Alcohol and Marijuana Control Office
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https://www.commerce.alaska.gov/web/amco
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:	Chubby Girl Confections, Inc.	**MJ License #:**		33633	
License Type:	Retail Marijuana Store				
Doing Business As:	1717 Cannabis				
Premises Address:	1717 College Road				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	PO Box 10747				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99710-0747

Designated Licensee:	Jessica Rhoads		
Main Phone:	9073702545	**Cell Phone:**	9073702545
Email:	dosededibles@yahoo.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:

All customers entering the retail will be greeted by an employee and asked to provide valid ID to verify the consumers age prior to discussion or sale of marijuana and marijuana products. Staff will be trained on the importance of identification checks and how to identify false identification to prevent the sale to underage persons. Any person found to be under age of 21 or cannot provide valid identification will be asked to leave the licensed premises immediately and local police may be called if they do not follow the employees directions.

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:

Access will be restricted to any part of the licensed premise where marijuana or marijuana product is stored, displayed, or sold. Each restricted access entry point will be posted will all applicable signage that states "No one under 21 years of age allowed.", "Restricted Access". "Visitors must be escorted". Signs will be posted requiring the proper identification in the check-in process before visitors are escorted in restricted access areas. Live exterior camera views will be available to staff inside the building as well as camera being placed in a conspicuous location to warn potential intruders. A person under the age of 21 may not enter any restricted access area. All visitors will be required to provide valid identification, obtain a visitors badge, and be escorted at all times by the licensee and/or employee. Should any unauthorized person be found to have entered a restricted access area they will have their identification recorded and escorted off the premises. Management must be notified immediately so that a statement from witness employee(s), video evidence can be reviewed and saved for AMCO if any evidence is found of theft or tampering.

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

All visitors will be met at the main entry door and will be asked to show their ID. After examining and verifying it is legal ID in accordance with 3 AAC 306.350 the visitor will be asked to sign into the visitor log and issued a visitor badge. An employee or agent will actively supervise visitors while limiting the amount of visitors to 5 per 1 employee or agent. Any visitor to the restricted access area must be escorted at all times by a licensee, employee, or agent of the cannabis establishment.

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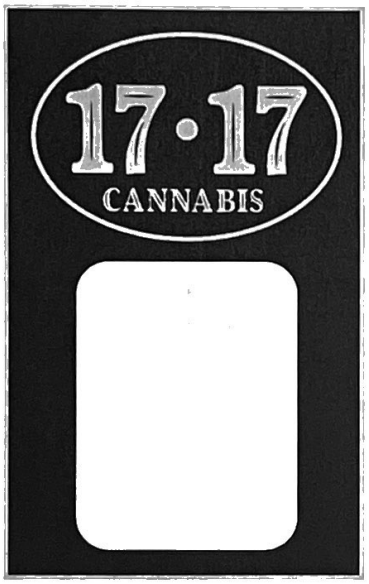
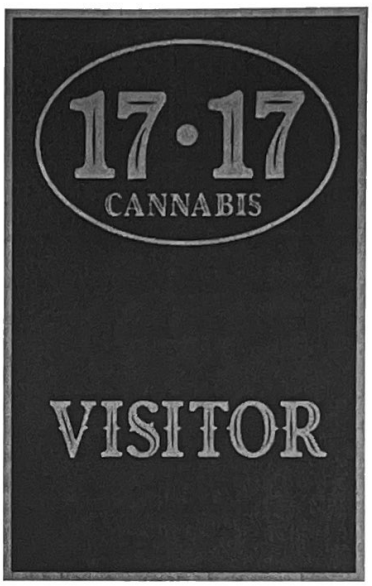
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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 on the building will be equipped with LED wall packs mounted on all areas of the building where there is an entrance. The exterior lighting that is required to facilitate surveillance is placed in a way that produces a clear view adequate to identify an individual within 20 feet of each entrance to the licensed premises. Security cameras will also be equipped with infrared night vision should any lighting fail or be tampered with.

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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:

The retail will have 24/7 security monitoring with door sensors on all entry doors. Glass break sensors will be installed where appropriate throughout the facility. The security system will be activated by a coded keypad during the hours the facility is closed. If there is an unauthorized entry the alarm will notify the security company, owner, employee, and/or agent, in the event the security company cannot reach the owner, employee, and/or agent the security company will notify local police. Upon notification from the security company, the security company will be advised whether or not to notify the local police department or the owner, employee, or agent will notify the police department after receiving notification. The person notified will go to the facility to assist local police in any way they can. The licensee or management shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office soon as reasonably possible and in any case not more than 24 hours after any unauthorized access into the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearances of cannabis, cannabis 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:

Licensee, employees, visitors, and other individuals will be held to a zero-tolerance policy on the diversion of cannabis. Our extensive inventory and quality control plans are geared towards maintaining a solid chain of custody on the product. Security system, video surveillance, live video monitoring, motion sensors, safes, and other security features and plans will help to deter a person from theft and diversion. All transactions will be logged in an internal point of sale system for every transaction which will interact with the state reporting system for live inventory updates. Inventory counts will be performed by management to ensure all records are accurate and accounted for. Staff will supervise all visitors, and if diversion is suspected, require them to remain in the building until law enforcement or AMCO arrives to determine further actions.

3.7. Describe your policies and procedures for preventing loitering:

Employees will be trained in the prevention of loitering customers. If a customer has been in the establishment and does not seem to be purchasing marijuana or marijuana product and/or has purchased marijuana or marijuana product and did not immediately leave the licensed premises they are consider to be loitering and they will be asked to leave the premises by a member of the staff or management. If the loitering individual(s) do not respond to the first verbal warning law enforcement will be notified immediately.

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. JR

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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. JR

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. JR

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

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). JR

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:

All security cameras will be positioned in such a manner to produce a clear and unobstructed view to get the most identifiable view of any individual inside the licensed premises or within 20 feet of each entrance of the licensed premises. Each Restricted Access Area and all entrances to any Restricted Access Area will have cameras placed at a height to ensure unobstructed viewing of all marijuana, marijuana products, and persons to capture the clearest sight line.

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 will be stored in a secure, locked cabinet. The cabinet will only be accessible by authorized personal such as ownership and upper management. Data will be stored on the security system's hard drivers for a minimum of forty (40) days, and will include a time and date stamp. A password on video system prevents any tampering. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by authorized individuals only, to enforcement 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)*; [JR]

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;** [JR]

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

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

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

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

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

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;** [JR]

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

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

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:

The electronic video storage for video surveillance is password protected and systems are programmed with redundant password lockout protection to prevent any alterations. Business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the establishment, the business contact information for vendors that maintain security alarm systems for the licensed premises, records related to advertising and marketing, a current diagram of the licensed premises including each restricted access area, a log recording the name, and date and time of entry of each visitor permitted into a restricted access area, all records normally retained for tax purposes, accurate and comprehensive inventory tracking records that account for all marijuana inventory activity as required under 3 AAC 306.750(f) will be stored on-site or protected by the company's computer "cloud" backup. All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years will be kept. Records for the last six months will be maintained on the licensed premises; older records may be archived on or off-premises. Only ownership and high level management will have "do not replicate keys" to cabinets with such information and will not allow the keys to be outside of their immediate control.

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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. JR

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

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. JR

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. JR

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. JR

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. JR

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

As per 306.700 all employees and agents must hold a valid marijuana handlers permit prior to employment. Each employee or agent will go through a new employee training program. All cultivation processes will include a Standard Operating Procedure to ensure employee and consumer safety, along with consistency of the cultivated products. New employees will shadow a manager and/or experienced employee during the probationary period where they will be given training with an evaluation until proficient in the procedures. Employees will fulfill their duties as stated in their job descriptions throughout their tenure. All labor laws will be followed and strive for a safe and secure working environment.

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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.	JM
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.	JM
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.	JM
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).	JM

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):

n/a

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:

As per AAC 306.750, marijuana or a marijuana product will only be transported to and from a licensed marijuana establishment by a licensee or an agent or employee of a licensee. All shipments of marijuana and marijuana product that originates from the retail will be packaged and secured at all times during shipment. All transfers will be recorded in the marijuana inventory tracking system which will prepare the transport manifest. In compliance with AAC 306.700 all persons transporting marijuana or marijuana products will be required to hold a valid marijuana handler permit. All transfer manifests will include the 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 plate number of the transporting vehicle. A completed and printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times during transfer. During transport the marijuana or marijuana product will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle, such as a trunk or locked area not seen by the public, while transporting the marijuana or marijuana product. The sealed package will not be opened during transport. A vehicle transporting marijuana or a marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, without unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment.

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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. JR

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. JR

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. JR

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. JR

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. JR

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. JR

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

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):

There will be no more than three signs identifying the store business name and/or logo that is visible to the general public from the public right of way. Signs will be attached to the outside of the licensed premises and one may be detached from the licensed building. The size of the signs will not exceed 4800 square inches.

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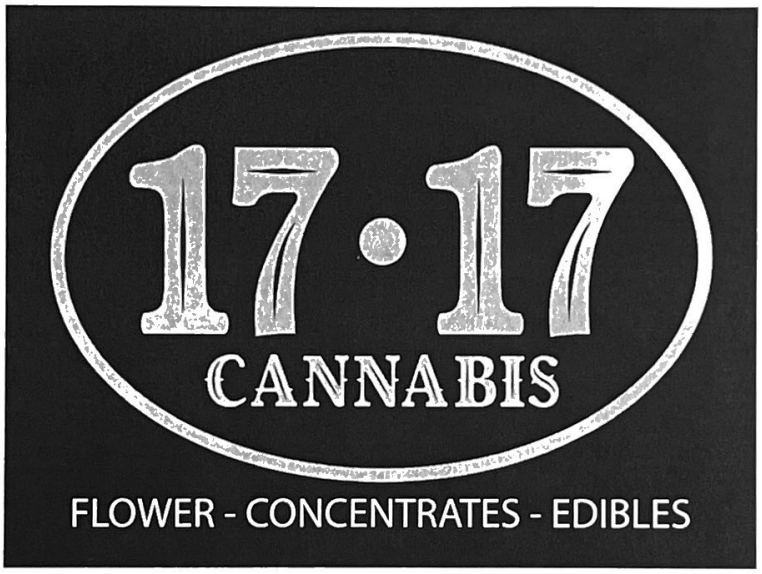
9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

The following types of advertisement may be used:

- Newspaper, Radio, Social Media, and Magazine
- Sponsorship of sporting and concert events
- Direct message with opt out function
- Industry platforms such as WeedMaps, Leafly, etc.

All advertising regulations will be followed, including license number and warning.



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

Jessica Rhoads
Signature of licensee

Jessica Rhoads
Printed name of licensee

"Official Seal" Notary Public Tamara Toy State of Alaska Commission # 210125006 Exp. es 01/25/25

Notary Public in and for the State of Alaska

My commission expires: 1-25-25

Subscribed and sworn to before me this 25 day of July, 2022.

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(Additional Space as Needed):

Staff & Visitor Badge (color) and Logo (color)

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