Alcohol and Marijuana Control Office
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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:	Kallander Enterprises, LLC	**MJ License #:**	24667		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Qhroniq				
Premises Address:	1285 N. Old Glenn Highway, Building A				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	1285 N. Old Glenn Highway				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Brandon Kallander		
Main Phone:	907-232-3719	**Cell Phone:**	
Email:	kallander.enterprises@gmail.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:

Qhroniq 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. Signage will be posted on and around the building which states "Restricted Access Area: Visitors Must Be Escorted," "No One Under 21 Years of Age Allowed," and "Video Surveillance in Progress." 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. There will be one continuously locked main entrance for employees. The door will also be equipped with a door sensor, connected to the security alarm system, that will be triggered if an attempted intrusion occurs. If triggered, an audible alarm will sound and electronic notifications will be sent out to relevant individuals. With the exception of law enforcement, AMCO Enforcement, or other duly authorized individuals, any visitors to the facility must be pre-arranged with the Licensee or management staff. Visitors will be required to produce a valid, government-issued, photo identification proving that they are at least 21 years of age before being allowed to enter the premises. Any individual that does not produce said identification will be informed to exit the property immediately. If necessary, law enforcement will be contacted to enforce this policy.

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:

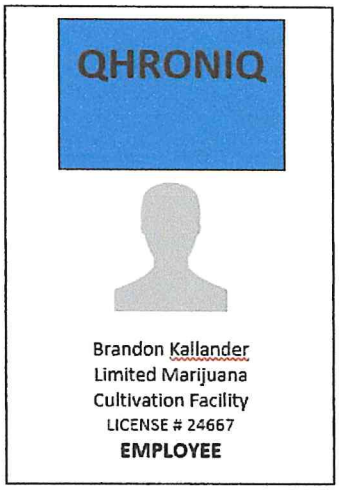
Qhroniq will have clear and legible signage indicating that the facility is a restricted access area with signs that state "Restricted Access Area; Visitors Must be Escorted". Surveillance cameras monitor all areas of the facility inside and outside. All doors have commercial grade locks and remain locked at all times. All employees are required to wear ID Badges and any visitors in the facility are required to wear visitor badges.

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

With the exception of regulatory agents, agents of the MCB or law enforcement, all visitors to the facility must be pre-approved and pre-scheduled prior to 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 the Licensee, manager or designated employee. 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 confirm their identity. The visitor will then sign into the visitor log whereby they record their full name, date, time in and out of the facility, and 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. Licensee or staff will escort and actively supervise visitors at all times. When the visit is complete, all visitors must exit the premises. At no time will there be more than 5 visitors per supervising Licensee/manager/employee, all visitor logs will be kept as an official business record and be made readily available to AMCO and enforcement upon request.

AMCO Received 4/13/2020

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:



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 positioned against the building and perimeter, and evenly distributed throughout the property. The facility plans to install commercial LED lights to be affixed to the building, evenly distributed on the property, and posted along the outer perimeter of the premises. The light fixtures will keep the premises and signs well lit, and allow the exterior surveillance cameras to record individuals up to 20 feet from all entry points to the building. The lighting fixutres will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright to maximized visibility to deter crime. The exterior lighting will be checked bi-monthly by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises.

AMCO Received 4/13/2020

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:

Qhroniq 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 door sensors on the entry door. If triggered, an automatic electronic alert will be sent to the security monitoring center as well as to the Licensees and/or manager. An audible alarm will also trigger. The alarm system will be active at all times when the facility is closed. The last Licensee, manager or designated employee to leave the cultivation facility each night will activate the alarm system and the first Licensee, manager or employee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the Licensee(s) or manager will evacuate the building 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. The Licensee(s) or manager 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, inventory, and submit all necessary and requested documentation to law enforcement officials and 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 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 activity inside the facility. Employees are required to perform weekly inventory counts to ensure that the business records match METRC generated reports. Weekly counts are documented as business records. If it is discovered or suspected that theft, inversion or diversion has occurred, employees will alert management immediately. Qhroniq has a zero tolerance policy towards theft, inversion or diversion of marijuana. Employees will complete mandatory training in identifying theft, inversion and diversion of marijuana. If it has been determined that an employee is caught stealing marijuana, law enforcement will be notified 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 both the business records of the company and product records in METRC. Continued on Page 11...

3.7. Describe your policies and procedures for preventing loitering:

Qhroniq will prevent business practices that might promote loitering. All loiterers will be escorted off of the premises. The exterior will be well lit and equipped with 24 hour video surveillance and "No Loitering" signs. Agents of the facility will have a noticeable presence around the property to monitor and deterrence for loitering, and prevent unauthorized entrances into the facility. Any individuals found loitering outside the building will be asked to leave the premises. If those individuals do not vacate the premises, then law enforcement will be notified. No visitors will be permitted to remain on the property after their escorted visit has concluded.

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. KK

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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. BK

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. BK

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

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). BK

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 to give it ample lighting. The cameras will be checked regularly to prevent obstructions and maintain 20 foot sight lines of all access points. Video surveillance cameras will be placed strategically to record all interior areas of the facility to facilitate 24 hour surveillance in all areas where marijuana is grown, harvested, trimmed, packaged, stored, wasted, received/shipped. The exterior of the facility will also have 24 hour video surveillance monitoring any and all persons who enter and exit the facility. All doors, safes, and marijuana storage areas will have video surveillance 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 promptly resolved. During a power outage, all video surveillance systems will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least 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 business records and surveillance records will be stored on-site in the office, and backed up to the cloud or an off-site hard drive every 6-12 months. Facility records will be managed by the Licensees in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in the facility office, separate from all storage of marijuana products and currency. Only the licensees and authorized agents will have access to the business records.

AMCO Received 4/13/2020

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)*; BJK

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;** BJK

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

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

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

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

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

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;** BJK

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

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

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 video surveillance recordings will be stored for 40 days. All required records will be electronically secured on the facility hard drive or the cloud based storage system. All 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 the facility office, in a locking metal filing cabinet.

AMCO Received 4/13/2020

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. BJK

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

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. BJK

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. BJK

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. BJK

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. BJK

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

Brandon, Sarah and all agents of Qhroniq 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. Qhroniq may run a report at any time to verify that all employees continue to have current valid handlers training and handler permits. Qhroniq training will include; internal policies and procedures, state statutes and regulations, municipal code, diversion and inversion prevention, cultivation techniques, sanitation and hygiene, Metrc and safety protocols. Training will be arranged by Brandon and Sarah or a manager at the beginning of employment and when updates are needed or when issues arise.

AMCO Received 4/13/2020

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. BK

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. BK

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. BK

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). BK

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):

Licensees, managers and employees shall use the restroom and hand washing facilities at their residence nearby the facility.

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 transport manifest will accompany all marijuana in transit. Qhroniq will send a copy of the manifest with the products and file an additional copy on the premises as a business record. The manifest will document the strain name, 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. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than ten (10) pound containers inside a locked storage compartment within the vehicle or bed of a truck for wholesale transactions and 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 on page 11...

License # 24667

AMCO Received 4/13/2020

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. BK

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. BK

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. BK

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. BK

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. BK

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. BK

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

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):

Qhroniq will not post any signs with a business name or logo on the cultivation facility.

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

Qhroniq may utilize the following medium types when distributing advertisements:

- Newspaper Ads
- Radio Ads
- Social Media to feature specific strains
- Magazine ads
- Sponsorships and fundraisers
- Website
- Platforms such as LeafLinks etc.

QhroniQ

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

Signature of licensee

Brandon Kallander

Printed name of licensee

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

Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 10th day of April, 2020.

AMCO Received 4/13/2020

(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as part of the business records for 5 years and be available to AMCO or law enforcement upon request. Licensees will take steps to ensure that illegal conduct by any employee or visitor does not compromise either the facility's license or 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. Video records will be stored for up to 40 days. Cameras will be displayed throughout the facility in order to provide a clear view of all areas of the facility. Security recording equipment will be stored in the facility office.

8.1 Continued: The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment and list; (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana Cultivation facility within the last three months; (3) a statement listing the results of microbial testing, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information and given a barcode for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab dimple corner or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected and recorded in the log. The Licensee(s), manager or designated employee will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include; (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides and herbicides used in the cultivation of the marijuana. Qhroniq may contract with a third-party transport company and will ensure that they have their marijuana handler permits.

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