Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Briske Enterprises, Inc	**MJ License #:**	26721		
License Type:	Retail Marijuana Store				
Doing Business As:	Mr. Budd				
Premises Address:	9370 E Palmer Wasilla Highway, Suite 1				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	9370 E Palmer Wasilla Highway, Suite 1				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	William Kell Briske		
Main Phone:	907-355-7676	**Cell Phone:**	
Email:	briske5@gci.net		

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:

Mr. Budd will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one (21) years of age or older. A valid form of identification includes; (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty-one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. A designated employee will request from all customers a government issued, photo identification and will thoroughly examine the ID before allowing entrance into the retail store. Employees will be trained to spot forged ID's. Signage will be posted at the entry door stating "No one under 21 years of age allowed".

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

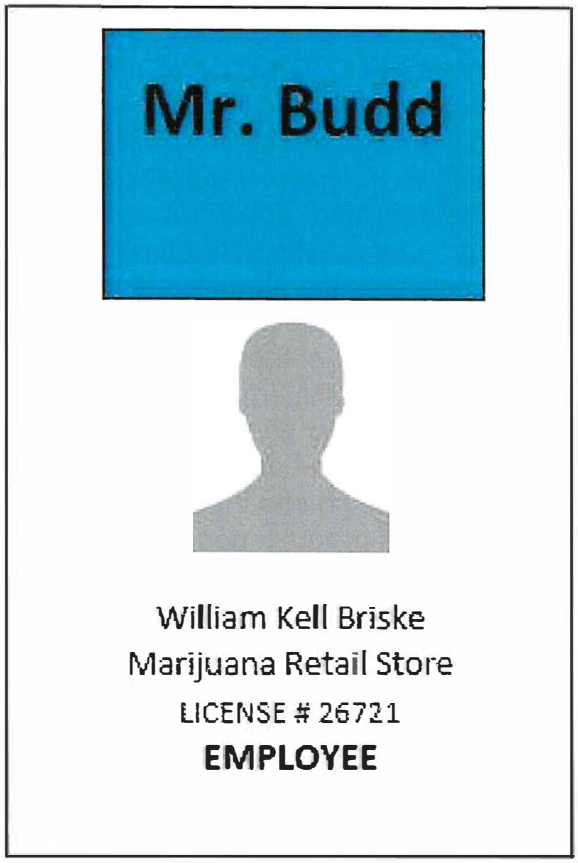
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

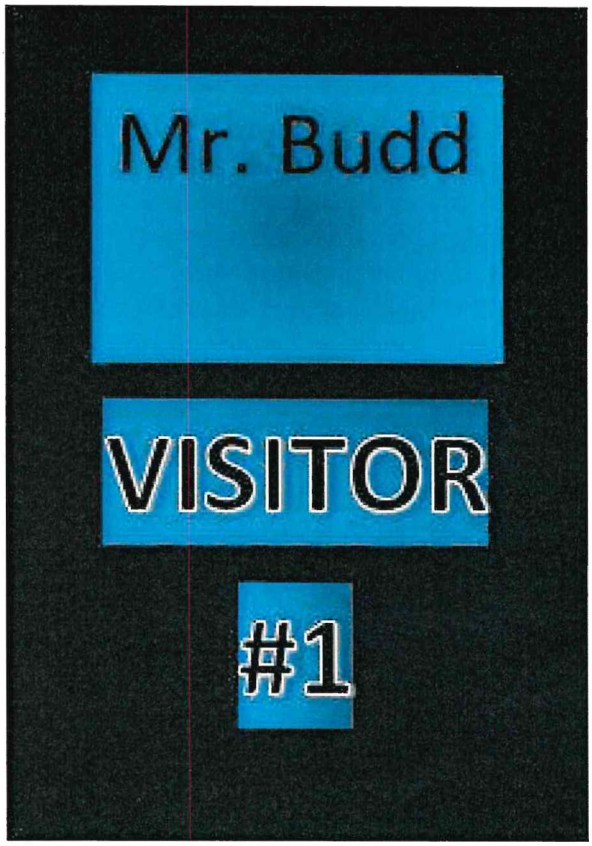
Mr. Budd will be equipped with 24 hour monitoring alarm system, exterior lighting, and video surveillance. All entrances, exits, security doors, restricted access areas, windows, every portion of the secured storage area, point of sale areas and the exterior of the building will have security cameras installed to monitor and identify all activity. All members of the public who are allowed access to the restricted access areas of the facility must check-in at the front entrance door, sign the visitor log, and obtain a visitor badge, and is to be worn and clearly displayed at all times while on the premises. To maintain the security of the facility and all marijuana, restricted access areas of the facility will be monitored and restricted at all times. Access will only be granted to the licensees and employees, with the limited exception of AMCO, AMCO enforcement, local law enforcement and scheduled, pre-approved visitors. The facility will have a commercial grade lock on the restricted access area doors that will remain locked even during business hours. Each entry point to a restricted access area will have signs prominently posted stating that the area is restricted, for employees only. Distinct and apparent cameras will be placed throughout and around the facility to encourage people to not attempt access.

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

No person, except a Mr. Budd licensee or employee (with the exception of AMCO enforcement, law enforcement, and other duly authorized agents) shall be allowed in the restricted access area unless they are a pre-authorized visitor by a licensee and escorted at all times. All persons who are not employees of the company, but who have been authorized by management to enter the restricted access areas of the facility shall provide a government issued identification to the escorting employee prior to entering the restricted access area in order to obtain a visitor identification badge. An employee will escort and monitor the visitor at all times while the visitor is in the restricted access area. The visitor identification badge shall be visible at all times and will require the visitor to return the identification badge at the end of their visit. There will never be more than 5 visitors per employee/licensee at any given time. Mr. Budd will maintain a visitor log, which shall include the name of the visitor, date, time and purpose of the visit. The visitor log will be made available to AMCO upon request. If an unforeseen circumstance requires the presence of a visitor and makes it impractical for designated employee/management to obtain prior authorization, the facility shall record in the visitor log the name of the visitor, date, time, purpose of the visit and the facts upon which the access was granted. Visitor records will be stored on the company's computer server, a hard original copy will be stored in the secured locked cabinet located in the office. Hard copies will be maintained for at least 7 years. Mr. Budd does not intend to destroy any electronic copies.

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:

The retail store will have a perimeter lighting system that will provide a well lit and clear line of vision during the dark hours. Mr. Budd will ensure lighting fixtures are installed in such a way to keep the exterior of the premises, signs and doors, well lit and to allow surveillance cameras to clearly record individuals that are within twenty (20) feet from the entrance. Exterior lighting, as well as video surveillance recordings and cameras will be inspected frequently by Mr. Budd's licensees or a designated employee to ensure that each light is functioning and there is sufficient lighting for surveillance. Additional lighting will be installed if needed.

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:

Mr. Budd will install a regulation compliant alarm system. Tamper monitored contacts will be mounted on all exterior doors and windows. In addition, interior motion detectors and glass break detectors will be mounted within the premises to ensure further security. Motion detection alerts are programed into the camera system to send visual notification of unauthorized activity to the licensees cellular phones. After completion of the closing procedures, the alarm system will be activated. The alarm system will be disabled during operating hours by the first employee/licensee to arrive at the start of the business day. Employees may be provided with a remote panic button that activates the alarm system if under duress while in the facility during operating hours. All video cameras will be equipped with infrared capabilities to allow for clear viewing during low or no-light conditions. If any of the sensors are breached, the audible siren is set off and the facility internal control panel will alerts both of the licensees, via their cellular phones, who will contact the local law enforcement agency and comply with all directives including, but not limited to, ensuring all employees/licensees and any visitors that may be on-site exit the facility, take a head count, and then, the licensee(s) will go into the facility (when it is deemed safe enough to do so), take inventory of all marijuana/marijuana product/money etc. In the event of an unauthorized breach the licensees will immediately notify AMCO Enforcement as soon as possible, and in any event not more than 24 hours after the event/or notice of evidence occurs.

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

Mr. Budd will be under continuous 24/7 video surveillance. Personal oversized handbags or backpacks will not be permitted in the retail store and must be stored in the employee locker prior to entering the restricted access area. All marijuana related products will strictly comply with traceability requirements including, but not limited to, reconciling inventory counts with Metrc reports. Mr. Budd has a zero tolerance policy for inversion and diversion of marijuana. If any employee is caught attempting to remove marijuana from the store or bring unauthorized marijuana on to the licensed premises, Mr. Budd will contact AMCO and local law enforcement and the employee will be terminated immediately.

3.7. Describe your policies and procedures for preventing loitering:

Signage stating "No Loitering" and that the premises is under video surveillance will be prominently posted around the facility. Either a licensee or designated employee(s) will be trained to perform routine unscheduled premises area checks for individuals with no official business on the property. Any individual found to be loitering on the premises will be met with a verbal request to exit the premises per Mr. Budd's No Loitering policy and if said individual does not comply, local law enforcement will be contacted. In any event that local law enforcement is contacted, a licensee will notify AMCO electronically within 24 hours.

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. WB

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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. WB

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. WB

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

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). WB

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:

Surveillance cameras will be positioned along the building with ample lighting and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the retail licensed premises inside and outside at a variety of angles. All doors, sales area, packaging, marijuana storage areas, and receiving will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the retail store will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that in the event of a failure, it can be remedied immediately. During a power outage, all video cameras and recording equipment will be able to run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour. Video surveillance footage will be viewable by the licensees via their smart phones/tablets etc.

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, recording equipment and records will be housed and stored within the facility office accessible to only the licensees and designated employees (such as a facility manager). The recording records will be stored in a locked cabinet within the office. All recording records will be stored in a searchable manner and will be made readily available to AMCO and enforcement upon request.

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)*; WB

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;** WB

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

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

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

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

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

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;** WB

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

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

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 video surveillance recordings are automatically backed up in case of primary hard drive failure to ensure at least 40 days of recording is always preserved. Additionally, all required business records are electronically secured on the firewall protected server and backed up automatically. All business records such as operational and regulatory documents, leases, NOVs and responses, approved operating plan changes and approved diagram changes, employee records, employee handler card copies, company policies and procedures, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be also stored on-site in the facility office, in a locket cabinet in addition to being stored electronically as described above.

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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. WB

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

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. WB

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. WB

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. WB

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. WB

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

Mr. Budd will ensure that all employees have a valid handlers card and will ensure that all employees receive training for their positions. Employees will be trained on State and Federal Law (including supplemental legal training specifics to Alaska Law - Regulations and Statutes) which will be provided during orientation and on an ongoing basis as the law and regulations evolve. Additional training will include (but is not limited to) hygiene of equipment, the facility and personnel, state testing protocols, state security regulations, state sampling protocols, sample handling and control, chain of custody mandates, consumption, guidelines to mandatory training, record keeping & record retention policies and transportation of marijuana.

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. WB

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. WB

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. WB

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). WB

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✔	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✔	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that Mr. Budd transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to ten (10) pounds and then into a secure tamper-evident storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; Continued on Page 11...

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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. WB

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. WB

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. WB

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. WB

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. WB

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. WB

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

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):

Mr. Budd may have up to three (3) signs with the company name and logo, two of which may be affixed to the facility and one (1) free-standing. None of the potential signs will exceed 4,800 square inches.

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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):

Mr. Budd may utilize the following advertising mediums:

- Magazine ads
- Social Media
- Newspaper ads
- Radio ads
- Text messages (for deals and promotions with an opt out feature)
- Platforms such as leaf links etc.

Advertisements will include the company logo (a copy will be submitted to AMCO once complete), the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.

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

STATE OF ALASKA
NOTARY PUBLIC
Mercedes Curran
My Commission Expires Dec 20, 2023

Signature of licensee

William Kell Briske

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 12/20/2023

Subscribed and sworn to before me this 8th day of April, 2021.

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(Additional Space as Needed):

8.1 Continued: (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable. Mr. Budd will create a manifest for any defective product to return directly to the cultivation facility or manufacturer from which they were received. All returned defective product will follow the same policies, procedures and regulations of the aforementioned transportation of marijuana.

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