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:	Higher by Bad Gramm3r, LLC	**MJ License #:**	19178		
License Type:	Retail Marijuana Store				
Doing Business As:	Higher by Bad Gramm3r, LLC				
Premises Address:	1204 N Hyer Spur				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	5850 East Alder Circle				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Teresa C Zell		
Main Phone:	907-232-7624	**Cell Phone:**	907-232-7624
Email:	teri@badgramm3r.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:

In an effort to maintain the security of the marijuana products, Higher by Bad Gramm3r will monitor and restrict access to the premises for all persons under the age of twenty-one (21). Signs are place in conspicuous areas stating "No one under 21 years of age allowed" and, "This property is under video surveillance. All activity is recorded". The signs shall not be less than 12 inches long and 12 inches wide with characters at least 1.5" in height and in contrast to the background so as to be easily legible.
Staff will refuse entrance to the store itself, any person who does not provide a valid form of photo identification showing date of birth, date of issuance, and date of expiration. At no time will a person under the age of twenty-one years of age be permitted to remain on the premises or purchase marijuana product paraphernalia. If at any time employees suspect that a sale is being made on behalf of an individual under the age of twenty-one, the staff will refuse the transaction and ask the individual to vacate the premises. If necessary, local law enforcement and AMCO may be notified of the wrong-doing. Signs will be clearly displayed (see above) and located in conspicuous locations at the public entrance and at the customer check-in station.

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:

No more than five (5) visitors will be admitted into a restricted access area at any time. Our entire establishment will be restricted to persons age 21 or older, including all restricted access areas. All employees, licensees, and agents of Higher by Bad Gramm3r, LLC will be required to wear and display a photo ID badge. NO visitors will be granted access to a restricted access area until they have shown identification to prove that the person is age 21 or older and received an "AUTHORIZED VISITOR" identification badge to be worn and easily distinguished from their attire. All visitors who have shown ID and received a badge will remain under constant supervision by an authorized Higher by Bad Gramm3r, LLC licensee or employee while within the restricted access area. Higher by Bad Gramm3r, LLC will maintain a Visitor Log. All visitors will be required to enter the following information before being granted access to a restricted access area: first and last name, date and time they are entering the restricted access area, reason for visit, and finally, the time leaving the restricted access area. The Visitor Log for Restricted Access will be kept in a secure file for a minimum of 5 years.

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

No more than 5 visitors will be admitted into a restricted access area at any time. All visitors will be required to enter the following information before being granted access to a restricted access area: first and last name as it appears on their ID, the purpose of their visit, their business affiliation/employer, entry time, and exit time. The Visitor Log will be store in the high security room in a secure file for 5 years.
Valid Identification Policy: all visitors to a restricted area will be required to show a valid form of identification to an employee before being allowed to enter a restricted area. A valid form of identification includes: an unexpired, unaltered passport; an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a providence of Canada; or an identification card issued by federal or state agency authorized to issue a driver's license or identification card (306.350).

All visitors will be accompanied by an authorized Higher by Bad Gramm3r employee during all the time spent in the restricted access area until such time they sign out and leave the secured area.

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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:

Bad Gramm3r Employee ID Card

Employee: **Jake Matlock**
MHP #18632
Retail Store License #11121

I DO NOT HAVE ACCESS TO THE VAULT OR SAFE ROOM

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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:

The exterior of Higher by Bad Gramm3r, LLC will be fitted with six (6) light fixtures (2 in the front, 1 on each side, and 2 in the back). In addition, there will be six (6) light poles near the building providing parking lot illumination. The twelve (12) lights will provide adequate illumination so that the exterior surveillance cameras will provide a quality and well-illuminated color picture whereby persons and objects are readily distinguishable (3 AAC 306.715)

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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:

When Higher by Bad Gramm3r, LLC is closed for business, the entire security system will be activated. Any attempt to enter the premises without proper access will trip the alarm system and immediately notify the licensee and/or the local police or fire depending on the nature of the alarm triggered. Any attempt to power down the security panel is automatically detected and will alert the licensee. Licensee will contact local law enforcement to assist with entering the building to determine if there are any other persons inside. Video surveillance and cameras will surround the building inside and out to cover all areas of ingress and egress, each POS station, all of the restricted access areas.

Once local law enforcement has determined that the building is safe, the licensee will notify AMCO immediately of the break-in (within 24 hours) and give the information of the establishment's knowledge of evidence of theft, diversion, or unexplained disappearance ofr any marijuana products, or money stolen from the licensed premises.

Higher by Bad Gramm3r will not resume regular business operations until it is determined safe and prudent to do so.

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80 UPDATED: 11/8/2018
Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

Surveillance cameras: Our interior video surveillance system will cover the entire interior except the interior of the bathroom. We will have a total of 9 interior cameras. All restricted access areas will be covered by the cameras including each entrance and exit to restricted areas. Our restricted access point-of-sale area will have 2 video surveillance cameras. The video surveillance will record motion at 5 fps. All recordings will be stored in a high security room for a minimum of 40 days and will be available for playback on-site.

Buddy System: Refunds and voids will require authorization from a second Higher by Bad Gramm3r, LLC employee. A minimum of three employees will be clocked in and working at all times. An assistant manager or manager will be present for store openings and closings. We will conduct inventory of all marijuana products and daily inventories of all marijuana products if employee diversion is suspected. Employees will be rotated between shifts to prevent collusion between employees.

Restricted items: Personal items such as back packs, bags, purses, laptop cases, jackets etc. will be prohibited from restricted access areas beyond the employee break area.

Dress Code: All staff will be prohibited from wearing excessively baggy clothing. Jackets will be prohibited.
Any employee wishing to purchase marijuana product after work hours will be rung up by another employee to prevent theft or collusion.

Continued on EXHIBIT C

3.7. Describe your policies and procedures for preventing loitering:

Signs. Higher by Bad Gramm3r, LLC will have signs in conspicuous locations around the premises to deter loitering. The signs will in dictate all of the following:
Private property; no loitering is allowed, alcohol and marijuana consumption is prohibited, no panhandling, no trespassing, no littering, no smoking.
Verbal Warning. Loiterers will be provided 1 verbal warning to vacate the premises in timely manner by an authorized Higher by Bad Gramm3r, LLC employee. If the loiterer(s) fail to comply with the request, the local authorities will be contacted to assist in their removal.
Security Cameras. Exterior security cameras will cover the entire premises and will aid in the arrest and prosecution of any illegal activity taking place on our premises.
Carol

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:

Interior Video Cameras: The interior video cameras will be mounted in a way to be unobstructed by any ceiling and/or wall fixtures. This will allow for clear and adequate views of the interior and its occupants. Our interior video surveillance system will cover the entire interior, including both interior entrances, with the exception of the interior of the bathroom. We will have a total of 12 interior cameras. All restricted access areas will be under surveillance including each entrance and exit to restricted areas. Our restricted access point-of-sale area will have 2 video surveillance cameras. The video surveillance will record motions a 5 fps and over 2 mega-pixels. All recordings will be stored on a hard drive in a high security room for a minimum of 40 days.
Exterior Video Surveillance: There will be a video camera mounted above each exterior entrance in a way have an unobstructed view. This will allow for a clear and adequate view greater than 20 feet of individuals approaching each entrance. There will be an 4 additional exterior cameras to cover the parking areas.

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:

All video surveillance recording equipment and records will be secured in the Higher by Bad Gramm3r high security room. This locked and secure room is equipped with a video camera, motion sensor and a steel door with 2 deadbolts, and is only accessible by the licensee or other authorized person(s). The high security room access keys will be provided to authorized personnel only. Authorized personnel will be trained to properly identify law enforcement officials or agents of AMCO. Once their identity has been confirmed, authorized personnel will be trained and expected to comply with the agencies' requests in a timely and efficient manner. Authorized personnel will have knowledge of business records systems and the security camera system, including the operations of the video recorder and monitor to assist law enforcement officials or AMCO agents. Any attempt by an unauthorized employee to access the high security room without permission will be considered grounds for immediate suspension, review, and possible termination. The door will remain locked and secured at all times except when absolutely necessary and in the presence of authorized personnel.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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:

Higher by Bad Gramm3r will keep and maintain records with all the following information:
Books and records necessary to fully account for each business transaction conducted under its license for the current year in addition to the 3 previous years; current and prior employee information, including the full name and marijuana handler permit number of each licensee, employee, and agent who works at the licensed premises; the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; records relating to advertising and marketing; a current diagram of the licensed premises including each Restricted Access Area; a visitor log recording the name, date, and time of entry and exit, and purpose of visit of each visitor permitted in the restricted access areas; all tax records; accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from receipt of products through sale of products, either to a consumer or other retail marijuana store as required under 3 AAC306.750(f), This includes all of the following: type, amount and weight of marijuana or marijuana product being transported; name of the transportations company; time of departure and expected delivery; make, model and license plate number of the transporting vehicle; the inventory tracking number of each batch or lot as it is described in the inventory tracking system; a copy of each Alaskan Marijuana Control Board transfer manifest associated with the transport (306.755). Higher by Bad Gramm3r, LLC shall provide any record required to be kept on the licensed premises to an employee of AMCO agents or local law enforcement upon request. Higher by Bad Gramm3r, LLC shall exercise due diligence in preserving and maintaining all records and understands that a loss of records and data, including electronically maintained records will not be considered an excuse for a violation of this rule and may be interpreted as a violation of public safety. Business records will be stored on-site in the high security, restricted access room.

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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.

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):

All owners, agents, and employees of Higher by Bad Gramm3r, LLC will be at least 21 years of age. No owner, employee or agent will be hired if they have a felony conviction involving theft, drug distribution, or providing alcohol to persons under 21. Other felony and criminal convictions will be considered on an individual basis. All staff will receive education on the following topics: (1) AS 17.37, AS 17.38, and 3 AAC 306; the effects of marijuana and marijuana products; methods of how to identify an impaired person in regards to both marijuana impairment and alcohol impairment; how to determine valid identification; how to prevent unlawful marijuana consumption and diversion; the penalties for unlawful acts by marijuana owners, employees, and agents of the marijuana establishment.
Every employee, licensee and agent who works with Higher by Bad Gramm3r will be required to obtain a Marijuana Handler's course. Each employee, licensee and agent will be required to keep their original Marijuana Handler's Permit (MHP) on their person at all times while on the premises. A copy of each employee's, licensee's, and agent's MHP will be made and stored in the high security room which can only be accessed by authorized personnel. A copy of each employee's, licensee's, and agent's MHP will be posted in a visible location on the premises. All employees, agents and licensees will have easy access to a document which displays all the expiration dates of each MHP.
Continued on EXHIBIT B

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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):

n/a

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 or marijuana products that is/are transported from Higher by Bad Gramm3r, LLC will only be transported in strict adherence to all preparation, security, tracking, packaging, weighing, and transport policies put forth by AMCO and state regulations. Higher by Bad Gramm3r, LLC will only transport marijuana or marijuana products to another licensed marijuana retail establishment (306.750).
Transport Packaging Requirements: During transport, all marijuana or marijuana products must be in a sealed package or container in a locked safe and secure storage compartment located inside of the vehicle transporting. The sealed package containing the marijuana (products) may not be opened during the transport and must be affixed with a tamper proof tag (306.750). At least 2 copies of the competed manifest transfer form shall be kept with the marijuana product at all times during transportation. Higher by Bad Gramm3r, LLC will keep a copy for business records and another copy will be provided to the receiving marijuana retail establishment in accordance with the Business Record Policy (306.750).

Continued on EXHIBIT D

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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.

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):

Higher by Bad Gramm3r, LLC will not place an advertisement for marijuana or a marijuana product within 1000 feet of the perimeter of any child-centered facility, including a school, childcare facility or other facility providing services to children; a playground or recreation center; a public park; a library; a game arcade that is open to persons under the age of 21; on or in a public transit vehicle or public transit shelter; on or in a publicly owned or operated property; within 1000 feet of a substance abuse or treatment facility; or on a campus for post-secondary education (306.360).
All advertisements for marijuana or marijuana products must contain the following warnings:
(1) Marijuana has intoxicating effects and may be habit forming and addictive."; (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (3) "There are health risks associated with consumption of marijuana." (4) "For use only by adults twenty-one and older. Keep out of the reach of children."; (5) "Marijuana should not be used by women who are pregnant or breast feeding." All signs shall comply with state regulation and Mat-Su Borough regulations. No temporary signage will be used.
Required signage: "Restricted Access Area. All Visitors Must Be Escorted" and, "No one under 21 years of age allowed" and, "This property is under video surveillance. All activity is recorded". The signs shall not be less than 12 inches long and 12 inches wide with characters at least 1.5" in height and in contrast to the background so as to be easily legible.

See photos of signs on attached EXHIBIT E

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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):

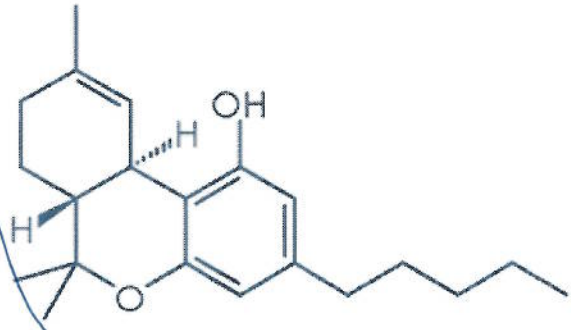
Most advertising will be done on social media, Google, Leafly, and WeedMaps.
Logos:

These are logos currently being used @ Bad Gramm3r.

BAD GRAMM3R

MADE IN ALASKA

BG3R



Logos for Higher by badgramm3r will have a mountain.

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

Signature of licensee

Teresa C Zell
Printed name of licensee

OFFICIAL SEAL
Mara Parks
Notary Public-State of Alaska
My Comm. Expires 07/17/2021

Notary Public in and for the State of Alaska

My commission expires: 7/17/2021

Subscribed and sworn to before me this 29 day of January, 2019.

AMCO
JAN 30 2019

License # 19178

EXHIBIT B

Describe how your establishment will meet the requirements for employee qualifications and training:

Higher by Bad Gramm3r will require all employees, licensees and agents to renew their Marijuana Handler's Permit (MHP) within 90 days of their expiration date. If any employee, licensee or agent allows their MHP to expire, they will have their access to the Higher by Bad Gramm3r facility removed. This will include the return of keys and other forms of access that have been provided. They will be provided a written notice that they are barred from the restricted access areas until they can provide proof that they have renewed their credentials.

They will be asked to sign and date the written notice which will be kept on file in the vault room. If they attempt to gain access to the restricted areas of Higher by Bad Gramm3r, they will be asked to leave the premises. If they fail to comply with the request, local authorities and AMCO will be notified. Once proof of the renewal of the MHP has been provided, they may access to the restricted areas and resume employment.

Before any hired person commences employment, they will receive a written job description that will designate the employee's duties, authority, responsibilities, and required qualifications; list of immediate supervisors or other positions with supervisory authority; an outline of the company's disciplinary action plan; information about the company's required training, including the written Emergency Action Plan and the Fire Prevention Plan. Before an employee begins working at Higher by Bad Gramm3r, the employee will be trained by their immediate supervisor or a designated training person:

- All security measures for the prevention of theft of products
- All security measures for the prevention of loss or diversion of products
- Procedures and responses to emergency situations, including robberies
- The Emergency Action Plan
- The Fire Prevention Plan
- Alaska statutory and regulatory laws related to the marijuana industry, including AS 17.37, AS 17.38, 3 AAC 306, and the penalty for an unlawful act by a licensee, and employee, or an agent of a marijuana establishment
- Different strains of marijuana
- The different methods of using marijuana, edibles, tinctures, and topicals
- The effects of consumption of marijuana and marijuana products
- Identifying persons impaired by the use of marijuana and methods to prevent unlawful marijuana consumptions
- Waste disposal policies
- Food safety requirements (306.700)

New employees will be partnered with experienced professionals will continue to have frequent interaction with supervisors regarding questions and feedback before they are permitted to work unattended. This training is also mandatory for supervisors (306.425/306.530/306.700)

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ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

License # 19178

EXHIBIT C

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

The following questions will be asked during interviews with prospective new employee:

- Are you taking any prescription medications?
- Are you taking any illegal drugs? (i.e. opiates, methamphetamines, cocaine, etc.)
- Do you consume marijuana? If so, how often?
- What do you think should happen to an employee who is caught stealing marijuana?
- Do you think the police should be involved with an incident of internal marijuana diversion in our organization?

All employees will be trained to spot signs of diversion. All employees will be trained on how to report suspected diversion. Employees will be provided a system to anonymously report suspected diversion to the licensee. The Anonymous Notification box will be placed in a readily visible location in the store but private enough that they can access it without being see by another staff member (restroom).

Chain of contact for suspected diversion. The Notification box will provide for access for an employee to report suspected diversion directly to the licensee. Only the licensee(s) will have access to the secure notification box. If an employee suspects a licensee is diverting product, the employee will be trained to report it to the local police and AMCO.

Inventory. All POS stations and cash will be reconciled and balanced at the closing of each work day. If there is a discrepancy, each transaction will be examined to determine how, when and which parties were involved when the error took place. If diversion is suspected, the licensee will be notified. They will inspect the surveillance footage for possible diversion. Full stock inventory may be conducted with more frequency if diversion is suspected.

Waste Management/Trash Removal. Higher by Bad Gramm3r will utilize a locked dumpster to make diversion more difficult through the trash receptacles. Waste receptacles will be under video surveillance.

Scales used to weigh marijuana flower will be in a restricted access area. All scales will be under video surveillance.

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(continued from page 8 of 11)

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

All staff will receive training in Higher by Bad Gramm3r, LLC transportation policies and state regulations before being allowed to prepare marijuana products for transportation.
Higher by Bad Gramm3r, LLC will prepare marijuana or marijuana products for transportation by:
Placing the product packaged in accordance with our packaging policy within a sealed, tamper-evident shipping container;
Attaching a label in compliance with the State of Alaska's labeling policy;
Generating a transport manifest from the marijuana inventory tracking system METRC. The transport manifest must remain with the marijuana product at all times while being transported, and a copy must be given to the licensed retail marijuana establishment that receives the shipment (306.750).
An authorized employee will monitor and record all communications through the transportation process including:

- Inspection of the vehicle to be used to transport to verify it meets the state standards for marijuana transport
- Inspection of the storage compartments to meet AMCO specifications
- Any deviation from the planned route
- Any unforeseen problems with transportation
- Successful delivery

Higher by Bad Gramm3r, LLC will only sell marijuana product to a licensed retail marijuana store in:
A package not exceeding one (1) ounce;
Or wholesale package not exceeding five (5) pounds for re-packaging by the retail marijuana store (306.470).

All marijuana sold or transported wholesale to another retail marijuana establishment must have a label affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment as provided in 3 AAC 306.645. The label must include the licensed marijuana testing laboratory's test results, including at a minimum the following information:
Cannabinoid profile expressed as a range of percentages that extends from the lowest percentage to the highest percentage of concentration for each cannabinoid listed from every test conducted on that strain within the last three (3) months;
Listing of the results of microbial testing required by 3 AAC 306.345(b)(2);
Statement listing the results of residual solvent testing required by 3 AAC 306.345(b)(3);
and if applicable a statement listing any of the following contaminants for which the product was tested:

- molds, mildew and filth;
- in addition to testing required by 3 AAC 306.345(b)(2);
- herbicides, pesticides, and fungicides;
- harmful or toxic chemicals.

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EXHIBIT E

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):

Photos of signage

See next pages

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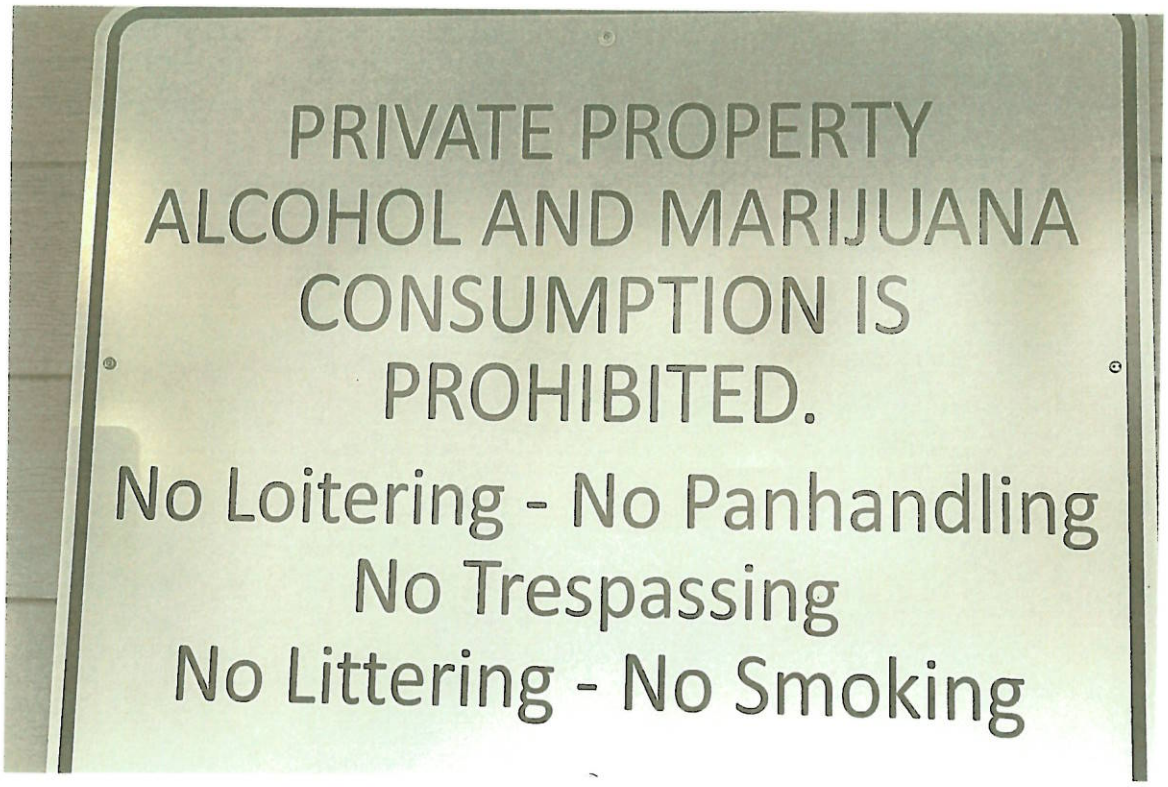

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RESTRICTED
ACCESS AREA
ALL VISITORS
MUST BE
ESCORTED

This property
is under
AUDIO & VIDEO
SURVEILLANCE
ALL activity is
recorded

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