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:	E & M Holdings, LLC	**License Number:**	10873		
License Type:	Retail Marijuana Store				
Doing Business As:	The Stoney Moose				
Premises Address:	127 Stedman St.				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Mailing Address:	1027 Millar St.				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Primary Contact:	Eric Reimer / Mark Woodward		
Main Phone:	n/a	**Cell Phone:**	907-617-7669 / 907-617-8246
Email:	akmark21@gmail.com		

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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:

All restricted access areas will be sealed off by a locked door from the retail and on-site consumption areas during non-business hours. Access to these areas will be controlled by the store owners and the on-site manager.

All restricted access areas (behind counters for retail and on-site consumption areas) will be cordoned off by a glass, see-through counter, as well as a roped off area with signs designating the "restricted access" barriers. These areas will be monitored during business hours by store employees.

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

All restricted access areas will be sealed off by a locked door from the retail and on-site consumption areas during non-business hours. Access to these areas will be controlled by the store owners and the on-site manager.
Visitors will be admitted to the restricted access areas by either the store owners or the on-site manager. Access will be fully controlled by the manager or owner, and the visitor will be within eye contact at all times while in the restricted access areas. The visitor will also be wearing an orange badge labeled RA VISITOR, identifying them as a visitor in a restricted access area.
The manager or owner will also complete a log entry into the Daily Security Journal, detailing:
1. The name of the visitor and the reason for the visitor to gain access to the restricted access area.
2. The time spent inside the restricted access area.

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

All restricted access areas will be sealed off by a locked door from the retail and on-site consumption areas. Access to these areas will be controlled by the store owners and the on-site manager. Visitors will be admitted to the restricted access areas by either the store owners or the on-site manager. Access will be fully controlled by the manager or owner, and the visitor will be within eye contact at all times while in the restricted access areas. The visitor will also be wearing a red badge labeled RA VISITOR, identifying them as a visitor in a restricted access area. The manager or owner will also complete a log entry into the Daily Security Journal, detailing:
1. The name of the visitor and the reason for the visitor to gain access to the restricted access area.
2. The time spent inside the restricted access area.

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

The Stoney Moose
Ketchikan, Alaska

NAME
EMPLOYEE
ALL ACCESS

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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:

Each entrance to the establishment will have a motion-activated LED light which turns on when motion-sensor is tripped, lighting the area for the exterior cameras monitoring the entrances.

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

The alarm system will include motion detectors, glass break sensors, skylight sensors, and door contacts. The system will be wired to cellular communicators as well as the Ketchikan City Police Department (located approx. 1500 feet away); a third party alarm company will monitor the entire alarm system.

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:

The alarm system will include door sensors (contacts) and glass break sensors (including skylights). Alarms, once triggered during non-business hours, will activate interior sirens and outside strobe lights, as well as cellular communications to the store owners and Ketchikan City Police Department.

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

MW

All marijuana products will be stored in a secured locked area during closed business hours under 24 hour video surveillance. During open business hours the marijuana product will be stored on display for customers in a secure, unreachable to customers case. All inventory will be diligently tracked through Metre and weighed frequently to ensure there is no diversion happening through Stoney Moose employees or managers. In the event that an employee is caught illegally distributing marijuana, or caught stealing, the company will cooperate as needed with local City and State law enforcement. Surveillance cameras will be strategically placed to be visible and provide a full view of the room, entryway, safes, money counting area, and product counting area. All employees will be trained to recognize potential theft, and will be required to immediately notify either ownership or management if they suspect theft is occurring.

Describe your policies and procedures for preventing loitering:

Exterior loitering: A security guard will be placed outside the main entrance of the store, keeping surveillance over the area (along with on-site security cameras). This guard will monitor any exterior activities, including ensuring that the traffic flow moves smoothly and that no exterior loitering occurs.

Interior loitering: Staff will constantly be monitoring the movement of customers within the retail shop and on-site consumptions areas. In the retail shop, customers will enter and exit the store through the main entrance. In the on-site consumption area, customers will be monitored by staff, security cameras, as well as a Table Tracker device that will track the amount of time a customer has spent in the on-site consumption area.

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 include motion detectors (both interior and exterior) as well as a wireless panic button that will notify the Ketchikan City Police Department once activated.

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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 alarm system, once activated, will initiate cellular communications to the store owners as well as the Ketchikan City Police Department. Even though the store representative will arrive at the store, he or she will enter the premises only under the direct instructions of the responding law enforcement once the area has been deemed safe and secure. The store representative will remain at the premises until the situation has been deemed complete by the responding law enforcement.

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	■	☐

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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:

CCTV cameras will be placed at each entryway into the premises (both interior and exterior), permitting a clear view to identify any individual entering or exiting, including within 20 feet of each entrance to the licensed premise. Exterior cameras will include motion sensors that activate lighting to enhance night camera operations.
CCTV dome cameras will be placed on the interior of the store to supervise all registers/points of sale, as well as other areas of the store, so that 100% of the interior of the premise is under CCTV at all times.

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 CCTV video surveillance will be recorded and stored on a central device, with storage kept for 40 days before removal. The central CPU and recording equipment will be kept in a secure office area with keys controlled by the on-site store manager and/or store owners.

Any law enforcement or agent of the board will be given access to the area under the Authorized Visitor process described earlier.

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	☐	■

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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)	■	☐

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

All paper records, including the Daily Security Journal and Daily Product Journal, will be stored in a waterproof, fireproof rated, locked file cabinet located in the office (also locked and alarmed).

Electronically produced records will be stored on a central CPU, with secondary backups kept in a waterproof, fireproof rated, locked file cabinet located in the office (also locked and alarmed).

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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:

The Stoney Moose will utilize the METRIC system as developed by Franwell. This system uses the RFID tag provisioning process.

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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:

The Stoney Moose will require all employees to meet the state licensing qualifications prior to employment; prospective employees may be hired but will NOT be allowed to work until all licensing is completed and properly registered with the state of Alaska. Once an employee receives their Marijuana Handler Permit number/card, that number/card will be attached to the employee's badge and be worn during all work hours at The Stoney Moose.

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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:

MW

After giving the MC Board at least a three (3) day notice in the Metre tracking system, all waste and unusable product shall be weighed, recorded and entered into the inventory system prior to rendering it unusable. All marijuana subject to disposal will be stored and secured in a dated bag and placed in a secured bin marked DISPOSAL ONLY, until eligible for disposal described below. Verification of this event shall be recorded and logged into the Daily Product Journal, performed by an agent-in-charge (owner or on-site manager) and conducted in an area with video surveillance.

Eligible marijuana plant waste will be disposed of in commercial-grade garbage disposal.

MW

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

After giving the MC Board at least a three (3) day notice in the Metre tracking system, the eligible marijuana waste will be taken from its secure bin marked DISPOSAL ONLY and ground up with other decomposable materials such as food waste. Marijuana plant waste will be disposed of in commercial-grade garbage disposal and flushed down the sink with other food waste. Verification of this event shall be performed by an agent-in-charge (owner or on-site manager) and conducted in an area with video surveillance.

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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:

Marijuana plant waste will be disposed of in commercial-grade garbage disposal and flushed down the sink with other food waste.

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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	■	☐

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

MW

Marijuana to be transfered to another marijuana establishment will be packaged and labeled in accordance with 3AAC 306.470. For all transports of products the establishment will create a Trip Manifest generated through Metre. 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.

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

MW

All marijuana products will be secured and locked and will remain secured until transport is completed. Any vehicle transporting marijuana products will be unmarked and inconspicuous. All employees will be trained and will understand that under no circumstances shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be made of steel, hard plastic or similar equivalent. It will be locked at all times during transport via combination lock or key lock that has a key marked do not replicate and said key shall remain in the possession of the transporting authorized agent and/or owner and management.

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Section 7 – Signage and Advertising

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

Two signs that read "The Stoney Moose Lounge", and "Stoney Moose Cannabis", measuring aprox. three feet long by 10 inches high (3600 square inches). One such sign shall be displayed over the main entry to the lounge area of the establishment, and the other shall be fixed to an awning facing the street. A third sign reading "Stoney Moose Cannabis", measuring three feet long by 10 inches high (3600 square inches) shall be displayed over the entrance to the retail store.

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	■	☐

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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)	■	☐

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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:

The Stoney Moose will prevent persons under the age of 21 from gaining access to any portion of the store by conducting a "triplicate system" before any transaction takes place:

1. All store entrances will be staffed by a security who will perform an id check for anyone attempting to gain access.
2. All employees will request an id check before ANY marijuana sales are transacted.
3. Access to the on-site consumption area will also require a separate id check prior to admittance.

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

Mark Woodward

Printed name

Subscribed and sworn to before me this 16th day of August, 2016.

MADELENE ELDRIDGE NOTARY PUBLIC STATE OF ALASKA My Commission Expires: 6/14/18

Notary Public in and for the State of Alaska.

My commission expires: 6/14/18