Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	High Rise, LLC	**MJ License #:**	20113		
License Type:	Retail Marijuana Store				
Doing Business As:	High Rise, LLC				
Premises Address:	104 Center Ave. Suite 102				
City:	Kodiak,	**State:**	Alaska	**ZIP:**	99615

Mailing Address:	104 Center Ave. Suite 102				
City:	Kodiak	**State:**	Alaska	**ZIP:**	99615

Designated Licensee:	Jack Schactler		
Main Phone:		**Cell Phone:**	541 961 2778
Email:	j.schactler@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:

There will be a seperate ID entry area where customers will have their ID checked. A trained high Rise employee will scan IDs with a ID visor smart scanner to verify authenticity. If further verification is needed there will be an ID book provided to cross reference IDs. Once their ID is verified they will be granted access into the retail area through another entrance. There will also be "No one under 21 years of age" signs posted. As a last security effort the customer will have their ID checked one last time at check out.

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 have a "Restricted access area, visitors must be escorted" sign posted. All restricted access areas will be under 24/7 video monitoring. The retail counter will be closed on one end and have a locking gate on the other. Doors to restricted access areas will be spring loaded, keypad enabled, & lock automatically. Additionally there will always be a highrise employee in the retail room trained to engage customers and deter them from entering the restricted access areas.

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

All visitor(s) records will be stored in both paper form on premises and uploaded to the cloud at the end of each business day a visit occurs. Any and all visitor(s) must pre arrange a time and date with the licensee to be escorted through the restricted access areas. Upon arival the visitor(s) must provide identification and sign into the log book, indicating: Name, Date, Time in, Time out, escort signature. The visitor(s) will recieve a visitor badge that must be clearly displayed on their person at all times. The on duty manager or licensee will activley escort all visitor(s),not leaving them alone at any time, and not exceeding 5 visitors per supervising escort. Visitor ID badges will be returned at the end of the visit and the visitor(s) will promptly leave the premises.

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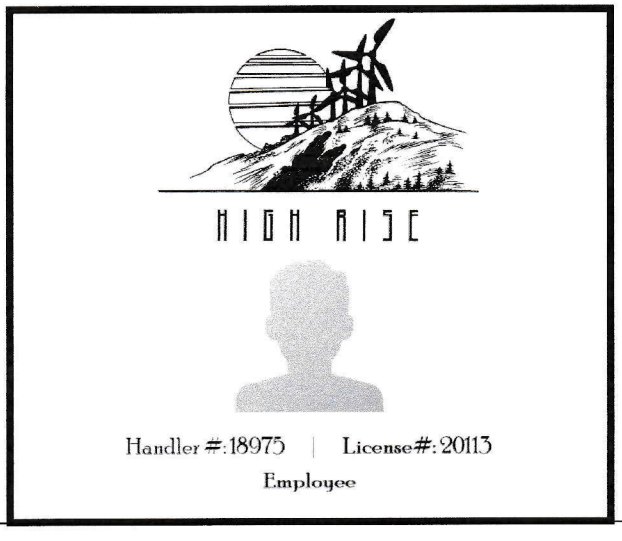
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

The building has high pressure sodium lights that go around its perimeter, as well as a light both above the public main entrance into High Rise, LLC and the rear entrance. A lit area of at least 20 feet will be maintained around both entrances for security and surveillance

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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 alarm system will be managed by a third party company, Simplisafe or similar. Glass break & motion detection, door contacts & an audible alarm will be armed at all times when High Rise, LLC is closed for business. During business hours there will be 2 panic buttoms installed on premises incase the event of an unauthorized breach or robbery during business hours occurs.

The security alarm system will be armed at the end of each business day and dis armed at the beginning of each business day. If an unauthorized breach takes place, the third party company will immediatley notify the licensee and Kodiak Police Department. Once the all clear is given from KPD the licensee will enter the premises, stock & inventory will be verified against a manifest, cash will be counted and all losses/damages inspected and accounted for. Within 24 hours of an unauthorized breach of access, High Rise, LLC will notify AMCO, Community & Economic Development and The Department of Commerce.

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

All retail and storage areas will be under 24 hour video surveillance to deter any possible theft. All marijuana and marijuana products moving in-store, and product sales, will be tracked through METRC & our point-of-sale system, and reported daily. Any possible employee will require a backround check and criminal history report. Employees will be advised on how to spot diversion and how to report it. At the end of each business day the display shelves will be emptied and all marijuana will be stored in a locked vault.

3.7. Describe your policies and procedures for preventing loitering:

There will be bright exterior light and 24/7 video monitoring on the premises. There will be "no Loitering" signs posted on the premises & any person suspected of loitering will be asked to leave. If the suspected individual does not cooperate after being asked to leave, Kodiak Police Department will be notified.

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

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Video Surveillance (3 AAC 306.720):

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

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

All cameras will record in HD and have infared technology up to 100ft. There will be 12-16 cameras in total in the following areas: within 20ft of interior & exterior of both entrances, retail floor, point of sale area, storage areas, common areas, restricted access areas. All cameras will be high wall or ceiling mounted so that the view is unobstructed at all times. The camera system will have a battery back up for continuous operation during a power outage.

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:

All recording equipment and surveillance records will be stored in the security/storage room, in a locked steel case/cabinet. This room will have a spring loaded door, with commercial keypad entry locked at all times. Only the licensee, on-duty manager, AMCO or law enforcement will have access to this room. This room will also be under 24 hour video monitoring.

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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 paper records will be stored in a steel, fire rated cabinet in the security/storage area. Digital surveillance backups will be stored on a hard copy in the Network Video Recorder (NVR) on premises, and in the cloud. The NVR will also be in a locked cabinet. Only the Licensee, on duty manager, AMCO, & Law Enforcement will have access to the security storage area.

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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):

Employees will be given training on how to spot intoxicated individuals trying to gain access to our store. Employees will be trained and tested on regulations pertaining to retail marijuana. Employees will be required to research information on marijuana being sold at High Rise, LLC and have extensive knowledge. All employees will be trained on basic store upkeep, retail practices,& the metric system, as well as maintain good hygiene at all times

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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. [Initials]

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. [Initials]

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. [Initials]

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). [Initials]

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:

Prior to shipment, the marijuana or marijuana products will be weighed, placed in a child resistant, opaque container, labeled, & recorded on the METRC manifest. The METRC manifest will accompany the marijuana or marijuana products during shipment at all times. While in vehicle transport, there will be a locking, sanitized, steel case mounted in the rear of the vehicle hidden from public view. The marijuana or marijuana product will not be removed from the case while under vehicle 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.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

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

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

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

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be one sign on the north end of the building, measuring 1.5' x 6', depicting the High Rise, LLC name and logo. This sign will be added to a long list of signs for businesses located in this building. There will be 2 more signs displayed in the windows on the SW wall of the building, depicting the High Rise, LLC name, logo & Phone Number, none will exceed 4'x4'. As well as a company logo centered on the door.

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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):

There will be 3 signs, none exceeding 4800 sq in. High Rise, LLC will distruibute hats, hoodies, tee shirts, stickers & Pens. Business cards with the company name, phone number & address will be provided to vendors and customers upon request. Attached

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

Signature of licensee

Jack Schaefer

Printed name of licensee

MARY ANN VELASCO NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 04/01/2019

Subscribed and sworn to before me this 4th day of January, 2019

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(Additional Space as Needed):

High Rise, LLC

HIGH RISE

HIGH RISE

104 Center Avenue. Suite 102. Kodiak, AK 99615

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