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:	North Coast Cultivation, LLC	**MJ License #:**	31690		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	North Coast Cultivation				
Premises Address:	5846 N Solitude Street				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO Box 873578				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Karen Gorton		
Main Phone:	562-896-3427	**Cell Phone:**	
Email:	karengorton@hotmail.com		

Received by AMCO 3.25.22

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 premises will be designated as a restricted access area and the facility will not be open to the public. Signs will be posted stating, "Restricted Access Area" "Visitors must be escorted" as well as signage stating, "No One Under 21 Years of Age Allowed". Also, signs stating "Video Surveillance in Progress" will be posted around the facility. Video surveillance cameras will be visible throughout the facility as well as around the exterior perimeter of the building to continuously monitor the premises and to deter any unauthorized individuals from attempting to access the premises. If an authorized visitor to the facility (which must be scheduled and approved by the licensee or manager) cannot produce a valid, government-issued photo identification, they will not be allowed to enter the facility and will be asked to leave the property.

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:

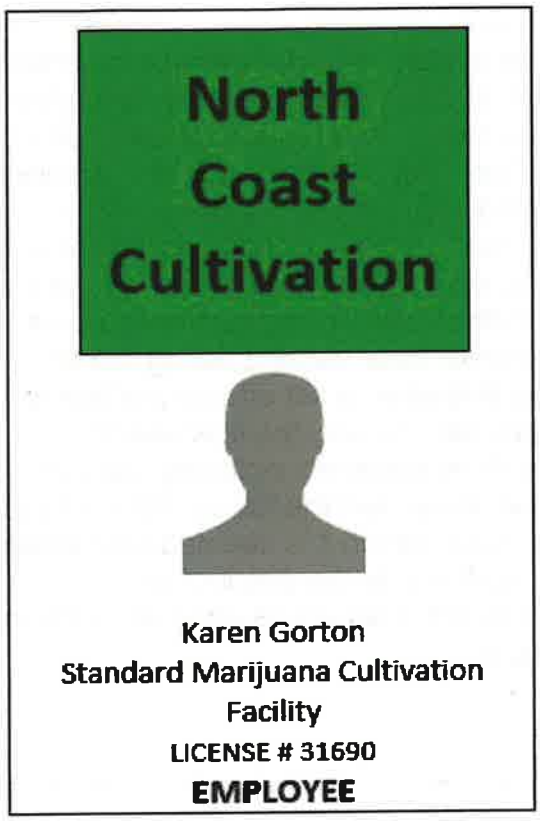
The facility will post signs at all entries stating, "No one under 21 years of age allowed" and "Restricted Access Area" "Visitors Must be Escorted". All doors will have commercial grade locks and will remain locked at all times. All employees are required to have on their person or in an accessible location, an ID badge with their photo and all visitors in the facility are required to wear visitor badges. Visitors must be escorted by the licensee or an empl9oyee thoughout the entire duration of their visit. Surveillance cameras will continuously monitor all activities in the restricted access areas, as well as the exterior of the premises. Any unauthorized individuals discovered on the premises will be requested to immediately vacate the premises or else law enforcement will be contacted for assistance.

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

All visitors (with exception of an agent of AMCO, AMCO enforcement, Law enforcement or other duly authorized agents) who are granted access to the cultivaiton facility must sign a visitors log noting their name, date of visit, the purpose fo visit (if necessary), and the time in and out of the facility. When visitors are signing in, they will be required to provide valid government-issued photo identification proving that they are at least 21 years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada; (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card or tribal ID that meets AMCO regulation requirements. Each visitor will be issued a visitor's badge to be worn and clearly displayed the entire time that they are in the facility. The North Coast Cultivation licensee or a designated employee will escort and supervise the visitors at all times, never to exceed a ratio of five (5) visitors per licensee/employee. The visitor log will be stored along with all other business records. The visitor logs will be available to AMCO and Enforcement upon request. All visitors must return their visitor badges and vacate the premises immediately when the visit concludes.

Received by AMCO 3.25.22

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:

Commercial grade exterior lighting will be installed against the building and around the property. The exterior lighting will be positioned in such a way to keep the premises, signs, and doors well lit and to ensure surveillance cameras can record a clear image of any individual within twenty (20) feet of any entrance to the licensed premises. All exterior lighting fixtures will be weatherproof and will be installed at an inaccessible height to deter vandalism adn common obstructions. Flood light type of bulbs will be used to ensure visibility and to deter crime. The licensee, manager or a designated employee will routinely check exterior lighting to ensure each light is functioning properly and positioned for optimum surveillance.

Received by AMCO 3.25.22

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:

North Coast Cultivation will install a regulation compliant alarm system. Tamper monitored contacts will be mounted on all exterior doors and windows. In addition, interior motion detectors and glass break detectors will be mounted within the premises to ensure further security. Motion detection alerts are programmed into the camera system to send visual notification of unauthorized activity to the licensee's cell phone. After completion of the closing procedures, the alarm system will be activated. The alarm system will be disabled during operating hours by the licensee, manager or first employee to arrive at the start of the business day. Employees may be provided with a remote panic button that activates the alarm system if under duress while in the facility during operating hours. All video camers will be equipped with infrared capabilities to allow for clear viewing during low or no-light conditions. If any of the sensors are breached, the audible siren is set off and the facility internal control panel will alert the licensee or manager via their cell phones, the licensee or manager will contact local law enforcement and will comply with all directives including, but not limited to, ensuring all employees and any visitors that may be on-site exit the facility, take a head count and then, the licensee and/or manager will go into the facility (when it is deemed safe enough to do so), take inventory of all marijuana, marijuana product, cash etc. In the event of an unauthorized breach, the licensee will immediately notify AMCO enforcement as soon as possible, and in any event, not more than 24 hours after the event occurs.

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

All marijuana and marijuana product will be inspected to ensure the inventory count is accurate before the start and end of each business day. All marijuana storage, cultivation areas, processing and packaging areas, the office and the property will be under continuous video surveillance. North Coast Cultivation has a zero-tolerance policy for theft, inversion and diversion by employees. Any employee who steals or illegally distributes any amount of marijuana will be reported to law enforcement immediately and the company will comply with all directives and provide any necessary information and records. All employees will be required to complete training in recognizing theft activity and understanding the importance of preventing it. Records will be stored with other business records and available for review to determine any discrepancies. Employees will be trained to alert the licensee or manager immediately when theft, diversion or inversion is suspected.

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" signs will be prominently displayed around the property and premises and will be well-lit by exterior lighting. The licensee, facility manager or a designated employee will frequently walk the perimeter of the property and buildings to keep an eye out for loiterers. If a loiterer is found, they will be informed of the no loitering policy and asked to leave immediately. Local law enforcement will be contacted if the individual refuses to comply. AMCO will be notified within 24 hours, electronically any time local law enforcement is utilized.

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. KG

Received by AMCO 3.25.22

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. KG

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. KG

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

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). KG

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 are positioned along the perimeter of the property and exterior of the building with ample lighting. The cameras will be checked frequently to ensure there are no obstructions or blockages. All video cameras will be placed in such a way to ensure capability of producing a clear facial view of individuals inside/outside the buldings or within twenty (20) feet of any entrance, including entrance/exit gates. Additionally, all restricted access areas within the facility will be under 24-hour video surveillance, to include, but not limited to, cultivation areas, packaging, processing, marijuana storage and shipping/receiving. North Coast Cultivation will install a backup battery system for video surveillance to make sure that the video surveillance continues to operate for a minimum of one (1) hour in the event of a power outage. If the power outage lasts longer than one (1) hour, the licensee or manager will contact AMCO enforcement to notify them of the duration of the power outage. A failure notification system will be installed to indicate any failure in the electronic monitoring system via an audible and visual alert.

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 equipment and recording storage will be stored in a locked closet in the office , separate from all storage of marijuana products. Only the licensee, manager or a designated employee will have access to the office and business records. Only the licensee and manager will have keys to the office that will be marked "Do Not Duplicate" to ensure access is limited to only authorize company persons. Business records and surveillance equipment/video storage are monitored 24 hours a day, 7 days a week with video camera surveillance. The video data will be stored on the system's DVR for a minimum of forty (40) days and are part of the business records. All recordings will include the time and date stamp, and will be archived in a format that does not permit alteration of the requested images. All data can be made accessible for upload to a separate hard drive to maintain records for as long as necessary in the event of civil, administrative or criminal investigation(s). All recordings and business records will be available to law enforcement or AMCO representatives upon request.

Received by AMCO 3.25.22

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)*; KG

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;** KG

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

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

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

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

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

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;** KG

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

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

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 business records such as operational & regulatory documents, recordings, surveillance, financial books, inventory & employment records, logs, manifests, and communications, will be stored on-site in the secured office. Facility records will be managed by North Coast Cultivation in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in the secured storage area; separate from all storage of marijuana products and currency. Only the licensee and facility manager will have access to the secured storage area and business records. All business records and surveillance video will be stored on-site for a minimum of six (6) months and will be available to AMCO enforcement and local law enforcement upon request.

Received by AMCO 3.25.22

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. KG

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

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. KG

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. KG

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. KG

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. KG

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

The licensee, manager and employees will be required to obtain a marijuana handler permit from AMCO enforcement prior to beginning employment. Handler cards must be kept in good standing while employed with North Coast Cultivation. Copies of every card will be kept with corporate records on-site and/or kept with employee ID badge. All employees will be trained on protocols to respond to regulatory mandates, security issues, health, safety, sanitation, personal and facility hygiene, fire responses and escorting visitor and loiterers on or near the premises. The manager will have specific training in the topics listed above and in depth training on company protocols such as opening and closing the facility, security alarm and surveillance video systems, record storage, managing emergency situations (such as personnel injuries, fire and law enforcement scenarios) and inventory tracking for in-house policy and Metrc requirements. Additional training on AMCO regulations, local and federal laws will be given to employees at the beginning of employment, and also when there are updates to any regulations or laws.

Received by AMCO 3.25.22

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.	KG
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.	KG
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.	KG
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).	KG

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):

North Coast Cultivation Licensee, manager and employees will have access to toilet facilities in the licensee's house located adjacent to the facility.

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:

A Metrc generated trip manifest will accompany all marijuana in transit. The facility will send a copy of the manifest with the marijuana and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than ten (10) pounds in tamper evident containers inside a locked storage compartment within the vehicle, to be used for wholesale transactions and packages up to one (1) ounce for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. Continued on Page 11...

Received by AMCO 3.25.22

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. KG

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. KG

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. KG

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. KG

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. KG

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. KG

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

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):

North Coast Cultivation will not have any signs with the company name or logo on the facility.

Received by AMCO 3.25.22

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):

North Coast Cultivation may utilize any of the following advertising mediums:

- Newspaper ads;
- Magazine ads;
- Online media such as websites, website sales, social media, search engines, etc.;
- Television and Radio such as non-profit corporation support, etc.;
- Sponsorships of sporting events or similar;
- Platforms or apps such as WeedMaps or LeafLink.

All advertisements will be tasteful and will include all AMCO warning statements verbatim as set forth in AMCO regulations.

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

Karen Gorton

Signature of licensee

Karen Gorton

Printed name of licensee

Official Seal
Teresa Bishop
Notary Public-State of Alaska
My Comm. Expires 06/13/2023

Teresa Bishop

Notary Public in and for the State of Alaska

My commission expires: 06/13/2023

Subscribed and sworn to before me this 23 day of Feb., 2022.

Received by AMCO 3.25.22

(Additional Space as Needed):

8.1 Continued: The shipping container will 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 highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana for 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. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24-hour surveillance. packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After employees package marijuana; packages will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and 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. 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; and (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, the licensee or manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large industrial container mounted and secured within the vehicle, accessible by a combination or key lock. The structure will be formed of steel, hard plastic or like materials. North Coast Cultivation may contract with a third-party transport company and will ensure they have their marijuana handler permits.

Received by AMCO 3.25.22