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:	Northern Alliance LLC	**MJ License #:**	23902		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Northern Alliance				
Premises Address:	D005 No Road				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99652

Mailing Address:	PO BOX 240122				
City:	DOUGLAS	**State:**	Alaska	**ZIP:**	99824

Designated Licensee:	Casey Wilkins		
Main Phone:	907-957-3877	**Cell Phone:**	907-957-3877
Email:	alwaysredeyellc@gmail.com		

AMCO Received 3/4/2020

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 site is not accessible by road (it is accessible only by water and air), which will heavily limit who is able to access the area. Licensed outdoor premises will be secured with a sight obscuring wall or fence. Marijuana will be kept in a secured shed within the licensed premises area.

Signs will be posted stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed." Also, signs stating "Video and Audio Surveillance in progress." will be placed around the facility. Video surveillance cameras and exterior lighting will be used throughout the facility as well as around the exterior perimeter of the building to continuously monitor the premises and to deter any unauthorized individuals from attempting to access the premises.

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:

Due to the remote nature of the site and difficult access, it is highly unlikely that uninvited members of the public will be able to access the site.

A security system will be continuously active to ensure no unauthorized access is left unnoticed. Required signage stating "Restricted access area. Visitors must be escorted." will be posted on the exterior doors of the residence and on the sight obscuring wall or fence and on growing structures.

All visitors must be escorted by either a licensee or designated employee at all times during their visit to the restricted access areas.

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

After verification of identity and age (all visitors must be 21 years of age or older) of the visitor(s), the licensee, an employee, or an agent of the establishment will escort visitor(s) into the premise. Each visitor will be given a visitor identification badge to be worn at all times in the premises. No more than five visitors will be escorted by any one licensee, employee or agent. Anyone escorting visitors must have a marijuana handler's card. Visitors will be escorted at all times. Required information (name, date, and time of entry) will be recorded in a logbook. This logbook will be placed in the secured storage and surveillance equipment shed at the end of the workday when the last licensee, employee or agent leaves.

AMCO Received 3/4/2020

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:

Please see the attached page with ID badge samples.

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:

Exterior lighting will be used around the perimeter of the sight obscuring fence or wall, and in outdoor growing structures. The outdoor lighting will be positioned in such a way to keep the premises, signs, and doors well lit and to ensure surveillance cameras can record a clear image of any individual within 20 feet of any entrance to the licensed premises or anyone working within the outdoor growing structures. Motion sensors for lighting and the video surveillance system will ensure that suitable video footage is captured whenever motion is detected.

The long daylight hours during the growing season will help provide lighting to facilitate surveillance.

AMCO Received 3/4/2020

Photo ID

Northern Alliance

Standard Marijuana Cultivation Facility

AMCO License # 23902

Logo

Name: John A Doe
Title: Employee
Marijuana Handler's Card #: 1234

Signature

VISITOR

Northern Alliance LLC

Standard Marijuana Cultivation Facility

AMCO License # 23092

Logo

Visitors must be escorted at all times.

AMCO Received 3/4/2020

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:

A caretaker will live on-site and provide around the clock security and monitoring of the site. Suspicious activity will be investigated and law enforcement contacted as necessary.

The outdoor alarm system will be set up to monitor for intrusions with motion detectors in all areas of the fenced/walled licensed premises during closed hours.

If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to the licensees' cell phones and/or the manager. This will also trigger an audible alarm to help deter potential intruders. Licensee and manager 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. Real-time monitoring of security systems will be provided by a professional security company.

In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. in the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee's will notify AMCO and AMCO Enforcement within 24 hours.

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

Video surveillance will continuously monitor all areas where marijuana is grown, cured, processed, and packaged, or where marijuana waste is destroyed. A manager or a designated employee will be required to perform weekly inventory counts to ensure the business records match METRC records. Weekly counts are documented as business records. If it is discovered or suspected that theft or diversion has occurred, employees will alert the Licensee or manager immediately. Northern Alliance LLC has a zero tolerance policy towards theft or diversion/inversion. Employees will complete mandatory training in identifying theft or diversion. If it has been determined that an employee is caught stealing marijuana the company will notify local law enforcement immediately, comply with all law enforcement and AMCO directives, and provide the necessary information and records for a thorough investigation. Once a theft is reported, management will update the product records in Metrc, and in the business records so as to maintain accurate and complete accounting for all marijuana in the inventory. Continued on Page 11...

3.7. Describe your policies and procedures for preventing loitering:

Site location will naturally deter loitering. The video surveillance and security system will provide an additional level of deterrence. Appropriate signage such as; "No Loitering" will be posted around the facility informing persons that loitering is prohibited. Persons found loitering will be asked to leave. If they do not, local law enforcement will be notified. Additionally, bright exterior lighting should discourage loitering.

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

AMCO Received 3/13/2020

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:

The perimeter and growing structures of the outdoor growing area will be equipped with ample lighting and video surveillance cameras to provide recordings of any area where marijuana is grown, cured, processed, and packaged, or where marijuana waste is destroyed. Exterior cameras will be positioned to provide a clear view adequate to identify any individual within 20 feet of the entrance to the restricted access area.

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 secured storage and surveillance shed. The shed will be accessible only by authorized employees and the licensee, and will be locked at all times. Recorded data will be stored for a minimum of forty (40) days. 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 law enforcement upon request.

License # 23902

AMCO Received 3/4/2020

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 required records maintained in paper format will be housed in the secure storage and surveillance equipment shed for a minimum of six (6) months. Older records (at least one year old) may be housed off-premises.

All electronic records will be maintained on a local hard drive, as well as backed regularly to an external hard drive or cloud-based document storage site (e.g. Dropbox or Google Drive).

Critical files and documents will be placed in a fire safe cabinet.

License #23902

AMCO Received 3/4/2020

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, and agents of Northern Alliance LLC are required to have a current marijuana handler permit on or before the start date of employment and must keep it current for the duration of employment. Northern Alliance LLC may run a monthly report to verify that all employees continue to have current valid handlers' training and handler permits. Company training will include Northern Alliance LLC internal policies and procedures, state statutes and regulations, municipal code, diversion prevention, cultivation techniques, sanitation and hygiene, METRC and safety protocols. Training will be arranged by the licensee or manager at the beginning of employment and when updates are needed or when issues arise.

License # 23902

AMCO Received 3/4/2020

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.	☐	☑
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):

A restroom in the on-site residence with toilet facilities and hand washing infrastructure will be accessible and available.

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:

A METRC generated trip manifest will accompany all marijuana in transit. The facility will send a copy of the manifest with the marijuana and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make(s), model(s), and license plate(s), or other registration information of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than five (5) pound containers inside a locked storage compartment within the vehicle for wholesale transactions and packages up to one ounce containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. Continued pg 11.

AMCO Received 3/4/2020

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):

Northern Alliance LLC does not intend to have any signs with the business name or logo on the exterior of the facility.

License #23902

AMCO Received 3/4/2020

Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Northern Alliance LLC's marketing is still in development. Any advertisements and promotional materials would comply with 3 AAC 306.770.

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

Casey Wilkins

Signature of licensee

Casey Wilkins

Printed name of licensee

STATE OF ALASKA
OFFICIAL SEAL
Patricia Everson
NOTARY PUBLIC
My Commission Expires 1/10/22

Patricia Everson

Notary Public in and for the State of Alaska

My commission expires: 1/10/22

Subscribed and sworn to before me this 11 day of March, 2020.

(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as part of the business records for up to five (5) yeas and be available to AMCO or law enforcement agency's upon request. LBS, LLC will take steps to ensure that illegal conduct by any employee or visitor does not compromise the facilities license, or legitimate business operations. Only designated personnel will have access to marijuana storage areas. Continuous video surveillance will record and monitor the marijuana storage areas and individuals entering and exiting these areas.

8.1 Continued:
During transport. the marijuana or marijuana product will be in a sealed, durable bag and placed in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. Only the person transporting the marijuana will have access to this compartment. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation.

Northern Alliance LLC may contract with a third-party transport company and will ensure they have their marijuana handler permits.

AMCO Received 3/4/2020