Alcohol and Marijuana Control Office
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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:	AKGLD, LLC	**MJ License #:**	10933		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKA'S GREEN LIGHT DISTRICT				
Premises Address:	405 E. Northern Lights BLVS				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Mailing Address:	407 E Northern Lights BLVD				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Designated Licensee:	James Millhouse		
Main Phone:	907-351-6699	**Cell Phone:**	
Email:	akgreenlight@yahoo.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:

All persons attempting to access Alaska's Green Light District retail store will be required to show proof of age by producing a valid, government issued, photo ID at the entrance to the store. No persons under the age of 21 will be allowed to enter. We will be using an age verification scanner at the point of sale to provide a secondary check. We will have on-site security personnel as an additional safety and compliance measure.

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 have clear and legible signage indicating all restricted access areas that state "Restricted Access Area: Visitors Must be Escorted". Surveillance cameras monitor all areas of the facility including restricted access areas. All doors have commercial grade locks and will remain locked at all times during business hours. All employees are required to wear ID Badges and any visitors in the restricted access areas will wear visitor badges.
At least one employee is stationed behind the point of sale/display counter at all times to prevent unauthorized access.

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

All visitors are required to show valid, government issued, photo ID's indicating that said person is 21 years of age or older. All visitors are required to wear a visitor identification badge before entering any restricted access areas. Visitors will be escorted and actively supervised at all times by a licensee, employee, or agent of Alaska's Green Light District. Only 5 visitors per escorting employee will be allowed in the restricted access areas of the retail store at a time. All visitors will be required to log their name, date & time into a recorded log that will be filed as an official business record available to AMCO upon request.
Any agent of the MCB, law enforcement or municipal agents are not considered "visitors" for the purposes of logging in etc.

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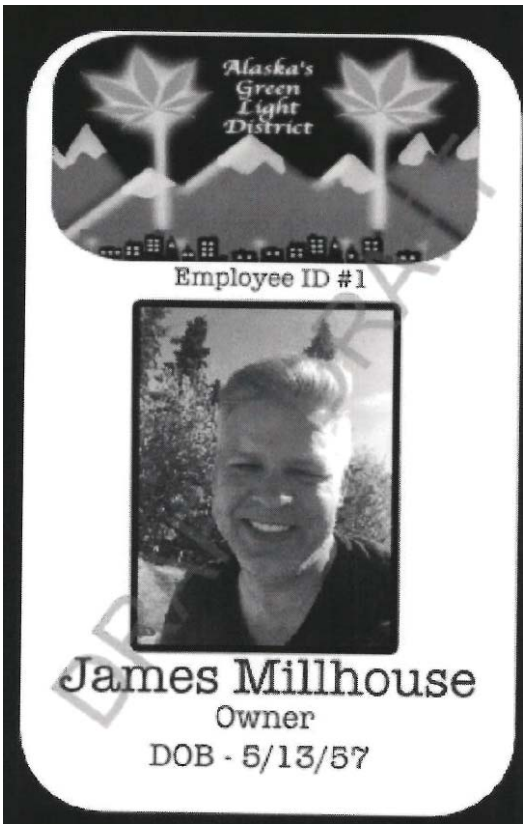
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

Alaska's Green Light District has halogen flood lights installed on the exterior of the building which allows cameras to clearly record individuals within 20ft from all entrances. As a backup, the exterior camera's have infrared capabilities in case lighting fails.

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:

A central station monitored 2gig cellular alarm system with back up battery power, two-way voice response and audible siren is active at the premises at all times. Tamper monitored contacts are mounted on all exterior doors and windows. In addition, interior motion detectors and glass-break detectors are mounted within the premises to ensure further security. After completion of the closing procedures, the alarm system is activated to the away mode. If any of the sensors are breached, the audible siren is set off and the central monitoring station alerts the licensee and dispatches the local law enforcement agency. Motion detection alerts are programed into the camera system to send visual notification of unauthorized activity. After close of business, interior motion detectors and glass break detectors will be activated. Employees are provided with a remote panic button that activates the alarm system if under duress. All video cameras will be equipped with infrared capabilities to allow for clear viewing during low or no-light conditions. Unauthorized activity triggers the audible alarm system and connects the personnel from the 24-hour central monitoring station to verify over the 2-way security panel if anyone is present, who is present, and verify if they are a registered agent of the premises with the security questions. If it is an authorized employee, the central monitoring station will ask for name and password for verification. If the employee gives an acceptable answer the police dispatch will be canceled.

PLEASE SEE PAGE 11 FOR CONTINUED ANSWER

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

All Marijuana and Marijuana products are inventoried before the start and end of business each day to ensure all Marijuana products are accounted for. All marijuana and marijuana products will be stored in a restricted access area, which will be under constant video surveillance. Surveillance camera's will have complete coverage of all areas where marijuana and/or marijuana product is present. Employees will also be required to sign an employment compliance document before employment start date.

3.7. Describe your policies and procedures for preventing loitering:

Alaska's Green Light District has posted clear and legible signage that states "No Loitering". Designated security personnel performs routine premises checks to prevent loitering. If any individual is on found loitering on the premises they are met by a verbal instruction to vacate the premises or law enforcement will be contacted.

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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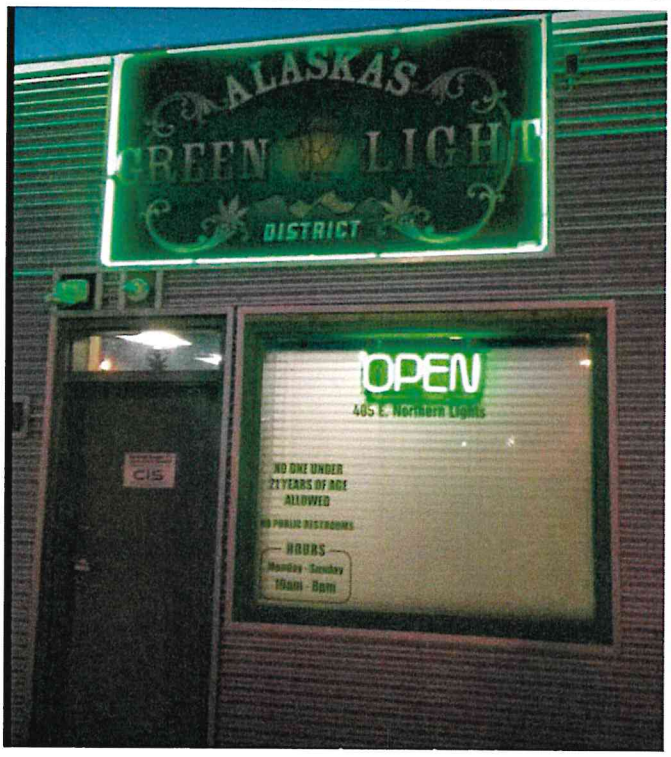
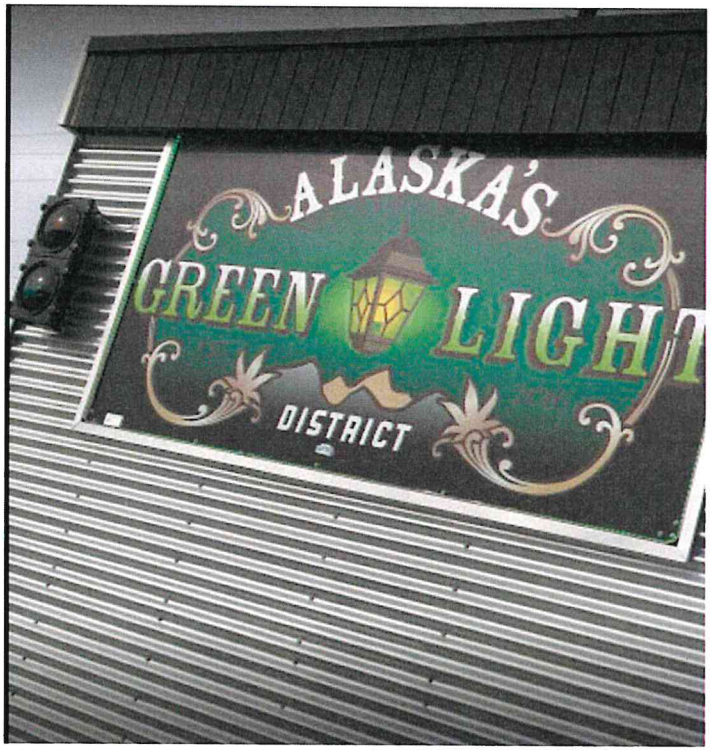
(Additional Space as Needed):





Continued Answer for Section 3.5: If the reply to the central monitoring station does not meet criteria, the police dispatch will continue. The authorized employee will be notified and directed to the premises to follow the protocol directed by the police. Before the authorized employee leaves, an inspection of the entire premises will be executed and verify no marijuana product was compromised. If so, after all issues are resolved, the authorized employee will arm the system. In the event of an emergency resulting in unauthorized access to the premises or if there is the presence of evidence of unauthorized access or evidence of theft, diversion, or unexplained disappearance of marijuana/ marijuana product/money, Jamie will immediately notify AMCO Enforcement as soon as possible, and in any event not more than 24 hours after the event/or notice of evidence occurs. Any event leading to a police call, or event necessitating police interaction will be immediately (not longer than 24 hours after event) reported to AMCO enforcement along with any police reports and/or employee/witness statements.

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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:

A video surveillance and camera recording system is installed in and around the marijuana retail store. Cameras are placed:
- In view of each restricted access area and each entrance to a restricted access area
- In view of each exterior entrance to the licensed premises
- In view of the marijuana waste area
- In view of each point-of-sale area

Video surveillance is checked regularly to ensure cameras are capturing clear views of individuals within the store and within 20 feet of any exterior entrance to the store.

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:

Video surveillance recording equipment and records are housed and stored within the manager's office which restricts access with a commercial grade, non-residential door lock with key-code entry, for which only the manager and licensee has access. Within this room, all video surveillance recordings are secured in a locked metal cabinet. The office and surveillance recordings will be made available to an agent of the MCB upon request.

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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:

All video surveillance recordings are automatically backed up in case of primary hard drive failure to ensure at least 40 days of recording.
Additionally, all required records are electronically secured on the firewall protected server and backed up automatically.

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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):

Each licensee, employee, or agent within Alaska's Green Light District is required to have a current marijuana handler permit on or before the start date of employment and keep it current for the duration of employment. Alaska's Green Light District's administrative team runs a monthly report to verify that all employees continue to have current handlers training and permits.
Company training will include, at a minimum, Alaska's Green Light District internal policies and procedures, state statutes and regulations, municipal code, diversion prevention, customer care, sanitation and hygiene, METRC and safety 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.

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:

Alaska's Green Light District will package all marijuana and marijuana products in sealed, 5 lb tamper proof containers. The containers will be sealed with a tamper proof sticker that both parties will sign verifying the marijuana and/or marijuana products have not been tampered with. All containers will have the required METRC tags and the associated manifest for delivery, including turn-by-turn driving directions to the delivery location.
Alaska's Green Light District will be using a security grade, tamper proof lock-box to ensure a safe delivery to it's final destination.

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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):

Alaska's Green Light District has two signs with the business name posted. One is on the front of the building above the store entrance and the other is posted on the side . The sign is 4,608 square inches.

See below

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(Additional Space as Needed):

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):

Alaska's Green Light District will utilize the following medium types when distributing advertisements:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads
- *or any other similar marketing platform

All advertisements will include each warning statement verbatim as they are listed in the regulations. Advertisements may also include any of the following; logo, photos of packaged marijuana and marijuana products, lists of available products, the retail store location, website and hours.

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

Signature of licensee

James Millhouse

Printed name of licensee

DANIELLE R. TREMBLAY
My Commission Expires
NOTARY PUBLIC
Feb. 3, 2019
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 02/03/2019

Subscribed and sworn to before me this 31 day of May, 20 18.

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