Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	FSE, Inc	**MJ License #:**	20829		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	GOOD TITRATIONS				
Premises Address:	506 Merhar Ave				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Mailing Address:	1770 Donald Ave, Suite B				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Designated Licensee:	Shaun Tacke		
Main Phone:	907-978-7647	**Cell Phone:**	
Email:	shaun@goodtitrations.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 facility will not be open to the public. Good Titrations will have policies and training in place to prevent individuals under 21 from entering any part of the licensed premises. The entire premises will be designated as a restricted access area with signage posted on and around the building stating "Restricted Access Area: Visitors Must Be Escorted" as well as signs stating, "No One Under 21 Year of Age Allowed" at each entry and "Video and Audio Surveillance in Progress." Signs will be at least 12"x12" with letters ½" in height and in contrast to background. Video surveillance cameras will be visible throughout the facility as well as around the exterior perimeter of the building to continuously monitor the premises and to deter unauthorized and underage individuals from attempting to access the premises. Any visitors wishing to enter the facility must present a valid, government issued photo identification proving they are at least 21 years of age before being granted access. Any visitors to the facility, with the exception of law enforcement, AMCO Enforcement or other duly authorized individuals, must be pre-arranged with either a licensee, or member of the management team. Visitors will be required to produce a valid, government issued, photo ID proving they are at least 21 years of age before being allowed to enter the premises. Any individual that does not produce said ID will be informed to exit the property immediately and that law enforcement will be contacted for back up if they do not comply promptly.

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:

Good Titrations will not be open to the public and will remain locked at all times. Signage will be prominently displayed and state that the premises is secured monitored and that visitors must be escorted. The licensed promises will be designated as a restricted access area and will be equipped with an alarm system with real time reporting to the licensees and managers cellphones. The exterior of the facility will be equipped with outdoor lighting to ensure the 24 hour video surveillance system can capture individuals approaching the facility and keep signage visible to the public. Non employees will not be allowed on the premises. Certain individuals such as licensed retailers (given facility tours for the purpose of securing sale), contractors, security personnel and consultants will be allowed escorted access to the property by appointment or pre-arragement only. All visitors to the facility must be pre-approved and pre-scheduled by the licensees or staff managers prior to entering the facility.

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

In order to be allowed into the cultivation facility, a visitor must be pre-scheduled by ownership, except for AMCO and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to sign in, and to provide valid, government issued, photo identification. Each visitor (except for law enforcement, AMCO Enforcement or other duly authorized agents) will be issued a visitor badge and will always be instructed to clearly display it on their person while on the licensed premises and return the badge upon exit. At this time, the employee or ownership will brief the visitor on the company's policies regarding hygiene, safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the restricted access areas. A member of ownership or a designated employee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per 1 supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges. The visitors log will be kept and stored on-site as an official business record. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. After 7 years the hard copy may be destroyed.

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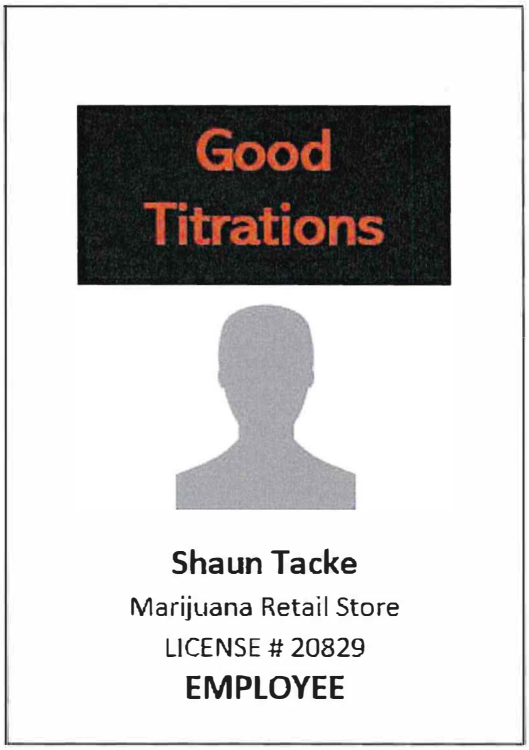
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

The exterior of the building will be well lit. Exterior lighting will be specially designed and positioned to help visually secure the premises and allow the surveillance system to depict individuals up to twenty (20) feet from all entry points. Lights will be mounted in inaccessible places and have sturdy housings and lenses to help make them vandal proof. Good Titrations will use extremely bright lights to deter crime and ensure maximum visibility. All lights will be commercial grade LED lights and will be checked by management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises.

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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:

Good Titrations will contract with a third-party security 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 a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to ownership cell phones and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. Live security footage will also be accessible to ownership and/or the general manager via their cellular phones so they may keep an eye on the facility even when they are away. The last employee or licensee to leave the facility each night will activate the alarm system and the first employee to arrive in the morning will deactivate the system. If the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Licensees or 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 establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana or money from the licensed premises; or any unauthorized access to the licensed premises, the licensees 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:

All marijuana and marijuana product will be inspected to ensure the inventory count is accurate before the start and end of each business day to ensure all marijuana and marijuana product is accounted for. All marijuana storage, cultivation areas, processing and packaging areas and the office will be under continuous video surveillance. Good Titrations has a zero-tolerance policy for theft and diversion by employees. Any employee who steals or illegally distributes any amount of marijuana will be reported to law enforcement immediately and the company will comply with all directives and provide any necessary information and records. All employees will be required to complete training in recognizing theft activity and understanding the importance of preventing it. Records will be stored with other business records and available for review to determine any discrepancies. Employees will be trained to alert ownership and/or management immediately when theft or diversion is suspected.

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be prominently displayed around the premises and will be well lit by exterior lighting. If an individual is found loitering outside the facility, they will be informed of the no loitering policy and asked to leave immediately. Local law enforcement will be contacted if the individual refuses to comply. AMCO will be notified within 24 hours, electronically any time Local Law Enforcement is utilized.

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. ST

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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. ST

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. ST

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

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). ST

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 positioned along the building with ample lighting and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes and marijuana storage areas will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. 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 (1) 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 vault, with backups off site. The vault will be accessible only by authorized agents, and will have an advanced, reinforced security door, locked at all times that only ownership and the manager will have keys for. The keys used for the office and safe room will be marked "Do Not Duplicate". Ownership and the designated manager will have key access to surveillance recordings to monitor operations virtually. 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 if 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

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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)*; ST

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;** ST

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

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

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

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

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

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;** ST

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

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

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:

6 month business records such as operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be stored on-site in a cabinet identified on the diagram numbers 1, 2, & 5.

Facility records will be managed by Good Titrations in accordance with standard retention policies to ensure that business records are stored in a consistent and search-able manner. Records within the facility will be stored in the secured storage area, separate from all storage of marijuana products and currency. Only ownership and authorized agents will have access to the secured storage area and business records. All business records and surveillance video will be available to AMCO enforcement and local law enforcement upon request.

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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. ST

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

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. ST

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. ST

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. ST

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. ST

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

All licensees and employees will be required to obtain a marijuana handler permit from AMCO Enforcement prior to beginning employment. All employees will be trained on protocols to respond to regulatory mandates, security issues, health, safety and fire responses, visitor escorting and loiterers on or near the premises and cleaning protocols. All owners, managers, production and packaging employees will have valid food handler cards on their person and a copy with the business records on file. Managers will have specific training in the topics listed above and in depth protocols such as: opening and closing the facility, security alarm and surveillance video systems, record storage, managing emergency situations such as personnel injuries, fire and law enforcement scenarios and inventory tracking for in house policy and metrc requirements.

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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. ST

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. ST

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. ST

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). ST

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):

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:

For all transports of marijuana products, Good Titrations will create a METRC generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. Continued on page 11..

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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. ST

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. ST

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. ST

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. ST

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. ST

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. ST

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

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):

Good Titrations may have up to 3 signs with the business name and logo on them visible to the general public. The signs will not exceed 4800 square inches. Two of the three signs will be attached to the outer walls of the building and a third sign may be on an independent sign pole or similar on the property. Sign placement will be done within the parameters set forth by AMCO regulations. Good Titrations has not been approved therefore, has not finalized signage. Once signage is finalized, dimensions will be submitted to AMCO.

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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):

Good Titrations plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads
- Direct Text Message

Advertisements will include the following logo, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.

Good TITRATIONS

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

Signature of licensee

Shaun Jacke
Printed name of licensee

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

Aimee Rocush
Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 20 day of December, 2019.

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(Additional Space as Needed):

8.1 Cont'd -All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Packaged marijuana will be stored in a secured area until ready for transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana batched. Good Titrations will use certified scales in compliance with the Alaska Weights and Measures Act and will maintain registration and inspection reports at the facility. Reports will be available upon request to AMCO. The transport vehicle will be unmarked and inconspicuous with a secure storage compartment inside or in the bed of a truck to hold all marijuana during transit. The container will be a large industrial box formed of steel or a like material, mounted inside the vehicle or bed of a truck. The manager will ensure that the marijuana products are locked in the storage compartment and not visible from the outside, prior to approving departure. All employees will be trained that under no circumstances shall a sealed package containing marijuana be opened during transport, unless otherwise directed by a local law enforcement agent.

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