Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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:	Snow Lotus Gardens, LLC	**MJ License #:**	20642		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Snow Lotus Gardens, LLC				
Premises Address:	2301 South Knik-Goose Bay Road #4B				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	590 W Spruce Ave				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Holly Rudder-Larson		
Main Phone:	907-775-7879	**Cell Phone:**	
Email:	snowlotusgardens@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:

Any person who enters Snow Lotus Gardens premises will have their photographic identification checked by an manager or employee of Snow Lotus Gardens to ensure that it is a valid form of identification and that the person is 21 years of age or older.
All marijuana and marijuana products will be in sealed and child proofed packaging before leaving Snow Lotus Gardens premises.
All Snow Lotus Gardens premises will have a sign posted at each entry that says " No on under 21 years of age allowed "

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 restricted access area entries will have doors that are equipped with commercial grade locks that only the managers and authorized employees will have access keys to. Restricted access areas include all areas where marijuana or marijuana product is cultivated, stocked, processed, tested, stored, cured, or dispensed, security rooms, and others if noted. Signs that read " Restricted Access Area. Visitors Must Be Escorted " will clearly be posted at every restricted access entrance. There will be no more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. A person under 21 years of age may not enter any restricted access area. Any visitor to the restricted access area must and will:

Be required to show identification to prove that person is 21 years of age or older before entering restricted access area.

Obtain a Snow Lotus Gardens visitor identification badge before entering restricted access area.

Be escorted at all times by a Snow Lotus Gardens employee while inside any restricted access area.

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

Each visitor wanting access to any restricted access area will be required to sign in, with a Snow Lotus Gardens employee, on the Restricted Access Sign in Log Sheet that reflects their name, age and date of permitted entry into a restricted access area. At that time, the visitor will be asked to surrender photographic identification to the Snow Lotus Gardens employee to verify that the name on the log sheet matches the name on the photographic identification.
At the time of each visitors permitted entry to any restricted access area the Snow Lotus Gardens employee will then log the time of each visitors entry on the Restricted Access Sign-In Sheet. It will be filed for record keeping at the end of every week. Any visitor who refuses to follow these procedures and policies will be asked to leave the premises at once. Potential future employees will receive training on procedures and policies upon hire.
All surveillance video of visitors entering restricted access areas will be kept on a hard drive for no less than 40 days.

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:

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:

There will be sufficient exterior lightning that is required to facilitate surveillance and will be placed in a way that produces a clear view adequate to identify an individual within 20 feet of each entrance to the licensed premises.

Snow Lotus

Gardens, LLC

Temporary Visitor Pass

License# 20642

Attached for MJ-01 Section 3.3

License #20642

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Snow Lotus

Gardens, LLC

Employee Name

Picture to be displayed here

License# 20642

Attached For- MJ-01 Section 3.3

License #20642

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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:

Snow Lotus Gardens will maintain a Brinks alarm system in place at every exterior door and windows with motion detectors where needed. The alarm system will be activated by management at all times during non-business hours. If the alarm system is disrupted for any reason and the correct access code isn't entered into the system within 30 seconds it will then dispatch local authorities. Management will receive notification via email, text, cell push notifications, and/or a phone call from the monitoring agency notifying them of the alarm. At that time, all active employees will then verify if it is a 'false' alarm via group messaging. If the alarm is real, then management will wait for local authorities to investigate the alarm before allowing anyone to return to the premises. If the alarm is deemed as a 'false' alarm, then management will contact the local authorities and the monitoring company informing them that it was a 'false' alarm.
Snow Lotus Gardens 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 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:

Video surveillance will continuously monitor all activity inside the facility. Managers and employees will be preventing diversion of marijuana or marijuana products by surveilling visitors and other staff for suspicious behaviors and or activities. All employees will be trained on how to identify product theft or diversion. If an employee is caught stealing marijuana the managers will notify local law enforcement immediately. Signs will be posted that warn people of the security cameras in use. Surveillance cameras will be positioned at all areas where marijuana or marijuana products will be cultivated, dried and stored.
Inventory will be taken on a weekly basis, and all inventory discrepancies will be promptly reported and investigated. Once a theft is reported, management will update the product records in METRC, and in the business records so as to maintain accurate and complete accounting for all marijuana in the inventory.
All visitors will be accompanied by a Snow Lotus Gardens manager and/or employee at all times and only designated personnel will have access to marijuana storage areas.

3.7. Describe your policies and procedures for preventing loitering:

All Snow Lotus premises will have signs posted that read " No Loitering "
If an individual who may have the intention of loitering will be informed by a Snow Lotus Gardens employee that loitering is not permitted on any premises operated by Snow Lotus Gardens. If the individual continues to loiter then the Snow Lotus Gardens employee will respectively ask that individual to leave the premises. If the individual refuses, the authorities will be contacted.

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. HRL

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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. HRL

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. HRL

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

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). HRL

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:

Snow Lotus Gardens will maintain night vision capable surveillance camera recording systems that cover the following areas of the premises:
Each restricted access area and each entrance to a restricted access area, both the interior and exterior of each entrance to the facility.

Any area where marijuana is grown, cured, or manufactured, or where marijuana is destroyed, will have a camera in that room facing the primary entry door, and in adequate fixed positions, at a height which will provide a clear, unobstructed view of the regular activity without a sight blockage from any piece of equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times. Cameras will be placed in such a way to produce a clear view adequate enough to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises.

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 records will be stored on a DVR system and will be housed in a locked wall mounted steel server rack that is accessible only to Snow Lotus Gardens management, authorized employees, and law enforcement personnel including an agent of the Marijuana Control Board.

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)*; HRL

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;** HRL

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

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

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

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

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

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;** HRL

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

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

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:

Snow Lotus Gardens will maintain and keep all hard copies of business records within the licensed premises. All paper records will be scanned and stored on a local hard drive and will be backed up to the cloud (OneDrive) at the end of each business day. All original paper copies of records will be filed at the end of each business day in a locked cabinet. All records will be in a format that is readily understood by a reasonably prudent business person. All business records include but are not limited to:
All books and records necessary to fully account for each business transaction conducted under Snow Lotus Gardens licensing for the current year and three preceding calendar years.
A current employee list setting out the full name and marijuana handler permit number of each employee who is employed with Snow Lotus Gardens.
The business contact information for the security alarm system monitoring company that monitors Snow Lotus Gardens premises.
All records related to advertising and marketing.
A current diagram of the licensed area including each restricted access area.
All Restricted Access Sign in Log Sheets.
All records normally retained for tax purposes.
All accurate and comprehensive Marijuana Tracking System Records.
All transportation records for marijuana and marijuana product.
A copy of each employees valid Marijuana Handlers Permit.
A record of the amount, date, and final destination of marijuana waste made unusable.

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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. HRL

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

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. HRL

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. HRL

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. HRL

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. HRL

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

Currently, the workforce will be the licensees only. Should Snow Lotus Gardens decide to hire employees, they will be required to go through extensive training and a 60 day probationary period prior to being allowed independent work without supervision. All employees will be trained on the marijuana inventory tracking system, METRC, security procedures, basic knowledge of 3.AAC.306, et.
Each individual seeking employment with Snow Lotus Gardens will be required to meet the following qualifications, prior to being considered for a position within Snow Lotus Gardens.
Valid Marijuana Handlers Permit
Must be 21 years of age or older
Valid Alaska Driver License
No prior felony convictions in the past 5 years

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. HRL

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. HRL

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. HRL

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). HRL

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:

Before the transport of any marijuana or marijuana product, it will be prepared for transit by being packaged in a sealed, tamper evident shipping container with appropriate labels affixed in accordance with 3 AAC 306.475. That will then be placed into a locked box that will then, be placed into a locked trunk of the transport vehicle, at that time it will be considered locked, safe, and secured for shipment. Neither the locked box, nor the sealed container will be opened during transport. Both the transport vehicle and the locked box will be equipped with a GPS tracking device in case marijuana or marijuana product becomes lost or stolen during transit, in which case the transporter will contact local law enforcement and manager as soon as possible informing them of the situation. Location manager will contact local law enforcement to give them GPS coordinates of both the transporting vehicle and the locked box containing the marijuana or marijuana product and will assist law enforcement in recovery of both.
Whenever Snow Lotus Gardens originates the transport of marijuana or marijuana product the METRC system will be used to record the type, amount, and weight of marijuana or marijuana product being transported, the name of tfhe transporter, the time of departure, expected delivery, and the make, model, and license plate number of the transporting vehicle.

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. HRL

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. HRL

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. HRL

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. HRL

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. HRL

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. HRL

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

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):

The facility will not have any signs with the business name at all on display.

Form MJ-01: Marijuana Establishment Operating Plan

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

Snow Lotus Gardens, LLC may utilize the following medium types when distributing advertisements
-Social media platforms to feature specific strains
-Clothing for staff (hoodies, sweatshirts, T-Shirts, lanyards)

See attached

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

Holly Rudder-Larson
Signature of licensee

Holly Rudder-Larson
Printed name of licensee

Notary Public
RACHELLE EBIN
State of Alaska
My Commission Expires March 27, 2019

Notary Public in and for the State of Alaska

My commission expires: 3/27/19

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

Snow Lotus

Gardens, LLC

Attachment for MJ-01 Section 9.2

License #20642

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(Additional Space as Needed):