Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	King Street Management, Inc.	**MJ License #:**	20983		
License Type:	Retail Marijuana Store				
Doing Business As:	King Street Cannabis Co.				
Premises Address:	8430 Laviento Drive , Suite A				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99515

Mailing Address:	205 Dimond BLVD #369				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99515

Designated Licensee:	Nicholas Gelinas		
Main Phone:	907-529-6038	**Cell Phone:**	907-529-6038
Email:	kingstreetcannabisco@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:

King Street Cannabis Co. will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one (21) years of age or older. All visitors and customers will greeted by our receptionist located at the front entrance at which point they will be required to show valid ID. A sign will be posted at the front entrance door stating "No one under 21 years of age allowed". The letters will be in high contrast to the background of the sign. A valid form of identification will include: an unexpired, unaltered passport; an unexpired, unaltered driver's license; or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; King Street Cannabis Co will refuse entrance to all persons who can not produce valid photo identification, regardless of age. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and will ensure the individual is escorted off the premises. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries. The receptionist will thoroughly examine and approve all IDs before admitting anyone into the retail area.

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 signs posted "restricted access area, visitors must be escorted" A chain with a sign "restricted access area, visitors must be escorted" will be hung between the counter and the adjacent wall to prevent anyone from going behind it. (not to include AMCO, AMCO Enforcement, law enforcement and any other duly authorized agents) . At least one employee will be behind the point of sale counter at all times to help deter unauthorized access. The door to the office will have a sign posted "restricted access area, visitors must be escorted". The door to the office will remain locked at all times and will have a keypad for entry to prevent anyone from opening the door to the office without authorized access. Only the licensees and designated manager will have access to the keypad entry code. Additionally, the retail store will be equipped with 24 hour monitoring alarm system, exterior lighting, and video surveillance. To maintain the security of the facility and all marijuana products, restricted access areas of the store will be monitored and restricted at all times. All members of the public who are allowed access to the restricted access areas of the facility must check in at the front entrance door and obtain a visitor badge, and are to be worn and clearly displayed at all times while on the premises.

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

In order to be escorted into restricted access areas, a visitor must be pre-scheduled by either a licensee, or a manager, with the exception of AMCO, AMCO enforcement and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to sign in, and to provide valid, government issued, photo identification. Each visitor (with the exception of law enforcement, AMCO Enforcement or other duly authorized agents) will be issued a visitor badge and will be instructed to clearly display it on their person at all times while on the licensed premises and return the badge upon exit. At this time, the employee or licensee will brief the visitor on the company's policy's regarding hygiene, safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the restricted access areas of the retail store. A designated employee or licensee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges. The visitors log will be kept and stored on-site as an official business record. The visitors will be escorted by an employee or licensee at all times while in the restricted access area. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. The records will be stored in the secured storage room. After 7 years the hard copy may be destroyed.

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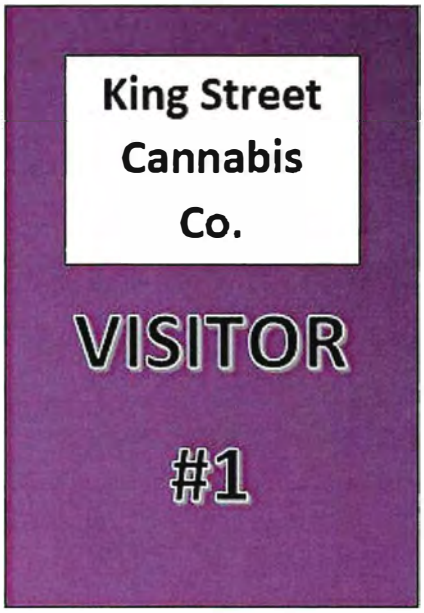
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

*or similar format and content



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 exterior lighting fixtures of the retail facility will be designed and installed to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance. Further lighting will be used to increase picture quality and brightness for security related documentation. The camera system and lighting will be constantly calibrated to maximize the quality of any recorded images, and to also discourage theft and/or trespassing. The lighting fixtures will be installed to insure there are no dark spots around the perimeter, or any of the entrances to the facility. All outdoor lighting will be weather proof and vandal proof. Additionally, the King Street Cannabis Co. facility sits on a major street corner with multiple additional street lights that add to the illumination of the premises.

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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:

King Street Cannabis Co. will have a security system that will secure all entry/exit points and windows. The premises will be continuously under video surveillance as required by 3 AAC 306.720. All exterior doors and windows will have contact sensors on them if they are opened. Security bars will be installed on the office exterior window as a deterrent and for physical security. A motion sensor will be installed in the office. If an alarm is triggered, our contracted third party security company will send notification to licensee(s) and managers via their cellular devices and contact the authorities if it is determined it is not a false alarm. An audible alarm will sound if any sensors are tripped until the alarm is deactivated. The alarm system will be active for the entire time the facility in closed. The exterior facility doors are steel commercial doors and have commercial locks. Licensee's will notify AMCO within 24 hours of any unauthorized access. King Street Cannabis Co will have policies and procedures in place that will describe the actions to be taken if an alarm is triggered. If there is an unauthorized breach during operating hours the employee/manager will be instructed to dial 911 and alert their supervisor (licensee) immediately of the situation. If a hostile individual is encountered, the employees will be instructed to first find safety and to cooperate and wait for law enforcement to take control of the situation. All alarms will have an automatic sensor that will alert authorities if not deactivated within a designated time period. The third party security company will provide professional training on use of alarms, functionality, and trouble shooting. Video will be accessible by our third party contracted security company and licensee's and manager's cellular devices in order to have instant access to the cause of any potential alarms triggered. This will help to identify and alleviate false alarms. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. in the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee's will notify AMCO and AMCO Enforcement within 24 hours.

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

Only licensee's and designated employees will have access to marijuana storage areas. Continuous video surveillance will record and monitor all employees and licensees of the company that handle, package, or sell marijuana. All video will be stored for the required 40 days. All security recording equipment will be stored in the office behind a secured locking cabinet specifically designed for servers. All employees and managers will be taught about methods of diversion and how to be aware of them including theft from employees or the public. Employees will be trained on handling and labeling products and how to properly use our inventory tracking system in place. Inventory and accounts will be reconciled on a regular basis in order to identify and investigate any irregularities in monetary accounts or inventory.

3.7. Describe your policies and procedures for preventing loitering:

King street Management Co. will do perimeter checks through out the day to prevent loitering. Individuals found loitering around the premises will be met with a verbal request to exit the premises per the no loitering policy and if they do not comply law enforcement will be contacted for back up if loiterers do not comply, law enforcement will be contacted. A "No Loitering" sign will be placed on the exterior of the building along with "Premises Under Video Surveillance" to deter any loitering. Additionally, any facility visitors will be escorted off the property as soon as their business is conducted, by either an employee or licensee.

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. NG

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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. NV

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. NG

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

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). NG

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:

The retail facility premises will be protected by a surveillance recording system that will have cameras positioned to view the entire perimeter of the area of the licensed retail premises. The security cameras will be monitored 24 hours a day, 7 days a week. All cameras will have full tilt/pan/zoom capabilities and will have secure data storage. The premise will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. With these megapixel cameras, the facility will have clear, crisp images that allow licensee's see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring.

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 surveillance recording equipment and recorded footage will be stored in a secured office. The office will be a restricted access area which will house a lockable cabinet/box where all video records will be recorded and video servers will be stored. Only the licensees or manager will have access to the box and servers. The security systems will be password protected and all keys will all have "do not duplicate" printed on them. All recordings and surveillance will be available to AMCO, AMCO enforcement and law enforcement upon request. All records will be kept for a minimum of 40 days as official business records. If additional storage is ever required by law we will update our servers and/or use an off-site cloud storage that meets or exceeds the security requirements set by 3 AAC 306.720.

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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)*; NG

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;** NG

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

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

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

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

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

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;** NG

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

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

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:

King Street Cannabis Co. will keep all required records on site for a minimum of 6 months, and will reside in the locked and secured storage room in a lockable file cabinet or safe. Hard copies will be scanned into digital files and stored as a backup. The backed up electronic files will be stored on a cloud based server to prevent loss or destruction of records and to create redundancy.

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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. NG

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

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. NG

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. NG

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. NG

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. NG

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

All employees will be required to read, sign and date the employee hand book. In addition, all employees will be required to be trained in their particular positions. All employees will required to take the training and to obtain their marijuana handler's card. Employees will receive evaluations from management on a regular basis that will help determine and correct any deficiencies regarding understanding of material previously trained on. Training topics will include latest industry topics and updates in statutes and regulations. As well as safety, customer care, theft, and legal issues will also be reviewed. Employees will have to demonstrate their knowledge of Alaska's laws and regulations,codes, company standards and protocols, Marijuana handling, and how to recognize and handle impairment and underage customers. Employees will be trained on cash handling procedures and POS operations.

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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. NG

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. NG

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. NG

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). NG

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:

In the event that King Street Cannabis Co. transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.

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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. NG

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. NG

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. NG

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. NG

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. NG

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. NG

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

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):

All signs and advertising will be in accordance with 3 AAC 306.770. Two signs will be affixed on the exterior of building. One on the north side and one on the west side. Each exterior sign will measure no more than 4,800 square inches total area. An additional sign will also be on front entrance door to the facility. This sign will measure approximately 24x28 inches. No sign will exceed the required total size of 4,800 square inches.

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Cannabis Co

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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):

King Street Cannabis Co. plans to utilize the following advertising mediums:
- Magazine ads
- Social Media
- Newspaper ads
- Radio Ads

Advertisements will include the following logo, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations

KING STREET
Cannabis Co

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

Signature of licensee

NICHOLAS J GELINAS
Printed name of licensee

VALERIE MASTOLIER
Notary Public
State of Alaska
My Commission Expires Jun 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 6/7/22

Subscribed and sworn to before me this 1 day of April, 2019.

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