Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	WNDJ, LLC	**MJ License #:**	35546		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	No Limit				
Premises Address:	300 W. Tudor Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Mailing Address:	300 W. Tudor Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Designated Licensee:	Smadar Warden		
Main Phone:	907-903-3534	**Cell Phone:**	907-903-3534
Email:	Smadi@cannabaska.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:

No Limit's entire cultivation licensed area will be designated as a restricted access area and not open to the public. No Limit will train all employees on procedures and policies to prevent persons under the age of twenty-one (21) from accessing the premises. No Limit will post a sign at all entries stating, "No one under 21 years of age allowed," and "Restricted Access Area," "Visitors Must Be Escorted." The signs will be at least twelve inches long and twelve inches wide (12"x12"). The letters will be at least 1/2 inch (0.5") in height and will contrast with the sign's background. Video surveillance cameras will operate 24/7 and capture all activity in the interior and exterior of the premises. Doors will be equipped with audible alarms to prevent illegal or unauthorized access to the facility. Signs will be posted informing the public that they are under video surveillance.

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:

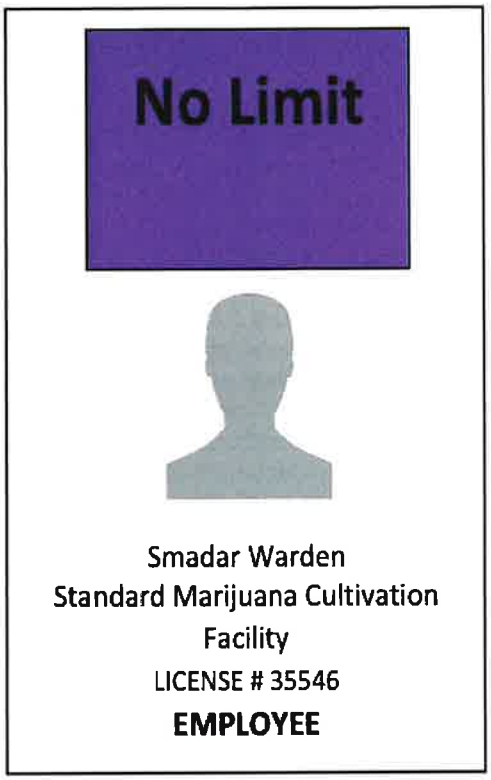
No Limit will post a sign at all entries to the restricted access area of the facility "No one under 21 years of age allowed," and "Restricted Access Area," "Visitors Must Be Escorted." All doors will have commercial-grade locks and will remain locked at all times. All employees will have their employee ID badge clearly displayed in a readily accessible location on the licensed premises, and any visitors will be required to wear visitor badges.
All visitors must be escorted by the licensee, employee, or agent of the licensee throughout their visit. Surveillance cameras will continuously monitor all activities in the restricted access areas, as well as the exterior of the premises. Any unauthorized individuals discovered on the premises will be requested to vacate the premises immediately, or law enforcement will be contacted for assistance.

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

All visitors must be pre-approved and pre-scheduled to enter the facility except for regulatory agents, AMCO enforcement, or law enforcement. Visitors must show valid, government-issued photo identification showing they are 21 or older. Valid forms of identification are an unexpired, unaltered passport; unexpired, unaltered driver's license, instruction permit, and ID card of any U.S state or territory, the District of Columbia, or Canadian province; ID cards issued by a state or federal agency authorized to issue driver's licenses or ID cards and tribal ID as outlined in the regulations. All visitors will be given a visitor badge, which they must always display on their person. All employees will have their employee ID badge clearly displayed in a readily accessible location on the licensed premises, and any visitors will be required to wear visitor badges. Visitors will sign into a Visitors log, which will show the date, time in and out, and the purpose of their visit (if necessary). All visitors will be escorted by the licensee or an employee at all times, with no more than five (5) visitors per staff member or licensee. Immediately after the visit, visitors must return their badges and leave the premises. Visitor logs will be stored as official business records and will be readily available for review by AMCO enforcement and law enforcement.

AMCO Received 2.22.2024

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:

No Limit will ensure that adequate exterior lighting is installed throughout the property and will be sufficient to facilitate video surveillance. Commercial LED lights with extremely bright bulbs will be used in all exterior light fixtures and motion detection sensors. The licensee or manager will ensure light fixtures are installed in such a way as to keep the exterior of the premises, signs, and doors well-lit and to allow surveillance cameras to clearly record individuals that are within twenty (20) feet from the entrance. Exterior lighting, video surveillance recordings, and cameras will be inspected frequently by the licensee or manager to ensure that each light is functioning and that there is sufficient lighting for surveillance. Additional lighting will be installed as/if needed.

AMCO Received 2.22.2024

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:

No Limit will contract with a third-party security company that will install the alarm system, maintain its equipment, test the devices, and continuously monitor the facility to ensure the property's safety and detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all building areas during closed hours. The licensee or manager will be educated on the alarm system and panic buttons by the third-party company. No Limit will train all employees on the alarm system's functions, such as arming and disarming the alarm, police response, and proper system use. Troubleshooting any issues will remain the responsibility of the licensee or manager. Each morning, the first employee to arrive at the store will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last employee to leave the store in the evening will activate the overnight devices and sensors and lock all doors that are not self-locking. Sensors will be installed and maintained on all potential entry points, including all doors, to monitor for motion, intrusion, or activity when the alarm system is activated. The alarm system will be active at all times when the store is closed, and any attempted intrusion will initiate an immediate and electronic notification to the off-site security center and the licensee and manager's cell phones. In the event of an unauthorized breach, the licensee or manager will direct all persons in the retail store to vacate immediately and await law enforcement. No Limit will comply with all law enforcement directives. The licensee and manager will enter the retail store and inspect for damages and/or missing property when deemed safe. Additionally, any event on the licensed premises involving local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee will notify AMCO, and AMCO Enforcement, electronically, within 24 hours.

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

Video surveillance cameras will continuously monitor all activities inside and outside the licensed premises. The licensee, facility manager, or a designated employee will be required to complete weekly inventory counts to ensure all business records match Metrc-generated reports. Weekly counts are documented and maintained as business records and will be available to AMCO enforcement or law enforcement.
If it is suspected that a theft, inversion, or diversion has occurred, employees will notify the licensees immediately. Employees will be trained in spotting theft, diversion, and inversion of marijuana. If an employee has been determined to be stealing marijuana or marijuana product, No Limit will contact local law enforcement and AMCO immediately. Theft will be recorded in Metrc and kept as an official business record

3.7. Describe your policies and procedures for preventing loitering:

No Limit will abide by a strict no-loitering policy. A designated employee will perform frequent but random perimeter checks to ensure no loiterers are on the premises. All loiterers will be asked to leave and escorted off the premises. If loiterers do not comply, law enforcement will be contacted for backup. The exterior of the building will be well-lit and equipped with 24/7 video surveillance and signs that state "No Loitering." Signs will also be posted that brings notice to the video surveillance. Visitors will not be permitted to remain on the premises after their escorted visit and must leave the premises immediately.

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.

AMCO Received 2.22.2024

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.

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.

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

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).

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:

Outdoor lighting will be positioned along the building to assist video surveillance in capturing a twenty-foot (20') radius around the exterior of the licensed premises. The cameras will be checked regularly for obstructions and to ensure that the twenty-foot (20') line of sight on all entry points to the building remains unencumbered. Anyone withing 20' of any entry point to the facility will recognized and identified via surveillance. Continuous-recording video surveillance cameras will be placed strategically to record all restricted access areas of the facility, including all areas where marijuana is grown, harvested, trimmed, packaged, stored, wasted, received, and shipped.
The facility's exterior will also have 24-hour video surveillance which will monitor all persons who enter and exit the facility. All doors, safes, and marijuana storage areas will have video surveillance coverage to identify the faces of those accessing the areas clearly.
A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it will be promptly addressed. All video surveillance systems will have a backup battery so that in the event of a power outage, all cameras will continue operation for at least one (1) hour. If a power outage lasts longer than one (1) hour, the licensee will contact AMCO enforcement.

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 surveillance records will be stored on-site in a locked cabinet for at least six (6) months. Original copies of surveillance records will be kept for a minimum of five (5) years. Video recordings will be stored as official business records for no less than forty (40) days. Surveillance and business records will be managed as official business records, ready to be made available to law enforcement or agents of the Marijuana Control Board.

All surveillance footage will be accessible for upload to a separate hard drive if it must be stored longer for criminal, civil, or administrative investigations. All recordings will be date-stamped, time-stamped, and archived in a format that prevents data tampering. Only the licensees will have access to business records; all official business records will be stored separately from any marijuana or currency.

AMCO Received 2.22.2024

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)*; SW

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;** SW

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

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

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

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

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

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;** SW

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

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

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:

6 month of business records, including operational and regulatory documents, forty (40) days of video recordings & surveillance, financial books, inventory and employment records, logs, manifests, and communications and marketing documents, will be stored on-site in the office and backed up every six to twelve (6-12) months on an off-site external hard drive to protect from loss and destruction and to allow ownership and designated authorities access at any time.

Paper business records will be kept in the facility office in a locked cabinet accessible only to the licensee and manager. Authorized agents will manage facility records in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Every six (6) months, the company will do a manual backup to an external hard drive. No Limit does not intend to destroy electronic records. Hard copies of documents will be kept for a minimum of five (5) years, after which documents may be destroyed.

AMCO Received 2.22.2024

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. SW

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

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. SW

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. SW

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. SW

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. SW

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

No Limit training will include but is not limited to internal policies and procedures, employee safety measures, diversion, theft and inversion prevention, cultivation techniques, sanitation, using Metrc software, state statutes and regulations, and Municipality of Anchorage ordinances. Training will commence upon initial employment and will be refreshed as needed.

AMCO Received 2.22.2024

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. [SW]

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. [SW]

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. [SW]

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). [SW]

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:

Metrc will generate a transport manifest accompanying all marijuana in a shipment. The manifest will document the strain name, batch number, weight, name of the transporter, their marijuana handler's ID, time of departure, expected delivery time, and the transport vehicle's make, model, and license plate number. The transport vehicle will travel directly between the two destinations without making unnecessary stops. Marijuana will be sealed in containers stored inside the vehicle or in the bed of a truck in a locked storage compartment. The containers will contain no more than ten (10) pounds of marijuana for wholesale transactions. At no time will marijuana be visible outside the vehicle. Continued on Page 11...

AMCO Received 2.22.2024

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):

No Limit will not be posting any signs with a business name or logo on the exterior of the cultivation facility however, signs for the co-owned and co-located retail store with the DBA No Limit will be on the exterior of the retail facility.

AMCO Received 2.22.2024

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

No Limit may utilize the following medium types when distributing advertisements:

- Newspaper Ads
- Radio Ads
- Social Media to feature specific strains
- Magazine Ads
- Sponsorships and fundraisers
- Website
- Platforms such as LeafLinks, WeedMaps, etc.

All advertisements will contain the five AMCO required warning statements verbatim.

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.

SW

Smadar Warden

Printed name of licensee

Signature of licensee

AMCO Received 2.22.2024

(Additional Space as Needed):

8.1 Continued: The shipping container will have a label that shows that a licensed testing facility has tested each batch in the shipment and list (1) the date of final testing; (2) the cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24-hour surveillance. The facility will use certified scales in compliance with the Alaska Weights and Measures Act and will maintain registration and inspection reports at the facility. After agents package marijuana, it will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a bar code for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab dimple corner or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted, or rejected and recorded in the log, and the on-site manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; and (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. No Limit may contract with a third-party transport company and will ensure they have their marijuana handler permits.

AMCO Received 2.22.2024

AMCO Received 2.22.2024