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:** | THE GRASS STATION, LLC | **MJ License #:** | 16579 | | |
| **License Type:** | RETAIL MARIJUANA STORE | | | | |
| **Doing Business As:** | GRASS STATION 49 | | | | |
| **Premises Address:** | 2502 PARKS HIGHWAY | | | | |
| **City:** | FAIRBANKS | **State:** | Alaska | **ZIP:** | 99709 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | PO BOX 71034 | | | | |
| **City:** | FAIRBANKS | **State:** | Alaska | **ZIP:** | 99707 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | GARY EVANS | | |
| **Main Phone:** | 907-460-0398 | **Cell Phone:** | 907-460-0398 |
| **Email:** | gary@grassstation49.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:**

Grass Station 49 will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items by using proper photo identification (i.d.) protocols when any person walks into the marijuana retail store. The photo i.d. cards will be checked for birth date to ensure the person is at least 21 years of age. The photo i.d. card will be checked to make sure it is government issued, not expired, and that there is no kind of wear and tear that may render the i.d. invalid, and scanned by a computer for validation. If underage persons try to gain access to the store or loiter on the premises, they will be told to leave. Upon refusing to leave, authorities will be called to escort the person off of the property.

## 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:**

Grass Station 49 will prevent non-escorted members of the public from entering restricted access areas by use of proper signage in the required areas of the retail facility, both inside and out. Grass Station 49 will have the proper security system installed that is required by the State of Alaska. All exterior windows will have security bars on the inside and outside of the windows. Exterior doors will have cameras on both the inside and out, as well as a fabricated steel door that will be mounted on the outside. For the interior restricted access areas such as the office areas and security room as well as the product storage room, locking doors with cameras both inside and outside of the door will be in place. For behind the counters and registers, flapper doors and chains will be installed as well as cameras in all corners and a competent employee will be present during business hours to help ensure that non-escorted members of the public will not enter any restricted access areas unless they have completed the proper visitor sign in procedure and have on their person, a visible and legible visitors pass as well as accompanied by a trained and competent employee of Grass Station 49.

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

Grass Station 49's process for admitting visitors and escorting them through the restricted access areas will be as follows:

-Check visitors identification to ensure they are at least 21 years of age.

-Require the visitor to sign in, writing in their first and last name, date of birth, drivers license # and state, and date/time visitation took place. All visitation records will be kept and maintained on the retail premises.

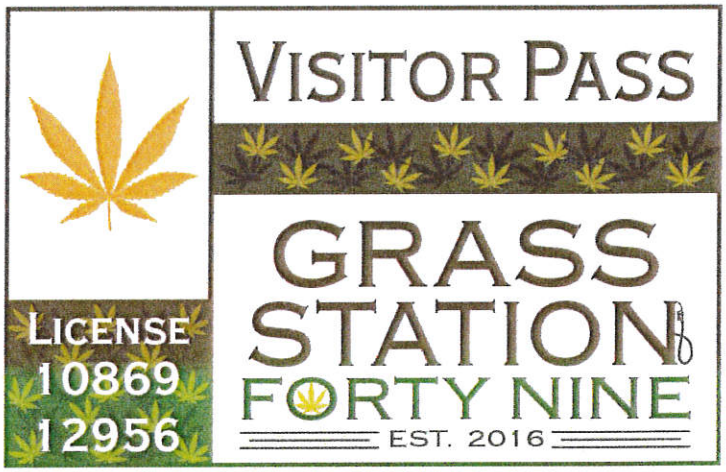
-Visitor will then be required to wear a badge that is visible, stating that they are a visitor.

-A Grass Station 49 Employee will not escort more than five (5) visitors at a time, and that employee will accompany those visitors at all given times.



AMCO Received 12/27/2018

**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:**

Grass Station 49's lighting will facilitate our surveillance system via flood lights which are installed next to the exterior video surveillance cameras. The lights will be triggered via a photo eye. Meaning any time the eye senses darkness, all exterior lights automatically come on and remain on until sunrise.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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 that Grass Station 49 will be using is known as Statewide Security Network. This alarm system will cover doors, windows, motion sensors, and glass breaking sensors for all glass windows and doors. There will also be a key pad access near the front main door, as well as wireless cell phone monitoring capabilities. The security system is also capable of storing up to 45 days of video footage. The hard drive is in a security lock box only accessible by a manager on duty. The security system that Grass Station 49 will be using has motion sensors as well as glass shatter sensors that will be armed, ready, and wirelessly monitored via Statewide Security Network which is a third party monitoring system. In the event of a burglary, the owners, upper management, and proper authorities will be instantly notified via telephone. Whether the burglary is serious or a false alarm, police are to enter the scene first. In the event of an unauthorized breach, AMCO will be notified within 24 hours.

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

Grass Station 49's policies and procedures for preventing diversion of marijuana and/or marijuana products will consist of keeping all marijuana products out of reach from the general public, and in glass cases for which only the bud-tenders and other upper-management have access to. For further diversion, the bud-tenders will ensure that no customers make it behind the counters or in other restricted access areas without first having approval, and all sign-in sheets filled out properly. In the case of robbery or attempted robbery, the proper authorities will be called in order to protect the safety of our employees and other consumers that may be in the store at that time. In the case of potential non-trustworthy employees, there is a no-blind-spot camera set-up to see everything that happens, and a tight inventory system to see if anything ever goes missing. If internal issues as such should ever occur, AMCO and the local authorities will be contacted, and that employee will be terminated.

**3.7. Describe your policies and procedures for preventing loitering:**

Grass Station 49's policies and procedures to prevent loitering consist of using proper signage around the building that read, "NO LOITERING" and "VIDEO SURVEILANCE IN USE" and "NO PERSONS UNDER 21 YEARS OF AGE". These signs will ward off a majority of the approaching dangers and keep people from loitering. In the event where these signs do not keep people from loitering, a store manager will ask them one time to politely leave. Failure for the stranger(s) to comply, or to be hasty and violent will result in the authorities to be called, and the store to be locked and keep stranger(s) from entering the facility to ensure the safety of the employees and any other customers that may be in the store at that time.

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.**

**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.**

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

**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).**

**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 video cameras will be placed in the upper corners of every room inside the facility, and also on every corner of the exterior of the facility, along with exterior cameras above the entrances of the facility in order to ensure our No-Blind-Spot security setup. Also, Cameras will be placed eye level, facing the public entrance in order to capture a clean image of persons walking in and out of Grass Station 49.

**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 video surveillance hard drive will be kept in a locked metal box at all times. That locked metal box will be inside of a locked restricted access area/quarantine room. The keys and codes to these locking boxes and rooms will be only made accessible to Grass Station 49 owners/ upper management, and law enforcement and AMCO enforcement when need be. In the event of upper management termination, keys and codes will be changed.



AMCO Received 12/27/2018

## 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)*; [GH]

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;** [GH]

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

d. **records related to advertising and marketing;** [GH]

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

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

g. **all records normally retained for tax purposes;** [GH]

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;** [GH]

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

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

**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:**

Grass Station 49 will ensure due diligence in preserving and maintaining all required records by keeping all paper records in locking file cabinets. All paper records will be kept in a dry environment where there is no risk of them getting wet/damp and damaged. All records will be filed alphabetically for ease of access. Only Upper management/owners and book keepers will have access to such files. In order to maintain electronic files, multiple copies will be kept on multiple hard drives both on, and off site. Quick-books software will be used to keep an accurate log of all transactions. Every Computer will have surge protectors in order to prevent a system crash. Both paper and electronic files will be organized in a manner that is easy to navigate for someone who does not usually look at the files, such as AMCO.



AMCO Received 12/27/2018

## 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):**

Grass Station 49 will provide and in-house training that will brief the new employee on all of the Alaska customer and food service laws and regulations pertaining to the handling of marijuana product and safety procedures. The employee will also be required to have a Food Handlers card issued by the Alaska Department of Environmental Conservation. There will also be training that explains the different varieties of the cannabis plant.



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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:**

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 (except by an AMCO enforcement officer, if need be). There will also be a printed manifest documenting the pick-up and delivery dates, locations and times, as well as the weight, type and amount of marijuana and/or marijuana products. All of which will be tracked via METRC, and also the Grass Station 49 inventory system. The container(s) will not be within direct reach of the driver, and the driver is not to deviate from predetermined route unless in case of serious danger/emergency, or road construction.



AMCO Received 12/27/2018

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):**

Grass Station 49 intends to have three separate signs, all of which will be the same size of 4,800 square inches. Each sign will be attached to the building. The locations of the signs will be on the sides facing the roads, with the possibility of one being on the roof.



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# Form MJ-01: Marijuana Establishment Operating Plan

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

The advertisements that Grass Station 49 intends to distribute out of the establishment include stickers (Grass Station 49 approved logo's AND approved vendor logo's), Apparel, accessories, and other merchandise such as lighters, etc. Other mediums may include magazine advertising, with all of the proper warning labels associated in the advertisement. All of the advertising that comes out of Grass Station 49 will NOT be False or misleading, promote excessive consumption, represent that marijuana has curative or therapeutic effects, depict a person under the age of 21 consuming marijuana, or include a cartoon character or any other depiction designed to appeal to persons under the age of 21. An example of a Grass Station 49 Logo is seen below.

GRASS
STATION
FORTY NINE
EST. 2016

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

Signature of licensee

Gary S. Evans

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: _____

JAMIE RUSSO
My Commission
NOTARY
PUBLIC
Expires 10-04-2022
STATE OF ALASKA

Subscribed and sworn to before me this 21 day of December, 20 18



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(Additional Space as Needed):


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