Alcohol and Marijuana Control Office
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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:	GoodSinse LLC	**MJ License #:**	14874		
License Type:	Manufacturing Product Facility				
Doing Business As:	GoodSinse LLC				
Premises Address:	2604 Davis Road				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	2604 Davis Road				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Designated Licensee:	Daniel Peters		
Main Phone:	907-347-9475	**Cell Phone:**	907-347-9475
Email:	goodsinse@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:

GoodSinse will display a sign on the door entry that states no one under the age of twenty-one (21) is allowed per 3 AAC 306.325. GoodSinse will have locked doors with signs that read "Employees Only - Restricted Access Area - Visitors Must Be Escorted". No more than five visitors per escort will be permitted in the restricted access area. Escorts must have employee identification badges with photo. No one under twenty-one (21) years of age will be allowed on the premises.

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:

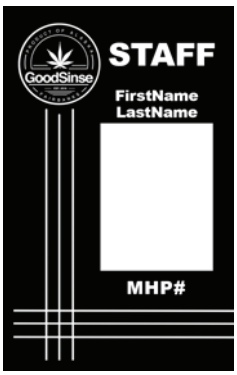
GoodSinse restricted access areas are marked with signs that read "Restricted Access, Employees Only". All restricted access areas are equipped with lockable doors and entry codes for staff only. GoodSinse staff will first request valid photo identification to prove age of twenty-one (21) years or older. Visitors will record their name, date, and time onto a visitor log sheet. Visitors will obtain a VISITOR badge to be worn at all times while within the facility. A GoodSinse staff member will be with visitors at all times until the visitor has checked out on the visitor log and left the restricted area (s). No more than five (5) visitors per GoodSinse agent will be allowed in the restricted access area (s).

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

Admission will require photo identification to prove age of twenty-one (21) years or older. Visitors will print their name, the date, and the time on the visitor log sheet when entering the facility. Visitors are required to wear a visitor identification badge and be escorted by a staff member at all times. Once the visitor has been escorted from the restricted areas and the Visitor badge has been returned, the visitor will sign out. All visitor log sheets will be kept on file as part of our normal record keeping for at least three years and six months on the premises.

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:

Please see sample badges below:



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:

Exterior lighting has been installed along the outside of the whole building, including exterior doors. Video surveillance cameras are placed throughout the property, and all doorways are in view of the cameras.

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:

Exterior doors have door contacts that will trip an alarm if there is an unauthorized breach. Glass break sensors are installed on all exterior windows and glass doors (retail). The interior of the building is equipped with motion sensors. Motion detectors are installed in hallways and entrances to ensure tracking of unwanted intruders. There is a keypad with a panic button in the retail area that will notify fire and police alarms. Alarms will be activated or deactivated with a keypad code, and all security systems, including cameras, will have battery backup. When GoodSinse is closed for business, the alarm system will be activated. It will be connected to all exterior doors and windows to alert the 24-hour alarm company of a breach. GoodSinse will be able to monitor and review surveillance remotely to coordinate with local law enforcement for apprehension and prosecution. Employees are trained to not open the door before opening of the store or after closing to ensure security while inventory is being transported from storage. GoodSinse uses high definition cameras for best quality video and to ensure all areas outside the premises are covered. After using a notification device, employees of GoodSinse will cooperate with intruders to de-escalate any potentially violent situation. The employees will allow the unauthorized person(s) to leave the premises as quickly as possible, with the intention of allowing law enforcement to handle apprehension and persecution. Authorized person(s) will review and copy any relevant video surveillance to aid in prosecution.

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

METRC will be used diligently to track cannabis products between GoodSinse's cultivation, manufacturing, and retail facilities. This will ensure no appearance of diversion between licenses occurs. Each license will maintain record books to ensure tracking of all cannabis products while in the facility or when being transferred between them. Record books will supplement tracking data to the State's tracking system. To increase loss prevention, all employees shall have criminal background checks to ensure good moral character, and all employees must hold a Marijuana Handler Permit Card. Any missing product(s) or product found to be sold after purchasing it at the retail level will be reported to local law enforcement and AMCO.

3.7. Describe your policies and procedures for preventing loitering:

Signage will be placed along all outside areas of the building that read "No Loitering & No Trespassing". Video surveillance is noted as customers enter the parking lot. GoodSinse employees are trained to watch video surveillance for suspicious activity and to enforce our no loitering policy. Law enforcement will be contacted to handle any loiterers who will not vacate the premises.

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. DP

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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. DP

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. DP

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

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). DP

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:

Video cameras will be placed in a manner that will cover every entrance/exit, recording both interior and exterior views, and will cover the entire perimeter of the premises. The cameras will be monitored twenty-four (24) hours a day, seven (7)days a week, and will include high resolution and offer a variety of angles to ensure every area is monitored. Restricted access areas will also have coverage from strategically placed cameras. The parking lot will be covered by cameras for vehicle identification.

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:

Dedicated digital video recorders will record all surveillance video and will be stored in a locked office. Access will only be available to the owners and to management, who will then be able to assist any law enforcement or AMCO agent. Video surveillance footage will be stored for forty (40) days and will be overwritten daily. Footage archived for criminal activity will be stored off premises in a format that cannot be altered. An alert system for faulty equipment will also be installed.

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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)*; DP

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;** DP

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

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

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

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

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

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;** DP

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

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

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 books and records used by GoodSinse shall be kept at the licensed premises for the current year. A monthly backup of financial records will be kept off site for a minimum of three (3) years. A current employee list will be maintained containing full name and Marijuana Handler Permit number. Any business contacts and marketing and advertising records will be maintained. A current diagram of premises noting any restricted access areas will be kept on site. A physical log of visitors will be maintained and kept on the premises in accordance with company record keeping for three and a half years. GoodSinse will utilize the METRC inventory tracking system adopted by the State as well as supplemental tracking of inventory to ensure no internal theft occurs. Any cannabis product that is transported off the premises will be recorded in METRC, will be securely stored, and will only be transported by someone with a Marijuana Handler Permit Card. All records will also be backed up on a cloud-based service to ensure files are secure if loss of equipment or building were to occur.

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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. DP

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

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. DP

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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. DP

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. DP

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. DP

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

GoodSinse employees are required to have a valid Marijuana Handler Card to be employed or to continue employment (3 AAC 306.700) and a valid copy of the card will be kept on the premises at all times. Training consists of the new hire shadowing a senior employee. Employees will be trained regarding security measures and controls for prevention of diversion, theft, and loss of marijuana; emergency response procedures; and laws regarding confidentiality. Employees will be required to take all continuing education as required by the State. Employees will be trained to comply with all D.E.C. requirements; and State and local regulations, including but not limited to, safe kitchen practices, sanitary practices, how to recognize and handle impairment and underage customers, etc. Employees will also be trained to comply with 3 AAC 306.735 regarding health and safety standards. Each employee shall obtain a food worker card in compliance with 18 AAC 31.330 and keep that card in that person's possession at all times while on GoodSinse's licensed premises.

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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.	DP
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.	DP
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.	DP
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).	DP

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):

Non-applicable

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 employees of GoodSinse will maintain a current State Marijuana Handler Permit Card. Most marijuana products will be moved directly within the facility to our retail location. However, products that will be transferred will be done so in an opaque container, limited to five pounds per tag ID, with a tamper-proof seal. A completed transport manifest will be kept with the transporter and cannabis at all times. METRC will be used to record the type, amount, weight, and name of transported products, time of departure and expected delivery time. It will also include the vehicle information including make, model, and license plate number of the vehicle transporting cannabis. It will be transported and stored in a lockable compartment of the vehicle where it will remain until arrival at the named destination. The transporting vehicle will travel directly to the destination. The recipients will only include State licensed facilities. A signature, printed name, Marijuana Handler Permit number, and time of arrival will all be recored on the manifest upon arrival to the destination. A copy of the completed manifest will be kept at GoodSinse.

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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. DP

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. DP

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. DP

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. DP

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. DP

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. DP

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

GoodSinse Manufacturing will have one sign on the outside of the building that will be 48" by 48". This will be a lighted sign located on the outside of the building.

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

GoodSinse plans to utilize the following advertisement mediums:

- Radio
- Newspaper
- Social Media
- Website

GoodSinse will include the following logo in their advertisements as well as all applicable AMCO warning statements as defined in state and local regulations:

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

Signature of licensee

Daniel L. Peters

Printed name of licensee

CHERIE L. BOWMAN NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: OCTOBER 25, 2019

Subscribed and sworn to before me this 16TH day of SEPTEMBER, 2019.

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(Additional Space as Needed):