Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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https://www.commerce.alaska.gov/web/amco
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 Joint Ventures LLC	**MJ License #:**		25309	
License Type:	Marijuana Retail				
Doing Business As:	Voodoo Cannabis Company				
Premises Address:	930 Gambell St				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Mailing Address:	7801 Schoon St Unit G				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Designated Licensee:	Colleen Howard		
Main Phone:	9072235574	**Cell Phone:**	9072235574
Email:	contact@akjoint.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:

Identification of every person seeking to enter the establishment will be checked immediately upon entrance to the store and again at the point of sale. All visitors and customers will be required to demonstrate proof that they are at least 21 years of age by presenting a valid and appropriate government issued identification card as specified in the marijuana regulations.

Voodoo Cannabis Company will have clear and legible signage indicating that anyone under the age of 21 is not permitted and all employees will be trained on procedures for visually inspecting identification cards. Anyone without valid identification or who is found to be under 21 years of age will be denied access to the establishment.

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 Voodoo Cannabis retail store premises will be designed to prevent unauthorized access into restricted access areas by any unescorted member of the public. The interior of the store will be segregated into customer and non-customer (restricted) areas. Customers will not be permitted into restricted areas, which include areas behind the counter and where marijuana and marijuana products are stored. Doors, walls, or other obstructions will be placed to block customer access to restricted areas. Doors to restricted access areas will remain locked; only the licensee and employees of Voodoo Cannabis Company will have access keys allowing entry to restricted areas. Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted."

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

Visitors will not be permitted into restricted access areas without an authorized escort: a licensee or employee. All visitors will be required to log their name, date and entry and exit time into a recorded log that will be maintained by the licensee. All visitors are required to show a valid government issued and approved identification card showing they are 21 years of age or older. All visitors will be issued a visitor's badge before entering restricted areas. The badge must be worn at all times. Visitors will be escorted and supervised at all times by a licensee, employee, or authorized agent of Voodoo Cannabis Company. The number of visitors will not exceed five per supervising employee or licensee. Visitor logs will be scanned and hard copies will be kept onsite for at least six months and then archived to off site for a minimum of 3 years.

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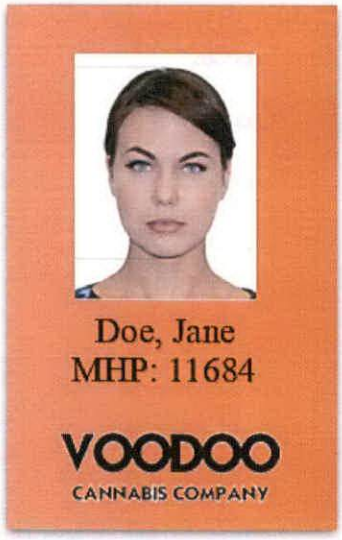
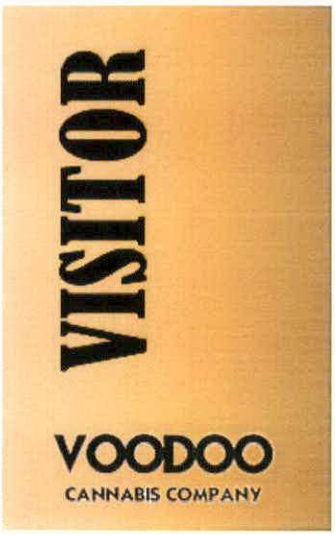
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Exterior lighting will be installed that illuminates the parking area and provides at least at least 20 feet of visibility from all entrances and exits of the facility. Exterior lighting will provide sufficient intensity so as to support all video recordings. As a backup, exterior video cameras will include infrared capabilities to facilitate low-light recording.

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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 central monitored cellular alarm system with backup battery power and an audible siren will be active at the premise at all times. Tamper-monitored contacts will be mounted on all exterior doors. There are no windows. After completion of the closing procedure, the alarm system will be activated to the away mode by the last employee to leave.

Unauthorized activity will trigger the audible alarm system and connect to security personnel from the 24-hour central monitor station. The monitoring station will call the contact number designated by the licensee to verify if the alarm is valid via name and password.

In the event of a breach, the central alarm monitoring company will alert first alert local law enforcement and then call the licensee or agent of licensing to determine if the alarm is valid. If valid, police dispatch will continue and the licensee or agent of licensee will meet law enforcement at the premises in order to follow all protocols directed by the law enforcement. As soon as possible, and in coordination with law enforcement, an inspection and inventory of the entire premise will be executed to verify whether marijuana product was compromised or missing. Any missing inventory will be reported to AMCO.

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

Employees will be trained on the detection and prevention of diversion of marijuana or marijuana products. All marijuana and marijuana products will be inventoried daily to ensure inventory is accounted using the state-required electronic seed-to-sale tracking system. Voodoo Cannabis will have a zero tolerance policy for any employees found to be diverting marijuana or marijuana products.

3.7. Describe your policies and procedures for preventing loitering:

Voodoo Cannabis Company will provide clear and legible signage indicating that loitering is not permitted outside of the establishment. An employee or designated security personnel will perform regular premises checks to ensure that there is no loitering. Loiterers will be asked to leave the premises. Law enforcement will be notified if they refuse to leave.

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. [Initials]

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. [a]

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. [a]

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

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). [a]

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

Video cameras will record all areas (restricted and unrestricted, including all entrances, exits, and points of sale) within the licensed premises, and will be placed so as to to produce a clear view adequate to identify any individual inside the licensed premises, and outside the facility to record within 20 feet of each entrance to the licensed premises.

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:

Video surveillance recordings will be stored on a hard drive and digital video recorder housed in a locked cabinet in the surveillance/office area of the license premises. The surveillance/office area is in the restricted area of the premises and will be locked. Only the licensee or authorized employees will have access. The DVR has enough capacity to store continuous 24-hour footage for at least 40 days. The cabinet will be locked with a combination style padlock. The combination will be known only to the licensee and authorized employees. It can be provided to law enforcement or a representative of the marijuana Control Board upon request. A digital back-up of the recordings will be on a secondary hard drive or cloud based system.

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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 business records will be maintained in either paper or electronic format. If in paper format, the records will be in a locked cabinet located in the surveillance/office area. Copies of paper records will be archived off-site. Access will be limited to the licensee and authorized employees. Electronic records will be password-protected and available only to the licensee or authorized employees needing access in accordance with their job responsibilities. All electronic records will be backed up in a secondary location. Video surveillance recordings will be automatically backed up in case of primary hard drive failure to ensure over 40 days of recording.

Voodoo Cannabis Company shall maintain in a format that is readily understood by a reasonably prudent businessperson all books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendars. All records for the last six months will be maintained on the marijuana establishment's licensed premises, including: 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; the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; records related to advertising and marketing; current diagram of the licensed premises including each restricted access area; the log recording the name, and date and time of entry of each visitor permitted in a restricted access area.

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 an employee handbook that details the policies, procedures, and protocols for the facility. The facility's operating principles are based on industry best practices and state statutes and regulations. All employees will also go through a two week training process to ensure they will perform their duties in a safe and knowledgeable manner.

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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. [ll]

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. [ll]

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. [ll]

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). [ll]

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:

As a marijuana retail store, Voodoo Cannabis Company will only transport marijuana or marijuana products to another marijuana retail store. Such marijuana for transport will be in a sealed package or container such as a locking travel case or heavy-duty plastic tote. Zip ties, paddle locks and tamper evident tape will be employed to prevent diversion. Travel cases and totes will be stowed in locking cargo compartments such as a vehicles trunk. Inventory tracking tags will be affixed to all packages. Manifests, Lab test and invoices will accompany all transferred marijuana. Actual and shipping weights and strain name will be clearly identified on each package.

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 facility will have two signs identifying the name of the store and/or the logo attached to the outside of the establishment. The size of each sign will not exceed 4,800 square inches.

Additional signage will include a sign at least 12" x 12" stating, "No one under 21 years of age allowed" placed at every entrance of the retail building. This sign will have letters at least one-half inch in height in high contrast to the background of the sign. "No Loitering" signs will also be displayed in specific locations outside the store.

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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):

All marijuana advertising for Voodoo Cannabis Company will comply with 3 AAC 306.770. Advertising for Voodoo Cannabis Company may take the form of radio ads, television ads, business cards, social media posts, newspaper ads, and sponsorships.

Business cards, apparel and stickers may be included in our advertising. Advertising, including any logos for Voodoo Cannabis Company, will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. Logo, license and name, location and contact information will be included will all advertising. Any advertising that depicts actual marijuana or marijuana products will carry the required marijuana warning.

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

Signature of licensee

"Official Seal"
Notary Public
Eli Gionet
State of Alaska
Commission # 180613013 Expires 06/13/2022

Notary Public in and for the State of Alaska

Colleen Howard

Printed name of licensee

My commission expires: 6-17-22

Subscribed and sworn to before me this 16 day of JUNE, 20 20.

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(Additional Space as Needed):

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