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:	House OP, LLC	**License Number:**	10509		
License Type:	Retail Marijuana Store				
Doing Business As:	HOUSE OP, LLC				
Physical Address:	2000 E Dowling Rd, Unit 12				
City:	Anchorage	**State:**	AK	**Zip Code:**	99507
Designated Licensee:	Mark Oppegaard				
Email Address:	houseopllc34@gmail.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01 Revised

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:	House OP, LLC	**License Number:**	10509		
License Type:	Retail Marijuana Store				
Doing Business As:	House OP, LLC				
Premises Address:	2000 E Dowling Rd, Unit 12				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99507

Mailing Address:	2861 W Intl Airport Rd E304				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99502

Primary Contact:	Mark Oppegaard		
Main Phone:	907-529-6234	**Cell Phone:**	907-529-6234
Email:	houseopllc34@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:

All areas, except the sales floor, are restricted. The doors and gates leading to all restricted areas will be locked at all times.

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

All visitors, upon verbal approval, will be escorted through restricted areas. Visitors will receive a visitor's badge once they sign in to a visitor log book, providing name and identification, date, and reason for visit. Upon departure, the visitor will return the visitor's badge and sign out, providing the date and time.

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

All visitors will sign in and out of the log book. The log book is a permanent record of all visitors and will be kept onsite.

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

Identification badges will be made to look similar to the image below and will be visibly worn at all times while on location.

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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:

Exterior lighting will have adequate lumin output to facilitate surveillance equipment. Exterior surveillance equipment will have night time infra-red capabilities for up to 50 feet of surveillance area.

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

A motion sensor alarm system with door and window sensors through a monitoring company. A 24-hour monitoring system for doors, motion detection, and glass break sensors.

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:

When the alarm system is engaged, and upon an event (alarm trip), the 3rd-party monitoring company will notify licensee and the police department for immediate response.

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

During operational hours, cameras will be in place to monitor all parties for any diversive activities. There will be daily reconciliation of stocks, supplies, and total sales receipts.

Describe your policies and procedures for preventing loitering:

All personnel will be trained and certified to monitor all actions by all visitors. Loitering will not be permitted and those parties will be asked to leave, and/or escorted from the premises. If this is unsuccessful, the police department will be contacted. Exterior cameras will assist in identifiying and monitoring loiterers.

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:

During operating hours, all staff will be trained to mitigate all situations of duress and provide positive customer relations.

During non-operating hours, with 3rd-party monitoring company, the alarm system provides door and window sensors and camera monitoring.

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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:

Licensee, or agent, will be available and respond to all alarms, and be available, in person, to assist local law enforcement in their duties.

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:

Video cameras will be placed, out of reach, outside the retail location to monitor visitors entering and exiting the location.

Inside the location, video cameras will be placed in positions that provide an obstructed view of the store and entrance.

Video camera recordings will be stored in a locked location for a minimum of 40 days.

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:

Video camera recordings will be stored locally and through the 3rd party monitoring company. The local storage will be held in a secured area that can only be accessed by authorized personnel.

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:

To exercise due diligence in preserving and maintaining all required records, any current business records and data that is not scanned and uploaded into the computer will be kept on premises in a locked and secured fire-proof cabinet; older records will be archived off premises in a locked and secured fire-proof location.

Business records and data electronically maintained will be password protected, only authorized personnel will have access. Weekly backups of the electronically maintained business records and data will be stored on premises in a locked and secured, fire-proof cabinet. Older, or achived, electronically maintained business records and data will be stored off premises in a locked and secured fire-proof location.

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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 state of Alaska's marijuana control program providor, METRC by Franwell.

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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:

All employees will be required to obtain marijuana handlers' cards issued by AMCO, after completing the required training course.

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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:

The retail marijuana store shall be in compliance with all applicable federal, state, and local laws and regulations. Marijuana waste will be rendered unusable for any purpose for which it was grown or produced before it leaves the store. Three days' notice will be supplied in the inventory tracking system required before making the waste unusable and disposing of it. The final destination will be recorded, and waste delivered to a permitted solid waste facility with the approval from the local government entity. MAB

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Storing marijuana waste for a retail marijuana store will be minimal and kept in the restricted area in a container clearly marked as waste. Following all applicable federal, state, and local laws and regulations.

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

The marijuana plant waste will be made unusable by grinding it and mixing with at least an equal amount of compostable materials such as food or yard waste, or vegetable base grease or oils to be used as compost or feedstock. Equal amounts of non-compostable materials can also be used, such as plastic, paper, or cardboard waste.

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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 can be ground up with equal amounts of organic and compost materials and non-compost materials.

Non-compost materials would include paper, cardbord, plastics, or other wastes approved by the board; and delivered to a permitted solid waste facility.

Compost materials would include food, yard, vegetable-based grease or oils; and delivered to compost feed stock.

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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:

To prepare all marijuana or marijuana products for shipment requires all plant components be cleaned and weighed separately. This includes feeder or garbage leaf, sticks, trim, and buds. This data is to be documented in the inventory tracking program that includes the manufacturer name and production lot number.

To secure and package all marijuana or marijuana products for shipment requires labeled, sealed, tamper-evident packaging. The label will include the net weight of the product in the package; the name and license number of the marijuana facility where the marijuana was prepared; and the production lot number.

A marijuana retail store receives marijuana and marijuana products; therefore, we expect to receive the marijuana and marijuana products properly prepared, packaged, and shipped.

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

The vehicle used to transport marijuana or marijuana products will be equipped with a locked, safe and secure storage compartment; such as a canopy or cover that is locked and bolted to a truck/vehicle.

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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:

A retail marijuana store may not have more than three signs visible to the general public from the public right-of-way. The size of each sign may not exceed 4,800 square inches.

Signs, design and layout, is still to be determined

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:

All patrons will be required to present proper, legal identification proving they are 21 years and above. They will not be permitted to enter the location without this proof.

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.

M.A. Oppegaard
Signature of licensee

Mark Oppegaard
Printed name

Subscribed and sworn to before me this 13 day of June, 2016.

SAMEDI MOUNG NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: March 9, 2019