Current page(s) of operating plan or supplemental operating plan being amended.

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Scorpion Grass will have policies and training in place to prevent individuals under 21 from entering any part of the licensed premises. The entire premises will be designated as a restricted access area with signage posted on and around the building stating "Restricted Access Area: Visitors Must Be Escorted" as well as signs stating, "No One Under 21 Year of Age Allowed" and "Video and Audio 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 main entrance for employees and an emergency exit. Both of which will remain locked at all times and will require a key code to unlock the door. Key codes will be personalized for each employee. 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, both an audible alarm as well as an electronic notification to the third party off-site monitoring center as well as to the licensees and general manager's mobile phones will be sent. In the future, Scorpion Grass intends to add a track and trace system to which licensee's can monitor and track access and entry per specific keycode entered into their system. Any visitors to the facility, with the exception of law enforcement, AMCO Enforcement or other duly authorized individuals, must be pre-arranged with a licensee or member of the management team. Visitors will be required to produce a valid, government issued, photo ID proving they are at least 21 years of age before being allowed to enter the premises. Any individual that does not produce said ID will be informed to exit the property immediately and that law enforcement will be contacted for back up if they do not comply promptly.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

The manufacturing facility is located on the second floor of the building and will be designated as a restricted access area in it's entirety with signage posted on and around the building stating "Restricted Access Area: Visitors Must Be Escorted" as well as signs stating, "Video and Audio 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 individuals from attempting to access the premises.
There will be one main entrance (located on the first floor of the building) for employees and an emergency exit. Both of which will remain locked at all times and will require a key code to unlock. The main entrance is further secured by a locked, gated fence with access controlled via remote. The licensees and general manager will control who has access to the remotes that will unlock the gate and allow access to the main entrance. Key codes will be personalized for each employee. 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, both an audible alarm as well as an electronic notification to the third party off-site monitoring center as well as to James and Lisa's mobile phones will be sent. In the future, Scorpion Grass intends to add a track and trace system to which licensee's can monitor and track access and entry per specific keycode entered into their system.
All employees will be required to clearly display on their person an employee ID badge bearing their photograph at all times while on the licensed premises. Employees will also be required to either keep their marijuana handler permit on their person during working hours or filed on-site. All visitors will be required to sign in to the visitor log and clearly display on their person a visitor badge at all times while on the premises. This will help everyone to easily identify individuals that have been authorized to access the premises.

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

With the exception of law enforcement, AMCO Enforcement or other duly authorized agent, all visitors will be required to pre-arrange their visit with a licensee or member of the Scorpion Grass management team. Visitors will be instructed to arrive at the retail store main entrance where they will be escorted to the employee main entrance by a Scorpion Grass employee. A designated employee or licensee will meet the individual at the employee entrance door and will immediately ask to see their valid, government issued, photo identification regardless of how familiar the employee or licensee is with the potential visitor. Once the age and identity of the individual has been confirmed as being at least 21 years of age and a pre-arranged visitor or duly authorized agent, they will be allowed to enter the building and sign into the visitor log. The visitor log will record the individual's full name, organization if applicable, date, time in and out of the facility and reason for the visit. Each visitor (with the exception of law enforcement, AMCO Enforcement or other duly authorized agent such as from the Mat-Su Borough or Health Dept) will be issued a visitor badge and will be instructed to clearly display it on their person at all times while on the licensed premises and return the badge upon exit. At this time, the employee or licensee will brief the visitor on the company's policy's regarding hygiene, safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the manufacturing facility. A designated employee or licensee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges.
The visitor log will be filed in the locked cabinet within the secured, shared office located on the second floor of the building and will be backed up electronically to the company's computer hard drive (the office is shared between the co-owned (same licensees and entity) and co-located cultivation, retail and manufacturing facilities as shown on the premises diagram). The visitor log will be made available to AMCO Enforcement or other agent of the MCB upon request.

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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. K.H

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. K.H

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. K.H

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). K.H

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

For all transports of marijuana products, Scorpion Grass will create a Metrc generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Packaged marijuana products will be stored in a secured area until ready for transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages to make sure that they will keep all marijuana products from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana products. Scorpion Grass will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Reports will be available upon request to AMCO. The transport vehicle will be unmarked and inconspicuous with a secure storage compartment inside or in the bed of a truck to hold all marijuana products during transit. The container will be a large industrial box formed of steel or a like material, mounted inside the vehicle or bed of a truck. The manager will ensure that the marijuana products are locked in the storage compartment and not visible from the outside, prior to approving departure. All employees will be trained that under no circumstances shall a sealed package containing marijuana be opened during transport, unless otherwise directed by a local law enforcement agent.

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Alaska Marijuana Control Board

Form MJ-05: Marijuana Product Manufacturing Facility Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake, flow, and transfer of marijuana, marijuana concentrate, and marijuana product at and from your premises:

All shipments of marijuana and marijuana product that arrives at the facility will be first inspected by a member of the Scorpion Grass management team before it is accepted and added to the Facility's inventory. The shipment will be reconciled with the transport manifest, shipment labels and packaging labels to ensure consistency. All product will be weighed by Scorpion Grass and reconciled with the weight listed on the manifest and labels. Any shipments with discrepancies will be rejected. Shipments that pass initial inspection will be accepted into the facility, entered into METRC and added to the facility's inventory. All marijuana and marijuana products will be tracked from the time it is received, to it's use in a manufactured product or disposal to it's transfer to another licensed facility. Scorpion Grass' management team will reconcile each transaction to another licensed facility with METRC and the inventory on hand to ensure consistency and to resolve discrepancies immediately.
A random sample of each product manufactured at the facility will be sent to a licensed testing lab before being transferred to another licensed facility and the remainder of the production lot will be segregated from all other product until the testing results are received. Once passing testing results are received from the testing lab, marijuana products will be packaged and labeled in compliance with 3 AAC 306.565 and 306.570. The packaged products will then be transported by an agent of Scorpion Grass who holds a valid marijuana handler permit or by a third party transport company with valid marijuana handler permits. All transfers will be entered into METRC and a trip manifest will be sent with each shipment as well as stored on site as a business record.

Section 3 – Equipment and Compounds to be Used

Review the requirements under 3 AAC 306.555.

3.1. Describe the equipment and solvents, gases, chemicals, and other compounds the marijuana product manufacturing facility will use to create marijuana concentrates:

The following equipment will be used to create CO2 Oil, wax, shatter and budder:
- Beckman Coulter J6-HC Refrigerated Centrifuge
- closed loop CO2 extraction machine
- Hight Tech 110 cup shredder/grinder
- American Biotech supply refrigerator

The following solvents/gases/compounds will be used to create CO2 oil, wax, shatter and budder:
- CO2
- ethanol

A 20 ton press and air compressor will be used to create rosin.

Screen bubble bags, ice water or dry ice will be used to create bubble hash.

A kief drum tumber will be used to create kief.

Equipment used in creating all concentrates:
- freezer
- refrigerator

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