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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	Alaska Harvest Company LLC	**MJ License #:**		24097	
License Type:	Retail Marijuana Store				
Doing Business As:	Alaska Harvest Company LLC				
Premises Address:	43837 Kalifornsky Beach Rd				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Mailing Address:	PO Box 1129				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Designated Licensee:	Dean Bush		
Main Phone:	907-252-3230	**Cell Phone:**	907-252-3230
Email:	info@alaskaharvestcompany.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:

The marijuana retail store will have a sign by the entrance or door stating "No One Under The Age Of 21 Allowed". The sign will not be less than 12 inches long and 12 inches wide. Customers will be asked to show a valid government issued id which will be checked by a budtender or employee when they enter the retail store. Video surveillance will record entries and exits.

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:

To ensure that no unescorted members of the public access restricted areas, all restricted areas will be clearly marked with a sign that states "Restricted Access Area. Visitors Must be escorted". Also, an employee will not allow any visitor to go beyond the restricted area. Before visitors can enter the restricted area, they need to sign in and complete the visitor's log. Then an employee will give them a visitor's badge and escort them inside the restricted area.

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

Before visitors can enter the restricted area, they need to sign in and complete the visitor's log. The visitor's log includes date of visit, time in, time out, name, phone number or email, and purpose of visit. An employee will then give them a visitor's badge to wear and escort them while they are in the restricted area. There will be no more than five visitors per escort. Visitors will sign out of the visitor's log and give a visitor's badge back when they leave.

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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 Attachment 1

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

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

The exterior lights will be installed at all sides of the building especially within 20 feet of each entrance and exit to the building to enhance the surveillance. The exterior lights will provide good brightness that ensure image quality captured by security cameras over entrances, exits, and windows.

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Alaska Harvest Company

Employee Name

Employee Picture

Retail Marijuana Store

LICENSE # 24097

EMPLOYEE

Alaska Harvest Company

VISITOR

ATTACHMENT 1

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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:

A designated employee will be responsible for unlocking the licensed premises at the beginning of shifts and disarming the alarm system. At end of shift, a designated employee will secure, re-lock the licensed premises and arm the security system.

There will be a third party security/alarm monitoring company that will be contracted with to monitor all security alarms. Alarms are to include such as door and window contact alarms, motion sensory alarms, glass breakage alarms, and fire and smoke alarms. All exterior doors and windows will have door/window contacts to monitor door and window open/closed status. If a door or window is opened when the security system is armed, it will activate the alarms which the security system will auto dial the security monitoring company. Then, the security monitoring company will notify owner, owner representative, and the local law enforcement. A designated employee or owner will come to the licensed premises and if there is an evidence of unauthorized access to the licensed premises, A designated employee or owner will cooperates with members of law enforcement and notify AMCO enforcement within 24 hours.

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

Only employees with current bud handler certifications that have passed background checks will be hired. Diversion of product procedures/training will be discussed with all employees and manager including learning how to prevent/detect diversions from employees and customers, reporting all diversions to a manager or licensed owner, reviewing of continuous camera recordings of suspected diversions, and prosecuting employees if involved in product diversions. All marijuana product will be stored in a locked storage room and tracked in METRC system.

3.7. Describe your policies and procedures for preventing loitering:

Signage stating "No Loitering" or "No Trespassing" will be posted around the licensed premises. Exterior video surveillance will be available to employees inside the premises. Employees will notify law enforcement if anyone found to be loitering refuses to leave 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. DB

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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. DB

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. DB

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

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). DB

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:

All entrances to the premises will have cameras placed above the doors to provide a clear 20' view of the perimeter to identify any individuals within 20' of the entrance. Cameras inside the doors will monitor and identify any individuals entering and exiting the premise. The entire premises will have full video surveillance in all restricted and non-restricted areas excluding the bathroom.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All video recording and security equipment will be housed and stored in a locked security room. Video surveillance storage will be maintained at a minimum 40 days of recording. Only employees of responsible charge and owner will have access to the security room and access to remote video surveillance. Any law enforcement, agents/officials of the local government or AMCO needing access to the security room will be escorted by an individual of responsible charge employee or owner.

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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)*; DB

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;** DB

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

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

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

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

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

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;** DB

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

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

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

All business records such as bookkeeping for each business transaction, employee list and handler card information, contact information of vendors that maintain surveillance and alarm systems, advertising/marketing, diagram of the licensed premises, visitor logs, records that retains for tax purposes, inventory tracking, manifests, scales inspection will be stored for six months in a locked cabinet on the premises and can be accessed only by owner and authorized personnel. Older records may be archived on or off-premises.

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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. DB

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

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. DB

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. DB

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. DB

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. DB

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

All employees will receive in-house training. The training will include such as product handling, customer service, health and safety, sanitation, theft, legal issues, proper equipment use, cash register operations, and POS system. Training will be an on-going process. Employees will also be kept up to date to any change in regulation from AMCO, law enforcement, and any industry change.

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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.	DB
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.	DB
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.	DB
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).	DB

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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:

Marijuana product may only be transported to a licensed marijuana establishment by a licensee or employee of a licensee. METRC will be used to prepare and record information about the product to be transported and create a transport manifest. Marijuana product will be weighted and placed within a sealed and tamper-evident shipping container and then in a locked and secure storage compartment in the transport vehicle. Labels will be affixed to the packaging and transport manifest will remain with the product at all times. The transport vehicle will travel directly to the destination without making any unnecessary stops.

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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. DB

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. DB

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. DB

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. DB

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. DB

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. DB

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

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):

Alaska Harvest Company may have up to three signs. Two of them may be attached to the building or placed in the marijuana facility's windows. The other may be a stand alone. Each sign will not exceed 4800 square inches. Signs will meet requirements per 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):

SEE ATTACHMENT 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

Dean Bush

Printed name of licensee

Notary Public
SHAUNTEALA GRAHAM
State of Alaska
My Commission Expires April 10, 2022

Notary Public in and for the State of Alaska

My commission expires: April 10, 2022

Subscribed and sworn to before me this 30th day of April, 2020

AMCO Received 5/4/2020

Alaska Harvest Company plans to utilize the following advertising mediums.

- Magazines and Newspapers
- Social Media and Websites
- Radio and Television
- Text messages
- Events and Sponsorship

Advertisements will include the Alaska Harvest Company logo, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations. Samples of logos are as follows:

Alaska
Harvest Company

Alaska
Harvest Company

Alaska
Harvest Company

Alaska
Harvest Company

Attachment #2

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(Additional Space as Needed):

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