Alcohol and Marijuana Control Office
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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:	OutPost, LLC	**MJ License #:**		17068	
License Type:	Retail				
Doing Business As:	OutPost				
Premises Address:	1044 S. Old Glenn Hwy				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	8010 E 32nd Ave. Unit B				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99504

Designated Licensee:	Phillip Izon		
Main Phone:	907-521-4823	**Cell Phone:**	907-521-4823
Email:	phil@kushtopia.co		

Received by AMCO 10/11/18

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:

Upon entrance customers will be required to present a valid ID that will be verified using an ID verification system.
A sign will be posted on the door stating:

Must be 21 to Enter
Valid ID is Required
ID will be Verified

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 areas will be marked as Restricted with visible signs. Access to the restricted areas will have access gates. Staff will be escorting customers through the purchasing process they will not be allowed to wander freely.

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

A record log book will be kept to record visitors who require escorting through restricted access areas. We require name, driver's license or state identification and may require marijuana handlers card id number.

Any visitor to the restricted access area must obtain a visitor identification badge before entering the restricted access area.

Any visitor to the restricted access area must be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

A marijuana establishment shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

3.3. 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:

See ID Attachment

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:

All entrances are covered with motion activated lighting and cameras with sensors to allow staff on premises to be notified of the breech. Our lighting installed and maintained on the exterior of our building will provide enough lumen's to be able to identify a person 20 ft from all licensed premise exterior entry points.

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OUTPOST
#17068
Phil Izon
EMPLOYEE

OUTPOST #17068 Visitor

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:

During business hours motion activated sensors and video surveillance will be active. During the period of closing for business exterior entry points will be armed to include glass break sensors that will be continuously active. During non-operational hours glass break sensors, motion detectors, exterior lighting and video surveillance will be operational. All video surveillance will be operational 24/7 as well as continuously monitored by 24/7 on site security.

Sensors and cameras work off different systems to protect against equipment failure. All systems intrusions are reported to restricted access employees immediately. Battery powered cameras protect against power loss.

The security system alerts members of staff by computer or smart phone prior to law enforcement notification. If an unauthorized breech has occurred a staff member will sound an alarm and call police if necessary. If breach warrants notifying law enforcement, staff will call 911 for emergencies and the local police department for non emergencies such as Loitering or suspicious activity.

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

Marijuana will be stored in restricted areas with video surveillance. Products will only be accessible to staff and not given to customers until payment is received and the customer is exiting. No bags, backpacks will be allowed in areas where cannabis products are kept. Any visitor or employee caught attempting to divert will be immediately reported to AMCO and local law enforcement.

3.7. Describe your policies and procedures for preventing loitering:

No Loitering signs will be posted.

All loitering will be reported to the police if they do not leave after being notified to do so.

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. PR

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. PR

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

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). PR

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:

All of our cameras have 70' field of view regardless if nighttime and weather and will provide a clear view adequate to identifying an individual inside or outside the licensed premised, and within 20 feet of each entrance to the licensed premise. All cameras will will be placed to record the entire license premise including the cameras. We will have adequate lighting to support a clear view for the cameras at the entrances to the licensed premises. Every point of sale will be monitored with video surveillance

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:

Our video surveillance will operate 24 hours a day, 7 days a week. We will keep our surveillance system recordings for 40 days unless the video is necessary to retain. The video surveillance system will only be accessible to certain employees, law enforcement officials, board representatives, or an agent of the board.

All surveillance systems will be located in restricted access areas behind locked doors and it will be password protected.

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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:

• QuickBooks and Microsoft Office Software will be used for our business operating and accounting system including all records for tax purposes.
• Records for at least 6 months will be made available onsite. Older records will be archived and made available on request.
• Records of all employee's including marijuana handler permits of each licensee, employee, and agent will be kept at the establishment.
• We will maintain our own video surveillance and alarm system at our licensed premises.
• All marketing and advertising records will be kept at the premises.
• A diagram of our premises will be made available including all restricted access areas.
• A log recording the name, and date and time of entry of each visitor permitted in a restricted access area will be maintained at the premises.
• 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 will be maintained on premises.
• All transportation records for marijuana and marijuana products as required under 3 AAC 306.750(f) will maintained and kept on premises.
• All required documents will be maintained and kept on premises and made available to an employee of the board upon request. Records kept off premises will bee provided to the board's employees not later than three business days after a request for the record

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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):

• Training associated for employees on the marijuana inventory tracking system-
All our employees will be trained on the marijuana inventory tracking system, they will know how to input a travel log, understand how each entry is supposed to take place, and to pass a test to make sure they have the necessary knowledge to utilize the marijuana inventory tracking system correctly. Once complete the employees will receive a certification.

• Employee training associated with restricted areas and knowledge of the laws and regulations-
We will require our employees to go through one-day worth of training associated with the federal and state laws and regulations. All employees will be required to take a test to verify that they are comfortable with the information. Once complete all employees will receive a certification.

• The operators of The OutPost will first take every precaution associated with the rules and regulations of the State of Alaska regarding employees involved in the business of marijuana. We plan to advertise for employment in the State of Alaska.

• How are we going to screen our potential employees?
Once management of The OutPost has chosen the best applicants to interview based upon their experience and resume strengths we will conduct a per-approved criminal background check. Upon successful background screening The OutPost will conduct interviews with applicants. After The OutPost managers have screened employee references and agreed unanimously on the applicants to be hired for employment, they will contact the future employees and inform them of training regiments and licenses needed for a complete hire status.

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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:

We are responsible for preparing, packaging, and securing the marijuana during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. An individual transporting marijuana in compliance with this section shall have a marijuana handler permit required under 3 AAC 306.700. All our employees will have a marijuana handler permit. We will make sure that all our employees are trained on preparing, packaging, securing, recording the transfer in the marijuana inventory tracking system. During transport, any marijuana must be in a sealed package or container in a locked, safe and secure storage compartment in the vehicle transporting the marijuana. The sealed package may not be opened during transport. Any vehicle transporting marijuana must travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and must not make any unnecessary stops in between except to deliver or pick up marijuana or at any other licensed marijuana establishment.

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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):

Our signs will be located on the building and they will meet all State requirements. Our signs will not be more than 4,800 square inches and they will be attached to the front and sides of the building. We will have a total of 3 signs.

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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):

All of our advertising activities will be Online and social media.
All Online and social media accounts will require 21+ age requirement to follow the page.

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

Signature of licensee

Phillip A Izon II
Printed name of licensee

Official Seal
STATE OF ALASKA
Notary Public
Nichole Bouchard
Commission Expires: 12/30/2020

Nichole Bouchard
Notary Public in and for the State of Alaska

My commission expires: 12-30-2020

Subscribed and sworn to before me this 22nd day of March, 2018.

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OUTPOST
KUSHTOPIA, ALASKA

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OUTPOST
FINE ALASKAN CANNABIS

Fine Cannabis
OUTPOST
Alaska

OUTPOST
ALASKA

THE OUTPOST AT KUSHTOPIA

Description: Logo Concepts
© Outpost LLC
Original copyrighted artwork must be returned to Outpost.
Outpost will protect it's copyright.

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(Additional Space as Needed):

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