Current MJ-01 in case is needed

Alcohol and Marijuana Control Office
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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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	JMP, LLC	**License Number:**	10903		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	MoMo's Bakery				
Premises Address:	2917 Spenard Rd., Suite 102				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	308 G Street, Suite 318				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99501

Primary Contact:	Maureen Eberhardt		
Main Phone:	907-243-1883	**Cell Phone:**	907-243-1883
Email:	meberhardt@gci.net		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

MoMo's Bakery is not open to the public. There will be no sign identifying the premises viewable to the public. Both doors to the facility will have signs clearly posted stating "Restricted Access Area. Visitors must be escorted." Only authorized employees and the owners will be allowed into the manufacturing facility. All visitors will be required to check in (See procedure below). The two entrances to MoMo's will be locked at all times. Only employees and owners will have keys to the facility. All visitors will be required to sign into a "visitors log". MoMo's will have continuous video monitoring of these entrances as required by 3 AAC 306.720. The facility will have an alarm system in place.

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

MoMo's entire establishment is a restricted access area. Visitors will be required to provide a valid photo identification as required in 3 AAC 306.350 verifying they are not under the age of 21. All visitors will logged into a " visitor log book" as required by 3 AAC 306.755(6). This log will include the name, date, time in and out, and a copy of their identification and the signature of the supervising employee. All visitors will be required to wear a visitor badge. All visitors will be escorted at all times and supervised by the licensee or the licensees authorized agent. No more than five visitors will be allowed at a time. Visitors will be given instructions on not touching products, or taking pictures. Marijuana establishments delivering or picking up marijuana products will be required to provide a valid marijuana handlers permit and must have their establishments identification badge to receive a visitors pass.

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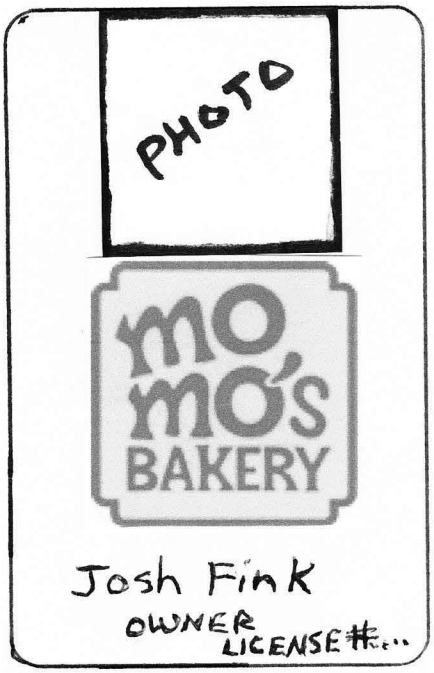
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors will be logged into a "Visitor Log" book. This log will be maintained at the establishment and will be available for inspection upon request. This log will contain the following: name, date, time in and time out, valid identification number and the signature of the supervising employee. These records will be kept in a locked file cabinet on the premises for a time period covering the previous six months then may be archived off site but will saved for three years.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior of the building will have lighting installed by each entrance to provide illumination that allows the surveillance cameras to record video during period of low light and darkness. The outside cameras have 120 feet of infrared coverage. The outside lights will be checked routinely to insure they are functioning. The positioning and lighting will be evaluated by review of the surveillance video. If it is found to be insufficient to facilitate surveillance, additional lighting will be added.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

A security alarm system will be installed on all exterior doors. There are no windows into the establishment. A security breach of the interior or exterior of the facility will activate and interior sounder and an alarm signal will be received by licensees. The alarm is a private label, GSM enabled, wired and wireless battery back-up alarm system. The system has a siren and 6 pre-configured notifications to telephone numbers.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The alarm system will be activated prior to departure of the premises. MoMo's will have door sensors and PIR sensors (motion detectors) on both doors to the facility. There are no windows. This alarm system can be monitored by the licensees who are also able to enable and disable the alarm. The alarm signal will be received by the licensees who will notify security, local law enforcement and the other licensees.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

MoMo's Bakery will have a zero tolerance policy on the diversion of marijuana. MoMo's will use METRC as their tracking system to ensure diversion does not occur. Random checks of the surveillance video will be done by the licensee on a weekly basis. If the tracking system shows potential diversion of product, MoMo's will initiate an investigation that will include interviewing employees on shift, assessing recent access events to the tracking system and product in question, and reviewing video surveillance. MoMo's will notify the Marijuana Control Board of any suspected diversion. If it is found that diversion has occurred management will restrict access to the establishment and supervise all employees and visitors on site until law enforcement arrives. Consequences for diversion include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes. MoMo's managers and licensees will clearly communicate the expectation with all staff to report any instance they may encounter of possible diversion.

Describe your policies and procedures for preventing loitering:

The exterior of the establishment will have "No Loitering" signs posted by each entrance. There will be routine, unscheduled checks of the property for loiterers. Visual checks of the video feed will be done randomly throughout the day. If there are loiterers, they will be asked to leave. If they do not leave or continue to return to the property, law enforcement will be called.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

MoMo's will have two motion detectors in the establishment. Each door will have door magnet sensors and are monitored by IR capable cameras.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

Should MoMo's have a breach of security, we will immediately call the local police to give them the details of the breach. MoMo's will cease any operations, lock all the business doors and restrict access to the area of the breach until authorities arrive. The licensee, employees and agents will protect and preserve any evidence of the breach. A detailed description of person (s) and events leading up to the breach will be provided to law enforcement.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	
Both the interior and exterior of each entrance to the facility	✓	
Each point of sale area	✓	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	
Clearly and accurately displays the time and date	✓	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	

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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 be placed outside of each door to the facility. Inside the facility there will be enough cameras to provide double coverage at the edges of the field of view for the required rule

Describe the locked and secure area where video surveillance recording equipment and 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 board:

MoMo's will have the video surveillance recording equipment and records stored in a locked room on the premises as illustrated in the premise diagram. This room shall only be accessible to the licensees or authorized agents of the licensees. Only the licensees shall have a key to this area (a licensee will be on premises or readily available the entire time the facility is open). In addition the paper records will be stored in a locked file cabinet in the secure room. All computers computer records will be backed up and password protected.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
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	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site	✓	

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☑	☐
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	☑	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	☑	☐
Records related to advertising and marketing	☑	☐
A current diagram of the licensed premises including each restricted access area	☑	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	☑	☐
All records normally retained for tax purposes	☑	☐
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	☑	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☑	☐

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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 business records for MoMo's will be kept on the premises in a locked file cabinet or password protected digital storage device. These records will be available for inspection upon request. These records include: a current employee list and handler information, contact information for our vendors and video surveillance and alarm systems, records on advertising and marketing, visitor logs, tax records, premise diagram and transportation records. The digital records will be backed up at the end of each business day. Security camera video will be maintained for 40 days of recording.
MoMo's Bakery will provide any record required to be kept on the licensed prmises to an employee of the board upon request. Any records kept off premises will be provided within 3 days of the request.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

MoMo's will only be using the State system METRC as their tracking system for marijuana and marijuana products. All inventory tags will be purchased through METRC and all transactions will be reconciled through METRC.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

MoMo's will require each employee to have a valid marijuana handler permit prior to being employed. The employees will be required to have this card with them at all times while working. A copy of the permits will be retained by MoMo's in a locked file cabinet. To insure that the permits remain current MoMo's will schedule on the main calendar when each permit will expire and set a notification prior to the expiration. Employees will be provided training in sanitation, health and safety, security and the specific duties of their employment by the licensee. MoMo's will afford our employees additional training opportunities in our field as they become available.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

MoMo's Bakery waste that is free of marijuana will be consolidated into bags and placed in a trash receptacle for disposal at the area transfer station. MoMo's Bakery does not anticipate a large amount of waste. All manufacturing residue on preparation equipment will be washed, rinsed and sanitized, the sinks will have a commercial grease trap to separate residue per State regulations. Any marijuana waste will be mixed with equal amounts of compostable material or cat litter and disposed of at the landfill after notifying METRC 3 days prior to disposal. The disposal mixing process will be done on premises in plain view of the surveillance cameras.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

MoMo's may use egg shells, coffee grounds, tea bags, shredded newspaper/paper/cardboard, sawdust, or grass clippings. Any oils or oil residue remaining from the manufacturing of edibles will be mixed with cat litter to ensure it is unusable. It will be stored onsite until transfered to a solid waste facility. Manufacturing waste on equipment and containers will be washed with warm water and sanitized per State regulations to remove all residue.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Any marijuana waste that is rendered unusable will be collected and accumulated in a locked cabinet clearly marked as "waste". MoMo's will notify the METRC system three days prior to grinding or disposing of any marijuana waste. MoMo's will make the marijuana waste unusable by mixing it with equal parts compostable material, such as egg shells and paper and any oil waste will be mixed with cat litter. This process will be done on premises and in full view of the security cameras. The waste will then be either mixed into the owner's garden or placed in the trash receptacle for disposal at the transfer station/dump.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

MoMo's Bakery will prepare each shipment of product by initiating a transport manifest in METRC. All product will be inspected to insure that each package is sealed in an opaque, child-proof packaging. MoMo's will ensure that packages have the correct type and weight for all products on the transport manifest. All marijuana products will be inspected to ensure opaque, child-proof packaging and labeling requirements are met and inventory numbers match the transport manifest. All packages will be identified by a METRC tracking label and manifest. All packages will be sealed in a tamper-evident shipping container in compliance with 3 AAC 306.475. The manifest shall be kept with the marijuana product at all times. Only authorized persons with a valid Marijuana Handler Permit may transport the marijuana or marijuana product.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

MoMo's will be transporting marijuana and marijuana product in a sealed package in a heavy duty, locked aluminum or metal storage box. The box will be in the back of the licensee's vehicles. The storage box will be locked and attached to the vehicle. In the alternative, MoMo's may use a certified transporter such as Valkyrie Security.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

MoMo's will not have any signs on our establishment.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✓	☐
Promotes excessive consumption	✓	☐
Represents that the use of marijuana has curative or therapeutic effects	✓	☐
Depicts a person under the age of 21 consuming marijuana	✓	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✓	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

MoMo's is not open to the public. Any visitor entering MoMo's will be required to show a valid identification (i.e. state drivers license, state issued ID card, government ID, passport). They will then be signed into a visitor's log and receive a temporary "visitor badge" by an authorized licensee or employee of the establishment and instructions on sanitation and visitor procedure. Any transporter of marijuana will be required to provide their marijuana handler's permit. Anyone without a valid identification or an identification presumed to be fake or not belonging to the person will not be allowed entry into the establishment.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Maureen Eberhardt

Printed name

Subscribed and sworn to before me this 23rd day of September, 2016.

PATRICIA A. GREIKA
My commission Expires
NOTARY PUBLIC
Oct 24, 2017
STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 10/24/17