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:	Turquoise Leaf Cultivation	**MJ License #:**	28705		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Turquoise Leaf Cultivation				
Premises Address:	9377 N. Blackie Loop				
City:	Willow	**State:**	Alaska	**ZIP:**	99688

Mailing Address:	PO Box 521031				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99652

Designated Licensee:	Cynthia Kemp		
Main Phone:	907-304-1600	**Cell Phone:**	907-304-1600
Email:	cmkemp@@turquoiseleafcultivation.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 cultivation area will be designated a restricted access area and not open to the public. Signs will be posted stating, "Restricted Access Area," "Visitors Must be Escorted," as well as signs stating, "No one under 21 years of age allowed." Signs stating, "Video Surveillance in Progress" will be placed around the facility. Video surveillance cameras will be visible from the exterior of the premises and in the cultivation area to deter any unauthorized individuals from attempting to access the premises. All visitors will be required to show a government-issued photo ID that clearly shows their date of birth.

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:

No signage advertising Turquoise Leaf Cultivation is posted anywhere on the property. Any individual permitted entry will be required to provide government-issued photo identification. No unscheduled visitors will be allowed, except AMCO, AMCO Enforcement, and Local Law Enforcement. A visitor's log will be kept and stored as official business records and made available to AMCO and Enforcement upon request. Doors of the premises will be locked at all times. Signs will be posted on the premises' exterior, stating, "Restricted Access only, Visitors must be Escorted." Cameras will be visible and recording to defer any unwanted attempted access. Only the owner will have access keys.

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

Except for AMCO, AMCO enforcement, and law enforcement, no one will be allowed in the cultivation area. Any visitors seeking entry to the cultivation room will provide current state-issued photo identification proving they are 21-years of age or older. Next, visitors will be entered into a visitor logbook that records: name, title, type of identification, date, time of entry, time of exit, and the reason for their visit. A photocopy of their identification will be saved. Visitor logs will be stored as an official business record and will be readily available for review by AMCO Enforcement and law enforcement.

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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:

Turquoise Leaf Cultivation will not have employees, licensees, or agents. In the event operating needs change, the owner will issue employees' identification badges with their photo, full name, and title (see attached sample badge). Except for AMCO, AMCO Enforcement, or law enforcement, no visitors will be allowed in the cultivation area. Visitors will be identified before entry by their state-issued photo identification providing that they are at least 21 years of age or older.

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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 are three (180° LED motion-activated, triple head,3000 lumens) floodlights. These lights cover up to 70 feet. Lighting provides

- coverage for the front and back doors
- the area covered by exterior security cameras
- the third side of the house.

The owner will do daily checks to ensure that all exterior lighting is operational and replace any bulbs if needed.

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:

Turquoise Leaf Cultivation uses a security monitoring system that is operational 24 hours a day, 7 days a week. All equipment is battery-backup operated, with cellular and wireless internet-based connections that operate the system. If a security breach arises, the system notifies the monitoring company and the owner. The monitoring company notifies the police. All security alarm events will be logged, noting the date, time, cause, and resolution. The premises and cultivation room have the following security equipment.
1) Four exterior motion detector night vision security cameras that record on-demand and/or when activated. Video event files are saved on a hard-drive and to a Cloud account for a minimum of 40 days.
2) All windows lock and are equipped with an entry-sensor that sounds an alarm if there is an attempt to open the window.
3) Three glass-break sensors that detect the sound of broken glass and trigger the alarm system.
4) Two panic buttons. One on each floor of the premises. Pressing the panic button instantly notifies the monitoring center and sounds an emergency alarm or silent panic alarm.
5) Two interior motion detector night vision security cameras.

If property damage or theft occurs, all necessary documentation will be promptly submitted to law enforcement officials and AMCO Enforcement. In accordance with AMCO regulation, any event that occurs on the licensed premises that involve local law enforcement will be reported to AMCO Enforcement via email within 24 hours.

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

Product diversion will be mitigated by having no employees or unauthorized visitors. The owner is the only person with security equipment codes, door keys, and passwords. Security cameras will continuously monitor all activity inside and outside the licensed premises. The marijuana will be secured and stored in locked containers in a locked room. The marijuana will be tracked using the METRC tracking system and security cameras. A daily marijuana inventory will be performed by the owner. Police or StateTroopers will be notified immediately in the event of any missing marijuana inventory.

3.7. Describe your policies and procedures for preventing loitering:

As a limited grow facility, Turquoise Leaf Cultivation will not have walk-in customers or pedestrian traffic. No signage is posted on the property advertising Turquoise Leaf Cultivation. Signs will be posted stating "No Trespassing" or "No Loitering" is permitted, and that area is video monitored 24/7. The marijuana will be sold exclusively to dispensaries or manufacturing facilities. After a sale is concluded, the buyer will leave. Anyone caught loitering will be asked to leave. If they do not leave voluntarily, law enforcement will be contacted immediately. Additionally, bright exterior lighting should discourage loitering.

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

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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. CK

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. CK

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. CK

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

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). CK

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 premises' perimeter is equipped with ample lighting and video surveillance cameras. Cameras and lighting are positioned to get the most precise view of anyone within 20 feet of each entrance and interior of the restricted access cultivation area. The cameras have two-way audio communication, a 100dB siren and strobe light, remote viewing, 1920 x 1080 video with HDR, up to 100 feet of motion-activated night vision.

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 owner will keep two copies of the original surveillance records. The first will be stored on a hard-drive, and the backup will be stored on a Cloud drive. The hard drive will be located in a locked room with security camera coverage. The Cloud drive account is password-protected, with a two-step verification process required at login. The security system will be accessible by the owner only. The owner will store recorded data for a minimum of forty (40) days. All recordings will be time and date stamped and archived in a format that prevents alteration of the recorded image. All recordings will be available to AMCO, AMCO enforcement, and law enforcement upon request.

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License # 28705

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)*; CK

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;** CK

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

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

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

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

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

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;** CK

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

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

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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:

The general records retention schedule will be per AMCO regulations. All active records will be stored in a locked room with security camera coverage for a minimum of six (6) months. Records that have reached the end of their retention period will be shredded, degaussed, or deleted depending on the media used. Any record migrations will be logged, and the retention date will be according to the original record origination date. All hard-copy records will be housed in a filing cabinet located in the cultivation room with security camera coverage.

Two copies of the original surveillance records will be kept. The first will be stored on a hard-drive, and the backup will be stored on a Cloud account. The hard drive will be located in a locked room with security camera coverage. The Cloud storage account is password-protected, with a two-step verification process required at login. The owner will have sole access to the secured surveillance and records storage. All business records will be made readily available to AMCO and/or local law enforcement upon request. Critical files and documents will be placed in a fire-safe cabinet.

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. CK

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

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. CK

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. CK

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. CK

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. CK

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

Turquoise Leaf Cultivation does not have employees, licensees, or agents. The owner obtained a marijuana handler permit before opening. If employees are needed in the future, they would be required to have a current marijuana handler permit before the start date of their employment. Employees' marijuana handler permit must be kept current for the duration of their employment. The owner would keep a spreadsheet that tracks expiration dates to verify that all employees have current cards on file. The owner would arrange any additionally required training.

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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. CK

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. CK

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. CK

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). CK

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):

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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:

Turquoise Leaf Cultivation will package all marijuana in sealed, tamper-evident shipping containers that 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 the highest percentage of concentration for each cannbinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (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.
(continue on page 11)

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. CK

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. CK

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. CK

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. CK

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. CK

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. CK

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

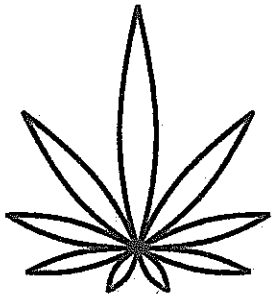
9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

No advertising signage will be used. Other signs include:
1) No Trespassing
2) No one under 21 Years Of Age Allowed
3) Surveillance Cameras In Use
4) Restricted Access Area

All signs will be visible and at least 12 inches long and 12 inches wide.

MAR 30 2021

Sample Logo



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Response to 8.1: Sample Label

Sample Label

(1) Marijuana has intoxicating effects and may be habit forming and addictive.
(2) Marijuana impairs concentration, coordination, and judgement.
(3) Do not operate a vehicle or machinery under its influence.
(4) There are health risks associated with consumption of marijuana.
(5) Marijuana should not be used by women who are pregnant or breast feeding.

Retailer: XXXX
Barcode: XXXX
Cultivator: Turquoise Leaf Cultivation
Cultivator License Number: 28705
Strain Name: XXXX
Harvest Batch Number: XXXX
Net Weight: XXX
Test Results: XXXXX

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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):

No advertising will be used. The logo design is attached.

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

Signature of licensee

Cynthia Kemp

Printed name of licensee

Notary Public
HAELY INLOW
State of Alaska
My Commission Expires Dec. 1, 2022

Notary Public in and for the State of Alaska

My commission expires: 12/01/2022

Subscribed and sworn to before me this 26th day of march, 2021.

(Additional Space as Needed):

Section 8.1 continuted

Any packaging done at the facility will be performed in an area monitored with continuous surveillance. Packaging will be uniform with labels secured and prominently displayed. In compliance with the Alaska Weights and Measures Act, the facility will use certified scales and will maintain registration and inspection reports as a business record. package marijuana, it will be placed in sanitized, air-tight containers, labeled with all compliant information, and be 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. The owner will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances, and no images that appeal to children, such as cartoons or similar images, are on the packaging. 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. All marijuana shipped to a retailer will not exceed one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own name or logo and license number.

During transportation, the marijuana will be locked in a secure storage compartment inside the transport vehicle. The vehicle storage compartment will be a large industrial hard plastic tub/ bin that is only accessible by key lock. At no time during transit will marijuana be visible from the outside of the vehicle. The owner will make no unnecessary stops during transport.

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