



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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:	AKO FARMS LLC	MJ License #:	16767		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	AKO FARMS LLC				
Premises Address:	1210 Beardslee Way				
City:	Sitka	State:	Alaska	ZIP:	99835

Mailing Address:	PO BOX 2426				
City:	Sitka	State:	Alaska	ZIP:	99835

Designated Licensee:	Justin Brown				
Main Phone:	907-738-5301	Cell Phone:			
Email:	akofarmsllc@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:

There will be a sign 12" by 12" posted by the entrance stating "NO ONE UNDER THE AGE OF 21 ALLOWED" the same sign will be posted inside the reception area. Security cameras will be in place. Valid issued government ID will be checked in reception area.

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 entrances inside and outside will be commercial grade metal security doors. Each door will require a key less security code. All visitors will be signed in and out and given a visitors badge to wear while on premise. All restricted areas will be marked with a sign that reads "RESTRICTED ACCESS AREA. VISITORS MUST BE ESCORTED." Also a sign reading "NO ONE UNDER THE AGE OF 21"

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

All visitors will enter the main door which enters into a reception area. They will show identification as required to prove that person is 21 years or older. Visitors will sign into a log book with their name, time of arrival, time out, and what type of id is checked. After signing in a visitors log book, they will be given a visitors badge to wear while in the restricted areas. They will be escorted by an employee at all times. No more than 5 visitors are allowed at a time.

AKO FARMS LLC

#16767



Morgan Lau-sed

#16628

STAFF

AKO FARMS

LICENSE # 16767

V ISITOR

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:

By local building codes, all exits/entrances will have lighting. There will be lighting over all windows and doors. Lights and cameras will be placed a minimum 8' from the ground on the exterior of building and will pick up to 20' perimeter.



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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:

At the end of a business day the alarm system will be activated by a key pad in the office area by the entrance/exit door which will be monitored by a licensed alarm company. There will be sensors on all doors and movement sensors through out the building that will be activated when building is locked up for the day. If the alarm company receives an unauthorized breach of security, the alarm company will notify the local law enforcement, owner, and owner representative. Who will then come to the facility. The local fire department requires any building with a sprinkler system to have a lock box mounted by the main entrance so police or fire department can access the facility. MCB will be notified within 24 hours. All product will be inventoried to MCB and local authorities. A quality control review of security measures will be conducted and proper steps to correct any deficiencies in the security plan will be made.

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

All marijuana will be stored in a walk-in freezer that locks. There will be cameras inside the freezer and another facing the entrance door. Diversion of marijuana will also be prevented with use of continuous video monitoring, located throughout the facility. All personal items (bags, purses, phones, coats) will be kept in the employee locker room. All employees will work under management with constant supervision.

3.7. Describe your policies and procedures for preventing loitering:

The facility sits by itself on a private open lot, any loiters will be recorded on surveillance cameras, that will have a 20' range of the building. There will be a 12' by 12' sign reading "NO LOITERING" Along with a sign reading "RESTRICTED AREA NO ACCESS" and "NO UNDER THE AGE OF 21 ALLOWED" signs placed on all sides of the building. Anyone refuses to leave the premises will be escorted off by law enforcement.

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.




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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. 

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:

There will be exterior video cameras placed over each entrance which will provide a clear 20' view of perimeter of the facility. There will be interior cameras facing the entrance which will capture every individual entering and exiting the facility. Cameras will be placed in the interior facing restricted areas. Cameras will be placed in walk-in freezer and cameras will also face the freezer entrance door.

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

All video surveillance recording equipment will be housed in a locked safe cabinet., A surveillance camera will be placed to record the cabinet. Video surveillance tapes will be stored for 90 days, authorized personnel will have the key to the locked safe cabinet. Any law enforcement or agent of the board will have access to the key from the authorized personnel.



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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); ER
- 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; ER
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; ER
- d. records related to advertising and marketing; ER
- e. a current diagram of the licensed premises, including each restricted access area; ER
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area; ER
- g. all records normally retained for tax purposes; ER
- 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; ER
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and ER
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745. ER

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:

Records including inventory, testing results, quality control, and quality assurance, accurate, and comprehensive inventory tracking data, bookkeeping for each business transaction, employee lists, business and vendor contracts, advertising and marketing, diagrams of licensed premises, waste management and a visitor logs. Current records will be stored for 6 months in a locked safe cabinet on premises for authorized personnel to view. The records and data will then be electronically recorded and stored in a water/fire proof safe for up to 4 years.



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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. A marijuana establishment and each licensee, 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. Each licensee, 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):

The manufacturer will install and train employees on site. All new employees will undergo an orientation session to become familiar with our company, procedures, and policies. In addition, employees will shadow experienced staff until they become comfortable with their job duties. Employees will receive training on workplace safety, security procedures, cleanliness, and sanitary practices. We are committed to providing a safe secure and enjoyable work environment for all employees. Training will be an ongoing effort to keep employees informed of the latest standards and practices.



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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.

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.

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.

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).

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:

Marijuana product will be packaged into different size childproof containers. Each package will be identified by a tracking label generated for tracking by a State approved inventory tracking system (METRC). The label will be placed on the shipping container. A transport manifest for the outgoing product, will remain with the product at all times while being transported. Products will be put in packages that will be within a locked, tamper-proof shipping container that will be placed in another locked container in the vehicles locked trunk. A copy of the manifest will be given to the licensed marijuana establishment. We have read and understood the labeling requirements of transporting marijuana 3MC 3-6.475.



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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.
- 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

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be a sign on the front of the building reading "AKO FARMS LLC" It will be 2' by 6' and will be attached to the building by the main entrance door along with "RESTRICTED ACCESS AREA" "VISITORS MUST BE ESCORTED" and "NO ONE UNDER THE AGE OF 21 ALLOWED" signs.



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

We will make stickers for packages and print on shirts and sweatshirts



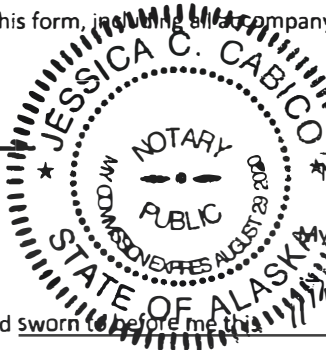
I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Elizabeth Martin

Signature of licensee

ELIZABETH MARTIN

Printed name of licensee



Jessica C. Cabico

Notary Public in and for the State of Alaska

My Commission expires: 08-29-2020

Subscribed and sworn to before me this 11th day of May, 2018.



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(Additional Space as Needed):