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:	Enlighten Extractions, LLC	**MJ License #:**	21552		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	ENLIGHTEN EXTRACTIONS, LLC				
Premises Address:	524 E 48th Ave, 1A				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Mailing Address:	9130 Jupiter Dr				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99507

Designated Licensee:	Jane Stinson		
Main Phone:	907-301-2428	**Cell Phone:**	
Email:	jane@enlightenak.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 entire facility will be designated a restricted access area. Signs will be posted at every entryway stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating "No one under 21 years of age allowed." Additionally, signs stating "Video and Audio Surveillance in progress." will be placed around the facility. These cameras will be visible throughout the facility. Continuous monitoring to deter unauthorized individuals and underage individuals from attempting to enter premises will be ongoing. The main entrance door will always remain in a locked position. Any individual who cannot provide photo identification will not be allowed in the facility and will be asked to leave 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:

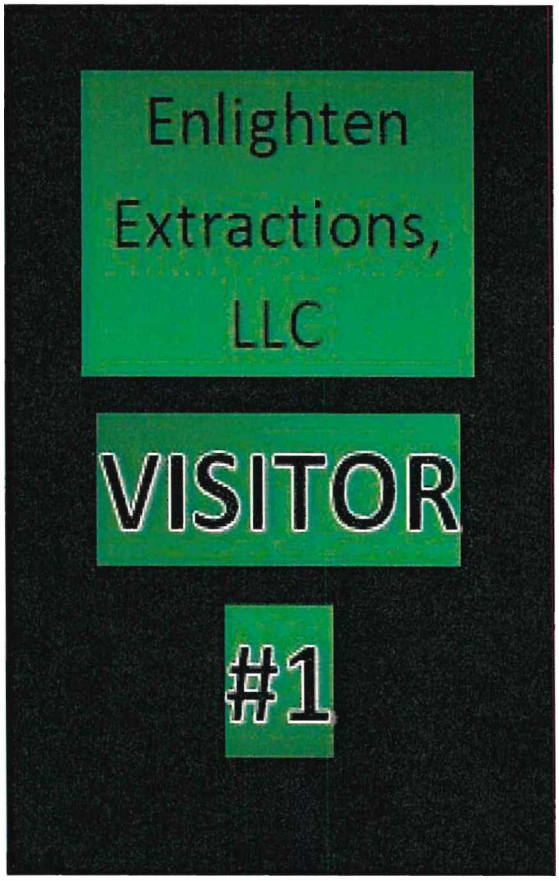
All individuals permitted entry to restricted access areas will be required to provide government issued identification (with the exception of AMCO, MCB and AMCO Enforcement), and will be given a company-issued visitor badge to be displayed on their person at all times within the facility and returned upon leaving the facility. The pre approved visitor will sign into a log indicating the date, time in and out of the restricted area, and purpose of the visit. The visitor's log will be kept and stored as official business records, and will be made available to AMCO and enforcement upon request. All visitors will be escorted by either by a licensee or designated employee at all times while in the facility. At no time will there be more than 5 visitors per licensee/designated employee. Visitors must be physically present with their designated escort at all times in the restricted access areas. Once the visit has concluded, the visitor must leave the premises immediately. Facility doors will be locked at all times. Only Licensees/ Designated employees/Management will have keys.

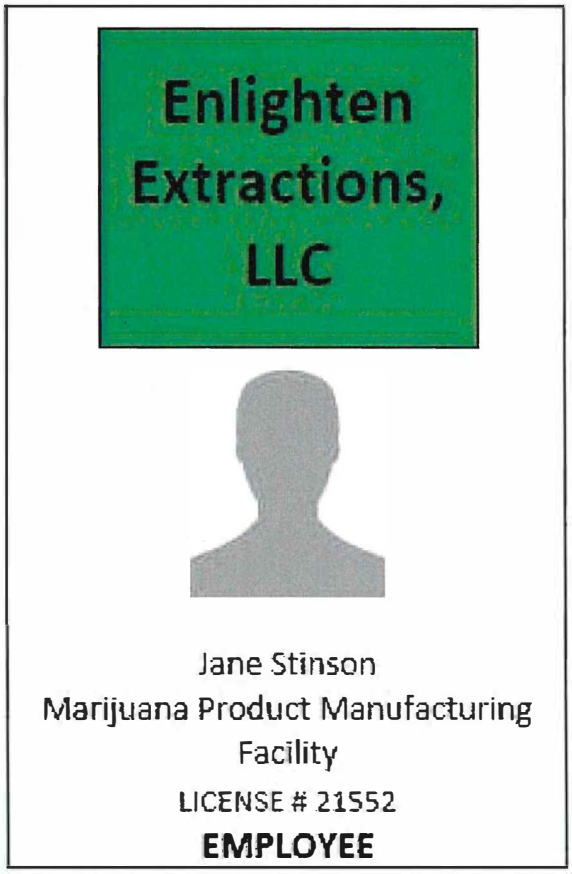
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Visitors to the facility, aside from emergency personnel, Anchorage Municipal officials, agents of the MCB, AMCO Enforcement, or local law enforcement, must be pre-approved and pre-scheduled by either a licensee or designated manager before access to the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the only entrance to the facility where they will be met by either a licensee or manager. The visitor will be asked to produce a valid form of government issued, photo identification proving they are at least 21 years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose for the visit. The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit and returned upon exiting the facility. An Enlighten Extractions licensee or employee will escort and actively supervise visitors at all times never to exceed a ratio of 5 visitors per licensee/employee. When the visit is complete, all visitors must exit the premises immediately.

AMCO Received 11/5/2019

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 lighting fixtures of the manufacturing facility will be designed and installed to deter nuisance activity and enhance surveillance. The exterior light fixtures are installed against the building and will keep the premises, signs, doors and windows well lit and allow exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points, and the entire licensed property. The LED lights will be bright to maximize visibility and deter criminal activity. All outdoor lighting will be weather and vandal resistant.

AMCO Received 11/5/2019

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

The premises will be actively monitored by a third party security company 24 hours a day 7 days a week. Any unauthorized entry attempt will trigger an automatic electronic alert to ownership and the managers phone. The system will always be activated when the facility is closed. The first person to arrive at the facility will disable the system upon arrival at the site, and check all tapes and cameras to ensure they are properly functioning. At closing of daily operations, the last person to leave will ensure all doors and windows are locked and activate the alarm system. In the event of a triggered alarm, licensees will have access to live stream video surveillance with their mobile phones to determine whether local law enforcement needs to be contacted. The system will be tested every six (6) months in insure the system is operating properly. Ownership and managers will be trained on the security/alarm systems by the security company installers, to include: proper use, troubleshooting measures, controls and police response. During non-operational hours, the off site manager will respond to the alarm and be available to aid law enforcement to investigate the intrusion. Additionally, any event that occurs on the licensed premises that involves local law enforcement, AMCO Enforcement will be promptly reported to via email within 24 hours.

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

All marijuana fiber, extracted oil, and infused edible products will be stored in the production - packaging area of the facility, which is a restricted access area limited to authorized employees. The exact weight of all incoming fiber/flower extracted oil and oil infused into finished products and waste will be tracked with METRC systems. All production orders require signatures from the manager and the production crew to account for the use of every mg of THC. Records will be stored with other business records and available for review to determine any discrepancies. Any employee who steals or illegally distributes any amount of marijuana will be reported to law enforcement immediately. Management will comply with all directives and provide all information and records for the investigation. All reports ad records of suspected or actual theft or diversion will be maintained by the company for five (5) years and made available to AMCO and it's agents and representatives upon request. Continued on page 11.

3.7. Describe your policies and procedures for preventing loitering:

The Facility will be clearly marked with "No Trespassing" signage. The exterior of the facility will remain well-lit with exterior lighting. "No Loitering" signs will be prominently posted around the property as well as signage stating that the premises is under video surveillance. Employees will periodically walk the perimeter of the facility to ensure that there are no persons loitering at any time. If a person is to be found loitering, they will be told to vacate the premises and that law enforcement will be contacted if they refuse to comply. AMCO and enforcement will be notified electronically in any case that law enforcement is contacted, electronically, within 24 hours.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

AMCO Received 11/5/2019

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

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

Enlighten Extractions will have video surveillance cameras placed to cover all areas of the facility, interior and exterior. Video surveillance will cover any entrance/exit to the facility, all manufacturing areas, packaging area, storage and shipment area, marijuana waste area, or any other areas where marijuana or marijuana product is stored or propagating. All video cameras will be placed to ensure capability of producing a clear facial view of individuals inside the facility or within 20 feet of any entrance. Enlighten licensees or a designated employee will check cameras frequently to ensure there are no blockages to any cameras view by any sort of common obstruction and make sure that all cameras are operating at maximum efficiency. Enlighten will install a back up battery system for video surveillance to make sure that the video surveillance continues to operate for a minimum of 1 hour in the event of a power outage.

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:

Video surveillance recording equipment and the original copies of surveillance records will be kept in the secured office. Only licensees will have access to the office and business records. Business records and surveillance equipment/video storage are monitored 24 hours 7 days a week with video camera surveillance. The video data will be stored on the system's DVR for a minimum of forty (40) days and are part of the business records. All recordings will include the time and date stamp and be archived in a format that does not permit alteration of the requested images. All data can be made accessible for upload to a separate hard drive to maintain records for as long as necessary in the event of civil, administrative or criminal investigation(s). All recordings and business record will be available to law enforcement or AMCO representatives upon request.

AMCO Received 11/5/2019

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)*; [ ]

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;** [ ]

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

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

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

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

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

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;** [ ]

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

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

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 business records, operational and regulatory documents, surveillance recordings, inventory records, employment records, employee attendance records, visitor logs, invoices, manifests, extracted oil records, edible product production records and communications will be stored on-site with access limited to ownership, management and government authorities. All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up on an on-site server. Records within the facility will be stored in the secured office, separate from all storage of marijuana products and currency. Only ownership, management, and authorized agents will have access to the office and all safes inside. All recordings and business record will be available to law enforcement or AMCO representatives upon request.

AMCO Received 11/5/2019

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):

All licensees and employees will have a valid marijuana handler card. Copies of every card will be kept with corporate records on site and/or kept with employee ID badge. 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. The Federal laws concerning marijuana will also be discussed, and each employee will be taught specific answers regarding this topic that are the acceptable responses to provide to customers (other marijuana retail establishments), regulatory officers, or other in order to insure that there is no legal opinion rendered, but rather information on the law as in its current form.

AMCO Received 11/5/2019

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.	
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.	
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.	
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).	

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:

All packaging materials that will be sold to marijuana retail 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. Marijuana edible products will be individually packaged immediately after manufacturing, and subsequent to positive third party testing, further packaged with approved exterior packaging, health and safety labeling methods. Infused products will be stored in the secured, restricted access, locked production and packaging room in the facility with 24/7 surveillance when awaiting distribution. For all transports of marijuana products, Enlighten Extractions 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. Continued on Page 11.

AMCO Received 11/5/2019

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.

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.

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.

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.

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.

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.

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

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):

Enlighten Extractions will not have any signs on the outside of the premises advertising the Manufacturing facility.

AMCO Received 11/5/2019

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

Enlighten Extractions intends to advertise using the below listed mediums.

- Print media such as; Newspapers and Magazines
- On-line media such as; Websites, including Website sales, social media, search engines, etc.
- Television and Radio such as non-profit corporation support, etc
- Magazines, newspapers etc.

All advertisements will be tasteful and will include all AMCO warning statements verbatim as set forth in AMCO Regulations.

FEEL WELL. LIVE WELL.

ENLIGHTEN

EXTRACTIONS

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

Signature of licensee

Jane Stinson
Printed name of licensee

VALERIE MASTOLIER
Notary Public
State of Alaska
My Commission Expires Jun 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 4/7/22

Subscribed and sworn to before me this 2 day of August, 2019.

AMCO Received 11/5/2019

(Additional Space as Needed):

3.6 Continued: All employees will be taught about methods of diversion and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how to ensure they are in the database inventory. Employee's will be taught how diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to insure the safety of our fellow employees, customers (other retail stores) the public, and the facility itself.

8.1 Continued: 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.

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