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:	E & M Holdings, LLC	**MJ License #:**	16991		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Stoney Moose Kitchens				
Premises Address:	9737 Mud Bay Rd., Suite #104				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Mailing Address:	1027 Millar St.				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Designated Licensee:	Mark Woodward		
Main Phone:	n/a	**Cell Phone:**	907.617.8246
Email:	akmark21@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:

All exterior doors will remain locked at all times. All visitors will enter through front door (office/reception area) and ID will be checked upon entry. Visitors will be required to sign in at office upon entry, and given visitor badges.
The only exception to front of building entry will be food deliveries, to be delivered to back entrance of building. All delivery access will be handled by on-site staff and no delivery persons will be allowed entry into building without ID and sign-in.

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 door divides the kitchen (restricted access area) from the reception area/office. The door will be correctly labeled with a sign that reads: "Restricted Access Area. Visitors must be escorted." per regulations. Any visitors to the kitchen area will be required to show their government issued, non expired ID (proving they are 21 years of age or older) to SMK staff, and then sign in to the SMK Visitors Logbook and provide the following information: name, date, time in and time out, and the reason for the visit. All visitors will wear a SMK Visitor Badge, and be escorted by staff at all times.

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

Any visitors to the kitchen area will be required to show their government issued, non expired ID (proving they are 21 years of age or older) to SMK staff, and then sign in to the SMK Visitors Logbook and provide the following information: name, date, time in and time out, and the reason for the visit. All visitors will wear a SMK Visitor Badge, and be escorted by staff at all times. The SMK Visitors Logbook will be kept on record for 40 days, and no more than 5 visitors at a time will be permitted.

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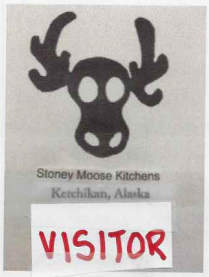
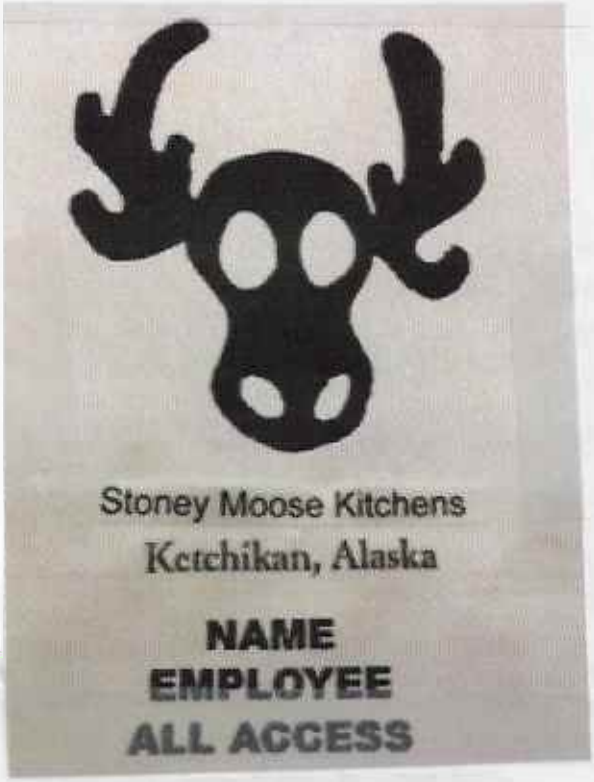
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

All exterior entrances to the facility (front door to reception area, rear entry to kitchen/delivery access) will be equipped with motion sensor LED flood lights.

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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:

All exterior doors, and interior doors with access to the facility will be equipped with magnetic breach plates and linked to a central alarm box. Shatter glass sensors will be installed in the office area in the vicinity of exterior windows, also linked to central alarm box. Motion sensor cameras will be installed throughout the facility to operate integrated with the alarm system when the facility is closed - if movement is detected when alarm system is armed, the cameras will record footage and trigger the alarm. Two motion sensor cameras (with light) are installed at each entry door (front office and back kitchen), and one camera in the storage area/security room.

In the event of an unauthorized entry/alarm activation, a security monitoring agency will immediately contact the owner/managers of facility (I.E. designated licensee Mark Woodward). If the entry is unauthorized, police will be notified immediately, and E&M Holdings/Stoney Moose Kitchens staff will not enter the premises until authorized and directed by the responding law enforcement. In the event of unauthorized entry, SMK staff will inventory the entire store and report any suspected theft or diversion of money, marijuana or marijuana products to AMCO within 24 hours of security breach.

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

All raw cannabis products (flower, leaf) will be kept in a secure storage cabinet until ready to use, and weighed/inventoried weekly do ensure no product diversion by staff. When being extracted/handled, all of the product will be handled and weighed on a State of Alaska certified scale by trained and qualified staff and monitored by security cameras. Upon completion of product batches (e.g. batch of cookies), products will be clearly labeled and securely stored until product testing is complete and the production batch is cleared for sale.

3.7. Describe your policies and procedures for preventing loitering:

No loitering is expected in the vicinity of the building; however, if loiterers are identified they shall be monitored from the building and asked to leave the vicinity of the building if deemed a threat to operations.

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:

Security cameras will be placed at all exterior entrances in a manner to identify any foot traffic approaching the entrances to the building. In the office, cameras will be placed in opposite corners of the room to identify any individuals within the room, including a clear view of any persons entering the main front entrance of the building.
In the kitchen area, cameras will be placed in opposite corners of the rooms to provide a full 'cross-view' of the facility. A final camera will be placed in the utility room/secure storage room, covering the door and the security cabinet.

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 security server/recorder will be stored in the office area of the building, within a secure storage cabinet. Data recorded on said server will be likewise stored in the secure cabinet on hard drive. Data will be accessed as needed by management. Data will be stored for 40 consecutive days.

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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:

Electronic and paper copies of company transactions will be stored in a locked, secure filing cabinet located in the office/reception area. Paper copies shall be stored in said file cabinet, and electronic copies will be kept on hard drives and in cloud storage.

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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):

In house training of employees shall include (but not be limited to):
Basic food safety training
Food worker card
Cannabis cooking instruction
Workplace Harassment Training
Policies and procedures of Stoney Moose Kitchens as pertains to storing and packaging products, as well as daily chore sheets and production plans. Written instructions for all products will be on hand for reference.

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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 products will be individually packaged after being prepared in the kitchen. For instance, a cookie from batch "A" will be cooled, labeled and stored in the restricted access area to await test results, packaging, sale and transfer. Product "A" will be logged into our in-house records system, and entered into METRC (state approved marijuana inventory tracking system); information entered into METRC includes: type of product, amount of product (weight or number of units), origin of products (IE which marijuana was used to create said product) and date created.

Products being transferred (packages) shall be grouped and sealed in tamper-proof bags/boxes (i.e. zip-tied or heat sealed, taped closed) and labeled with a METRC tag to prevent diversion of products and to identify contents of package. Packages will be placed in a secure container for transfer to a licensed marijuana retail store (a transfer storage case would be a suitcase with locking zipper, or a sealed plastic tote with external locks.) SMK shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana product being transported; name of the transporter; time of departure and time of expected delivery; the make, model, and license plate number of the transporting vehicle (as per AAC 306.750c). Also recorded in system/manifest will be the route to be traveled by transporter (with any scheduled stops) and the final destination of product (facility name, license number, etc) as required by AAC 306.750e.

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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):

One sign, aprox 12" x 36", shall hang outside the main entrance. The sign will read "Stoney Moose Kitchens".

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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):

Stoney Moose Kitchens will send emails to prospective Alaskan/AMCO registered and licensed marijuana retail shops, detailing product available and pricing. This email will be text only with no pictures included. The emails will end with our logo and the words "Stoney Moose Kitchens" (sample provided below).

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

Signature of licensee

Mark Woodward

Printed name of licensee

Official Seal
KERIN N. CREWS
Notary Public-State of Alaska
My Comm. Expires
February 14, 2021

Notary Public in and for the State of Alaska

My commission expires: 2·14·21

Subscribed and sworn to before me this 25 day of January, 2019.

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