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:** | AK Legend LLC | **MJ License #:** | 32367 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | AK Legend Gardens | | | | |
| **Premises Address:** | 7750 King St | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99518 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 7750 King St | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99518 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Jered Buss | | |
| **Main Phone:** | 907-223-4888 | **Cell Phone:** | 907-223-4888 |
| **Email:** | jbussak@gmail.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 facility is not open to the public. No one under the age of 21 shall be allowed to remain on the premises. Both entry points will consist of commercial grade security doors that will remain locked at all times. Signs will be posted on both doors stating "No one under 21 years of age allowed" and " Restricted Area: Escort Required". Any visitor to the facility will need to be able to prove: over 21 years of age. Visitor log will be filled out and a badge to be worn at all times while in the facility will be issued.

## 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 is not open to the public. Both entry points will consist of commercial grade security doors that will remain locked at all times. Signs will be posted on both doors stating "No one under 21 years of age allowed" and "Restricted Area: Escort Required". The exterior of the facility will be equipped with outdoor lighting, alarm system, 24-hour video surveillance, and signs clearly stating the premises is being monitored and secure. The interior of the facility will have motion sensors and 24 hour video surveillance both entry points, restricted access areas, office, secure storage, and work areas.

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

The following shall have unrestricted access during the time of potential emergency: Licensees, manager on duty, AMCO/MCB agents, and emergency personnel. All other individuals needing access to restricted areas will need to schedule a visit approved by the licensees or manager. Once a visit is deemed essential all visitors will be required to be escorted for the entire duration of the visit by a licensee or manager. No more than 5 visitors per escort. Visitors must provide proof of 21 years or older. Visitors will fill out the visitors log with their name, date of visit, time in and time out of the facility. All visitors will be issued a visitors badge that will be worn for the entire duration of the visit. The visitors log will be considered a business record, stored on site for 6 month. Visitor logs will be made easily available to AMCO/MCB.


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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 documents "AK Legend Gardens Badge" and "Vistors Badge"

**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:**

The premises will be equipped with multiple weatherproof exterior lighting. See attached "Electrical Site Lighting Plan" Lights will be installed on the exterior of the building and cover the entire premises. They will be constantly monitored by the licensees or manager to ensure proper function. The fixtures will keep the premises, parking lots, and entry points well lit to deter crime and enhance our video surveillance system


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AK LEGEND

gardens

Staff Name

Standard Marijuana Cultivation Facility

LICENSE # 32367

EMPLOYEE

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# VISITOR

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Standard Marijuana Cultivation Facility

LICENSE # 32367

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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:**

Valkyrie Security will be installing the alarm system to meet and/or exceed AMCO/MCB requirements and specifications, maintain the system, and provide monitoring to ensure the property is secure and to detect illegal activity. Motion sensors will be installed to detect intrusions during closed hours. Licensees and manager(s) will be fully trained to properly use the alarm system, including troubleshooting. At the beginning of each business day the licensees or manager shall disable the alarm and check for proper functionality. At the ending of each business day the licensees or manager will enable the overnight sensors, devices and lock both entry points. All potential entry points will have properly maintained sensors or devices to ensure constant monitoring for motion, activity or intrusion when the alarm system is activated. System will be activated at all times when the facility is closed. Any attempted intrusion will activate the system which will immediately send electronic notification to the security company's off-site center. If a breach is to occur the security company monitoring the system will notify appropriate law enforcement and licensees. The licensees will contact all employees to confirm the facility is fully evacuated of all employees and visitors. All evacuees will meet at a predetermined location for head count to confirm and ensure everyone is accounted for. All licensees, managers, and employees will comply with law enforcement instructions and requests. As soon as the facility is deemed safe the licensees will sign out any visitors in the visitors log. Inspection of the facility and inventory will follow. If the licensees, managers or employees detect evidence that indicate theft, unauthorized access, or diversion or inversion of marijuana that AMCO will be electronically notified within 24 hours

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

All restricted areas, including working areas, office, and secure storage will be monitored by video surveillance 24 hours a day and stored for at least 40 days. All majiuana not being grown, trimmed, or dry/cured will be kept in the secure storage room. Only licensees and managers will have access to the secure storage room. Licensees or managers will conduct weekly inventory and file reports that will be kept as business records. There will be zero tolerance for theft and diversion. If such activity is suspected, employees will notify manager and licensees. Licensees and/or manager will immediately notify the appropriate law enforcement and AMCO/MCB if an employee is caught stealing. Licensees, managers, and employees will comply with law enforcement/AMCO/MCB requests and provide all necessary information. Licensees will take the appropriate measures to ensure that illegal activity by an employee does not compromise or affect the facility's license and/or business operations. Once confirmed a theft has occurred, licensees will update the marijuana tracking system to maintain accounting for all inventory. Licensees and managers will comply with all Inquiries from AMCO/MCB. All information related to any theft will be official business records, maintained and stored for 5 years

**3.7. Describe your policies and procedures for preventing loitering:**

The facility is not open to the public. However there will be signs posted on the exterior of the building stating "No Loitering". The premises will be well lit and under 24 hour video surveillance. Licensees, managers, and employees will have access to the video surveillance monitors showing the exterior of the building. Any individuals found loitering will be asked to leave the premises, if loitering continues then 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.**



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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.** [initials]

**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.** [initials]

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

**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).** [initials]

**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:**

Valkyrie Security will be installing video cameras strategically placed at both entry points into the facility to obtain recognizable facial images of any one within 20 feet. The interior of the facility including restricted access areas and any area of the building where marijuana is stored, packaged ect. will be fully covered in video surveillance to clearly identify individuals present

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

All video recording equipment will be stored in the secure storage room. This room remains locked at all times. Only licensees and managers will have access to the secure storage room. Licensees will also have remote access to video recording for monitoring operations. The system is also password protected. All recordings will be stored for a minimum of 40 days. If the need arises all recorded footage will be time and date stamped, archived in a secure format that prevents alteration, and will be easily available to upload if the data is needed for criminal and/or administrative investigations. Data will be available to the MCB and local law enforcement if requested


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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)*; [B]

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;** [B]

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

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

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

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

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

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;** [B]

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

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

**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 records within the facility including operational and regulatory documents, recordings, financial books, inventory, visitors logs, and employment records, logs, manifests, and communications will be stored on site in the office for a minimum of 6 months. The office will remain locked at all times with only Licensees, managers, and designated authorities having full access. Only licensees, managers, and AMCO agents will have access to the office and records. All records will be stored and retained in a searchable manner separated from any storage of marijuana and currency.


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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.**

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

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

## Section 6 – Employee Qualification and Training

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

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

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

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

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

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

All employees will be trained for their position, cross-trained on other positions, and receive regular evaluations. Training will consist of but not limited to, common industry practices, safety, janitorial and sanitation requirements, state, federal, and OSHA regulations. Employees are expected to educate themselves on: Alaska Laws,regulations, and codes governing the marijuana industry. All the requirements to act as a handler in a majiuana establishment. In Depth information on each room's function, tasks, and system. Managers will be trained to arm, disarm and operate the alarm system, operate and maintain the video surveillance system, quality and inventory control, inventory tracking systems and software, proper waste disposal, proper procedures in case of emergency. Posted in common work areas will be state and local marijuana laws and 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.** [JB]

**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.** [JB]

**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.** [JB]

**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).** [JB]

| 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:**

AK Legend Gardens doesn't anticipate the need for shipping marijuana or marijuana products as we'll be applying for a separate retail license. If the need does arise, Metrc will generate a transport manifest to accompany all products in transit. AK Legend Gardens will send a copy of the manifest with the products, and also file an additional copy on the premises as a business record. The manifest will include the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure, expected delivery time, and the make, model, and license plate number of the transport vehicle. Marijuana will not be visible from the outside of the transport vehicle at any time. The product shipping container will have a label stating each batch in the shipment has been: Tested by a licensed testing facility, the date of final testing, the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration of each cannabinoid listed from every test conducted on that particular strain of marijuana from the same marijuana cultivation facility within the last 3 months, a statement listing the results of microbial testing, a statement listing the results of residual solvent testing, as applicable, and a statement listing the contaminants for which the product was tested, including molds, mildew, CONTINUE ON PAGE 11


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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.**

**8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.**

**8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.**

**8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.**

**8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.**

**8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.**

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

## Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

AK Legend Gardens does not anticipate the need for signage, but may at some point install up to 3 signs with the name and company logo on the exterior of the facility. 2 of the 3 may be mounted to the exterior of the facility in the public's view and one may be free standing. Each sign shall not exceed 4800 square inches


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# 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):**

AK Legend Gardens may advertise in the following mediums
Print Media
Online Media
Radio
Sponserships/Fundraisers
All advertising/marketing will contain the AMCO warning statements

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

Signature of licensee

Jered Buss

Printed name of licensee

"Official Seal"
Notary Public
Brittany Finger
State Of Alaska
Commission #181017004 Expires 10/17/2022

Notary Public in and for the State of Alaska

My commission expires: 10/17/2022

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



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**(Additional Space as Needed):**

8.1 CONTINUED: filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be done in an area monitored with 24 hour video surveillance. All packaging will be done in an uniform manner with labels clearly and securely displayed. If bulk marijuana is being transported from the facility for repackage and sale by other establishments, the wholesale standard unit will not exceed 10 pounds. If the product is being packaged for retail sales, without repackaging, the standard unit will not exceed 1 ounce. All products will be weighed on certified scales in compliance with the Alaska Weights and Measures Act. Scale registration and inspection reports will be held at the facility. Once packaged, products will be placed in air-tight, sanitized vessels, labeled with the appropriate compliant information, and provided with a barcode for the inventory control system. Packaging for direct sales to customers will be child resistant and not appealing to children, plastic packaging will be heat sealed without easy open tabs, flabs, or dimples. All packaging will be inspected to ensure they will secure the marijuana from contamination. Labeling will include the name and license number of the cultivation facility, the date the marijuana was harvested, harvest batch number, date the marijuana was packaged, weight and quantity of usable marijuana in a standard of measure compatible with the inventory tracking system, list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana, and the date of expiration-if applicable. Once ready for transit the licensee or manager on duty will confirm that all marijuana is sealed in packages and labeled appropriately. The transport vehicle will be void of any markings and contain an interior storage locker that is clean and secure. The containment vessel will be an industrial crate or box that will be sanitized before and after each use. Licensee or manager on duty will confirm that all products are locked in the containment vessel prior to departure approval. The containment vessel will remain locked and closed during transport unless instructed so from a law enforcement officer


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