Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Alaska Forget Me Not Farms, LLC	**MJ License #:**	19984		
License Type:	LIMITED CULTIVATION FACILITY				
Doing Business As:	ALASKA FORGET ME NOT FARMS, LLC				
Premises Address:	1540 N. SHORELINE DRIVE				
City:	WASILLA	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	453 N BONANZA ST.				
City:	PALMER	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	STUART WELLS		
Main Phone:	907-746-3183	**Cell Phone:**	907-707-4031
Email:	AKFORGETMENOTFARMS@GMAIL.COM		

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JUN 25 2019

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:

In order to prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items, the establishment will verify state or federally issued identification to confirm that all individuals on the licensed premise are over the age of 21. All visitors entering the establishment will be there on official business and will have identification verified before entering the licensed premises of this establishment to ensure the age requirement is met. Each non-employee individual will be issued a temporary "Visitor's Badge" and will be required to sign in the "Visitor's Log" at the entrance with a name, date, and time of arrival. The issued Visitor's Badge grants temporary access to the premises. All marijuana items will be located in restricted access areas accessible only to licensees, employees, agents, or escorted visitors. Each individual issued a temporary visitor badge will be required to return the visitor's badge at the end of the visit as well as record the sign out time on the visitor's log.

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:

When entering the facility all visitors will enter a personnel holding area that is monitored by security camera. There will be no cannabis or cannabis products in this area. In this area they will be asked for their reason for their visit and to show proper identification to prove the age requirements of over 21. They will be asked to sign the visitor log and then escorted by an employee at all times that they are within the facility.

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

All visitors will be asked to sign a Visitor Log. The Visitor Log will consist of:
Visitor Legal Name
Phone Number
Time of Entry
Time of Exit
Badge Number Issued
Name of Employee Escorting Visitor
Once the Log is signed then the Visitor is issued a badge and assigned an escort and the escort is responsible for that Visitor for the duration of the time they are on the premises. When the Visitor leaves they will turn in their badge and sign the Log with the exit time. No more than 5 visitors will be assigned to an employee escort at a time. Notification of this policy will be displayed on the front entrance via a sign that states "Restricted Access Area. Visitors Must Be Escorted." per state regulation 3 AAC 306.710 (b). This regulation/establishment policy is enforced by the employees issuing visitors badges upon entry.

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JUN 25 2019

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:

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

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

Exterior lighting at the facility is sufficient around the building to facilitate adequate surveillance for the security cameras to record any activity within 20 feet of the entrance to the building.

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JUN 25 2019

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The property has no windows, two large bay doors and one entrance door. The bay doors are not intended for opening and will be locked at all hours of the day. The entrance door will have an alarm system.

A central station monitored alarm system with back up battery power, two way voice response and audible siren will be active at the premise at all times.

Tamper monitored contacts will be mounted on all exterior doors. In addition, interior motion detectors will be mounted within the premise to ensure further security. After completion of the closing procedures, the alarm system will be activated to the away mode. If any of the sensors are breached, the audible siren is set off and the central monitoring station alerts the licensee and dispatches the local law enforcement agency.

Unauthorized activity triggers the audible alarm system and connects the personnel from the 24 hour central monitoring station to verify over the 2-way security panel is anyone is present, who is present and verify if they are a registered agent of the premise with the security questions. If it is an authorized employee, the central monitoring station will ask for name and password for verification. If the employee gives an acceptable answer the police dispatch will continue. The authorized employee will be notified and directed to the premise to follow the protocol directed by the police. Before the authorized employee leaves, an inspection of the entire premise will be executed and verify no marijuana product was compromised. If so, after all issues are resolved the authorized employee will arm the system.

As per 3 AAC 306.715 (e), the establishment will notify AMCO as soon as reasonably practical and not more than 24 hours after any unauthorized access or the establishment's knowledge of evidences or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of cannabis, cannabis 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:

All employees will be trained on the importance of preventing diversion of cannabis or cannabis products. Security cameras will cover all areas where cannabis products are located and strict inventory audits will be conducted to ensure that weights are consistent with what is reported in METRC.

3.7. Describe your policies and procedures for preventing loitering:

The establishment property is located in a residential, mixed use area which is not easily visible nor accessible to the general public via vehicular transport. Road access to the establishment premise is restricted to one entrance/exit road access point. The surrounding properties around the establishment premise are primarily privately owned residential properties with the exception of one adjacent commercial property which receives little vehicular/pedestrian traffic and shares the same, single road access point as the licensed

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. SW

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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. SW

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. SW

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

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). SW

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:

A video surveillance and camera recording system will be installed by a third party security in and around the limited cultivation facility. A camera will be placed:
In view of each restricted access area and each entrance to a restricted access area.
In view of each entrance to the exterior of the licensed premises.
In view of the area where marijuana waste is processed.
Within 20 feet of each entrance to the licensed premises as to produce a clear and adequate view to identify any individual at the facility.Both the interior and the exterior of each entrance into the facility will be under surveillance by video cameras. Anywhere marijuana is grown, cured or where marijuana waste is destroyed will have a camera placement in the room facing the primary entry door and in adequate fixed positions at a heights that will provide a clear unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures or other equipment in order to allow for the clear and certain identification of any person and activity in the area 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 and records will be housed and stored within the a Secured Storage area which restricts access with a commercial grade, non residential door lock, for which, only authorized personnel will be able to access. Within this room, all video surveillance recordings will be secured in a locked metal cabinet.

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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)*; SW

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;** SW

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

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

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

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

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

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;** SW

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

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

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 essential business records that need to be kept will be held in a locking file cabinet for paper files and an electronic backup created. Electronically maintained records will be backed up to a cloud based storage location in order to prevent lost or destruction.

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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. SW

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

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. SW

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. SW

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. SW

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. SW

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

Employees will receive annual compliance training on applicable state and federal regulations to the industry. They will also receive training on growing methods, facility efficiencies, leadership and any other necessary training needed for facility, employee or ownership success.

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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. SW

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. SW

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. SW

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). SW

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):

N/A

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:

All cannabis will be harvested, processed, tracked in METRC and stored in quarantined areas until testing results are received and then it will be packaged in no more than 5 pound wholesale bulk packages, labeled correctly and secured in a fire proof safe until transport. Upon sale of the product to a licensed establishment, a transport manifest will be created in METRC and printed to accompany the packaged product. The transport manifest shall include the type, amount, and weight of marijuana or marijuana product being transported and all required inputs for compliance with METRC per 3 ACC 306.750. It will be transported in a metal or plastic locked safe and secure storage compartment within all vehicles that transport marijuana to licensed marijuana establishments.

AMCO
JUN 25 2019

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. SW

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. SW

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. SW

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. SW

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. SW

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. SW

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

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):

No signs will be posted on the establishment.

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JUN 25 2019

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

The establishment may in the future choose to purchase an advertisement in magazines like The Alaska Cannabist or Alaska Leaf. At the time of the application these advertisements have not been created however when created they will consist of all necessary warning statements and be in industry friendly publications that adhere to advertising requirements of the industry.

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

Stuart Wells
Signature of licensee

Stuart Wells Stuart Wells
Printed name of licensee

Official Seal
Nicholas Cox
Notary Public-State of Alaska
My Comm. Expires 06/07/2023

Notary Public in and for the State of Alaska

My commission expires: 06/07/2023

Subscribed and sworn to before me this 17th day of June, 2019.

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(Additional Space as Needed):

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