Alcohol and Marijuana Control Office
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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: AB 11/30/19	Aleana Beaty; Bradley C Beaty	**MJ License #:**		21822	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Muggle Organics				
Premises Address:	5910 N. Talgach View Dr.				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	5910 N Talgach View Dr				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Bradley C Beaty		
Main Phone:	907-795-8365	**Cell Phone:**	907-795-8365
Email:	beaty.brad@gmail.com		

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

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

Employees and Any NON EMPLYOYEE individuals under 21 years of age will not be allowed in the Grow Cultivation Facility.
All Requesting passage into cultivation facility must provide appropriate documents/ Identification.

Muggle Organics has 2 locking doors with commercial locks that automatically lock upon closure,
1 Exterior steel door and 1 interior steel door .

Required signage posted for
no unauthorized access
Age restriction.

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:

Muggle Organics Cultivation Facility has Approximate set back from the front access road Talgach of 150' , Signs to be posted:
No trespassing signs
No soliciting signs
A sign posted on the outside of the cultivation facility will read to the affect of :
"restricted area ,No one under 21 years of age"
"Access by prior authorization only." posting a contact number for individual wanting to gain access that are :
1) unescorted
2) Officials With anything related to state or local government.
3) Individuals without a set Appt.

Muggle Organics Has a 8 cameras placed in optimal locations to be monitored while in Cultivation Facility, A.B. & B.B 12/27/19
Commercial locks that automatically lock when door is closed shut, and cannot be opened without a key, which only employees with permitted access will have. - SEE ADDITIONAL SPACE-

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

Visitors will only be allowed access if:
21 years of age or older.
Have a Valid ID/Documents
Have Valid State credentials.
Photo copy of ALL ID/Documents will be obtained and filed.
Previously scheduled appointment
visitor log, date , name(s), time in and out, reason for visit.
Muggle Organics Staff / Potential clients / State of Alaska officials/ Control Board/ Fire service
Only allowed entrants into the facility.
Maximum Of 5 NON Employees, touring, inspecting, evaluating, potential clients allowed in Muggle Organics Cultivation Facility at any given time.

No Non Employee of Muggle Organics will be allowed to unescorted at any time , and all areas will be locked until entrance is required.
All Storage of Marijuana after harvest will be locked and under 24hr camera security , and will remain locked unless access is requested through proper documents, sale, testing, or transfer.

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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:

SEE ATTACHED BADGES AT THE END OF DOCUMENTS

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

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

There are a total of 3 spot lights on Sensors 1 rear of facility left , front right facility, and living structure facing across front of facility each have 2 lamp operation.
Sensor lights mounted on carport that are not associated with Muggle Organics operation Facility across parking area.
Large Parking Area light, makes night, day.
8 cameras are day and night vision , no lighting required for these units to operate and capture images, and record.

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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:

Alarm system will be located as required on exterior door.
Alarm will also be placed on the inner locking door that affords access to flowering area.
Alarm service will make contact with me , and local authorities as needed when alarm has been triggered.
Alarm system offers entry sensors, smoke detector, base station and keypad.
Alarm system has PANIC Distress Code giving no indication to perp that authorities have been contacted.
Alarm system has cell connection needing no wi-fi internet or any other sources to stay in contact with 24hr monitoring.
Commercial Grade 2 , 3 hour fire locks are used with all locking devices inside and outside of facility.

First response on Alarm is :
first point of contact , Owner contacted by security service . Lives on location.
If there is a breach, authorities will be notified to respond or automatically respond if requested while away from location.
Muggle Organics Employees are not to engage in a dangerous activity regarding :

1) Breaches
2) unwanted/Violent Individuals
3)Anything beyond first response for fire with use of extinguisher at discretion of Employee safety.

Alaska Law Enforcement / Fire services has full permission to enter Premises without prior authorization in event of breach or fire .

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

Marijuana will be stored in a locking and labeled "no unauthorized" access cabinet until time of sale or processing inside licensed Premises.
ALL Marijuana will be monitored with 24hr recording and stored video that will be cultivated, handled, trimmed, packaged, manicured
Security Cameras situated to capture faces of all entrants into licensed premises
Entrance into licensed premises has automatically locking commercial rated locks that engage once door is closed.
attire shall be limited pocket wear, and head covering.
M.O has a zero tolerance policy for:
Diversion of any Marijuana material
Tampering with any state compliant device A.B. & B.B. 12/10/19

3.7. Describe your policies and procedures for preventing loitering:

Muggle Organics is a Private Location with no soliciting signs posted.
Loiters will be asked to leave or make the appropriate arrangement's to set up an appt.
Authorities will be utilized if needed.
Muggle Organics intends to operate professionally, and as stealthy as is allowed. By doing so , loitering should be very minimal if non existent.
Muggle Organics employees are not allowed to bring relatives/friends to location without prior written or verbal permission from senior staff.

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.

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.

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

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).

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:

All video monitoring and recording equipment will be situated to obtain the best possible vantage to capture faces and entrances.
A total of 8 Cameras will be mounted inside and out of licensed facility.
1 camera dedicated to capturing entrant faces at the only door in and out of Licensed premises.
1 Camera to record stored Marijuna
1 to record overview of Growth Chamber and cloning also were marijuana will be packaged and prepped.
2 inside Flower room , 1 from each angle to capture face of entrant and handling of plants.
3 on exterior.

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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, all original copies of surveillance records and all required documents will be inside a locked cabinet. As indicated in the Blue box on Diagram 1,2,5.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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 documents will be store in hard copy form
All documents will be stored in digital form
Digital documents will be printed as hard copy
hard copies will be scanned as digital
digital copies will be backed up to a google drive

Copies will be maintained inside licensed premises in a lockable file cabinet for a minimum of 6 months.
Digital Copies are infinite.

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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):

Employee will receive written Manual For Muggle Organics Standard Operating procedures, regulations .(under development)
We refer to AMCO guidelines a lot for this.
Employee will be required to read regulation regarding Cultivation, transportation, Metric System use.
Cultivation Technics
Cloning
Tissue Culture
NPK training

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

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.

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.

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).

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):

Muggle Organics Employees are welcome to use house facilities as required. - Restroom made available to Muggle Organics employees shall be maintained and cleaned in a sanitary manner. Running potable water and flushing toilets. Adequate temperatures h20 for handwashing are available in toiletries, along with hand soap , paper towel for hand drying, Tp. Hand sanitizers on hand in multiple areas inside facility. Rubber gloves are required when working in any area outside of the selected office area, ~~minimizing~~

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:

Muggle Organics will have all products 5lb sealed Container.
All containers and product bags will be labeled with identifying name or logo; strain,license number and tracking number and all other information required.
Marijuana that is sold, Sample, testing Items will be Placed in Appropriate sized , NON_CLEAR, sealed container that is lockable, placed in rear of interior vehicle and covered to not draw attention,
Transported Marijuana will include transport manifest from the marijuana cultivation facility's marijuana inventory tracking system, transport manifest will remain with the marijuana at all times while being transported, and a copy must be given to the licensed marijuana establishment that receives the shipment.
Google Map Directions.

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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.

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.

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.

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.

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.

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.

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

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):

Muggle Organics will not have any business signs with the company name or logo on the licensed premises.

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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):

Radio ad's, social media, Magazines

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

Signature of licensee

Bradley Beaty

Printed name of licensee

OFFICIAL SEAL
Michael Lawrence
Notary Public-State of Alaska
My Comm. Expires: 08/01/2023

Notary Public in and for the State of Alaska

My commission expires: 08/01/2023

Subscribed and sworn to before me this 13 day of November, 2019.

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

3.1- Muggle Organics wants to maintain a low profile, posting the minimum amount of signage/size of signage required on the exterior of the building, No Branding, Art , or Indication of a cultivation Facility will be place on structure as to not advertise what is inside to prevent unwanted attention and potential security risks.

Muggle Organic's owners live on location and act as a security staff to:

1) detour and /or stop walk ups
2) Unwanted soliciting
3) Other various undesirable unescorted individuals.

Steel door with automatically locking commercial locks. Handle and Deadbolt, with solid 1 piece strike plate.

8 cameras will be strategically placed to obtain the best area of coverage , including entrance, and interior of cultivation facility. Also any other areas where handling of Marijuana will occur. Camera are day and night vision.

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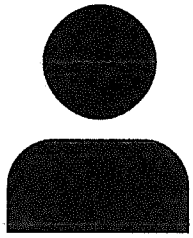

BRAD B.
OWNER

EMPLOYEE ID # E00422
FACILITY ID# 21822

D.O.B 07/21/1982
ISSUED DATE : 10/15/2019

LIMITED CULTIVATION FACILTY

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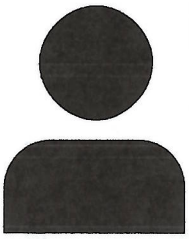
MUGGLE ORGANICS



JANE D.
EMPLOYEE

EMPLOYEE ID # E00422
FACILITY ID# 21822

D.O.B 07/211/1982
ISSUED DATE : 10/15/2019

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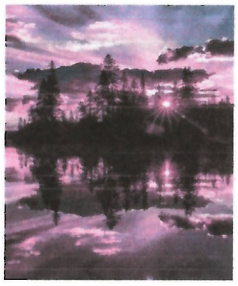
MUGGLE ORGANICS



VISTOR'S PASS

ID # 1 – 5

FACILITY ID # 21822

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