Alcohol and Marijuana Control Office
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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:	Croy's Enterprises LLC	**MJ License #:**	19300		
License Type:	Retail Marijuana Store				
Doing Business As:	Pine Street Cannabis Company				
Premises Address:	139 Warehouse Drive, Suite B				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Mailing Address:	139 Warehouse Drive, Suite B				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Designated Licensee:	Richard C. Ebenezer		
Main Phone:	907-260-3330	**Cell Phone:**	907-301-0683
Email:	info@pinestreetcannabis.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:

There will be a sign posted at the entry of the retail store that reads "No one under 21 years of age allowed". The sign will be at least 12" long by 12" Wide and have letters at least 1/2" in height and in high contrast to the background of the sign. All entrants into the store will be required to show a valid form of identification proving they are over 21 years of age.

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:

Any areas where Marijuana or Marijuana products are stored, displayed, or dispensed will be posted with signs that read "Restricted access area. Visitors must be escorted." All restricted access areas will be either barricaded, fully enclosed in display cases, or behind closed doors. No unauthorized entry into a restricted access area will be allowed unless proper procedures for escorting visitors are followed.

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

All visitors will be required to show ID and sign in to our log. No visitors under 21 years of age will be permitted. Visitors will be escorted at all times while in a restricted access area. No more than 5 visitors will be escorted at a time per employee, licensee, or agent of the establishment. Employees escorting visitors will wear a current ID badge with their photo and name. Visitors will be required to wear a visitor badge.The restricted access areas will have a log recording the name, and date and time of entry of each visitor permitted in a restricted access area. All records will be retained for at least 3 years and records for atleast the previous 6 months will be retained on site.

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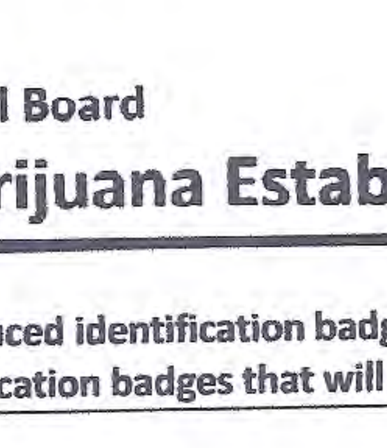
3.3. *Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:*



PineStreet
Cannabis Company

TRACY DENISON
EMPLOYEE #0005
HANDLERS #14117

PineStreet
Cannabis Company

VISITOR BADGE

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

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

There will be adequate lighting to ensure all areas of surveillance remain illuminated at all times.

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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:

We will use an alarm system designed and serviced by "Kenai General Alarm". Authorized employees will be given their own unique PIN for arming/disarming the alarm system. The system will be armed at all times when the store is closed for business. When activated, the system will continuously monitor the premises including all exterior doors and windows via motion detectors, proximity switches and glass break detectors. It will automatically contact and alert Richard Ebenezer or designated store manager as well as local law enforcement immediately upon detection of an unauthorized breach to the premises. Upon being alerted of any unauthorized breach, Richard Ebenezer and/or a designated store manager will meet local law enforcement on location as soon as possible. We will take direction from local law enforcement and remain onsite until the store is secure. Pine Street Cannabis Company will notify AMCO as soon as possible and not later than 24 hours after any unauthorized breach occurs, or in the event we become aware of any theft or unexplained disappearance of Marijuana, Marijuana products, or money from the licensed premise.

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

All Marijuana products will be stored out of hands reach of customers in secure areas that are under 24 hour video surveillance. All marijuana products will be tracked in the METRC system and we will conduct inventory audits regularly to ensure that physical inventory reflects the exact quantities shown in METRC as well as our POS system (Greenbits). We have a zero tolerance policy for theft or diversion by employees and if we become aware of any such thing we will report it to AMCO and local law enforcement.

3.7. Describe your policies and procedures for preventing loitering:

Any persons loitering on or outside of the premises area will be asked to leave. Staff will be trained to notify local law enforcement if anyone refuses to leave the premises when asked.

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. RE

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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:

Cameras will be placed to provide a clear, unobstructed view, and be able to adequately identify any individual inside the licensed premise area. At a minimum, camera placement will cover within 20 feet of all entrances and exits of the premises area, entrances to the restricted access areas within the premise, as well as each point of sale area.

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 surveillance recording equipment will be housed in a locked cabinet within the storage closet. There will be a dummy hard drive located with the DVR, but the actual recordings will exist on a hidden hard drive within the premise area. I will show enforcement agents upon request the physical location of the hard drives that will have stored at least 40 days worth of recordings. They will be onsite but not located in an easy spot to find and steel in the event of a break in. The camera equipment will only be accessible to the licensee, authorized employee, or law enforcement/AMCO agent.

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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:

All records will be organized and stored both electronically and on hard copies. Hard copy records will be neatly kept in a filing cabinet and/or a fire proof safe. Electronic records will be neatly kept in folders on our business computer as well as frequently backed up on an external hard drive, which will be kept in a fire proof safe.

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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):

There will be a current hard copy of the Alaska marijuana regulations on the premise and they will be frequently reviewed with the employees. There will be additional training and frequent reviews on the Metrc traceability system with the employees. During a weekly staff meeting there will be discussions and training on various topics that are encountered while working in this industry. There will be frequent reviews and discussions about known NOV's given to any establishments so the employees and licensee have constant awareness of violations that have been sited, so we can perform self reviews and ensure we always stay in compliance with the State Marijuana regulations. Sign-in sheets and training rosters will be utilized to log the attendants and topics discussed as we go.

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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):

The toilet and hand washing facilities will be located within the restricted access area. Any persons needing to use the toilet or wash their hands will be allowed to sign into the visitor log and be escorted to the restroom by an employee or licensee. An employee or licensee will wait outside the door of the restroom until the person has finished using it and then escort the person back out of the restricted access area and sign them out

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 placed in sealed packages weighing no more than 5 Lbs and tagged with a unique Metrc tag that has been created using the Metrc system. During transit, the Marijuana will remain in sealed packages locked within a secured, compartmernt within the vehicle, or in a locked container such as a tool box or plastic tote. A manifest will be created using the Metrc system, contain the name of the transporter, vehicle make/model/license plate, contact info for transporter, type, amount, and weight of products to be transported, time of departure, estimated time of arrival, and be signed by the transporter prior to departure.

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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. [DE]

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. [DE]

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. [DE]

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. [DE]

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. [DE]

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. [DE]

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

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 to post one wall sign not to exceed 4800 Square inches. The sign will display our company logo and the words Pine Street Cannabis Company. The wall sign will be a plastic backlit sign that the total dimensions of the frame are 3'x14' and per AMCO enforcement we will block out the outer edges with a color matching the background of the sign and only use 32 square feet of the plastic canvas to display our company name and logo. I have sent pictures of the sign and location to AMCO enforcement and will send a final picture once the sign is complete Per AMCO enforcement.

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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):

Stickers, flyers, business cards, match books, Pens, Hats, Shirts, Sweaters etc. All with similar name and logo as shown below.

PineStreet
Cannabis Company

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

OFFICIAL SEAL
M. Suzanne Lagasse
Notary Public - State of Alaska

Signature of licensee

Notary Public in and for the State of Alaska

Richard C. Ebenezer
Printed name of licensee

My commission expires: Feb. 22, 2022

Subscribed and sworn to before me this 11 day of November, 2018.

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(Additional Space as Needed):

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