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:	Bee Happy, LLC	**MJ License #:**	26330		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Bee Happy Cannabis				
Premises Address:	362I N. Wyoming Drive, Lower Level				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	362I N. Wyoming Drive				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	John Shiffer		
Main Phone:	907-707-8047	**Cell Phone:**	
Email:	john_shiffer@hotmail.com		

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:

Bee Happy Cannabis entire cultivation premises will be designated a restricted access area and the facility will not be open to the public. Any visitors will need to have previously arranged a tour with the licensee and abide by all visitor policies outlined in this application. 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 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:

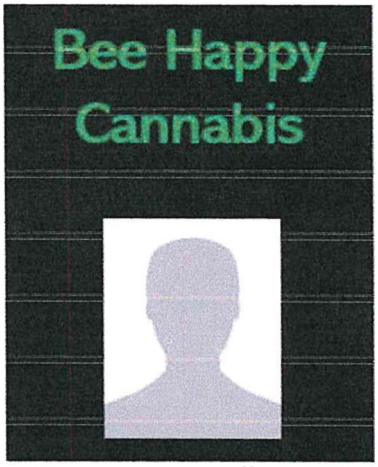
Bee Happy Cannabis will have clear and legible signage indicating that the facility is a restricted access area and will also have signs that state "Restricted Access Area; Visitors Must be Escorted." Surveillance cameras will be installed to monitor all areas of the facility inside and outside. All outer doors will remain locked at all times, All employees are required to wear ID badges and any visitor 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:

Bee Happy Cannabis is not open to the public. Any visitor who wish to tour the facility will need to have a preschedule and prearranged tour set with the licensee. No walk-in visitors or tours will be allowed with the exception of AMCO enforcement or local law enforcement. All Bee Happy Cannabis visitors upon arrival, prior to entering the facility, MUST show valid, government-issued, photo ID indicating that said person is 21 years of age or older. All visitors will be required to sign into the visitor log and indicate their arrival time, date, name and purpose of visit. They will also be issued a visitor badge to be visibly worn during the entirety of the facility tour. Visitors will be escorted and actively supervised at all times by the licensee or designated staff member. Only 5 visitors per supervising licensee or staff member will be allowed into the facility at the same time, no exceptions. Upon completion of the tour, the visitors will be required to indicate on the visitor log the time exiting the facility as well as return the visitor badge and promptly exit the facility. The visitors log that will be maintained by the licensee or designated staff member. The visitor log will be filed as an official business record which will be made available to AMCO or enforcement upon request.

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:

** or similar format & content



John Shiffer
Limited Marijuana Cultivation Facility
LICENSE # 26330
EMPLOYEE

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:

Bee Happy Cannabis will be installing commercial grade exterior lighting. The exterior lighting will be positioned in a way that will allow the premises, signs and doors to be well lit and will ensure surveillance cameras can record a clear image of any individual within 20 feet of any entrance/exit to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. The licensee or designated staff member will do daily checks to ensure that all exterior lighting is operational and replace any bulbs, if needed.

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:

Bee Happy Cannabis will install a compliant alarm system which will be monitored by either a third-party company or by the licensee. The system will always be activated when closed. 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. John and the general manager will have access to the cameras and alarm system on their cell phones. The alarm system will be tested every six (6) months to ensure the equipment is working properly. Bee Happy Cannabis will have motion detectors active in all areas of the building during closed hours. Each morning the licensee, general manager or designated staff member, whoever is the first to arrive, will be responsible for disabling the alarm and reviewing all security cameras and recordings equipment to ensure all equipment is operational and working correctly. The last Bee Happy Cannabis designated staff member, the licensee or the general manager to leave the facility each night will be responsible for activating the alarm and any other security device in addition to ensuring all facility doors are locked before exiting the facility for the night. In the event of an unauthorized breach, the third-party alarm company will contact the licensee and local law enforcement. The licensee or the general manager will vacate the building (if it's safe to do so and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors and ensure that everyone is accounted for. Bee Happy Cannabis licensee and employees will comply with any and all direction from local law enforcement. When safe to return into the facility, the licensee or designated employee will take inventory and submit all necessary and requested documentation to local law enforcement officials and to AMCO Enforcement. AMCO and Enforcement will be notified electronically within 24 hours.

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

Bee Happy Cannabis 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 shows potential diversion of product, authorized personnel will initiate an investigation that will include: speaking with staff on shift, assessing last login to the system and product in question, notifying the MCB and reviewing video feed.

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.

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 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 the office in the licensed facility. The office will only be accessible by authorized personnel. Data will be stored on the security system for a minimum of forty (40) days. All video recording will be date and time stamped as well as stored in a searchable manner. In case of 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.

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.

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):

The licensee and employees will be required to obtain a marijuana handler permit from AMCO Enforcement prior to beginning employment. It must be kept in good standing while employed with Bee Happy Cannabis. Copies of every card will be kept with corporate records in the office. All employees will be trained on protocols to respond to regulatory mandates, security issues, health, safety and fire responses, visitor escorting and loiterers on or near the premises and cleaning protocols. The general manager will have specific training in the topics listed above and in depth protocols such as: opening and closing the facility, security alarm and surveillance video systems, record storage, managing emergency situations such as personnel injuries, fire and law enforcement scenarios and inventory tracking for in house policy and metrc requirements.

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.

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):

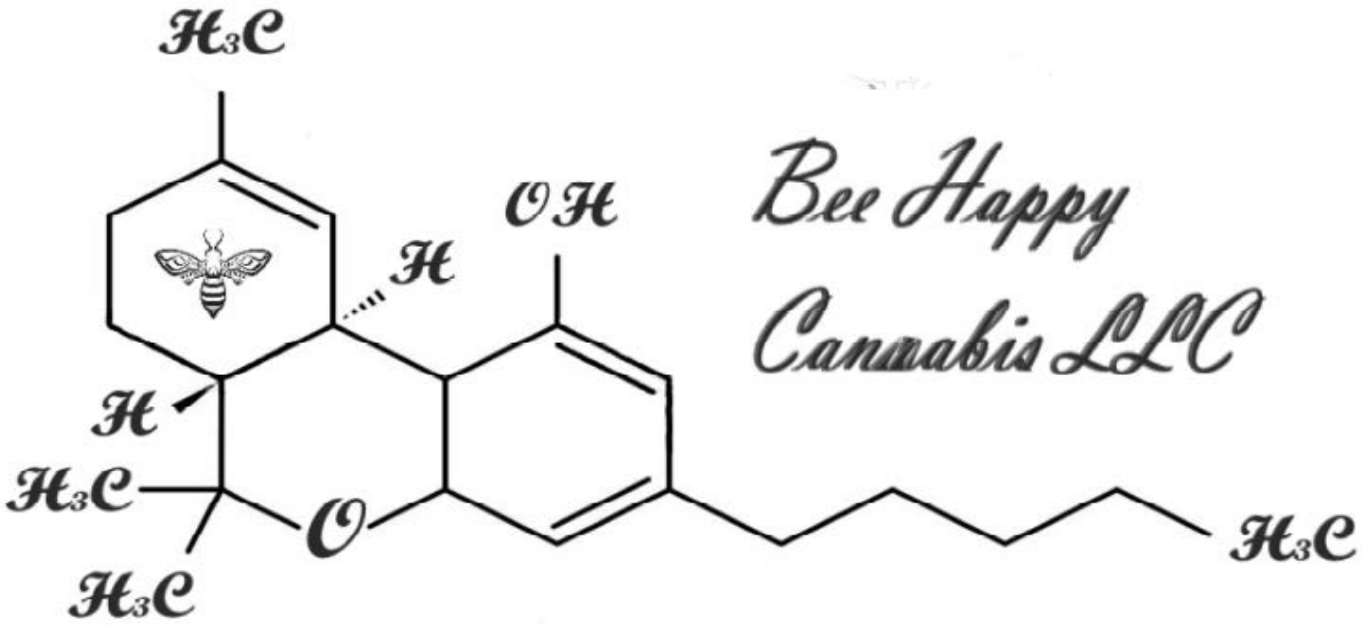
Bee Happy Cannabis will not be putting up any signs that contain the company name or logo.

Form MJ-01: Marijuana Establishment Operating Plan

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

Bee Happy Cannabis intends on advertising using the below list of mediums:

1. Print media such as newspapers & magazines
2. Online media such as websites (including website sales) social media, search engines, etc.
3. Television and radio such as non-profit corporation support, etc.
4. Platforms such as leaf links
5. Sponsorship of fundraisers such as sporting events and 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

John Shiffer

Printed name of licensee

Official Seal
Helen A. Duarte
Notary Public-State of Alaska
My Comm. Expires 11/09/2020

Notary Public in and for the State of Alaska

My commission expires: 11/09/2020

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

(Additional Space as Needed):

8.1 Continued: The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing 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 bar-code 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) 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. Bee Happy Cannabis may contract with a third-party transport company and will ensure they have their marijuana handler permits.