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

Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Susan Nowland	**MJ License #:**	20221		
License Type:	Retail Marijuana Store				
Doing Business As:	Denali Grass Company				
Premises Address:	Milepost 248.5 Parks Highway				
City:	Healy	**State:**	Alaska	**ZIP:**	99743

Mailing Address:	12015 Wilderness RD				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99516

Designated Licensee:	Susan Nowland		
Main Phone:	907 230 5069	**Cell Phone:**	907 230 5069
Email:	snowtz@aol.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:

All Persons entering the retail Marijuana retail store will be met by a trained employee that will check each ID, The ID must meet the standards of a State, Government approved ID The employee will be trained in spotting fake, stolen or tampered with ID's. If a Denali Grass Company staff member still doubts the person's age, they will ask the person to leave the premise.
No marijuana or marijuana related products will be sold to anyone under the age of 21 or are visibly intoxicated.
All employees will be trained to access each person to only accept valid state/government ID's, and to confirm the ID isn't fake, stolen or tampered with.
The procedure will utilize the currently validation of the "1.0. Checking Guide", including the following steps:
Does the card's appearance(color, style, design, and special symbols) match what is shown in the guide.
If examining a Commercial Drivers License (CDL) or minors license sometimes they do not always match the guidebook. Some CDL's have a different color head bar, and some state will have minor licenses in the vertical(not sideways) format.
Does the expiration date follow the term and expiration rules shown in the guild book
Use a back light, flashlight for close inspection of micro-printing or laser perforations.
Make sure what you see on the license matches what is shown or described in the guild book
Make sure the license picture matches who you are looking at.

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 entry points to restricted ares will be locked and or monitored by authorized personnel during hours of operation. 3 AAC 306.710 (c).Video surveillance will be place on both sides of the door and surveillance footage shall be recorded and stored 24/7 and kept for 40 days. Denali Grass Company will post signs, require require identification and escort visitors in compliance with 3 AAC 306.710.3ACC 306.325 (c). Each entrance to restriced access area will be marked by a sign that says " Restricted Access Area . Visitors must be Escorted. 3 AAC 306.710 (b).
Number of visitors for each escort will be limited to a maximum of five 3 AAC.306.710 (b)
All licensees, employees or agents of Denali Grass Company will wear a current ID badges bearing their photograph. 3 AAC 306.710 (c)

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

All person must have a legitimate business need and permission from Denali Grass Company to gain escorted access to the restricted areas. The escort will insure that all visitors are in possession of a valid form of photo identification. The visitor to employee ration will be one employee to five visitors Each visitor will be required to sign- in. The sign- in sheet will contain each visitors printed name and signature, date time- in time- our and reason for visit. The escort will ensure that all visitors re signed in at the from counter before entering the restricted area. The escort will maintain side-by-side accompaniment or at least line-of-site contact with the visitor. The escort will also ensure that all visitors sign out before leaving. Any visitor to the restricted access area must (1) show identification as required in 3 AAC 306.350 to prove that the person is 21 years of age or older (2) obtain a visitor identification badge before entering the restricted access area : and (3) be escorted at all times by a licensee, employee, or agent of Denali Grass Company.
Denali Grass Company will maintain records of which visitors entering the restricted access areas. A sign -in log will be kept recording the name, date, and time of entry and exit, and reason for visit of each visitor permitted into a restricted access area. This record will be maintained for the current year and three preceding calendar years: Records for the last six month will be maintained on site. 3 AAC 306.755 (a) (1) & (6)
Video surveillance records will be housed in a locked and secure area that is accessible only to Denali Grass Licensee, authorized employees and to law enforcement personnel. 3 AAC 306.702 (d).

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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:

SEE ATTACHMENT A - ID Badge
SEE ATTACHMENT B Vistor 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:

Flood lights will be placed above each entrance into Denali Grass Company. The exterior lighting will be illuminated the areas of ingress and egress, which will be augment the effectiveness of video surveillance , and facilitate recognition of persons in these areas. Denali Grass Company retail store will have exterior lighting to facilitate surveillance 3 AAC 306.715.(b) (1).

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ATTAchment A

DENALI GRASS COMPANY

Xavier Williams
MJ Handler ID
#14631

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ATTAchment B

Denali Grass Company

Visitor Badge #1

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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:

A third party professional security company will be contracted to install an alarm system that will meet state requirements. The alarm system on all doors and windows will have an intrusion security system, motion as well as breakage sensor, zone expander, and will be monitored 24 hours a day. Doors to the retail marijuana store will use commercial grade, non residential door lock for entry points to the license facility. Once a secuirty alarm is triggered by and unauthorized breach of security , local law enforcement will be notified by a call to 911. Subsequently, management and security monitoring company will be notified. All personnel will work with local authorities to assist in any investigation that is deemed necessary.
AMCO investigation officers will also be notified of any unauthorized breach within 24 hours. Management will ensure that any missing inventory will be assessed and reported to the AMCO investigators.

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

Denali policies and procedure are designed to prevent diversion of marijuana and marijuana products, as follow 3 AAC 306.715 (c) (1).
Only authorized employees, Inventory manager or Compliance Manager will be able to receive product through the metrc system and transfer the said product into the Green Bits system
Denali Grass Company will use the Green Bits Point of Sale system which will intergrate to the METRC system through the API key each night. Greeen Bits is a real time point of sale, so you have a real time view of all products.
All non-displayed marijuana products will be stored in the restricted access area.
Displayed products will be displayed behind the restricted access area in the retail store. This area is not accessible to customers.
At the end of the day,all marijuana products will be rerturned to the locked restricted access area.
There will be close circuit camera footage on the POS area as well as the sales counter and restricted access area.
There will be weekly radon audits as well as full inventory audits on a monthly basis.
Employees will be engaged in these audits
Green Bits has the capability to monitor employee sales activity which is viewed on a regular basis

3.7. Describe your policies and procedures for preventing loitering:

Denali Grass Company is intended for the retail sales of marijuana and marijuana products. Loitering or interfering with this intended use is prohibited, and violators will be required to leave. Failure to comply with a request to leave will result in the staff notifying the local authorities.
The following kinds of behavior will not be allowed in the store.
Any behavior that endangers the safety or health of the employees or premise
Violation of any local state or federal law
Vandalism or deliberate destruction of store property or materials
Theft of store materials or the personal property of other patrons or staff members
Deliberate disruption of store services

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. SW

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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. SW

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. SW

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

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). SW

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:

A third party professional security company will be hired to install the camera system to meet the state requirement. Flood lights will be placed above each entrance into Denali Grass Company. The exterior lighting will be illuminated the areas of ingress and egress, which will be augment the effectiveness of video surveillance , and facilitate recognition of persons in these areas. Denali Grass Company retail store will have exterior lighting to facilitate surveillance 3 AAC 306.715.(b) (1). Security Cameras will be place through out the premises to provide a clear view so individuals can be easily identified. Cameras will be placed in each restricted access areas and each entrance to the restrecited access area, as well as the 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 system will consist of a 32 channel 4xHDD digital video recording system with a 6 terabyte memory storage that will record over 40 days. This footage will be available to the agents of the Marijuana Control Board, law enforcement and authorized personnel. These personnel will have access to visualize from the actual camera footage on site, or the system has the capability to copy and transfer video coverage electronically.
The surveillance system storage devices will be secured in a locked box inside the office located in the rear of the facility . The office shall remain locked at all times during and after business operations, with only authorized personnel having access. Management will be the only key holders for the locked surveillance system storage box to prevent tampering or theft by other personnel.
A third party off site monitoring service will be utilized. They system will automatically send an alarm to the off site monitoring company. Authorized personnel as well as local authorities will be notified.

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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)*; SW

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;** SW

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

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

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

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

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

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;** SW

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

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

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:

Denali Grass Company will Exercise due diligence in preserving and maintaining all required records. 3 AAC 306.755(c) Employees will be required to retain any paperwork received from cannabis vendors and given to management for accurate record-keeping. All hard copies of sales receipts, invoices and product transfer manifests will be kept in the locked office. All electronic copies of transport manifest packaging data cannabis related invoices and sales receipts will be kept Green Bits Point of System and the Franwell system. All books and records necessary to conduct business will be kept for the current year and the past three years. Records for the last six months will be kept on premises. Old records will be moved off site to a secure area, and will be made available to AMCO with in three business days if necessary. Electronic data will be backed up on a routine basis on a hard drive. The hard drive will be kept in a secure 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. [SL]

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

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. [SL]

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. [SL]

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. [SL]

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. [SL]

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

Minimum qualification for all "Denali Grass Company" employees:
- All employees must be at least twenty on (21) year of age
-All employees must have a valid marijuana handlers permit card
-All employees must have a valid state federal or BIA issued photo identification card
- All employees will conduct a background check
- All employees will have in house on Green Bits POS
-All employees will have in house training on ID Checking Guild Book/Checking ID's to confirm customer provided photo ID is valid and customer is 21 years of age.
Franwell METRC Training for authorized employees, compliance manager, inventory manager, and leads
-All employees will participate in routine audits when asked and will be properly trained
-All employees will have read and signed the Denali Grass Company employee handbook
-All Employees will be knowledgeable and be able to address to the public :Required Consumer Notice for Retail Marijuana Stores 3 AAC 306.365
AAC
SL

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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. SW

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. SW

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. SW

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). SW

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:

All product for transport will be prepared by a licensed establishment and prepared through the metrc system with a required fields manifest for only that package being transported. 3 AAC 306.750 (c) A printed manifest will be kept with the product at all times. The products will be in a sealed package and then placed in a tamperproof locked safe secure storage container.This package will not be opened at any time during transport. The vehicle transporting the product must travel directly to the receiving facility and not make any unnecessary stops except to deliver or pick up other products from other facilities. Once the product is received, the recipient will use the Metrc system to enter the transport. The receiving facility shall refuse to accept any product that does not match the manifest. All records will be kept as required under 3 ~~ACC~~ AAC 306.755 SW

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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. [Sv]

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. [Sv]

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. [Sv]

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. [Sv]

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. [Sv]

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. [Sv]

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

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):

Not more than three(3) signs , which are a maximum of 4800 square inches each will be installed on the building. None of our signs will include any of the following statement or illustrations-False or misleading
-promotes excessive consumption. The local government has requested that we keep our signage non intrusive to the community and we will respect their wishes
- represent the use of marijuana as curative or therapeutic
- depicts a person under the age of 21 consuming marijuana products or includes an object or character including a toy, cartoon character, or any other depiction, designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana,
Any material whether it is packaging , advertising, or printed or anyother form of advertising material with have the warning label:
Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are heath risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant of breast feeding. [Sv]

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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):

All advertising will comply with 3 AAC 306.770. We will utilize Weedmaps and or possible Leafy systems that integrate with our point of sale. We may at time advertise, and or sponsor an event and will follow 3 AAC 306.770 (C),(D),(E),(F),(G).
All web site development will utilize appropriate measure to ensure that individuals visiting the web site are 21 years of age or older. No direct marketing, location based devices which would include cell phone will be utilized. No advertising will be with in 1000 Ft. of a childcare center, school, playground public park library or game arcade, or on a bus, or substance abuse center, or a campus for postsecondary education.
An advertisement for any marijuana product must be plainly visible and at least half the font size of an advertisement on a sign and no smaller than size nine font when the advertisement is in printed form. If an audible advertisement is used, it will be intelligible, and played a the same speed as the advertisement, and include the statements in 3 AAC 307.770 f (1) (2) (3) (4) (5)

All advertise material will contain the business name and license number. Our logo will not promote excessive consumption, represent marijuana has a curative or therapeutic effect , include objects, characters, or cartoon character that appeals to a person under 21 years of age. Depicts a person under 21 years of age consuming.

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

Signature of licensee

KELLI M. WOODWARD
Notary Public, State of Alaska
Commission # 180713005
My Commission Expires
July 13, 2022

Notary Public in and for the State of Alaska

Susan Nowlin

Printed name of licensee

My commission expires: 7/13/2022

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

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A.

DENALI
GRASS CO.

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