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:	Valley Happiness llc.	**MJ License #:**		17612	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Valley Happiness llc.				
Premises Address:	905 South Vicki way				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	905 South Vicki way				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Raquel Luna		
Main Phone:	907-376-7843	**Cell Phone:**	907-315-2868
Email:	rarmstrong@gci.net		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Any person/persons wanting to enter the facility will have to show photo ID. If the person/persons are not of legal age they will be denied access into the facility. If the photo ID looks like it has been tampered with, they will be denied access. The door of the facility will remain locked 24 hours a day.

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:

There is only one entrance/exit to the facility, the whole building is restricted access to anyone other than representatives of Valley Happiness llc, and is posted on the door, no trespassing, restricted access, and under 24 hour surveillance. There is a commercial keyed dead bolt lock as well as a security code door handle, you must have both to enter the facility.

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

All visitors entering the facility, first must show a valid photo ID. Upon confirming they are of legal age they will be allowed to enter the facility. Once in the facility they will have to sign the Visitor's log, which includes name, date, time, Visitors badge number, and signature. Then they will be escorted threw the facility, there will only be 5 person/persons with one representative at any given time. All visitor logs will be kept in paper form in a filing cabinet in the office, which is a locked and secured area upstairs in the facility.

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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:

Front Employee Badge

photo
Employee name
MJ Handler number

Back Employee Badge

Valley Happiness LLC.
License #

Vistor pass front.

Vistor Pass #1

Vistor Pass Back

Valley Happiness LLC.
License #

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:

Valley Happiness llc. is using Heavy Duty Commercial grade Led 2500 Lumen Wide angle, motion activated outside lights. They are on 24 hours a day, upon detecting any movement the will illuminate fully to 2500 Lumens. They have a 240 degree lighting area, there are two, one on each corner of the building, lighting up the sole entrance/exit of the building

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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:

The only entrance/exit to the uilding has a door alarm, there are no windows in the facility. The alarm will be set at the end of the businees day. Upon the event of a trigger an audible alarm will sound, notication will be sent to all representatives phone. The representatives will notify the local police upon determining that an actual intrusion has taken place. The representatives will monitor visually & electronically from the owners house adjacent to the facilities property, while talking with the local police by phone, regarding the activity inside & outside the facility. The representative will also notify AMCO by email or phone within 24 hours, with documentations of the intrusion, consisiting of video recordings, marijuanan product, or monies taken from the facility. Also any documentation from the local authorities. Representatives will also notify AMCO even if it turns out to be a false alarm, within the first 24 hours.

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

Employee's will be informed of the only two ways that the material will leave the facility. Plant material will leave in waste form, or transported to a testing facility or retail store. Employee's will be informed of all regulation pertaining to disposal of waste material, and transporting of marijuana product. Will also inform them of the 24 hour surveillance, that everthing is being recorded. That recordings are reviewed requlary, if its found that any emploee does not follow all regulations & procedures they will be terminated immediately. Any visitor's not following procedure while they are in the facility, will be asked to leave imediately.

3.7. Describe your policies and procedures for preventing loitering:

The facility is located at the end of the road and has little to no traffic. If any person/persons is found on the property they will be approached an informed of the no tresspassing, no loitering signs, and asked to leave the property. If said person/persons choose not to leave, the State Troopes will be called. Representatives will wait for State Troopers to arrive and will not engage with the said person/persons or enter the facility. Representatives will remain outside of the building at a safe distance, until such time the issue has been resolved.

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.

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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. RL

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. RL

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

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). RL

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:

We have 18 surveillance cameras, with the capability of night vision & wide angle lens. There is 1 camera not more than 20ft. above the only entrance/exit inside & outside the facility. 1 camera in the main area opposite side of the door. 1 at the end of the hallway facing the door of the facility, 1 camera at the beginning of the hall way facing the back of the building. There are 2 cameras in each room where product will be, opposite of each other, as well as the office. 1 camera in the main area facing the upstairs plat form, 1 camera in the secured storage area upstairs. All cameras have a clear view of all areas of the facility, and are placed at a adequate height for identifying all person/ persons as well as all activity within the facility.

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:

There is an office located upstairs in the facility. There is a Restricted Access sign, authorized personal only on the door. There is a master lock as well as a commercial coded door handle to secure the only entrance. The owner & affiliate will be the only ones with access to the office. All recording equipment, computer equipment, & all paper records will be kept in the office.

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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)*; RJ

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;** RJ

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

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

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

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

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

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;** RJ

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

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

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 records will be filed in paper form in a file in the office, & backed up electrically. All surveillance records, digital records, will be stored on a Raid Image server. Also backed up daily on a RAID drive that will be removed nightly by the owner/affiliate, and be replaced every morning.

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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.

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

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

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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.

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

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

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

At such time it's decided to hire employees, they will have to present valid photo ID, as well as a valid marijuana card. All employees will be required to read all regulations on waste removal, transporting of marijuana product to a testing facility or retail store. They will be informed of the no trespassing, & loitering procedures. They will be informed of policies pertaining to visitors entering the facility. They will be informed of the importance of keeping all records, as well as procedures of maintaining a clean facility.

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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. [initials]

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. [initials]

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. [initials]

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). [initials]

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:

It will be prepared in whole sale packages no more the 5 pounds per packaged. Labeled with the single strain/strains. Placed in a sealed shipping container, affixing a label in compliance with 3AAC306.475 to the shipping container, and generating a transport manifest from METRC, which will remain with the marijuana at all times during transport. A label with the information from the Testing facility listing all cannabinoid potency, all test of the strain within the last 3 months, including any contaminants according to 3AAC306.645. Plus a Label with Valley Happiness llc, our license number and the harvest batch number, net weight of product, as well as a complete list of any pesticide, fungicides, and herbicides used, if any at all. We will transport the product in a steel box with a master lock in the back of the truck, chained and locked to the truck.

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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. BL

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. BL

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. BL

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. BL

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. BL

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. BL

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

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):

Valley Happiness llc. will not being using any signs.

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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):

Valley Happines llc. does not intend to do any advertising.

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

Signature of licensee

Official Seal
Heather E. Christiansen
Notary Public-State of Alaska
My Comm. Expires 05/5/2022

Notary Public in and for the State of Alaska

Ragel M Luna
Printed name of licensee

My commission expires: 05/05/22

Subscribed and sworn to before me this 5th day of September, 2019.

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(Additional Space as Needed):