Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	Alaska Vibes LLC	**MJ License #:**	27532		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaska Vibes				
Premises Address:	10011 Glacier Hwy				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Mailing Address:	PO BOX 240122				
City:	Dougas	**State:**	Alaska	**ZIP:**	99824

Designated Licensee:	Casey Wilkins		
Main Phone:	907-957-3877	**Cell Phone:**	907-957-3877
Email:	alwaysredeyellc@gmail.com		

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:

Front door and second story storage area door signage stating "No one under 21 years of age allowed." will warn persons under the age of 21 to not enter the marijuana retail sales facility. Before entry is permitted, employees of the retail marijuana store will: a. Review visitor's I.D. (passport, driver's license, instructional permit, state or territory ID card, or other ID card issued by an authorized federal or state agency) of each visitor; b. Ensure each visitor is 21 years old; c. Ensure each visitor ID is current, unexpired, unaltered, and valid; and d. Ensure the picture and person match before permitting entry to the retail facility. If the marijuana handler confirms or suspects the visitor is under 21 years of age, they will refuse entry to the person.

Non-public doors (second story storage area) will be locked at all times. Video surveillance cameras

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:

All doors leading to restricted access areas will have commercial grade locks. The main entrance will be unlocked only when the store is open for business; the rear exterior door will be locked whenever the cultivation area is not occupied. The overlapping second floor storage area door will be locked at all times. A security system will be continuously active to ensure no unauthorized access goes unnoticed. Required signage stating "Restricted access area. Visitors must be escorted." will be posted on the rear exterior door, second story storage area door, and the employee-only door leading from the retail and outdoor patio area into the employee-only space. A code or magnetic keycard will be required to enter, and an audible alert will sound anytime the employee-only door is accessed. Video of all entrances areas, as well as the entirety of the retail marijuana store and adjacent merchandise area will be provided by the required surveillance system.

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

Before being allowed entry to any restricted access areas, visitors must show proper and valid identification indicating that they 21 years of age or older. Each visitor will be given a visitor identification badge, which must be worn at all times. Visitors will be escorted at all times. No more than five visitors will be escorted by any one licensee, employee or agent. Anyone escorting visitors must have a marijuana handler's card. A sign stating "Restricted access area. Visitors must be escorted." will be posted on the front door of the restricted access retail marijuana store.

Customers to the retail restricted access area are protected by state law that their personal information will not recorded by retail marijuana stores. However, visitors to the restricted access areas must enter required information (name, date, and time of entry) into a log book. This logbook will be placed in the secured media/record room at the end of the workday when the last licensee, employee or agent leaves.

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:

Please see the attached images of badges.

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:

At all exterior entrance points (main public front door, second story storage area door, and rear cultivation door), light fixtures will provide illumination sufficient to identify persons at least 20 feet from the entrance. Exterior fixtures will be selected to resist weather conditions and tampering.

Exterior lighting around the perimeter of the building will discourage loitering or burglary.

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The services of an alarm company will be contracted for the purpose of maintaining a secure facility. All exterior ground floor window and each exterior door that is not boarded/blocked will be connected to the alarm system and equipped with a motion sensor. A key pad or magnetic card reader will be placed at the employee restricted access area door behind which marijuana is sold and stored.

If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to the licensees' cell phones and/or the manager. This will also trigger an audible alarm to help deter potential intruders. Licensee and manager will have access to remotely view the security footage live via their cellular phones. The alarm system will be active at all times that the facility is closed. The last employee or licensee to leave the cultivation facility each night will activate the alarm system and the first employee or licensee to arrive in the morning will deactivate the system. Real-time monitoring of security systems will be provided by a professional security company.

In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. in the case of the establishments knowledge of evidence or circumstances that reasonably

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

Video surveillance will continuously monitor all areas where marijuana is sold and handled. A manager or a designated employee will be required to perform weekly inventory counts to ensure the business records match METRC records. Weekly counts are documented as business records. If it is discovered or suspected that theft or diversion has occurred, employees will alert the Licensee or manager immediately. Alaska Vibes LLC has a zero tolerance policy towards theft or diversion/inversion. Employees will complete mandatory training in identifying theft or diversion. If it has been determined that an employee is caught stealing marijuana the company will notify local law enforcement immediately, comply with all law enforcement and AMCO directives, and provide the

3.7. Describe your policies and procedures for preventing loitering:

Appropriate signage will be posted around the facility informing persons that loitering is prohibited. Persons found loitering will be asked to leave. If they do not, local law enforcement will be notified. Additionally, bright exterior lighting should discourage loitering.

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. CW

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. CW

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. CW

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

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). CW

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:

An exterior camera will be positioned at each of the three exterior access points. A camera will be positioned in the interior of the facility at each exterior access point so that entries into the facility are recorded. A camera will be placed over each till in the marijuana sales restricted access area. Cameras will be distributed in a way sufficient to provide surveillance of all restricted access areas and any area where marijuana waste is destroyed per 3 AAC 306.720.

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 footage will be stored in the secured storage and surveillance room. The room will be accessible only by authorized employees and the licensee, and will be locked at all times. Recorded data will be stored for a minimum of forty (40) days. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO and law enforcement upon request.

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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)***;** CW

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;** CW

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

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

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

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

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

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;** CW

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

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

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 required records maintained in paper format will be housed in the secure storage and surveillance equipment shed for a minimum of six (6) months. Older records (at least one year old) may be housed off-premises.

All electronic records will be maintained on a local hard drive, as well as backed regularly to an external hard drive or cloud-based document storage site (e.g. Dropbox or Google Drive).

Critical files and documents will be placed in a fire safe cabinet.

All records will be provided to MCB or AMCO staff upon request.

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. CW

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

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. CW

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. CW

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. CW

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. CW

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

Training and Probationary Employment Period
I. A day of training will be conducted with the company SOP prior to shadowing. Employees will be issued a copy of the SOP for reference.
II. Employees will shadow the owner or manager for a work shift before being asked to perform employment tasks autonomously.
III. A Marijuana Handler will be given a 90 work training and employee evaluation period .
a. The 90 day training period is conditional an employee has to demonstrate they can comply with:
b. Alaska State Statues Marijuana Sales
c. Compliance to Alaska Vibes LLC SOP protocols
d. Food handling training requirements.

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. CW

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. CW

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. CW

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). CW

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

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

All pre-packaged cannabis products will arrive to our store in a sealed and locked, tamper-evident plastic case with a copy of the transport manifest and other required documentation. Any marijuana or marijuana product will be packaged in child-resistant, opaque and re-sealable packaging. Marijuana or marijuana products delivered that do not meet the packaging standards set out in 3 AAC 306.470, .475, .565 or .570 will be denied. Anyone handling or transporting marijuana will have a current Marijuana Handler permit that is kept in the person's immediate possession or a valid copy on file on the premises.

Bulk marijuana flower will be pre-packaged for resale by a licensed marijuana handler at Alaska Vibes LLC. Marijuana from bulk marijuana containers will be placed in opaque sealable retail bottles.

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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. CW

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. CW

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. CW

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. CW

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. CW

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. CW

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

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):

There will be one 7'x4' (4,032 sq inches) sign place on the north side of the building

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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 advertising will comply with 3 AAC 306.360. .

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

Signature of licensee

Casey Wilkins

Printed name of licensee

STATE OF ALASKA
OFFICIAL SEAL
Patricia Everson
NOTARY PUBLIC
My Commission Expires 1/10/22

Notary Public in and for the State of Alaska

My commission expires: 1/10/22

Subscribed and sworn to before me this 7 day of Dec, 20 20

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(Photo)

Alaska Vibes LLC

dba Alaska Vibes

Retail Marijuana Store

AMCO License #27532

(Logo)

Name:

Title:

Marijuana Handler's Card: #

Signature

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Alaska Vibes LLC

dba Alaska Vibes

Retail Marijuana Store

AMCO License #27532

(Logo)

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Visitor