Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	North North Enterprises, LLC	**MJ License #:**	24871		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	DDIII				
Premises Address:	12548 W. Westen Drive, Suite B				
City:	Houston	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO Box 874423				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Donald Davisson III		
Main Phone:	907-631-2110	**Cell Phone:**	
Email:	donniedavisson3@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:

DDIII's Cultivation facility will NOT be open to the public as the entire facility is designated as a restricted access area. Any person wishing to enter the facility must abide by DDIII's visitor policy which entails, presentation of a valid government-issued, photo Identification card proving that they are at least 21 years of age or older prior to access being granted to the facility. No persons under the age of 21 will be allowed access to any part of the facility. Any agent of the MCB, law enforcement or Borough are not considered "visitors" for the purpose of visitor logs etc.

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:

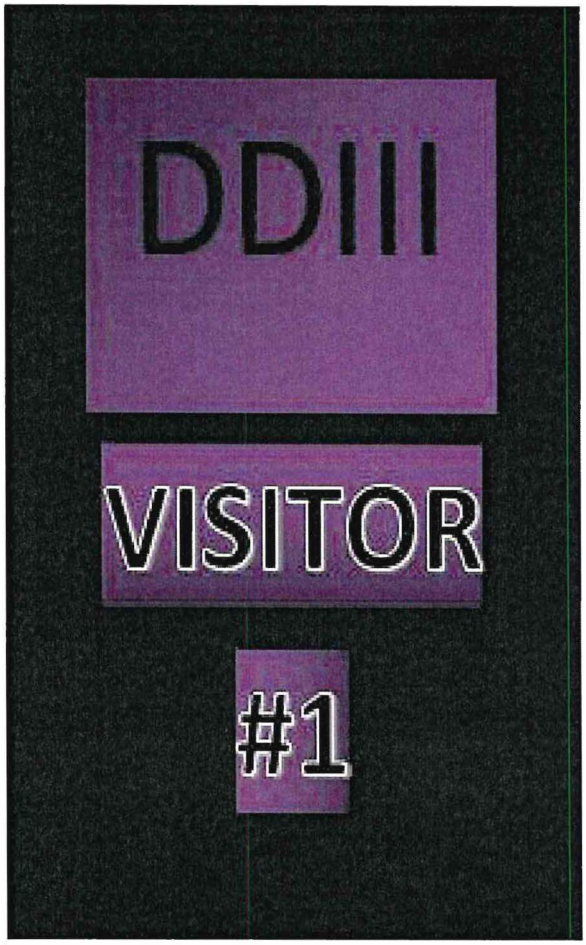
DDIII will have clear and legible signage indicating that the facility is a restricted access are and will also have signs that state "Restricted Access Area; Visitors Must be Escorted". Surveillance cameras will be installed to monitor all areas of the facility inside and outside. All outer doors will remain locked at all times from outside the facility but, easily opened from inside the facility in case of an emergency. All employees are required to wear ID Badges and any visitors in the facility are required to wear visitor badges.

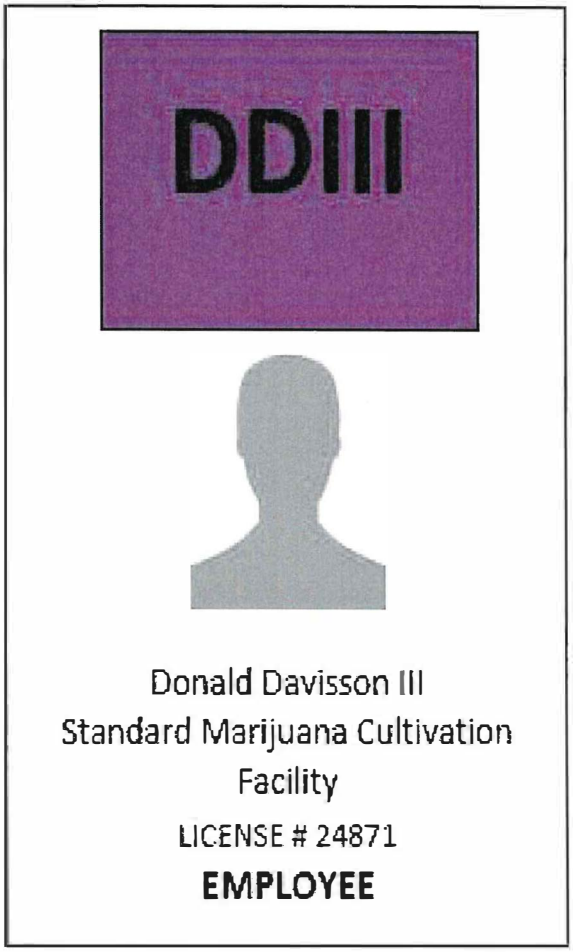
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

All DDIII visitors MUST show valid, government-issued, photo identification indicating that said person is 21 years of age or older. All visitors will be required to wear a facility Visitor Badge before entering the facility. Visitors will be escorted and actively supervised at all times by a licensee or designated DDIII staff member. Only 5 visitors per supervising licensee or staff member at a time, no exceptions, will be allowed in the facility. All visitors will be required to log their name, date & time into a recorded log that will be maintained by the licensee or designated staff member, and filed as an official business record which will be made available to AMCO or enforcement upon request. As mentioned in section 2.1, Any agent of the MCB, law enforcement or borough agents are not considered "visitors" for the purposes of logging in etc...

AMCO Received 6/11/2020

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:

DDIII will be installing commercial grade exterior lighting. The exterior lighting will be positioned in a way that will allow the premises, signs (restricted access area; visitors must be escorted) and doors well lit and in a way that will 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.

AMCO Received 6/11/2020

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:

DDIII will install an approved alarm system which will be monitored by either a third party company or by the licensee. The alarm system will be capable of detecting any unauthorized intrusion or activity, and able to notify the licensee or local law enforcement, if necessary. Donnie will have access to the cameras and alarm system on his cell phone. The alarm system will be tested every six (6) months to ensure the equipment is working properly. In the event of an unauthorized breach or attempted breach, the alarm system will send an automatic, electronic alert to the licensee and/or local law enforcement. DDIII will have motion detectors to monitor all areas of the building during closed business hours. Each morning a licensee or designated staff member, who ever is the first to arrive, will be responsible for disabling the alarm and examining all security cameras and recordings to ensure all equipment is running and operating correctly. The last DDIII staff member or the licensee, to leave the facility each night will be responsible for activating the alarm, any other security device and must make sure that all facility doors are locked. The licensee and staff members shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives. Once law enforcement deems it safe to do so, the licensee or designated staff member will enter and assess the facility, look for any damages or theft, and then allow all employees to re-enter the facility. In the event of an unauthorized breach, AMCO and enforcement will be notified via email within 24 hours.

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

DDIII has a zero tolerance policy for diversion and inversion of marijuana. The inventory tracking system will be used to ensure diversion and inversion of marijuana does not occur throughout the normal processes of the cultivation facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system show potential diversion of product, authorized personnel will initiate an investigation that will include: talking to staff on shift, assessing last login to the system and product in question, notifying the MCB and reviewing video feed. In addition to the above, Donnie will randomly check video feed for potential diversion or inversion, will supervise all visitors and if diversion or inversion is suspected, require them to remain in the building until law enforcement arrives.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted stating a clear message that "No Trespassing" or "No Loitering" is permitted, and that area is video monitored 24/7. Video surveillance of the exterior areas will be available to employees inside the facility. Standard policy is to notify law enforcement of any violation these regulations or of any suspicious activity. Anyone caught loitering will be asked to leave. If they do not leave voluntarily, law enforcement will be contacted immediately to deal with the situation. In any event that law enforcement is contacted, AMCO and enforcement will be notified electronically within 24 hours.

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

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

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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.

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

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

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

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

All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to ensure unobstructed viewing of all product, plants and persons to make sure that all are captured on a maximum clear sight picture. Cameras will be installed in growing, trimming, processing, curing, shipping/receiving, and waste areas and will have 360-degree coverage.

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 will be stored in a secured, locked cabinet in the licensed facility. The Cabinet will only be accessible by authorized personnel. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by authorized individuals only, to ensure there will be no data tampering. All recordings will be available to AMCO, AMCO enforcement and local law enforcement upon request.

AMCO Received 6/11/2020

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)*;

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;**

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;**

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business and surveillance records will be stored in the facility office. Daily data back-ups of all product tracking and surveillance data will ensure continuity of daily operations in the event of an equipment failure. Electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. All systems are programmed with password lockout protection. The facility office housing all supporting security and camera equipment will be under 24/7 video surveillance in the licensed facility. Additional back ups will be stored on local hard drives and on company computers. All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility, separate from all storage of marijuana products. Only the licensee or a designated staff member will have access to the secured surveillance and record storage cabinet.

AMCO Received 6/11/2020

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.

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):

DDIII will require the licensee and all staff members, or any other employee associated with the facility to hold current Alaska marijuana handler permits. Copies of all staff member permits will be kept in a physical form at the proposed premises. All expiration dates will be noted and calendared for staff member recertification prior to their expiration. All staff training will be kept current as to any change in regulation from AMCO, state laws, safety and sanitation, transportation, waste management as well as to any industry changes. This will be done upon hiring and throughout the year as deemed necessary. Additional training will also be made available to all staff members through media, legal articles, periodicals of trade and updated handler's recertification tests as they become due for recertification etc.

AMCO Received 6/11/2020

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.

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 ten (10) 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.

AMCO Received 6/11/2020

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.

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):

DDIII will not be putting up any signs that contain the company name or logo.

AMCO Received 6/11/2020

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

DDIII intends to advertise using the below list of 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.
- Platforms such as; leaf links
- Sponsorship of fund-raisers such as; sporting events, concerts

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

Signature of licensee

Donald Davisson III

Printed name of licensee

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

Aimee Rocush

Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 11th day of May, 2020.

AMCO Received 6/11/2020

(Additional Space as Needed):

8.1 Continued: 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 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. DDIII may contract with a third-party transport company and will ensure they have their marijuana handler permits.

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