Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
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:** | Kerby's Corporation | **MJ License #:** | | 25902 | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | Tl'oh Suu by Green Degree | | | | |
| **Premises Address:** | Mile 1264.1 Alaska Highway | | | | |
| **City:** | Northway | **State:** | Alaska | **ZIP:** | 99764 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 124 W Swanson Ave | | | | |
| **City:** | Wasilla | **State:** | Alaska | **ZIP:** | 99654 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Kerby Coman | | |
| **Main Phone:** | 907-884-3153 | **Cell Phone:** | 907-884-3153 |
| **Email:** | kerby@hempire-co.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:**

Signs that reads "No one under 21 years of age allowed" will be posted to every exterior entrance. All persons who enter the facility will be required to present a valid ID proving they are 21 year of age or older.
All establishment employees will be monitoring the licensed premises at all times during work shifts. All exterior doors will be locked at all times during non business hours. employees will either have a key or key code to gain entry to facility.

## 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 restricted access areas will have signs posted that read "RESTRICTED ACCESS AREA Visitors must be escorted".
Employees will manage any member of the public to ensure they do not gain access to restricted access areas without permission.
There will always be an employee monitoring restricted access area entrances during all all work shifts.
All restricted access areas will be behind locked doors during non-business hours.

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

Our Visitor Sign In Sheet will record: Visitors Name, Date, and Time of visit. All visitors wanting to gain access to a restricted access area will be required to present a valid ID proving that he or she is 21 years of age or older, Then will be required to sign in on the visitor sign in sheet. The visitor will then get a visitor badge that they will be required to wear for the duration of visit. There will never be more than 5 visitors per escorting employee. Employees in charge of escorting visitors will ensure that all visitors remain within visible contact at all times. All visitor sign in sheets will be stored for record keeping for at least 3 years.



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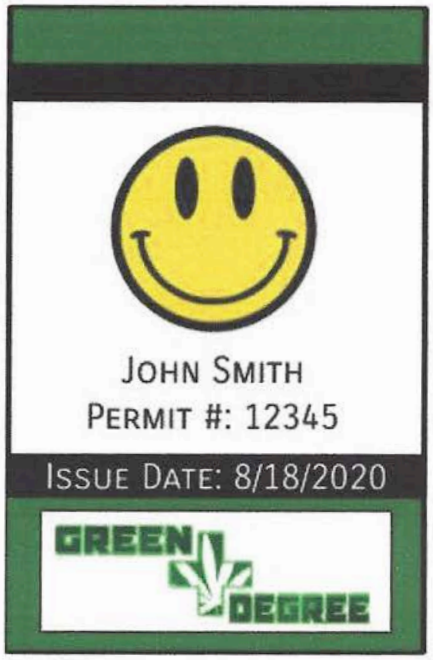
**3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:**



**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:**

There is exterior lighting to help facilitate video surveillance around the exterior of the building as well as at every entrance. Each light has a photocell that will turn the light on when it gets dark outside.



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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:**

Premises has alarm systems in place at every exterior door and window with motion detectors where needed. The alarm system will be activated at all times during non business hours. if the alarm system is disrupted for any reason and user does not enter correct access code into the system within 30 seconds it will then dispatch local authorities. All active managers will recieve notification via email, text, and phone call. At that time managers will verify if the alarm is real or if it is a false alarm via group messaging. If the alarm is real then management will work with local law enforcement to investigate the alarm before allowing anyone to return to premises. If the alarm is deemed as a false alarm then management will contact the dispatched authorities and monitoring company informing them it is a false alarm. In any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises the Department of Commerce, Community, Economic Development, and the Alcohol and Marijuana Control Office will be notified as soon as reasonably practical via email or by phone.

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

Managers and employees will be preventing diversion of marijuana or marijuana products by surveilling visitors and other staff for suspicious behaviors and or activities.
Signs will be posted that warn people of the security cameras in use.
Surveillance cameras will also be positioned to capture all areas where Marijuana will be.
Inventory will be taken on a daily and weekly basis, any and all inventory discrepancies will be investigated.

**3.7. Describe your policies and procedures for preventing loitering:**

All employees will be policing the premises to ensure that no loitering is taking place.
If there is a person that seems to be loitering staff will ask that person to leave and will escort that individual off the premises. If that individual refuses to listen to staff an leave local authorities will be called and dispatched to remove and tress-pass individual form property.

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.**



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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.**

**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.**

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

**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).**

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

All cameras are night vision capable and covers the following areas of the premises: every restricted access area, each entrance to each restricted access areas,both interior and exterior of each entrance to the facility, any area where marijuana or marijuana product is. All cameras will be placed in such way to produce a clear unobstructed view adequate enough to identify any individual inside the licensed premises or 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:**

All video surveillance records will be stored on a DVR systems that will be housed inside lock boxes inside a storage area accessible only by management, authorized employees,and law enforcement personnel including an agent of the marijuana control board.



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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 hard copies and electronic records will be stored on site in a locked storage room.
All hard copies will be filed in cabinets with related items and all electronic records will be either housed in lock boxes or will be stored on a hard drive existing in the same storage room. All-though we will not have all records backed up, we will be able to find most all our records via Internet. All records will be kept on site for a minimum of 6 months and later may be kept off-site for a minimum of three years.



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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.**

**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):**

All employees will receive training on company policies and procedures. We do have a employee handbook that is a living document that gets revised periodically. We conduct weekly meetings as well to keep all employees up to date on current rules and regs.



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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:**

Before transport of marijuana or marijuana product it will be prepared for transit by being packaged in a sealed, tamper evident shipping container that will then be placed into a locked box. then will be placed into the vehicles storage department. at this time it would be considered secured for shipment. Driver will have a valid Handlers Permit, and transportation manifest on them during transfer. All transfers will be tracked and take place inside the METRC System attaching packages to a manifest and entering estimated time of arrival along with all of the transporters required information.

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):**

There will be a lighted sign attached to the front of the building that includes the name and logo of our establishment and will not exceed 4800 square inches
There will be a double sided, lighted sign, detached from the building that includes the name and logo of our establishment and will not exceed 4800 square inches
Please see page 11 for sign graphics.



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# Form MJ-01: Marijuana Establishment Operating Plan

**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 includes but not limited to newspaper & magazine adds, social media & radio adds.
All advertising that talks about mentions or refers to certain types of marijuana products will also include the required warnings either in print or verbally depending on how the add is placed.
All advertising will either verbally state our business name or it will be printed within our logo which also includes our name.
Please see page 11 for logo.

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

Signature of licensee

Kerby Coman

Printed name of licensee

SAMANTHA L. DOCKINS
NOTARY PUBLIC
STATE OF ALASKA
My Commission Expires JANUARY 22, 2024

Notary Public in and for the State of Alaska

My commission expires: 1/22/2024

Subscribed and sworn to before me this 18 day of August, 2020.



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(Additional Space as Needed):

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