Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	High Bush Buds, Inc.	**License Number:**	10831		
License Type:	Retail Marijuana Store				
Doing Business As:	HIGH BUSH BUDS				
Premises Address:	36312 Irons., Suite 2				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	1009 Crow Ct.				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Primary Contact:	Patricia Patterson		
Main Phone:	907-398-0202	**Cell Phone:**	SAME
Email:	info@luckyraven.com		

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

The Facility will be equipped with proper lighting, 24 hour video surveillance, an alarm system, locked doors on all restricted access areas, and signs that identify restricted access area and that entrance is for persons over the age of 21. The interior of the facility will have security cameras installed for 24 hour monitoring of all entrances and exits, the ID check area, all security doors and restricted access areas, all windows, and all points of purchase. All restricted access areas within the facility will be monitored at all times and separated from public areas by locked doors. The doors will be equipped with spring-loaded hinges to ensure that they close behind each person. Access to the restricted areas will only be granted by owner, manager on duty or authorized employee. Access will require owner, manager on duty or authorized employee to personally unlock door. Cameras will also be placed conspicuously at each door to deter visitors from attempting access alone.

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

The owner, manager on duty, or authorized employee, and any emergency personnel during the time of an emergency 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 will enter through the front entrance door and check in with an employee in the ID check area. Valid government-issued identification will be required with no exceptions. The visitor will sign into a log with the date, time in and out of the restricted space, and purpose of their visit. The log will be kept and stored as a business record and will be made available to the MCB upon request. All visitors will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted by an employee while in the restricted access areas, and once the visit has concluded, the visitor must leave the Facility immediately.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors will sign into a visitor's log noting their name, the date, time in and out of the restricted space, and the purpose of their visit. Visitor log will be made available to AMCO upon request. Visitors will be escorted by an employee at all times while inside the restricted access areas, and any additional information, activity, or behavior will be recorded, as necessary, during the visit.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

All individuals who have been approved for access on the Facility will be given an identification badge to display on their person at all times. The badge will identify whether the person is an owner, manager or employee.

High Bush Buds Employee Identification Card

Alaska Marijuana Retail Facility License No. 10831

36312 Irons St. Suite 2, Soldotna AK, 99669

Employee: Patricia Patterson

Marijuana Handler Card: 000000000

*Or similar format or content

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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

The exterior lighting will be checked regularly by an employee to ensure that each light in the system is operational. Exterior lighting will positioned against the building and perimeter, and evenly distributed on the building. The light fixtures, will keep the outdoor premises, signs, doors, and windows well lit, and allow the exterior surveillance camera to record individuals up to twenty (20) feet from all the entry point. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be of adequate brightness to ensure lightening for security cameras and to increase visibility and deter crime.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The alarm system that will be installed will be monitoring the facility 24 hours a day, 7 days a week, to ensure the safety of agents and assets, and detect any unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the facility during closed hours. Designated Employees will be trained to how and when to set alarm, test alarm, and turn off alarm. All owners and managers will be educated on proper use, troubleshooting, and control of the alarm system. Each morning, an authorized employee will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last facility agent to leave the facility each night will activate the overnight devices and sensors, and lock all doors and windows.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

Sensors will be installed and maintained on all potential entry points, including all doors, windows to monitor for motion, intrusion, or activity when the alarm system is activated. The last employee to leave the facility each day will lock all doors and windows, and will activate the overnight security devices and sensors. The alarm system will be active at all times that the facility is closed, and any attempted intrusion will initiate an immediate and electronic notification to the owner/licensee. Each morning, an authorized employee will disable the alarm system, and inspect the security cameras and recordings to ensure that the system is functioning as expected.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Video surveillance will continuously monitor registers, storage, display,packaging areas, and the single exit and entry point. High Bush Buds will enact a "double check" system. Each evening at close of the store, an employee will perform a mandatory inventory counts, reconcile cash and sales at closing and document the reports as official business records. Each morning before the store opens, an employee will perform the same mandatory inventory counts, and re-count money for starting till. A manager or owner will re-count money, review closing records and business documents. All cash, sales records, and business documents will be reviewed by two separate authorized personnel. The company has a zero tolerance policy for theft and diversion, and all employees will complete mandatory training in recognizing diversion. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana, High Bush Buds 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. Once a theft is reported, ownership will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Ownership will comply with all inquiries and investigations lodged by the MCB as a result. All marijuana product will be stored in a restricted access area when the facility is closed, and only designated personnel will have access. Video recordings will be stored for forty (40) days. Marijuana on display during business hours will be in labeled display cases out of the reach of customers in the retail area. Cameras will be prominently displayed in the display areas and next to all check out counters and provide a full view of the retail room, entryway, safes, money counting areas, and product packaging areas. Security monitors and video recording equipment will be located in a locked and secured cabinet.

Describe your policies and procedures for preventing loitering:

Once a customer has completed a purchase and no longer has a purpose inside the retail area, and will be asked to leave if they continue to loiter. Agents will politely state that the company has a "No Loitering" policy and request that the customer exit the retail area and wait for any other parties outside. Company agents will contact local law enforcement for assistance when necessary.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

The alarm system will monitor for intrusions with motion detectors on all access points, including doors, and windows during closed hours. Any unauthorized or attempted intrusion will prompt an automatic, electronic alert to the owner/licensee who will then contact local law enforcement. All alarm systems and devices will be tested every six (6) months. Each employee will be trained in robbery prevention and response.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

The Owner/Licensee of this Facility has been operating a non-cannabis retail store in this location for many years and has extensive experience and communication relations with the Kenai Peninsula Troopers. In the event the Alarm goes off, the Licensee will call the troppers on the way to the facility; if the Kenai Peninsula Troopers have a car in the area, they will likely meet Licensee at the store, often they tell her to go and see if any thing looks odd or broken from the outside and then call again if there appears to be an issue and wait in her vehicle until they show up to inspect the facility. Licensee will continue this practice with this new retail establishment as she does with her current non-cannabis retail establishment.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	☑	☐
Both the interior and exterior of each entrance to the facility	☑	☐
Each point of sale area	☑	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	☑	☐
Clearly and accurately displays the time and date	☑	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	☑	☐

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Surveillance cameras will be positioned with ample lighting. Video surveillance cameras will be placed strategically to record all areas of the facility inside, at a variety of angles. All doors, safes, and the check-out counters will have video coverage to clearly identify the faces of those present. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they can continue to operate for at least one (1) hour.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

All surveillance recording equipment and footage will be stored in a secured locked cabinet. The cabinet will be accessible only by authorized agents. Ownership 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 accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to the MCB and local law enforcement upon request.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
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	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site		✓

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
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; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	☑	☐
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	☑	☐
The business contact information for vendors that maintain video surveillance systems and 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 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	☑	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	☑	☐

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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 paper business records will be stored at the facility for 6 months from date of creation and then moved off-site to storage after 6 months. All electronic business records will be backed up to an external hard drive and stored offsite. Additional back ups will be stored on local hard drives and on company computers. Only ownership, management, and authorized agents will have access to the secured storage cabinet. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and searchable fashion until they may be destroyed.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

High Bush Buds will use the Metrc inventory tracking system to increase product security, track the movement of products, and minimize diversion and illegal practices. Data will be recorded throughout: (1) delivery; (2) sale, sample, and transport; and at (3) disposal, destruction, and theft. Ownership will ensure that there will be adequate Internet necessary to ensure Metrc can run its systems without interruption or lag time. All employees will be trained to use the system to ensure that: Establishments that High Bush Buds purchased product from are licensed; and any loss or theft of marijuana products is reported promptly. Employees will record sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany products in transit. Employees will use the system to verify sales and shipment, and to identify the licenses for all business partners. Products marked for disposal will be recorded in Metrc at least three (3) days prior to any disposal action, and any destruction, loss, or theft of marijuana will be promptly reported in Metrc to notify the MCB, in addition to reporting to local authorities.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

Qualified agents 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.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

For any marijuana that does not meet the company's internal quality standards for any reason will be disposed in proper manner. Marijuana waste will be stored away from all other products in a secured container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. Management will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of the disposal, the date it was rendered unusable. All marijuana labeled for disposal will be stored in a secured container, separated from all other products and materials, until it can be rendered usable. A log of any disposal activities and dates of which will be kept on site and will be available to AMCO at any time upon request, and securely stored.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

Once High Bush Buds has given the MCB at least three (3) days notice into Metrc, all marijuana waste will be ground up with: (1) paper waste; (2) plastic waste; (3) cardboard waste; and (4) soil.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

To render marijuana unusable, High Bush Buds will grind/mix and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Authorized agents will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. An authorized employee will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

For all transports of products the establishment will create a Trip Manifest. Trip Manifests will be filed and stored at the facility for six months and off-site after that time as official business records. The Trip Manifest documents will include the strain name(s), type of product(s), batch number of product(s), amount / weight of product(s), the name of the transporter (will have Marijuana Handler's Card on them during transport), the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. Marijuana flower and products will be in a sealed package / container (up to 5 lb each) in a locked storage compartment within the transport vehicle. No products will be directly visible. The transport vehicle will travel directly between destinations without making any unnecessary stops and a printed Trip Manifest will be on board with the transporter at all times.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana products will contain a secured compartment in the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. Prior to departure,a designated employee will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation.

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

High Bush Buds will not post or use any signs or advertisements that have are larger than 4800 sq inches and will have 2 signs for High Bush Buds . No signs will have any type of advertisement that is enticing to children. All additional postings outside the facility will be required postings. High Bush Buds will ensure that these signs are maintained and the visibility and quality of such signs with up to date information, including: (1) operating hours, (2) no persons under 21, (3) "No Loitering" sign.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✓	
Promotes excessive consumption	✓	
Represents that the use of marijuana has curative or therapeutic effects	✓	
Depicts a person under the age of 21 consuming marijuana	✓	
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✓	

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 8 – Control Plan for Persons Under the Age of 21

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:

At no time will a person under the age of twenty one (21) be permitted to remain on the premises. All entrants will be directed to enter through the front entrance door where they will check in with a designated agent in the ID check in area. A sign will be posted on both the front entrance door and on the door leading into the retail area stating "No one under 21 years of age allowed." At check in, visitors will be required to present valid government-issued photo identification showing that they are twenty one (21) years of age or older. A valid form will include: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia (3) US Military identification card. High Bush Buds will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and have the individual escorted out of the facility if needed. Any ID that appears to have been tampered with will not be accepted. Any ID that the designated agent cannot clearly read will not be accepted. Any ID that is the designated agent cannot make a photo comparison will not be accepted. Any person who's ID does not pass the agents criteria will be refuse access and have the individual escorted out of facility if needed.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

PATRICIA PATTERSON
Printed name

Subscribed and sworn to before me this 8th day of September, 2016.

Notary Public
SEANE R. OGLESBEE
State of Alaska
My Commission Expires May 10, 2018

Notary Public in and for the State of Alaska.

My commission expires: May 10, 2018

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

(Additional Space as Needed):