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Alcohol and Marijuana Control Office
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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:	No Limit, LLC	**MJ License #:**	25205		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Cannabaska Concentrates				
Premises Address:	521 W. Tudor Road, Suite 203				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Mailing Address:	521 W. Tudor Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

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

Cannabaska Concentrates is located within the same building as the adjoining and currently operational retail and cultivation facilities. Signs are posted at every entryway to the separate Cannabaska Concentrates suite stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating "No one under 21 years of age allowed." Additionally, signs stating "Video Surveillance in progress" are currently placed around the facility. These cameras have visibility throughout the facility. Continuous monitoring to deter unauthorized individuals and underage individuals from attempting to enter the premises will be ongoing. Any individual who cannot provide photo identification will not be allowed in the facility and will be asked to leave the premises.

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:

Cannabaska Concentrates is not open to the public. Cannabaska Concentrates will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one years of age or older. A valid form of identification includes; (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province in Canada; and (3) an identification card issued by a federal or state agency authorized to issue a drive's license or identification card or tribal ID that meets the requirements outlined in 3 AAC. At no time will a person under the age of twenty-one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. The licensee, manager, or a designated employee will request from all customers for government-issued, photo identification and will thoroughly examine the ID before allowing entrance to the facility.

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

Visitors to the facility, aside from emergency personnel, Anchorage Municipal officials, agents of the MCB, AMCO Enforcement, or local law enforcement, must be pre-approved and pre-scheduled by either Smadar or a manager before access to the Concentrates portion of the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the only entrance to the facility where they will be met by either Smadar or the manager. The visitor will be asked to produce a valid form of government issued, photo identification proving they are at least 21 years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and the purpose for the visit. The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit and returned upon exiting the facility. Smadar or an employee will escort and actively supervise visitors at all times never to exceed a ratio of 5 visitors per licensee/employee/manager. When the visit is complete, the escorting licensee/employee/manager will enter the time the visit concluded in the visitor log, obtain the visitor badge and escort the visitor to the exit to comply with Cannabaska Concentrates no loitering policy.

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:

Cannabaska Concentrates has outdoor lighting to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance in addition to their currently operational adjoining Cultivation facility and Retail store. Additional lighting is used both internally and externally to help increase picture quality and brightness for security related documentation. The lighting fixtures are installed to ensure there are no dark spots in the parking lot or the entrances to the facility. Outdoor lighting is weatherproof and vandal proof. Lighting has been installed to illuminate the exterior of the facility so camera's can capture a minimum 20' radius surrounding the facility doors. In addition to the existing lighting checks done by the retail and cultivation employees, Cannabaska Concentrates will have a designated employee check all lights weekly (or more frequently, if needed) to ensure all lights are functioning properly and are clear of any obstructions or debris.

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:

Cannabaska Concentrates has contracted with a third party security company to expand the alarm system currently in place, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system is set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to Smadar's and the manager's cell phones. This will also trigger an audible alarm to help deter potential intruders. Live security footage will also be accessible to Smadar and/or Manager via their cellular phones so they may keep an eye on the facility even when they are away. The alarm system will be active at all times that the store is closed. The last manager or employee to leave the facility each night will activate the alarm system and the first manager or employee to arrive in the morning will deactivate the system. In the event of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMO Enforcement via email. In the case of the establishments 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 or manager will notify AMCO and Enforcement as soon as possible and in any event, not more than 24 hours

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

Only Smadar, the manager and designated employees will have access to marijuana storage areas. Continuous video surveillance will record and monitor all employees, the licensee and manager of Cannabaska Concentrates that handle, package, or distribute marijuana. All video will be stored for the required 40 days. All security recording equipment will be stored in the secured office. All employees and managers will be taught about methods of diversion and how to be aware of them including theft from employees or the public. Employees will be trained on handling and labeling products and how to properly use our inventory tracking system in place. Inventory and accounts will be reconciled on a regular basis in order to identify and investigate any irregularities in monetary accounts or Inventory. Continued on Page 11...

3.7. Describe your policies and procedures for preventing loitering:

Entrance to the concentrate facility will be clearly marked with "Restricted Access Area" signage. The exterior of the facility will remain well-lit with exterior lighting. "No Loitering" signs will be prominently posted around the property as well as signage stating that the premises is under video surveillance. Employees will periodically walk the perimeter of the facility to ensure that there are no persons loitering at any time. If a person is to be found loitering, they will be told to vacate the premises and that law enforcement will be contacted if they refuse to comply. AMCO and enforcement will be notified electronically in any case that law enforcement is contacted, electronically, within 24 hours.

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.

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:

As previously mentioned, Cannabaska Concentrates will be co-located within the currently operational and adjoining Retail and Cultivation Facility. Additional cameras will be used in order to record all areas of the establishment, inside and outside at multiple angles and at a height that will provide a clear, unobstructed view. Cameras will be carefully placed to prevent any blockage from fixtures, posts, display cases, or other equipment. All security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within twenty (20) feet of the exterior entrance. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anyone going in or out of the building. All restricted access doors will have coverage to clearly identify the face of anyone present. All exterior entrances and restricted access areas will have video coverage documenting the face of the individual entering the room. All exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. The parking lot and entrance will also have video coverage. Footage from security cameras will be accessible remotely, allowing Smadar or the manager to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. During a power outage, all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour.

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:

Cannabaska Concentrates will store all video surveillance recordings inside the locked office (with backups off site) which will only be accessible to Smadar, the manager and AMCO agents or law enforcement. Smadar will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO Enforcement and local law enforcement upon request.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)***;**

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

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

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

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

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

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;**

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

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

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 business records, including operational and regulatory documents, 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 daily to a cloud-based drive to protect from loss and destruction and to allow Smadar and designated authorities access at any time. Hard copies (if original hard copy is needed to be kept in addition to electronic versions such as Visitors Logs) will be kept in the shared office, for six (6) months, in a separate locked cabinet that is accessible only to Smadar and the manager. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and search-able manner.

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

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

Section 6 – Employee Qualification and Training

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

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

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

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

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

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

Smadar, the manager and all employees will have a valid marijuana handler card. Copies of every card will be kept with corporate records on site and/or kept with employee ID badge. All employees will be trained on protocols to respond to regulatory mandates, security issues, health, safety and fire responses, visitor escorting and loiterers on or near the premises, and cleaning protocols. All owners, managers, production and packaging employees will have valid food handler cards on their person and a copy with the business records on file. Managers will have specific training in the topics listed above and in-depth protocols such as: opening and closing the facility, security alarm and surveillance video systems, record storage, managing emergency situations such as personal injuries, fire and law enforcement scenarios and inventory tracking for in-house policy and METRC requirements. The State and Federal laws concerning marijuana will also be discussed, and each employee will be taught specific answers regarding this topic that are the acceptable responses to provide to customers (other marijuana retail establishments), regulatory officers, or other in order to ensure that there is no legal opinion rendered, but rather information on the law as in its current form.

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. DS 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. DS 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. DS 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). DS 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:

All packaging materials that will be sold to marijuana retail establishments for sale to consumers will be child-resistant and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Marijuana edible products will be individually packaged immediately after manufacturing, and subsequent to positive third party testing, further packaged with approved exterior packaging, health and safety labeling methods. Infused products will be stored in the secured, restricted access, locked production and packaging room in the facility with 24/7 surveillance when awaiting distribution. For all transports of marijuana products, Cannabaska Concentrates will create a METRC generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. Continued on Page 11...

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):

Cannabaska Concentrates will not have any signs with the company name and logo however, there are signs for the co-located retail store on the exterior of the facility that comply with AMCO Regulations and Municipality of Anchorage ordinances.

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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):

Cannabaska Concentrates plans to utilize the following advertising mediums:

- Magazine ads
- Social Media
- Newspaper ads
- Radio Ads
- Platforms such as LeafLinks
- Sponsorship of sporting events

Advertisements will include each of the warning statements verbatim as they are listed in the regulations.

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.

Smadar Warden

Printed name of licensee

DocuSigned by:

Signature of licensee

(Additional Space as Needed):

3.6 Continued: All employees will be taught about methods of inversion and diversion and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how to ensure they are in the database inventory. Employee's will be taught how inversion and diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), employees bringing in marijuana from an outside unapproved source or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to guarantee the safety of our fellow employees, customers (other retail stores) the public, and the facility itself.

8.1 Continued: All marijuana product will be in a sealed package or container not exceeding Ten (10) pounds and then stored in a locked safe and secure storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. Cannabaska Concentrates understands that the transport regulations and requirements also apply to in-house transports from the manufacturing license to the co-located retail facility.