Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	MICHAEL J WELCH	**MJ License #:**	19834		
License Type:	RETAIL MARIJUANA STORE				
Doing Business As:	COLDSMOKE FARMACY				
Premises Address:	840 KALIFORNSKY BEACH RD, SUITE B				
City:	SOLDOTNA	**State:**	Alaska	**ZIP:**	99669

Mailing Address:	34669 COMMERCE ST				
City:	SOLDOTNA	**State:**	Alaska	**ZIP:**	99669

Designated Licensee:	MICHAEL J WELCH		
Main Phone:	907-331-9672	**Cell Phone:**	
Email:	MJWELCH79@OUTLOOK.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:

At the entrance to the store, a sign shall be displayed stating that "No one under 21 years of age allowed". The sign shall be larger than 12"x12" with letters at least 1.5" in height and in high contrast to the background of the sign.

Valid identification to verify age will be required prior to any transaction involving marijuana products and for entry into any restricted access area.

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:

Every entry point to a restricted access area will be covered by security cameras and locked (except for the store entrance during normal business hours). All entry points will be equipped with entry sensors and connected to the security system. Only the licensee or employees will have the keys or access codes to unlock the entryway doors. All windows shall remain locked and broken glass sensors shall be installed.

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

Myself or an employee shall ensure all visitors provide valid identification and are at least 21 years of age. All visits will be recorded on the Visitors Log which will include the visitors name, the date and the time-frame in which entry to the restricted access area was granted. All visitors will wear a visitors badge and be escorted by myself or an employee through the restricted access area. The maximum number of visitors that myself or an employee can escort through the restricted access area is 5.

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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:

All areas outside the restricted access area where video surveillance is required, will be illuminated by photocell light fixtures.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The alarm system for the licensed premises will consist of entry sensors on all doors and windows. Broken glass sensors will also used near the windows. The security system is monitored 24 hours/day and the local law enforcement is contacted if any of the sensors are triggered once the system is armed. The system will be armed after business hours by using the system's keypad or the keychain remote.

The security system has a panic function installed and once activated, a siren will sound and law enforcement will be contacted.

If an unauthorized breach does occur, the licensee and/or employee will immediately call the local enforcement to ensure the security system representative has relayed the alarm to them. The licensee and/or employee's actions will then be determined by law enforcement.

I will notify AMCO as soon as possible and less than 24 hours of any unauthorized access to the premises and any theft or diversion of money, marijuana or marijuana products.

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

Employees will be aware that any diversion of marijuana made by them will result in an immediate termination of employment. Employees will log their time daily while working in the licensed premises. Inventory will be checked regularly to determine if diversion of marijuana is an issue. The interior and exterior of the licensed premises will be covered by video surveillance 24 hours per day. Video surveillance records will be kept for a minimum of 40 days. The video recordings and inventory checks will help prevent the diversion of marijuana.

3.7. Describe your policies and procedures for preventing loitering:

The licensed premises is on private property that the licensee leases. Any unwanted persons on the licensed premises will be asked to leave. Law enforcement will be called if needed.

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. MW

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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. MW

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. MW

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

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). MW

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:

The entire inside of the licensed premises and the inside/outside of entryway doors will all be covered by wide angle, high resolution surveillance cameras. The cameras shall be placed up high and provide a clear and unobstructed view.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The surveillance recording equipment will be kept on-site and housed inside a steel cabinet in the office/storage area of the licensed premises. The cabinet doors will be locked and the licensee will hold the key. Law enforcement and marijuana control board agents will have access if requested.

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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)*; MW

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;** MW

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

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

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

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

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

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;** MW

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

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

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 required records will be kept on the business computer's hard drive. An external hard drive will be used to back-up all files on a regular basis. The external hard drive will be kept in a fire proof safe.

All physical records and electronic records required under 3 AAC 306.755 will be kept onsite for the current year and the 3 previous years.

Physical records will be kept in binders in the office area. Some may also be scanned and stored digitally as described above.

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

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.	MW
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.	MW
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.	MW

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

All employees will be trained by myself (licensee) in-house in regards to their responsibilities, which will include the opening/closing of the store, characteristics of the different strains in stock, packaging of products, packaging placement on displays, housekeeping, currency handling, operation of the security system and how to react in emergencies.

The licensee and all employees will complete a state approved course and obtain their marijuana handler permits prior to starting employment. The permits will be kept in their immediate possession at all times when on the licensed premises. Copies of all handler permits will kept on file at the licensed premises as well. The licensee and all employees shall ensure their card has not expired.

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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. MW

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. MW

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. MW

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). MW

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:

Marijuana will be stored in food safe tamper evident plastic or glass containers that contain no more than 5 pounds of marijuana for wholesale transfers.

Marijuana packaged for resale will be packaged in opaque, child resistant containers or bags. The containers label will show the strain of marijuana inside.

These containers will be placed in a locked hard sided case that is stored inside the locked cab of the transportation vehicle.

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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. MW

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. MW

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. MW

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. MW

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. MW

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. MW

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

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):

On the western side of the building will be a 78"x59" sign attached to the building's wall (picture on page 11).

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

At the present time, I have no intent on advertising.

Notary Public
BRYCE A. ENIERO
State of Alaska
My Commission Expires Sept. 14, 2022

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

Signature of licensee

Notary Public in and for the State of Alaska

Michael J Welch
Printed name of licensee

My commission expires: Sept. 14, 2022

Subscribed and sworn to before me this 1st day of September, 2019.

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(Additional Space as Needed):

78"

59"

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