Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Excelsior Solutions, LLC	**MJ License #:**	28104		
License Type:	Limited Cultivation Facility				
Doing Business As:	The Hash Frontier Gardens				
Premises Address:	3662 S Hillrise Circle				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	741 E 13th Ave				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Designated Licensee:	Joseph Giliam		
Main Phone:	907-782-9229	**Cell Phone:**	
Email:	nofishgutsnoglory@gmail.com		

Received by AMCO 9/7/2021

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 person under the age of 21 will be permitted in the licensed areas of this Limited Marijuana Cultivation facility, including restricted access areas. Only persons deemed necessary to enter the facility will be admitted and access will be limited. Visitors will be required to provide proof of age over 21 years by presenting valid identification; State ID, State Driver's License, Passport etc and be escorted into the facility by an employee, and required to wear a visitor badge for the entirety of their visit. A visitor log will be filled out for each visitor in accordance with AMCO regulations and kept on premise. No more than 5 visitors will be allowed on site per employee. Handling and transporting of marijuana will be done only by licensee or employees and visitors will not be allowed to handle marijuana. Each outside entrance of facility will be locked at all times. Video surveillance of the licensed areas and entrances will be kept secure on site. Signs stating "No One Under the Age of 21 Allowed" and "Restricted Access Area, All Visitors Must be Escorted" will be placed inside the facility.

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:

This is a proposed limited cultivation facility located on private property and does not have public access. All restricted access areas will be locked and secured at all times and clearly marked. Continuous video surveillance will be maintained on a secure digital cloud or secure hard-drive of the restricted access areas including the entrances and exits for a total of 40 days or more. Only licensees, employees and persons deemed necessary (visitors) will be allowed to enter the restricted access areas.

Visitors will be required to provide proof of age over 21 years by presenting valid photo ID; State or Federal ID, Driver's License or Passport, and will be denied access to the facility if proof is not provided. Visitor log with full name, date and time, date or birth and phone number or email will be filled out by each visitor and they will be required to wear a visitor badge and be escorted by an employee. An added security measure of a locked metal gate at the entrance of driveway will prevent any unwanted vehicles from entering the lot.

Employees are required to wear a badge with valid Alaska Marijuana Handler Card and employee ID badge. This Limited Cultivation Facility will be ran by husband and wife partnership and only plan to hire 1-2 employees maximum. We plan to only work with a couple of retail shops*, limiting the amount of transport times, transactions and other entities involved.

* See explanation on page 11

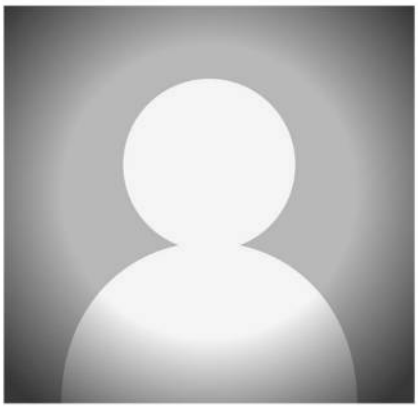
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

This facility will maintain a strict policy for visitors, and does not allow leisurely tours or unnecessary visits. Unscheduled visits will not be allowed and visitors must pre-authorize with the licensee or employee the date and time of the necessary visit. If a visit is deemed necessary, an employee or licensee will greet the visitor at the security gate and escort them up the driveway to the entrance of the facility, locking the security gate behind them.

A visitor log that is kept on site in the form of a binder will be filled out by visitors deemed necessary to enter the facility, i.e contractors, electricians etc and contain the following information; full name, date and time (in and out), date of birth, and phone number for each visitor. Visitors will be required to wear a visitor badge and escorted by licensee or employee and required to stay with them for the entirety of their visit. Employees or licensee will be required to notate in the log book the time in which visitor left the facility. Employee will take back the visitor badge and escort the visitor out of the licensed facility and unlock the security gate allowing the visitor to leave.

Received by AMCO 9/7/2021

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:



EMPLOYEE

VISITOR

#01
Please return to employee before exiting facility

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 commercial flood lights will provide adequate lighting for each outside entrance of the facility. Lighting will be installed to deter theft/vandalism and checked frequently. Night-vision will allow security cameras to see in the dark and high-definition cameras will capture a clear view on anyone leaving, entering or attempting to enter the facility within 20 feet of entrances/exits of the facility.

Received by AMCO 9/7/2021

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 required alarm system for this facility will be provided and monitored by ADT or similar company. The alarm system will be comprised of a main control board, window and door sensors for all windows and doors, internal and external sirens, motion and glass break detectors.

This proposed Limited Cultivation Facility is connected to our residence and will have someone physically present on site at most times. In the event of an unauthorized security breach ADT or similar company will contact the licensees, another authorized employee (General Manager if applicable) and then the Alaska State Troopers. Notification via ADT app will also be used to monitor the alarms.

Licensee or employee will be responsible for arming the alarm system when exiting the facility and disarming the system when entering the facility. Testing of the alarm system will be done frequently.

In the event of an unauthorized security breach the licensee will monitor the situation using the app, determine the level of security breach and review video surveillance if necessary. Employees will be given direction by licensee. Alaska State Troopers and AMCO will be notified in the event of a criminal act and a police report will be filed.

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

All marijuana on premise will be logged and tracked on METRC and will only be handled by, or transported by licensee, employees or agents designated by licensee. Auditing will be done on a weekly basis and any discrepancies in the inventory will be dealt with immediately. This proposed limited cultivation will be ran by husband and wife partnership, and in the future would only hire 1-2 additional employees. Any additional employees will be subject to searching personal belongings (bag, backpack, purse) in the event of an inventory discrepancy that leads licensee to believe an employee may have been involved. In the event of an unsolved inventory discrepancy or other security breach involving marijuana or marijuana product, security tapes would be reviewed in order to determine the source of the issue. AMCO and law enforcement will be notified if the security tapes reveal source of issue to be criminal, negligent or harmful to AMCO regulations or state law.

3.7. Describe your policies and procedures for preventing loitering:

This proposed limited marijuana cultivation facility is on private property and any loitering would be highly suspicious and not tolerated. If surveillance of the exterior of the premise reveals loitering, that individual would be asked to leave and notified that they are trespassing. Continuous loitering and/or trespassing will be reported to Alaska State Troopers. Signs stating "No Trespassing" and "Private Property" will be placed in plain view on the lot of this facility.

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.

License # 28104

Received by AMCO 9/7/2021

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:

Commercial grade, high-definition security cameras with night-vision will be placed inside the licensed facility and will produce a clear view adequate to identify any individual inside the licensed premise. Continues video monitoring of areas where marijuana is grown, harvested, dryed/cured, trimmed/packaged and waste areas will be kept for a minimum of 40 days. These cameras will be placed in areas free from obstruction and where removal by unwanted individuals will not be possible. Commercial grade, high-definition security cameras will also be placed on the dedicated entry/exit to the licensed premise to produce a clear view adequate to identify individuals within 20 feet of this door.

Original video surveillance recordings will be kept digitally on a password protected cloud or secured hard-drive for a minimum of 40 days.The licensee will be able to provide the password or allow access to the system to AMCO and law enforcement officials. The video surveillance recording equipment will be kept in a secured lock box that only individuals authorized by licensee will have access.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment will be stored in the security center in a lockbox or secure cabinet in a restricted access area of the licensed facility. The security center will only be accessible by authorized personnel. Data will be stored on the security system for a minimum of forty (40) days. All video recording will be date and time stamped as well as stored in a searchable manner. In case of pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by authorized individuals only, to ensure there will be no data tampering. All recordings will be available to AMCO, AMCO enforcement and local law enforcement upon request.

Received by AMCO 9/7/2021

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)*; [initials]

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;** [initials]

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

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

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

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

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

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;** [initials]

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

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

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:

Records will be kept in a locked filing cabinet and will be available for inspection by request. These records include but are not limited to; up to date employee contact list and handler card information, visitor log, marketing and advertising records, invoices and vendor contact information, manifests, transport information, test results, tax records, and surveillance and alarm system records. Copies will be kept digitally and backed up at the end of each business day. Documents not available on site can be produced within 3 business days of request. Surveillance will be stored on a cloud or secured hard-drive for a minimum of 40 days and can be presented upon request.

License # 28104

Received by AMCO 9/7/2021

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

In-house training will consist of compliance training for AMCO regulations, health and safety and security for any new staff members and anytime there are significant changes to any of these areas.

License # 28104

Received by AMCO 9/7/2021

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:

Marijuana will be dried and cured and then trimmed of all sugar leaves and kept in airtight buckets with boveda humidity control packs. A random sample of each harvest batch will be taken to a licensed testing facility and the remainder of the batch will be stored in secure MJ storage area until test results have been received. Marijuana that passes testing will be categorized into flower/immature flower/trim and packaged for transfer to a licensed retail facility for retail transactions. Each package will be assigned a package tag from METRC and contain a wholesale product tag from our facility. or if applicable contain a pre-package tag for retail stores to sell directly to consumers.

Transfers will be done in METRC and tracked through their inventory tracking system and contain the following information; strain name, type of product, batch #, weight of product or amount, name and handler card info for person transporting marijuana, estimated departure and arrival time, route, license plate and make and model for the vehicle transporting marijuana. Marijuana will be transported in opaque locked storage tote and will not be visible to the eye. Transport vehicle will not make any unnecessary stops and printed manifest will be available on board and affixed to the outside of the container. This facility will use certified scales as per AMCO regulations, and any transferred marijuana will have the following information; facility name and license number, strain name, weight and category of product, date harvested, test results and the 5 statement required warnings.

Received by AMCO 9/7/2021

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 be no external signage or advertising posted on this proposed limited cultivation facility.

The following signs will be posted inside the facility:
"Restricted Access Area, All Visitors Must be Escorted"
"Video Surveillance in Progress"
"No One Under 21 Years of Age Allowed"

The following signs will be posted on the lot of this facility in plain view:
"No Trespassing"
"Private Property"

Received by AMCO 9/7/2021

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 plan on making stickers and other merchandise with a version of the below logo. The following tag lines may be used to promote The Hash Frontier Gardens; "Small Batch," "Craft Cannabis," "Grown using organic living soil." Advertising will be considered in print or online media outlets in Anchorage and the Mat-su Borough. A small display using one of the below graphics may be put up at a licensed retail marijuana store.

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

Signature of licensee

Joseph Giliam
Printed name of licensee

SHERRY E TYUS
Notary Public
State of Alaska
My Commission Expires
October 20, 2024

Notary Public in and for the State of Alaska

My commission expires: 10/20/2024

Subscribed and sworn to before me this 01 day of January, 2021.

License # 28104

Received by AMCO 9/7/2021

(Additional Space as Needed):

We plan to build a steel shop on our property and move the entire licensed premise into this shop as soon as possible. We will then put in for a change of operating plan and anything else required for that change.
As soon as license #29084 (Highpothermia - Retail Store) is approved and operating we will transfer basically all flower that passes testing to this licensed location for retail sales.

There will be no children on premise and no person under the age of 21 on premise ever (licensed or unlicensed).

License # 28104

Received by AMCO 9/7/2021