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:** | Croy's Enterprises LLC | **License Number:** | 10273 | | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | Pine Street Cannabis Company | | | | |
| **Premises Address:** | 36130 Pine St. | | | | |
| **City:** | Soldotna | **State:** | ALASKA | **ZIP:** | 99669 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | Same as above | | | | |
| **City:** | | **State:** | ALASKA | **ZIP:** | |

| | | | |
|---|---|---|---|
| **Primary Contact:** | Richard C. Ebenezer | | |
| **Main Phone:** | 907-301-0683 | **Cell Phone:** | 907-301-0683 |
| **Email:** | pinestcannabis@gmail.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:**

Locked Doors, Alarm system, Security Cameras, and signs that read "restricted access area, all visitors must be escorted.

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

All visitors must be 21 years of age, sign the log book, be escorted by an employee at all times, and no more than 5 visitors per employee will be allowed into restricted access areas at one time.



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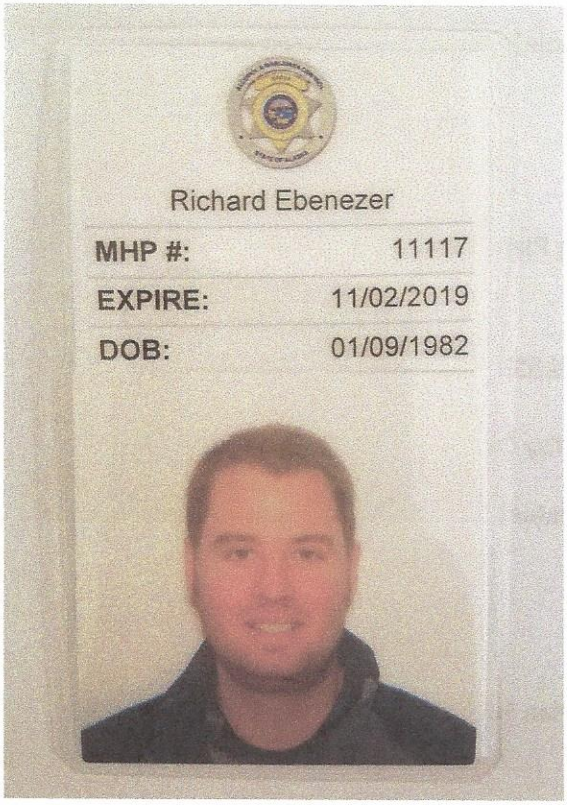
**Describe your recordkeeping of visitors who are escorted into restricted access areas:**

A visitor log will be utilized to record the name, date and time of entry/exit, and an employee is to initial next to the visitors name for escorting all persons who enter restricted access areas as visitors. The log will be kept onsite at all times.

**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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PineStreet
Cannabis Company

Brett Nichols

AMCO

Brett Nichols

MHP # 12351

EXPIRES: 3/9/2020

DOB: 11/10/1989

Employee ID # 0002

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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:**

All exterior lighting has photo cell sensing capability to ensure all areas of surveillance remain illuminated at all times.

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

Kenai General Alarm system sounds an audible alarm as well as automatically makes phone notifications to the owner and local law enforcement in the event of a breach of the premises.

**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:**

Kenai Alarm, ADT, or equivalent, will provide 24 hour alarm surveillance except during normal business hours.



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

There is a zero tolerance policy on theft or diversion of marijuana and marijuana products. All employees are required to sign a written policy agreement at their time of hire. There is 24 hour video surveillance of all customers and employees. All marijuana and marijuana product will is accounted for using the Metrc system and Greenbits POS system. Any theft, or violation of the policy will result in immediate termination of employment as well as notification to local law enforcement.

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

There is a "No Loitering" sign placed at the main entrance of the building. The premise is frequently monitored by camera surveillance checks, and employee rounds. Employees are expected to be on alert and when anyone is identified to be loitering, employees are expected to convey to them that they are to leave the premise if they have no business.

**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:**

All employees are trained in the use of the onsite panic buttons. The onsite panic buttons will activate a silent alarm which will notify local law enforcement.



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# Form MJ-01: Marijuana Establishment Operating Plan

**Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:**

All employees are trained to treat all alarms as if they are real. In the event of a security breach all employees will are trained to cooperate with law enforcement and vacate the premise until law enforcement can secure the location, or it is deemed safe to return to work by management.

**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:**

At a minimum, camera placement will cover within 20 feet of all entrances and exits of all premise areas, as well as cover the exterior and interior of the building to provide a clear view for easy identification of any individual inside or outside the licensed premises. All areas will have 24 hour video surveillance, and all video footage will be stored 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:**

All video surveillance recording equipment and records are secured within a locked room in the cultivation premises of license #10137, which is only accessible by authorized personnel. A drawing showing where the surveillance equipment is located has been attached to this form.

| **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:**

As per 3 AAC 306.755., there will be a set of all hard copy and electronic reports stored in a fire proof safe for the current year and all previous years will be archived in a safe and secure location.



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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

| **Marijuana Tracking and Weighing:** | Yes | No |
|---|---|---|
| A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used | ☑ | ☐ |
| All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745 | ☑ | ☐ |

**Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:**

The Metric system will be utilized as per the state of Alaska.



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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

| **Marijuana Hander Permit:** | Yes | No |
|---|---|---|
| Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment | ☑ | ☐ |
| Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises | ☑ | ☐ |
| Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired | ☑ | ☐ |

**Describe how your establishment will meet the requirements for employee qualifications and training:**

All employees will be required to possess a current marijuana handlers permit and copies of each individual employees permit will be filed on location. We conduct training to continuously improve operations as well as training on the marijuana regulations to ensure we stay in compliance. We use a sign-in roster to record the topic, date, and employees that receive training and keep them on file on location.



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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

| **Marijuana Waste Disposal:** | Yes | No |
|---|---|---|
| The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it | ☑ | ☐ |

**Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:**

All waste materials will be stored in isolated containers. Solid waste material will be weighed and recorded in an onsite log, as well as reported in metrc and emailed to AMCO enforcement 3 days prior to being moved offsite. Waste material will then be ground and rendered unusable by mixing to a 50/50 ratio with compostable material. After making proper notifications and awaiting a 3 day approval period, the waste will be transferred off site to be used as gardening material. The final destination will be recorded in log book as well. Non hazardous liquid waste will be dumped down the drain into the onsite septic system. Any hazardous liquid waste will be stored in clearly labeled containers with Safety Data Sheets available, and disposed of by taking to the Soldotna waste facility at a time when they are able to accept it. All waste will be disposed of in accordance with federal, state, and local statutes, ordinances, regulations, or other laws.

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

Materials used to mix with the ground marijuana will include dirt, yard waste, food waste, or other materials approved by the board.

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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:**

Solid Marijuana waste will be rendered unusable by grinding and mixing with approved compostable materials listed in the previous section to a minimum of a 50/50 ratio. Liquid waste will be poured down the drain into the onsite septic system, or rendered unusable by pouring into a mixture of approved compostable material to achieve a 50/50 ratio. Waste will be reported in Metrc and notice will be given to AMCO enforcement via email at least 3 days prior to waste leaving the facility.



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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

| **Marijuana Transportation:** | Yes | No |
|---|---|---|
| The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700 | ☑ | ☐ |
| The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle | ☑ | ☐ |
| The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport | ☑ | ☐ |
| During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport | ☑ | ☐ |
| Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment | ☑ | ☐ |
| When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received | ☑ | ☐ |
| The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest | ☑ | ☐ |



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

As per 3 AAC 306.750, we will utilize the marijuana tracking system to record the type, amount , and weight of marijuana or marijuana products being transported. The name of the transporter, time of departure and expected delivery will be recorded, as well as the license plate number and model of the delivery vehicle. A transport manifest will be completed and printed out to be kept with the marijuana product at all times during transport. Sealed packages of marijuana or marijuana products will be locked in secure lock boxes during shipment. The sealed packages may not be opened or tampered with during shipment. The transport vehicle shall travel a direct route from the marijuana establishment to another licensed marijuana establishment, with no unnecessary stops while in route.

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

Types to include a small knack type lockable steel construction grade work box.



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# Form MJ-01: Marijuana Establishment Operating Plan

## Section 7 – Signage and Advertising

**Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:**

There will be three signs 4800 square inches or less that will read: Pine Street Cannabis Company, and 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:**

There will be a sign posted at the entrance of the premise stating "NO ONE UNDER 21 YEARS OF AGE ALLOWED". There will also be an employee posted at the entrance to check identification and verify all customers are at least 21 years of age.

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

Richard C. Ebenezer
Printed name

Subscribed and sworn to before me this 21st day of November, 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):**



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