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:	The Talkeetna Canna Connection, Inc	**MJ License #:**	27317		
License Type:	Retail Marijuana Store				
Doing Business As:	Talkeetna Connection				
Premises Address:	39209 S Talkeetna Spur Rd				
City:	Talkeetna	**State:**	Alaska	**ZIP:**	99676

Mailing Address:	P.O. Box 1103				
City:	Talkeetna	**State:**	Alaska	**ZIP:**	99676

Designated Licensee:	Alysa Tunnell Eastwood		
Main Phone:	907-355-3497	**Cell Phone:**	same
Email:	alysatunnell79@gmail.com		

AMCO
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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:

Any and all persons who try to enter the licensed premises will immediately be asked by an employee to show legal identification. Only persons 21 years and older with valid and unexpired/unaltered legal ID, such as drivers license, government ID, or passport shall enter. If customer does not provide legal identification they will be asked to leave the premises.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

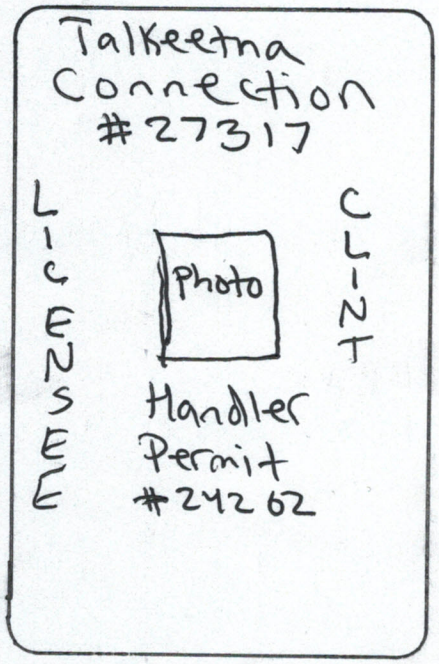
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

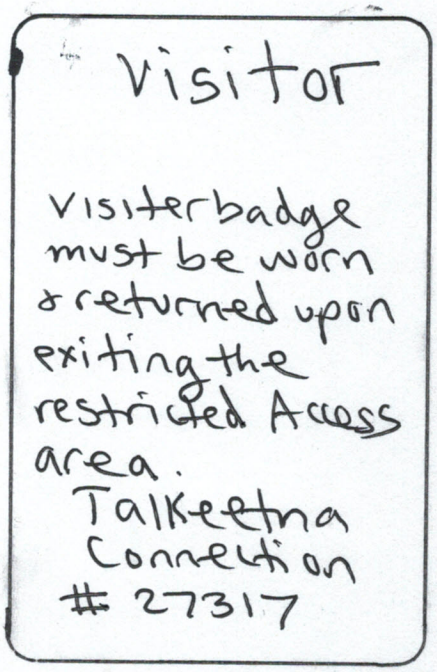
Unescorted members of the public will be prohibited from entering the restricted access area without proper approval. The door entering the restricted access area will be marked by a sign that says "Restricted Access Area. Visitors must be escorted." This door will be located within the retail counter area and will have a commercial grade/non residential lock. All windows within the restricted access area will also have commercial grade locks as well as glass break sensors and motion detectors. No more than 5 visitors at a time shall be escorted through the restricted access area, and they must be wearing a visitor badge and show proper identification proving that they are 21 years or older. Employees will all complete an in person training with owner and/or management on how to prevent fraudulent identifications. Training material used will consist of the "ID checking Guide 2021." This guide is a very thorough and professional training guide. Acceptable identification shall consist of :
a.)an unaltered/unexpired passport
b.)an unaltered/unexpired drivers license, instructional permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada.
c.)an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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

There will be a log book kept in a safe secure area that every visitor to the restricted access area shall sign. All visitors will be checked for legal identification to ensure that they are 21 years or older. The log book will have a column for each visitor's name, age, time in and time out, and reason for visit. At that time we will provide visitors with a visitor badge to be worn at all times while in the restricted access area. The visitor badge shall be a different color than the employee ID badges and easily distinguished from the ID badge. No more than five visitors at a time, per employee, agent, or licensee shall be allowed entrance into the restricted access area. Visitors will be escorted by employees at all times. As visitors leave the restricted area, they will provide the time of departing and return visitor badge.

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 motion lighting will be placed around the perimeter of the licensed premises and will sufficiently illuminate, and be able to identify someone from 25 feet around the facility. Both the inside and outside of the premises will have sufficient lighting to facilitate the continuous video surveillance cameras. There will also be a security alarm system integrated into all exterior doors and windows.

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:

There will be security alarms placed on all exterior doors and windows that will be set and activated by an owner or employee while premises are closed for business. The alarms will be synced with the owners mobile phones an will alert us if any of the alarms should ho off. If the alarms were to ever go off, the owners would immediately go to the premises as well as contact local law enforcement to investigate any crimes that may have occurred. The owners live just a short 5 minutes or less away from premises. All exterior doors and restricted access doors will be of commercial grade with commercial grade lock systems.

In the event that there is an incident of wrongful entry, theft, missing marijuana product or money from the licensed premises, then the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office shall be notified as soon as possible, but no more than 24 hrs from when the unauthorized access was detected.

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

We will conduct daily inventory of all products which should always match our METRC and POS records. All marijuana products will be marked with a tracking number via METRC. At the end of each day, all marijuana products will be stored in a locked safe located in the back office restricted access area. All products and areas of entire facility will be under video surveillance 24 hrs/day. If any discrepancies are detected, a thorough in house investigation will occur. If we find that any laws have been broken, or illegal diversion of marijuana takes place then local law enforcement will be contacted immediately and AMCO will be notified within 24 hrs. When product is transferred between licensed facilities it shall have the proper METRC manifest attached. We will accept no product into the retail without a proper manifest.
METRC will allow us to be able to track our product from the time it arrives on premises to the time it is sold. The software will aid us in detecting any missing marijuana product as each sale is entered into the system. All employees will be trained how to properly input sales into the METRC system and detect deficiencies. To aid in the most effective training, all employees will have a thorough briefing of the METRC material in which pertains to their retail position. If a deficiency is detected the owners will immediately review the camera footage. Any employees caught diverting marijuana shall be terminated immediately and local law enforcement and AMCO will be notified immediately as well.

3.7. Describe your policies and procedures for preventing loitering:

Loitering shall be strictly prohibited. A "No Loitering" sign will be placed on the customer entrance door. Anyone seen to be loitering shall be asked to leave the premises. If they refuse to leave, local law enforcement will be called.

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.

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. AE

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. AE

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

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). AE

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:

Our establishment will have video cameras placed in a way that will capture a clear unobstructed view of all regular activity and provide clear identification of any person and activity in all rooms at all times. This also applies to 20 feet around each exterior entrance to the licensed premises. Each door, inside and outside, will have at least two cameras focused on each particular entrance and exit. There will be sufficient footage of the retail counter where product is sold and delivered, as well as the POS area. The restricted access area shall have sufficient footage of all locked storage and records, as well as the rest of the restricted access area.

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 surveillance recording equipment and original copies of surveillance records will be kept in a locked, secured, and fireproof safe located in the restricted access area. All records shall be preserved for a minimum of 40 days in a format that an be easily accessible for viewing and clearly and accurately displays the time and date, and is archived in a format that does not permit alteration of the recorded image. All surveillance records shall be provided to law enforcement or the board when requested.

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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)*; ATE

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;** ATE

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

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

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

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

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

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;** ATE

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

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

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 records and data, including electronically maintained records, will be kept in a locked, secured, and fireproof safe located in the restricted access area for the current year and three preceding years. All records shall be available to MCB/AMCO upon request. These records will include the following:
-All business transactions
-Current employee list w/ name and handlers permit #
-Business contact information for advertising and marketing
-Current diagram of licensed premises
-Log recording name, and date and time of entry of each visitor permitted into a restricted access area
-Tax records
-Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed to sale, or destruction of marijuana. (all METRC records)
-Transport records
-Registration/inspection records for scales
-All surveillance records will be kept for a minimum of 40 days

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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. AE

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

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. AE

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. AE

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. AE

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. AE

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

All employees shall be trained how to properly use METRC as well as how to use our POS system. Employees will always have a valid handlers permit and food service permit while employed with Talkeetna Connection, and we will provide all renewal fees and courses as long as they are employed with our establishment. They will also have proper knowledge of the Alaska marijuana regulations, including how to properly check for valid/unaltered identification. Additional training will be provided so that all employees have proper knowledge of the products that we sell to the public. Employees will also be trained on how to set the security alarm system and what to do in case of an emergency while on shift. Employees will always be provided with continuing education opportunities that pertain to the marijuana retail industry. Licensee and management will always ensure that employees are kept up to date on all updated regulations and statutes that affect them. Owners and management will be certified in METRC. We will ensure that all additional employees are trained and briefed on all aspects of METRC that pertain to their position.

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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:

When a licensee originates a transport of marijuana product, they shall use the METRC tracking system to create a manifest which includes the type, amount, and weight of marijuana or marijuana product being transported. It should also include the name of the person transporting the product, the time of departure and expected time of delivery, and the make, model, and license plate number of the transporting vehicle. The completed and printed manifest shall remain with the marijuana product at all times during transport. The marijuana product shall be packaged in a sealed container which is locked and secure within a storage compartment within the vehicle transporting the marijuana. The sealed package may not be opened during transport. The vehicle and transporter must travel directly from the marijuana establishment origination to the exact marijuana establishment destination marked on the manifest without making any unnecessary stops in between, except to pick up or deliver marijuana from another licensed establishment.
When marijuana products are transported and delivered to our establishment we will immediately enter into METRC the type, amount, and weight of the marijuana product received. We will never accept a marijuana product that is not accompanied by a completed transport manifest.
All products sold to the public from our retail store will be packaged and secured in accordance with ACC 306.470 and ACC 306.475.

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. AJE

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. AJE

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. AJE

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. AJE

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. AJE

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. AJE

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

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):

Talkeetna Connection plans on posting one sign that will be attached to the outside of the building. The sign will be attached to the store front and will not exceed 4,800 square inches. The sign will say the following:
Talkeetna Connection

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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):

Talkeetna Connection will distribute the following types of advertising:
-Business cards with the following information:
- -Talkeetna Connection Lic # 27317
- -Agent name
- -Business phone number
- -Agent cell phone number, optional
- -Business email address

Merchandise:
- -Clothing
- -Wall Art
- -Stickers

All merchandise will say:
"Talkeetna Connection"
Talkeetna, Alaska

No public advertising/broadcasting such as commercials or adds will be done by Talkeetna Connection.

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

Signature of licensee

Alysa Tunnelli Eastwood
Printed name of licensee

OFFICIAL SEAL
Natasja Williams
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires March 16, 2022

Notary Public in and for the State of Alaska
My commission expires: 3/16/22

Subscribed and sworn to before me this 1st day of June, 2021.