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:	Alaskabuds, LLC	**MJ License #:**	18735		
License Type:	Retail				
Doing Business As:	Alaskabuds, LLC				
Premises Address:	660 3rd Ave, Suite B				
City:	Bethel	**State:**	Alaska	**ZIP:**	99559

Mailing Address:	PO Box 241521				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99524

Designated Licensee:	Tammy Miller		
Main Phone:	9072442995	**Cell Phone:**	9072442995
Email:	alaskabuds@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:

Entry and exit to the facility is limited to one access point for the general public. When someone enters through the door identification will be verified before they are allowed further access into the retail space area of the facility. Signs that read "No one under 21 years of age allowed", compliant with section 3 AAC 306.325 will be posted in clear view on the entry door at the main access point into the facility. Restricted access areas will be clearly identified with signs that read "No Unauthorized Access", where only employees with specific access and purpose will be allowed to enter. Security alarm systems and video surveillance are in use to monitor all 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:

All Restricted access areas will be clearly identified with signs that read "Restricted Access Area Visitors Must Be Escorted" No Unauthorized Access". Restricted Access areas will be under continuous visual surveillance and control of the employees. Barriers will be added where appropriate to separate sales areas from Restricted Access areas.

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

All visitors to the facility must be logged in and out. Each visitor's government-issued identification will be evaluated for the age requirement established in 3 AAC 306.710(c)(1) and will be added to the log. Upon approval, the visitor will be issued a visitor badge in compliance with 3 AAC 306.710 (c)(2). A employee must continuously visually supervise each visitor while on the premises in compliance with 3 AAC 306.710(c)(3), and will ensure that the visitor does not have access to any products, customer records, cash, or proprietary information such as business records. At no time will the visitor to employee ratio exceed 5:1.
The format of the visitor's log will include, at a minimum, the date & time of arrival, the name of the visitor, the company or agency name and the exit time. At the end of every week, Alaskabuds will scan the visitor log to identify anyone who has visited multiple times and verify the visits were necessary for Alaskabuds to complete its necessary business

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:

Exterior lighting will be placed at the entrances to the facility in a manner to operate with video surveillance cameras to ensure the quality of the image is sufficient for identity purposes of an individual who is within 20 feet of an entrance.

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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:

The security system will be key pad operated and will be activated by PIN at the end of each business day. Once the system is activated the employees will exit the lobby door and lock the facility. All exterior doors will be equipped with contact sensors, windows will be outfitted with seismic sensors, and motion detectors will be installed in the interior of the building. The alarming system will report system failures. The system will be monitored by an off site security company who will provide notifications to the manager and 911 dispatch when necessary.
Alaskabuds has a detailed Security and Emergency Response plan, each employee will be trained and is required to be familiar with these procedures.
If a law enforcement agency is alerted during non business hours the manager will report to the facility and wait inside their vehicle for law enforcement to arrive. Once law enforcement is on site the manager will provide any assistance to law enforcement that is requested. They will not enter the premises until law enforcement says it is safe to do so.
If law enforcement is notified during business hours and it is safe to do so the on duty manager will call 911 and report the incident that caused the notification and provide any additional information that will be useful in their response.

AMCO will be notified as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises.

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

Alaskabuds has instituted several written policies and procedures to prevent diversion of marijuana. These policies and procedures are in the Alaskabuds Employee Manual and each new employee will be trained prior to working at the store. Employees performance will be evaluated daily to determine if additional training is required. The manual includes detailed procedures on receiving into and selling out of marijuana in the POS tracking system along with end of day inventory reconciliation. We have policies in place that cover employee behavior, a few examples are: No employee's may bring personal marijuana on to the premises, employee purchases must be completed by a manager and employees are subject to random checks before they leave the facility after their shift.

3.7. Describe your policies and procedures for preventing loitering:

Alaskabud employees will actively engage with customers to facilitate their purchase and encourage them to leave once the transaction is complete. Vendors who make pickups, deliveries or repairs will be escorted and only allowed to be on site only as long as necessary to complete their business. Employees are not permitted to receive visitors at the store. The facility will also have outside surveillance systems that will be monitored regularly by the staff. If someone is observed loitering in the parking lot area they will be requested to leave by the on duty manager.

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. TWM

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. TWM

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

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). TWM

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:

Alaskabuds engaged a security company to design a video surveillance system that meets the state requirements. The system that has been designed meets or exceeds the current requirements. Cameras will be placed in a manner that their view is not blocked and provides a clear image that is adequate to identify anyone inside the facility. The outside area will be well lit and entrances will be equipped with low light cameras capable of producing images that are clear and adequate to identify an individual within 20 feet of the entrance.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The video surveillance recording equipment will be mounted in a telco cabinet that is equipped with a locking door. The owner and store manager will be the only individuals authorized to have keys and grant access to this cabinet. If access is necessary the owner or manager will provide access and escort the requesting party. Records will be secured in a safe in the restricted access area that only the owner and manager have access too.

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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)*; HWM

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;** HWM

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

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

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

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

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

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;** HWM

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

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

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:

Alaskabuds will use MJ Freeway for marijuana and marijuana product transaction recording and document management. MJ Freeway is hosted in tier-3 data centers that are equipped with redundant power and communication sources, hardware infrastructure, and stringent security protocols that comply with HIPAA and HITEC privacy requirements. MJ Freeway employs a pod infrastructure where each tier-3 data center is located in different states and where client data is backed up on a separate data center nightly, thus providing the capability of restoring customer's data and services within hours of a business interruption or natural disaster.

Alaskabuds will maintain all other electronic and paper records required under 3 AAC 306.755 related to business operations in a locked file cabinet on site. Access to the records will be restricted to the owner and manager. Records older than 6 months may be stored off site at a data/document storage facility that has the proper procedures in place that exercise due diligence in preserving and maintaining the records.

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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. TLM

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

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. TLM

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. TLM

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. TLM

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. TLM

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

In addition to the State required Marijuana Handler Training, Alaskabuds will implement and execute a training program for every employee, regardless of the employee's prior level of cannabis knowledge. The program will take place upon the employee's start date and must be completed before the employee can serve and interact with customers. Key topics of the training program will include: Customer Education Approach, Types of Cannabis, Cannabinoids and their Properties, Terpenes, Dosage Guidelines, Ways to Consume Marijuana, Product and Customer Safety, State Rules and Regulations. Refresher training will be conducted quarterly or as required when the regulations change.

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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.	HWM
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.	HWM
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.	HWM
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).	HWM

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:

Marijuana will be labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475 and marijuana products will be labeled compliance with 3 AAC 306.565 and 3 AAC 306.570. The manager shall 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. A complete printed copy of the transport manifest must be kept with the marijuana or marijuana product at all times. The marijuana or marijuana product will be placed in a sealed tamper evident transport container and must remain in control of the transporter at all times. The sealed package may not be opened during transport.

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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. [illegible]

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. [illegible]

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. [illegible]

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. [illegible]

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. [illegible]

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. [illegible]

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

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 plan on having one sign at the retail location mounted to the building. The sign will be lit, rectangle in shape and measure approximate 48" X 96". The sign will have the business name and logo. At this time we do not have an advertising plan developed, any advertising conducted will comply with 3 AAC 306.770.

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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):

At this time we do not plan to distribute any marketing material. Any advertising distributed will comply with 3 AAC 306.770. Our Website can be seen at Alaskabuds.com

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

Tammy
Signature of licensee

Tammy Miller
Printed name of licensee

Notary Public in and for the State of Alaska

NOTARY PUBLIC
DAVID J BAKER
STATE OF ALASKA
My Commission Expires May 22, 2021

My commission expires:

Subscribed and sworn to before me this 3rd day of April, 2019.

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(Additional Space as Needed):

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