Alcohol and Marijuana Control Office
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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:	Greenstar Inc.	**MJ License #:**		23692	
License Type:	Marijuana Concentrates Manufacturing Facility				
Doing Business As:	Gold Star Concentrates				
Premises Address:	40593 Kalifornsky Beach Rd. Ste C				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Mailing Address:	PO Box 3208				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Designated Licensee:	Jason M Bott		
Main Phone:		**Cell Phone:**	907 252 4342
Email:	jason.greenstar.cultivators@gmail.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:

All persons entering the establishment will be required to present valid photo ID. All staff are to be trained to examine the presented identification for:
A: type/condition and validity/acceptability of identification
B: Date of Birth
C: Photo matches person presenting the ID
D: Expiration date

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:

Restricted areas are clearly delineated by signage, and all doors to this facility are posted "restricted area, all visitors must be escorted" in addition to every door requiring a key or code to gain entry.

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

All visitors must presentvalid ID, sign in, be issued a visitor's badge, and must be accompanied by staff at all times. A 1:5 minimum employee to visitor ratio will be maintained. Sign in includes ID #, reason for visit, visitors badge #, date, time, and visitor's signature and printed name.

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:

All exterior lighting is on a photocell, and all surveillance cameras are designed for night vision as a secondary precaution. The entire exterior perimeter is lit.

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:

The alarm system is monitored by an off site company. The control panel is located within the retail area behind the counter. All exterior exits are sensored, with motion detectors located within any area having an exit to the exterior.

In the event of an alarm, the licensee or manager is notified and can access the system remotely while the monitoring company is notifying the authorities. If motion is detected within the facility, the licensee/manager is to also notify the authorities and advise them of the situation, and then proceed to the facility to await the authorities and assist them in gaining entry and searching and securing the premises.

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

All cannabis products are under constant surveillance, and are subject to daily count/audit. in the event of a discrepancy, the surveillance footage is to be reviewed. Any person found to be diverting products will be immediately reported to both the police and AMCO, and footage/evidence will be forwarded so as to aid in prosecution and/or applicable AMCO proceedings.

3.7. Describe your policies and procedures for preventing loitering:

No loitering signs are to be posted on the property,and upon noticing such activity, a manager/assistant manager will ask how they may help the person, and if no valid reason for being there is forthcoming, the person will be asked to leave the property. if the person refuses to leave, or fails to comply, or escalates the situation the police are to be called, and that person is to be trespassed from the property.

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. JMB

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. JMB

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. JMB

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

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). JMB

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 entire exterior perimeter is to be under surveillance, with opposing view cameras (2) on every side. All rooms that may at any time contain cannabis prtoducts, or an exit to the exterior are to have at least two opposing cameras with diagonally opposed views so that the entire room is under surveillance 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 security cameras terminate to a 40 TB DVR located within the vault that is entirely of poured concrete. No access to the vault is permitted except by management or appropriately authorized persons. The memory capacity is sufficient to maintain video footage for a minimum of 40 days, so as to have said footage available to AMCO or applicable authorities 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)*; JMB

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;** JMB

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

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

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

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

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

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;** JMB

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

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

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 are to be maintained on site in hard copy form for one year, and also scanned and transferred to an external hard drive to be additionally stored on site for the requisite term. After one year, hard copies may be stored off site, but digital copies on external hard drive(s) will be available on site for the remainder of the required term.

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. AMB

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

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. AMB

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. AMB

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. AMB

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. AMB

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

All staff will be educated in marijuana regulations, safe practices in the handling of cannabis, operation and security protocols, an overview of METRC, proper examination of presented ID, required reporting protocols, and proper cleaning, hygiene, and waste handling procedures.

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:

All cannabis and cannabis products subject to transport will be weighed and sealed in a package with weight/amount of product and gross weight of the total package clearly marked, along with the strain/contents. All packages will have a METRC package tag affixed. Sealed packages then go into a rigid, lockable container, that is then secured with a lock and/or a tamper resistant fastener/closure. All transportation of cannabis and/or cannabis products is to be done by persons in posession of a valid MJ handler's card, and with all information clearly documented by METRC manifest.

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. AMB

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. AMB

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. AMB

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. AMB

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. AMB

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. AMB

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

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):

NONE

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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):

Trade rtelated periodicals (i.e.-Alaska Leaf and Cannabist magazines)

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

Signature of licensee

OFFICIAL SEAL
Tatyanah Shassetz
Notary Public - State of Alaska

Notary Public in and for the State of Alaska

Jason M. Bott

Printed name of licensee

My commission expires: 10/23/2022

Subscribed and sworn to before me this 23rd day of February, 2021.