Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Ronald G Pritchard	**MJ License #:**	19877		
License Type:	Limited Marijuana Cultivation				
Doing Business As:	Dannys Place				
Premises Address:	36221 Pine Street				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Mailing Address:	34555 Commerce Street				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Designated Licensee:	Ronald G Pritchard		
Main Phone:	907-420-4951	**Cell Phone:**	907-953-9418
Email:	ron.pritchard@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:

Our facility will be 100% ID Check. There are signs posted "No One Under 21 Allowed" if any minor is observed on the property via camera or visually will be instructed to leave and escorted off the property.

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:

Secure Locked Doors: Lock doors in order to gain access to interior restricted areas. Signs: signs posting "Restricted Areas" as well as restricted locked door. Video Surveillance: Recorded video surveillance of restricted doors, and areas pertaining to.

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

All visitors must present valid identification proving they are 21 or older. Once verified, the visitor will log into a log sheet their time of arrival and purpose of visit. No more than 5 quests per employee will be guided through the facility at one time. No guest shall be left unattended at any time through any area of the facility except for the restroom. Upon leaving the facility, their time of departure will be logged in. All record are kept on site at all times and will be provided to AMCO upon request.

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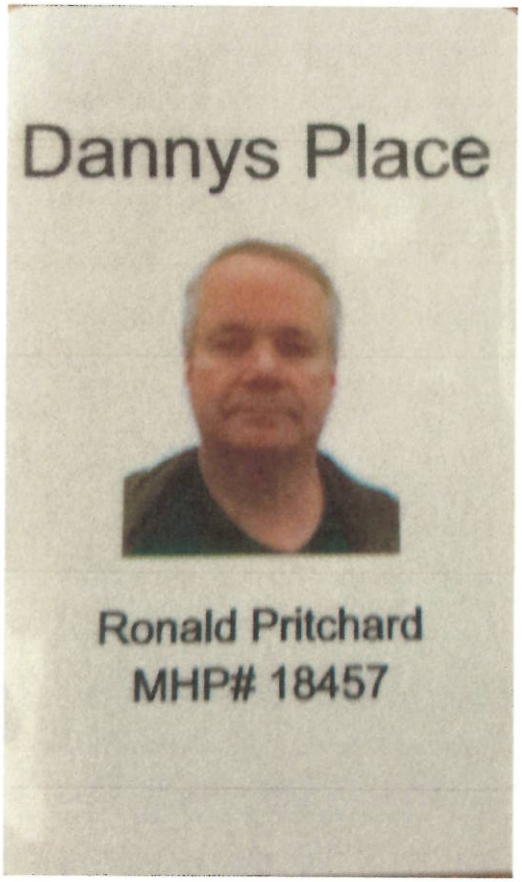
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



Identification Badge

Visitor Badge

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:

Exterior Lighting: The exterior lighting is used to facilitate surveillance. There is exterior lighting at the entrance to the facility video surveillance at the door. Moreover the property will be uncluttered of any material that would inhibit the view by blocking light.

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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 door sensor will be installed for the entry way and a motion sensor inside. There are no windows. The alarm will be activated at the end of each business day, and deactivated when the facility is occupied by staff.

If alarm is triggered the alarm company will notify owners/staff. Owners/staff will do a drive-by to inspect facility for damage or signs of entry. Law enforcement will be notified if necessary, after eliminating the possibility of a false alarm. An incident report will be logged into a daily journal in the event of alarm is triggered. If an actual break-in has occurred AMCO will be notified immediately to report incident.

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

All Marijuana plants are tagged and monitored using the required state Metre Tracking. Metre will monitor tracking of all MJ plants and products using tags on plants tracking cultivation information such as cultivation weights as well as processing weights start to finish. Internally we will also use security cameras to monitor our processing rooms and areas. All product ready for sale will be kept in a locked storage box.

3.7. Describe your policies and procedures for preventing loitering:

Only employees will be permitted on premise, and occasionally visitors but will be supervised the whole time they are on premise. Any person loitering will be immediately removed from property, if they refuse, a staff member would contact law enforcement and stay with the trespassers until law enforcement arrives. Any incidents will be entered _into a daily log book.

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. RP

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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. RP

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. RP

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

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). RP

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:

Surveillance cameras with infrared capability will be positioned along the building, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors where marijuana is grown, cured, and where waste is destroyed will have video coverage to clearly identify the faces of those present. The parking lot will have video coverage to identify vehicles. All areas will have 24 hour video surveillance, and all video footage will be stored for a minimum of 40 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 video surveillance recording equipment and records will be secured within a locked metal cabinet which will only be accessible by authorized personnel.

AMCO Received 2/18/2019

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)*; RP

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;** RP

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

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

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

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

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

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;** RP

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

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

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 pertinent business records, receipts, and manifests will be filed in a locking fireproof filing cabinet on-site near the desk area. All electronic records excluding video will be backed up on a external hard drive and kept in locking fireproof file cabinet only accessible by management.

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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. KP

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

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. KP

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. KP

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. KP

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. KP

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

All employees will be required to possess a current marijuana handlers permit and copies of each individual employees permit will be filed on location we conduct training for continuously improve operations as well as training on the marijuana regulations to ensure we stay in compliance. We use a sign-in roster to record the topic, date, and employees that receive training and keep them on file on location.

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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. KD

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. KD

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. KD

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). KD

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:

For wholesale, marijuana is weighed and packaged in sealed plastic bags with tagged with unique Metrc Package tag. For resale, prepackaged product is placed in individual Mylar bags, or plastic pop top containers which are opaque, child proof and resealable and labeled with the retailer's name and license number it is to be sold by, the cultivator name and license number, the harvest date, harvest batch number, test results for microbial and potency and a warning label. Sealed packages of marijuana or marijuana products will be locked in secure lock boxes for shipment. The sealed packages may not be opened or tampered with during another licensed marijuana establishment, with no unnecessary stops while in route. A manifest will be created using the Metrc system which records the type, quantity and weights of marijuana products being transported. The name of the transporter, time of departure and expected delivery will be recorded, as well as the license plate number and model of the deliver vehicle. The transport manifest will be printed out to be kept with the marijuana product at all times during transport. Types of secure storage include a small knack type lockable steel construction grade work box.

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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. KP

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. KP

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. KP

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. KP

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. KP

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. KP

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

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):

Dannys place is a cultivation facility only - not a retail establishment and will not use any exterior signage other that warning notices concerning trespassing at the facility.

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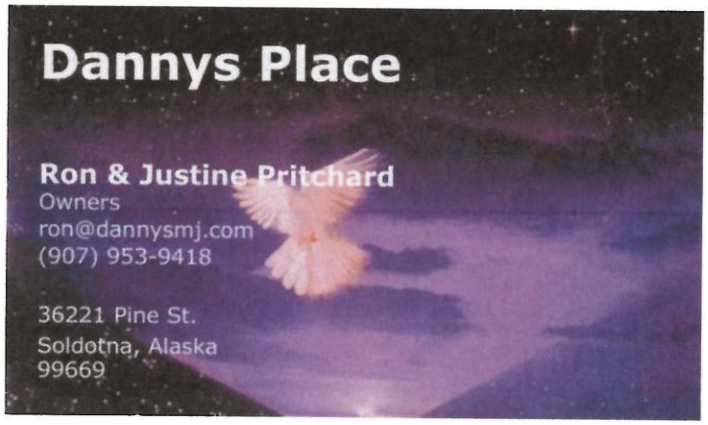
9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Advertising will include social media such as facebook, Instagram and twitter. All post will include the warning statements required in regulations. Business cards or flyers will contain logo and/or business information. Weedmaps will contain photos, logo, and business information.



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

Signature of licensee

Ronald G Pritchard

Printed name of licensee

OFFICIAL SEAL
ALISA KALA-DE LA CRUZ
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires October 31, 2022

Notary Public in and for the State of Alaska

My commission expires: October 31 2022

Subscribed and sworn to before me this 20 day of November, 20 18.

AMCO

License # 19877

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(Additional Space as Needed):

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