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:	Aurora Development Group, Inc.	**MJ License #:**	27573		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Polychrome Press				
Premises Address:	1667 Amidon Drive				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Mailing Address:	103 Maple Drive				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Designated Licensee:	Natthaphon Navachai		
Main Phone:	907-687-1810	**Cell Phone:**	
Email:	nnavachai@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

No persons under the age of 21 shall be allowed to enter the restricted access area and licensed premises at any time. The entire premises will be designated as a restricted access area with signage posted on and around the building stating "Restricted Access Area : Visitors Must Be Escorted" as well as signs stating, "No one Under 21 Years of Age Allowed: and "Video Surveillance in Progress". Employees will check identification of every individual seeking to enter the facility to ensure that they are over 21 years of age. Employees will verify the identification and conform valid photographic identification showing that person is 21 years of age or older. A valid form of photographic identification includes an unexpired, unaltered passport; and unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a Province or Territory of Canada; an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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:

Polychrome Press will not be open to the public and will remain locked at all times. Signage will be prominently displayed and state that the premises is secured, monitored and that visitors must be escorted. The licensed premises will be designated as a restricted access area and will be equipped with an alarm system with real time reporting to the licensees and managers cell phones. The exterior of the facility is equipped with outdoor lighting to ensure the 24 hour video surveillance system can capture individuals approaching the facility and keep signage visible to the public. Non employees will not be allowed on the premises. Certain individuals such as licensed retailers (given facility ours for the purpose of securing sales), contractors, security personnel and consultants will be allowed escorted access to the property by appointment or pre-arrangement only. All visitors to the facility must be pre-approved and pre-scheduled by the licensees or staff managers (this does not apply to AMCO or enforcement).

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

All visitors to the facility, aside from emergency personnel, Fairbanks officials, agents of the MCB or local law enforcement, must be pre-approved and pre-scheduled by either a licensee or a designated manager before access to the facility will be granted. All visitors to the restricted area must show identification as required in 3AAC 306.350. Scheduled visitors will be vetted by the site manager before hand for authorized purpose of visit, age and credentials. As a general practice, individuals will not be allowed on the premises except to conduct official business. Visitors will never be allowed into quarantine or locked storage areas at any time. The licensee or employee checking the visitors photo ID card will create official record that will include purpose of visit (if necessary), company/employer, date/time of entry and exit, responsible employee escort and age. All records will be maintained for four years. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose for the visit. Visitor will be issued a "Visitor" badge and clip to be visibly worn at all times. Responsible employee will escort visitors and do nothing else during the duration of the visit. Responsible employee to visitor ratio will not exceed 1:5. Visitor will conduct business and not remain on the premises for longer then required. Upon completion of business, visitors will be escorted off the premises, visitor tags will be recovered, and an exit log will be created.

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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:

Polychrome Press has installed exterior lighting fixtures for their co-owned and co-located cultivation facility that keeps the premises well lit, and facilitates security surveillance, for a distance of at least twenty (20) feet from all outer perimeters of the building. Bright lighting is be used to assist surveillance cameras in recording all entry points to the building. The lights are installed with protective coverings and at an inaccessible height to discourage vandalism and prevent obstruction. The exterior lighting is frequently checked by a Licensee or designated employee to ensure that all lights remain operational and undamaged. All exterior lighting has been installed in a manner that will not disturb neighbors.

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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:

Polychrome Press has a regulatory compliant alarm system installed in the facility on all doors and windows. The licensees will set the alarms in the "alarm on state" at the end of business each day. When the system is in an "on state" or a panic button is depressed. The alarm system provided will alert to after business hours entry of the restricted access areas and licensed premises. The bright exterior lights (4,000 lumen) are on motion detector to facilitate surveillance camera and utilize as a security alert. When alarm notification system and/or surveillance camera system alerts the licensee (s) to the unauthorized breach of security, the licensee(s) will contact the Alaska State Troopers or local enforcement agency when necessary. The Licensee(s) shall notify AMCO 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, inversion or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises. The alarm and surveillance cameras systems are on battery back up so that shutting down the facility power will not disable their functioning. The licensees have been trained to operate the alarm system but as the company grows, other employees will be trained on the operation as well.

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

Employees are required to perform weekly inventory counts to ensure the business records match Metrc records. Weekly counts are documented as business records. If it is discovered or suspected that theft, diversion or inversion has occurred, employees will alert management immediately. Polychrome Press has a zero tolerance policy towards theft, inversion and diversion. Employees will complete mandatory training in identifying theft or inversion/diversion. If it has been determined that an employee is caught stealing marijuana, the company will notify local law enforcement immediately, comply with all law enforcement and AMCO directives, and provide the necessary information and record for a thorough investigation. Once a theft is reported, management will update the product records in Metrc, and in the business records so as to maintain accurate and complete accounting for all marijuana in the inventory. Documentation related to any theft will be maintained as part of the business records for five (5) years and be available to AMCO upon request.

3.7. Describe your policies and procedures for preventing loitering:

A secure lockable gate will prevent any unauthorized access. "No Trespassing" and "Private Property" signs will be prominently posted at the gate and around the property as well as signage stating that the premises is under video surveillance. The residence is in a rural setting at the end of an access road. Polychrome Press will implement a daily start up and close down procedure that will be followed by the initial and the last licensee or designated employee on the the premises. The procedures include monitoring and recording on the checklist of all operational systems before work begins and ends, and record on the daily basis. In the event of unauthorized access or loitering, the individuals will be told to vacate the property immediately or law enforcement will be contacted.

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. UN

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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. N.U.

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. N.U.

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

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). N.U.

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:

Surveillance cameras will continuously monitor all doors (exterior and interior), and activities inside the restricted access area with motion detector and ample lighting, and checked regularly to prevent obstructions. The video camera will be placed in a way that produces clear view adequate to identify any individual inside the licensed premises, or within twenty (20) feet of entrance to the restricted access area. During a power outage all video cameras and recording equipment will be run on uninterrupted power supply to ensure that they can continue to operate for at least one (1) hour.

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, video record, and business records will be stored in a locked and secured shared facility office in the facility that is only accessible by the licensees, authorized personnel, AMCO agents or Alaska State Troopers. The business records for Polychrome Press will reside in a locked metal filing cabinet in such office inside the secured facility office. The video security system will have password protection to prevent data tampering, and recorded surveillance video will be stored for a minimum of 40 days as official business records. Recordings will be time and date stamped in each frame and archived in a format that prevents alteration of the recording image. Recordings will be made available in a format suitable for review by AMCO upon request. The secured office will be monitored at all times as part of the security monitoring system to ensure only authorized access is allowed. In the event of the unauthorized access to the surveillance room the notification system will be initiated and the security breached procedures will be followed by the licensee(s) or site manager.

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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)*; N.N.

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;** N.N.

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

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

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

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

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

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;** N.N.

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

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

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 electronic records including security logs, accounting logs, and all other business records will be kept securely in the cloud and backed up monthly to a secure hard drive and stored in a lockable cabinet for no less than 4 years (this includes the required 6 month business record storage). Hard copies and files will be stored in a lockable secured area and will be kept for no less than 4 years. Video surveillance records will be stored in a hard drive in a lockable cabinet and will be kept for no less than 40 days. Only the licensees, authorized and designated employees will have access to the secured office where business records and surveillance equipment are stored. The facility's business records will be managed by the licensees in accordance with standard retention policies in accordance with 3 AAC 306.755 to ensure that business records are stored in a consistent, searchable and retrievable manner.

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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. N.N

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

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. N.N

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. N.N

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. N.N

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. N.N

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

All new employees will be trained on all company policies, procedures, and Metrc protocols. Refresher trainings will be provided at regular intervals. Manufacturing Technician training will be conducted at time of hire and updated as needed. Metrc training by the licensee(s) will be conducted at time of hire and updated as needed. Employees will be trained and expected to understand all aspects of 3 AAC 306. All employees will receive basic security training and how to react and implement in an emergency protocol. The licensees will ensure that current and up to date copies of all regulations specific to marijuana production and sales will be available to all employees. Employees will also be required to take their food handler training course, and be trained in cleaning, sanitation, personal hygiene, and safety protocols.

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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. N.N

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. N.N

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. N.N

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). N.N.

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 packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Marijuana products will be individually packaged immediately after manufacturing, and, subsequent to positive third party testing, further packaged with approved exterior packaging, according to health and safety labeling methods. When awaiting distribution, marijuana concentrates will be stored in the secured, restricted access, locked production and packaging room in the facility with 24/7 surveillance. For all transports of marijuana products (concentrates). Polychrome Press will create a Metrc generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as an official business record. The manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and the handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product (concentrates) will be in a sealed package or container not exceeding ten (10) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana retail establishments for sale to consumers will be child-resistant and unappealing to children.

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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. N.N

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. N.N

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. N.N

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. N.N.

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. N.N

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. N.N

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

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):

Polychrome Press will not be posting any signs with a business name or logo on the concentrate manufacturing facility.

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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):

Polychrome Press may utilize the following medium types when distributing advertisements:
-Newspaper Ads
-Radio Ads
-Social Media to feature specific strains
-Magazine Ads
-Sponsorships & Fundraisers
-Website
-Platforms such as LeafLinks, etc.

The company logo for Polychrome Press is still in production. The logo will be submitted to AMCO once complete.

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

Signature of licensee

Natthaphon Navachai

Printed name of licensee

State of Alaska
NOTARY PUBLIC
J. Poehls
My Commission Expires Aug 7, 2023

Notary Public in and for the State of Alaska

My commission expires: 8/7/2023

Subscribed and sworn to before me this 22nd day of December, 2020.

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