Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
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:	House OP	**MJ License #:**	36435		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	House OP				
Premises Address:	6511 S Hemlock Dr				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	9919 Annette Cir				
City:	Eagle River	**State:**	Alaska	**ZIP:**	99577

Designated Licensee:	Mark Oppegaard		
Main Phone:	907-529-6234	**Cell Phone:**	907-529-6234
Email:	houseopllc34@gmail.com		

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

All areas where marijuana, or marijuana product, is grown, processed, tested, stored, or stocked will be restricted and locked.

All visitors will be required to sign in to a visitor log book, providing their name and identification (proving they are 21 years old and above), date, and reason for the visit.

Not more than five visitors will be allowed for each licensee, employee, or agent of the licensee, when engaged in supervising those visitors.

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:

All areas where marijuana, or marijuana product, is grown, processed, tested, stored, or stocked will be restricted. All entrances to the restricted area will be locked and marked by a sign that states, "Restricted Access Area - Visitors Must be Escorted."

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

All visitors will sign in and out of the log book. The log book is a permanent record of all visitors and will be kept on-site.

All visitors, upon verbal approval, will be escorted through restricted areas. Visitors will receive a visitor's badge once they sign into the log book, providing name and identification (proving they are 21 years of age or older), date, and reason for visit. Upon departure, the visitor will return the visitor's badge and sign out, providing the date and time.

The number of visitors will not exceed five for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors; and will be escorted at all times.

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:

Exterior lighting will have adequate lumen output to facilitate surveillance equipment. Exterior surveillance equipment will have night-time infra-red capabilities for up to 50 feet of surveillance area.

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:

A motion sensor alarm system with door and window sensors, through a monitoring company. A 24-hour motion detection monitoring system for the doors and windows. When the alarm is engaged, and upon an event (trip alarm), the 3rd-party monitoring company will notify us and the police department for immediate response.

Amco will be notified, within 24 hours of any unauthorized access or knowledge of theft, diversion, or unexplained disappearance of marijuana product or money from the premises.

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

During operational hours, video camera surveillance will be in place to monitor all parties for any diversive activities. This will include all restricted areas, entrances, and each point-of-sale area. There will be daily reconciliation of stocks, supplies, and total sales receipts.

3.7. Describe your policies and procedures for preventing loitering:

All personnel will be trained and certified to monitor all actions by all visitors. Loitering will not be permitted, and those parties will be asked to leave, and/or escorted from the premises. If this is unsuccessful, the police department will be contacted. Exterior cameras will assist in identifying and monitoring loiterers.

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. MAO

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. MAO

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. MAO

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

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). MAO

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:

Video cameras will be placed out of reach, outside the location to monitor visitors entering and exiting the location.

Inside the location, the video cameras will be placed in positions that are at a height that will provide a clear, unobstructed view of all activities, without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for the clear and certain identification of any person and activity the area at all times.

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:

Video camera recordings will be stored locally and through the 3rd-party monitoring company. The local storage will be held in a secured area that can only be accessed by authorized personnel.

All surveillance recordings will be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing, showing the time and date.

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)*; MAQ

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;** MAQ

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

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

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

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

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

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;** MAQ

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

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

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:

To exercise due diligence in preserving and maintaining all required records, any current business records and data that is not scanned and uploaded into the computer will be kept on-premises in a locked and secured fire-proof cabinet; older records will be archived off-premises in a locked and secured, fire-proof location.

Business records and data electronically maintained will be password-protected, only authorized personnel will have access. Weekly backups of the electronically maintained business records and data will be stored on-premises in a locked and secured, fire-proof cabinet. Older, or archived, electronically maintained business records and data will be stored off-premises in a locked and secured fire-proof location.

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. MAQ

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

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. MAQ

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. MAQ

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. MAQ

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. MAQ

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

Aside from the marijuana handlers' course, there will be "new-hire" training that will be provided for new employees. This will cover job specific tasks, processes, and company policies.

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. MAQ

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. MAQ

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. MAQ

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). MAQ

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:

To prepare all marijuana or marijuana products for shipment will require all plant components be cleaned and weighed separately. This includes feeder or garbage leaf, sticks, trim, and buds. This data will be documented in the inventory tracking program that will include the manufacturer name and production lot number.

To secure and package all marijuana or marijuana products for shipment will be labeled, sealed, and will have temper-evident packaging. The label will include the net weight of the product in the package; the name and license number of the marijuana facility where the marijuana was prepared; and the production lot number.

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. MAQ

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. MAQ

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. MAQ

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. MAQ

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. MAQ

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. MAQ

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

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):

Because this location is a concentrate manufacturing facility (and limited cultivation), there will be no advertising signs posted on the location. However, as required by 3 AAC 306.710, all entrances will be marked by a sign that says, "Restricted access area. Visitors must be escorted.".

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

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.

Mark A Oppegaard
Printed name of licensee

Signature of licensee