Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	**License Number:**	15656		
License Type:	Retail Marijuana Store				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main street				
City:	Homer	**State:**	AK	**Zip Code:**	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01 Marijuana Establishment Operating Plan

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	**MJ License #:**	15656		
License Type:	Retail Marijuana Store				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Mailing Address:	3684 Main Street				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Designated Licensee:	Robert Bornt		
Main Phone:	907-843-2661	**Cell Phone:**	907-843-2661
Email:	420onmain@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. 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:

We will adhere to the following:
Per 3 AAC 306.310. Acts prohibited at a licensed retail marijuana store may not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver, marijuana or a marijuana product to a person under 21 years of age.
Per 3 AAC 306.325. Access restricted at retail marijuana store requires the following:
(a) A person under 21 years of age may not enter a retail marijuana store.
(b) Each entry to a retail marijuana store must be posted with a sign that says "No one under 21 years of age allowed." The sign must be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign.

We will ensure each person wanting to gain entry into the premise has the valid ID showing they are over 21.
We will ensure that all signs are posted as required in the above regulations

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Our premise will have a two stage entry process to ensure no one from the public can enter the restricted access area.
First stage will be to enter the reception area from the public access door. All persons will be required to give the clerk their valid photo ID through a bullet proof sliding window. Once the ID has been validated, the visitor will be required to sign into our log book and then given a visitor badge. The second stage entry will require the clerk to press the release button on the secured entry door into the restricted area with the escort.

This will ensure that we meet the requirements as stated in 3 AAC 306-350 and 3 AAC 306.710

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

As stated above we will have a two stage entry protocol so our premise will be in compliance with 3 AAC 306.710.

Every visitor will be required to sign into our logbook with their name, date and time of visit so we will be in compliance with 3 AAC 306.755.

Once the visitor has provided the clerk with a valid ID, signed into our log book, the visitor will be escorted through our secure access door.

Any visitor to the restricted access are will be escorted at all times by a licensee, employee or agent of the licensee of our facility

Our facility will limit the number of visitors to not more than 5 visitors for each licensee, employee or agent of the licensee who is actively engage in supervising those visitors.

Once the visitor(s) have completed their business, they will be escorted back through the secure door and into the reception area where they will turn in their badge, sign out in the log book with the time of departure and continue through the public access door to the outside of the premise.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior lighting will be placed and tested to give the best quality of video on the surveillance monitoring system as required by 3AAC 306.715

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alarm system will be installed on all exterior doors and windows.
The facility will have continuous video monitoring.
The alarm system, if activated, an alarm will sound that will notify security person in charge and the alarm company. The alarm monitoring company will place a call to 911.
The security person in charge will immediately contact the authorities that there has been a possible breach as well.
The security person in charge is to stay on premise until authorities arrive and answer all questions to the best of their ability, provide access to the video surveillance, and assist in any manner necessary.
Once the authorities have received all of the immediate information they need, our staff will be required to inventory and secure all product, give authorities any discrepancy found in the inventory count, immediately secure the premise where breach occurred, reset alarms.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

We will have monitoring as required and a clear view of all areas of marijuana at all times.
We will have an inventory tracking system as issued by the state that will track our inventory. Should there be a discrepancy, all product will need to be recounted and verified, after which, if there is still missing product, security and licensee will be notified to review video from that days opening to closing and see who/when/how the product was taken out of inventory.
Should there be a diversion, the licensee will notify local law enforcement immediately and provide them will all the information they require.
Employees will be trained that if they see any possible diversion, they are to contact security immediately in a safe manner and then they are to remain on the premises until they have answered all questions necessary for the initial complaint/investigation.

3.7. Describe your policies and procedures for preventing loitering:

"No loitering" signs shall be placed in clear view to the public that loitering is not allowed.
Loitering persons shall be asked to leave the premise by our security team, if they refuse to leave the premises the local law enforcement will be notified of the loitering and all persons loitering will no longer be allowed on premises again.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. PFB

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. RKB

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. RKB

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. RKB

3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). RKB

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras will be placed and tested for to produce a clear unobstructed view inside the premise. Appropriate lighting will also aide in the visual effect to adequately identify an individual. Video cameras will be placed within 20 feet outside of each entrance to the licensed premise as well as appropriate lighting to produce an unobstructed view to adequately identify an individual.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The room will have a commercial grade security door that can only be accessed by limited authorized persons via a security lock system.
The room will house the security video surveillance equipment, the back up hard drive for the computerized data systems and nightly as close, the paper log book at close of each business day, and all paper manifests from receiving shipments as required by AMCO.
The room will also house the required back up video surveillance recordings.
The room will have no windows or any other access point except the commercial grade security door.
This secured video room will be located in the same building but not in the retail store. Please refer to the floor plan provided. We have applications in for Cultivating and Manufacturing in this building and all of the security video monitoring equipment will be in one secured room.

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Section 4 – Business Records

Review the requirements under 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.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; RKB

b. **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;** RKB

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** RKB

d. **records related to advertising and marketing;** RKB

e. **a current diagram of the licensed premises, including each restricted access area;** RKB

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** RKB

g. **all records normally retained for tax purposes;** RKB

h. **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;** RKB

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** RKB

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** RKB

4.2. 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:

We will have a secure room for all paper and electronic data that will be kept for no less than 6 months on site.

At regular intervals, we will also make back up copies of all paper and electronic data to be stored off premise.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.	RKB
5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.	RKB
5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.	RKB

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
6.1. 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.	RKB
6.2. 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 licensed premises) when on the licensed premises.	RKB
6.3. 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.	RKB

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

We will train all staff on fundamental customer service.
We will train all staff on our floor plan and security measures in an emergency.
We will train all staff on our opening and closing procedures to ensure that all doors, windows and data is secure during closed hours.
We will train all staff to be safe first in an emergency situation.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. RKB

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. RKB

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. RKB

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). RKB

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

We will be a retail store and will not be preparing, packaging or shipping any product.
All product will be prepackaged and shipped to us from local vendors.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. 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. RKB

8.3. 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. RKB

8.4. 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. RKB

8.5. 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. RKB

8.6. 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. RKB

8.7. 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. RKB

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. RKB

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

One sign will be placed on our premise as required to do business in the State of Alaska.

The sign will be approximately 12" x 36" and will state our business name as 420 on Main LLC in a block letter font.

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

At this time we do not intend to advertise. Here is a sample logo for our packaging.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Robert Bornt

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 18th day of July, 2018.

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