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:	Land & Seas Laboratory, LLC	**MJ License #:**	23634		
License Type:	Marijuana Testing Facility				
Doing Business As:	Land & Seas Laboratory				
Premises Address:	3516 W Coghlan Circle, Unit #3				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	3516 W Coghlan Circle, Unit #3				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	Jessica Alexander		
Main Phone:	907-885-6461	**Cell Phone:**	817-253-7130
Email:	jalexander@landandseaslab.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:

There are secure access doors in the front and back of the building that will be locked when no one is on-site. All doors, with the exception of the main entrance to the lobby, will remained locked at all times, even when employees are in the building. The receptionist will be located in an office at the front building entrance and will check that persons entering the facility are at least 21 years of age and ask the person the nature of their business. If someone is under the age of 21, they will be asked to leave. If the person is not presenting for sample drop off or business related matters they will be asked to leave.

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:

There are secured doors that require a programed access card to unlock. These doors are at every entrance to restricted access areas.

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

Visitors will be admitted in accordance with 3AAC306.710(c). We will have a visitor log (LSL form 4.2.F1).
We will verify that visitors are 21 years of age or older by looking at identification as stated in 3AAC306.350. Visitors will only be permitted in restricted areas (the laboratory) with one of the authorized staff members and no more than 5 visitors per staff escort in accordance with 3AAC306.710(b). We will have the visitors wear a visitors pass on a lanyard so the word "Visitor" is visible on camera. Visitors will be signed out when they leave the premises and turn in the visitor badge lanyard.

Items in to be completed in the visitors log are as follows:
Date, name, staff escort, ID type & number, time in, and time out.
Once the visitors log is completed it will be scanned into a digital format and stored on a NAS.

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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

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

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

There is one main front entrance to Land and Seas Laboratory facility. There is adequate commercial exterior lighting to facilitate video surveillance on all sides of the building controlled by Land & Seas Laboratory. This is sufficient lighting to detect someone coming in and out of the building and to be picked up by the security cameras. Please note that all security cameras are night vision capable so that in the event of a power outage or a failed light source, the cameras will continue to record legible footage.

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Land & Seas Laboratory

Jessica Alexander

Laboratory Director

AMCO ID#13182

Land & Seas Laboratory

Escorted

Visitor

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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:

There will be sensors on all doors and windows. Smoke and motion detectors will be in all areas that are approved for occupancy. Each employee will be trained on the emergency function of the alarm system.

The alarm system equipment is monitored 24/7 and supplied by a third party, LiveWatch. In accordance with 3 AAC 306.715(c)(3), there will be sensors on all windows and doors, as well as pressure sensors in the front offices. Once a break-in has been confirmed by the alarm company, a 90db siren will sound until law enforcement arrives to clear the premises and one of the owners cancels the alarm.

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

During non-business hours all cannabis will be kept in a locked room inside the locked lab monitored by security cameras. During business hours all cannabis will be in a designated secured lab area. When cannabis samples enter the facility they will be weighed and the recorded weight will be entered into the METRC system. The amount of marijuana that is used for each test is recorded in the Land & Seas Laboratory Information Management System (LIMS) and METRC. The cannabis that is left over after testing will be destroyed. If there is an unexpected variance between what is recorded and actual amount remaining, there will be an internal investigation. There will be a zero tolerance policy on the diversion of marijuana.

3.7. Describe your policies and procedures for preventing loitering:

A "no loitering" policy will be enforced. This limits persons from standing or waiting without purpose on the premises according to 3AAC306.715(c)(2). A sign will be posted in our window next to our door that states "no loitering". If a person is loitering they will kindly be asked to leave and, if they do not oblige the request to leave, local law enforcement will be contacted.

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. JA

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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. JA

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. JA

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

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). JA

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

All cameras being used are Lorex brand with 4mp resolution, color night vision, a 90 degree viewing angle, and a viewing distance of 130ft. The exterior cameras will be placed within 20ft of the entrances and the interior cameras will be placed so that all areas of the facility are actively monitored recorded (24/7).

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 camera recordings will be secured on a local storage device located in a double locked cabinet within the facility. Only the management of Land & Seas Laboratory, members of AMCO, and law enforcement will have access to the recordings.

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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)*; JA

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;** JA

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

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

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

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

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

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;** JA

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

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

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:

The electronic media generated at Land & Seas Laboratory will be stored on a Network Attached Storage (NAS) device and stored in a double locked area and an off-site VPN-connected server that is password protected . Only owners will have access to this area in the facility. Records will be maintained for a minimum of 7 years.

The stored data includes inventory tracking records (that account for all marijuana that has gone through the testing process), transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f), and the scanned visitor logs.

A fire proof safe will be kept on the premises to house records and data, including electronically maintained records, from being lost or destroyed.

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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):

Land & Seas Laboratory will have a detailed Standard Operating Procedure for each test. Technicians will be trained on the tests they will be performing. They will need to demonstrate their competency initially on each test in front of the lab director and then demonstrate competency and problem-solving skills every 6 months thereafter. Technicians will not be allowed to provide tests for customers until they have passed the competency test.

Before an employee is hired they will need to pass one of the AMCO board-approved marijuana handler courses. Continuation of employment will depend on successful completion of the marijuana handler course.

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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. JA

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. JA

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. JA

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). JA

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

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:

Not applicable

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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. JA

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. JA

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. JA

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. JA

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. JA

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. JA

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

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):

Land & Seas Laboratory will have one main sign on the exterior of the building above the entrance. This will be 3 feet in height by 8 feet in length.

There will also be some smaller signs (8.5 x 11 or smaller) posted near the front entrance door to include: hours of operation; a notice that persons must be over 21 to enter & a valid ID is required for entry; security monitored 24 hours a day; premises are monitored by security camera 24 hours a day; and no loitering. In the front office, a business license will be displayed in an 8.5 x 11 frame.

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):

The only advertising will be in the form of "swag" with the company logo. See attached for logo.

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

Signature of licensee

Jessica Alexander

Printed name of licensee

OFFICIAL SEAL
Sierra Champ
Notary Public-State of Alaska
My Comm. Expires: 12/06/2023

Notary Public in and for the State of Alaska

My commission expires: 12/06/2023

Subscribed and sworn to before me this 29th day of January, 20 20

LAND & SEAS LABORATORY

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(Additional Space as Needed):

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