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:	Alaska GreenWorks LLC	**MJ License #:**	25693		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Alaska GreenWorks LLC				
Premises Address:	8860 Arlon Street				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99507

Mailing Address:	8860 Arlon Street				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99507

Designated Licensee:	Shawn Clark		
Main Phone:	907-350-6734	**Cell Phone:**	907-350-6734
Email:	alaskagreenworks@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:

A sign stating "No one under 21 years of age allowed", compliant with section 3 AAC 306.325. Any visitor must be over the age of 21 and have proper government issued identification. The facility will refuse entrance to any person who does not provide a form of valid photo identification showing that person to be 21 years of age or older. At no time will a person under the age of 21 be permitted to enter 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:

Restricted access area will be secured and only licensed personnel with keys will be able to enter. The restricted access doors will have the required "Restricted Access Area" signs as per 3 AAC 306.710.

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

A log book will be used to record the name of the visitor, the date of the visit, the arrival and departure time and the reason for entry and the visitor's badge number. This log book will be retained and secured as business records under 3 AAC 306.755.

Authorized visitors will have to:
1) Show government issued identification to prove the visitor is 21 year of age or older.
2) Wear a visitor badge to identify them as visitors.
3) Sign the visitor log.
4) Be escorted by licensee or employees at all times.
5) There will be no more than a 1 employee to 5 visitor ratio at any time.

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:

Please see attached page for sample identification badge.

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:

There will be exterior lighting that will illuminate the front entry door to help facilitate the video surveillance system. The exterior lighting will allow the surveillance cameras to identify any individual(s) from up to 20' from the entry door in accordance to 3 AAC 306.720.

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:

In accordance with 3 AAC 306. 715, we will have security alarms on all exterior doors and there will be a motion detector in the front office that will detect if there is any breach of the exterior window. The licensee and/or manager will immediately be alerted upon unauthorized breach of the security system. The licensee and/or manager will assess the breach of security and take the necessary steps to initiate any legal action, insurance claim, and/or repairs that may be needed. The licensee and/or manager will also notify the Depaetment of Commerce, Community, and Economic Development, Alcohol and Marijuana Control office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

All entrances and exits will be monitored by video cameras 24 hours a day, 7 days a week to prevent any diversion of marijuana. The video recordings will be preserved for 40 days as per 3 AAC 306.720. All marijuana will be kept within the restricted access area where only the owner, employees, law enforcement or agents from state or local government are allowed to enter. The marijuana will be tracked in Metrc and if there is any discrepency, AMCO will be contacted immediately.

3.7. Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be placed at the entry of the premises. No one will be allowed to loiter around or within the premises as the premises will not be open to the public. Anyone caught loitering will be asked to leave the premises and if they do not leave, the licensed agent will contact local authorities and trespass the individual.

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:

The video cameras will be installed to provide a clear view to identify any individual inside the licensed premises, or within 20 ft. of the licensed premises entrance door. Video cameras will cover each entrance and exit within the restricted area. Cameras will be in a fixed position at a height that will provide a clear unobstructed view without site blockage from any equipment.

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:

Surveillance recording equipment will be stored in a locked cabinet. The licensee/manager will be the only one with access to the recording equipment. Surveillance recordings/files/paper files will be available to AMCO 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)*; [CL]

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;** [CL]

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

d. **records related to advertising and marketing;** [CL]

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

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

g. **all records normally retained for tax purposes;** [CL]

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;** [CL]

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

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

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:

Alaska GreenWorks will preserve and maintain all required paper records on site, as well as scan the paper records into the company's computer. All electronic records will be kept on a company computer that will be backed up daily on a back-up hard drive to preserve the electronic records as well. Suveillance recordings/files/paper files will be available to AMCO upon request.

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. [Initials]

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

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. [Initials]

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. [Initials]

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. [Initials]

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. [Initials]

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

No employee will commence work without having the required marijuana handlers permit. Alaska GreenWorks will keep at the premises a valid copy of any employee's handlers permit that is working on the premises. Alaska GreenWorks does not intend to have any staff initially, however, if and when we do have staff, there will be ongoing staff training of policies and procedures. Staff training will include review and understanding of Statute and Regulation.

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.	CL
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.	CL
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.	CL
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).	CL

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:

Marijuana will either be packaged in individual packages not exceeding 1 ounce in net weight, or packaged in bulk packages not exceeding 10 pounds in net weight. All packages will be affixed with a tracking label generated by Metrc and be accompanied with the product test results. All shipments shall have packaging conformed to 3 AAC 306.470 and the package will protect the contents inside from contamination or exposure to toxic or damaging agents. The product will be transported in a sealed container that can be secured with plastic tie straps and place in a vehicle that has a locked compartment (ie: trunk, locked truck cap). Anyone transporting marijuana will have a current handler permit.

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):

There will not be any signs posted on the exterior of the premises with the business name.

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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):

We intend to distribute stickers, apparel, koozies with our business logo printed on them. Please see attached logo sample for reference.

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

Signature of licensee

Shawn Clark

Printed name of licensee

CASSIE MARLOVITS
Commission Expires
NOTARY PUBLIC
Jan. 23, 2022
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: Jan 23, 2022

Subscribed and sworn to before me this 20 day of August, 2020.

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

VISITOR

1

VISITOR

2

VISITOR

3

VISITOR

4

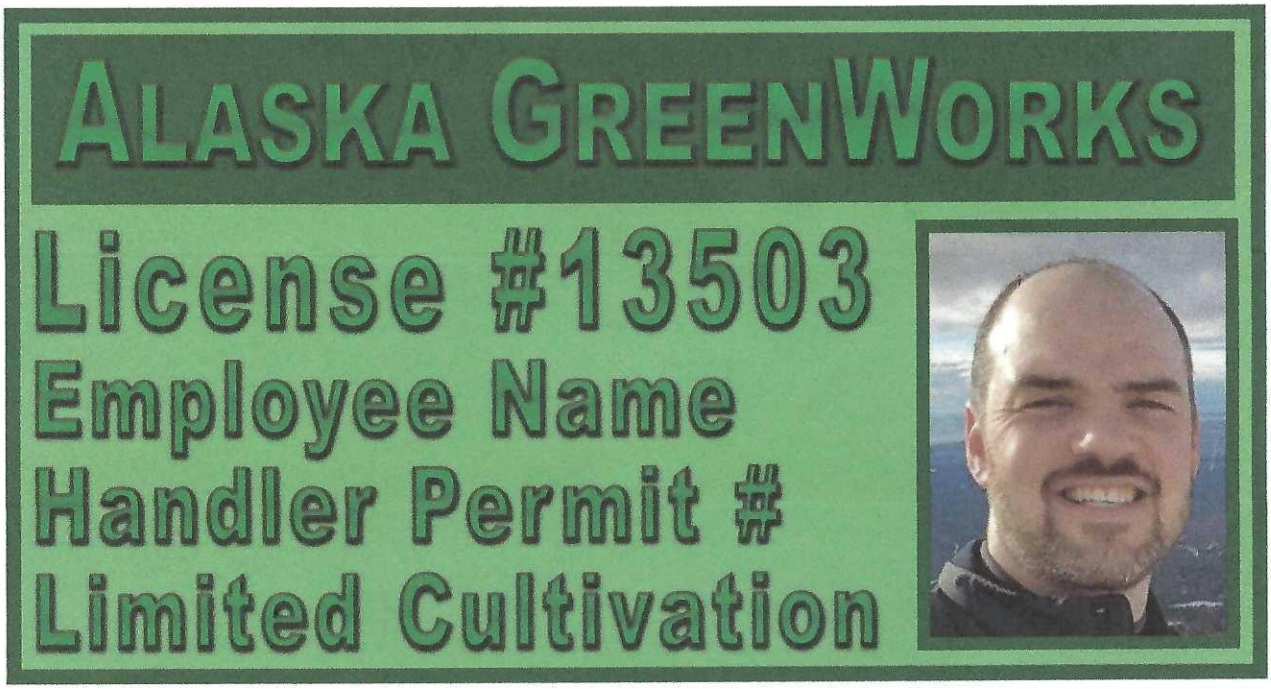
VISITOR

5

MJ-01

License #25693

Sample Identification Badge



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