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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:	Brandi Massman	**MJ License #:**	25971		
License Type:	Limited Marijuana Cultivation				
Doing Business As:	Honey Bees LLC				
Premises Address:	1575 N Williwaw Way				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	1575 N Williwaw Way				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Brandi Massman		
Main Phone:	907-414-3552	**Cell Phone:**	907-414-3552
Email:	honeybeeslimited@Gmail.com		

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:

As a limited cultivation facility, and as a security precaution there will be very limited access to the facility. The cultivation facility is located on a .75 acre parcel directly adjacent to our home, which has security cameras and motion lights of its own. The limited cultivation facility has no windows and only one steel entrance door that is locked via a security coded lock. The facility will be locked at all times and only the owner will have the key codes to enter the building.
An alarm system installed by LORAX will prevent any trespassers and will alert the authorities and the owners if there is unwarranted access to the facility. There are security warning signs and no trespassing signs installed at the entrance to the property as well as designated areas on the property.
Both the house and the facility have security systems in place.

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:

Visitors will only be approved for admittance if they are deemed to be essential personnel (e.g. potential employees, inspectors, or maintenance providers). If a visitor is deemed essential then they shall be accompanied by an owner, affiliate or designated employee at all times while the visitor is on the premises. All visitors will be required to sign a facility log book showing their information along with times of entry and exit into the facility.

Visitors will be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is activley engaged in supervising those visitors. Any visitor to the restricted access areas must show identification to prove that person is 21 years age or older and obtain a visitor identification badge before entering the restricted access area.

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

A sign in sheet will be posted in the entrance area immediately upon entering the premises. Every entrant into restricted areas will be required to log; name, date, time of entry, purpose of entry and time of exit.

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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:

See attached badge template

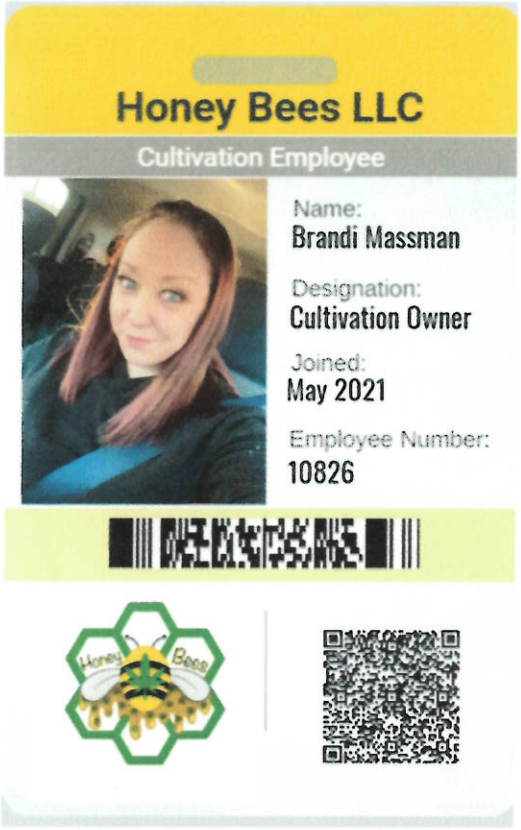
Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

There is one light installed near the lone exterior man door as well as one at the rear of the building. These lights are photo cell controlled to be on when it is dark so there will be a clear, well-lit view of the door at all times. Lights on the building facilitate the optimal view for the camers giving well beyond the 20 foot requirement.

Honey Bees License # 25971

Badge Examples



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Badge Examples

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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:

LORAX Security Company has installed an alarm system on the premises. This system includes a door sensor on the lone exterior man door, this sensor will trigger an alarm when the sensor mounted on the door its self has separated from the sensor mounted on the door frame. An app; where a security code must be entered within one minute if an alarm is triggered, the correct code must be entered before it alerts LORAX dispatch Local Authorities ALASKA STATE TROOPERS- MAT SU FIRE DEPARTMENT to contact as well as owners and affiliates of an unwanted intrusion. There is no windows or other doors on the facility, only the single man door at the front of the facility

A person signing out of the garden will be required to arm the security system as well as lock all doors within the building as they depart the premises. It is a requirement of Honey Bees that the premises be locked and the security system be armed at all times with the only exception being the time in which an authorized entrant is on the premises. The facility has no windows so the door sensors with an armed alarm system, exterior lighting as well as security cameras will be the primary resources for security.

Alaska State Troopers response time is about 15 minutes do to my close location to both of AST offices

In the event of theft, diversion or unexplained disappearance of marijuana, AMCO shall be notified as soon as reasonably practical and in any case not more than 24 hours afterwards per 3 AAC 306.715(e)

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

Any and all usable Cannabis will be stored in either a locked container, a locked safe or held within a locked room located within the facility. No unauthorized employees will have keys or codes to such locations. All usable Cannabis is tracked using the METRC tracking system as well as constant surveillance via the security cameras that are installed in the facility. A daily inventory of usable Cannabis will be performed by either the owner or the manager of the facility. As a limited cultivation facility there will be a very small staff consisting of just the owner and one employee at times.

3.7. Describe your policies and procedures for preventing loitering:

Honey Bees will likely have only 2-4 sales per month and no foot traffic as it may only sell to retail or a manufacturing facility. Business will be conducted and purchaser will leave the premises when appropriate to do so.

No one will be allowed on the premises unless they are authorized to do so under AMCOs regulations. As a limited cultivation center, Honey Bees will not be dealing with the general public. There will be no visitors other than those that are authorized by management. If this practice is ever in question, the facility owner will escort unwanted visitors off the property. If owner is unable to do so, law enforcement will be notified.

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. BM

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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. BM

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. BM

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

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). BM

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:

Honey Bees is a limited cultivation facility and as such will have professionally installed video cameras in locations that face the entrance of each flowering room, vegetation room and curing room or any room where cannabis will be stored. The cameras will be capable of night vision and installed in such a height and location where there will be an unobstructed view of each room. The exterior of the facility will be monitored by a video camera that is also night vision capable and will fully cover the entrance to the facility.

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 and records will be housed and stored in a locked office within the facility that will only be accessible by the owners, manager, law enforcement or an agent of the board. At any time enforcement can be provided copies upon request
The Surveillance room is clearly marked in color on diagram 2, The surveillance room is labeled " Surveillance room/ office on diagram.

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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)*; BM

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;** BM

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

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

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

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

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

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;** BM

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

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

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 digital records will be stored on a "cloud" based storage via Google storage accessble by password only. Any paper records will be housed in a locking metal file cabinet. At such a time when the physical space needed to store previous years paper records exceeds the available space on premise, we intend on renting a storage unit to house these items off site. Records shall be kept for the current year and three proceeding calendar years,

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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. BM

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

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. BM

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. BM

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. BM

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. BM

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

All Employees , inclusing myself, will make sure to stay up to date and current on the ever so changing regulations.

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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.	BM
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.	BM
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.	BM
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).	BM

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.		X
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.		X

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):

This is a dry facility, my home is located on premises with a fresh water well hose. Water will be hauled in and stored in an agitating reservoir. Employees solely have access to hand washing and toilett facilites at my residence across the "yard"

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:

When marijuana waste is generated AMCO will be contacted via email and the waste will be stored in a sealed garbage bag in a restricted access area. marijuana waste including plant waste, roots, stalks, leaves and stems will be made unusable by grinding the marijuana plant waste and mixing it with a an equal amount of other compost-able or non-compost-able materials. Prior to being made unusable, marijuana waste mix will be disposed of at a municipal borough or landfill via dumpster. The depleted water will be disposed of in a fashion of recycling in the existing outside plants or vegetable garden. Transporting marijuana or waste will only be done during normal work time hours. In the event of transportation, all products will be in a 5 gallon locking lid bucket, or the ZIPLOCK locking and sealed tote, in the rear locking trunk of the vehicle.
Overnight storage of product will be in a locking cabint inside the office of the facility.

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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. BM

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. BM

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. BM

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. BM

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. BM

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. BM

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

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):

Honey Bees will not be posting any signage other than the private property, resisted access signage.

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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):

Honey Bees does not plan on advertising on the radio or any social media platforms. Honey Bees only has a logo for package labeling purposes.

I do not intend to brand my company or Logo.
My facility is low key and quiet. I do not wish for any advertizement.

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

Signature of licensee

Notary Public
PAULA FRACKMAN
State of Alaska
My Commission Expires 09/12/2021

Paula Frackman
Notary Public in and for the State of Alaska

Brandi Musgrave
Printed name of licensee

My commission expires: ~~9-12-21~~ 9-12-25

Notary Public
PAULA FRACKMAN
State of Alaska
Commission No.: 210912008
My Commission Expires 09/12/2025

Subscribed and sworn to before me this ~~24th~~ 13th day of ~~March~~ April, 20~~21~~ 2022.