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:	Matanuska Thunder Farms LLC	**MJ License #:**	16261		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Matanuska Thunder Farms LLC				
Premises Address:	12605 W Big Lake Rd				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	Po Box 90090				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99509

Designated Licensee:	John Farleigh		
Main Phone:	9072744190	**Cell Phone:**	9072233435
Email:	office@mtfalaska.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:

The licensed facility will be kept locked and secure at all times. The facility has no windows, and only two entrance/exit doors. The doors are commercial grade steel doors, with multiple commercial deadbolts on each door. Appropriate signage will be posted on all sides of the building, clearly visible and with letters of an acceptable height stating "No Loitering" and "Restricted Access Area. Visitors Must be Escorted." "No Persons Under Age 21 Allowed"

High intensity photocell exterior lighting will be used on all exterior sides of the building, as well as as a security camera system that will record all movement at least 20 feet out from each entrance to the facility.

Any persons other than members of the MCB board, peace officers, or AMCO enforcement officers who wish to gain access to the facility will have to call the licensees and schedule a visit. Upon arrival to the facility, the licensees will ensure that each person to gain entry is at least 21 yeas of age by requesting and viewing an unaltered unexpired photographic ID from one of the following categories:
(1) an unexpired, unaltered passport;
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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:

The licensed facility will be kept locked and secure at all times. The facility has no windows, and only two entrance/exit doors. The doors are commercial grade steel doors, with multiple commercial deadbolts on each door. Appropriate signage will be posted on all sides of the building, clearly visible and with letters of an acceptable height stating "No Loitering" and "Restricted Access Area. Visitors Must be Escorted." "No Persons Under Age 21 Allowed"

High intensity photocell exterior lighting will be used on all exterior sides of the building, as well as as a security camera system that will record all movement at least 20 feet out from each entrance to the facility.

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(1) an unexpired, unaltered passport;
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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

Any persons other than members of the MCB board, peace officers, or AMCO enforcement officers who wish to gain access to the facility will have to call the licensees and schedule a visit. Upon arrival to the facility, the licensees will ensure that each person to gain entry is at least 21 yeas of age by requesting and viewing an unaltered unexpired photographic ID from one of the following categories:
(1) an unexpired, unaltered passport;
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

Persons who have scheduled a visit with licensees and have had their age verified by licensees will sign a visitor log and don a visitor's badge prior to entry to any restricted access area. Once in a restricted access area, the licensee will escort the visitor at all times and monitor their actions. No more than five visitors will be allowed per one escort.

All visitor logs will be maintained as a business record.

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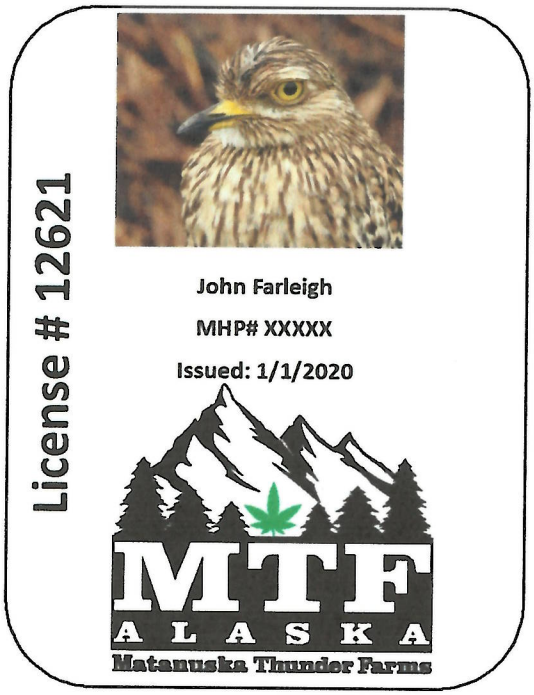
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

High intensity photocell exterior lighting will be used on all exterior sides of the building, covering at least 20 feet out from each entrance to the building, as well as mounted at each corner of the building, with intensity sufficient to illuminate the face of any persons within 20 feet 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:

Honeywell Motion detector alarms will be installed on both exterior doors. When the alarm is set, if an unauthorized breach occurs, it will notify local law enforcement and the licensees of the intrusion. Honeywell is monitored off-site by a third party. In the event of an unauthorized breach, audible alarms will sound for breach notification.

Upon notification of a breach, the licensees shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises.
If an unauthorized breach occurs, video footage of the incident will be prepared to be submitted to the AMCO enforcement office. Immediately after notification of a breach, licensees will conduct a full inventory of any marijuana plants and/or marijuana products in the facility, and will provide a detailed report of loss, if any, to AMCO enforcement officers and the local law enforcement.

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

All usable marijuana will be kept locked and sealed in the storage room in curing vaults until it it time to transfer the product to sale. Regular inventories, in conjunction with video monitoring, and a low employee count, shall maintain a low incidence of diversion. Any employee who is founf to have diverted product will be terminated immediately, and AMCO will be notified in not more than 24 hours of any such occurrence.

3.7. Describe your policies and procedures for preventing loitering:

No Loitering signs will be posted on all sides of the building. Video surveillance will be accessed regularly by licensees remotely to ensure that loitering is not occurring. Any persons caught loitering will be asked to leave the premises. Any persons who fail to comply with the licensees requests will be informed that law enforcement is being contacted to remove them from the premises. Upon the need for such, licensees will contact law enforcement for help removing persons from the property.

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:

Video cameras will be placed above the entrance and exits to the facility, with enough lighting and resolution to clearly identify the faces of any persons within 20 feet of the entrances and exits. Inside the facility, video cameras will be placed in such a fashion that all areas where marijuana is grown, cured, processed, or stored will have full video surveillance coverage of all persons and actions in these areas with enough resolution to identify the faces of individuals in these areas. The cameras will be placed in such a fashion that each entrance and exit to a restricted access will be covered, and no duct work, lighting fixtures or other equipment shall obstruct camera views.

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:

The storage room will house a locked metal cabinet that contains the hard-drive for the on-site video surveillance system. This room and this cabinet will be accessible only to licensees or other personnel authorized by licensees, or upon request, law enforcement or an agent of the marijuana control board. The metal cabinet will be kept locked at all times.

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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)*; [X]

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;** [X]

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

d. **records related to advertising and marketing;** [X]

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

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

g. **all records normally retained for tax purposes;** [X]

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;** [X]

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

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

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:

Paper business records will be housed in the storage area, in a locked metal filing cabinet. Only licensees or authorized personnel will have access to the records. Periodically, the licensees will scan records to store them electronically. The electronic copy of these records will be housed in the metal security cabinet that houses the surveillance hard drive.

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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):

Both licensees and any employees that are hired will be required by the company to complete both the basic and advanced METRC trainings available to all licensees for free. As necessary, the company will develop and implement training programs for employees that cover cultivation basics. Standard operating procedures for compliance will be implemented immediately. The licensees will contract with other industry professionals for any further trainings they need to develop.

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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. [X]

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. [X]

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. [X]

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). [X]

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:

Marijuana will be packaged in wholesale packages not exceeding the limits set out in regulations for transport to manufacturing facilities or to retail facilities. In the event that the company decides to package in such a way for a retail marijuana store to sell to a consumer without re-packaging, the marijuana cultivation facility shall affix a label to each package of marijuana or marijuana product that contains each of the following statements: "Marijuana has intoxicating effects and may be habit forming and addictive.";"Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";"There are health risks associated with consumption of marijuana.";"For use only by adults twenty-one and older. Keep out of the reach of children.";"Marijuana should not be used by women who are pregnant or breast feeding.". The facility shall disclose in writing each soil amendment, fertilizer, and other crop production aid applied to the growing medium or marijuana plant included in the batch, including any pesticide, herbicide, or fungicide that was used.

Marijuana will be packaged for transport and placed in an opaque locking container, and this container shall be placed in the locked cargo compartment of any vehicle transporting it to its next destination.

All labeling and packaging requirements set forth in 3 AAC 306.750 shall be followed at all times.

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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. [illegible]

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. [illegible]

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. [illegible]

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. [illegible]

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. [illegible]

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. [illegible]

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

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):

The facility does not intend to have any signs that identify the business affixed to the facility.

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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):

MTF ALASKA
Matanuska Thunder Farms
www.MTFalaska.com

At this time no advertisement is planned. The above logo will be used by the business on labels.

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"
Notary Public
Linda Costa
State Of Alaska
Commission #170410001 Expires 04/10/2021

Linda Costa
Notary Public in and for the State of Alaska

John Farleigh
Printed name of licensee

My commission expires: 04/10/2021

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

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(Additional Space as Needed):

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