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:

- 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:** | AK Provisions Corporation | **MJ License #:** | | 10686 | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | Turnagain Herb Company | | | | |
| **Premises Address:** | 279 Crow Creek Road | | | | |
| **City:** | Girdwood | **State:** | Alaska | **ZIP:** | 99587 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | PO Box 994 | | | | |
| **City:** | Girdwood | **State:** | Alaska | **ZIP:** | 99587 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Seth Molen | | |
| **Main Phone:** | 907.306.0905 | **Cell Phone:** | 907.306.0905 |
| **Email:** | molen.seth@TurnagianHerbCo.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:**

Restricted access areas within Turnagain Herb Company are just that, restricted access. The company will prevent unescorted members from entering restricted access areas by first limiting access to the facility. Every individual that seeks to enter the facility, will first need to have their identification checked; this occurs in the waiting room. Without approved identification, the individual will not be permitted within the facility. The door leading from the waiting room to the sales floor will be accessed through the use of one-way electronic lock or via keypad coded lock. Once inside the sales floor, the door leading back to the waiting area, as well as the door leading out of the building, will be opened via exit bar. Doors leading from the sales floor to behind the sales counter (restricted access area) as well as to the office/back office hallway (restricted access area) will be locked with electronic or keypad coded locks and will include signage compliant with 3 AAC 306.710(b).

We will utilize one-way electronic locks on doors leading to restricted access areas. These locks will be accessed via buzzer system or via coded keypad locks.

Doors leading into the shipping/receiving bay will be locked from the outside and monitored; these doors will be posted with signage compliant with 3 AAC 306.710(b) and will be monitored by both employees as well as our video security system.

Door leading from the shipping/receiving bay into the back office hallway will be locked utilizing electronic or keypad coded lock and will be posted with signage compliant with 3 AAC.710(b) and will be locked and monitored by both employees as well as our video security system.

Door leading from outside to the sales floor will be locked from the outside but will be able to be opened from the inside by using an exit bar. This door will be posted with signage compliant with 3 AAC 306.710(b) and will be locked and monitored by both employees as well as the company's video security system.

## 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:**

At Turnagain Herb Company, we will have postings on each entrance/exit as required for compliance in reference to 3AAC 306.325 and 3AAC 306.710.

A person seeking to enter our facility's restricted access areas will require their visitor request to be approved. Once approval is granted, the individual's identification shall be checked to ensure their legality of entering said areas, the individual will initial the company's Visitor Log to validate their information and the time they are entering the facility. The visitor will receive, and wear in a conspicuous location on their person, the company's visitor badge. The visitor will then be escorted everywhere their business takes them while within the facility. Once their business has been concluded, the visitor will return their visitor's badge and initial the Visitor's Log to verify their time of departure from the facility. Once complete, the individual will leave the premises. Turnagain Herb Company will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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

Each visitor that is approved to enter the restricted access areas will have their name, the date and time of their visit recorded within the company's visitor log. Visitor will initial to confirm the record, both upon entrance as well as exit of the premises.

Additionally, we will have them under video surveillance while on our premises. Said digital video recordings will be recorded on site and will be have their records backed up to our sister company's location in Anchorage (Turnagain Horticulture Company: 524 E 48th Ave, Unit 2 Anchorage 99503).


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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:**

We will utilize exterior lighting in order to facilitate surveillance. As a new construction building we have the opportunity to custom the entire build for this type of business. Our compliant lighting plan allows us to capture on video the exterior of every side of the building as well as within 20 feet of every entrance and exit of the building. Our lighting plan will include placement in the parking area, outside walkways as well as on the exterior of the building as needed to maintain clear video quality. As discussed in our lighting plan, street lights will be installed for vehicle and/or pedestrian visibility and safety. Site lighting analysis indicates the minimum horizontal illuminance (measured in foot candles) required to be 0.2 fc, we designed 0.5 fc. Site lighting analysis indicates the uniformity ratio (max/min) be 20:1, we designed 8:4:1. Site lighting analysis indicates the minimum vertical illuminance (measured in foot candles) required 0.1 fc, we designed 0.1 fc.


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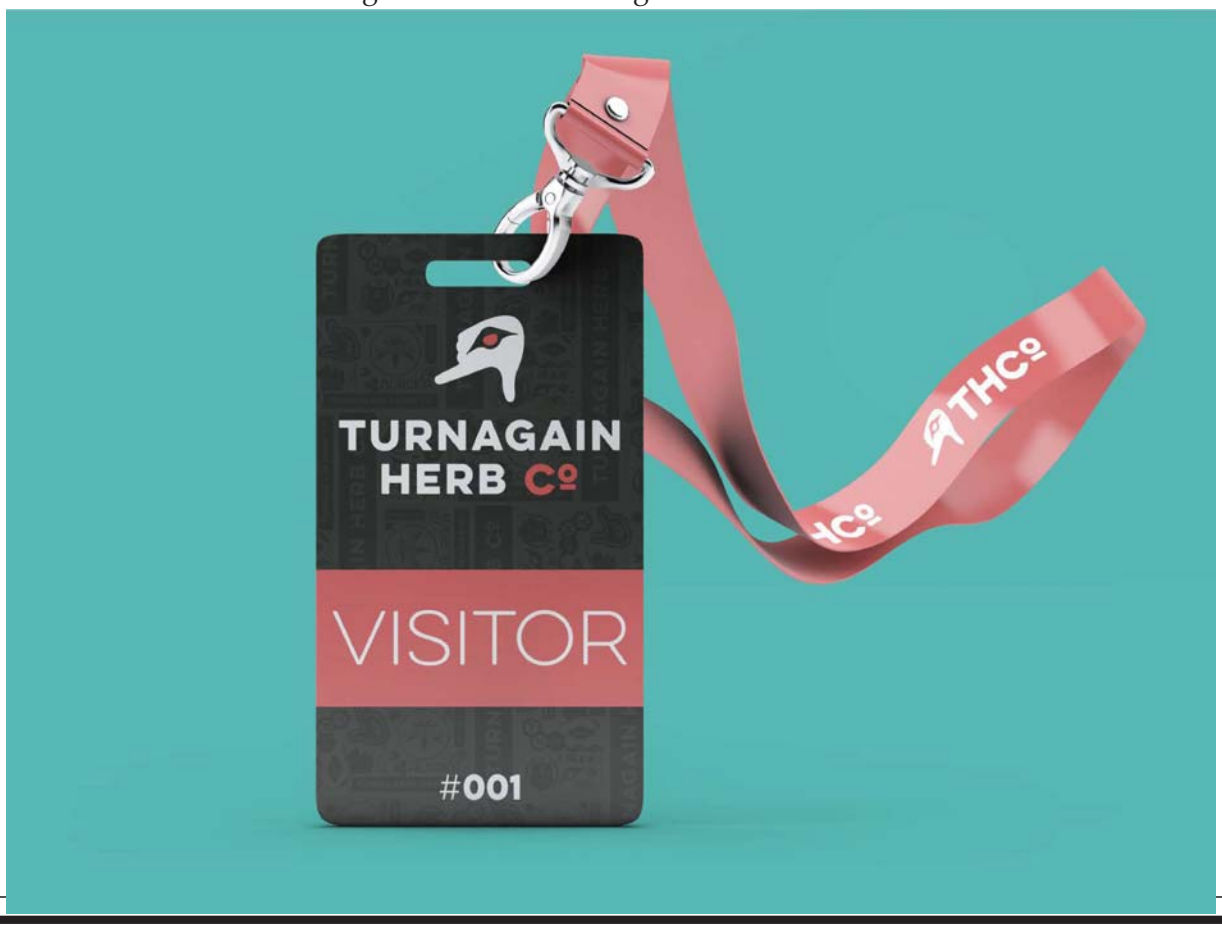
**(Additional Space as Needed):**

Image below: hand portion of our logo

Image below: visitor badge



**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:**

The Turnagain Herb Company will have the following:
(1) exterior lighting to facilitate surveillance;
(2) a security alarm system on all exterior doors and windows; and
(3) continuous video monitoring as provided in 3 AAC 306.720.

The alarm system for our premises will be monitored 24 hours per day, seven days per week and 52 weeks per year. It will feature sensors on all windows and doors, it will include motion sensors, shatter sensors and panic/duress switches within the building. President and Vice President of Turnagain Herb Company will maintain communication with monitoring service and Management and licensees of the facility will have access codes for daily operations.
In the event that the alarm is triggered, the monitoring service will immediately notify authorilies and company licensees.

Upon closing the business each day, the final duty by the management will be to secure the premises. Securing of the premises includes ensuring each door and window is locked and the security system is showing all zones as ready to be armed. Once this check is complete, management will arm the system and vacate the premises.

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

We will monitor activities of employees and visitors within our establishment to monitor for diversion, theft and sales manipulations. Sales manipulations will be monitored through our internal inventory audits. General employees will not have access to details regarding our security protocols in order to help stymie potential assisted robberies. It is in our business' best interest to keep and maintain good employee satisfaction. We do not want any employee turnover; it is the strong and healthy corporate structure that will help ensure the employees personal responsibility for compliance and inventory control.
We will utilize child-proof containers for all marijuana product sold, these containers will include compliant labels telling of what is contained within the package. We will only sell to those legally able to purchase marijuana product.
Inventory and cash will be counted by at least two employees at each shift change-- discrepancies investigated immediately. We will establish and maintain a strict inventory counting schedule.

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

We will not allow solicitation, loitering or trespassing on our premises.
Turnagain Herb Company will not allow loitering on our premises. Our employees and security personnel will be trained to stymie and prevent loitering. We will approach any, and all, loiterers and ask them to enter or vacate the premises, whichever may be relevant to the individual. We will post compliant signs stating that loitering is prohibited. Our security cameras will also assist us in watching for loiterers.

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:**

Turnagain Herb Company will be able to capture the identity of an individual inside the licensed premises as well as within 20 feet of each entrance and exit to our premises. We will utilize approximately thirty-two High Definition video cameras on our premises. Cameras will be installed on the ceiling in multiple locations within the building, within all restricted access areas, above each point-of-sale, as well as to the exterior walls of the building. We will capture those entering and exiting the building, we will capture those in our waiting area, those on our sales floor, in the office, secure storage area, general storage area as well as within our shipping and receiving bay and our parking lot. Cameras will be placed over all registers and points-of-sale locations.

**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:**

We will utilize a secure storage area within our building. The door to this area will be accessible to those that have access to the employee hallway (restricted access area - shared hallway for the office). Said door will be secured using electronic locks that utilize scan card access or be coded with a programmable keypad. Only employees have access to this hallway; there are two doors that lead to this hallway, one leading from the Shipping and Receiving bay and one from the Sales floor. Within the Secured Storage area, we will utilize locked file cabinets, safes and secured computer networking racks to keep our property secure. We will also utilize off-site backup for our video surveillance equipment footage to ensure accessibility and compliance (which is located in the secure storage area found in the south-east corner of 524 E 48th Ave, Unit 2 Anchorage 99503).


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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)*;

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;**

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

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

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

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

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

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;**

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

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

**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 utilize a secure storage area within our building. The door to this area will be accessible to those that have access to the employee hallway (restricted access area - shared hallway for the office). Said door will be secured using electronic locks that utilize scan card access or a programmable keypad lock. Only employees have access to this hallway; there are two doors that lead to this locked hallway, one leading from the Shipping and Receiving bay and one from the Sales floor.

Within the Secured Storage area, we will utilize locked file cabinets for all printed records, safes and secured computer networking racks to keep our physical and digital property secure. We will utilize off-site backup for our video surveillance equipment footage as well as all digital records including, but not limited to, visitor logs, retail store purchase histories, product inventory records, product destruction records as well as all marketing records, to ensure availability and accessibility when needed as well as to maintain compliance.
Our video surveillance equipment will be backed up to hard drives located at the following:524 E 48th Ave, Unit 2 in Anchorage 99503 (Turnagain Horticulture Company)


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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.**

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

**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.**

## 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.**

**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.**

**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.**

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

Once we interview, ensure clean background check and approve an individual for employment, we will require the individual to obtain, and maintain, his/her Marijuana Handler Permit. The employee will have their Marijuana Handler Permit on their person at all times while on the premises. We will also keep a photocopy in-house for our records.

Any employee whose permit is allowed to expire will not be permitted to work until their permit is brought back into good standing.

We will maintain ongoing product and procedural training as long as the employee is employed with us. This training will include food safety practices, cash handling procedures, security protocols, marijuana and marijuana product education as well as team building exercises.


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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.**

**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.**

**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.**

**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).**

| 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:**

Products that are packaged and ready for resale will be compliant in regards to packaging and labeling regulations. These individual products will be bundled within cardboard boxes, or other sealed package, for transport. Said package will be labeled and compliant with a detailed and itemized inventory included within the marijuana transport manifest that will be included with each shipment of marijuana or marijuana product. Transport manifest will also include the name of the transporter, the time of departure and expected delivery, as well as the make, model, and license plate number of the transporting vehicle. We will utilize tamper-evident tape to secure said cardboard boxes.

Turnagain Herb Company will utilize KNAACK lockable job-site boxes within transport vehicles in order to keep marijuana and/or marijuana product secure while in transit. KNAACK boxes will not be accessible from outside the vehicles.


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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.**

**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.**

**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.**

**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.**

**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.**

**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.**

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

## 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):**

21.05.055B.4(b).ii Our signs will comply with state regulation and chapter 21.11. The Turnagain Herb Company acknowledges that no temporary signs are permitted and we will not utilize any temporary signs.

Pursuant to 3 AAC 306.360, the company plans on displaying a compliant, lighted and freestanding wooden sign along Crow Creek Road that will include our business logo (hand logo image), company name will not be included on this sign. This sign will be compliant and will not exceed 12 square feet per face and the sign structure will not exceed 28 square feet max, as dictated by Title 21 chapter 09. Sign material will be complementary to the architectural character and materials of our principal building. The sign will not be internally illuminated and will not feature electronic changeable copy.

We plan on displaying a lighted projecting sign near the entrance to our premises with our logo that will be visible to visitors when they drive past our building en route on our property to our parking lot. This sign will be less than or equal to six square feet and will be at least 6' 1 O" above a walkway and will not extend more than five feet from the building facade. This sign will feature shielded lights that avoid glare.

We plan on displaying a lighted projecting sign that will hang above the walkway/ramp that leads to the building's entrance. This sign will also be less than or equal to six square feet and will be at least 6' 10" above a walkway and will not extend more than five feet from the building facade. This sign will feature shielded lights that avoid glare.

The Turnagain Herb Company will also utilize flush-mounted or painted signs to display hours of operation and company name and logo.


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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):**

Turnagain Herb Company will utilize it's business name, it's logo (images attached to the end of this application document), social media accounts and it's physical address within it's advertising. Advertising will occur on-line through social media, print advertising in local papers and magazines, as permitted by law.

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

Signature of licensee

Seth Molen
Printed name of licensee

"Official Seal"
Notary Public
Eliza Flores
State Of Alaska
Commission #161106008 Expires 11/06/2020

Notary Public in and for the State of Alaska

My commission expires: 11/06/2020

Subscribed and sworn to before me this 24 day of August, 2018.



License #_____

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**(Additional Space as Needed):**

Image below: hand portion of our logo

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