Alcohol and Marijuana Control Office
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Phone: 907.269.0350

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:	Worner Brothers Outpost, LLC	**MJ License #:**	28899		
License Type:	Retail Marijuana Store				
Doing Business As:	Worner Brothers Outpost				
Premises Address:	33590 Sterling Highway				
City:	Sterling	**State:**	Alaska	**ZIP:**	99672

Mailing Address:	33697 Sterling Highway				
City:	Sterling	**State:**	Alaska	**ZIP:**	99672

Designated Licensee:	Jeff Worner		
Main Phone:	907-953-2408	**Cell Phone:**	907-953-2408
Email:	jworner@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:

The premises will display multiple signs indicating that the area is secure and monitored; outdoor lighting, 24-hour video surveillance and an alarm system will be present. Security cameras will monitor all entrances, exits, and windows as well as restricted access areas, the office and safe room, all counters and all processing and packaging areas. The exterior of the building has 24-hour surveillance cameras recording all activity on the premises and adjacent properties. Customers and visitors will enter through the front doors and proceed directly to the counter across from the door where their ID will be immediately checked by an employee to ascertain that they are 21 years or older. All persons entering must provide a valid state-issued identification or other form of identification permitted by regulation. Any visitors will be provided a visor badge which they will wear throughout their visit. Visitors will be escorted by employees and sign a visitor log stating their name, the date and purpose of their visit. Restricted access areas will be monitored at all times and separated from public areas. Access to restricted areas is limited to employees and escorted visitors through locked doors with signs indicating the area is restricted. Cameras will cover doors to restricted access areas.

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:

In the case of an emergency, the owners, manager on duty, specially-defined agents, and any emergency personnel will have unrestricted access to the entire facility. All other individuals who are permitted access to restricted areas must be accompanied by an escort at all times. All visitors must enter through the entrance door and check in with the on duty employee designated to check all persons identification cards. Valid government-issued identification will be required and will be retained by security until the visitor exits the premises. When the visitor enters the premises, they must sign into a log book stating the date, time in and out of restricted area, and the purpose of their request. The log will be kept and stored as a business record and will be made available to AMCO upon request. Visitors will be escorted by an on duty employee while in restricted access areas at all times, and once the visit has completed, the visitor mist leave the premises immediately.

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

All visitors are required to sign into a visitors log noting their name, date of visit, time in and out of the restricted space, and the purpose of their visit to the facility. Worner Brothers Outpost, L.L.C., will retain the log and make it available to AMCO upon request. While inside the restricted access areas, visitors will be escorted by an on-duty employee at all times. Any additional information, activity, or behavior will be recorded during the visit should it become necessary.

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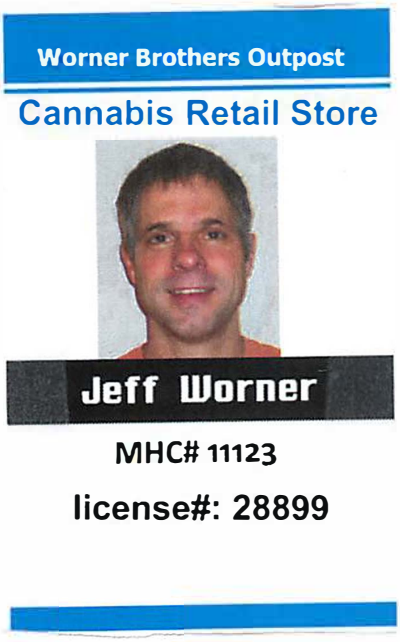
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

All exterior lighting will be checked by a manager on duty on a daily basis to ensure that each light in the system is operational, and each mount is positioned for optimum surveillance recording clarity and to deter unauthorized presence on the premises. The facility plans to install a total of seven motion sensor flood lights to be affixed to the building, two outdoor post lights to be evenly distributed on the property, and one outdoor post lights to be posted along the outer perimeter of the premises. There will be exterior lighting around the perimeter, evenly distributed throughout the property, and located against the building, and perimeter. The light fixtures will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance camera to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be bright to maximize visibility and deter crime.

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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:

An alarm system will be installed with an approved monitoring center monitoring the premises actively 24 hours a day, 7 days a week, to ensure the safety of employees and assets, and detect any unauthorized activity. Alarm testing will be done every six (6) months. The alarm system will monitor all exterior doors, windows, and roof penetrations. Motion detectors will monitor all areas of the building including the roof and attic areas during all hours not open for business. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to ownership and local law enforcement. Ownership and management will be educated on the security and alarm systems by the third party security company and installers. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measures, and controls. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last employee or manager to leave the facility each night will activate the overnight security devices, and lock all doors and windows. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at that time.

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

Video surveillance will continuously monitor storage, processing and packaging areas, and the office (which includes the safe, inventory storage, and money counting areas). Mandatory inventory counts will be taken weekly and stored as official business records. Policies will be in place for employee discipline for theft/diversion of product and/or funds including a no tolerance policy. All employees will complete mandatory training in recognizing such activity, and are required to notify ownership or management if they suspect such activity is occurring . All disposed marijuana and marijuana product will first be noticed to AMCO three days prior to disposal, logged into the company disposal log and metrc, and then rendered unusable to prevent diversion. In the event that an employee is caught stealing or illegally distributing marijuana, Worner Brothers Store, LLC will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO, and its agents and representatives, upon request. Constant surveillance will monitor the marijuana storage space and all individuals entering the area. Security monitors and video recordings will be located in the office and safe room.

3.7. Describe your policies and procedures for preventing loitering:

"No-loitering" signs and 24 hour surveillance video will be equipped to the exterior of the building. Loitering outside the establishment will be met with a request from employees to leave the premises. If the loitering individual does not comply with a verbal warning from employees the individual will then be given a verbal warning that law enforcement will be notified if they do not comply. The facility will have a single and secure entrance for all regular ingress and egress from the building and for all customers, and the entrance of the perimeter of the building will be monitored by security cameras at all times. Managers will work with the security company to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible. Company agents will contact local law enforcement for assistance when necessary.

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. JW

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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. JW

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. JW

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

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). JW

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:

Cameras will be placed at points inside and outside the building to provide clear views of all areas of the store. Adequate lighting will be placed to assure that images on the footage are visible. Cameras will be placed in a manner that avoids blockage of views by furniture, fixtures or equipment. Doors, safes, counters, registers, and the office area will all be covered by camera that provide a clear view of the face of persons interacting with product or payment. Camera at the front door and all exits will provide a clear view of all persons entering or exiting the premises. Cameras in the parking lot will provide adequate views of vehicles and persons entering or exiting vehicles. Camera covering the exterior of the store will provide clear views of exterior walls and corners of the building. Owners will be able to access camera footage at any time. A notification system installed with cameras will alert owners or employees of any failure or stoppage in filming. Cameras will run on emergency power during a power outage. A backup system for camera footage will be installed.

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 surveillance recording equipment and footage will be stored in the facilities most secured room - the office owner office. The secured room will have an advanced, reinforced security door and will be locked at all times, and will only be accessible by authorized agents. The door will be locked at all times and only owners and upper level management if owners deem necessary will have keys. The security system will be password protected accessible only to authorized individuals. Data will be stored on the security system's DVR for a minimum of forty (40) days as official business record. All surveillance data can be made accessible for upload to a separate hard drive to maintain records for longer than forty (40) days in the event of criminal, civil, or administrative investigations. All recordings will include the time and date stamp, and be archived in a format that does not permit alteration of the requested image, and will be available to AMCO and local law enforcement upon request.

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Section 4 – Business Records

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

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

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

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;** [JW]

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

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

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

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

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

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;** [JW]

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored on-site allowing ownership, management, and designated government authorities to have access to them. To prevent loss due to computer malfunctions, the company records may be periodically backed up to a cloud based server from time to time. Additional hard drive backups will be stored on-site in the office and safe room. Records within the facility will be stored in the secured office. Only ownership, management, and authorized agents will have access to of the office and all the safes inside, and a locked door will separate office from the rest of the facility.

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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. JW

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

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. JW

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. JW

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. JW

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. JW

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

Qualified employees will be given all necessary education and training upon hiring to be proficient in their jobs, as well as a three (3) month probationary period during which time they will receive training and evaluation. Each employee will be provided with any written materials generated by the Company regarding policies and procedures and State Laws and Regulations. Employees will be trained regarding any new regulations and requirements issued by the State/Board. Checklists regarding proper procedures will be posted at the employee's work areas. All employees will have access to a copy of current regulations and will have current marijuana handlers' cards.

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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. JW

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. JW

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. JW

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). JW

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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:

For all transports of products the establishment will create a Trip Manifest generated through Metrc. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding more than five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All products and packaging that products and flower are in at the store will not be colorful or appealing to children. All products/flower that consumers purchase must, at the very least, leave the store in a child proof exit package unless the individual package is child proof.

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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. JW

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. JW

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. JW

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. JW

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. JW

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. JW

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

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):

The store will have three signs with Worner Brothers Outpost visible to the public. The signs will be no larger than 4800 square inches each. One sign on the South side of the building will be affixed to the building. One sign will be affixed to the East side deck railing. The third sign will be in the West parking lot. The signs will not have cartoons or images that are appealing or enticing to children. The signs will depict a logo with the word "Outpost" below or beside the logo. Additional signs will announce that the store is only open to those 21 years or older. The store will display additional required signage indicating operating hours, a certificate of occupancy issued by the borough, AMCO marijuana establishment signs, no loitering signs, signs indicating surveillance camera are in use, restricted access area signs, exit signs, fire extinguisher signs and any other signs required by the borough or the state.

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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):

Advertising will include but not limited to printed media, labeling, website, social media, advertising specialties, and radio. All advertising will include either in print or verbally the required warnings as per AMCO regulations. Our business name will be included with all advertising.

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

Signature of licensee

Jeff Werner
Printed name of licensee

JACQUELINE CEPARANO
My commission Expires
NOTARY PUBLIC
Sep. 22, 2021
STATE OF ALASKA

Jacqueline Ceparano
Notary Public in and for the State of Alaska
My commission expires: 9/22/21

Subscribed and sworn to before me this 14th day of February, 2021

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