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:	Tundra Herb Company, LLC	**MJ License #:**	17480		
License Type:	Marijuana Retail				
Doing Business As:	Tundra Herb Company, LLC				
Premises Address:	520 W. 6th Ave, Suite A				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Mailing Address:	3619 W. 42nd Ave #A				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99517

Designated Licensee:	Tyler Russell		
Main Phone:	(907) 360 7945	**Cell Phone:**	same
Email:	tundraherbcompany@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:

Signage will be posted in accordance with the state law stating, "No one under the age of 21 permitted on premise." There will be an employee at the front door checking for valid ID. All marijuana product will be out of reach of customers and kept in restricted access areas.

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:

A security personel will be present at the entrance during all business hours.

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

All visitors will provide proof of a valid ID then will fill out a visitor log that will record their Name and the current date with the reason for visit, with the "time-in" and "time-out" with their signature. They will then be given a vistor identification badge before entering the restricted access areas. There will be no more than 5 vistors per escort in accordance with the state law.

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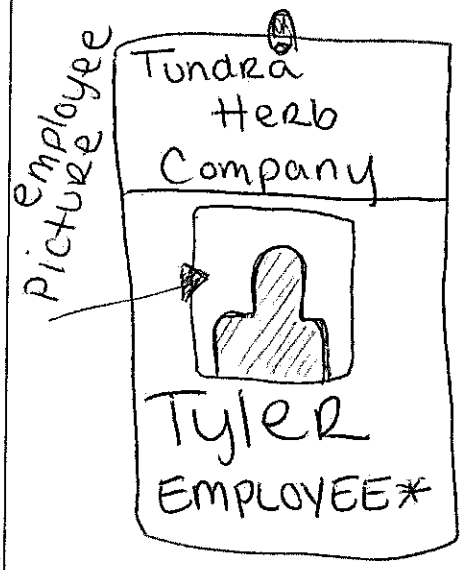
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Licensee-produced ID Badge



visitor ID Badge

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 installed to meet recommended specs by security personel. Lighting will provide full illumination and will eliminate all dark areas.

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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:

Exterior cameras will show both directions leading up to the front door. There will be overlaping fields of view in every room. Motion detectors in all rooms. Glass break detectors up front on the north wall.

Owners, Potential GM and potential managers will be on a call list. In the event of an unauthorized breach, live feed cameras that are already in place will be viewed to determine the cause. If needed, APD will be alerted immediately. AMCO will also be alerted immediately or as soon as reasonably possible but no later than 24 hrs. Panic buttons will be installed at all registers.

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

All product will be tracked in the POS system to prevent theft and misplaced product from happening.

3.7. Describe your policies and procedures for preventing loitering:

No exterior chairs will be provided to prevent hanging out. Employees will be alert and aware of persons loitering and ask them to leave.

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. TR

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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. TR

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. TR

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

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). TR

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 have overlapping fields of view in all rooms.
Cameras will be placed directly inside the front door to view all customers entering 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:

A lock box will be installed in the office to house the security database with access granted only to authorized ~~personnel~~ TR personel.

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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)*; TR

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;** TR

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

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

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

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

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

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;** TR

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All sensitive electronic data will be stored in a password protected area.
Paper files will be stored in an easy to find manor in the office on-site.
Once multiple years of records are retained, they will be placed in a secure box and moved to a secure storage area.

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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. TR

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

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. TR

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. TR

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. TR

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. TR

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

How to spot a fake ID card. How to test for ~~counterfeit bills~~ TR counterfeit bills. Annual compliance training. What to do if a robbery should occur. Make sure, "sold by" dates are current. Training to check for impairment.

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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. TR

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. TR

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. TR

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). TR

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:

If any product needs to be transported, a manifest will be created in Metrc, A non-see through ridged box will be used. Product will be in tamper evident bags that are vacuum packed.

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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. TR

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. TR

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. TR

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. TR

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. TR

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. TR

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

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):

We intend to have two signs posted at our establishment.
One verticle "Tundra Herb Co" on the west side of the extending fin wall at approximately 1'x 20'.
In addition a plaqhard on the North wall, East of the door, with read "Tundra Herb co." with a size of 5" x 2.5'.
1) 1'x 20'
1) 5'x 2.5'
Please reference "Signage" drawing

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

No distributed advertising is planned at this time.

Alaska Leaf magazine, WeedMaps, Leafly, and Radio are planned forms of advertisment.

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

Signature of licensee

Tyler Russell
Printed name of licensee

TANIN SHILPI NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 10-01-2022

Subscribed and sworn to before me this 28th day of December, 2018.

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(Additional Space as Needed):

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SECONDARY SIGNAGE: APPROX. 5' X 2.5'

PRIMARY SIGNAGE (WEST WALL): APPROX. 1' X 20'
(Note: Sign is shown on east side of wall in this veiw for clarity purposes only however, it will actually be mounted on the West Side of this wall)

LICENSEE:	TUNDRA HERB COMPANY, LLC	LICENSE NUMBER/TYPE: 17480 - RETAIL MARIJUANA STORE	1,738 SF
DOING BUSINESS AS:	TUNDRA HERB COMPANY, LLC		
PREMISES ADDRESS:	520 WEST 6TH AVENUE, SUITE 'A'		
CITY:	ANCHORAGE		
STATE:	ALASKA		
ZIP:	99501		

FAULKENBERRY & ASSOCIATES, INC.
ARCHITECTS
P.O. Box 230083 - Anchorage, Alaska 99523-0083 - (907)522-9193

Tundra Herb Company

520 West 6th Avenue, Suite 'A'
Anchorage Alaska 99501

sheet name
MJ-02

Release Date: 12-28-18

sheet number
SIGNAGE

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