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:	GOOD BUDS LLC	**License Number:**	16529		
License Type:	Retail Marijuana Store				
Doing Business As:	GOOD BUDS LLC				
Physical Address:	11770 Seward highway				
City:	Seward	**State:**	AK	**Zip Code:**	99664 - 1463
Designated Licensee:	Jared Wallace				
Email Address:	good.buds.907@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

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:	Good Buds LLC	**MJ License #:**	16529		
License Type:	Retail Marijuana store				
Doing Business As:	Good Buds LLC				
Premises Address:	11770 Seward Highway				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Mailing Address:	PO BOX 181				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Designated Licensee:	Jared Wallace		
Main Phone:	907-362-3623	**Cell Phone:**	907-362-3623
Email:	Jimbo_224@hotmail.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:

1.The main access door for the public, will be externally locked at all times; with an electronic control for the lock release. There will be an access port, for checking ID's, just to the side of the door. Before anyone is granted entry, a designated/trained employee will check their approved ID, to ensure they are at least 21 years of age. Only once this has been done, will the employee remotely release the lock, allowing them entry to the premise. To meet fire code, the push bar style door, will remained unlocked from the inside, during business hours.
2. The remaining doors to the building, will not be for general public. These will be for authorized personnel/employee's only. They will be externally locked at all times. These doors will only be accessed via an electronic pin code. Back up to the electronic codes, will be by key, which only authorized employees and owners will hold. These codes will be specific to each authorized user, if a user is terminated/leaves the company, the code will be deleted from the 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:

1. Restricted areas will be locked at all times, with access only by pin code and with key back up. Pin codes will be granted to each individual authorized employee, back up keys will be granted to managers and owners only. 2. Proper signs according to 3 AAC 306.710 "Restricted access area. Visitors must be escorted." will be posted on each restricted access area entrance.

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

3.2 1. A record log for visitors will be kept in the authorized access area. This log will have details on, visitor name, ID/DL number (confirming age of 21+), date, time, and Authorized person's name escorting them. The escort will then assign them a visitor badge, the badge number will be noted in the visitor log. The visitors will remain with the escort at all times. If the visitors have personal issues to attend to, the authorized visit will end, and they will be escorted out of the authorized area. Furthemore, per 3 AAC 306.710 (b) the number of visitors per escort will be limited to 5 persons.

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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:

Walk ways exterior of the building, along the south wall and West wall (main entrances) have exterior lighting already installed per commercial building code. This lighting separation is approximately every 12 feet; these are time activated and set for the whole year to adjust for shifting daylight hours. Furthermore, above both main entrances, they are motion detected flood lights.

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:

1.The security system of the business will be sourced to third party monitoring system; currently it is simplisafe. All windows and doors will have alarm sensors, as well as a main motion detection alarm. This system will be activated manually, once the manager (final employee has left for the day). It will also be time sensitive, in that if the system is not activated in the appropriate time after normal closing hours, it will send an alert to the security company that the alarm has not been set for the day. The security company will utilize a chain of notification; this chain starts with the manager and is escalated to the owners and finally local authorities if deemed fit.
2.The managers and owners will have remote access to live footage to the security cameras. This is to help prevent false alarms, but also to escalate notifications to the authorities in a timelier manner if deemed fit.

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

Diversions of marijuana will not be tolerated at Good Buds. Any person caught stealing, including employees, will be held the full extent of the law. As Per 3 AAC 306, Regulations for the marijuana control board, specifically in reference to 3 AAC 306.730; inventory tracking. If at any time, inventory Tracking has discrepancies that cannot be explained, the business will close for operations until the discrepancies have been Resolved. As per inventory tracking regulations, Good buds will keep active tracking up to date with Metrc.

3.7. Describe your policies and procedures for preventing loitering:

1. No public bathroom is available. An employee washroom will be available in emergencies, but per the Company policies, any visitors will be escorted at all time. 2. No benches or outdoor seating is available. 3. No interior benches or seating to the public is available. 4. If loitering is apparent, they will be asked to leave. If, they need to be asked a second time to leave, local authorities will be notified.

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. [initials]

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. [initials]

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

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). [initials]

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:

Per 3 ACC 306.720 security camera's will be placed within the building, to allow no "black out" spots. This will include the retail area and the restricted area. The only exclusion to this for privacy reasons, is the bathroom in the restricted area. The Public entrance/exit and the restricted area entrance, along with the cash register will also have security cameras placed per 3 ACC 306.720 regulations. Furthermore, we will have a security camera on the main entrance ID window; placed in a manner, so that we have recorded legible documentation of every ID, of every customer who wishes to enter the premise, Along with close-up surveillance footage of their face.

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:

1. All security surveillance footage will be kept per regulation 3 ACC 306.720, a minimum of 40 days. Of course, if there is any footage that is deemed to be criminal or maybe of interest to authorities, this will be held longer and handed over to authorities as needed.

2. The surveillance storage devices will be in the restricted access area and will furthermore be kept in a locked cabinet. The access to this cabinet, will only be by the manager, owners and authorities as approved by the 3 ACC 306.720 regulations.

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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)*; [Initials]

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;** [Initials]

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

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

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

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

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

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;** [Initials]

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

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

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:

1. Physical documents and records will be kept and secured in the restricted access area. At the end of the day, Current records and documents will be kept in a locking filing cabinet. Documents and records older than 60 days, will be housed in a secured cabinet; this cabinet will only be accessed by the mangers and owners. 2. The computers or hard drives storing any electronic documents will be locked physically by cable to a secure point, in the restricted access area. These locks will be managed only by managers and owners. 3. Periodically, these digital files will be backed up to a hard drive and stored with the physical documents under lock and key.

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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):

In-house training- 1. Weighing, packaging, ID cards, Product Details and handling will be some of the in house training, but not limited to this. 6.2 Weighing, only in-house certified employees will be allowed to weigh any products. On hands training will be given by the managers, only once a manager feels confident about the employee's new skill, will they be allowed to weigh product stand alone. 6.3 Per 3 ACC 306.570 Labeling and packaging of products for sales must meet many regulations for it to be legally ready to sell. Hands on training by the managers will be given on this. Once again, only once the manager feels confident about the employee's new skill, will they be allowed to package and label products stand alone. 6.3 Proper checking of Customers Identification card is upmost of importance to ensure Good Buds is following all regulations and laws. Before a customer is allowed to enter the premise, they must present a valid Identification card; when our employee is checking this card, the card will also be presented to the security camera in a manner to give full clear details of the ID card. Training on placement of the ID, to ensure it is legible, will be given to every employee. 6.4 Product details and care/handling of the products- Good Buds managers will train each employee on important details of each product as well as common care of the product. This is so that the employee can interact with customer and share details about the product, as well as best practices of care once the product is not on the premises.

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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. [JM]

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. [JM]

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. [JM]

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). [JM]

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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):

N/A

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:

Marijuana will be prepared for transport, in opaque, air tight, food grade containers. These containers will be shipped in the Secure trunk area, of a discrete vehicle (i.e Subaru forester). To prevent movement during transportation, the containers will be secured in the vehicle using appropriate tie downs. The vehicle will not be labeled or have advertisements for the company as to mitigate any unwanted attention. Appropriate shipping documentation, transport manifest, and handling will be the sole responsibility of the driver. After loaded, the vehicle will remain locked and secure at all times. Per 306.750 the vehicle will travel directly to Good Buds LLC, with no unnecessary stops in between.

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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):

Two identical advertising signs will be place on the exterior of the building. One above the main entrance and the other along the south wall. Each sign will be approx. 16inches tall and 72 inches long. It will be constructed of wood backing, with wood cut out lettering, "Good Buds" in a stained darker wood. It will also have approximately 10 inch tall and 10 inch wide cannabis leafs made of wood. They will not be colored or painted, they will be stained only. 2. Two Identical window signs will be placed along the windows, in the south window and the other in the west window of the buildings. Approx. 16 inches by 48 inches, they will be white backing with Green lettering. The lettering will read "Cannabis".

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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):

Our logo will be the state of Alaska silhouette in all white. In the middle of the state, at a slight angle will be black lettering: "Good Buds". Below the silhouette will be our address.

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

Signature of licensee

Good Buds LLC / Jared Wallace

Printed name of licensee

JESSICA OGLE
My Commission Expires
NOTARY PUBLIC
Apr 24, 2022
STATE OF ALASKA

Kenai Peninsula Borough

Notary Public in and for the State of Alaska

My commission expires: April 24, 2022

Subscribed and sworn to before me this 20th day of September, 2018.

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(Additional Space as Needed):

N/a

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