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:	Susan Jane Burrell	**License Number:**	10163		
License Type:	Marijuana Retail Store				
Doing Business As:	The 420				
Premises Address:	307 N. Nordic Dr.				
City:	Petersburg	**State:**	ALASKA	**ZIP:**	99833

Mailing Address:	PO Box 485				
City:	Petersburg	**State:**	ALASKA	**ZIP:**	99833

Primary Contact:	Susan Burrell		
Main Phone:	907-772-2277	**Cell Phone:**	
Email:	ssusiesfire@msn.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:

The 2 entries to the back side of the counter will be through locked 18" swing gates controlled by a trained employee.

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

No persons will be allowed in restricted areas:

Without:

1. Being in the presence of an employee at all times.
2. A current Alaska ID and allowing us to make a copy of it.
3. Signing a visitors log
4. Having on a visitor badge

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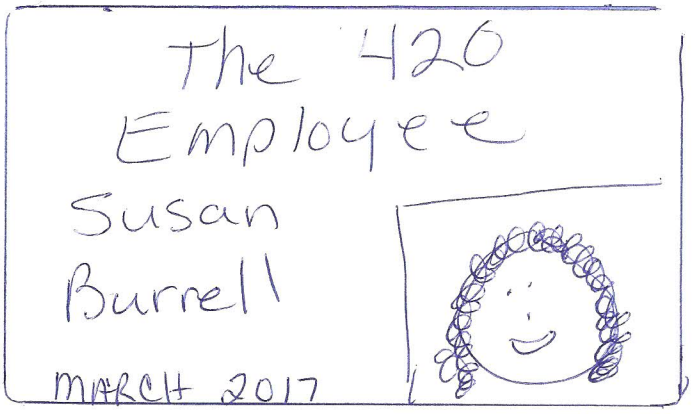
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitors are required to sign a visitors log which will also log date and time and a copy of their ID will be attached to the log. These records will be kept in a secure storage area for 1 year.

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



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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:

Outside lighting is on sensors to come on at dusk. 2 flood lights outside the front door will provide adequate lighting for security cameras. Security cameras are infrared and can see in the dark if there is ever a malfunction of lights.

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

There will be an alarm system set up on the front entrance door and interior back door, a sensor will set off the alarm if the security code is not entered within X amount of secs. This alarm will notify the Petersburg Police Dept. and Susan Burrell. Appropriate action will be taken.

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 the entry with a commercial grade locks. The exterior door will have a keypad locking system, and upon entry to the premises the employee will have X amount of time to enter a code into the security system before an alarm is triggered and notifications sent.

1. If a code is not entered into the system to shut off the alarm, it will notify authorities and Susan Burrell of a break in.
2. The keypad will also alert authorities after 3 failed pass code attempts.

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

Inventory will be kept in a locked safe room in the locked surveillance/work area. This area has a camera in the storage room itself, plus one in the surveillance area, these camera's provide a full view of the surveillance/work area and a total view of the the locked safe room and it's steel security roll up door. All product is scanned and inventoried as it enters or leaves the locked safe room using the AK Metrc System. Inventory will be blind inventoried and spot checked to keep everyone honest.

Our POS software protocols will help us stay on top of loss prevention and will make the cash out process, balancing inventory and tills more accurate.

Describe your policies and procedures for preventing loitering:

There will be 2 NO LOITERING signs posted outside our building in the driveway area. Anyone found loitering will be asked 2 times by an employee to move along, if this is not sufficient, then the day supervisor or Susan Burrell will ask the person to leave. If there is no compliance to the request, the police will be called.

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:

We will have a work room to the back of the shop and there will be a keypad lock installed on the door and the door adjoining the cafe and The 420 as well as one on the door to the security/storage area. Only an employee with the key code can enter. There will also be an intercom from the front of the store to the surveillance room area for further security from public areas. Motion detectors will be activated when business closes for the day.

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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:

If notified:

1. Owner will view surveillance video in real time to see what is happening
2. If store is open, employee, manager or owner will physically inspect the store to make the business is secure. If alarm was set off by accident Police will be notified that all is ok.
3. Police will be called if:
   any unauthorized persons are on the premises
   if anyone is breaking in
   any cars are leaving the immediate 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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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:

Two outside video camera will cover both directions of approach to the stores front entrance. There is only 1 exterior door. I will have installed 7 other cameras throughout the inside of the store, one in the surveillance area, one in security/storage room, one near the door connecting the cafe and The 420, one in the cafe above The 420 door, one in the southeast corner and one in the northeast corner. There will also be 1 camera for each of 2 POS areas. The square footage is 440 sq. ft.

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:

There will be a monitor in the surveillance area so an employee or the owner can go back over video footage as needed. The video will be automatically uploaded and saved to cloud, an on line storage area, also a hard recording device will be in the locked security/storage area in a metal file drawer. This area is access through 2 separate security doors and is under video surveillance by 3 separate cameras.

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 maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Not only will the records be on the hardware at the establishment, it will be preserved on a flash drive as well as being electronically saved on line. That will be 3 copies of the records in case one media or the other gets damaged or destroyed. Backup will occur daily.

All hard copy records, employee logs and such generated daily will be kept in the same locked security/storage area where the surveillance video is kept.

If needed, the records can be presented for inspection or review at any reasonable time. They will be kept and organized for ease of research.

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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:

I will be compliant by using METRC, required by AMCO. Our POS hardware and software is Green Bits and is compatible with METRC so as to have total and diligent control of the product.

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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:

Each employee must obtain a marijuana handlers permit card which they will have to allow a copy of to be stored on the establishments premises. Susan Burrell, owner, will train each new employee. Each employee has to learn the protocols, procedures and policies to educate the customer, identify possibly impaired customers, learn security procedures and emergency training to enhance the state testing procedures.

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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:

Our storage is a locked room inside of the the locked room the surveillance is kept in. All expired product will be logged and then reported to the board as being set for destruction. The expired product will be put into a tamper evident bucket and destroyed 7 days after notification. These materials will be incinerated or composted according to local regulations.

If we compost the expired, or unacceptable/unsellable product, it will be ground fine and then mixed with coffee grounds and egg shells. Once it reaches the composing area, dirt will be added and it will be covered and left to compost for 60 days.

If we incinerate the above mentioned waste, we will create a travel manifest and then move the waste to the incineration site and it will be burned to nothing but ashes. A record of this will be kept in records.

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

Coffee grounds and egg shells. Composting under a plastic for 60 days.

Marijuana plant waste, edibles and concentrates must be made unusable by grinding or submerging the marijuana waste and mixing it with at least an equal amount of other compostable or non-compostable materials. Currently we plan to utilize tamper evident 5 gallon buckets along with Soil, Water.

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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:

If we compost the expired, or unacceptable/unsellable product, it will be ground fine and then mixed with coffee grounds and egg shells. Once it reaches the composing area, dirt will be added and it will be covered and left to compost for 60 days.

If we incinerate the above mentioned waste, we will create a travel manifest and then move the waste to the incineration site and it will be burned to nothing but ashes. A record of this will be kept in records.

Marijuana plant waste, edibles and concentrates will be made unusable by grinding or submerging the marijuana waste and mixing it with at least an equal amount of other compostable or non-compostable materials. Currently we plan to utilize tamper evident 5 gallon buckets along with Soil, Water.

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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:

Any marijuana transported from our facility to another facility or waste removal will be kept in sealed bags and recorded in the Alaska tracking system. We, at The 420, will document the type, weight and the final destination. A manifest will be created, it will show the date and time, vehicle description (year, make and model, including license plate number and this will accompany the product to final destination.

We understand that a marijuana retail store can only transport marijuana or marijuana products only to another retail store.

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

All product transported will be transported in my vehicle. I will have a metal box welded in the back most area of my jeep that would be kept locked during the transport. We are a small community and have no transport services.

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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:

One 48" x 96" (4608 sq. inches) with The 420, the phone number and logo will be posted X feet to the right of the entrance so that it may be seen from Nordic Drive. We will have one 48" x 60" (2880 sq. in.) canvas awning over the entrance with The 420 printed on it.

When I say that the sign will be X amount of feet to the right of the entrance, it is attached to the proposed licensed premises.

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:

A sign, 12" x 12" will be placed on the outside of the door - No one under the age of 21 is allowed on these premises. All person's must be 21 years of age to enter these premises, a valid picture ID is required to come in. Type of ID - Current drivers license, permit, state ID or passport.

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.

Susan Burrell
Signature of licensee

Susan Burrell
Printed name

STATE OF ALASKA
NOTARY PUBLIC
JAKE WILKINSON
My Commission Expires 8-19-2019

Subscribed and sworn to before me this 4th day of January, 2017.

Notary Public in and for the State of Alaska.

My commission expires: 8-19-2019

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(Additional Space as Needed):