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:	Stonewell Cultivation, LLC	**MJ License #:**	17548		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Stonewell Cultivation, LLC				
Premises Address:	4255 Murphy Dome Rd.				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	PO Box 82767				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99708

Designated Licensee:	John Jaeger		
Main Phone:	(907)347-4210	**Cell Phone:**	(907)347-4210
Email:	john@stonewellcultivation.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 visitors to the licensed premises will be required to check in. Visitors will be required to provide valid identification before entering the licensed premises. Any person who is under the age of 21 will not be permitted to gain access to the licensed premises.

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:

Visitors will be required to check in before entering the licensed premises. Upon entry, visitors will be accompanied by an employee or the licensee at all times. Additionally, all doors to restricted access areas will remain locked and only be opened by an authorized employee when there is work to be done in a restricted access area.

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

Any visitor to the restricted access area must show identification in order to verify that person is at least 21 years of age. Upon producing a valid identification and being signed into a logbook, visitors will obtain a visitor identification badge. Visitors will be escorted at all times while on the licensed premises. The number of visitors will be limited to no more than five visitors per each licensee, employee or agent who is actively engaged in supervising and escorting visitors. Restricted access areas will accessible only by lock and key, and employees engaged in supervising visitors are required to maintain a line of sight with each visitor they are assigned. Logbook information will include ID information, time and date of entry to licensed premises, and time and date of entry to any restricted access areas. When not in use, the logbook shall be kept in a secure location.

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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:

Stonewell CULTIVATION

Photo

Employee:
MHP#:
Expires:

Stonewell CULTIVATION

VISITOR

Visitor:
Issued by:
Date:

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 motion sensor lighting will be used to facilitate camera surveillance. Lighting will be positioned so that a clear view is provided for video surveillance. Lighting and exterior surveillance will be positioned so that any individual within 20 feet of exterior entrances will be visible.

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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:

An alarm system will be used, consisting of entry sensors on all exterior entry points to the licensed premises. These doors will be equipped with commercial grade, non-residential door locks. The alarm system will be armed upon close of business each day.; If the security alarm system alerts of an unauthorized breach, state troopers and local authorities will be notified immediately. The Marijuana Control Office will be notified as soon as possible, and no more than 24 hours after any unauthorized access to the premises.

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

All restricted access areas will be under constant video surveillance. Cultivation, processing, drying, storage, and waste disposal will be monitored. All marijuana on the premises will be tracked from immature plant to sale and transport in METRC. Employees will check in with the licensee upon arrival and exit to the licensed premises. A log will be kept of each entry or exit to a restricted access area, with time and employee IDs. Regular inventories will also be conducted in order to discourage the diversion of marijuana from the licensed premises.

3.7. Describe your policies and procedures for preventing loitering:

Loitering on or near the licensed premises will not be permitted. Persons loitering will be escorted from the property.

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. JWJ

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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. JW

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. JW

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

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). JW

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:

Video cameras will provide continuous video coverage inside the licensed premises, covering each restricted access area and its entry. Both the interior and exterior of entrances to the licensed facility will be monitored by video. Video surveillance will also provide a clear view of the area surrounding the entrance, to include 20 feet in all directions. All cameras will be placed to give a clear, unobstructed view at all times.

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:

Video surveillance recording equipment as well as original copies of surveillance records will be stored under lock and key in a secure room acessible only to the licensee and authorized personnel. By request, the licensee or authorized personnel will make this room and all surveillance equipment and records available to law enforcement or 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)*; JWJ

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;** JWJ

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

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

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

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

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

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;** JWJ

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

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

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:

Required records and data will be kept on-premises, in a restricted access storage area. Hard copies will be stored in a locked filing cabinet, accessible only to the licensee and authorized personnel. Access to electronically maintained records will similarly be restricted to the licensee and authorized personnel. Duplicates of required records and data will also be maintained in a secure location offsite.

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

Employees will receive a basic orientation covering employee conduct, safety, hygiene, and standard operating procedures for the facility. Following that, employees will be observe proper practices and receive on-the-job training. Employees will be provided with a current copy of regulations for the marijuana control board.

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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. JWJ

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. JWJ

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. JWJ

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). JWJ

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.	☑ JWJ	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☑ JWJ	☐

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 weighed using a registered scale, labeled, and packaged for shipment in sealed food-quality containers. When a package is ready for shipment, a transfer will be created in METRC, and a manifest generated. A driver will transport marijuana at the specified time and route. Delivery vehicles will be outfitted with safes, which will be locked before depature with a delivery and only unlocked once a driver has reached their destination.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

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

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

We do not intend to post any signs on our establishment.

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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):

Stonewell Cultivation, LLC will use the attached business logo. Any advertising will be conducted via a social media presence.

Stonewell

CULTIVATION

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

Signature of licensee

JOHN W. JAEGER

Printed name of licensee

LORI PULGARIN
My Commission Expires
NOTARY PUBLIC
May 1, 2021
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: May 1, 2021

Subscribed and sworn to before me this 16th day of October, 20 18.

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(Additional Space as Needed):

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