Alcohol and Marijuana Control Office
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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:	Pipe and Leaf, LLC	**MJ License #:**	17250		
License Type:	Retail Marijuana Store				
Doing Business As:	Pipe and Leaf: Premium Alaskan Cannabis				
Premises Address:	3546 Airport Way				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	3546 Airport Way				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Designated Licensee:	Haley Essig		
Main Phone:	907-317-7346	**Cell Phone:**	
Email:	connect@akpipeandleaf.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:

Pipe and Leaf will refuse entrance to any person who does not produce a valid government issued photo identification. The entrance to the marijuana store will be posted with a sign that says "No one under 21 years of age allowed." Anyone wanting to enter the licensed premises will be asked to produce a government issued photo I.D. before access is granted. Employees will be trained on how to spot fake ID's and no one under the age of 21 will be allowed access to the facility. If at any time, an employee suspects that someone if under the age of 21, they will be escorted outside and 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:

The retail store will be equipped with 24-hour monitoring alarm system, exterior lighting, and video surveillance. In an effort to maintain the highest level of security, all marijuana products and restricted access areas will always be monitored and restricted. Restricted access areas will be controlled in accordance with 3 AAC 306.710 and will only be granted to employees, ownership, approved visitors, AMCO enforcement, law enforcement and other duly authorized agents. The counter will have a locked gate on each side preventing customers from entering the restricted access area. There are two security doors which access the back of the house restricted access area. One is from the retail side and one is from the back of the building. Each of these doors will be spring loaded, self locking, keypad enabled doors. Each entrance to the restricted access areas will be marked with a sign that says "Restricted access area. Visitors must be escorted." Distinct and apparent cameras will be placed throughout and around the store to discourage the public from attempting access. To help deter unauthorized access and theft, at least one employee will be behind the point of sale counter at all times.

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

With the exception of, AMCO and duly authorized law enforcement agents, all visitors must be approved by a manager prior to being allowed in a restricted access area. Before a visitor is admitted into a restricted access area they will:
-Show a valid government issued photo I.D.
-Obtain a visitor ID Badge
-Sign into the visitor log book (Name, date, purpose of visit, time in, time out, escort initials)

Once the visitor has been assigned an escort they must be physically present with that escort for the entirety of their visit, and remain in eye sight of that escort. Visitor to escort ratio will not exceed 5:1. Each visitor will be issued a visitor badge and will be instructed to clearly display it on their person while on the licensed premises. At this time, the employee or ownership will brief the visitor on the company's policy's regarding hygiene, safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the restricted access areas of the retail store. Upon their exit, visitors will be required to return their badge and promptly leave the licensed premises.

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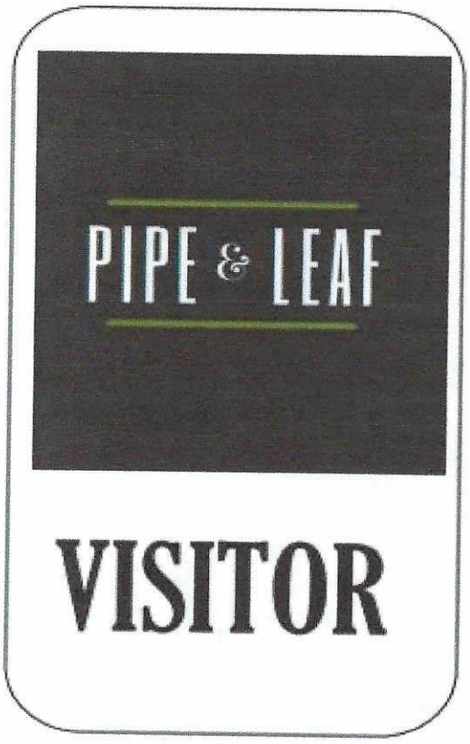
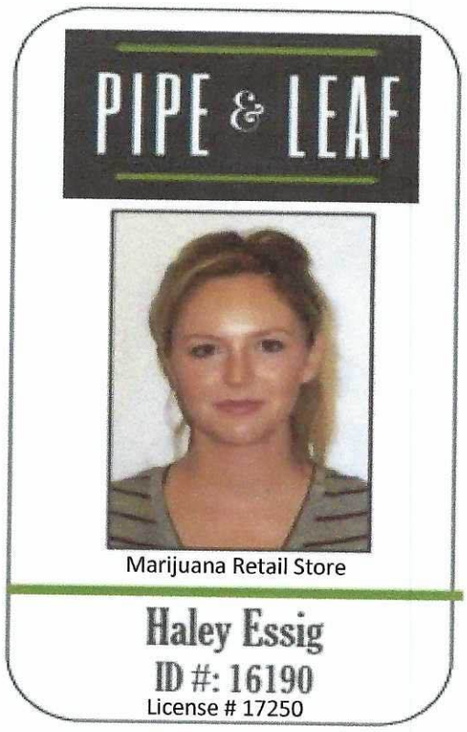
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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 exterior lighting fixtures of the retail facility will be designed and installed to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance. Exterior lighting will be positioned to allow the surveillance system to clearly see a 20 ft radius around all points of entries. The camera system and lighting will be constantly calibrated to maximize the quality of any recorded images, and to also discourage theft and/or trespassing. The lighting fixtures will be installed to insure there are no dark spots around the perimeter. All outdoor lighting will be weatherproof and vandal proof. A Pipe & Leaf employee will do routine checks of all lighting to ensure that all lighting is properly functioning and that all lighting is clear from any obstruction.

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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:

Pipe and Leaf will contract with a third party security monitoring company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. Door contacts, motion detectors, and a glass break detector will be armed when the premise is closed for business. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to ownership's cell phone and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. When the business is open, a panic button will be in place at the counter. In the event that the alarm system sends an electronic alert to local law enforcement to notify them 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. In the event of an unauthorized breach, inventory will be taken. If it is found that anything has been stolen from the facility, Pipe and Lead will notify the board and local law enforcement. In the event of an unauthorized breach, AMCO and enforcement will be notified electronically within 24 hours.

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

Pipe and Leaf will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. All marijuana and product will be stored in the vault, only authorized employees will be allowed to access this vault with their individual code on the keypad entry. First, all employees will be taught about methods of 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 insure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in a file that tell who logged on, what adjustments were made, and will also time stamp it. A designated employee or ownership will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges. At all times, the visitors will be escorted by an employee while in the restricted access area. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. The visitors log will be kept and stored on-site as an official business record. This visitor log will be made available to AMCO upon request. The records will be stored in the secured storage room located adjacent to the sales counter. After 7 years the hard copy may be destroyed.

3.7. Describe your policies and procedures for preventing loitering:

The premises is under video and audio surveillance, Cameras are prominently installed on the facility. Designated personnel will be trained to perform routine, but unscheduled patrols of the premises to check for individuals with no official business on the property. Individuals who are loitering will be asked to leave. If the individual does not leave, law enforcement will be notified.

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. HE

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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. HE

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. HE

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

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). HE

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:

Pipe & Leaf will be protected by surveillance recording system that will have cameras positioned to view all entrance/exits and perimeter of the licensed retail premises. The security cameras will be monitored 24 hours a day, 7 days a week. All cameras will have full tilt/zoom capabilities and will have secure data storage. The premises will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. The cameras will have clear, crisp images that let ownership see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring.

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 recording equipment and surveillance records will be kept in a data cabinet in the office. Only the licensee, authorized employees, law enforcement, and an agent of the board will have access to the office. The office will be accessed by key code only. Ownership and the general manager 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 if it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped and archived in a searchable format that prevents alteration of the recorded image. Upon request, recordings and surveillance data will be available to the AMCO, AMCO Enforcement and local law enforcement

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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)*; [AE]

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;** [AE]

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

d. **records related to advertising and marketing;** [AE]

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

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

g. **all records normally retained for tax purposes;** [AE]

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;** [AE]

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

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

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 such as operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be kept on site for a minimum of 6 months in a locked file cabinet in the office as indicated on the diagrams. After that, records will be moved to a secure location held by the licensee for at least three years. Additionally, all records will be backed up on hard drives and a secure cloud service and will meet all security requirements of 3 AAC 306. Only ownership and authorized agents will have access to the secured storage area and business records. All business records and surveillance video will be available to AMCO enforcement and local law enforcement upon request.

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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. HZ

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

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. HZ

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. HZ

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. HZ

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. HZ

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

Qualified candidates who hold a valid marijuana handlers card will be hired on a probationary period during which time they will receive training and evaluation specific to their position. Training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Ownership and/or the general manager will personally present or arrange training and education to employees. Within the probationary period, all new employees will be required to meet with the general manager to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each retail employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law.

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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. [HG]

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. [HG]

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. [HG]

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). [HG]

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:

Product will only be shipped to another marijuana retail store and no other type of marijuana establishment. Wholesale packaged product will not exceed 10 pounds. Packaging for resale to consumers will not exceed one ounce. If product is packaged for resale the packaging will not have any printed images specifically targeting the persons under 21 years of age. Additionally, the packaging will protect the product from any contamination and will not release any toxic or damaging substances to the marijuana. All packages will be identified by a tracking label generated by METRC. Packages will be labeled in accordance with 3 AAC 306.475 and 3 AAC 306.570. All marijuana packaged will be placed within a sealed, tamper evident shipping container. This shipping container will be placed in plastic bins secured to the vehicle locked with code enabled padlocks, the driver will be given the code. A transport manifest generated in METRC will accompany all shipments.

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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

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):

Pipe and Leaf may have up to 3 signs with the business name on it visible to the general public. 2 of the 3 signs will be affixed to the building. The potential signs will not exceed 4800 square inches as per AMCO regulations.

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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):

Pipe and Leaf plans to utilize the following medium types when distributing advertisements:

Pipe and Leaf will advertise through social media mostly, however may expand into additional platforms such as:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads
- Direct Text Message

Additionally, Pipe and Leaf may carry products with the logo on it including but not limited to: hats, tshirts, lighters, grinders, hemp wicks, rolling papers, coffee mugs, etc.

Pipe and Leaf may sponsor events and distribute flyers advertising said event

PIPE & LEAF

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

Signature of licensee

Haley Essig

Printed name of licensee

"Offical Seal"
Notary Public
Mason Berry
State of Alaska
Commission #170427011 Expires: 4/27/2021

Notary Public in and for the State of Alaska

My commission expires: 04/27/2021

Subscribed and sworn to before me this 28 day of February, 2020.

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