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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:	Jonah A. Rector	**MJ License #:**	27205		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Bonah-fide				
Premises Address:	5408 S. Garrett Dr.				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99652

Mailing Address:	PO Box 521211				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99652

Designated Licensee:	Jonah A. Rector		
Main Phone:	907-744-8199	**Cell Phone:**	907-744-8199
Email:	bonahfide@yahoo.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:

The entire facility is a restricted access area. The entrance to the restricted access areas will have signs posted of a size of not less than 12"x12" with letters of a size not less than 1/2" that reads "No one under 21 years of age Allowed". All doors will remain locked at all times. Any visitors requesting access to the facility will be required to provide valid photo ID and sign into the visitor log. Anyone not at least 21 years of age or older or not in possession of a valid ID will be denied access to the restricted access areas.

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:

Entry and exit to the restricted access are is through a controlled access point, where ID is verified and access is granted into the facility. Signs that read "No one under 21 years of age Allowed" and "Restricted Access Area. Visitors Must Be Escorted", will be posted in clear view at the main access point into the facility where only employees with specific access and purpose will be allowed to enter. Security alarm systems and video surveillance are in use to monitor all restricted access areas.

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

All visitors that are approved to tour the facility or conduct business will be required to sign into the visitor log. The visitor log will include, at a minimum, the date and time of arrival, the name of the visitor, the company or agency name represented by the visitor, the stated purpose of the visit, the name of the employee who will be the responsible escort while the visitor is on-site, and the exit time. Upon completion of the visitors log by the employee and the acceptance of responsibility by an employee, the visitor will be issued a visitor's identification badge, which will be connected to a lanyard and is required to be prominently displayed at all times. At no time will there be more than 5 visitors per supervising employee. At the end of every week, Bonah-fide will scan the visitor log to identify anyone who has visited multiple times and verify the visits were necessary for Bonah-fide to complete its necessary business.

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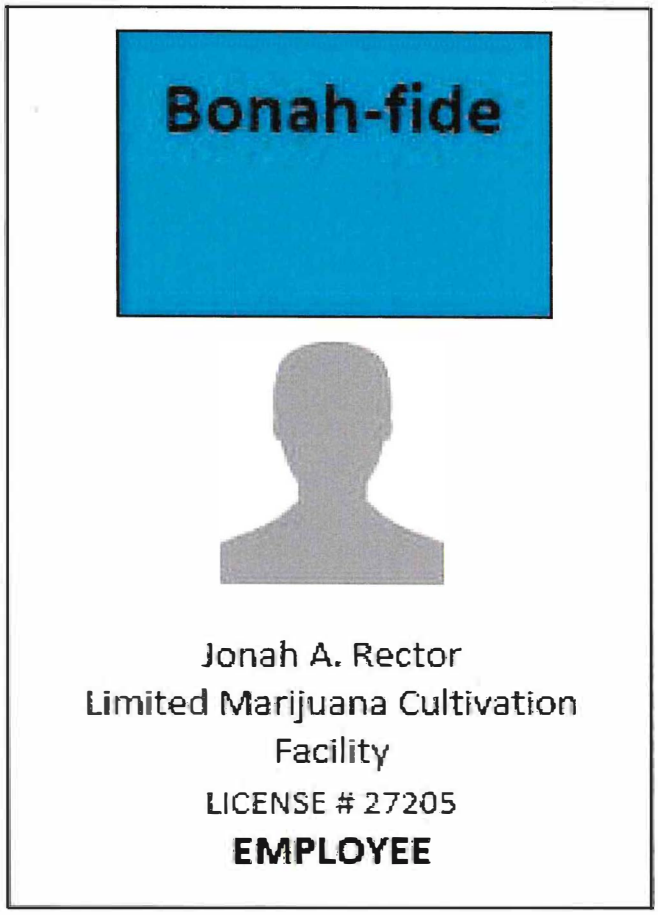
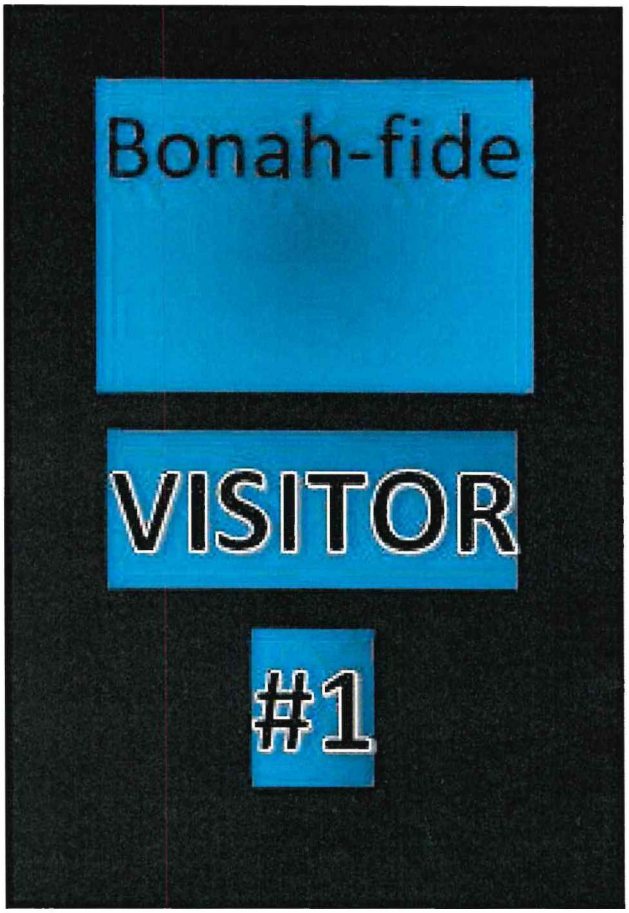
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Exterior lighting will be placed at the entrances of the facility, in a manner to operate with video surveillance cameras, to ensure the quality of the image is sufficient for identity purposes of an individual who is within 20 feet of an entrance. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. All lighting will be checked frequently to ensure optimum performance.

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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 security system will be keypad operated and will be activated by a PIN at the end of each business day. Once the system is activated, the employees will exit and lock the door. All exterior doors will be equipped with contact sensors and motion detectors will be installed in the interior of the building. The alarm system will report system failures and have a UPS (uninterrupted power supply) back up power system. The system will be monitored by an off-site security company who will provide notifications to the owners and 911 dispatch when necessary.
Bonah-fide has a detailed security and emergency response plan, each employee will be trained and is required to be familiar with these procedures. All exterior access points will be equipped with commercial grade locks, all doors will be equipped with contact alarms. Motion detectors will be placed throughout the facility and activated and monitored during nonbusiness hours. The on-duty manager/owner will have a duress switch that can be activated if necessary. In the event of an unauthorized breach, Jonah will ask all employees and any visitors in the facility to vacate immediately, once law enforcement gives Jonah the all-clear, visitors will be signed out of the visitor log book, return the visitor badge and leave the premises. Jonah will then instruct all employees to assist in a facility inspection, take inventory of everything in the facility including equipment and cash and report any missing marijuana to AMCO. Regardless whether items go missing or not, AMCO will be notified in the event of an unauthorized breach electronically within 24 hours.

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

Bonah-fide has instituted several written policies and procedures to prevent diversion of marijuana. These polices and procedures are in the Bonah-fide employee manual, and each employee will be trained prior to working in the cultivation. Employees performances will be evaluated regularly to determine if additional training is required. The manual includes detailed procedures on entering strains/clones/seeds into Metrc and transferring final product to another facility. We have policies in place that cover employee behavior, a few examples are; no employees may bring personal marijuana onto the premises to prevent inversion, employee backpacks and coats must be stored in their designated area. All area containing any form of marijuana is under strict 24 hour video surveillance. If a theft occurs, Jonah will notify the proper authorities immediately.

3.7. Describe your policies and procedures for preventing loitering:

Bonah-fide employees/manager/owner will actively monitor the premises by randomly walking outside the facility and viewing the video monitoring system. If someone is found to be loitering they will be requested to leave the property, if they refuse, law enforcement will be contacted. Vendors who make pick ups, deliveries, or repairs will be escorted and only allowed to be on site for the necessary time to complete their business. Employees are not permitted to receive visitors.

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.

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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:

Bonah-fide has a video security surveillance system that meets the States requirements. We provided drawings of the facility and a copy of the State regulations and completed an in-depth review of the requirements. The system that has been proposed meets or exceeds the current requirements. Cameras will be placed in a manner that their view is not blocked and provides a clear image that is adequate to identify anyone inside the facility. The outside area will be well list and entrances will be equipped with low light camera capability of producing images that are clear and adequate to identify an individual within 20 feet of the entrance.

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:

The video surveillance recording equipment will be mounted in a telco cabinet that is equipped with commercial grade lock and located in a restricted access area behind secure doors. The owner/manager will e the only individuals authorized to have keys and grant access to the area. If access is necessary the owner or manager will provide access and escort the requesting party i.e; law enforcement, AMCO or an agent of the MCB. Records will be secure in a safe in the restricted access area which only the owner/manager will have access to. 40 days of video surveillance will be maintained on site at all times and can easily be transferred to an external hard drive in the event that recordings need to be kept longer for civil, criminal or administrative issues. All video surveillance recordings will be time and date stamped and stored in a manner that is easily searchable and not given the ability to be edited in any way for easy authenticity.

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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)*; JR

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;** JR

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

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

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

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

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

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;** JR

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

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

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:

Bonah-fide will use Metrc for marijuana tracking, transaction recording and document management. All paper documents related to marijuana will be scanned and stored electronically on a computer stored at the site. Bonah-fide will maintain all other electronic and paper records required under 3 AAC 306.755 related to business operations in a fire proof safe on site. Access to the records will be restricted to the owner/manager. Records older than six months may be stored off-site at the data/document storage facility that has the proper procedures in place to exercise due diligence in preserving and maintaining the records.

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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. JR

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

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. JR

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. JR

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. JR

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. JR

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

In addition to the state required marijuana handler training, Bonah-fide will implement and execute a training program for every employee, regardless of the employees prior level of cannabis knowledge. The program will take place upon the employees start date, and must be completed before the employee can work in the facility. Key topics of the training program will include types of cannabis, cannabinoids and their properties, Turpenes, dosage guidelines, ways to consume marijuana, product and customer safety, facility cleanliness and personal hygiene, federal and state laws, and AMCO rules and regulations. Refresher training will be conducted quarterly or as required when the regulations change.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

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 transport manifest will accompany all marijuana in transit. Bonah-fide will send a copy of the manifest with the products, and file and 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 or bed of a truck for wholesale transactions and 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; Continued on Page 11..

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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):

Bonah-fide does not intend on having any signs with the business name on the exterior of the licensed premises.

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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):

Bonah-fide may utilize any of the following advertising mediums:

- Radio Ads
- Magazines
- Social Media Platforms
- Newspaper Ads
- Industry Platforms such as; LeafLinks
- Sponsorship of Sporting Events.

Bonah-fide has not completed a logo to date. Once completed, a copy will be sent to AMCO.

All Advertisements will contain the AMCO required warning labels verbatim.

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

STATE OF ALASKA
NOTARY PUBLIC
Mercedes Curran
My Commission Expires Dec 20, 2023

Signature of licensee

Notary Public in and for the State of Alaska

Jonah A. Rector

Printed name of licensee

My commission expires: 12/20/2023

Subscribed and sworn to before me this 14th day of December, 2020.

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(Additional Space as Needed):

8.1 Continued: ; (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 agents 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. All packaging will be inspected, accepted or rejected, and recorded in the log, and either Jonah or manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. 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. Bonah-fide may contract with a third-party transport company and will ensure they have their marijuana handler permits and follow Bonah-fides transportation policies and procedures.