Alcohol and Marijuana Control Office
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Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

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:	Cold Creek Extracts LLC	**MJ License #:**	15594		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Cold Creek Extracts				
Premises Address:	12642 W Westen Drive, Unit B				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	PO Box 111905				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99511

Designated Licensee:	Cade Inscho		
Main Phone:	907-268-0717	**Cell Phone:**	907-268-0717
Email:	cade@coldcreekextracts.com		

AMCO JUN 26 2023

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:

All visitors to the facility will be required to provide identification that they are over 21 years of age before being allowed to access the facility. Any visitors without identification and/or under the age of 21 will not be permitted entry. Valid identification will be determined by applicable state law and regulations and includes: state or federal driver license, passport, or any other permitted forms of identification per AMCO regulations. Signage stating "Restricted Access, No Persons Under 21 Years of Age Allowed" will be displayed.

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:

Each entry point to the facility will remain locked and under video surveillance at all times.

All building access points, including gates and doors, will remain locked and secured via monitored alarm system, including any outbuilding storage.

On arrival, an employee escort will request identification from any visitor, confirm that the visitor is over 21 years of age, enter information in the visitor log, and issue a visitor badge to the visitor. Each visitor will be escorted by an employee, who will remain with the visitor for the duration of their visit.

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

Each Visitor will be required to ring a doorbell or call a posted phone number at the facility entrance. An employee will come out to check identification and confirm the visitor is over 21 years of age. Once the visitor's age and purpose for visited is determined, the the gate will be opened, they will park their vehicle, and proceed into the entry of the building, where they will be signed in, and provided a visitor badge to be visibly worn at all times while on the premises. The sign-in Log will include: Legal Name, Date, Reason for Visit, Employee Escort, Time in, Time out. All visitors will be escorted by an employee.

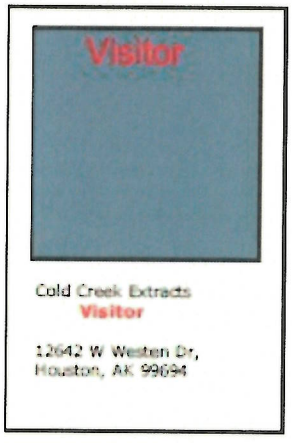
AMCO
JUN 26 2023

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:

This is a sample employee identification badge. Actual badges will include all required information, including, but not limited to, the name of the employee, marijuana handlers permit #, job title, and establishment information.

Identification Badge

Identification 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:

LED Exterior lighting as shown on the premises diagram will direct the light down, providing sufficient lighting for 24hr surveillance of the entire premises.

All exterior cameras will have infrared capabilities, providing sufficient night vision, during temporary power loss etc.

AMCO
JUN 26 2023

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:

Every door or window leading into the main building will be locked and secured, and monitored by an alarm that will alert an alarm monitory company to any unauthorized access.

If there is an unauthorized breach of the premises that triggers an alarm, any employee on site, caretaker (there is a caretaker residence on the adjacent lot), or other emergency contact will first call 911. The individual must tell the operator if they are in the building or in the caretaker's house. Employees are to take no action that may escalate the situation until law enforcement is on scene. They will then notify ownership, who will notify AMCO of the incident. All Surveillance of the incident will be provided to both local law enforcement, as well as AMCO Enforcement. A full inventory will then take place, and reported to AMCO once complete.

The licensee will notify AMCO within 24 hours of any unauthorized access to the premises, and as otherwise required as per 3 AAC 306.715(e).

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

Our Inventory tracking system (METRC), along with random spot-counting of inventory will be used to preventing diversion of product. All personal bags and jackets will be kept in a locker room, limiting the ability of employees or visitors to surreptitiously remove product. The licensee will have a zero tolerance policy for employee diversion, and will promptly investigate any suspicious activity.

3.7. Describe your policies and procedures for preventing loitering:

The facility is located in an isolated area, without any nearby public buildings or facilities.

If an individual is seen on surveillance to be loitering, an employee would alert the individual immediately, and politely ask them to leave. If the person refuses, the standard operating procedure is to notify local authorities, and wait inside the secure premises, monitoring the person until LEOs arrive on scene.

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. C.T.

AMCO Received 10.13.2023

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. C.I

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. C.I

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

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). C.I

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:

A security vendor with relevant industry experience will be retained to install security cameras. Entrances and exits to and from facility will have cameras placed to allow for monitoring within 20 feet of entrance/exit. All interior and exterior access will be monitored by cameras capable of recording clear footage for night viewing and recording. All cameras will be mounted 8 to 12 feet in height in all rooms and outdoors.

All cameras will be placed in a location to prevent mechanical equipment or lights from blocking any view of accessible areas within the facility. Any outbuilding storage will be covered by a fisheye camera, and any supplemental cameras if a blind spot is discovered on install. All Areas within the green house structures will be covered sufficiently with exterior grade hi-def cameras.

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 surveillance recordings, records, and other data, will be stored in a digital format on a local device and backed up on an external hard drive. A minimum of 40 days of recording and a digital backup of all data will be maintained. Surveillance recordings and records will be kept in locked cabinets or boxes inside the facility's office, which will also be locked and accessible only to licensees and designated employees.

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JUN 26 2023

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)*; C.T

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;** C.T

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

d. **records related to advertising and marketing;** C.T

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

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

g. **all records normally retained for tax purposes;** C.T

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;** C.T

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

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

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 hard copies of manifests, invoices, business documents, etc. are kept on site for one year, then moved to secure off site storage. Documents will also be scanned and maintained in an easily accessible digital format. All business records electronic information will be backed up on a regular basis to both an on-site and off-site drive.

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JUN 26 2023

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. C.T

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

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. C.T

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. C.T

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. C.T

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. C.T

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 provided with a binder containing the facility's standard operating procedures, which include industry best practices and Alaska-specific information. Training on all facility protocols and procedures will be part of each employee's onboarding process and arrangements will be made for refresher training at designated intervals. Legal counsel will be consulted by for updates on changes or developments regarding AMCO and the Alaska marijuana industry.

AMCO
JUN 26 2023

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. C.I

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. C.I

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. C.I

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). C.I

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

All transport will include a METRC transfer manifest that will have copies filed and stored on premises as official business records. In order to comply with regulations, each trip manifest will include the following information: strain name, type of product, batch number of products, amount/weight of product, name of transporter (who will have their marijuana handers card on them), time of departure and expected delivery time, and make, model and license number of transporting vehicle. Prior to transport, marijuana products will be placed in a sealed package/container, in a locked storage compartment within the transport vehicle. No products will be directly visible. All usable materials sold to any marijuana establishment will be labeled with the name and license number assigned to the marijuana, the date the marijuana was packaged, the net weight, quantity and serving size of the usable marijuana product, test results and the date of expiration if perishable.

AMCO JUN 26 2023

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. C.I

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. C.I

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. C.I

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. C.I

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. C.I

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. C.I

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

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):

Signage is not anticipated to this facility other than age restriction and no loitering signs. However, if other signs were to be used, they would either be attached to the building or posted within the property lines. Each sign would not exceed 4800 sq inches and would only depict the name of facility, address, phone number and any logo.

AMCO
JUN 26 2023

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):

Cold Creek Extracts advertises its products via local trade magazines, social media posts, and branded merchandise. Advertising will include use of the Cold Creek Extracts logo.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

CI

Cade Inscho

Printed name of licensee

Signature of licensee

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JUN 26 2023

(Additional Space as Needed):

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