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:	Kelsey Jene Martinsen, Sarinee Nuamnui	**License Number:**	10200		
License Type:	Retail Marijuana Store				
Doing Business As:	Happy Cannabis				
Premises Address:	225 South Front Street				
City:	Wrangell	**State:**	ALASKA	**ZIP:**	99929

Mailing Address:	PO Box 110				
City:	Wrangell	**State:**	ALASKA	**ZIP:**	99929

Primary Contact:	Kelsey Jene Martinsen		
Main Phone:	(907) 305-0292	**Cell Phone:**	(907) 305-0292
Email:	kjm420@hotmail.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:

Restricted access areas will be secured behind commercial grade doors, with commercial grade keypad locks. Only the licensee, or authorized personal will have combination to those locks. The doors will be marked with signs stating "Restricted Access Area, Visitors Must Be Escorted."
A licensee, employee, or Agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph.

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

The licensee, employee or agent of the marijuana establishment will require identification of the visitor to check if they are 21 years of age or older.
They will then be given a visitor identification badge, and escorted at all times by the licensee, an employee, or agent of marijuana establishment, while they are in restricted access area.
The licensee, an employee, or agent of the licensee shall supervise no more than five visitors at a time.

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

The name, license number, type and state issue of license, date, and time of entry will be recorded on designated monthly visitor log before the visitor is escorted through the facility. When the visitor departs staff responsible for visitor will record departure time. Logs will be stored on sight for six months, then stored off sight after that.

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

Please see attached file "photo_ID_template.jpg"

Kelsey J. Martinsen

Owner Operator

happy cannabis

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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:

The ramp and deck leading the entrance will be illuminated to allow the security cameras 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.

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

Every exterior door and window will have alarm triggers. When triggered, sirens in the interior of the building and exterior of the building will sound, and the security station will be notified through a land line. If the land line is not working the security station will be notified through a back up GMS signal. Signs will be placed on all windows, and exterior doors advertising the security 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 main console of the alarm system has built in functionality to manually and automatically arm the system. We will use this functionality to arm the system while the premises are closed.

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

Cannabis, and cannabis products will be sealed in child proof packaging. During business hours cannabis and cannabis products will be kept in display case until purchased by customer. In which it will be scanned into tracking system for sale. Cannabis kept for display will be weighed during inventory. Cannabis and cannabis products will stay in a locked cabinet, within a locked room with access limited to licensee when retail shop is closed. Cannabis storage room has surveillance camera and motion detector. BioTrackTHC,our point of sale and inventory software, tracks all inventory from seed to sale. It also integrates with our scales. Inventory of all cannabis will be conducted before we open, when we close, or during any shift change by scanning bar codes of products and weighing the products when appropriate. Licensee or management will attend when items inventory is done. Any sales can be back tracked to who sold it, at what time. Retail room is under surveillance cameras.

Describe your policies and procedures for preventing loitering:

Signs will be placed outside entrance and inside retail marijuana shop stating, "Notice: No Loitering". There are no benches, seats, or open areas to encourage loitering. When the licensee, an employee, or agent of the licensee observes loitering they will confront loiterers and ask them to leave. If they do not leave we will call police as the facility is privately owned property.

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:

Motion detectors are located in Retail Marijuana Store, Licensee's Office, and Cannabis Storage room. There is also a panic button located in Retail Marijuana store.

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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 licensee, an employee, or agent of the licensee will check video cameras to verify the event while waiting for monitoring station to call. They will then answer the telephone and confirm the situation to the security station. They will then wait for police to arrive. After police have arrived and secured the area they will disarm security system and file the appropriate reports.

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:

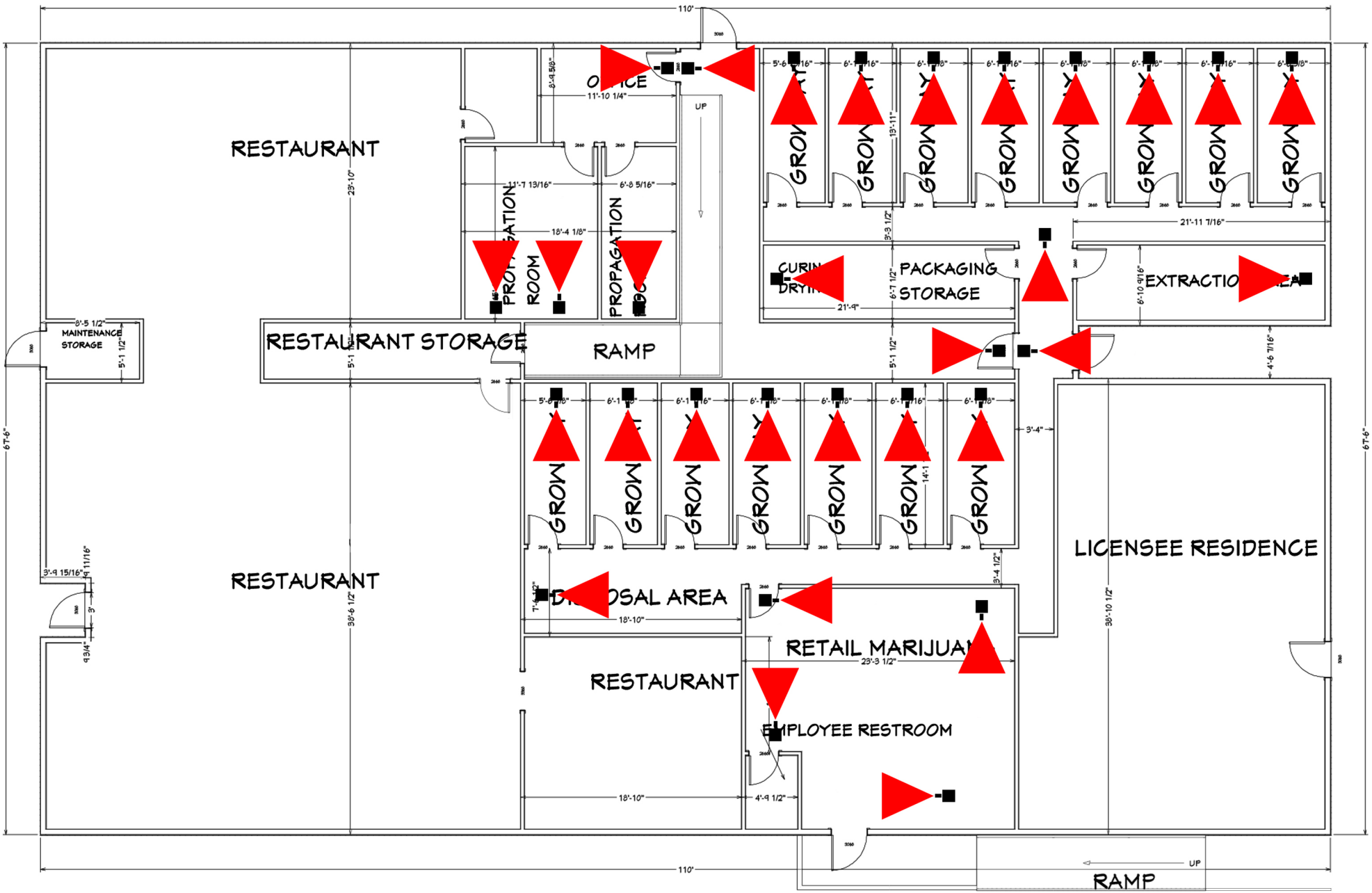
Cameras will be in locations defined in attached diagram in order to identify oncoming individuals inside or outside the premises. Cameras have high resolution recording capabilities in order to produce a clear view of individuals inside or outside the premises. Cameras are night vision capable.

Please see attached file "surveillance_camera_diagram01.jpg"

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 surveillance recording equipment will be stored in a locked box in the licensee's office. It is housed by a commercial door, and commercial key code lock. The system will only be accessible by licensee who will grant access to local law enforcement, or agents of the board. When the licensee is away from facility a temporary code will be given to authorized personal to access the office when law enforcement or an agent of the board requests. When licensee returns the temporary key will be deleted.

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	■	☐



LIVING AREA
7384 SQ FT

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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:

Data, and electronically maintained records are stored on a server that is located in the licensee's office. The server is equipped with a raid,(redundant array of inexpensive disks), allowing for data to be preserved if the hard drives fail. Independent back ups will be automatically performed weekly a usb flash drive. Files will be encrypted with password protection.
The accounting software is QuickBooks Online and it is cloud based, and the records are not stored on the facility, but can be accessed by owner from multiple different web browsers.
Paper documents will be scanned and saved before they are stored on sight in a locked filing system in the licensee's office. They will be moved to locked storage on the date they are no longer required to be stored on site.

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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:

We are using a seed to sale software solution called BioTrackTHC. The entire life cycle of the plant is tracked assigning it a unique 16 digit bar code from the moment of cultivation. The plant receives a new bar code every time it enters a new stage in the plant life cycle while still being linked to the original bar code. Each plant is scanned every time it needs to be assigned to a different room in the grow house. Multiple rooms can be created in the grow house to designate the various stages of the grow phase, separate plant components, separate clones, or separate plants designated for destruction.

The software provides full traceability that allows the State to track cultivation, harvesting, processing, lab testing, transportation and sales. The third party system integration allows the licensee and state employees real time data exchange through a secure web user interface. The open API the State has adopted allows BioTrackTHC to provide the information the state needs in the format it requests.

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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:

Initially the licensee, employees, or agent of licensee will take a state approved marijuana handler permit education course and test to receive course completion certificate. The certificates will be presented to the director in order to receive marijuana permit card. When cards are issued reminders will be set in facility software to renew the permits at an appropriate time before they expire.
Potential new hires will have to show they have received marijuana handling permit before they are given an application for the business, and will be instructed on how to do so. New hires will be inputted into reminder system.
Copies of the licenses of the employees or licensees will be kept in the vehicle for those who transport cannabis.

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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:

Cannabis waste from retail will be ground and stored in 35 gallon containers. Packaging will be shredded and placed in 35 gallon containers. When container is full. The software will record weight of product and initialize notice to board. Three days after the notice is initiated we will mix the product with used fryer oil and completely submerge cannabis and packaging. The software will then generate a transport manifest, and the licensee, employee, or agent of the facility will transport waste to the local bailer facility.

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

Used liquid frying shortening made from liquid soybean oil, hydrogenated soybean oil, TBHQ (tert-Butylhydroquinone) and citric acid.

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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:

Retail Cannabis waste will be ground and stored in 35 gallon containers. Packaging will be cut up and stored in 35 gallon containers. We will weigh the waste. The cannabis and packaging will be submerged with used fryer oil.

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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:

Cannabis products will be prepared, packaged, and secured in child resistant, opaque packages in weights no greater than one ounce. Packaging will be inspected for all proper labeling when inputed into tracking system. Before shipment the cannabis will be placed in a sealed tamper-evident shipping container and labeled with labeling in compliance with 3 AAC 306.475. and a transport manifest generated by tracking system. The cannabis will then be delivered per transport manifest directions.

Please see attachment, "sample_label_01.jpg"

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

The licensee's truck is equipped with a lock box in the back that is bolted on to the 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:

One sign 24" by 45" with the business name and arrow showing direction of entrance. Will be located next to the entrance door attached to the outside of licensed premises.
A second sign on the entrance door of the licensed premises listing the hours and operations and business name.

Please see attachments "signage_24_45_01"
"signage_27x25.5_01"

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	■	☐

happy

cannabis

(Dimensions 24” by 45”)

happy cannabis

Hours

Mon - Sun 10am - 10pm

(Dimensions 27” by 25.5)

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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 entrance to the facility will have signs reading, "NOTICE, ALL PATRONS MUST BE OVER 21 YEARS OF AGE WITH VALID PHOTO ID"
The licensee, employee, or agent of the licensee will meet customers at door in retail marijuana shop, (which contains the door to the cultivation facility), to check ID before they are allowed further onto the premises.
All doors to restricted areas are secured with commercial grade doors, and commercial grade key code locks in which the licensee, authorized employees, or agents of the licensee have the code.

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

Kelsey J. Martinsen
Printed name

Subscribed and sworn to before me this 27th day of October, 2016.

NOTARY PUBLIC
ALEISHA MOLLEN
STATE OF ALASKA
MY COMMISSION EXPIRES July 22, 2018

Notary Public in and for the State of Alaska.

My commission expires: 7-22-18

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(Additional Space as Needed):