Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	Badger Buds LLC	**MJ License #:**	20561		
License Type:	Retail Marijuana Store				
Doing Business As:	Badger Buds LLC				
Premises Address:	2008 Levado Ave. Unit A				
City:	North Pole	**State:**	Alaska	**ZIP:**	99705

Mailing Address:	2008 Levado Ave. Unit A				
City:	North Pole	**State:**	Alaska	**ZIP:**	99705

Designated Licensee:	Michelle Westlake		
Main Phone:		**Cell Phone:**	907-388-0725
Email:	Eickholtminak@yahoo.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:

At no time will a person under the age of 21 be permitted to remain on the premises. If an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. Employees will request from all customers a government issued photo ID before allowing entrance into the main store. Badger Buds LLC will refuse entrance to any person who does not produce a form of valid photo ID showing that the person is 21 or older. Valid ID will include the following: an unexpired, unaltered passport, an unexpired, unaltered drivers license, instructional permit, or state identification card, territory, District of Columbia, or Canada, ID issued by state or federal agency.
All employees of Badger Buds LLC will be required to pass the marijuana handlers card course, trained to spot forged or inconsistent ID's and recognize ID's from other states and countries.
A sign will be posted (12x12) at the main entrance and retail entrance stating "No one under 21 years of age permitted".

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:

Badger Buds LLC will have a 24-hour monitoring alarm system. Exterior motion detectors lighting system with surveillance video cameras. All restricted access doors will be locked and monitored with camera surveillance. Restricted areas will only be accessed by employees and management unless escorted under visitors passes. The store will have signs displayed for all restricted areas stating "restricted area". One employee will remain behind the counter at all time ensuring no entrance to any respected areas behind the counter. Security cameras will be installed in the retail store monitoring the entrance, restricted door, and POS counter area, and windows. The store will monitor these areas with 24 hour surveillance. The office, window and doors will also be monitored with 24 hour surveillance. All windows will have bars placed on the inside. Cameras will be placed on all doors leading in and out of building including non restricted areas and to survey surrounding area around the building.

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

Visitors will schedule a time for their visit with management with the exception of AMCO and any authorized law enforcement agents. Each visitor will sign into a visitor log with their name, date, time in and time out of restricted area and purpose of visit. All visitors will be required to provide a valid government issued photo ID proving they are over the age of 21. Visitors will be required to wear a visitor pass while in restricted areas and will return visitor pass upon exiting the restricted area. Each visitor will be instructed on all company policies and health policies in the restricted area. Visitors will be limited to no more than 3 at a time with a management escort.
The visitor log will be kept on-site with all other business records and available to AMCO upon request. Records will be kept in a locked cabinet. After seven years the hard copy will be destroyed.

AMCO Received 6/5/2019

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:

Badger Buds LLC

Visitor

#1

Badger Buds LLC

Picture of Employee

Employee Name

Bud-tender/manager

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 will be designed to deter loitering and any illegal activity in the area. Lighting will be designed to enhance surveillance for surrounding area and minimize any unwanted activity in the surrounding neighborhood. The lighting and camera location will be adjusted on a regular basis to provide the best picture quality and surveillance. Lighting will be installed to ensure no dark areas around the building and perimeter. All lighting will be weather proof and placed so as not to be easily accessible to vandals.

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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 alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building , to be active during closed hours. Door sensors on exterior doors and glass break sensors will be placed on all exterior windows. An audible alarm will also sound to deter any intruders. If alarm is triggered an automatic electronic alert will be sent to all members of the LLC and managers via cell phones. This will allow for the ability to monitor the premises will away. The alarm will notify law enforcement if there has been a breech of premises immediately. The alarm will be activated at all times during closed hours. The last employee, manager, or member will be responsible for activation of the alarm system at the end of the day and deactivating the alarm system at the beginning of the day.
If at any time employees feel it is necessary law enforcement will be called and the store will be evacuated if safe. The employees will have a designated meeting place. The acting manager will take attendance to be sure all employees and visitors are accounted for and have exited the premises. All employees will take direction and cooperate with law enforcement. Once law enforcement determines it is safe to return to the retail store employees will return and determine any damages, and take inventory. The required documentation will be submitted to law enforcement and AMCO promptly.

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

Access to restricted areas will be clearly posted and only employees and scheduled visitors will be allowed in restricted areas. Only managers and owners will be allowed in vault room to retrieve the daily marijuana and marijuana products for sale that day. Cameras will be visible and placed to cover a full view of the room, doors and any place that product will be stored. No product will be stored or placed in reach of customers.
Security cameras will be placed in vault room and in office to monitor all product going into and out of the office and vault room. Management will provide audits weekly to verify that inventory and store records match the METRC system. Should it be discovered that there is not a match AMCO and law enforcement will be notified immediately and comply with all directions given by AMCO and law enforcement for any investigation. The management will take all necessary steps to ensure that no illegal activity will compromise the integrity or licensing of the store. All employees will be trained to recognize potential theft and be required to report any illegal activity the may witness or suspect. Any reports of suspected theft will be maintained with business records on site in a locked cabinet.
If a theft occurs and once law enforcement and AMCO have been notified management will update all marijuana and marijuana products in the METRC system to maintain accurate records. All management and employees will comply will all directions from AMCO and law enforcement in any investigations.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted around the premises stating "no loitering" and that the premises is under surveillance. Employees will be trained to monitor the area and make routine checks for people loitering around the premises. Any person found to be loitering will be asked to leave the premises for the reason that store policy states no loitering is allowed. If they do not comply employees will be required to notify law enforcement for back up.

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. MS

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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. MW

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. MW

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

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). MW

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

Cameras will be used to monitor and record inside and outside of the store. Cameras will be placed at multiple angles and will not be obstructed by other equipment, display cases, or pictures. Cameras will be placed as to give the best view facial view of anyone present in the building. A camera will be placed with 20 feet of the exterior entrance. The front door will record a facial view of anyone entering the store. All restricted doors will have a camera documenting anyone how enters or exits the restricted area. Cameras will be placed around all sides of the building to monitor any activity. The parking lot and surrounding area will be monitored with cameras out of the reach of anyone. All footage from cameras will be able to be monitored on site and remotely by management. Notification of system errors or failure of monitoring system will be sent electronically to all management. A back up battery system will be automatic should the building have a power failure. The back up system will continue operations for a minimum of 1 hour.

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 equipment and footage will be stored in a safe/vault room with back up footage held on site. The vault room will only be accessible by management and any authorized AMCO agent and law enforcement. The door will be a reinforced steel door with individualized personal code for entrance. Owners and management will have access to remote surveillance of vault room at all times. The security system will be password protected to prevent any tampering with surveillance footage. All recorded data will be stored for 40 days as a business record. Surveillance footage will be able to be uploaded and date and time stamped should the need arise for criminal, administration, or civil investigations. Recordings and surveillance will be accessible to AMCO and law enforcement upon request.

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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)*; [MC]

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;** [MC]

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

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

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

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

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

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;** [MC]

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

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

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 business records, recordings, surveillance, financial books, inventory, logs, manifests, communications, employee records, operational documents, and important business records will be stored on site in a fire resistant cabinet in a locked safe room for a minimum of 6 months. Any computer records will be backed up every 3 months on an external hard drive and stored off premises to help protect from loss and/or destruction. This will allow owners and any authorized agents access at any time to records. All records will be stored in a consistent manner to allow for easy searching if necessary. Every 6 months all electronic records will also be downloaded to an external hard drive that will be stored on premises and locked in a fire resistant cabinet. All paper records will be stored for a minimum of 7 years and there is no plan to destroy electronic records at this time.

AMCO Received 6/5/2019

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. [MW]

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

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. [MW]

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. [MW]

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. [MW]

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. [MW]

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

All employees will go through an orientation. During orientation employees will by instruction on the specifics of Alaska law and Federal laws. This will continue on a on going basis based on laws changing and being revised. Prior to employees start date they will be required to understand the following: 1) Alaska laws, regulations, and codes for the marijuana industry and retail 2) All required permits to act as a marijuana handler required by AMCO 3) understand all retail protocol and procedures 4) understand all safety procedures 5) how to recognize signs of impairment and to be - repaired in a difficult situation 6) understand marijuana and products that will be sold 7) understand all area of the store and procedures for those areas 8) be aware of all employment regulations that govern the store.
All employees will be cross trained and understand the roll of each employee. Employees will have the opportunity to attend seminars, workshops and conferences dealing with the industry. All employees will meet with management and go through all employee documents and be checked off on the above requirements. Each employee will receive a review after the first 60 days and annually following the first review. All employee will be encouraged to keep up on all new laws in the industry.

AMCO Received 6/5/2019

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. [MW]

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. [MW]

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. [MW]

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). [MW]

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:

Should Badger Buds LLC transport any marijuana or marijuana products a trip manifest will be printed the METRC system to accompany the shipment. A copy of the manifest will be kept for business records at Badger Buds LLC. Any marijuana or marijuana product will be placed in a sealed package and then placed in a locked container. The container will be placed in a vehicle as to not me visible by people passing by the windows. Any individual involved in the transport will have a valid marijuana handlers card. Drivers will be instructed to go directly to the destination without any unnecessary stops and to not open any packages being transported. Labels will be on all packaging including all information by the cultivation or manufacturing facility and required by AMCO.

AMCO Received 6/5/2019

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. [MW]

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. [MW]

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. [MW]

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. [MW]

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. [MW]

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. [MW]

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

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).

Banner 3'x10' with drawing A, with name, hours of operation, + contact name. Banner will be located above front Entrance.

Drawing A
Badger Bud LLC
Hours of Operation
contact Info

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Form MJ-01: Marijuana Establishment Operating Plan

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

Badger Buds is still developing its advertising and marketing but plans to use the following:

Newspaper
Sponsors
Web page
Business cards
Brochures
Radio
Social media
Magazine ads
Apps such as leafy and weed maps

Advertising will include logo, store hours, location, and warning statements as listed in the regulations.

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

M. Westlake
Signature of licensee

Michelle Westlake
Printed name of licensee

Notary Public
DENISHA LAMB
State of Alaska
My Commission Expires Jan. 31, 2023

Denisha Lamb
Notary Public in and for the State of Alaska

My commission expires: Jan 31, 2023

Subscribed and sworn to before me this 3rd day of June, 20 19.

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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Drawing A License # 20561

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