Alcohol and Marijuana Control Office
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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:	Aurora Blaze, LLC	**MJ License #:**	4a-12328		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Aurora Blaze, LLC				
Premises Address:	2693 Arla Street				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	2693 Arla Street				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Designated Licensee:	Brittany Gitschel		
Main Phone:	(907) 347-1832	**Cell Phone:**	(907) 347-1832
Email:	brittanygitschel@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:

Aurora Blaze, LLC will conduct all marijuana growing operations indoors within a fully enclosed, secure building. Each entrance to the restricted area will be marked by a sign that says "Restricted Access Area. Visitors must be Escorted". All visitors will be checked for a valid state I.D. proving they are not under 21 years of age before being permitted to enter 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:

Any visitor to the restricted area must:

1) Show identification to prove they are 21 years of age or older. (State of Alaska I.D.)

2) Obtain a visitor identification badge before entering the restricted access area.

3) Be escorted at all times by a licensee, employee or agent of the marijuana cultivation facility.

All restricted access areas require a security key fob for access. Key fobs are only assigned to authorized personnel. No visitors or unauthorized members of the public have access to these key fobs as they are assigned by our security team.

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

Aurora Blaze, LLC will keep a written log of all visitors who enter the licensed premises. The visitor's log will require the visitor's full name, the date of visit and the time of entry and exit. Each visitor will also be required to wear a visitor's badge the entire duration of their visit. The maximum amount of visitors that a licensed agent can escort will be no more than five. All restricted access areas will be under video surveillance and recorded. Video recordings will be preserved for a minimum of 40 days.

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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:

BRITTANY GITSCHEL
MHP #12771
EXPIRES: 05/03/2020

Visitor

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 are a total of seventeen exterior lights on the building, all pointing downwards away from neighboring properties. These flood lights will ensure that any activity outside the building is captured by the video surveillance system.

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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:

Aurora Blaze, LLC has an alarm system that includes

1) Exterior lighting to facilitate surveillance

2) A third party security alarm system on all exterior doors which will be maintained by a security contractor. Aurora Blaze has no windows in its facility.

3) Continuous video monitoring and recording.

If the alarm system is triggered, our security contractor is automatically notified via the security system and each licensee is automatically notified via cellular device as well. If there is indeed an unauthorized breach, state troopers will be called immediately and AMCO will be notified within 24 hours of any unauthorized activity or breach. All unauthorized activity will be caught on the video surveillance system and said footage will be used to prosecute the culprit.

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

Aurora Blaze, LLC will use a security alarm and locks at this facility. The lock system will bar access to restricted access areas. For example, a trimmer will only have access to the trimming room. There will also be a video surveillance system monitoring inside and outside the facility and each camera has a motion detector. We will also use Metrc, an AMCO approved marijuana inventory tracking system. Everything entered into Metrc will be double checked. These security measures will ensure that no marijuana is stolen by employees or visitors.

3.7. Describe your policies and procedures for preventing loitering:

1) Each entrance to the restricted access areas will be marked by a sign that says "Restricted Access Area. Visitors must be Escorted".

2) Use of video surveillance system on the exterior of the building.

3) Ask any person(s) loitering to leave the premises.

4) Notify local police of any suspicious activity.

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. BG

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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. BG

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. BG

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

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). BG

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:

The video surveillance system will cover:

1) Each restricted access area and each entrance to a restricted access area within the licensed premises.

2) Each entrance to the exterior of the licensed premises.

3) Each point-of-sale (POS) area.

4) Any area where marijuana is grown and cured or where marijuana waste is destroyed, we will have a camera placed in the room facing the primary entrance door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without any sight blockage from lighting hoods, fixtures or other equipment.

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:

Aurora Blaze, LLC will use the secure main office to store its video surveillance recording equipment and its surveillance records/copies. The main office is locked at all times unless in use by authorized personnel. Aurora Blaze, LLC will use Alaska Automation and Security as its third party security firm. Alaska automation and security will maintain and also have access to any and all security surveillance records from Aurora Blaze, LLC.

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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)*; BG

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;** BG

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

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

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

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

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

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;** BG

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

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

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 paper records and transaction data will be kept in files inside a locked cabinet within the secure main office of Aurora Blaze, LLC. Electronic date will be backed up and saved on a secure server. All records will be kept for a minimum of three years before being archived. Records to be kept include:

1) All books and records to fully account for each business transaction for the last three years.
2) A current employee list that includes marijuana handler permit numbers of each employee and agent who works for the establishment.
3) Business contact information for vendors that maintain video surveillance systems and security alarm systems for the premises.
4)All records related to advertising and marketing.
5) A current diagram of the licensed premises including each restricted access area.
6) A log recording the name, date and time of entry of each visitor permitted onto the licenses premises
7) All records maintained for tax purposes
8) Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity, from seed to cutting, until the marijuana product is sold to a licensed marijuana retailer, another marijuana establishment or destroyed.
9) Transportation records for marijuana and marijuana product required.

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

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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.	BG
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.	BG
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.	BG

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

Each licensee, employee or agent who cultivates marijuana or who checks the identification of a consumer or visitor shall obtain a marijuana handler permit from AMCO before beginning employment at Aurora Blaze, LLC. Once hired, trimmers and growers will receive additional training on how to handle/take care of marijuana and/or marijuana product from senior staff in each department. This training will include cleaning procedures, proper harvest procedures such as how to trim, buck and cure marijuana plants. Training will also include proper waste protocols, cloning techniques, marijuana storage and packaging, as well as product delivery procedures and Metrc training.

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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.	BG
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.	BG
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.	BG
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).	BG

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:

Aurora Blaze, LLC will prepare and package and transport marijuana in the following ways:

For wholesale product, vacuum sealed packages will not exceed five pounds for repackaging by the retail marijuana store.

When packaging for a retail marijuana store to sell to a customer without repackaging, the package will be constructed to be significantly difficult for children under five years to open. No printed images or cartoon characters will be used so as not to target individuals under the age of 21. Each package prepared will be identified by a tracking label generated for tracking by Aurora Blaze's inventory control system. The packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana. Packaging will be four mill or greater thickness in plastic, heat-sealed with no easy open corner, dimple or flaps. The plastic will also be opaque so that the product cannot be seen without opening the packaging.

Regarding transportation of product, all marijuana product will be transported by an authorized employee with a handler's card. The product will be sealed in vacuum sealed bags and then sealed in a storage tote that has the lid zip tied on all sides, making it significantly difficult to open. All product transfers will be recorded in Metrc and manifests will be made the day of. The storage totes are loaded into the cargo space of our transport van which is kept locked at all times. Said van has no windows on the sides of the cargo area and the back windows on the doors are heavily tinted. Also, there is no access to the cargo area in the van from the driver's seat due to a metal/mesh partition.

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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. BG

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. BG

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. BG

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. BG

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. BG

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. BG

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

Aurora Blaze, LLC will have one 9 in. by 9 in. sign posted on the front gate listing phone numbers to call to be let inside the licensed premises. For example, Aurora Blaze has a dumpster located within the fence on the licensed premises. An employee from AK Waste calls the office every other Friday to be let inside the gate in order to empty our dumpster. The dump truck is captured by our video surveillance system the entire time.

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

None

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

Brittany Gitschel
Signature of licensee

Brittany Gitschel
Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Anna McCarthy
My Commission Ends April 4, 2022

Notary Public in and for the State of Alaska

My commission expires: April 4, 2022

Subscribed and sworn to before me this 6th day of June, 2019.

AMCO Received 6/12/2019

(Additional Space as Needed):

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