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:	Chase Griffith	**License Number:**	11509		
License Type:	Retail Marijuana Store				
Doing Business As:	Permafrost Distributors				
Premises Address:	32630 June Dr				
City:	Sterling	**State:**	ALASKA	**ZIP:**	99672

Mailing Address:	54200 Leonard Dr				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Primary Contact:	Chase Griffith		
Main Phone:	907-980-7584	**Cell Phone:**	907-980-7584
Email:	Chase.Griffith@AKPermafrost.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 locked at all times with a sign notifying the public which areas are "Restricted Access".

Sign will read "Restricted Area: Authorized Employees Only".

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

Visitors will be permitted to access restricted areas by signing a log book which will include their name, phone number, company they work for, time in and out. They will wear a "Visitor" badge while in restricted areas. They will be escorted by an authorized person, no more than 5 visitors per authorized persons.

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

A Log Book of "visitors" who come in and out of restricted areas will be available and required visitors to sign. At the end of every month, this log book will be scanned and placed on a hard drive to be kept in a secure location.

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:

Exterior lighting is equipped on the building above every door, making light available to the cameras to monitor people coming and going.

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

The alarm consists of "Glass Break" sensors, door sensors, motion sensors as well as "Panic Buttons" which will be made available to personnel. The alarm system is managed by Communications Alaska and if something is triggered I will receive a phone call. If The call is missed, the troopers are notified.

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:

Upon leaving the store, the manager will alarm the system to "Away", which will provide monitoring of all windows, doors and motion on the premises.

Upon activation in "Away" mode, owner will be notified and the troopers will be notified as well.

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

Our Point of Sale system will have the capability to monitor inventory sold. At the end of each work day, each employee who was assigned a register will do the appropriate paperwork which will match up cash in drawer and the amount of product gone.

There will also be video coverage of the entire premises.

Theft is a termination, and troopers will be contacted.

Describe your policies and procedures for preventing loitering:

Signs will be hung to emphasize no loitering, If someone does extend their welcome on the property (20 minutes+) an employee will ask if there is something that we could do for them. If nothing, the person loitering will be asked to leave. Beyond that, troopers will be notified.

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:

Panic buttons will be within arms reach of employees in the event of a robbery. The button will activate a call to the troopers silently. Employees will comply with the robber, and stay calm.

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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 an unauthorized person(s) enters a restricted area, they will be asked to leave, if refusal the panic button will be depressed, and employees will remain calm and comply with the unauthorized person. Other doors will be locked to prevent anyone else coming in and guests will be asked to leave to protect their safety.

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:

There are 21 I.P. 2 mega-pixel cameras thoughtfully placed throughout the retail and cultivation facility. These cameras are equipped with night vision. Cameras are placed inside and out. There are 2 locked Network Video Recorder (NVR) which records activity of each camera for a minimum of 40 days. These cameras are accessible remotely via a smart phone or tablet, so activity of the premises can be monitored away from the property as well.

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 Network Video Recorder (NVR)s are placed in a locked box and mounted to the wall in a restricted area.

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:

Sales, inventory and purchasing is placed on a server that is located in a restricted area. At the end of each day, a manager will "Close out" the day and all the activity that happened that day will be backed up on our Point Of Sale system (BiotrackTHC) and those records are kept forever.

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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 will be using 2 ways to track:

Metrc, which will track inventory, sales and waste.

as well as BiotrackTHC which will generate daily reports for our inventory, harvests, sales, disbursements and disposals. These records are kept forever.

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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:

Be 21 or over;

have an interest in the industry;

Be an American citizen or legal US resident. Or have the appropriate paperwork to work legally in the U.S. and in this industry;

have a Alaska Marijuana Handler's Card and keep it current;

Be nice!

Training will consist of applying knowledge to the employee regarding the task they will do. We will have Standard Operating Procedures which will be provided to employees and made available to them.
Orientation will consist of the Alaska State Law regarding cannabis. As well as how we operate as a company.
As policies become updated, the managers will be responsible to update the employees on any changes.

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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:

Waste will be quarantined and labeled in the storage room which will be restricted access area. Disposal of non marijuana waste will consist of a locked dumpster that will have video surveillance monitoring it. It will be emptied by a local trash company.

Disposal of marijuana waste will consist of mixing it with a minimum of 50% organic material and 50% marijuana waste and fed to livestock.

We will not have any amounts of wastewater that won't evaporate off the floor. There will be no wastewater. If there is for any reason wastewater, it will be stored until it can be disposed of outside allowing nature to filter the wastewater. The store is not located near any bodies of water.

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

All the unwanted marijuana material will be ground up, mixed with a minimum of 50% of other organic material, such as hay, and fed to livestock.

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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:

All the unwanted marijuana material will be ground up, mixed with a minimum of 50% of other organic material, and fed to livestock.

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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:

The marijuana retail store shall package its marijuana bud and flower for sale to a retail marijuana store, either in a package not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own;identifying name or logo; and license number; or in a wholesale package not exceeding five pounds for repackaging by the retail marijuana store; or to a marijuana product manufacturing facility in a wholesale package not exceeding five pounds; consisting of a single strain or a mixture of strains as identified on the label.
When the marijuana cultivation facility packages marijuana for a retail marijuana store to sell to a consumer without repackaging, the packaging may not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. In addition, the packaging must protect the product from contamination and may not impart any toxic or damaging substance to the marijuana.
Each package prepared in compliance with this section will be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system.
A marijuana cultivation facility shall prepare marijuana for transport or transfer to another marijuana establishment by placing marijuana packaged in compliance with this section within a sealed, tamper-evident shipping container; affixing a label in compliance with 3 AAC 306.475 to the shipping container; and generating a transport manifest from the marijuana cultivation facility's marijuana inventory tracking system; the transport manifest must remain with the marijuana at all times while being transported, and a copy must be given to the licensed marijuana establishment that receives the shipment.

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

the product will be equipped with tamper proof devices that will be evident if it has been tampered with prior to reaching it's destination. That will be in a locked compartment which is not accessible by anyone other than the authorized person transporting the marijuana.

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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:

Signs will consist of the permafrost snowflake logo, fan leaves and the name. One will be on the roof which will describe what we sell, one will be on the front of the building and a 3rd one will be placed on the building at a destination not decided yet.

As of now all signs will be attached to the building.

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:

Upon entry, I.D. will be checked and verified that the persons entering is in fact 21 or older. upon verification the I.D. will be checked a second time at check out. All restricted access points will be locked 24 hours a day and monitored. Visitors will be required to show identification to gain access to restricted areas and will follow all appropriate procedures while visiting.
No one under the age of 21 will be allowed access to any part of the premises.

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

Chase Griffith
Printed name

Subscribed and sworn to before me this 3rd day of January, 2017.

OFFICIAL SEAL
Katie Ring
Notary Public - State of Alaska

Notary Public in and for the State of Alaska.

My commission expires: 9-20-19

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(Additional Space as Needed):