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:	Shari DiLorenzo	**MJ License #:**	34250		
License Type:	Limited Marijuana Cultivation				
Doing Business As:	Growing Kind				
Premises Address:	33695 Nash Road Unit B				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Mailing Address:	PO Box 2563				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Designated Licensee:	Shari DiLorenzo		
Main Phone:		**Cell Phone:**	9078846237
Email:	sharidilorenzo@pm.me		

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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:

No one will be permitted to enter the premisis without an employee present. There will be surveillance as well as signs posted that no one under the age of 21 is permitted to enter. Employees will be required to have badges on site. Any visitors will need to show ID to prove their age as well as be escorted by an employee at all times.

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:

My establishment will have an unrestricted exterior entrance and an interior entrance to the restricted area. Both entrances will remain locked when no employee is present. The restricted area will have sureveilance, an entry alarm and signs posted that unauthorized entry is prohibited.

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

All visitors will be required to show ID and sign in to a log which will be kept electronically in the restricted area. Visitors will be no more than 5 at a time, will be required to wear a visitors ID badge and be escorted by an employee at all times.

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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:

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 exterior lighting will be placed on the North and West corners of the building as well as cameras which will give survellience for all directions which give access to exterior entry.

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 premises will be secured with Simplisafe. There will be four interior cameras. One camera will be positioned outside the entry door to the restricted entry. Three cameras will be inside the restricted area with a camera in each of the three rooms. Two exterior cameras will be placed on the North and West sides of the building in order to be able to see anyone approaching the exterior door. There are no windows. The interior door to the restricted area will have an entry alarm. In the event of an unauthorized breach, there will be 24/7 monitoring from the service provider. If I can not be reached, police will be dispatched.

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

The Metrc system will be used to track the marijuana from the time it is planted until it is harvested, packed and delivered to the licensed facility to which it will be sold. All waste will be weighed, tracked in Metrc and properly disposed of.
ONLY EMPLOYEES WILL BE PERMITTED IN SECURE AREAS WITHOUT SUPERVISION. ANY VISITORS WILL BE MONITORED AT ALL TIMES BY AN EMPLOYEE. THE SECURITY SYSTEM WILL ALERT OF ANY UNAUTHORIZED ENTRY AS WELL AS PROVIDE CONTINUOUS VIDEO MONITORING

3.7. Describe your policies and procedures for preventing loitering:

There will be no entry into the restricted area other than visitors who will show ID. The unrestriced area will be kept locked unless an empolyee is present. Only employees will have access to any portion of the premises. A no loitering sign will be placed outside the exterior door.
IN THE CASE OF LOITERING, THE PERSON OR PERSONS WILL BE ASKED TO LEAVE. IF THE PERSON OR PERSONS REFUSE, 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. SSD

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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. SSP

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. SSP

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

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). SSP

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:

Two exterior cameras will be placed on the North and West corners of the building in order to have a clear view of anyone approaching the building. Each camera will provide at least 20 foot of view. There will be a camera in the hall outside the entry to the restricted area. Each room of the restricted area will have a camera that shows the entire area.

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

The base unit for the video serveillance will be kept in a locked cabinet. Only employees will have access to the unit. Simplisafe, the offsite monitoring will provide a monitoring certificate once the system is active.

SURVEILLANCE RECORDING WILL BE PRESERVED FOR A MINIMUM OF 40 DAYS IN A FORMAT EASILY ACCESSED FOR VIEWING. THE DATE AND TIME WILL BE DISPLAYED. THE FORMAT WILL NOT PERMIT ALTERCATION.

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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)*; SSD

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;** SSD

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

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

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

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

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

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;** SSD

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

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

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 hardcopy records will be kept in a metal, locked cabinet. Electronically maintained records will be stored on an external hard drive daily kept in the same locked cabinet located in the restricted area. The computer used for record keeping will be kept in the restricted area. Passwords and login for Metrc will be given to employees of Growing Kind only. Employees will only have access to pertinent areas of the software.

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. SSP

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

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. SSP

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. SSP

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. SSP

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. SSP

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

Employee will be instructed on requirements for visitors, procedures for alarm system, the proper way to ~~take~~ tag plants, weigh waste and record measurements to be input into the Metrc system.

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. SSD

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. SSD

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. SSD

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). SSD

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):

N/A

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:

Marijuana will be transported in a safe in a vehicle. Any person in the vehicle will have a valid Marijuana Handler's Card and be an agent or employee of the facility. Each package will have a transport manifest. The transport manifest will include the starting point, route, approximate start and arrival, and end point. Marijuana will only be transported to a licensed marijuana establishment. The marijuana will be recorded in the marijuana inventory tracking system, The amount and weight of marijuana being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate of the vehicle will be recorded.

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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. SD

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. SD

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. SD

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. SD

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. SD

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. SD

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

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):

Only required signs (no loitering, no one under 21) will be used.
ALSO RESTRICTED ACCESS SIGNS STATING NO ENTRY WILL BE POSTED.

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9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

There will be no advertising or logo initially. A logo may be added later. The logo will be submitted to the board for approval before use.

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.

SHARI DiLORENZO
Printed name of licensee

Shari DiLorenzo
Signature of licensee

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(Additional Space as Needed):