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:	BHRZ LLC	**MJ License #:**	29341		
License Type:	Marijuana Retail Store				
Doing Business As:	Cannabis Cove				
Premises Address:	7198 N Tongass Highway				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Mailing Address:	PO Box 1031				
City:	Ward Cove	**State:**	Alaska	**ZIP:**	99928

Designated Licensee:	Andrew Burton		
Main Phone:	(801) 712-5000	**Cell Phone:**	(801) 712-5000
Email:	andysburton@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:

An employee will be checking valid IDs at the entrance. No persons under the age of 21 will be allowed into the licensed premises. There will be a divider wall positioned at the entrance, so customers will not be able to see any marijuana or other products from the doorway.

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 doors to the restricted access areas will remain closed. There will be a restricted access sign posted on each access point to all the restricted access areas.

There will be exterior lighting as well as multiple cameras located inside and outside the building. These cameras will serve as a deterrent to anyone attempting to access the restricted areas.

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

Approved visitors will fill out a visitor log, which will include their name, affiliation, date, times in and out, and reason for their visit to the restricted access area. No more than 5 visitors will be permitted at any given time.

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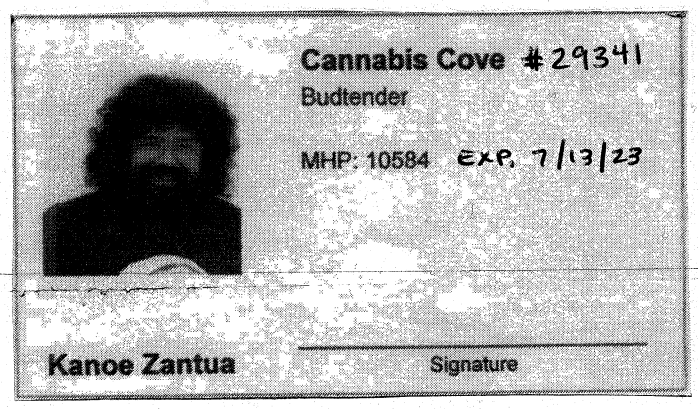
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



VISITOR

Cannabis Cove #29341

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Exterior lighting will be installed all around the building, including near the entrance/exit as well as all the windows. The surveillance cameras will also have infrared capabilities in the event the lighting was ever compromised.

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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:

A surveillance system will record all activity inside and outside surrounding the premises.

The premises will have a commercial grade alarm system installed. The system will have contact sensors on all the doors and windows, as well as motion sensors which will be activated any time the building is unoccupied.

The alarm system will be monitored 24/7 by a 3rd party alarm specialist, who can contact the Alaska State Troopers as well as the owners in the event of an unauthorized breach. There will also be an audible alarm to warn off any potential intruders. The premises is located only a few hundred feet from the local troopers station.

In the event of any unauthorized access, one of the 4 licensees will respond to the retail location. The licensees will coordinate with each other to designate a first responder. The first responder will be tasked with contacting and assisting the authorities (Alaska State Troopers and AMCO) as soon as reasonably possible (not exceeding 24 hours).

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

All products will be accessible from the restricted access area only. A large retail display counter will prohibit any customers from accessing product before first paying.

All employees and customers will be under constant and pervasive video surveillance which will monitor all areas of the premises from multiple angles (except for inside the employee bathroom).

3.7. Describe your policies and procedures for preventing loitering:

Loitering will not be permitted around the entrance or inside the premises. If a customer is not waiting to enter the store or actively shopping, they will be asked to leave the premises. The State Troopers will be notified to assist with any uncooperative loiterers.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. AB

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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. AB

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. AB

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

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). AB

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 cameras will be placed in multiple locations in each room to provide an entire view of the room. Cameras will be placed on the ceiling in some areas and on the walls in other areas to increase the range of visibility. There will be an emphasis on capturing multiple angles, especially near entrances and exits. Cameras will be installed so that any person attempting to disrupt one camera will be captured by a different camera.

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:

Surveillance recording equipment (NVRs) will be stored in the locked restricted access area. This area will only be accessible to the licensees, authorized employees, and other 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)*; AB

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;** AB

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

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

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

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

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

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;** AB

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

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

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:

Efforts will be made to ensure that both a digital and paper record will be preserved. Paper records will be stored in a locked file cabinet within the restricted access area. Digital records will be stored locally on equipment within the restricted access area, as well as on the cloud within a secure data storage system (ie quickbooks web access).

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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. AB

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

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. AB

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. AB

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. AB

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. AB

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

In addition to the handler course and store specific tasks (ie running the POS system), employees will be trained in regulatory and compliance functions including how to identify and respond to invalid or counterfit IDs and cash. We will provide updated resources to our employees such as current state ID reference books. Employees will be trained and kept up to date on AMCO specific customer limits and other pertinent regulations.

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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. AB

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. AB

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. AB

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). AB

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 products will be delivered to the premises by the wholesalers (cultivators and manufacturers). In the rare event that an agent of the retail store needs to pick up any product it will be transported in locked, opaque, discreet containers such as heavy duty locking totes or industry specific carbon lined locking duffels.

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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. AB

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. AB

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. AB

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. AB

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. AB

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. AB

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

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 specifics have not yet been decided, but we intend to have 1 or 2 signs attached to the building or placed inside a window. The signs will not exceed the 4,800 square inch limit. The signs will likely include text only but may also include the company logo. No other artwork would be included on the signs. All signs will adhere to state and local regulations.

We intend to have one sign detached from the premises but still located within the property line wherein the premises is located. The detached sign will adhere to the same standards as the attached signs.

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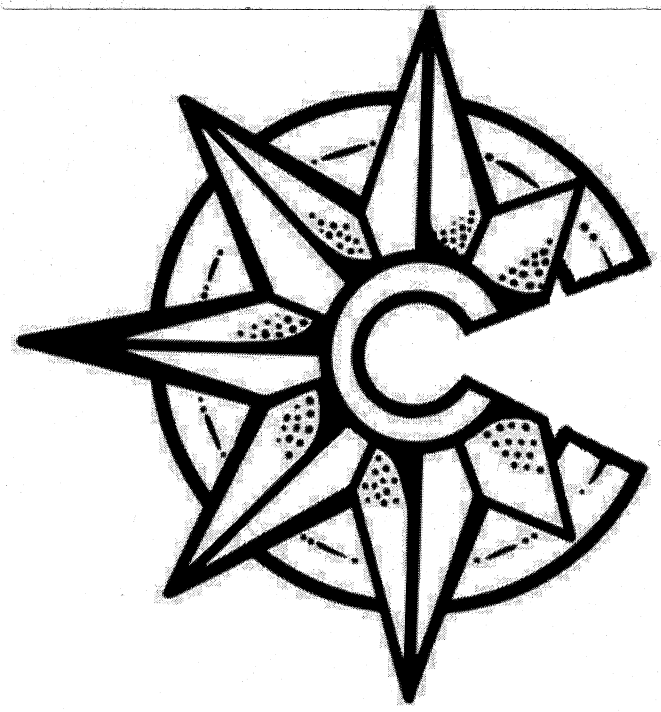
9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

We intend to advertise on traditional media including print and local radio, we all as digitally via a website, email marketing, and social media.

All advertisements will include the required warnings. Where applicable, age verification will be required (ie on social media and the website).

Business logo:



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

Signature of licensee

ANDREW BURTON

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER

S. E. Wagner

Notary Public in and for the State of Alaska

My commission expires: 11/07/2024

Subscribed and sworn to before me this 24th day of May, 2021.

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(Additional Space as Needed):

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