Alcohol and Marijuana Control Office
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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:	Carol J. Waldo	**MJ License #:**	12680		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Glacier Bay Farms				
Premises Address:	17 Helms Loop Spur				
City:	Haines	**State:**	Alaska	**ZIP:**	99827

Mailing Address:	PO Box 274				
City:	Haines	**State:**	Alaska	**ZIP:**	99827

Designated Licensee:	Carol J. Waldo		
Main Phone:	907-766-2631	**Cell Phone:**	NA
Email:	waldogroup4@aptalaska.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:

The buildings will be locked at all times, with security cameras on 24/7. All persons entering the facility will be required to show identification, upon entry. All emolpyees will have marijuana handlers permits, logged into METRC, ensuring they are over the age of 21. Our visitor policy strictly prohibits anyone under the age of 21 from entering the facility.

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:

In accord with 3 AAC 306.710. signs stating "Restricted Access Area. Visitior must be escorted" will be fully visiable on both entrances to the facility. "No Tresspassing" will be posted to the entrance gate to the commercial area. The commercial are is surrounded by forest, and the GBF cultivation building is far from areas commonly accessed by the public. There will be substantial security measures in place to monitor all restricted areas. Refer to the alarm and video monitoring section for these measures.

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

All visitors will be required to sign into a log book which will reflect their date of entry, full name, drivers license number or other recognized state or federal ID number, time of entry, time of departure and name of escort. Visitors will not be left unattended in the facility.
There will be no more than 5 visitors per licensee/employee.

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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 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:

GBF will utilize commercial grade exterior lighting to illuminate the perimeter of the buildings. Four LED lights (250 watt replacement) will be positioned around the exterior of the building. These lights will be on an automatic dusk to dawn setting. This will allow video surviellance to clearly identify any indivdiual who approaches within twenty feet of the building's entrances.

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Glacier Bay Farms

Title

Facility Manager

Handlers Permit

12345

Employee Name

John Smith

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[redacted] Sample visitor pass

VISITOR

Name:

Destination:

Date: Time In:

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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:

As per 3 AAC 306.715 a security alarm system on all exterior doors of the licensed facility. GBF will be utilizing the Simplisafe alarm system on the premises. The system will be equipped with an entry sensor on both exterior doors. Each room will be equipped with a smoke alarm. The secuity system will be armed during non business hours. In the event of an unauthorized breach of security, the system will signal the Simplisafe monitoring center which will then notify the licensee, as well as local law enforcement or fire department in case of fire.
The Department of Commerce, Community and Economic Development and AMCO will be notified within 24 hours of any unauthorized access to the premises. If there is any evidence indicating theft, diversion or unexplained disappearance of marijuana, marijuana products or money the above will be notified.

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

Owner, employees, visitors and other indiviuals will be held to a zeor-tolerance policy on the diversion of marijuana in accordance with 3 AAC 306.715. The full spectrum of our secuity measures and the METRC tracking system will prevent any diversion of marijuana and or marijuana product. All sales of marijuana and marjuana product shall fullty adhere to METRC policies and sales will only be made with people in full compliance with all METRC regulations.

3.7. Describe your policies and procedures for preventing loitering:

GBF has placed a locked entry gate on the driveway leading to its property. It will be a violation for any person to loiter on the premises. Any person not affiliated with or authorized by GBF will be removed from the premises. There will also be 24/7 secuirty camera monitoring of the premises, as required, to assist GBF in the case of loiterers. The exterior of the buildings will have "No Loitering" signs placed on the front of the building. Loitering will be defined as; 'to stand or wait around idly or without apparent purpose.' As the proposed licensed premises is seculded from any nearby public area, GBF does not forsee loitering to be an issue. In the event of individuals loitering on site, an employee will ask them to leave. If individuals are unwilling to leave, law enforcement will be notified and employees will follow the recommendations of law enforcement.

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. CW

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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. CW

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. CW

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

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). CW

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:

GB will utilize the Reolink video surveillance system on its premises. Exterior cameras (RLC-422) will be placed above exterior doors. The RLC-422 is a 1440p super HD camera with auto-focus that will allow for high resolution video of any individual who is approaching the premises. The interior of the building will utilize the RLK16-410B8 whose cameras also have a 1440p super HD resolution which will record all activity within the building. This camera has a range of 100 feet allowing for complete coverage of each room leaving no blind spots. Cameras will be placed at a height of 12 feet to ensure unobstructed viewing of all product, plants and persons. All cameras used come equipped with infrared technology allowing for high quality video recording when lights are off and during the night.

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:

In accord with 3 AAc 306.720 surviellance recording equiptment and video surveillance records must be housed in a locked and secure area or in a locked and secure area. GBF will store its video surveillance recording equiptment and records within a locked an decure server rack (Trippe Lite Model #SRW6U) in the front room of the building. This secure server rack will remain locked at all times unless access is required by authorized personnel, law enforcement or an agent of the AMCO board. The server rack will be in full view of the video surveillance cameras mentioned above.

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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)*; CW

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;** CW

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

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

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

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

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

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;** CW

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

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

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 electronic records will be stored in a hard drive in a locked box inside the building. we will store the electronic and physical data regarding 3 AAC 306.755. These areas will be monitored by METRC, GBF surveillance system and be behind two locked doors; the entry door lock and the server lock/file cabinet lock.
There will be censored alarms on entry doors and motion activated alarms inside the licensed premises. These will be armed during non-business hours. All video surveillance will be backed up on a 3 terabyte external hard drive. All other electronic recording equipment and electronic records will be stored within a locked secure server rack (Trippe Lite Model SRW6U).

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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. CW

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

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. CW

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. CW

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. CW

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. CW

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

All employees will be familiarized with the section of METRC that pertains to their position, so any work they do in the facility will be logged in the METRC system. All employees will be trained in safe cultivation practices.

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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. CW

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. CW

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. CW

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). CW

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

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:

To prepare plants for harvest, each plant will need to be changed to harvest in the METRC system to create new unique tags for each plant, the date, drying room location and wet weight of each untrimmed plant in the harvest. The harvest batch will be recorded and reported. Before transporting the plants, package tags will need to be created in the METRC system. Each package tag will specify the strain, net weight of product, type of product, and the date it was packaged. In addition, each package will include a list of all pesticides, and herbicides used in the cultivation process and test results from a licensed marijuana testing facility. The test results will show all required contaminants and the cannabinoid potency profile for the strain. GBF plans to sell wholesale packages not exceeding 5 pounds to other marijuana establishments for retail or use in manufacturing. Each package will be sealed in a tamper evident shipping container. Once the packages are prepared they will be transported , along with its proper METRC documentation and inventory tracking paperwork required to release it from inventory and input into buyers inventory tracking system. It is important that this information is accurately recorded, printed and kept with the product during the entire trip. Before the manifest can be initiated, the transfer must be accepted by the buyer. Once the transfer is accepted, the sealed package will be put into a locked container for delivery. The required deliverer information will be entered and the manifest will be printed. GBF plans to bolt a locking container to a vehicle. Locks will only be removed at the buyers location and all product will be reweighed and, if accepted, the weight recorded in METRC, along with other required information.

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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. CW

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. CW

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. CW

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. CW

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. CW

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. CW

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

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):

We will not be 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):

We will not have 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

Notary Public
DONNA M. LAMBERT
State of Alaska
My Commission Expires Jan. 16, 2022

Notary Public in and for the State of Alaska

Carol J. Waldo
Printed name of licensee

My commission expires: 1-16-2022

Subscribed and sworn to before me this 8th day of November, 2019.

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