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:	The Mason Jar LLC	**MJ License #:**	13279		
License Type:	Retail Marijuana Store				
Doing Business As:	The Mason Jar LLC				
Premises Address:	2771 Sherwood Lane Unit E				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Mailing Address:	PO Box 35264				
City:	Juneau	**State:**	Alaska	**ZIP:**	99803

Designated Licensee:	Dennis Lavigne		
Main Phone:	907-723-6508	**Cell Phone:**	Same
Email:	denny@thundermountaindrywall.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:

Security/doorman at ONLY public entrance (any other entrance will be kept locked at all times) will be checking and verifying valid identifications BEFORE person(s) are granted permission to enter. All person(s) with out proper ID or underage person(s) will be denied access and asked to vacate premises immediately. No store verified marijuana or marijuana products will be accessible outside the designated, approved site.

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:

All restricted access areas that are rooms will have a lockable door which will remain locked at all times unless in use by licensee, employee or agent. All required signs with specific verbiage will be posted as state regulation requires to specify restricted areas. For the stairs leading up to the office area we will use a retractable access barrier similar to what TSA uses as the stairs do not have a door.

The specific sign and verbiage will read " Restricted access area. Visitors must be escorted." These will be posted at all restricted access areas.

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

Visitors valid identification will be rechecked

Once individual is approved they will be provided a visitors ID badge before entering

Visitor(s) will be escorted by a regulation-approved individual throughout the entire duration of admittance to area

Adhering to the limit of 5 visitors per licensee, employee, or agent who is the authorized supervisor of person(s)

Upon completion of ID check, all required information (name, date and time) will be entered in to a log book per 3 AAC 306.755 for business records.

*For back up purposes these log books will be transposed in to electronic logs as well.

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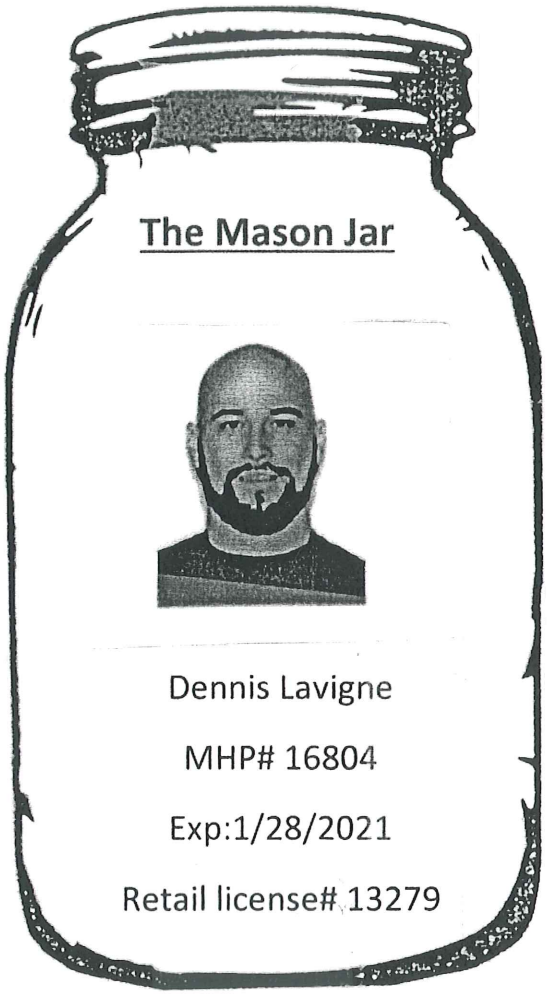
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

Exterior lights will be installed above main/public entry and along front of the store/building which will be photocell controlled. This is the only exterior entry to the proposed unit. These will be placed to illuminate area where security cameras would capture video to aid in a clear and viewable image.

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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:

The alarm system will be installed by Doaks Lock and Key and will be monitored by LJ Alarms. This will include motion sensors in the store during non-business hours. All doors which allow entry to the unit will have a sensor. There are no windows in the proposed unit. A keypad will be installed to activate alarm system.

All doors allowing entry to the proposed unit will have an alarm sensor. There are no windows in the proposed unit. When business is closed, the alarm system will be activated by way of keypad. After activation of system, if a door is opened or there is movement detected in the unit, the alarm will be triggered. The alarm system will be hard wired in with a battery back-up.

If alarm system is activated, local law enforcement is notified and the monitoring company will call an authorized list of persons to make contact and verify that alarm is valid. This list will consist of owners and managers. Once contact is made, authorized person will either resolve breach via the phone or go on-site to assess the breach and resolve as needed.

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

Our business will be using the METRC software by Franwell as required by the state for tracking and record keeping of all marijuana and marijuana products received and sold. All employees will display a business issued identification badge at all times when on the proposed marijuana retail store premises. Marijuana inventory will be kept in a locked room which will have a log to track which employee accessed it. There will be surveillance cameras on 24/7 inside the business. With the exception of the restroom, all rooms (main retail floor, safe, packaging and storage rooms and hallway) will have a camera. This will be reviewed frequently to aid in diversion prevention.

3.7. Describe your policies and procedures for preventing loitering:

Once identification has been verified to access the store, person(s) who are not actively being assisted or waiting to be assisted will be asked to leave. When assistance is completed, with reasonable time given, person(s) will be asked to vacate the premises. No persons or groups will be allowed to congregate in the store or out front. If any non-customers are loitering they will be asked to vacate area. If they do not comply we will request the assistance of our local police to enforce. Also, a sign stating "NO LOITERING" will be posted inside, as well as outside the store.

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. PV

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. DL

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

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). DL

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:

As stated, there will be cameras in all rooms with the exception of the restrooms. All exterior entries (1) will have a camera with additional cameras for varied angles and views of front of building. These will be checked periodically for placement to ensure a clear and adequate angle to aid in identification of individuals.

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 video surveillance recording equipment will be kept in a lockable cabinet in the server room on the second floor of the proposed unit that will have a lockable door. This lockable room will also be where the original copies of surveillance records will be stored. The only persons to have access to this room will be owners. This room will remain locked unless being accessed by owner(s).

AMCO Received 03/07/2018

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)*; DL

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;** DL

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

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

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

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

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

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;** DL

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

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

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:

Electronic records/data will be backed up on a zip drive or printed to ensure that they will not get lost or destroyed.

Any hand written logs, records or data will have copies and/or be entered into an electronic form to be preserved and maintained.

All records/data that is required to be kept on premises will have a copy kept off site as well.

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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. DL

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

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. DL

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. DL

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. DL

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. DL

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

All employees will have obtained a marijuana handlers card from the SOA. Employees will be required to read and familiarize themselves with the statutes and regulations as well. We will also be conducting mandatory back ground checks.

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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. DL

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. DL

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. DL

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). DL

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:

Per state regulation 3 AAC 306.750 as a marijuana retail store we are only permitted to transport to another retail store at this time. Although we don't anticipate having to do this since we are a single location store we have read and understand the guidelines to do so.

Marijuana or marijuana product will be placed in secure containers or sealed packaging. It will then be put in a lockable tote/box. If vehicle being used has a trunk, the tote/box will be put in there and the trunk will be locked for the duration of the transport. No stops will be made during the transport. Individual acting as driver will have a marijuana handler permit.

Proper manifest on state issued form will accompany shipment. All required information will be entered into the METRC system for tracking. Records of all shipped and received product will be kept at establishment as required under 3 AAC 306.755.

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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. DL

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. DL

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. DL

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. DL

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. DL

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. DL

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

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):

We will only have one sign for our business. The sign will be illuminated and have no imagery or logo, only the business name. The size will be approximately 36" by 84". It will be placed above our only exterior entrance.

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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 have a few variations of our establishments name as our only logo/imagery for advertisement. We plan to put this on apparel (t-shirts, sweatshirts, hats) and novelty items (lanyards, cups, jars, lighters, stickers etc.). At this time this will be the only advertisement and advertisement material we will do. We have read over the regulations on the limitations of advertising a marijuana establishment and will adhere to those if we make any changes.

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

Signature of licensee

Dennis Lavigne

Printed name of licensee

STATE OF ALASKA
OFFICIAL SEAL
Susan Listberger
NOTARY PUBLIC
My Commission Expires 05/11/2021

Susan Listberger

Notary Public in and for the State of Alaska

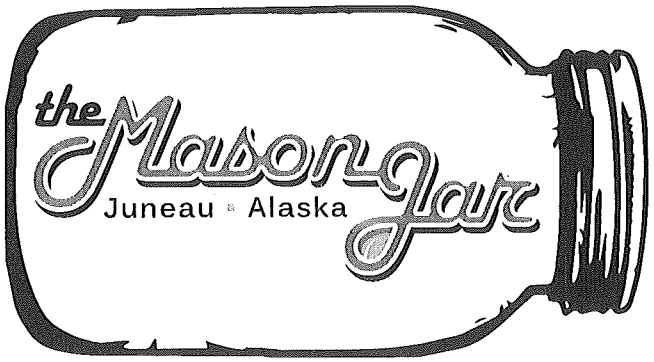
My commission expires: 5-11-2021

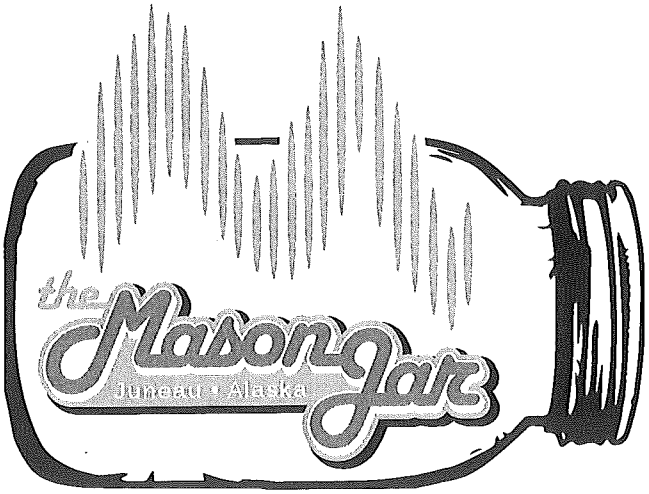
Subscribed and sworn to before me this 12 day of February, 2018.

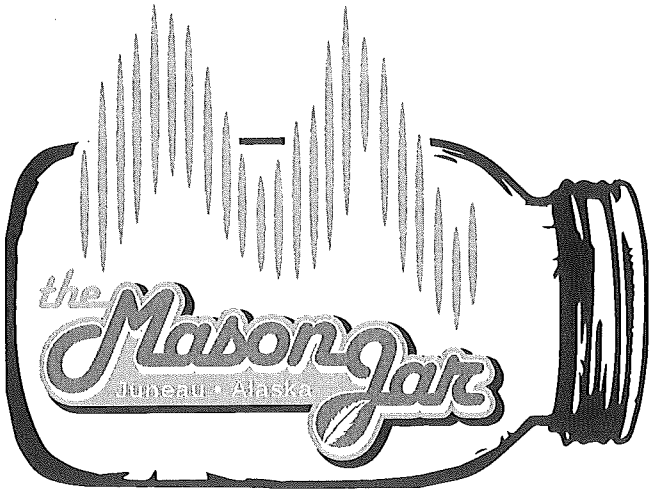
AMCO Received 03/07/2018

Attachment 1

the Mason Jar
Juneau • Alaska







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(Additional Space as Needed):

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