Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	West Made, LLC	**MJ License #:**	17204		
License Type:	Retail Marijuana Store				
Doing Business As:	Mary's Garden				
Premises Address:	50110 Sterling Hwy				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669-9158

Mailing Address:	49190 Tote Rd				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669-9158

Designated Licensee:	Jonas West		
Main Phone:	907 436 2763	**Cell Phone:**	
Email:	alaskamarysgarden@gmail.com		

AMCO Received 11/28/2018

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 of the building, there will be a sign that states: "No-one under 21 years of age allowed."Staff member will verify and validate IDs for guest and visitors. Once the individual has satisfied ID requirements they will be allowed to enter the sales floor and approach the salescounter. Our intake employee will communicate with the budtender or manager on duty that a guest is entering to ensure that guest are escorted through the process. The budtender will also verify ID before transaction is complete. Employees will be trained on how to verify identification and what type of identification is acceptable every 90 days, or before any anticipated high traffic due to holiday or season.

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:

Our facility will have a main entrance. A staff member will verify and validate ID's for guests and visitors. Once the individual has satisfied the ID requirements they will be allowed to approach the "Sales Counter". The "Restricted Access Areas" will be locked and secured to prevent the public from approaching the areas. Our intake employee will communicate with the budtender that a guest is entering to ensure that all guests are escorted through the entire process. All doors will have a commerial grade lock. These doors will be locked at all times. Every employee will sign a key log and be issued a numbered key. If an employee discontinues their employment with the company, their key must be turned in and logged by a manager. If a key is lost, it will be the company policy to rekey all the locks in the building.

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

As per AAC 306.710 all vistors will be required to provide identification to verify they are 21 or older. This ID will be logged, time-stamped, and the reason for the visit will be recorded. All visitors will be issued a numbered visitors badge and escorted by a licensee, employee, or agent of the company. All visitors will be limited to no more than 5 people per company agent.

AMCO Received 11/28/2018

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:

Visitor	Visitor	Visitor
#101	#201	#301
Contractor Mary's Garden	Vendor Mary's Garden	Guest Mary's Garden
(Color Blue)	(Color Yellow)	(Color Green)

All badges will be number in increments of 5 and color coded.
For example
#101, #102, #103, #104, #105
#201, #202, #203, #204, #205
#301, #302, #303, #304, #305

Licensee Jonas West Permit Number	Bud-Tender Name Permit Number	Manager Name Permit Number
(Picture)	(Picture)	(Picture)
Mary's Garden	Mary's Garden	Mary's Garden
(Color Red)	(Color Purple)	(Color White)

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:

Exterior lighting will be placed in compliance with AAC 306.715. This lightning will be placed along the front, side, and back of building and will illuminate up to, but no less than, 20 feet from the building area. All doors to building will also be lit for security purposes. All surveillance cameras will be adequate for all lighting conditions. Lights will be turned on from dusk until dawn everyday.

RECEIVED
MAR 2 8 2018
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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:

Our alarm system will be installed and maintained by Computer Renaissance (907)420-0483. The system will include a 16-32 channel DVR, 11 1080P network cameras, 1 1500VA 900W UPS battery backup, motion detectors, window and door sensors, and panic bottons placed in inconspicuous areas. We will have sensors on our exterior doors and sensors on our windows. Once entering the building an employee, agent, or owner with the code to the alarm will have 30 seconds to place thier personal registered code in the key pad. When leaving the building an employee, agent, or owner will have one (1) minute after entering code to exit building.

Mary's Garden will have a list of 3 individuals to contact if a notification alerts local authorities. Once an agent of the company has been notified, they will go to the property. The company agent that shows up to the property will wait until the local authorities arrive and give that agent further instructions. No agent will approach or enter the property until it has been cleared by law enforcement. A report will be created and proceedures will be followed to ensure AMCO is notified within the 24 hours time frame as required per 3 AAC 306.715

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

Mary's Garden will have SOP's on Inventory control. All product will be stored in the storage area. Each employee will have a stand-alone station with a max amount of inventory they can maintain. This product will be counted out and distributed under duel control at the beginning of each shift. At the end of each shift the product will be counted against the days sales and returned to the controlled area. During the shift if a replenishment needs to be done, the budtender will submit a written request to the manager for product replenishment. That product will be subtracted from the main inventory. A weekly audit, under dual control will be conducted on all products.

3.7. Describe your policies and procedures for preventing loitering:

In the companie's SOPs, there will be a script that every employee will have memorized or be easily accessible in regards to loitering on the property. Signs will be posted on the front of the building with verbaige as follows: "NO LOITERING ON THIS PROPERTY". If loitering continues, a manager or autherized agent will call the police non-emergancy number and request the proper authorities remove the individual from the property.

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.

AMCO Received 11/29/2018

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. [AW]

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. [AW]

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

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). [AW]

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:

Our camera and security will be installed by Computer Renaissance. 16 cameras will be placed on the inside and outside of the building at the proper height and location to ensure a clear, unobstructed view which will allow for certain identification of any person and activity in the area. The cameras will have a pan, tilt, and zoom function. All outside cameras will have visability of at minimum 20 feet and will work with the lighting that will be placed around the building.

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 DVR will be housed in a locked cabinet in a "Restricted Access Area". Only owners and autherized agents will have access to this cabnet through a key locked. This key will be numbered, issued and logged with individuals information. Any individual with the responsability of accessing the DVR will be on premises during all business hours. A log will be placed inside the cabinet and filled out with name, badge number, date, time, and reason for access. These individuals will be trained on procedures to allow access to law enforcement, or an agent of the Marijuana Control Board.

AMCO Received 11/28/2018

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)*; FW

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;** FW

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

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

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

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

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

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;** FW

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

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

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:

As per 3 AAC 306.755, Mary's Garden will maintain records in six (6) month, one (1) year and three (3) year increments. Our records will be maintained in a safe secure area at the licensed premises. These records will consist of all books and records necessary to fully account for each business transaction, a current and complete list of all employee's, agents, and owners full name and handler permit number, the business contact information for Computer Renaissance, our security company, and all records related to any advertising and marketing practices. The current diagram of the licensed premises will posted on the wall for easy viewing.

All tax records will be maintained monthly by category such as vendor, contractor, sales, financial, or other. At the beginning of every quarter, all files will be audited to ensure accuracy and completeness. The files will then be stored in a dated storage box and/or electroniclly with procedures placed in the box that include instructions on how to handle records and retention dates.

see additional on page 11

RECEIVED
MAR 2 8 2018
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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. [ORO]

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

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. [FW]

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. [FW]

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. [FW]

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. [FW]

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

PIRE (Pacific Institute for Research and Evoluation) has prepared a law enforcement guide to false identification and illegal ID use. Mary's Garden will use this as a tool for additional training, in addition to the U-Card book. Our staff will also be trained on rules and regulations, inventory control, safety in the work place, security, customer service, Metrc, and the POS system.

RECEIVED
MAR 2 8 2018
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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):

Mary's Garden has a port-a-pottie next to the building with a handwashing station inside. Also a handwashing station in the storage area "Restricted Access Area of the building.

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:

Mary's Garden will not prepare or ship marijuana to or from another marijuana licensed facility. All marijuana product prepared for the end consumer will be weighed if needed on a scale as described in 3 AAC 306.745. All marijuana product will be package in an opaque, resealable, child resistant package. Each package will be properly labeled as per 3 AAC 306.345, 3 AAC 306.470 and 3 AAC 306.355. The information on the label will be the company name, company license number, and statements as per 3 AAC 306.345 (a), (b), (c), (d), and (e)

AMCO Received 11/29/2018

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. [Initials]

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. [Initials]

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. [Initials]

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. [Initials]

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. [Initials]

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. [Initials]

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

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):

As per 3 AAC 306.360 Mary's Garden will have no more than 3 signs visible to the general public. Each sign will not exceed more than 4,800 sq inches. The sign will have the company name, company logo, and store hours. Our signs will be approved by local authorities and will not include anything that would appeal to anyone under the age of 21.

RECEIVED
MAR 28 2018
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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):

As per 3 AAC 306.360 Mary's Garden will have no more than 3 signs visible to the general public. Each sign will not exceed more than 4,800 sq inches. The sign will have company name, company logo, and store hours. Our signs will be approved by local authorities and will not include anything that would appeal to anyone under the age of 21. Mary's Garden will utilize education on serving sizes, locking up your product to keep it out of the reach of children, testing results, location, store hours, and pricing of the products. All records of advertising will be maintained at the retail store.

Mary's Garden will advertise using our website www.marysgarden.com. We will use the local newspaper and magazines. Printed material to be handed out at the store, such as business cards and brouchures on products we carry along with information on products and include information such as store location, hours of operation, website, phone number, and warnings provided in 3 AAC 306.360

Mary's Garden will NOT:
Be misleading or false depict to any person under the age of 21 or use cartoon character
Place any advertisement within any area as designated in 3 AAC 306.360

Mary' Garden WILL make sure all advertising contains all warnings in 3 AAC 306.360 (1) (2) (3) (4) and (5)

"Marijuana has intoxicating effects and may be habit forming and addictive"
"Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
"There are health risk associated with consumption of marijuana"
"For use only be adults twenty-one and older. Keep out of the reach of children." and
"Marijuana should not be used by women who are pregnant or breast feeding."

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

Fred M West
Signature of licensee

FRED M WEST
Printed name of licensee

OFFICIAL SEAL
WENDY AMENO
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires July 15, 2021

Notary Public in and for the State of Alaska

My commission expires: 07-15-21

Subscribed and sworn to before me this 3 day of December, 20 18.

License #_____

AMCO Received 12/3/2018

(Additional Space as Needed):

Continued from page 6:
All transport manifests, invoices, testing results, samples, sales reports and inventory audits will be filed and stored in a monthly binder. These records will be audited the first week of each month then stored in a box with instructions on how to handle records and retention dates. Our Marijuana Retail Store will ensure that all records shall be provided to any employee of the board either the same day or within three (3) days of request. Mary's Garden will ensure safe handling and proceedures for physical and digital records to ensure no records will be lost or destroyed. Copies and digitial copies of some financial records will also be maintained at out CPA's office, Coghill Group, PC 215 Fidalgo Kenai, AK 99611.

Page 4 #3.6
Mary's Garden will have SOP's on Inventory control. All product will be stored in the storage area. Each employee will have a stand-alone station with a max amount of inventory they can maintain. This product will be counted out and distributed under duel control at the beginning of each shift. At the end of each shift the product will be counted against the days sales and returned to the controlled area. During the shift if a replenishment needs to be done, the budtender will submit a written request to the manager for product replenishment. That product will be subtracted from the main inventory. A weekly audit, under dual control will be conducted on all products.

RECEIVED
MAR 2 8 2018
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

EXHIBIT A

LOGO

Mary's Garden
Fred & Jonas West
Owners

907-262-0830
maryesalaskagarden.com

80110 Sterling Hwy.
Soldotna, AK 99669

"Marijuana has intoxicating effects and may be habit forming and addictive"

"Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."

"There are health risk associated with consumption of marijuana"

"For use only be adults twenty-one and older."Keep out of the reach of children."

"Marijuana should not be used by women who are pregnant or breast feeding."

AMCO Received 12/3/2018

Exhibit B

AMCO Received 11/28/2018