Alcohol and Marijuana Control Office
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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:	7107 Ventures, LLC	**MJ License #:**	23777		
License Type:	Retail Marijuana Store				
Doing Business As:	ARCTIC HERBERY				
Premises Address:	16021 Sterling Highway				
City:	Cooper Landing	**State:**	Alaska	**ZIP:**	99572

Mailing Address:	7107 Arctic Blvd.				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Designated Licensee:	Bryant D. Thorp		
Main Phone:	907-317-1895	**Cell Phone:**	907-317-1895
Email:	bryant@gci.net		

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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:

Arctic Herbery will prominently place signs on the exterior of the facility which state that "No one under 21 years of age allowed" entry onto the premises. The signs will be a minimum of 12"x12" with letters at least one-half inch in height in high contrast to the background of the sign. Next, upon entry, an Arctic Herbery staff member will check every entrant's government issued photo identification to verify the ages and identification validity of each entrant. Should any entrant be under the age of 21, or not produce regulation identification, Arctic Herbery staff will refuse their entry into the licensed premises, and escort them off of the premises. Once an entrant is inside the retail shop, the "Restricted access areas" where marijuana will be stored and displayed will be obstructed by counters, locked glass display cases, as well as by a fold down counter.

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:

Arctic Herbery shall install on the exterior of the building, a sign that states "No Loitering." Arctic Herbery shall also prominently place a sign on every portal between non-restricted access areas and restricted access areas, which states "Restricted access area" and "Visitors must be escorted." Every door to a Restricted Access Area, and every exterior door of the premises, shall be locked at all times. Upon entry, the Licensee's screening process of individuals shall be designed and implemented in such a way as to mitigate the possibility that any member of the public is ever unescorted. Prior to entry to the restricted access retail area, entrants shall present such identification necessary to verify that they are at least 21 years old, and be informed of any relevant regulatory compliance considerations which may be applicable to their visit. Thereafter, the entrant(s) shall proceed to the restricted access retail area. Further, upon an individual's entry into the restricted access retail area, a Licensee staff member shall act as a concierge to each individual, escort them at all times, and locate them to the products which they are seeking to purchase. When there are times that visitors need to enter a Restricted Access Area, they will be required to show ID, sign in with name, date, and time and wear a badge provided by management. All visitors will be escorted by a member of management at all times while behind restricted access doors.

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

Arctic Herbery shall keep a detailed log of every individual who shall enter Restricted Access Areas. At minimum, the log shall detail the person's Name, the Date, the Reason for Entering, the Time of Entry, and the Time of Departure. Further, the visitor must provide valid photo identification and be at least twenty-one (21) years of age. Thereafter, the Licensee shall issue visitor tags to each individual seeking to enter restricted access areas. Prior to entry to the Restricted Access Area, visitors shall be informed of any pertinent regulatory compliance considerations while may be applicable to their visit. Then, a licensee/manager or staff member of Arctic Herbery shall escort the individuals in the restricted access areas at all times, taking particular care to monitor all acts of the visitor(s). Finally, cameras shall be installed in such a way that they capture all areas of the Restricted Access Areas. At no time will the visitor to licensee/employee ratio exceed 5:1.

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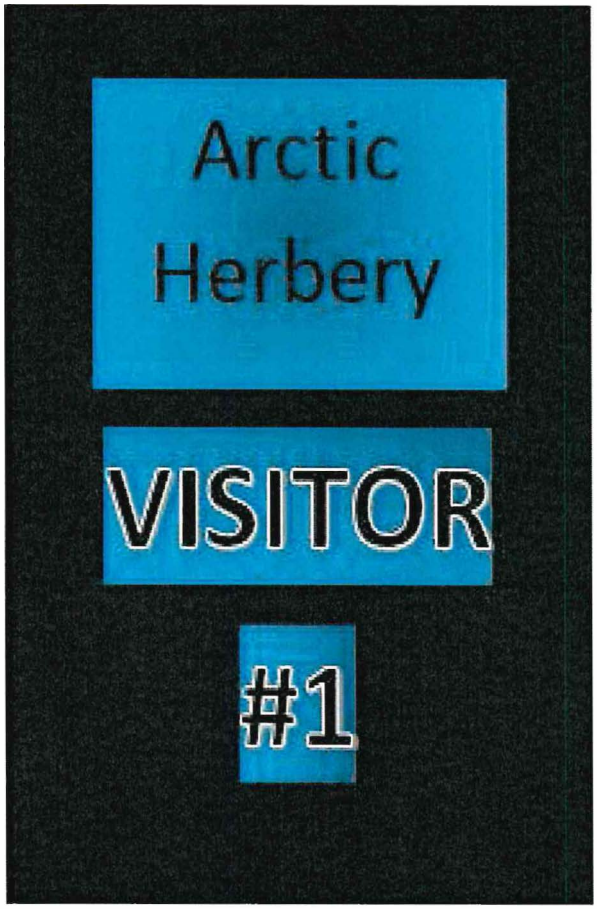
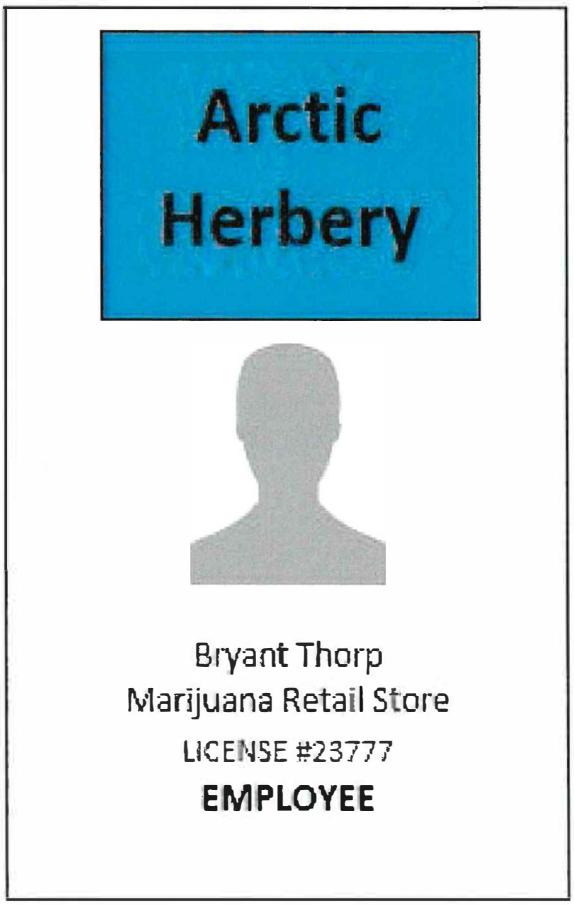
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The Licensee shall install in a conspicuous place on the exterior of the building, a sign that states "No Loitering." The sign shall be of a size and quality which allows visitors to legibly read it. Exterior lighting will be installed at regular intervals on the exterior of the building in a manner and amount which ensures that the area around all sides of the Licensee's premises are well lit, especially within 20 feet of each entrance/exit. The Licensee shall utilize floodlight style lighting to ensure the fidelity of video capture, and an Arctic Herbery manager or employee shall check or maintain each unit on a regular basis.

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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:

Arctic Herbery may utilize a third party alarm system which, if third party systems are available, will be installed by a third party security company. If a third party is not available in the area, Arctic Herbery will install regulatory compliant alarm system prior to Arctic Herbery opening the establishment for business. The alarm shall be calibrated with motion sensors to trip upon glass breaking if any exterior window or door be breached. Further, all doors which lead into, or out of, Restricted Access Areas shall be equipped with motion sensors to detect a breach. Arctic Herbery may utilize the third party security company (if applicable) to maintain the equipment, and periodically test the functionality of the security alarm system, or an Arctic Herbery manager/designated employee will maintain and test the regulatory compliant alarm system. At the end of each shift, a manager or designated employee shall arm the security alarm system, and it shall stay armed until the opening manager or designated employee disarms the alarm. Upon an unauthorized breach, the Licensee, manager and law enforcement shall be immediately notified via the alarm system that a breach has occurred. In the interim, the Licensee or manager shall instruct employees to vacate the premises until law enforcement secures the building and indicates that it is safe to return to the facility. Any law enforcement involvement in a security matter at the marijuana establishment shall be promptly reported to AMCO Enforcement via mail, or email within twenty-four (24) hours. If law enforcement is contacted, the Licensee or Manager will comply with all law enforcement directives. Upon reentry, the Licensee, manager or designated employee shall audit the inventory of marijuana or marijuana product to ensure that anti-diversion policies and protocols are followed.

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

All marijuana and marijuana product shall be tracked in Metrc, and all interactions with marijuana or marijuana product shall be recorded on Arctic Herbery's video surveillance system. Marijuana or marijuana product shall be displayed behind the counter, or in locked glass display cases. Marijuana or marijuana product not on display shall be locked in an enclosed, locked space, away from customers, and within the establishment's Restricted Access Area. Agreement to policies concerning employee accountability of preventing diversion shall be a requirement prior to employment by Arctic Herbery. Further, each employee shall be provided training on identifying security concerns and anti-diversion. Upon closing, all marijuana or marijuana product shall be inventoried, logged, removed from display, and stored in the enclosed, locked space as noted above.

3.7. Describe your policies and procedures for preventing loitering:

The exterior of the store will be well-lit and under video surveillance at all times. Staff will monitor the property by walking the property and keeping an eye on the video to deter illegal activity. "No Loitering" signs will be posted on and around the building indicating that police will be called. If necessary a full-time security guard will be hired to maintain an attractive exterior and surrounding area.

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

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

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Video Surveillance (3 AAC 306.720):

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

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

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

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

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

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

Video cameras shall be placed to monitor every interior or exterior where marijuana or marijuana products are received, stored, processed, prepared, and sold. Further, video cameras shall be placed in such a manner and amount necessary to provide a clear and unobstructed view of the entrances and exits of the building, all of the floorspace of non-Restricted Access Areas, and all of the floorspace of Restricted Access Areas, including the enclosed, locked area containing marijuana or marijuana product. The video surveillance system shall be of a quality which allows for identification of individuals up to twenty (20) feet of each camera.

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 video surveillance recording equipment and original copies of surveillance records shall be housed and stored on a server located in the office, which shall be secured by key that is clearly marked "Do Not Duplicate". The key shall be issued to, and rightfully held by, only the Licensee, Managers and Designated employees. The Licensee or Management shall have remote access to the video surveillance system. Video surveillance records shall be stored for forty (40) days, unless otherwise notified to preserve such records for investigative purposes. Upon demand or request, the video surveillance records will be preserved in a seachable manner, and shall be made readily available for review to law enforcement and agents of the Marijuana Control Board.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*;

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;**

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;**

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Arctic Herbery will store a minimum 6 months of Business records, operational plans, regulatory documents, and surveillance data in secure cabinets held within the retail office. Daily business records shall be produced by the manager and employees of Arctic Herbery at the end of each work day. These records shall be compiled and audited on a weekly basis. Thereafter, the compiled records shall form the basis of audited and adjusted Monthly, Quarterly, and Yearly business records. All marijuana or marijuana product transfers shall be appropriately recorded by a manager or designated employee of Arctic Herbery in Metrc. Metrc data shall be compiled and audited in a manner similar to the business records, as noted above. All video surveillance data shall be held in the Management office for a minimum of forty (40) days, unless otherwise notified to preserve those records.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

Employee qualification and Training: (1) All employees must be 21 years old or older, (2) all employees must have a valid Marijuana handler's permit card, (3) all employees must have a state issued ID card, and (4) Arctic Herbery will conduct criminal history background checks on all prospective employees. Upon meeting the aforementioned criteria, new employees of the Licensee shall perform on-site training that will include: (1) review of the policies and procedures contained within the employee handbook to read, understand, and sign, (2) proper care and control of marijuana and marijuana products, (3) inventory tracking, labeling and POS equipment, (4) loss prevention, security and safety protocols training, (5) general job responsibilities, (6) waste disposal procedures, (7) adequate hygiene and cleanliness, (8) emergency preparedness, emergency contact numbers, basic training in cleaning up small liquid spills, (9) preventing underage sales, and (10) food safety. Additional training may be added if needed.

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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.

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.

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.

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).

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):

Toilet facilities are accessible in a separate building on the same property as the retail store

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:

Arctic Herbery Retail does not anticipate transporting marijuana or marijuana product from the retail store however, if the need arises, Arctic Herbery will transport all marijuana or marijuana product in the following ways: Once the marijuana or marijuana product is ready to be delivered to another licensed facility, Arctic Herbery will weigh and package the product into airtight, food safe, tamper-evident shipping containers to protect from opening or contamination. Packages will be sealed in such a way that they cannot be opened during transport. Affixed to the shipment will be a transportation manifest to include the date, product information, lot numbers, test results and weights as well as the delivery transporter's name and the vehicle's description, license plate number and the expected delivery times. Shipments will be delivered by an Arctic Herbery employee or third party transport company, in a locked, safe, and secure storage compartment that is secured in the delivery vehicle. When transporting secured products, the Arctic Herbery employee or a third-party transport company will travel directly from our facility to the receiver without any unnecessary stops. All of the above will be recorded and entered into Metrc.

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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

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

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

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

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

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

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

Section 9 – Signage and Advertising

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):

Arctic Herbery may have not more than three signs that are visible to the general public from the public right-of-way. Two of the three signs may only be placed in the marijuana facility's window or attached to the outside of the licensed premises. The size of each sign may not exceed 4,800 square inches. All signs that may be displayed on Arctic Herbery's retail store will not contain any form of advertising or promotions.

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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):

Arctic Herbery intends on utilizing the following advertising mediums:

- Print media such as; Newspapers and Magazines
- Online Media such as; Websites, including Website sales, social media, search engines, etc.
- Television and Radio such as; non-profit corporation support, etc.

All advertisements will be tasteful and will include all AMCO warning statements verbatim as set forth in AMCO Regulations.

Arctic Herbery
ALASKA'S ORIGINAL HERBERY

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

Signature of licensee

Bryant D. Thorp
Printed name of licensee

AIMEE ROCUSH
My Commission
NOTARY PUBLIC
Expires 08-29-2023
STATE OF ALASKA

Aimee Rocush
Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 4 day of December, 2019.

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(Additional Space as Needed):

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