Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Denali Dispensaries, LLC	**MJ License #:**	11413		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Denali Dispensaries, LLC				
Premises Address:	4603 Pittman Road				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	P.O Box 670253				
City:	Chugiak	**State:**	Alaska	**ZIP:**	99567

Designated Licensee:	Bradley Bartlett		
Main Phone:	907-862-2376	**Cell Phone:**	
Email:	info@denalidispensaries.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:

Denali Dispensaries will have signage displayed on the outside of the facility that indicates the facility is Restricted Access Area and No Unauthorized Persons may enter. The facility also has cameras promiently displayed, out of the reach of persons of normal hieght, this will help dissuade unauthorized persons from gaining access to any part of the licenses premises. Denali Disp. will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one (21) years of age or older. All visitors (with the expectation of AMCO Enforcement/Law Enforcement and AMCO Agents) will be prescheduled and will be required to show identification to verify they are over the age of 21 before allowing entry into the facility. A sign will be posted at the front entrance door stating "No one under 21 years of age allowed". The letters will be in high contrast to the background of the sign. A valid form of identification will include: an unexpired, unaltered passport: an unexpired, unaltered driver's license; or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; Denali Dispensaries will refuse entrance to all persons who can not produce valid photo identification, regardless of age. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and will ensure the individual is escorted off the premises. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries. the employee at the ID check will thoroughly examine and approve all IDs before admitting anyone into the licensed cultivation 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:

Denali Dispensaries will clearly put signage on all the doors that are within the licensed premises, as well as all the exterior points of entry. These signs will state "Restricted Access Area. Visitors Must be Escorted" All exterior doors will remain locked at all times and will have self closing and locking doors. Denali Dispensaries will be using a key card locking mechanism. If any member of the public that is seeking entrance to the facility they can contact Denali Dispensaries at the number posted on the main point of entry. At no time will there be any un-escorted members of the public in the restricted access areas of the licensed facility.

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

All visitors must be pre-approved (with exception of Law/Amco Enforcement and AMCO agents). All visitors are required to show a valid state issued ID card or other acceptable and current form of ID, no matter how familiar visitors are to the licensees or to the licensee's agents. Denali Dispensaries will record all of the documents given form identification. Visitors that come onto the licensed premises will be recorded via video surveillance. Visitors will be notified that they will be recorded through the video surveillance. All visitors shall be required to sign into the visitor log (which is kept as a regular business record and available to AMCO Enforcement upon request) and shall be required to visible wear and display the visitor badge throughout the entire visit. The badge must be returned upon the visitor exiting the facility. The visitor sign in paper form as well as scanned and stored in an external had drive secured in the office area on the licensed premises. All of the hard copies will be retained for a period of no less than one year. All visitor documents will be made available to the director of the MCB, and agent of the board, or a member of law enforcement at any of those entities request. All visitors will sign in on a sign-in sheet that will have the following information: Name, Address, Time, Date of Entry, and Persons who will be escorting them. Any time a person who is not an employee of Denali Dispensaries is on the licensed premises they well be escorted by a licensee or employee/agent of Denali Dispensaries. At no time can any one employee/licensee of Denali Dispensaries escort more than 5 visitors. Visitors must stay in direct line of sight of supervising/escourting employee or licensee at all times.

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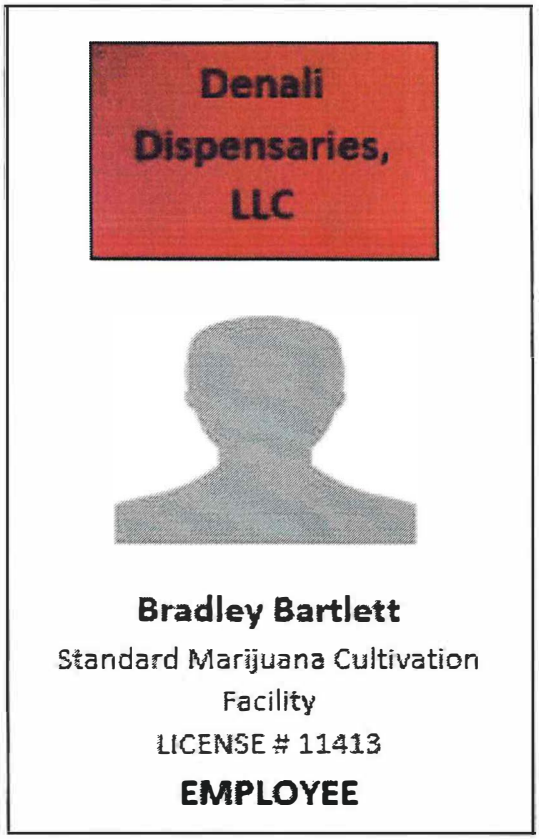
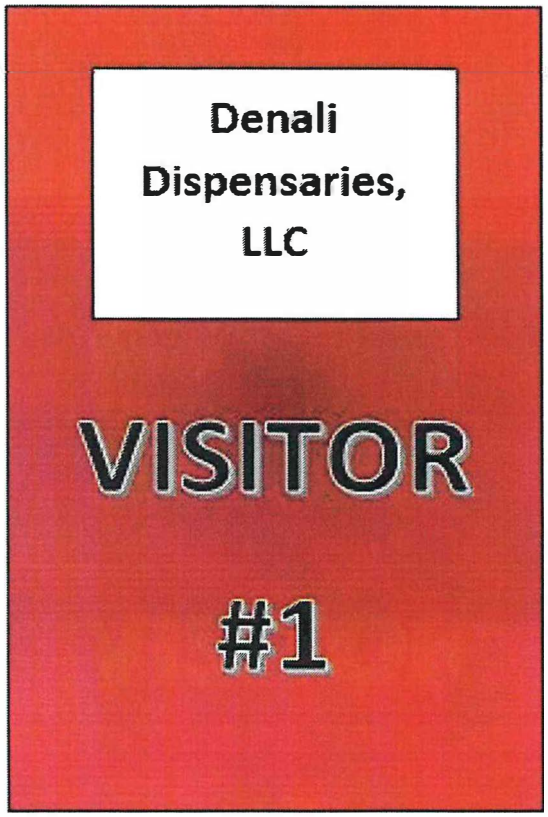
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Denali Dispensaries will install lighting that helps provide a clear line of vision for the security camera system. The lighting will be dusk till dawn and illuminate 40 feet around the facility. A designated employee will do a daily walk around the facility to ensure that all lighting is working properly and is clear from any obstructions to ensure maximum efficiency.

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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:

Denali Dispensaries shall employ a security company to provide the parts, programming and testing necessary and add a security intrusion detection system with an auto dialer to the licensed premises. This system will be on all exterior doors and windows of the licensed facility. The service will provide rapid response monitoring for the security alarm system at this facility through the UL listed monitoring company, Rapid Response. In the event an alarm condition is activated, a Rapid Response operator will be contacted by the security system auto-dialer which is activated immediately once the alarm has gone off. During closed hours the alarm system will be a security companies rapid response system. The alarm system will immediately alarm the local law enforcement. All exterior points of entry will have door contacts and motion sensors that get activated when the facility is closed. In the event of an unauthorized breach, evidence of any criminal activity, Denali Dispensaries will notify AMCO and enforcement via email or phone call as soon as possible but in any event within 24 hours.

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

Only licensee's and designated employees will have access to marijuana storage areas. Continuous video surveillance Will record and monitor all employees and licensees of the company that handle, package, or sell marijuana. All video will be stored for the required 40 days. All security recording equipment will be stored in the office behind a secured locking cabinet specifically designed for servers. All employees and managers will be taught about methods of diversion and how to be aware of them including theft from employees or the public. Employees will be trained on handling and labeling products and how to properly use our inventory tracking system in place. Inventory and accounts will be reconciled on a regular basis in order to identify and investigate any irregularities in monetary accounts or Inventory.

3.7. Describe your policies and procedures for preventing loitering:

The facility will be under continuous video surveillance. Clear signage stating No Trespassing or Loitering will be placed on conspicuous areas on the leased lot line. Persons who are loitering will be asked to leave by a Denali Dispensaries employee. If the person does not leave directly after being asked, an employee will contact the local law enforcement immediately as well as the owner or manager. An employee will then record the time, date, and description of the incident to be kept in the records.

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. BB

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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. BB

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. BB

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

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). BB

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:

Video cameras will be placed outside at every point of entry. These cameras will have facial recognition of at least 20 feet. Cameras inside will also be installed to face the point of entry. Each room that marijuana is grown, cured, stored or disposed will have a camera facing the primary point of entry as well as two corner cameras.

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 secure area that the surveillance and monitoring systems will be held is in the area that has restricted locking access and will only be available to owners and designated employees. The server is in a locked server box and is anchored to the concrete floor. At no time will visitors be allowed in this area. The only persons allowed in the office area are: authorized Denali Dispensaries employees, law enforcement and/or agents of the board.

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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)*; BB

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;** BB

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

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

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

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

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

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;** BB

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

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

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:

Denali Dispensaries will preserve all business records and store them in an accessible area in the licensed premises where it is easy for certain staff to get to . All business records and data stored by Denali Dispensaries shall be secured within the restricted access office area. All digitally maintained records shall be secured with in the restricted access office area. All digitally maintained records shall be housed on a secured Denali Dispensaries server within a steel security/fireproof locker. All hard copies will be kept in a locked filing cabinet located in the office on the licensed premises. At no time shall any person who is not a member of Denali Dispensaries personnel be granted access to the business records. Denali Dispensaries shall maintain the following information that is readily understood by a reasonably prudent business person: All books/records necessary to fully account from each business transactions conducted under its license for the current year ad the three preceding calendar years records for the last six months must be maintained on the licensed premises while older records may be archived on or off premises; a current employee list with full names and marijuana handler permit number or each license, employee, and agent who works at the marijuana establishment; business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; Continued on page 11

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

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.	BB
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.	BB
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.	BB

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

All Denali Dispensaries employees will be given a job description when they receive a job from Denali Dispensaries. Denali Dispensaries will keep updating employees of the new strains that are coming to the store to give them up-to-date information about the store. In-house training will also be done to teach employees how to deal with different issues that may arise, policies and procedures, Alaska statutes and AMCO regulations when the need arises.

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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. BB

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. BB

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. BB

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). BB

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:

A Metrc generated transport manifest will accompany all marijuana in transit. Denali Dispensaries will send a copy of the manifest with the products, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops, and marijuana will be sealed in not more than five (5) pound containers inside a locked storage compartment within the vehicle or bed of a truck for wholesale transactions and up to one ounce containers for re-sale by retailers without repackaging. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; Continued on page 11..

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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. BB

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. BB

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. BB

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. BB

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. BB

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. BB

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

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):

Denali Dispensaries will not have any business signs with the company name or logo on the licensed premises.

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Form MJ-01: Marijuana Establishment Operating Plan

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

Denali Dispensaries plans to utilize the following media types:

- Radio ads
- Magazines
- Social Media platforms
- Newspaper ads

All advertising will contain the AMCO warning statements verbatim as per 3 AAC 306.360

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

Signature of licensee

Bradley S Bartlett
Printed name of licensee

"Official Seal"
Notary Public
Khayllia MkKensee Harrell
State Of Alaska
Commission # 100604009 Exp: 05/04/2022

Notary Public in and for the State of Alaska

My commission expires: 05/04/2022

Subscribed and sworn to before me this 26 day of June, 2019.

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(Additional Space as Needed):

4.2 Continued: records related to advertising and marketing; a current diagram of the licensed premises including each restricted access area; a log recording the name, date, and time of entry of each visitor permitted in a restricted access area; all records normally retained for tax purposes; accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from when the marijuana or marijuana product gets to the establishment until it either is transfered to another marijuana establishment, or destroyed; and transport records for marijuana and marijuana product as required per 3 AAC 306.755. Denali Dispensaries shall provide any records required to be kept on the licensed premises to an employee of AMCO upon request. Records that are kept off the premises will be provided to AMCO no later than 3 business days after a request. Denali Dispensaries will exercise due diligence in preserving and maintaining all required records. Denali Dispensaries understands that the loss of records does not excuse for a violation and may end up in a license violation. This is why Denali Dispensaries will make extra copies of these forms to ensure no loss of information.

8.1 Continued: (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a bar-code for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected, and recorded in the log, and the on site manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Denali Dispensaries may contract with a third-party transport company and will ensure they have their marijuana handler permits.

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