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:	Will's World, LLC	**MJ License #:**	12536		
License Type:	Marijuana Concentrates Manufacturing Facility				
Doing Business As:	Will's World				
Premises Address:	12151 E. Palmer-Wasilla Highway, Unit 1C				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	PO Box 231008				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99523

Designated Licensee:	Dayle Little		
Main Phone:	907-301-0869	**Cell Phone:**	
Email:	Willsworld_ak@outlook.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:

A sign will be prominently posted to the entrance of the facility that states "No one under 21 years of age permitted". At no time will a person under the age of 21 or who cannot produce a valid form of photographic identification be allowed entry into the facility. Will's World will refuse entry to all persons that do not show valid photo ID showing they are at least 21 years of age, regardless of how old they appear. All employees will be trained to recognize a valid photo ID and how to spot possible forgeries.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

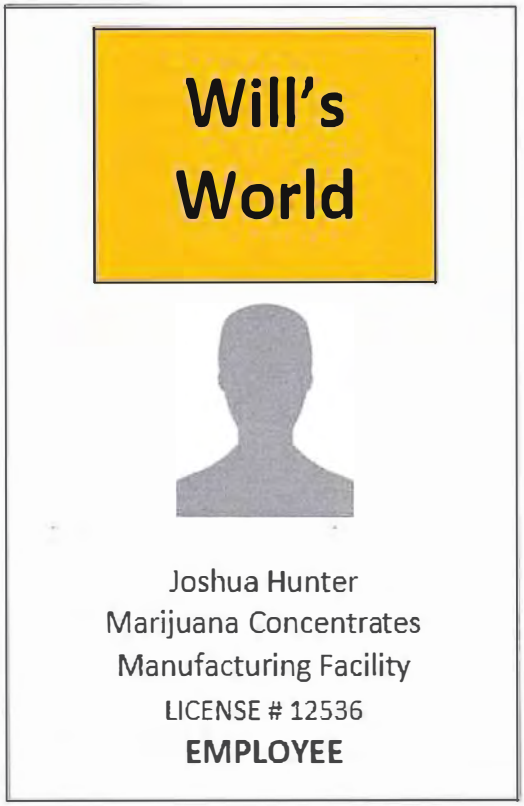
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

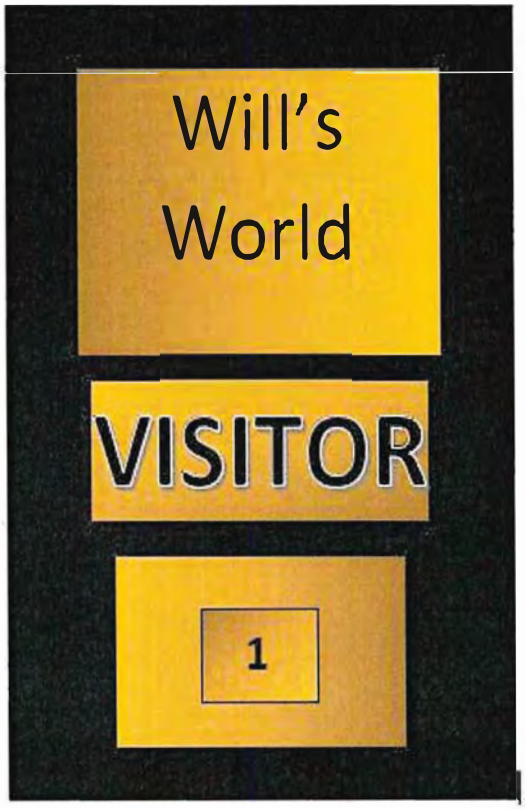
Except for the occasional, scheduled and pre-approved visitor, only licensees and employees will be given access to the manufacturing facility. All restricted access areas within the facility will be monitored at all times via video surveillance. Restricted access areas will include: (1) areas where concentrate is produces; (2) marijuana and marijuana concentrate storage areas; (3) any area where marijuana waste is destroyed. Signage will be prominently displayed on each entrance to a restricted access area that reads " Restricted Access Area" " Visitors Must be Escorted". Cameras will also be placed conspicuously at each door to deter visitors from attempting access alone.

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

All individuals permitted entry to restricted access areas will be required to provide valid photo identification, and will be given a company-issued visitor badge to be displayed on their person at all times within the facility. The visitor will sign into a log indicating the date, time in and out of the restricted area, and the purpose of the visit (if necessary). The visitor's log will be kept and stored as official business records, and will be made available to the MCB upon request. All visitors will be escorted by a licensee, employee or agent of the establishment at all times while in the restricted access areas. Visitors will be limited to 5 per licensee, employee or agent of the establishment. The visitor badge will be returned to the employee prior to leaving. Visitors must be physically present with their designated escort at all times in the restricted access areas, and once the visit has concluded and identification is returned, the visitor must leave the premises immediately.

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 is placed at each entrance to the facility to ensure video cameras can produce a clear video to adequately identify individuals within twenty (20) feet. Exterior lighting will be checked weekly to ensure no debris affects visibility and to ensure no persons have change the positioning of the light. Extra replacement lights will be on hand in the shop in case lights burn out. Motion detector lights area also installed to aid in surveillance of the property.

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:

Will's World has installed a third party security alarm system that is monitored by a third party security company. The alarm system will detect unauthorized entry and notify the security company who will then notify the licensees/employees of the facility. The last employee to leave the facility will activate the security alarm system. The alarm system will remain armed during on-business hours. All exterior doors and windows of the facility will be equipped with motion sensors to detect intrusions. If an intrusion is detected, an electronic notification will be sent to the security company an to the licensee's cellular phone. In the case of an unauthorized breach, the employees will evacuate the building to a predetermined location, if it is safe to do so an necessary to do so. A designated employee will take a head count of all employees and any visitors that may have been on the premises to check that everyone is accounted for. Employees will await for any instruction from law enforcement and must comply with all directives. Once it is deemed safe to do so, employees will return to the premises and inspect for any property damage or theft and take inventory. In the case that any 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 involves local law enforcement will be reported to AMCO enforcement electronically within 24 hours.

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

Will's World will craft internal policies and procedures that will prevent the diversion of marijuana. All employees of the facility will be thoroughly trained on the importance of prevention and will strictly enforce a zero tolerance policy. Metrc will be utilized to track all inventory to ensure no diversion of marijuana by employees occurs.
Additionally, the following areas will be under full video surveillance at all times; (1) area where concentrate is produced; (2) areas where marijuana or marijuana concentrate is stored; (3) the area where marijuana or marijuana concentrate deemed to be waste is rendered unusable and stored for disposal.

3.7. Describe your policies and procedures for preventing loitering:

The manufacturing facility will not be open to the public and will have signs prominently posted that state "No Loitering" and "No Trespassing". Employees will be trained to ask any individual who appears to be loitering to leave the premises immediately and inform them that law enforcement will be notified if they do not comply. Will's World will conduct random walk-arounds of the facility to check for unauthorized individuals.

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. SJ

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. SH

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. SH

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

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). SH

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:

Video surveillance cameras will be placed in such a way to cover each restricted access area, the interior and exterior of each entrance to the facility. The video cameras will be placed to ensure capability of producing a clear facial view of individuals inside the facility or within 20 feet of any entrance. The cameras will be placed at a variety of angles and at a height that will ensure an unobstructed view. Employees will check cameras periodically to ensure they are functioning properly and have a clear view.

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:

Video surveillance recording equipment and records will be placed off-site in the secured office shared with Will's World cultivation facility and will only be accessible to licensees, authorized employees, law enforcement or an agent of the MCB

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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)*; SH

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;** SH

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

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

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

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

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

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;** SH

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

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

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:

6 months of Business records will be stored within the secured office shared with the Will's World cultivation. Will's World concentrates will have it's own locked filing cabinet, the secured office is only accessible by Will's World licensees and authorized employees, however, only Josh or a concentrates manager will have access to the locked business records filing cabinet. A laptop containing digital business records will be stored on the licensed premises. All hard copies will be scanned to local hard drives and backed up on an off-site server.

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. SH

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

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. SH

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. SH

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. SH

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. SH

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

Any employees of Will's World will be required to complete a handler permit education course and obtain a handler permit from AMCO before beginning employment. Training will also consist of Will's World internal policies and procedures, Alaska Statute 17.38 and chapter 306 of the Alaska Administrative Code. Employees will learn the importance of preventing diversion, how to utilize Metrc and the facility's safety protocols.

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. SH

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. SH

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. SH

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). SH

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 materials that will be sold to marijuana retail establishments for sale to consumers will be child-resistant and unappealing to children. 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, health and safety labeling methods. Marijuana concentrates will be stored in the secured, restricted access, locked production and packaging room in the facility with 24/7 surveillance when awaiting distribution. For all transports of marijuana products (concentrates), Will's World 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. Continued 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. JH

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. JH

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. JH

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. JH

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. JH

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. JH

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

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):

Will's World's concentrate facility will not be open to the public and will not post any signs with our business name

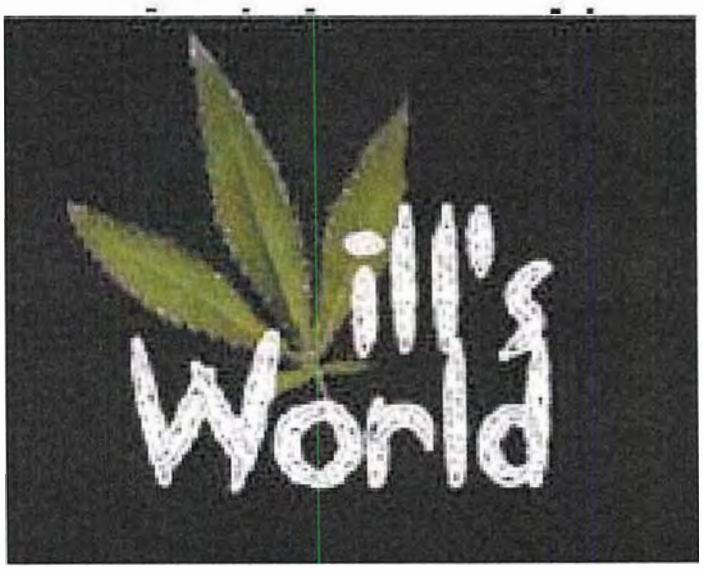
Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Will's World 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.

All advertisements will contain the AMCO warning statements verbatim.



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

Signature of licensee

Joshua Hunter

Printed name of licensee

BRENDA BUTLER
My Commission Expires
NOTARY PUBLIC
May 27, 2025
STATE OF ALASKA

Brenda Butler

Notary Public in and for the State of Alaska

My commission expires: May 27, 2025

Subscribed and sworn to before me this 19th day of November, 2021.

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(Additional Space as Needed):

8.1 Continued: The manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and 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.