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:	LBS, LLC	**MJ License #:**	13614		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	LBS, LLC				
Premises Address:	200 W 68TH AVE, UNIT A2				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	PO Box 240122				
City:	Douglas	**State:**	Alaska	**ZIP:**	99824

Designated Licensee:	Casey Wilkins		
Main Phone:	907-957-3877	**Cell Phone:**	
Email:	stonedsalmonfarms@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:

The entire cultivation premises will be designated a restricted access area and the facility will not be open to the public. Signs will be posted stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed." Also, signs stating "Video and Audio Surveillance in progress." will be placed around the facility. 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 any unauthorized individuals from attempting to access 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:

Any individual permitted entry to restricted access areas will be required to provide government issued photo identification (with exception of AMCO, AMCO Enforcement and Local Law Enforcement), and will be given a company-issued visitor badge to be displayed on their person at all times within the facility. The pre approved visitor will sign into a log indicating the date, time in and time 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. Visitors will be limited to a ratio of 5 to one per supervising licensee or designated employee. All visitors will be escorted by either a licensee or designated employee at all times during their visit and must return the visitors badge when leaving the facility. Visitors must be physically present with their designated escort at all times in the restricted access areas. Facility doors will be locked at all times. Signs will be posted on the outside of the building saying "Restricted Access only, Visitors must be Escorted." Cameras will be visible and recording to defer any unwanted attempted access. 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:

All visitors (with exception of an agent of AMCO, AMCO Enforcement, Law Enforcement or other duly authorized borough agents) who are granted access to the cultivation facility must sign a visitors log noting their name, date of visit, the purpose of visit, and the time in and out of the facility. When visitors are signing in, they will be required to provide valid government issued photo identification providing that they are at least 21 years of age or older. Each visitor will be issued a visitor's badge to be worn and clearly displayed the entire time that they are in the facility. A licensee or designated employee will escort and supervise the visitors at all times never to exceed a ratio of 5 visitors per licensee/employee. The visitor log will be stored along with all other business records. The visitor logs will be available to AMCO and Enforcement upon request. All visitors must vacate the premises immediately when the visit concludes.

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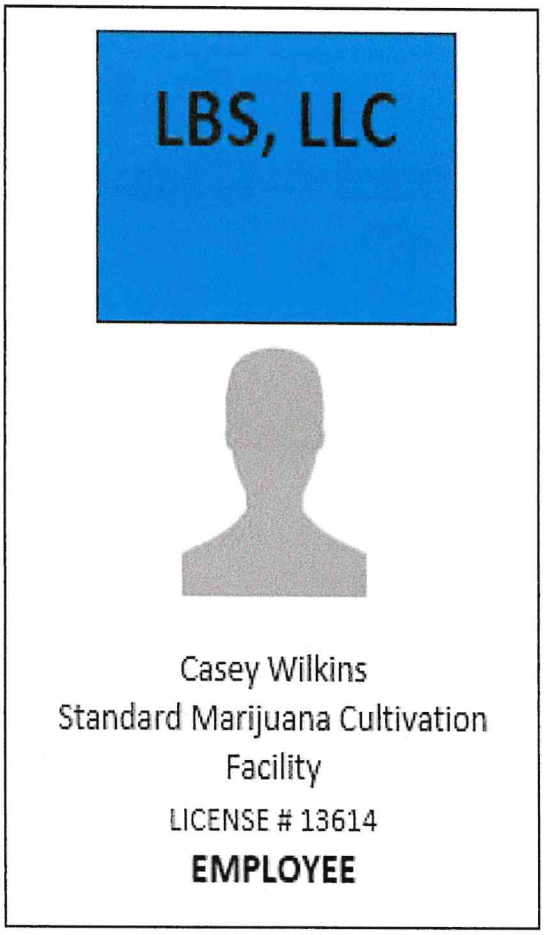
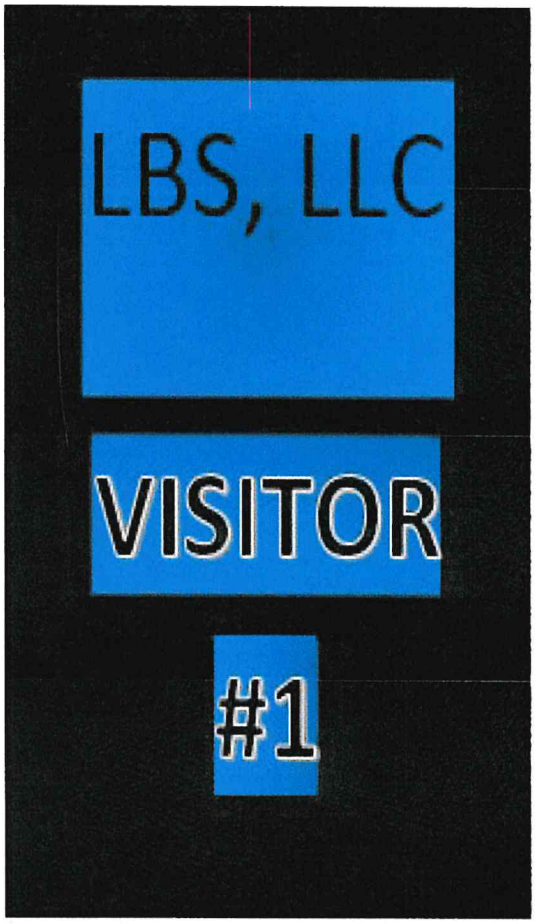
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Commercial grade weather resistant exterior lighting will be installed against the building and around the property. The exterior lighting will be positioned in such a way to keep the premises, signs, and doors well lit and to ensure surveillance cameras can record a clear image of any individual within 20 feet of any entrance to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. Flood light type of bulbs will be used to ensure visibility and to deter crime.

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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:

LBS, LLC 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 each entrance/exit door. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to the licensees' cell phones and/or the manager. This will also trigger an audible alarm to help deter potential intruders. Licensee and manager will have access to remotely view the security footage live via their cellular phones. The alarm system will be active at all times that the facility is closed. The last employee or licensee to leave the cultivation facility each night will activate the alarm system and the first employee or licensee 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 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. 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 establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee's 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:

Video surveillance will continuously monitor all activity inside the facility. A manager or a designated employee will be required to perform weekly inventory counts to ensure the business records match Metrc records. Weekly counts are documented as business records. If it is discovered or suspected that theft or diversion has occurred, employees will alert the Licensee or manager immediately. LBS, LLC has a zero tolerance policy towards theft or diversion/inversion. Employees will complete mandatory training in identifying theft or diversion. If it has been determined that an employee is caught stealing marijuana the company will notify local law enforcement 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 product records in Metrc, and in the business records so as to maintain accurate and complete accounting for all marijuana in the inventory. Continued on Page 11..

3.7. Describe your policies and procedures for preventing loitering:

Appropriate signage such as; "No Loitering" will be posted around the facility informing persons that loitering is prohibited. Persons found loitering will be asked to leave. If they do not, local law enforcement will be notified. Additionally, bright exterior lighting should discourage loitering.

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.

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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. [illegible]

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. [illegible]

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

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). [illegible]

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:

The perimeter of the building will be equipped with ample lighting and video surveillance cameras as well as cameras in all interior areas of the facility. Interior video surveillance will provide recordings of any area where marijuana is grown, cured, processed, and packaged, or where marijuana waste is destroyed. Interior cameras will be placed to allow for the clear and certain identification, without obstruction, of a person and activity in these areas at all times. Exterior cameras will be positioned to provide a clear view adequate to identify any individual within 20 feet any exterior entrance.

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 storage and surveillance equipment room located within the cultivation facility. The office will be accessible only by authorized employees and the licensees, and will be locked at all times. Recorded data will be stored for a minimum of forty (40) days. 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 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)*;

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 required records maintained in paper format will be housed in the secure storage and surveillance equipment room for a minimum of six (6) months. Older records (at least one year old) may be housed off-premises.

All electronic records will be maintained on a local hard drive, as well as backed regularly to an external hard drive or cloud-based document storage site (e.g. Dropbox or Google Drive).

Critical files and documents will be placed in a fire safe cabinet.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

All employees, and agents of LBS, LLC 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. LBS, LLC may run a monthly report to verify that all employees continue to have current valid handlers' training and handler permits. Company training will include LBS, LLC internal policies and procedures, state statutes and regulations, municipal code, diversion prevention, cultivation techniques, sanitation and hygiene, METRC and safety protocols. Training will be arranged by the licensee or manager at the beginning of employment and when updates are needed or when issues arise.

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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.

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:

A METRC generated trip manifest will accompany all marijuana in transit. The facility will send a copy of the manifest with the marijuana and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's 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 five (5) pound containers inside a locked storage compartment within the vehicle for wholesale transactions and packages 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 pg 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.

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):

LBS, LLC does not intend to have any signs with the business name or logo on the exterior of the 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):

LBS, LLC's marketing is still in the development stage, in the future, LBS, LLC may utilize the following advertising 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.

* a finalized Logo will be submitted to AMCO once complete.

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

Casey Wilk
Signature of licensee

Casey Wilkins
Printed name of licensee

Susan B. Phillips
Notary Public in and for the State of Alaska

My commission expires: 1/10/22

STATE OF ALASKA
OFFICIAL SEAL
Susan B. Phillips
NOTARY PUBLIC
My Commission Expires 1/10/22

Subscribed and sworn to before me this 28th day of January, 2020.

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(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as part of the business records for up to five (5) yeas and be available to AMCO or law enforcement agency's upon request. LBS, LLC will take steps to ensure that illegal conduct by any employee or visitor does not compromise the facilities license, or legitimate 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.

8.1 Continued: 8.1 The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than five (5) pound containers inside a locked storage compartment within the vehicle for wholesale transactions and packages 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. 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 and (4) a statement listing the contaminants for which the marijuana was tested, 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 agent's 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. 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 of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be formed of steel, hard plastic or like materials. LBS, LLC may contract with a third-party transport company and will ensure they have their marijuana handler permits.

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