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:	KINE CO, LLC	**MJ License #:**	**17409**		
License Type:	STANDARD CULTIVATION				
Doing Business As:	KINE CO				
Premises Address:	12749 W. WESTEN DR				
City:	HOUSTON	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	189 E. NELSON AVE #214				
City:	WASILLA	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	JORDAN AGEN		
Main Phone:	907 232-6928	**Cell Phone:**	907 232-6928
Email:	KINECOAK@GMAIL.COM		

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 entrances will be monitored by camera with motion detection and key code locks. All persons entering our premises will have their valid identification checked and copied for record. No one under the age of 21 will be permitted to enter at any time. All visitors will be by a pre-approved appointment only, and must be pre-approved by either Jordan or an authorized agent of Jordan.

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 entrances will have video monitoring with motion detection and key code locks. All locks will automatically close and lock after entrance. All internal areas will have video monitoring with motion detection. Our security system will instantly notify us of any unescorted access. Each exterior door will have a sign posted stating "Restricted Access Area: Visitors Must Be Escorted".

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

Any visitors must be 21 or older. Any visitors will be issued a guest badge including the date, time and reference number, We will check their valid ID card and keep a copy for our record. We will keep a visitor log including the date, time and address/contact information of all visitors. All visitors will be escorted at all times by a Kine Co staff member and monitored on camera. Only 3 visitors will be permitted to enter the licensed premises at a time. The visitor log will be maintained on premises as a business record and will be made available to AMCO upon request. *Agents of the MCB are excluded from this visitor policy

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:

*or similar format and content

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 provide dusk till dawn lighting around the entire perimeter of our facility. Lighting will be checked regularly to ensure each are functioning properly. Video surveillance recordings will also be checked regularly to ensure there is sufficient exterior lighting for surveillance and to help deter crime and loitering.

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:

Our alarm system will be comprised of 16 motion sensing cameras, as well as Heat and motion detecting sensors designed to pick up human activity, All entrances will be commercial open out doors that will have tamper resistant hardware that will set the alarm off if tampered with. Each entrance will have magnetic sensors if the door is breached. Each corner of the building will have a 120db alarm with red flashing lights as well as 2 in the building. The system will be set up to send a text notification to the licensee as well as call the AST and will inform all employees. AMCO will be contacted if/when any marijuana or marijuana product leaves the premises without authorization. All cameras will be capable of remote access. All DVR equipment will be located in a safe bolted to the floor.

The alarm system will be active at all times that the facility is closed. Either Jordon or the last employee to leave the facility each night will activate the alarm system and the first employee, or Jordon, to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, Jordon and any employees on site will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event the evidences criminal actions have occurred or necessitate law enforcement involvement that occurs on the licensed premises will be promptly reported to AMCO Enforcement via email within 24 hours of event.

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

All areas will be monitored by motion sensing cameras at all times. These cameras will be backed up on a DVR and will be accessible for 60 days past at any time. Any employees engaging an any activity not permitted will be immediately terminated. Inventory counts will be performed at the end of each business day and reconciled with METRC. Any discrepancies will be resolved immediately. Employee's will be trained to recognize diversion activities and to inform the licensee or a manager immediately if such activity is suspected or confirmed.

3.7. Describe your policies and procedures for preventing loitering:

No one will be permitted on the property with out an invitation. All alarm sensors have motion sensing equipment that will immediately alert us of any intruder. An employee will conduct routine premises checks to watch for any individuals with no business on the premises. Any loitering individuals will be verbally informed to leave the premises and law enforcement will be notified if they do not comply.

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. JA

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

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:

Exterior=1 camera per corner, 1 camera at each entrance, 1 camera at the roof gable pointed at the drive way.
Interior=1 camera facing each secure entry. Full coverage of all other areas excluding bathroom. Surveillance recordings will be checked regularly to ensure cameras are capable of capturing a clear view of everyone inside the facility as well as within 20ft of any exterior entrance.

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 keep all sensitive documentation, DVR and back up drives in a safe bolted to the floor. The safe will be located in the secured office.The safe will be locked at all times and only the licensee and those he designates will have the key/code to unlock it. Surveillance records will be made available to AMCO upon request.

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)*; JA

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;** JA

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

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

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

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

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

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;** JA

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

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

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 keep all sensitive documentation, DVR and back up drives in a safe bolted to the floor. Additionally All documents will be scanned and stored electronically on a server.
Only the licensee and employees Jordan designates will have access to the business records and safe.

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

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.	JA
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.	JA
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.	JA

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

Continuing education will be encouraged as it becomes available.
All employee's will go through initial training upon hiring that will include: Cultivation techniques, hygiene and sanitation, security, state and local laws, diversion prevention and opening and closing procedures.

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. JA

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. JA

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. JA

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). JA

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):

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:

We intend to trim, dry and seal the requested quantity not to exceed 5 pounds per locked container. We will be utilizing a padlocked reinforced container and transport our product in a vehicle with a safe bolted to the vehicles interior. All transport will be in an unmarked vehicle with a licensed marijuana handler with the product at all times. The handler will make no stops between our facility and the licensed purchaser.

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. JA

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. JA

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. JA

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. JA

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. JA

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. JA

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

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):

No signs with our business name will be posted.

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

Kine Co's advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads

Advertisements will include the following logo, images of marijuana product and will include each warning statement verbatim as they are listed in the regulations.

KINE
·CO·

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

Signature of licensee

Jordan Agen
Printed name of licensee

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska

My commission expires: March 31, 2021

Subscribed and sworn to before me this 4th day of May, 2018.

(Additional Space as Needed):