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:	Nicholas Mann	**MJ License #:**	31826		
License Type:	Standard Marijuana Cultivation				
Doing Business As:	Shackleford Investments				
Premises Address:	8847 Kenai Spur F,G,H				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Mailing Address:	140 Bidarka Street #1193				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Designated Licensee:	Nicholas Mann		
Main Phone:	7192219919	**Cell Phone:**	
Email:	Nicholas.mann051@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:

The main entrance will be locked with a code provided only to employees, and all visitors will have their IDs checked and will sign a visitors log. Windows will be secure and doors will be alarmed, and all marijuana will be under 24/7 surveillance until transferred.

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:

Locked and alarmed doors, constant surveillance, and a zero tolerance policy for not signing in visitors. The majority of the building past the entrance is a restricted zone, so ANYBODY entering the premises for any reason will be escorted.

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

In addition to the sign in book, we will have a hardcopy binder of all visitors stored along with our harvest hard copies. We should be aware of any visitors ahead of time. In the event we are not warned of visitors, they will be met at the main entrance and be asked to provide their ID. After confirming they are 21 years of age or older, they will sign a visitors log with the time in/out and the reason for their visit. they will be accompanied by an employee at all times while inside the restricted areas.

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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:

The Badges will be very simple. The logo of the business (Shackleford Investments), the designation (visitor/employee) and they will be numbered. A member of managerial staff will sign the back of each one so that their authenticity can be determined. Guest ID badges will be filled out for each guest and labeled with the date so that they cannot be reused.

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

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

There are large spotlights on and around my building. They light up the entire parking lot and front of my building, thus not allowing anybody to sneak by unnoticed. Additionally, the night vision capability of the cameras I chose to use illuminate the entire property without need for additional visible light.

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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:

The security system will have sensors on both the doors, as well as having motion sensors distributed throughout the building. These will be monitored 24/7 by a third party security firm (Cardoso Integrated Security) In event of an unauthorized breach, a member of the managerial staff will attempt to see the camera feeds remotely to ascertain whether or not it is a false alarm. Additionally, the 24 hour monitoring service will be in contact shortly. In the case of a real break in, police would be contacted while the perpetrator is kept under surveillance remotely for evidence purposes. In the case of a false alarm, the security system would be remotely disabled.

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

All areas of the building will be under 24/7 video monitoring, making it unlikely anybody would try to divert any product. In addition, marijuana products will have a running log of the weights every time it is touched by an employee. by regularly and intently auditing the weight, managerial staff will be able to find any discrepancies.

3.7. Describe your policies and procedures for preventing loitering:

My Building is not directly accessible from the street, and I do not forsee an issue with anyone not associated with the business loitering on its premises. However, No Loitering signs and constant monitoring of the exterior cameras should discourage anybody from trespassing.

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. NFOL

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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. NM

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. NM

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

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). NM

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:

Cameras will be mounted in each room, providing 360 degree coverage. All four corners of the building, as well as interior and exterior cameras on each entrance/exit will provide full coverage of anybody approaching, inside of, or exiting the building. when used in conjunction with the employee roll and visitor lists, each person will be readily identifiable.

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 cameras and security systems will record to servers locked in the room marked "surveillance" on the diagrams. this room will be double locked, of which both keys are only available to approved managerial staff. Both devices come with Cloud Storage, so if the physical device were destroyed, the entirety of surveillance logs could be recovered.

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)*; NFM

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;** NFM

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

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

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

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

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

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;** NFM

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

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

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 will be backed up both in an electronic cloud based service, and in duplicate for paper. The duplicate paper records will be kept off site, providing copies in the event of catastrophic loss. The cloud based storage will be accessible from any electronic device.

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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. NFM

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

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. NFM

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. JFM

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. NFM

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. NFM

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

In house training will extend to filling out our inventory tracking sheets, the specific quality we will trim to, and standard work safety for a new environment. Some employees who show exceptional drive will be trained in the lighter aspects of cultivation to assist the growmaster (mixing nutrients, defoliation, preparing Grodan Cubes, etc)

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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. NN

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. NN

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. NN

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). NN

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:

After the test results come back on any given batch, it will be hand trimmed and kept in bulk containers (airtight totes) until we receive an order. At that point, the order will be packaged according to the weight purchased, labeled using a label printer with all the pertinent METRC information, and packed into a locked tote for delivery. A delivery manifest will be created using METRC for all transfers. We will use a third party transport agency for deliveries off of the Kenai Peninsula. An authorized employee will make the delivery if necessary/expedient on the peninsula. The vehicle has been modified with a locking wooden box anchored to the spare tire mount from the inside. It cannot be removed without first opening the locks.

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. NW

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. NW

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. NW

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. NW

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. NW

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. NW

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

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):

On the fencing along Candlelight Ave we will have No trespassing, No loitering, and "Area Under Video Surveillance" signs. on the building itself, the only signage will be a "Deliveries" sign above the receiving room garage door. Our business name will not be posted anywhere.

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):

The majority of our business will come from pre-established connections in the industry. As we currently are wholesale only, we do not intend on running any official (print, radio, internet) advertisements for the first year. The logo attached will be made into high quality merch (stickers, hats, hoodies, t shirts, etc) and distributed with our product for word of mouth marketing

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

Signature of licensee

Nicholas Francis Mann

Printed name of licensee

OFFICIAL SEAL
MOLLY GREEN
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires September 29, 2024

Notary Public in and for the State of Alaska

My commission expires: 9-29-24

Subscribed and sworn to before me this 7 day of March, 2022

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(Additional Space as Needed):

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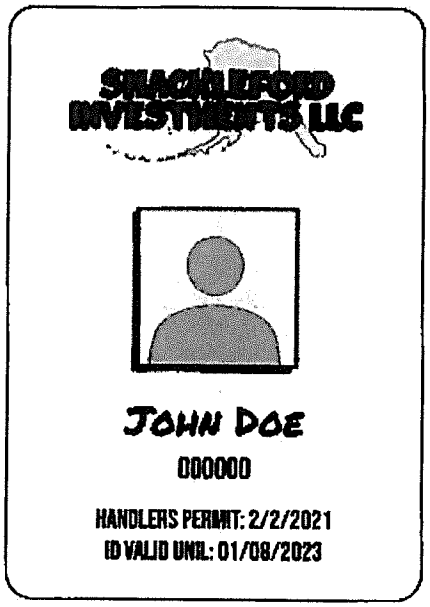

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