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:	Altered State Extractions LLC	**MJ License #:**	22929		
License Type:	Marijuana Concentrate Manufacturing				
Doing Business As:	Altered States Extractions LLC				
Premises Address:	7201 W Silver Dr				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	7201 W Silver Dr				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	Brandon Ross		
Main Phone:	907-952-3201	**Cell Phone:**	907-952-3201
Email:	alteredstateextracts@gmail.com		

AMCO Received 5/26/2020

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Altered State Extraction is located on private property. All visitors with the exception of law enforcement, and amco officers, are by appointment only. Before entering the facility, visitors are first required to show a valid government issued form of identification, verifying the visitors are at least twenty-one (21) years of age. At no time will anyone under the age of twenty-one (21) be permitted to gain access to the premises.
Altered State will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear or how familiar they may be with any employee. Signs including "No persons under 21 allowed" will be clearly placed on both doors of the facility.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

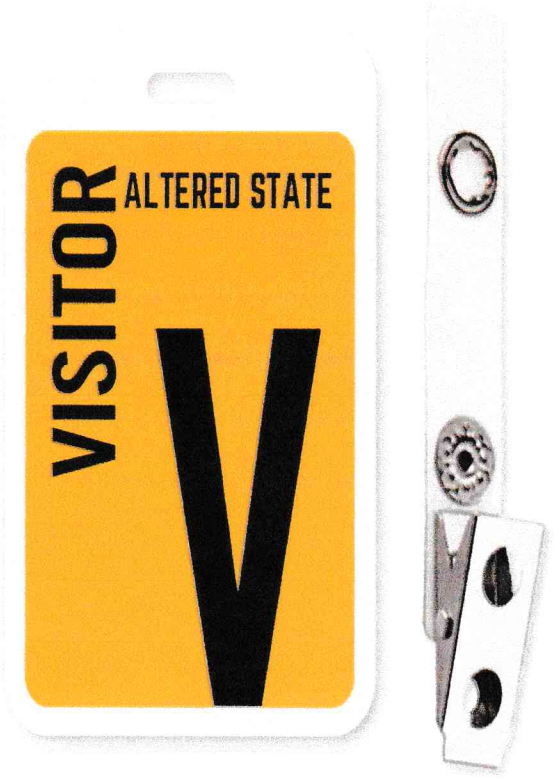
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Altered State Extraction is located on private property. All visitors to both the facility and property are by appointment only. Signs including "Private Property No Trespassing", and "Notice 24 Hour Video Surveillance" will be posted at the entrance of the property, as well as on the building. The entire facility will be designated as a restricted access area, and will also have signs on all entry points stating "Restricted Access Area, Visitors Must Be Escorted". Altered State will be equipped with Abode 24/7 monitoring, monitoring all door, window, motion, and smoke detection alarms, assuring that no unescorted members of the public enter even after operating hours.

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

Visitors will be instructed to check in at the front office door, where they will be required to present a valid government issued photo ID, sign our guest log including: name, date, time in/time out, reason for visit, and handlers card number, and then must clearly wear a visitors badge before entering the facility. The log will be retained in a cloud based server, as well as a hard copy will be kept in the office, in a locked filing cabinet as an official business record, which can and will be made available to any agent of the MCB upon request by the licensees or management.
No more than five (5) visitors per supervising employee are allowed in the facility, and visitors will never be left unattended under any circumstances.

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:

Altered State will ensure that adequate lighting will be installed thought the property, and will be sufficient to facilitate video surveillance. Commercial led lights are mounted along the facade of the building. Altered State will ensure that the light fixtures are installed in such a way to keep the exterior of the premises, doors, and windows well lit, and allow surveillance cameras to clearly record anything within twenty (20) feet of any entry point. All lighting and surveillance equipment will be regularly inspected to ensure equipment is all functioning, and is clear of obstructions.

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:

Altered State will have alarms installed on all doors and windows, as well as smoke detectors, motio n sensors, and glass break monitors. We will use Abode to continuously monitor the facility at an off-site center to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor door alarms, glass break detectors in the office, and motion detectors in all other rooms of the building during closed hours. If triggered, an alert will be sent to both Abode, and the licensees (who live on property). In the event of an emergency 9-1-1 and/
or local law enforcement will be called. The licensees and management will be educated on proper use, troubleshooting, and controlling of the alarm system. The entire facility (including outside, and a ll rooms) will be under 24 hour continuous surveillance. All entrance points and windows are within v iewing distance/position to the house, which will be also monitoring the facility.

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

See Page 11.

3.7. Describe your policies and procedures for preventing loitering:

Altered State is located on private property. All visitors are by appointment only. Signs including "Private Property No Trespassing", and "Notice 24 hour video surveillance" will be displayed at entrance of the property as well as "Restricted Access Area Visitors Must Be Escorted" on all entry points of facility. Anyone found loitering on property will be escorted off the property and told not to return. Law enforcement will called for emergency situations only.

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. BR

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. BR

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. BR

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

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). BR

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:

Exterior weather proof surveillance cameras with night vision capabilities will be placed on all sides of the building, in way to clearly record all entry point, windows, and anyone within twenty (20) feet of the facility. Altered State will also have night vision capable cameras on both outside and inside the facility, placed in opposite corners of each room and hallway to provide a full unobstructed view of all restricted access areas including office, clean room, hallway #1, hallway #2, lab #1, upstairs lab storage, and walk-in freezer. (Note: walk-in freezer will have proper cold tolerant cameras).

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the secured office, in a locked security cabinet, with hard drive backups on site, and cloud based storage as well to further ensure no loss or destruction of records. Business records will be stored in our front office in locking filing cabinets only accessible to licensees and designated managers. The security system will is password protected (password will only be given to designated manager, and licensees). Data will be stored on the security systems DVR for a minimum of forty (40) days. Data can also be uploaded to a cloud server for longer storage pending criminal, civil, or administrative investigation.
All records will include the time, and date stamp, and will be archived in a format that does not permit alteration of the recorded image. Recordings will be available to AMCO and local law enforcement upon request.

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)*; BR

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;** BR

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

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

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

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

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

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;** BR

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

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

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, including operational and regulatory documents, recordings, surveillance, financial books, inventory records, employment records, guest logs, manifests, and communications, will be stored on-site, in a locking filing cabinets, in our front office. All files will also be backed up on hard drives every 3-6 months, and stored in a cloud based server to protect from loss or destruction, and to allow the licensees and designated authorities access at any time. Only Licensees will have access to the cabinets, and hard drives that contain all business records.

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. BR

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

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. BR

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. BR

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. BR

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. BR

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

All employees will go through a required training course with an Altered State Extraction licensee, or designated manager. Training will include understanding of all safety procedures, standard operating procedures, statutes, and regulations.
Employees will be educated on quality control, inventory control, sanitation, manufacturing techniques, equipment, and safety. All employees will be trained on how to properly use METRC, and on how to properly handle security and emergency procedures.
State marijuana regulations and laws will be posted inside the facility.

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.	BR
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.	BR
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.	BR
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).	BR

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):

N/A

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:

Altered State will prepare marijuana product/material for transport or transfer to another marijuana facility by placing packaged marijuana products within a sealed, tamper-evident package, and then placing shipping package in an enclosed, locked, and secured storage compartment located inside the transporting vehicle. The sealed package will not be opened during transport. The vehicle transporting the marijuana products must travel directly to the receiving facility, making no unnecessary stops along the way. A METRC transport manifest will be made for every package leaving our facility. A copy of the transport manifest will remain with the marijuana products at all times, while being transported, a copy will be given to the licensed marijuana establishment that receives the shipment, and a copy will be kept in our office as an official business record.

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. BR

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. BR

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. BR

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. BR

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. BR

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. BR

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

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):

Altered State will not post any signs with the business name or logo, on the exterior of our establishment.

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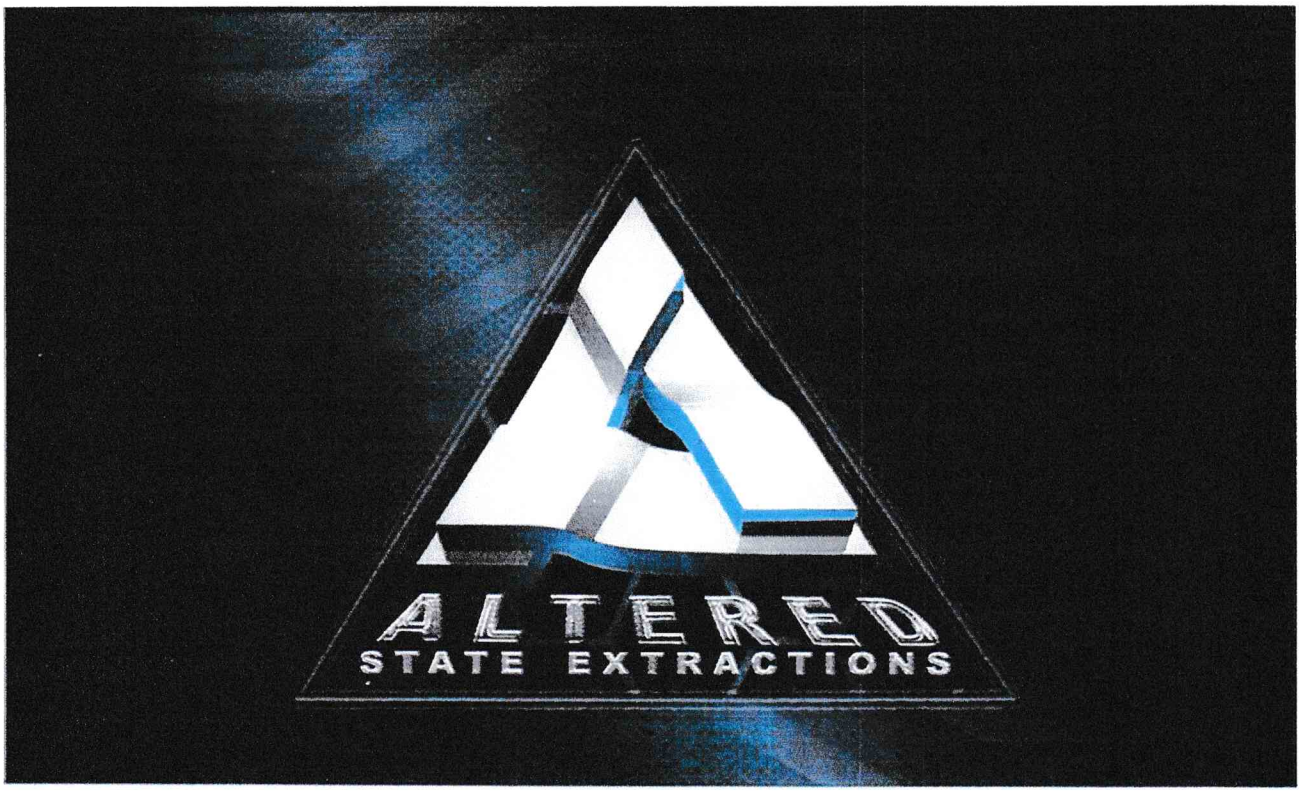
9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Altered state plans on advertising through social media platforms like Facebook, Instagram, Twitter, and website, as well as hard-copy print such as magazines, pamphlets, and banners.



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 Ross

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 6/22/2022

Official Seal
Teresa A. Hicks
Notary Public State of Alaska
My Comm. Expires
6/22/22

Subscribed and sworn to before me this 26 day of May, 2020

AMCO Received 5/26/2020

(Additional Space as Needed):

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

Altered State has zero tolerance policy for any theft or diversion. All restricted access areas of the facility will be under continuous video surveillance. Altered State will utilize daily logs, and weekly inventory audits as a means to verify METRC inventory figures for both pre-processed cannabis material and post-processed cannabis products. Each weeks inventory audit will be reviewed for any remarkable patterns of inconsistencies and filed in with all other business records. If the inconstancies appear remarkable, Altered State will conduct a formal in house investigation. If the findings of the investigation reveal and potential theft or diversion, Altered State will immediately notify AMCO and report its finding clearly and thoroughly. Any theft or diversion of any marijuana product or material will be reported to AMCO, and will result in immediate termination. Documentation of any diversion will be logged as a business record and will be filed in our locking cabinet in our restricted access office.