Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:

- 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:	Alaskan Kush Company LLC	**MJ License #:**			16213
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Kush Company				
Premises Address:	159 S Franklin St				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Mailing Address:	4448 Mountain Side Dr				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Designated Licensee:	Casey Wilkins		
Main Phone:	907-957-3877	**Cell Phone:**	907-957-3877
Email:	alaskankushco@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:

There are three functional exterior doors: two locked door in the rear of the building and a locked buzz door where potential customers must first slide their ID through a pass through window before getting buzzed in access. There is an employee-only door between the licensed retail marijuana store and the adjoining merchandise area. An audible alert will sound anytime the employee-only door is accessed. This door will always remain locked. Signage stating "Restricted access area. Visitors must be escorted." will be posted on both exterior doors and also the employee-only door. Persons will have to present their identification at the I.D. pass through. All I.D.s will be scanned with the FlowHub NUG device to ensure persons under 21 are detected prior to entry into the Licensed Premises. The photo I.D. will be compared to the presenter to verify a match. Signs will be posted to notify adults it is unlawful for persons under twenty-one years to obtain marijuana.

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:

We will have employees in the restricted access area and the sales counter is the physical barrier.

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

Visitors to the restricted access area must enter required information (name, date, time of entry, purpose of visit, time of departure) into a log book. This logbook will be placed in the secured media/ record room at the end of the workday when the last licensee or employee leaves. The process for escorting visitors is as follows: the visitor will approach the pass through window and pass through their ID. An employee or lisencee will then leave the restricted access area and the visitor will be handed the logbook and required to fill out their information (name, date, time of entry). The visitor will be handed a visitor badge to wear and then they will be escorted into the restricted area(s). An employee or licensee will stay with the visitor at all times escorting them in and then back out of the restricted access area where the visitor will note their time out of the logbook.

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:

See Graphics PDF e-mailed with the application

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:

At all exterior entrance points (main public front door, rear egress door, and employee-only door), light fixtures will provide illumination sufficient to identify persons at least 20 feet from the entrance. Exterior fixtures will be selected to resist weather conditions and tampering.

Additional exterior lighting placed around the perimeter of the building will discourage loitering or burglary.

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ALASKAN KUSH COMPANY

Retail Marijuana
Sales License xxxxx

ELLENOR RIGBY

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ALASKAN KUSH COMPANY

Retail Marijuana
Sales Facility
License XXXXX

VISITOR

please return
this badge to
your escort
when you leave

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:

E. The services of an alarm company will be contracted for the purpose of maintaining a secure facility.
a. Additional security in the form of a panic button will be installed at each till
b. Each exterior ground floor window will have a frequency detector installed designed to detect breaking glass
c. Each exterior door entrance will have a contact sensor installed that is designed to detect forced entry
d. A magnetic entry key pad will be placed at the entry and exit to the restricted access area where marijuana is sold and stored. Alarms will always be active in the sales restricted access area if entry is forced the alarm will sound.

An audible alert will sound anytime the employee-only door is accessed.

e. A motion sensor detection alarm will be installed and activated when the facility is closed for business. All exterior doors and windows that are not boarded/secured will be connected to the alarm system.

G. Employee procedures to follow if police appear on the premises because the panic alarm was activated.
a. If there is no call from the alarm company and police appear on the premises it is because the silent alarm was activated.
b. The silent alarm is activated by pressing the facilities panic button. The panic button is located next to each till.
c. If visitors are present when police arrive escort visitors from the restricted access sales to the waiting area take the visitor log to the waiting area with you.
d. Collect the visitors I.D. badges.
e. Contact Herbert E. Smyth Jr., co-owner and report the event
f. Provide any assistance the police request

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

The use of industry best practices will help prevent diversion of marijuana. These efforts include:
- video surveillance of all areas where grown, processed, packaged, or stored, or where marijuana waste is destroyed;
- the use of transportation manifests, and a cannabis inventory tracking system;
- inventory best practices, including multiple employees present during inventory, and the use of certified scales;
- appropriate and secure storage of marijuana on-premise and during transportation;
- security and video surveillance systems and appropriate exterior lighting to discourage unauthorized entry;
- permitting customers to only handle the samples of marijuana products; beyond the samples, the only marijuana or marijuana product they will have access to is their purchased marijuana or marijuana products.

3.7. Describe your policies and procedures for preventing loitering:

Appropriate signage will be posted around the facility informing persons that loitering is prohibited. Persons found loitering will be asked to leave. If they do not, local law enforcement will be notified. Additionally, bright exterior lighting should discourage loitering.

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.

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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.

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.

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

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).

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:

C. Location of surveillance camera equipment
a. An exterior camera will be positioned at each of the three exterior access points. A camera will be positioned in the interior of the facility at each exterior access point so that entries into the facility are recorded. A camera will be placed over each till in the marijuana sales restricted access area. Cameras will be distributed in a way sufficient to provide surveillance of all restricted access areas and any area where marijuana waste is destroyed per 3 AAC 306.720.

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:

B. Surveillance equipment protection
a. Only the owner, manager, law enforcement or the AMCO will have access to the recorded surveillance files.
b. Surveillance Files will be secured in a locked area in the office area
c. Recorded surveillance footage will be kept for at least 40 days

The locked and secure area housing video surveillance recording equipment will be located in the rear of the retail marijuana store. This space is shown on the drawing attached in MJ-02 Presmises Diagram.

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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)*; [AW]

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;** [AW]

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

d. **records related to advertising and marketing;** [AW]

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

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

g. **all records normally retained for tax purposes;** [AW]

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;** [AW]

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

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

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:

Record Keeping Protocol Alaska Kush Company Retail Marijuana Sales Facility

I. Visitors Log and Reports, METRC Reports
A. Visitor Log
a. A digital copy of the names of persons who entered the restricted access areas visitors log will made at the end of each day. A copy of each Visitor Log Page will be scanned and uploaded to the Cloud Data Storage System daily
b. Daily Marijuana Retail Sales Facility Sales Report will be uploaded to the Cloud Data Storage System daily
c. Metrc reports that deal with inventory flow, transportation manifests, product manifest generated and any other relevant document will be saved to the cloud data system daily and
e. Product sales and till balances will be recorded daily
f. Tax records will be generated daily and paid daily to the State of Alaska on Days when the State is open for business. On holidays and weekend days taxes will be paid the next day the State is open for business a digital backup will be made to the cloud data storage system daily
d. Hard copies will be filed on the premises.

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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. CW

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. CW

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. CW

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. CW

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. CW

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. CW

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

Training and Probationary Employment Period
I. A day of training will be conducted with the company SOP prior to shadowing. Employees will be issued a copy of the SOP for reference.
II. Employees will shadow the owner or manager for a work shift before being asked to perform employment tasks autonomously.
III. A Marijuana Handler will be given a 90 work training and employee evaluation period .
a. The 90 day training period is conditional an employee has to demonstrate they can comply with:
b. Alaska State Statues Marijuana Sales
c. Compliance to Alaskan Kush Company SOP protocols

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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. [initials]

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. [initials]

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. [initials]

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). [initials]

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:

All pre-packaged cannabis products will arrive to our store in a sealed and locked, tamper-evident plastic case with a copy of the transport manifest and other required documentation. Any marijuana or marijuana product will be packaged in child-resistant, opaque and re-sealable packaging. Marijuana or marijuana products delivered that do not meet the packaging standards set out in 3 AAC 306.470, .475, .565 or .570 will be denied.

Bulk marijuana flower will be pre-packaged for resale by a licensed marijuana handler at the Alaskan Kush Company LLC. Marijuana from bulk marijuana containers will be placed in opaque sealable retail bottles, with child resistant caps. Three bottle sizes will be made available for retail marijuana flower sales; 1 gram, 3.5 gram and 7 gram. All requirements of health and hygienic standard as set forth in 3 AAC 306. 735 will be followed.

Bulk Marijuana will be placed on a registered scale in compliance with AS 45.75.080 and placed in a retail bottle. A printed label will be affixed to the bottle that is in compliance with 3 AAC 306.470, 475, 565, 570, and a child proof cap will be affixed to the bottle.

All packages, either pre-packaged or packaged at the Alaskan Kush Company, will have a label attached bearing the Alaskan Kush Company logo and license number, estimated total amount of THC, and necessary warning labels as required under 3AAC 306.345(b)(3).

After sale, all cannabis products will be placed in an opaque paper bag that bears the Alaskan Kush Company logo and a printed reminder to not open the bag within 40 feet of the store and that marijuana cannot be smoked in public.

i. Product Bottled for retail sales and prepared for transfer via the completion of the Metrc Transport manifest will be stored in a locking impact resistant cargo box in preparation for shipment. The cargo box will be stored in a locked, safe, and secure storage compartment of the transport vehicle.

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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. [CW]

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. [CW]

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. [CW]

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. [CW]

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. [CW]

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. [CW]

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

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 16" X 60" window sign the copy will read
"Alaskan Kush Company"

one 4" x 8' window sing the copy will read
"Cannibis Sales"

One 7" x 12' Raised letters attached to sidewalk weather canopy copy will read,
"Alaskan Kush Company"

One door sign main entry door "Alaska State and City Warning, Age restrictions"

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Form MJ-01: Marijuana Establishment Operating Plan

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

All advertising will comply with 3 AAC 306.360. Please see the attached logo.

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

STATE OF ALASKA
OFFICIAL SEAL
Patricia Everson
NOTARY PUBLIC
My Commission Expires 1/10/22

Casey Wilkins
Signature of licensee

Patricia Everson
Notary Public in and for the State of Alaska

Casey Wilkins
Printed name of licensee

My commission expires: 1/10/22

Subscribed and sworn to before me this 9 day of Feb, 2018.

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