Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

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

Licensee:	Bubba Greens LLC	**MJ License #:**	22369		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Bubba Greens LLC				
Premises Address:	108 E Schrock				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	2511 Lyvona Ln.				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

Designated Licensee:	Michael Gallagher		
Main Phone:	907-727-7754	**Cell Phone:**	Same
Email:	mgbuilders@gmail.com		

AMCO
DEC 0 2 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:

It is Bubba Greens' policy to not allow persons under the age of 21 access to the Facility or to any marijuana items produced, stored, or transferred to or from the facility.

State regulations define a restricted area as any part of the licensed premises where marijuana is grown, processed, tested, stored, or stocked. Any visitor to a restricted access area must show identification as required in 3 AAC 306.350 to prove they are 21 years of age or older, obtain a visitor badge, and be escorted at all times by an authorized agent of Bubba Greens.

Bubba Greens' facility will have commercial grade doors and locks at all access points to the licensed premises; the doors will be secured at all times and will have signage to indicate the presence of a restricted area. Marijuana items will be stored within the secure Facility and any marijuana waste will be processed in accordance with state and local law before it is disposed.

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:

A. Video Surveillance: All restricted areas, entries to restricted areas, and exterior access points at the Facility will be monitored by video surveillance. Lighting will be sufficient to facilitate continuous video surveillance of exterior access points. Surveillance equipment and records will be stored in a locked space accessible only by licensee or agents authorized by license, law enforcement personnel, and agents of the Marijuana Control Board. Records will be kept for a minimum of 40 days or as directed by government authorities.

B. Alarm System: Alarm sensors are required on all exterior windows and doors to detect intrusions. Triggered alarms will be managed by a third-party service provider that offers continuous monitoring and alerting to law enforcement agencies.

C. Security Doors & Locks: All exterior entry points to the Facility will be secured by a metal door with commercial grade, non-residential, locks. All doors leading to a restricted area will have signage to indicate that the entrance leads to a restricted area, persons under the age of 21 are prohibited, and that only staff and authorized agents or visitors are permitted.

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

Any visitor to a restricted access area must present identification as required in 3 AAC 306.350 to an authorized agent of Bubba Greens. If 21 years of age or older and visiting for a valid purpose, the authorized agent of Bubba Greens will issue the visitor a temporary visitor badge and will escort the visitor at all times. The visitor will be required to surrender the visitor badge upon leaving the licensed premises.

Bubba Greens will maintain a log of visitors to the licensed premise. The log will record the following information: Visitor Name, Description of Identification Presented, Identification Number (e.g. Driver's License Number), Expiration Date of Identification, Date, Time In/Out, and Reason for Visit. Bubba Greens does not expect to have many visitors. An authorized Bubba Greens agent will be permitted to escort up to five visitors inside restricted areas.

AMCO

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:

An example of the employee and visitor badge is attached as Exhibit MJ-01 A and Exhibit MJ-01 B.

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:

Lighting will be sufficient to facilitate continuous video surveillance of the two planned exterior access points. If restricted area access points are added in the future, after applicable state and local approval, additional lighting will be added to ensure this requirement is met.

AMCO

Exhibit MJ-01 A (Section 3.3 of Form MJ-01)

BUBBA GREENS

(employee picture)

(name and marijuana handler #)

AMCO
DEC 0 2 2019

Exhibit MJ-01 B (Section 3.3 of Form MJ-01)

BUBBA GREENS

Visitor

AMCO

DEC 0 2 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:

Alarm sensors are required on all exterior windows and doors to detect intrusions while licensed premise is closed for business. Bubba Greens will install alarm sensors on all windows and doors leading to the licensed premises. Bubba Greens will ensure staff understand its security policies and procedures. Designated Bubba Greens closing staff will arm the alarm system upon closing the Facility when not in use. As a cultivation facility, Bubba Greens will not have regular maintained hours of operation. Whenever closed, however, the alarm will be armed. Triggered alarms will be managed by a third-party service provider that offers continuous monitoring and alerting to law enforcement agencies. The third-party will be provided contact information for the appointed agent of Bubba Greens responsible for receiving triggered alarm alerts. This agent will be responsible for ensuring that the vendor alerted the proper authorities and will follow other procedures listed in Bubba Greens' Security Response Plan.

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

Bubba Greens will have several processes in place at the Facility designed for preventing diversion of marijuana. This includes inventory control of all marijuana on premises, physical security in and around the Facility, and adequate staff training on both regulatory and internal requirements.

3.7. Describe your policies and procedures for preventing loitering:

As a planned marijuana cultivation facility, Bubba Greens does not expect to have many issues with loitering. Video and staff surveillance will be used to alert management of unauthorized persons on the property. Law enforcement will be notified if any unauthorized persons fail to leave at the request of Bubba Green.

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. AG

AMCO

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. M.G

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. M.G

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

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). M.G

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:

Bubba Greens will have video cameras installed on the licensed premises to meet all state and local requirements. For access points to the Facility, video surveillance will be adequate to identify individuals within 20 feet of each entrance. As a proposed cultivator, Bubba Greens does not expect many visitors to the Facility. In addition to being captured by video, visitors will be positively identified by an authorized Bubba Greens agent. The visitor's name and other information will be recorded on a visitor log reviewed by management. Video cameras will be installed throughout the Facility as required by state and local laws.

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 associated retained records will be stored within the business office inside the Facility. The office's only entrance will be secured with a commercial grade door and lock, and will not have windows. Keys to this office will be managed by an authorized Bubba Greens agent. A log of all office keys issued by Bubba Greens will be maintained, with copies sent, electronically or otherwise, to a location offsite.

Law enforcement, agents of the Marijuana Control Board, or any other authorized third-parties will have access to the business office by contacting Bubba Greens and providing appropriate evidence of their authority.

AMCO

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)*; M.G

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;** M.G

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

d. **records related to advertising and marketing;** M.G

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

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

g. **all records normally retained for tax purposes;** M.G

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;** M.G

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

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

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:

Bubba Greens will maintain records in accordance with all applicable state and local laws, and within guidelines listed in Bubba Greens' Business Record Management Program.

The following measures are designed to preserve Bubba Greens' business records and prevent unauthorized destruction or modification of data:

Electronic record systems will be password protected and only accessible by authorized staff.

Physical records will be secured in a keyed compartment (i.e., file cabinet) within the Facility's business office.

Bubba Greens will only authorize access to records if there is a business need. Records access will immediately be removed when an individual is no longer employed by Bubba Greens.

Paper records in some instances will be used by Bubba Greens and copied into an electronic form. Bubba Greens will make back-up copies of electronic records, or will use a service provider that does, to enhance record preservation.

AMCO

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. M.G

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

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. M.G

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. M.G

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. M.G

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. M.G

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

Bubba Greens will have new employees and agents go through an on-boarding process which will include training on regulatory requirements and internal policies and procedures. Staff and agents will sign a form, attesting that they have reviewed and understand Bubba Greens policies and procedures. Hard copies of Bubba Greens' policies and procedures will be maintained at the Facility for staff to review and reference. Staff and agents will be informed when changes occur.

AMCO

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.	M.G
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.	M.G
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.	M.G
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).	M.G

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

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:

Bubba Greens will transport marijuana in compliance will all state and local regulations. Generally, transportation will occur when Bubba Greens delivers packaged marijuana to licensed retail establishments.

When marijuana is ready for delivery, a Bubba Greens employee or agent will begin the process of preparing a shipment. The employee or agent will be expressly authorized by Bubba Greens and is required to have a marijuana handler's card. They will weigh the marijuana, place it into a sealed container, record the shipment in the inventory tracking system, and print the shipping manifesto. The shipping manifesto is required to accompany the marijuana at all times during delivery. The marijuana will be secured in a locked compartment within the vehicle used for transportation. The staff person or agent must travel directly from the Facility, to the retail establishment, without any unnecessary stops or diversions. They will deliver the marijuana with the shipping manifesto to the authorized receiving agent at the retail establishment.

AMCO

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. MG

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. MG

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. M.G

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. MG

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. MG

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. MG

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

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):

Bubba Greens does not intend to have signs on its establishment.

AMCO

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

Bubba Greens does not plan to distribute advertising materials. As a cultivator, Bubba Greens plans to develop relationships with licensed retail establishments. Bubba Greens may provide these retail establishments with information, quotes, etc. on Bubba Greens letterhead. The letterhead is merely a template with a header containing the same logo as shown in the employee and visitor badge examples.

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

Signature of licensee

Michael Gallagher
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 11/13/2023

Subscribed and sworn to before me this 29 day of November, 2019.

AMCO
DEC 02 2019

"Official Seal"
Notary Public
Lakiesha Pleasant
State Of Alaska
Commission #191113016 Expires 11/13/2023

License # 22369

(Additional Space as Needed):

AMCO

License # 22369

DEC 0 2 2019