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:	Andrew Sablon	**MJ License #:**	19658		
License Type:	Retail Marijuana Store				
Doing Business As:	Dejavu Cannabis Company				
Premises Address:	11676 west Rezanof Drive				
City:	Kodiak	**State:**	Alaska	**ZIP:**	99615

Mailing Address:	11676 west rezanof dr				
City:	kodiak	**State:**	Alaska	**ZIP:**	99615

Designated Licensee:	Andrew Sablon		
Main Phone:		**Cell Phone:**	252 202 7469
Email:	drewsablon@me.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:

ID will be checked at locked front door for validity and 21+ before entrance will be allowed into store . All marijuana products shall be kept behind counter in locked display which will be restricted acess area only. all doors shall remain locked throughout the business day.

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:

restricted areas shall remain marked with sineage and closed off to customers throughout bussiness hours. no members of the public will be out of visual sight of employee or unescorted entire time on premises. Restricted Acess area Sign Shall Be hung at Counter Sales area and on back door, only two Points of Entry restricted area. Sign will Say "Restricted Acess Area Visitors Must be escorted".

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

Absolutely no visitors shall be allowed in restricted access area Without Proper Visitor Pass and rule explination and Signing ~~Signage~~ For 21 and UP only. Each visitor gets visitor Badge to be worn at all times. Visitor Shall be escorted at all times by Myself, qualified employee or agent of the establishment. No more than 5 visitors Per employee at a time who is actively watching these visitors. Sign in Log Shall include Name, Date, Date of Birth, Time of Entry

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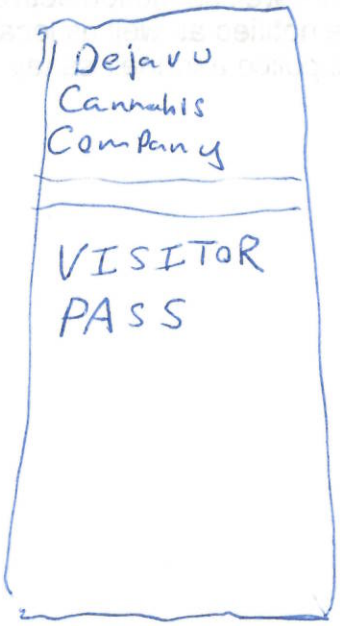
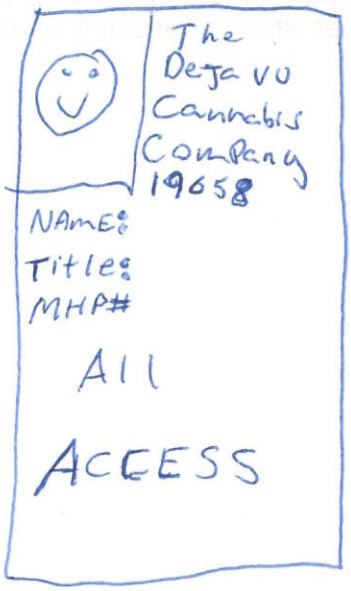
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Motion activated commercial grade flood lights shall be placed on all sides of the building. Illuminating at least 20' in all directions

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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:

2g bussiness security alarm system will be on all windows and doors as well as motion activat ed and panic button. If alarm is set off security company and owner shall be notified as well as local authorities. no employees shall be allowed to enter until after arrival of local police and their saftey c heck.

We shall notify the department of Commerce, Community, and Economic development, A.M.C.O. as soon as reasonably possible and not more than 24 hours after any unauthorised access to the premises or establishments knowledge of evidence of theft, diversion or dissappearance of marijuana, marijuana products or money from the premises

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

All product shall only be handled by licensee or employee with handlers card. 24hr video monitoring as well as strict inventory control will be in place. all marijuana product will remain under secured co nditions until purchase through p.o.s. in congruence with the metrc inventory control system.

3.7. Describe your policies and procedures for preventing loitering:

no tresspassing and no loitering signs shall be hung in visible areas on and around establishment. a uthorities shall be contacted if verbal warning to any loiterers

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. AS

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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:

All entrances and exits as well as full interior of establishment with no blind spots shall be monitered by hi definition infrared cameras 24/7 365 recording onto a secured physical and cloud based stora ge system 40 days stored.

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:

in the restricted area a locked security cabinet shall keep the physically recorded data safe and acc essable to qualified persons. Cloud based backup as well

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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)*; [initials]

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;** [initials]

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

d. **records related to advertising and marketing;** [initials]

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

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

g. **all records normally retained for tax purposes;** [initials]

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;** [initials]

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

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

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 paper and electronic shall be kept in locked file cabinet or safe in restricted access area f or a least the duration of six months and shall be available on site to any amco authority. records sh all be backed up at the end of each bussiness day. We will maintain in a format that is readily understood by a reasonably prudent business person all books and recends necessary to fully account for each bussiness transaction under our license for the current year and three preceding calender years, records for the past 6 months shall be maintained on site.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

All employees shall be trained on our ID checking system, safety policies, inventory control, video survelance and alarm systems, and opening and closing procedures

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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. [AS]

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. [AS]

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. [AS]

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). [AS]

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:

with a proper manifest in secure smellproof packing marijuana may only be transported to a licensed establishment by the licensee or an employee of a licensee. during travel will be in secure bolted lo ck box in trunk. during air travel, in smellproof bag, not to leave possesion or sight of licensee.

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. AS

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. AS

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. AS

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. AS

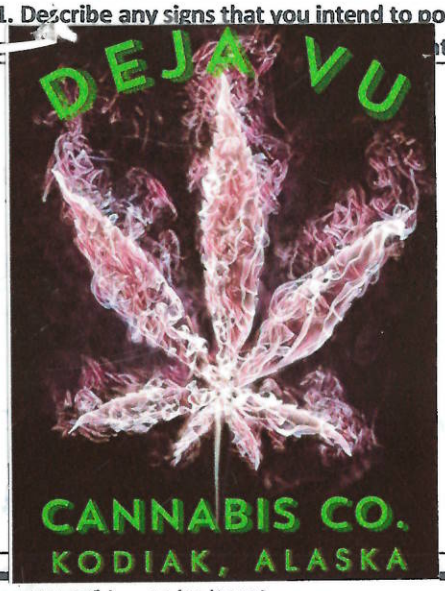
8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. AS

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. AS

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

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, gr... (photos or drawings may be attached):



2 Signs 2'x3' on Front and side of Building
Possible Flag? 2'x3'

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

(Maybe other logos and fonts) on

Stickers
hats
TShirts
Pamphlets
Bussiness cards
lighters
cases
bags

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

Signature of licensee

Andrew Sablon
Printed name of licensee

OFFICIAL SEAL
Brook Baldwin
Notary Public - State of Alaska

Brook Baldwin
Notary Public in and for the State of Alaska
My commission expires: 10-26-19

Subscribed and sworn to before me this 22nd day of January, 2019.

License # 19658

(Additional Space as Needed):

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