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:	Blue Mountain Green, LLC	**MJ License #:**	23966		
License Type:	Retail Marijuana Store				
Doing Business As:	The Honey Pot				
Premises Address:	2364 Badger Rd, Unit C				
City:	North Pole	**State:** AK	Alaska	**ZIP:**	99705

Mailing Address:	2364 Badger Rd				
City:	North Pole	**State:**	Alaska	**ZIP:**	99705

Designated Licensee:	Monique Daigle		
Main Phone:	907-978-0443	**Cell Phone:**	907-978-0443
Email:	TheHoneyPot907@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Upon entry to the retail store, an ID check will be completed. The customer must produce a valid government-issued picture ID that is in good condition and does not appear to have been altered or tampered with. The Honey Pot employee will then verify the following: photo ID and description matches the customer in front of them; customer is age of 21 or over; and, ID is not expired. If an underage person attempts to gain access to the store or loiters on the premises, they will be ordered to leave. If they refuse, authorities will be contacted to escort the person off the property.

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:

Proper signage throughout the facility will be used to identify restricted access areas and escort requirements. A security system that meets all regulations will be in place with cameras located on both sides of the two exterior doors. All restricted access doors will be locked and monitored via camera surveillance and will be accessable only by Honey Pot employees, Management, Owners and properly vetted escorted visitors.

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

All visitors to The Honey Pot will be required to provide a government-issued ID to ensure that they are age 21 or older. Visitors will be required to sign in: Date/Time, Legal Name, Reason for Visit, Governement-Issued ID #, Person(s) escorting and ID Verified by (initials). The visit records will be kept on premises. Visitors will b required to wear and display a Visitor Badge at all dimes during their visit. Visotrs will be limited to no more than 5 at a time per authorized employee escort.

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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:

See attached

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 lighing will be dusk-to-dawn flood lights sufficient to illuminate around the perimeter of the licensed facility with focused lighting at the exterior doors. Exterior lighting will be placed appropriately to facilitate optimum video surveillance.

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The Honey Pot

(logo)

Employee Picture Here

Employee Name

Employee Title

The Honey Pot

(logo)

VISITOR PASS

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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 selected will meet all AMCO and FNSB requirements and will include: door alarms, motion sensors, glass shatter sensors for the glass in the doors, an audible alarm, key pad access near the front and back doors, remote monitoring capabilities for owners/managers and third-party monitoring. The system will be armed at all times when the facility is closed. In the event of a breach, an alert will be sent immediately to all authorized members and managers of the LLC as well as the third-party monitoring company. If appropriate, authorities will be notified immediate by phone and no one will enter the facility until law enforcement has deemed it clear and safe. AMCO will be notified within 24 hours of any confirmed burglary or breach.

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

All marijuana and mirijuana products will be kept in locked ases and/or out of reach from the general publuc. Access to restricted areas will b eextremely limited and will require proper ID, sign-in requirements as previously outlined and a facility escort. The interior of the building will be monitored by camera and will be set up with no blind spots. Should theft or an attempted theft occur during business hours, the proper authorities will be called to ensure the safety of those in or around the faiclity. In th ecase of a dishonest employee, the camera system and inventory system will be used to confirm any theft and proper authorieis, including AMCO will be contacted. The employee will be terminated.

3.7. Describe your policies and procedures for preventing loitering:

We are not located near heavy foot traffic and loitering is not expected to be an issue at our location. It is expected that proper signage will mitigate most of the potential loitering. Signage will be used around the building that states, "NO LOITERING" and "NO PERSONS UNDER 21 YEARS OF AGE" and "VIDEO SURVEILANCE IN USE". An audible driveway alarm will be used and video monitoring of the parking area will be constant. If someone lingers outside the building, they will be asked to leave the premises. If they do not comply, the proper authorities will be called to escort them off property.

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:

Exterior video cameras will be placed at all four corners of the facility and above both exterior doors. Interior video cameras will be placed in all four corners of the retail area, the restricted access office and the restricted access work area as well as directly toward the public entrance and the rear restricted access entrance to ensure a clear image of any persons entering the facility.

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 will be located in the office and kept in a locked metal box at all times. Access to the locked metal decurity box will be limited to authorized managers and owners and will be granted to AMCO and law enforcement as needed. In the event of any terminations or change in ownership, keys will be accounted for and locks changed if keys are not all accounted for.

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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 paper records (inventories, logs, manifests, employee records, entitiy documents, etc.) will be housed in locked filing cabinets on premises in the restricted access office for the required time specified in regulations. Access to the restricted access office and the locked filing cabinets will be limited to authorized managers and owners and will be granted to AMCO and law enforcement as needed. Electronic records will be maintained on multiple hard drives located both on and off site. Bookkeeping software will be used to manage finaincial transactions and is housed in a cloud environment.

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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):

All Honey Pot employees will be required to have an Alaska Marijuana Handlers Permit. The Honey Pot wil provide in-house training that will orient all new employees and maintain ongoing education for existing employees to the following: our policies and procedures, AMCO regulations with regard to retail sales, the Alaska Food Service laws and regulations pertaining to the handling of marijuana products and safety procedures, Federal laws and regulations and cannabis education.

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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:

All marijuana and marijuana product will be accounted for in METRC with a printed manfest documenting the following: weight, type and amount of marijuana or marijuana product, pick-up and delivery locations, date, time. All marijuana and marijuana product will be in sealed packages and placed in a locked container for transport. The locked container will be placed in a secure storage compartemnt in the vehicle used to transport the marijuana or marijuana product and will not be within reach of the driver. The driver will not deviate from the predertermined route unless to avoid imminent danger or unexpected road construction. The sealed package will not be opened during transport.

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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):

The Honey Pot intends to display two seperate signs attached to the building on the West and South sides. Both signs are planned to be 4,800 sq. in. Signs are not yet designed but will follow AMCO and FNSB regulations for size and content.

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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):

Formatting of this page does not allow for wrapped text. Please see page 11 for answers to 9.2.

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

Signature of licensee

Monique T. Daigle
Printed name of licensee

SARA LEVINE
My Commission Expires
NOTARY PUBLIC
June 24, 2021
STATE OF ALASKA

Sara Levine
Notary Public in and for the State of Alaska

My commission expires: 6-24-21

Subscribed and sworn to before me this 25 day of Feb, 20 20.

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(Additional Space as Needed):

Advertising mediums and logo(s) for The Honey Pot are currently under consideration with no finalized plans. We intend to use web pages, social media, apps, business cards, brochures and magazine ads with the potential to use newspaper, radio and television in the future. We also intend to distribute branded stickers, apparel, accessories and other merchandise appropriate for a retail marijuana store. All advertising and branded material will be in comliance with AMCO advertising regulations.

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