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:	Tidewater Farms, LLC	**MJ License #:**	39775		
License Type:	Limited Cultivation				
Doing Business As:	Tidewater Farms				
Premises Address:	3002 West Tongass Narrows				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Mailing Address:	PO Box 6313				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Designated Licensee:	John Knechtel		
Main Phone:	907-401-1039	**Cell Phone:**	907-888-5291
Email:	southeastakag@gmail.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:

Tne entire Licensed Premises Area is located in one building found within a exterior perimeter fence with locked gates. All exterior building doors are locked at all times; a multiple motion activated security camera system with 24-hour monitoring is found both on the exterior and interior of the building. No persons under the age of 21 will be allowed anywhere within the Licensed Premises Area at anytime.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

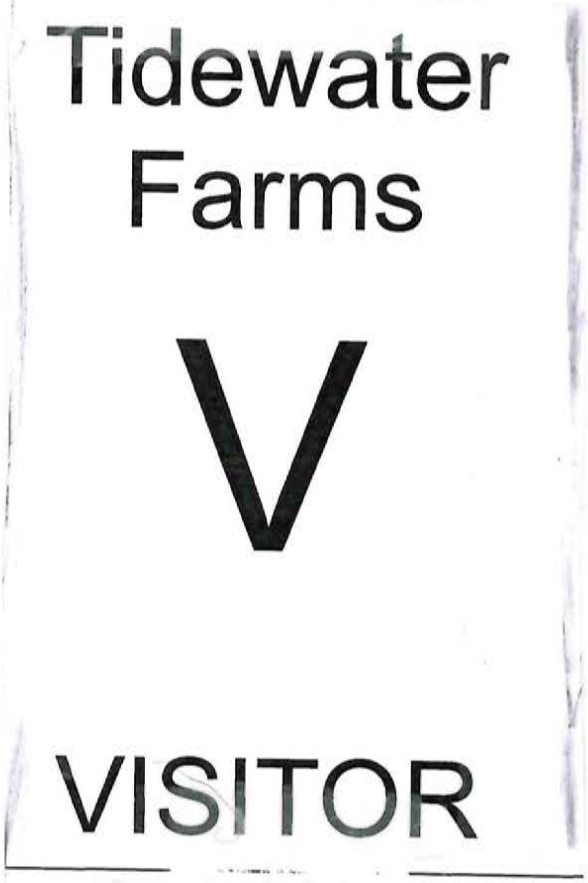
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Tne entire Licensed Premises Area is located in one building found within a exterior perimeter fence with locked gates. The property in which the Licensed Premises Area is private property located on a remote island with tidal-dock access only. This private access is monitored 24-hours a day, 7 days a week, and no member of the public can access this area.

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

Visitors will show identification to prove lawful age. Once approved, the visitor will enter the gated and noted restricted access area accompanied by an employee or agent of the licensee who is actively engaged in supervising those visitors. Before access to the facility, the visitor will be presented with a visitor badge, to be worn at all times while in the restricted access area. The visitor will be presented with a sign-in sheet, with signature, date, reason for visit, and a sign-in time and sign-out time. The visitor will be accompanied by an employee or agent of the licensee who is actively engaged in supervising those visitors until leaving the restricted access area, at which time the visitor hands in the visitor badge and signs out.

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:

The entire Licensed Premises Area is located in one building found within an exterior perimeter fence with locked gates utilizing commercial-grade locks and proper AMCO restricted access area signage affixed.
The cultivation building itself has exterior, motion-sensing lighting to facilitate surveillance at both entrances, as well as emergency/power outage lighting with solar motion-sensing spotlights surrounding the entire building exterior.

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:

Both facility entrance doors are locked with commercial-grade, non-residential door locks at all times, and contain a wifi-enabled, open-contact contained sensor alarm system which also includes security/flood lighting to facilitate surveillance; the first floor has no exterior windows. The first floor contains a multi-camera interior and exterior surveillance system which utilizes a Smart ultra HD-DVR continuous recording system.
The upstairs Trim Room has the same wifi-enabled open-contact contained sensor alarm system, with additional motion-activated alarm sensors that include a glass-breaking alarm addition to the one exterior window; there is also an additional video surveillance system, with motion activated cameras and security/flood lighting to facilitate surveillance, as well as Swann HD DVR continuous recording system, located in the upstairs Trim Room.
If an unauthorized person attempts to breach the Licensed Premises Area, the wifi-enabled open-contact contained sensor alarm system will activate, which includes online notifications sent to the alarm system, onsite property manager, as well as the licensee. At that point the licensee will contact the proper authorities (if the alarm system hasn't already), and will await instruction from those responding officers.
If applicable, the licensee will contact the Alaska Department of Commerce, Community, and Economic Development - AMCO as soon as reasonably practical (and in any case no more than 24 hours) after any unauthorized access to the premises or 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.

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

All harvested product is weighed at regular intervals always under camera surveillance. Product is stored in locked, secured storage that is also always under constant camera surveillance. No employees may have ANY backpacks or personal bags within the Licensed Premises Area, and video will be reviewed by onsite security if any discrepancies are found.
All employees will wear their ID badges at all times, and any visitor will be properly identified, badged, and escorted at all times.
If applicable, the licensee will contact the Alaska Department of Commerce, Community, and Economic Development - AMCO as soon as reasonably practical (and in any case no more than 24 hours) after any unauthorized access to the premises or 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.

3.7. Describe your policies and procedures for preventing loitering:

The entire Licensed Premises Area is located in one building found within a exterior perimeter fence with locked gates with the properly affixed AMCO signage, located on private property that is on a remote island with tidal-dock access only. This private property does not have any public access of any kind.
All employees will wear their ID badges at all times, and any visitor will be properly identified, badged, and escorted at all times.

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:

The Licensed Premises Area has previously been certified by AMCO for a current cultivation license (Stoney Moose Farms). Furthermore, two attachments (3.13a and 3.13b) fully explain in detail the location of video cameras, emergency lighting, and exterior lighting/surveillance.

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

The entire Licensed Premises Area is located in one building found within a exterior perimeter fence with locked gates. The locked and secure area that stores video surveillance has previously been identified by AMCO as being correctly installed; this system is located within a steel-lockbox, and all wiring is run through walls. This area is under constant surveillance, and access to the steel-lockbox is controlled by onsite security and the licensee.

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)*; JL

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;** JL

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

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

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

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

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

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;** JL

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

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

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 required records will be kept on-site in a locked, fire-rated, waterproof storage container within the Licensed Premises Area.

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. [K]

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

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. [R]

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. [R]

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. [R]

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. [K]

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

There will be no in-house training that will be provided to employees and agents apart from a marijuana handlers course; all employees will have the required AMCO training, including handlers card, prior to employment.

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.	R
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.	R
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.	R
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).	R

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):

The toilet and hand-washing facilities are located on premises, which are identified on MJ-02.

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:

After harvest, product is dried 10 (ten) days, processed by an employee wearing proper PPE, into storage contains where allowed to cure for 15 (fifteen) days. Product is then weighed on an AMCO-approved/certified scale, and sample(s) is weighed according to total weight of harvest badge. Sample is sent to a state-approved testing facility; upon receiving passed test results, the package becomes available for sale. When an order is received, a package is made from the source package, reflecting the quantity of the order. This package is weighed on an AMCO-approved/certified scale, and placed in Grove storage bags, then sealed. New package is entered into Metric, and a manifest is created; this manifest reflects the quantity of sale, type of product, quality of product, driver's name, driver's license number and AMCO ID number, vehicle information, time of departure, and time of arrival. Two manifests and invoices are created; both manifests and one invoice travel with the product at all times. Product and paperwork are placed in a thick-walled tote with key-locks, preventing access; keys will be carried by licensed transporter and kept with facility manager. Manifests, invoice, and package are presented to the licensed cannabis facility; one manifest returns signed and filed at the facility. The other original invoice is filed and stored on site at the facility before the product leaves the facility.

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. [JL]

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. [JL]

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. [JL]

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. [JL]

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. [JL]

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. [JL]

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

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 exterior signage will be posted at the establishment/Licensed Premises Area.

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

Tidewater
Farms

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.

John Knechtel
Printed name of licensee

Signature of licensee

3.13 A

⊗ Camera placement.

emergency lighting

● = Restricted Access Area

● = Licensed Premises Area

license: 39775

dba: Tidewater Farms

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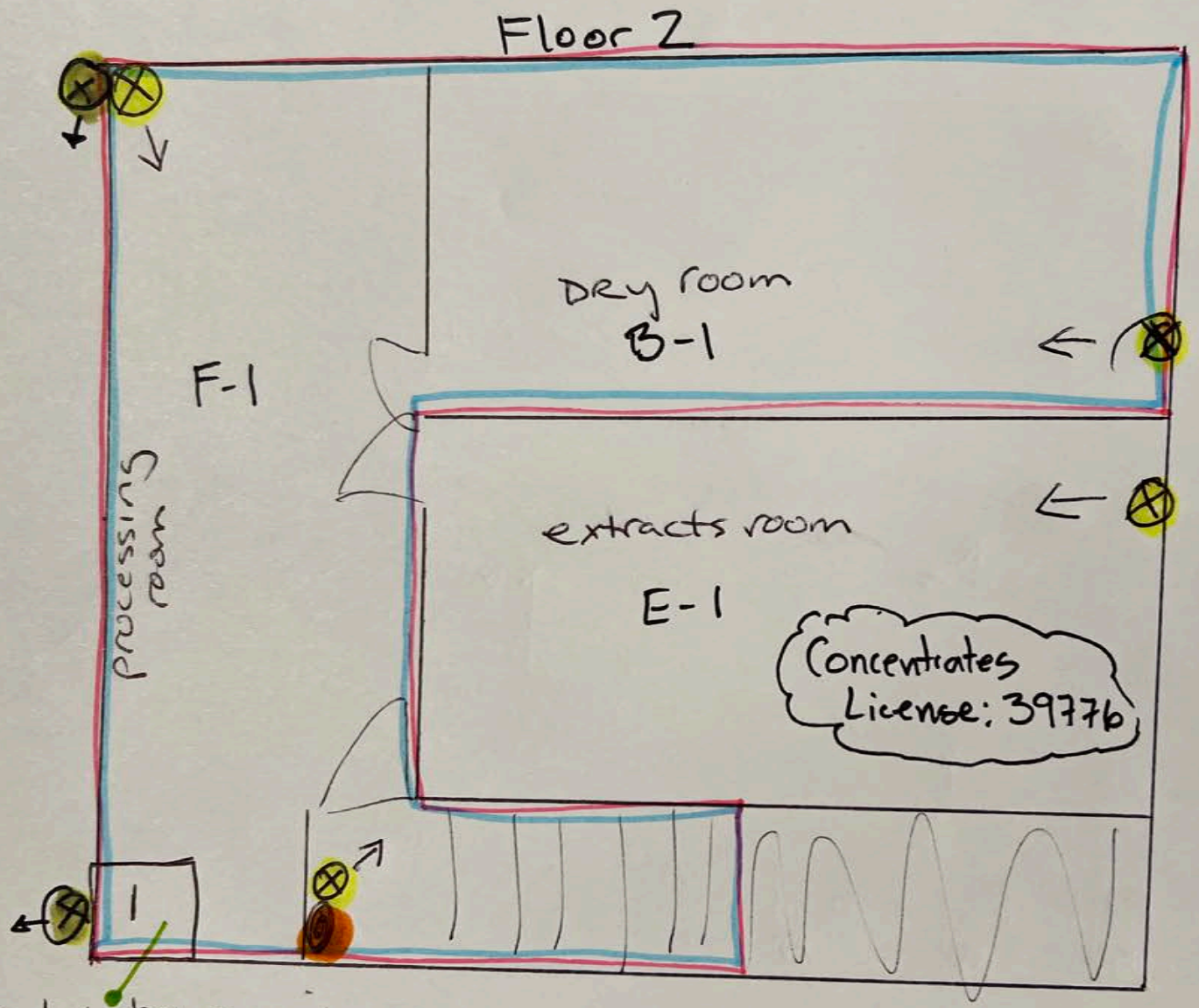


1 secure lock box security system

3.13 B

Camera placement

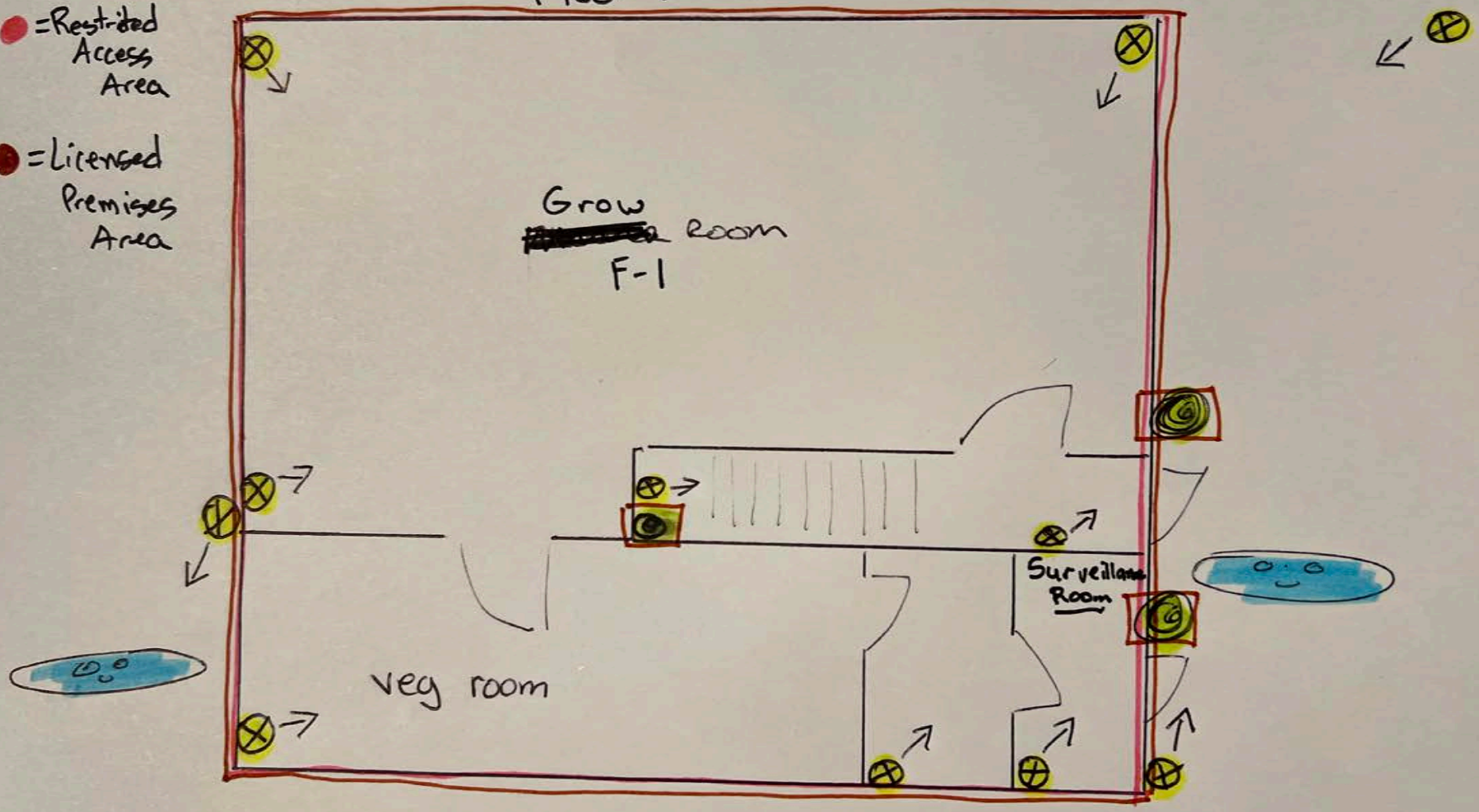
emergency lighting

exterior solar powered motion sense lighting

Floor 1

=Restricted Access Area

=Licensed Premises Area



N

License : 39775

dba: Tidewater Farms

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