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:	Country Cannabis, LLC	**MJ License #:**	24049		
License Type:	Retail Marijuana Store				
Doing Business As:	Country Cannabis				
Premises Address:	2323 South Trunk Road				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	PO Box 876232				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Sarah Lorimer		
Main Phone:	907-947-8181	**Cell Phone:**	
Email:	sarah@countrycannabisak.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:

Country Cannabis will refuse entrance to any person who does not produce a form of valid photo identification showing that they are 21 years of age or older. Country Cannabis will check the identification of all persons when they first enter the retail store. A sign will be posted at the front entrance stating "No one under 21 years of age allowed". A valid form of identification will include an unexpired, unaltered; passport, drivers license, ID card of any state or territory of the U.S, the District of Columbia, or a province of Canada. Country Cannabis will refuse entrance to all persons who can not produce valid photo ID, regardless of age. If at any time an employee suspects that a patron is under 21, the patron will be denied access and be escorted off the premises. Employees will be trained on how to spot a forged ID, and all identification will be thoroughly checked prior to patrons entering the store. All marijuana products will be stored behind counters in a restricted access 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:

The retail store will be equipped with a 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. Access will only be granted to employees and the licensee's, with the limited exception of scheduled pre-approved visitors (not to include AMCO enforcement, law enforcement, and other duly authorized agents). Each entry point to a restricted access area will be placed throughout and around the store to discourage the public from attempting access. At least one employee will be behind the point of sale counter at all times to help deter unauthorized access. 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, provide valid identification to Country Cannabis employees, sign into the visitor log, and remain in direct eye sight of a Country Cannabis licensee or employee. Visitors are required to wear the visitor badge, and it is Country Cannabis' duty to ensure that their employees know how important it is for visitors to clearly display the visitor badge on their person at all times while in a restricted access area.

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

No person, except a Country Cannabis employee or licensee, (with the exception of AMCO enforcement, law enforcement, and other duly authorized agents) shall be allowed in the restricted access area unless they are a pre-authorized visitor and escorted by either an employee or licensee at all times. Visitors will be asked to show government issued photo identification upon entering the retail store. Once proper identification has been confirmed, the visitor will sign the log book recording their name, the date and time of visit, and if deemed necessary, the purpose of their visit (the purpose of visit option would be utilized if an unforeseen circumstance arises and makes it impractical for the licensee or management to obtain prior authorization) and be provided with a visitor badge. The visitor identification badge shall remain on the visitor and must be visible at all times. Visitor will be directly supervised by a licensee or designated employee while in restricted access areas of the facility. At no time will there be more than five visitors per licensee or designated employee while touring the restricted access areas. Once the visit has concluded, visitors must return the visitor badge and vacate the licensed premises in accordance with Country Cannabis' no loitering policy.

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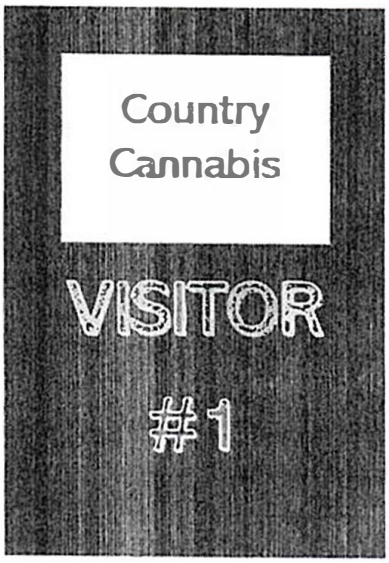
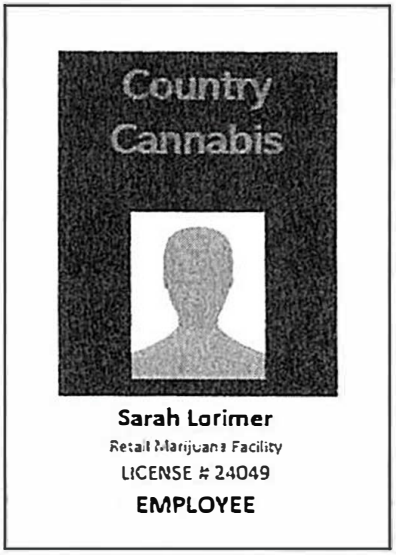
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





** or similar format & 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:

Exterior lighting will be installed on the building to cover a minimum of twenty (20) feet from the retail stores entrances and exits. Lighting will also be paired with each security camera to ensure proper visibility and coverage. 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 ensure 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 resistant.

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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:

Country Cannabis will have a third-party monitored alarm system. All exterior doors and windows will have alarm sensors to deter and prevent any unauthorized entry into the facility. All alarms will be monitored by a third-party alarm company for 24 hour surveillance. The third-party monitoring system will notify the licensees, local law enforcement or fire department if and when an alarm has been triggered. Alarms will be set when the business is closed for the day. Duress alarms (Panic Buttons) will be inside the building for employees to trigger should a burglary take place during business hours. Employees will be instructed to activate the silent duress alarm that will notify local law enforcement. In the event that the alarm is triggered, the licensees, manager or designated employee will instruct all employees, customers and visitors, to vacate the premises to a pre-determined safe location, take a head-count of all known persons that were in the retail store and await law enforcement. Country Cannabis licensees, manager and employees will comply with all law enforcement directives. Once safe to return into the retail store, the licensees, manager or designated employee will do an inventory count assuring that there is no marijuana, marijuana product or money missing. The facility will have a land line with posted emergency numbers next to it in the event law enforcement assistance is needed. If an unauthorized person does gain access to the facility, a licensee or employee will notify AMCO and Enforcement, electronically, as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

Country Cannabis will implement a security and anti-diversion plan that will entail surveillance and operating procedures. All employees will be taught about methods of diversion, and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how ensure they are in the database inventory. All adjustments to inventory will be logged by a manager or licensee. Licensees or the manager will surveil employees in person and by frequently watching the cameras. Employees will also be taught how diversion could take place including; employee theft, customer theft, outside theft (such as; a robbery) etc.

3.7. Describe your policies and procedures for preventing loitering:

Country Cannabis will post a sign at the entrance to the facility stating "No Loitering" is permitted on the premises. Employees will be instructed to randomly perform a walk around the Retail store to ensure that there are no persons loitering around the premises. Employees will be instructed to kindly tell any persons loitering to leave the premises. If a person loitering refuses to leave, the employee will call for the retail store manager or licensee, if the person still refuses to leave the manager or licensee will contact local law enforcement. Loitering policies will also include when the business is closed after hours and this will be enforced by a 24 hour surveillance system.

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:

A video surveillance system will be installed to cover each restricted access area and each entrance to a restricted access area within the licensed premises. The system will also cover each exit to the exterior of the premise and each point-of-sale areas. The surveillance system will be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises, and within 20 feet of each entrance to the premise. Both the interior and the exterior of each entrance to the facility will be recorded by a video camera. Camera systems will be placed so that there is a clear, unobstructed view of day to day activity without blockage from any equipment in the facility in order to assure a clear view of persons entering and exiting the facility. Surveillance recording equipment and surveillance records will be kept in a locked area that is accessible only to the establishment licensee or authorized employee or law enforcement personnel.

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 facility will have a secured and locked area for surveillance equipment and video records in the office. This area will only be accessed by Licensees or management to ensure that there is no unauthorized access or tampering. Keys will be clearly marked "DO NOT DUPLICATE". The security system will be password protected for added security. All recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO enforcement and local 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)*;

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:

All required records and data will be kept in a secure office area on premise to be accessed only by Licensees and management. The facility will employ an IT company to verify proper storage of data and records to ensure no information is lost or can be tampered with. Verification of proper video surveillance storage will be conducted regularly to ensure that footage is being preserved for a minimum of forty days. All video recordings will be labeled with date and time and stored so that no alterations can take place.

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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):

Employees will be provided with METRC training as well as POS system training. A copy of the current regulations for the marijuana control board will be kept on premise for any employee to access and reference. Employees will be expected to know, understand and adhere to all laws and regulations. Employees will be provided with product education, sales training, proper health and safety regulations in regards to handling marijuana and marijuana products, trained on what to do in the event of theft or emergency, and legal issues. Training updates will be made readily available throughout the year or when the Licensees and management deem necessary.

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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):

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 Country Cannabis transports any marijuana or marijuana product from the retail store to a different retail license (which is unlikely to ever occur), 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 10 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. Continued ..

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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):

Country Cannabis may have up to three signs that are visible to the general public from the public right-of-way. Country Cannabis will have two signs affixed to the building that have not been purchased as of yet and one free-standing. One sign, will not exceed 4,800 square inches, will be placed on the front of the building and the second sign will be placed on the silo which measures 4ft x 8ft (4608 square inches) and will meet all AMCO regulations.

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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):

Country Cannabis' retail advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- Direct Text Messaging with Opt out features
- Events and Sponsorship
- radio ads/TV ads
- social media to feature specific strains, specials on products, and retail advertisements
- magazine ads

Advertisements will include, but is not limited to, 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

Country CANNABIS

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

Signature of licensee

Sarah Lorimer

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 28 day of January, 2020.

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(Additional Space as Needed):

8.1 Continued: 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. When receiving product from a transport into Country Cannabis, employees will be trained to first inspect product, packaging, quality, weigh product and then formally accept product into the Metrc inventory tracking system after confirming the validity of the transportation manifest.

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