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-15: Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, as required by 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type. **The required $250 change fee may be made by check, cashier's check, or money order.**

Please complete and submit with this form the pages of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. **All fields must be completed of any page for which you are requesting changes** – upon board approval, the submitted pages will replace those currently on file. If your current, approved operating plan is on the original version of the forms, you may be required to complete and submit the new operating plan forms in their entirety.

The form(s) that I am requesting board approval to change is:

- [X] **Form MJ-01:** Marijuana Establishment Operating Plan
- [ ] **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- [ ] **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- [ ] **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- [ ] **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the director has given temporary approval or the Marijuana Control Board (MCB) has given final approval of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

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

Licensee:	SMG, LLC	**MJ License #:**		17105	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Sweet Matanuska Green				
Premises Address:	972 N. Satisfied Dr.				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

AMCO Received 10/25/2019

Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

SMG, LLC is requesting the following operating plan changes:

Section 3.5 - Change of all references of "Valkryie" to "Third Party" security company to allow us to hire a security company that better suits our needs.

Section 3.13 - all references to "Valkryie" have been removed (for same reasons stated above)

Section 3.14 - Recording equipment and footage will be stored in the locked security office and we have removed the "reinforced steel door" to the office as, we have an open office area.

Section 3 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right: Initials

The proposed changes conform to all applicable public health, fire, and safety laws. [AD]

I understand that any temporary approval granted by the director is pending a final decision by the MCB; therefore, any investment I make, based upon temporary approval, is at my own risk. [AD]

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

Signature of licensee

Anthony Delarm

Printed name of licensee

AIMEE RUCUSH
My Commission
NOTARY PUBLIC
Expires 08-29-2023
STATE OF ALASKA

Aimee Rucush

Notary Public in and for the State of Alaska.

My commission expires: 8/29/2023

Subscribed and sworn to before me this 23 day of October, 2019.

AMCO Director Review for Temporary Approval Pending Final MCB Decision: Approved ☑ Disapproved ☐

Erika McConnell

Printed name of Director

11/7/19

Date

Erika McConnell

Signature of Director

Director Comments:

License #_____

AMCO Received 10/25/2019

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

SMG, LLC will contract with a third party alarm company to install the alarm system , maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as door sensors on all entrances of the building. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to the licensee's cell phones and/or the general manager. This will also trigger a audible alarm to help deter potential intruders. The licensee's will have access to remotely view the security footage live via their cellular phones. The alarm system will be active at all times that the facility is closed. The last employee or licensee to leave the cultivation facility each night will activate the alarm system and the first employee or licensee to arrive in the morning will deactivate the system. In the event that the alarm sends a electronic alert to the local law enforcement to notify them of an unauthorized breach, the management team will than evacuate the building to a safe and pre-determined location. A designated employee or licensee will take a count of all visitors and employees that have been on the premises to ensure everyone is accounted for. Management will than await instructions from the law enforcement and comply with all directives. Once it is safe and secure to do so than the employees and licenses can return to the facility and inspect and assess the situation, look for property damage , theft, take inventory and submit all necessary findings and requested documentation to law enforcement officials and AMCO Enforcement. If any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via e-mail.

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

Video surveillance will continuously monitor storage, growing, processing and packaging areas, as well as the office. Employees will perform mandatory inventory counts each week and document the reports as business records. The company has a zero tolerance policy for theft and diversion, and all employees will complete mandatory training in recognizing such activity. In the event that theft or diversion is suspected , all the employees will alert management immediately. In the event that a employee is caught stealing marijuana, money or any thing from the premises , SMG LLC will notify local law enforcement immediately, comply with all directives and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facilities license and/or its operations, and to be handled like any other business and protocol. Once a theft is reported , ownership will updale the product records in the tracking system as needed to maintain an accurate and comprehensive accounting for all Marijuana products and inventory. Ownership will comply will all inquires and investigations lodged by AMCO as a result. Documentations related to marijuana theft will be maintained as a business record for five years and made available to AMCO upon request. All marijuana product will be secured in the cultivation area during growth and processing, and than will be stored in a locked and secured area once its ready and waiting to be packaged and distributed. Only designated personnel will have access to the marijuana storage and combo. Constant surveillance will monitor the marijuana storage space and all individuals entering the area.. Video recordings will be backed up and stored for at least 40days. Cameras will be displayed in the processing and packaging rooms and work area including any storage area, and will provide a full view of the cultivation rooms, entry's, and packaging areas. and where any work is done will be visible from any angel. Security monitors and video recording equipment will be located in the office area and at a off-sile location provided by a third party alarm company.

3.7. Describe your policies and procedures for preventing loitering:

SMG, LLC will prevent business practices that might entice or allow loitering, and escorting all loitering individuals off of the premises. The exterior will be well lit and equipped with 24 hour surveillance and "NO Loitering" signs. Any licensees or employees of the facility will have the availably to monitor the perimeter of the property and can deter any unauthorized loitering or intruders. The facility will have a single marked entrance door to maintain order. Any individuals found loitering outside the building will be asked to leave the premises or the law enforcement will be notified. Once a visitor has completed their visit and no longer has a purpose inside or outside the facility, they will than be escorted off of the premises. No visitors will be permitted to remain on the facility's property after their escorted visit has concluded. Licensee's will contact local law enforcement for assistance when and if necessary.

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.

AMCO Received 10/25/2019

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:

surveillance cameras will be placed along the building with adequate lighting, and positioned to prevent any obstructions to get the best facial view and image of anyone within a twenty foot range of all access points. Checked on a daily basis by a licensee employee to make sure the cameras are working and free of any obstructions. The video surveillance cameras will be placed in spots

along the building for best results to be able to record all areas of the facility inside and outside, at a vast variety of angels. All doors and marijuana storage areas of the facility will have video coverage to identify faces of any one present with top clarity. Cameras that are external will record any and all activity within a twenty foot range outside of the facility and the entrances .A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one hour .

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:

All surveillance recording equipment and footage will be stored in the locked security office, located on site and at an off-site location provided by a third party security company. Surveillance records will be stored at a off=site location, and will meet all security requirements of AAC 306. The office area will be accessible only by licensees , employees and approved visitors. Ownership will have remote access to surveillance recordings to monitor operations at any given time with full view of all rooms. The security system will be password protected to prevent any data tampering and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and local law enforcement upon request.

AMCO Received 10/25/2019