed lock and is fastened to the wall. The cabinet is also under video surveillance.

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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)*; JMH

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;** JMH

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

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

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

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

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

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;** JMH

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

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

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:

Records will be copied and the copies stored at an offsite location.

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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. JmR

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

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. JmR

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. JmR

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. JmR

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. JmR

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

Visitor logging, visitor escorting, opening and closing procedures, training to ensure all alarms and cameras are operating correctly.
Good hygienic practices
Cleaning and maintenance of all equipment.
Proper storage of all equipment.
Expected health standards.

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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.	SMA
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.	SMA
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.	SMA
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).	SMA

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:

Any marijuana product will be packaged with the METRC tag and secured in a locked hard sided storage container inside the cargo compartment of the transporting vehicle. There will also be a tag affixed to the package that meets the regulatory requirements.
"This product was grown by Cannatrader LLC License 19737
" Strain Name" THC %XXX, total cbd %XXX, Total Cannabinoid %XXX
Per 3AAC306.475(b) Cannatrader LLC uses commercial fertilizers consisting of
Magnesium, Nitrogen, Phosphate, Soluble Potash, Sulfur, Calcium, Iron, and Sodium.
No pesticides or herbicides were applied to the plant.
Tested at The New Frontier Research . Test results are attached to Package."
A METRC generated manifest will also be required to accompany the transfer. All routes, times and packages must conform to the manifest. A copy of the test results will accompany any product being transfered for sale.

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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. JMH

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. JMH

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. JMH

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. JMH

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. JMH

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. JMH

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

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

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

No advertising
No logos

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

James M Hess
Signature of licensee

James M Hess
Printed name of licensee

OFFICIAL SEAL
Vickimari Horton
Notary Public-State of Alaska
My Comm. Expires 03/18/2022

Notary Public in and for the State of Alaska

My commission expires: 03/18/2022

Subscribed and sworn to before me this 13 day of March, 2019.

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(Additional Space as Needed):

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