Alcohol and Marijuana Control Office
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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:	Laughing Salmon,LLC	**MJ License #:**	21619		
License Type:	Marijuana Retail Store				
Doing Business As:	Laughing Salmon				
Premises Address:	173 N Rosie Circle #1				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	5684 North Gooseberry Circle				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Kyle Lutz		
Main Phone:	9078640420	**Cell Phone:**	9072326298
Email:	kyle.lutz21@gmail.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 marijuana products will be stored behind the counters in a restricted access area for employees only. All customers will be carded at the door and prior to purchase for a valid state issued ID to ensure they are 21 and older. At no time will a customer be allowed to purchase any marijuana products without a valid ID.

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 restricted access areas will have signs stating the areas are restricted access only, and visitors must be escorted at all times by an employee of Laughing Salmon. All non-employees must have a valid ID be 21 or older and have a handler card if delivering product or handling marijuana product. They will be required to sign into a visitors log and also sign out when delivery is complete. Visitor log books will be stored and saved for up to 3 years.

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.

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

Visitors will log into a log book and have a visitors badge and be escorted at all times while in the restricted access areas. Once finished with the delivery or tour they will be logged out of the visitors log book. ID will be verified upon entrance.

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.

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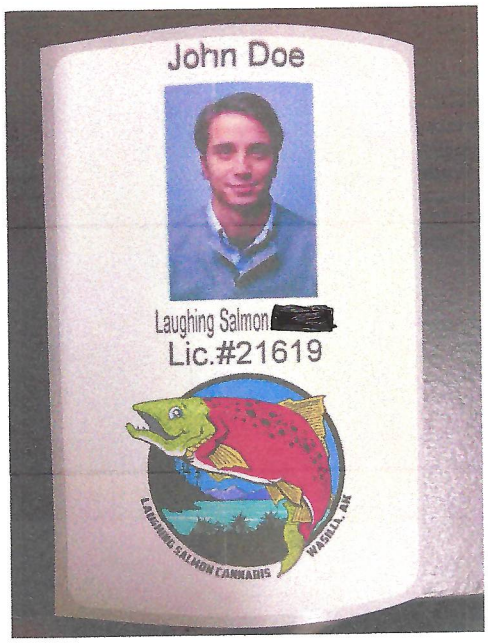
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

Lighting will be placed surrounding the building to cover a minimum of 20' out from the building. There will also be lights directly above each camera to ensure proper coverage. Lights above the cameras will be motion detected also.

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:

All doors and windows will have magnetic alarm sensors to sound the alarm if a unauthorized breach has happened. Inside the building there will be motion detection when building is closed to ensure if a breach has acured and the window or door alarms did not sound that the motion detection will pick up and sound the alarm. All alarms will be monitored by a licensed alarm company for 24 hr surveillance which will notify the local law enforcement and or fire department when a alarm has been sounded. This property is located within 5 minutes of the local Wasilla police department. Alarms will be set at all times when the retail is closed for business. If a burglary takes place while employees are in the building there will be silent alarms placed behind the retail counter and in the back that can be pressed to notify the alarm company that a silent alarm has gone off and to notify local law enforcement. Employee policy is at any time they feel threatened or a burglary is taking place is to sound the alarm and notify local law enforcement ASAP. If possible they will also try secure themselves in the office in the back away from the threat. The office will also have phone line and numbers posted to notify in case of an emergency.

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

At no time will employees be able to take product from the retail. All areas where product will be stored or handled will be under 24 hr video surveillance. All product not in the retail space will be stored in a locked vault or fridge/freezer. All product will be tracked through Metrc and our operating POS system. If there are any discrepancy in weights cameras will be checked.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted at all entrances that there is no loitering allowed on this premises. If at any time someone is found to be loitering they will be asked to leave. If they do not follow the person asking them to leave then they will notify local law enforcement. There will be 24 hour enforcement, which will include non business hours patrol by a local security company.

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.

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. [TJ]

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. [TJ]

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

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). [TJ]

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:

Cameras will be placed throughout the inside to cover all corners and areas completely with no blind spots. Exterior cameras will also be placed around the building to cover 360 degrees around the outside and out 20' minimum from the building. Each exterior door will also have a camera directly above the door to ensure clear coverage.

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:

Building will have a secured and locked mechanical room which will have access only by management and owners to ensure no others can gain access to the recording equipment.

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)*; KJ

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;** KJ

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

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

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

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

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

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;** KJ

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

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

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:

Back up files will be kept on an external hard drive and stored off the premises. A secondary external hard drive will also be kept in the safe located in the office. Daily backup files will be conducted on all files that have been updated.

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. KJ

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

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. KJ

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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. KJ

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. KJ

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. KJ

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

All employees will go through metrc training classes provided by metrc along with training classes for the active operating POS. Also in-house training will be conducted on products that will be sold, inventory guidelines , state and local regulations. We will also provide sales training, training on how to deal with customers (good and bad), we will also inform them that we have the right to refuse service to anyone for any reason.

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. [Initials]

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. [Initials]

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. [Initials]

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). [Initials]

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:

All bulk product will be vaccum packed in a sealed bag. Individual packages will be packed in mylar bags,child proof containers and sealed or pop top containers. All packages will be transferred in a hard boxed bin with a combination lock. Transfer box is then either transferred in a locked pickup bed or locked into the back seat with a cable and combination lock.

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. [KJ]

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. [KJ]

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. [KJ]

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. [KJ]

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. [KJ]

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. [KJ]

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

On the north end and west side(front) of building there will be a Laughing Salmon sign that will be lighted that will not exceed 4800 sq in. Lighted open signs will be posted in the window and outside of building and lighted when open for business possibly 4 total open signs 2'x2' on all sides of the building. There will also be (no loitering,no persons under 21 years old,restricted access, visitors must be escorted, shipping and receiving.No Smoking within 20' of building on both exterior doors.

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

Laughing Salmon will run radio ads promoting the retail store. Stickers,fridge magnets,hats, shirts, sweat shirts, jackets, sweat pants, yoga pants, lanyards, pipes, papers, buttons, beanies, pens, paper, dab tools, lighters, and matches will also be made with our logo on them.

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

Kyle L
Signature of licensee

Kyle Lutz
Printed name of licensee

OFFICIAL SEAL
Anne Johnson
Notary Public-State of Alaska
My Comm. Expires: 08/29/2023

Anne Johnson
Notary Public in and for the State of Alaska

My commission expires: 08/29/2023

Subscribed and sworn to before me this 10 day of October, 2019.

Received by AMCO 10/10/19

License # 21619