Alcohol & 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

# Cover Sheet for Marijuana Establishment Applications

## What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

**Items that are submitted without this page will be returned in the manner in which they were received.**

### Section 1 – Establishment Information

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

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | ANNA M CLEAVER | **License Number:** | 10220 | | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | WEED DUDES | | | | |
| **Physical Address:** | 1321 Sawmill Creek Road, Suite #J | | | | |
| **City:** | Sitka | **State:** | AK | **Zip Code:** | 99835 - 9645 |
| **Designated Owner:** | Anna Michelle Cleaver | | | | |
| **Email Address:** | weeddudessitka@gmail.com | | | | |

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

| | |
|---|---|
| **Attached Items:** | Form MJ-01: Alaska Marijuana Control Board Marijuana Establishment Operating Plan<br><br>to replace existing corrections complete |

| OFFICE USE ONLY | | | | | |
|---|---|---|---|---|---|
| Received Date: | | Payment Submitted Y/N: | | Transaction #: | |

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# 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:** | Anna Michelle Cleaver | **License Number:** | 10220 | | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | Weed Dudes | | | | |
| **Premises Address:** | 1321 Sawmill Creek Road #J | | | | |
| **City:** | Sitka | **State:** | ALASKA | **ZIP:** | 99835 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 1321 Sawmill Creek Road #J | | | | |
| **City:** | Sitka | **State:** | ALASKA | **ZIP:** | 99835 |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Anna Michelle Cleaver | | |
| **Main Phone:** | (907)747-6168 | **Cell Phone:** | (907)738-6423 |
| **Email:** | weeddudessitka@gmail.com | | |

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# 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:**

When customers enter the store they will be on one side of display cases. A single entrance to the back of cases will have a 36" gate preventing customer passage.

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

If a visitor wishes access to a restricted area they must

1. Present ID
2. Sign Visitor Log
3. Wear Visitor Badge
4. Obey Employee Instructions
5. Will never leave the employee while in restricted area

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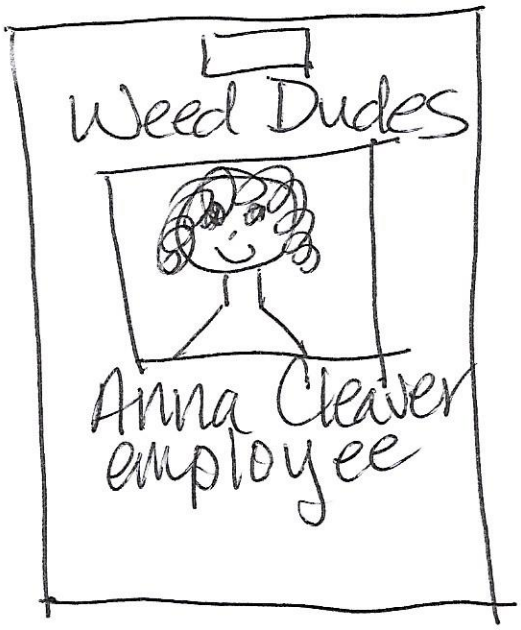
# Form MJ-01: Marijuana Establishment Operating Plan

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

All visitors will sign a log permitting them access to a restricted area. Such logs will be kept in locked records area for a period of one year.

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

Identification Badge to be worn by all employees while on the clock and on the property.



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# 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:**

There is exterior lighting located directly in front of the store. There is also lighting at the back door. All lights are on sensors and come on automatically. There is adequate lighting for all security cameras.

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

There will be an alarm system for the front door entrance and the rear exit. There are no windows on the property. An automatic notification of alarm trigger will go to 1. Security Firm 2. Sitka Police 3. Anna Cleaver. Appropriate actions will be taken depending on variables.

**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:**

Steel Scissor gates will cover front and rear entrance. Commercial grade locks will lock each door, armed alarm system inside will trigger once door is opened and give person entering a short amount of time to deactivate before automatic notification sent.

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# Form MJ-01: Marijuana Establishment Operating Plan

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

All inventory will be kept in a locked vault, which will be under 24 hour surveillance and held for 40 days. All inventory will be coded and scanned as it enters vault and as it leaves vault using State of AK METRC system. Our inventory system will track product in and out of the vault to front display cases for public sale. Employee theft will be thwarted by using blind inventory practices as well as spot inventory counts. Our software will help store managers stay on top of loss prevention utilizing software protocols. Cashout procedures using POS protocol software will make balancing the tills and inventory an accurate procedure compiled and sent to the State daily through the METRC programs.

**Describe your policies and procedures for preventing loitering:**

If a person is noticed loitering, an employee will address such a person and request they leave the area. Manager will make the second request and notify the owner (Anna Cleaver). Owner will handle by asking third time for individual to leave the property or the area near the property in front or rear parking lot. After that 3rd request is ignored, the police will be contacted.

**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:**

A single locked door with keypad will be placed in between retail store and back work area. An intercom between these areas will help management and other employees handle any problems in the retail end whilst keeping customers secure in the public area or parking lot.

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# 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:**

If alerted by notification:
1. Owner shall consult security camera feeds live to see what is occuring
2. Onsite Manager will inspect area in person
3. Police will be called if
   a. people are found in the area without authorization
   b. people are breaking in
   c. cars are seen leaving the area

**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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# 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:**

State of the art cameras will be placed on all entrances/exits of the premises inside and outdoors. Eight (8) cameras shall easily identify all people entering/exiting building in wide perspectives outside and more close up inside.

**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:**

The cameras will show up on two monitors located in the office area at the manager's desk. The main base and camera recording equipment will be located nearby in locked cabinet with keys authorized to store managers. Daily backup shall be made to offsite security facility.

| **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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# 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) | ✓ | |

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

All business operations performed on a computer will be backed up daily. In addition, daily backups will be sent offsite for storage.

Employee records, logs and other hard data will be housed in a locked cabinet accessible by authorized store managers.

All records will be maintained and organized onsite and can be readily available and accessible by any reasonable request.

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# 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:**

I will be using the Marijuana Enforcement, Tracking, Reporting and Compliance program or METRC inventory system by Framwell. Framwell is an authorized contractor by AMCO ensuring our ability to interface our inventory status with the State of AK. Our POS system will also be purchased in conjunction with the METRC system assuring proper interfaces and excellent product control.

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# 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:**

All employees will be required to obtain a marijuana handler permit and keep original in store on file. Additionally, all employees will undergo training for Weed Dudes, by the owner, Anna Cleaver, which will cover procedures and policies implemented to educate customers, identify potentially impaired customers, security procedures and emergency training to enhance the state testing procedures.

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# 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:**

A large vault permanently installed in premises shall house all of the inventory. Any expired product will be noted as such, reported to the board and slated for destruction 7 days after required notification. Such materials will be either composted off premises or incinerated according to local regulations.

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

After marijuana product is ground into small particles it will be mixed with coffee grounds, eggshells, worm casings and dirt, it will be stored under plastic and composted for 60 days.

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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:**

Any expired, tainted or unacceptable marijuana product will be considered unsellable and removed from inventory and stored in vault for seven days after notifying AMCO through the inventory tracking system.

A. If product sent to composting, then it will be ground into small pieces using an industrial food processor. The product will then be mixed with coffee grounds, egg shells, worm casings and taken off site to be mixed with dirt and covered with plastic and composted for 60 days.

B. If product is sent to incineration, travel manifest will be prepared, product moved to incineration site and reduced to a pile of ash through the method of fire as regulated by local laws. All transactions shall be recorded, filed, saved and backed up.

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# 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 | ☑ | ☐ |

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

Marijuana leaving Weed Dudes for another retail store or for destruction will be packaged in an airtight, vacuum sealed bag or air tight container. The shipment shall be documented through the Alaska tracking system by the type of product, weight and final destination. A complete and printed manifest shall also include the name of transporter, date, time, vehicle description (make, model and license) and shall accompany the shipment 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:**

If using a transport service, I would require they have a locking compartment permanently attached to the vehicle. If using my own vehicle, I plan to have a heavy duty tool box bolted through my trunk and permanently welded to car frame to carry product locked in my car locked in a box.

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# 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:**

On the Mall Occupants sign (where all businesses in the business center are listed) Weed Dudes will have a 24" x 60" (1440 sq in) sign with WEED DUDES and phone number. Above our shop on awning we will have a 36" x 96" (3456 sq in) sign with WEED DUDES and phone number. 3rd sign will appear on glass entrance door will be 24" x 36" (864 sq in) which will say WEED DUDES and phone number.

**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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# 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:**

There will be a large (12"x 12") sign displayed prominently on front entrance glass door You must be 21 to enter or No One under the age of 21 allowed. Persons will not be allowed inside premises unless they present valid ID (an unexpired and unaltered: passport, driver's license or permit, United States ID card, or province of Canada.

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.

Anna Michelle Cleaver
Signature of licensee

Anna Michelle Cleaver
Printed name

Subscribed and sworn to before me this 11th day of April, 2016.

STATE OF ALASKA
NOTARY PUBLIC
CHRISTOPHER SPIVEY
My Commission Expires Oct 17 2016

Notary Public in and for the State of Alaska.

My commission expires: Oct 17 2016

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**(Additional Space as Needed):**