Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

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:	Highliner Crafts LLC	**MJ License #:**		19532	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Highliner Crafts LLC				
Premises Address:	98 Kian Street				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Mailing Address:	PO BOX 1031				
City:	Ward Cove	**State:**	Alaska	**ZIP:**	99928

Designated Licensee:	Andrew Burton		
Main Phone:	(907) 225-0227	**Cell Phone:**	(801) 712-5000
Email:	andysburton@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:

Highliner Crafts will not permit access to the premises to any unescorted members of the public, regardless of age. All entrances will remain locked at all times, and other security measures will prevent unauthorized entry. Escorted visitors must be 21 or older, and will have had their ID photocopied and verified before being allowed into the building.

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:

The Highliner Crafts growing facility will have no access to the public. All entrances to the premises will remain locked at all times. All doors and windows will be equiped with security alarm contact sensors. All cultivation activities will take place indoors within the locked facility. As per 3 AAC 306.710, clearly labeled signs will state that the facility is a Restricted access area. Visitors must be escorted. No one under age 21 will be permitted on-site.

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

All guidlines listed in 3 AAC 306.710 will be adhered to. Visitors of Highliner Crafts will be met outside the building and escorted on and off the premises by a licensee, employee, or owner of Highliner Crafts. Before the visitor is permitted inside, their ID must be photocopied and filed in the office. The escort must check the age of the visitor, as well as the validity of the ID (including expiration date). The escort must record the name of visitor, along with the time and date and purpose of visit in the visitor record book. After being signed in, the visitor will be issued a visitor identification badge, and entry will be permitted. When the visitor leaves, the escort will return the visitor identification badge to the office and record their sign out time in the visitor record book. A photo copy of the visitor's valid ID must be stored along with the visitor record book. Records will be kept securely on-site in a restricted access area for a minimum of 12 months.At no point will a visitor be allowed access inside Highliner Crafts without being escorted by an owner/employee/licensee. Each owner/employee/licensee is limited to no more than 5 visitors under their supervision at any time.

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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:

(2) outdoor "dusk til dawn" LED flood lights near each building entrance will run at all times during nightfall. Each light provides 60x60' of coverage.

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:

Each door and window will be equipped with contact sensors to detect any forceful break ins or other unauthorized entry. A passive motion sensor detects any movement inside the building after the alarm is armed. The alarm system is to be armed at all times when the building is unoccupied. Owners can monitor security information via smartphone or computer. The alarm system is equipped with a siren as well as automatic alert features in the event of unauthorized entry. The alarm and alert system has a battery back-up and will still work in the event of a power failure. In the event of an unauthorized breach, the owners will be automatically notified by the alarm system provider. The owner will then contact Alaska State Troopers and AMCO to report the break-in. The first responding owner will maintain contact with the other two owners. The owners will work with the Troopers to ensure the property is safe before deactivating the alarm and returning inside the premises. In the event of an unauthorized breach, or if there is any indication of theft, diversion, or unexplained disappearance of any marijuana, marijuana products, or money, one of the three owners will notify the Department of Commerce Alcohol and Marijuana Control Office as soon as reasonably possible, no later than 24 hours after the break-in/theft as per 3 AAC 306.715(e).

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

The premises of Highliner Crafts will allow no public access, and will remain locked at all times. Constant video surveillance will be maintained on the interior and exterior of the facility. The owners of the business intend to jointly perform all business functions, and do not intend to hire employees. Product will be managed and tracked dilligently throughout all processes of curing, transport, etc. Product will be transported in locked, opaque containers in locked vechicle compartments.

3.7. Describe your policies and procedures for preventing loitering:

Highliner Crafts is located on private property. No public access is allowed. Employees of Highliner Crafts are to call the Alaska State Troopers in the event of anyone loitering on the property who refuses instructions to leave 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. AB

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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. AB

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. AB

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

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). AB

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:

As per AAC 306.720, video cameras will be placed throughout the premises, capturing clear, unobstructed views of different areas from multiple angles. Areas accessed from the main entrace and the emergency exit will have cameras positioned at multiple angles both inside and outside the building. Cameras mounted outdoors will be equipped to handle rain and other weather.

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:

Video surveillance recording equipment, DVR, computer, etc. will be housed in a locked office inside the premises. Only the owners (as well as other authorized personnel, law enforcement, etc.) will have access to the office area. The office will be equipped with the same video surveillance and security alarm system as the rest of the facility.

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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)*; AB

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;** AB

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

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

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

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

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

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;** AB

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

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

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:

Highliner Crafts will preserve and maintain all physical records within locked document storage containers inside the restricted, secured office area. Electronic data will be stored on one designated computer device inside the office. All digital records will be stored locally on the device. The device will be equipped with necessary software security features to avoid compromise. All digital records will also be backed up to a secure cloud based document storage service on a monthly basis. The local network and WiFi connection will be equipped with necessary security features.

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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. AB

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

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. AB

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. AB

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. AB

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. AB

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

Highliner Crafts does not intend to hire any employees or agents, as the business fuctions will be performed by the owner partners. In the event that Highliner Crafts does hire an employee or agent, in-house training will be provided and tailored specifically to each prospective employee.

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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. AB

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. AB

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. AB

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). AB

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:

The authorized transporter will record all required information into the marijuana tracking system as per 3 AAC 306.750 (a,b,c). They will print out a manifest and keep it with the product at all times. Any marijuana being transported will be placed into opaque, locked, secure storage totes. The totes will be placed into a locked storage compartment of the vehicle. If the locked totes are transported in a box truck, the locked totes will be secured in the locked cargo area of the box truck. If the locked totes are transported by a car, the locked totes will be secured in the locked trunk of the car. All records of the transaction will be kept as per 3 AAC 306.755.

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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. AB

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. AB

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. AB

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. AB

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. AB

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. AB

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

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):

Highliner Crafts does not intend to post any signage at the establishment.

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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):

Highliner Crafts does not intend to distribute any advertising.

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

Signature of licensee

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER
My Commission Expires Nov. 7, 2020

S. E. Wagner
Notary Public in and for the State of Alaska

ANDREW BURTON
Printed name of licensee

My commission expires: 11/07/2020

Subscribed and sworn to before me this 20th day of November, 2018.

License # 19532

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(Additional Space as Needed):

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