Alcohol and Marijuana Control Office
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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:	Highothermia, LLC	**MJ License #:**	29084		
License Type:	Retail Marijuana Store				
Doing Business As:	Highpothermia				
Premises Address:	741 E 13th Ave				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Mailing Address:	741 E 13th Ave				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Designated Licensee:	Dana Giliam		
Main Phone:	907-229-7790	**Cell Phone:**	
Email:	highpothermia@gmail.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:

No person under the age of 21 will be permitted in this licensed Retail Marijuana Store. A sign will be posted at the entrance stating "No one under 21 years of age allowed." All persons entering the facility will be required to provide proof of age over 21 years by presenting valid identification; State ID, State Driver's License, Passport or Military ID. Customers will be asked to leave and not allowed to purchase marijuana or marijuana products if they fail to provide proper identification. Identification check located near the entrance will act as a prevention of persons under 21 years of age from entering the areas of the facility where marijuana and marijuana products are displayed and sold. Video surveillance of the licensed areas and entrances will be kept secure on site.

Visitors will be required to show identification and proof of age over 21 years and fill out a visitor log with full name and date and time of visit, in accordance with AMCO regulations and log book will be stored at ID check. Visitors in restricted access areas will be escorted at all times by a licensee or employee and required to wear a visitor badge for the entirety of their visit. Handling and transporting of marijuana will be done by licensee or employees and visitors will not be allowed to handle Marijuana.

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:

Restricted access areas will only be accessed by persons deemed necessary and access will be limited to employees, licensees, escorted visitors and persons deemed necessary by licensee. Visitors will be required to show identification and proof of age over 21 years by presenting valid photo ID, State or Federal ID, Driver's license or Passport and will be denied access to facility if proof is not provided. Visitors will be required to fill out visitor log book, wear a visitor badge for the entirety of their visit and will be escorted at all times by a licensee or employee in restricted access areas. Restricted access areas will be clearly marked with a sign and separated by a door, chain or other partition that prevents unescorted members of the public from entering. Continuous video surveillance of the restricted access areas will be maintained on a secure digital cloud or secure hard-drive. Employees are required to wear a badge with valid Alaska Marijuana Handler Card and employee badge while on shift.

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

This facility will allow visitors in restricted access areas if deemed necessary, will be escorted by a licensee or employee and are required to wear a visitor badge for the entirety of their visit. A visitor log book will be kept on site and filled out by visitors; including full name, and date and time of visit. Visitors will be required to show identification and proof of age over 21 years by presenting valid photo ID, State of Federal ID, Driver's License or Passport and will be denies access to facility if proof is not provided. No more than five visitors will be allowed to enter restricted access areas per each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.Visitor badges and log book will be located at ID check and visitors will return the visitor's badge to an employee before exiting the facility.

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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:

HIGHPOTHERMIA

EMPLOYEE

Visitor

#01
Please return to employee before exiting facility

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 commercial lighting will provide adequate lighting for each outside entrance of the facility. Lighting will be installed to deter theft/vandalism and checked frequently. Lighting will allow security cameras to capture a clear view of anyone within 20 feet of the entrance/exits of the facility.

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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:

The required alarm system for this facility will be provided and ~~mitered~~ monitored by CIS or similar company. The alarm system will be comprised of a main control board, window and door sensors for all windows and doors, internal and external sirens, motion and glass break detectors. Licensee or employee will be responsible for arming the alarm system when exiting the facility and disarming the system when entering the facility. Testing of the alarm system will be done frequently.

In the event of an unauthorized security breach, CIS or similar company will contact the licensees, another authorized employee (General Manager if applicable) and then the Anchorage Police Department. Notification via IOS app will also be used to monitor the alarms.

This proposed facility will notify AMCO as soon as reasonably practical and 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 proposed licensed premises.

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

All marijuana on premise will be logged and tracked in METRC and will only be handled by, or transported by licensee, employees or agents designated by licensee. Auditing of inventory will be done on a weekly basis and any discrepancies in the inventory will be dealt with immediately. Access to inventory not on display for sale (back stock) will be limited to upper management. Theft will not be tolerated and surveillance records will be reviewed if theft of marijuana by an employee is suspected. Surveillance of Point of sale areas and any inventory storage will act as a deterrent for theft and Any theft will be reported to AMCO and APD.

3.7. Describe your policies and procedures for preventing loitering:

Visitors and customers will be asked to leave promptly after purchasing product or visiting facility to prevent loitering. "No Loitering" signs will be posted on the exterior of the facility. Persons found loitering will be asked to leave and informed they are trespassing on private property. Intoxicated persons causing a nuisance and refusing to leave will be reported to local law enforcement.

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:

Commercial grade, high-definition security cameras with infrared will be placed inside and outside the licensed facility and will produce a clear view adequate to identify any individual inside the licensed premise, or within 20 feet of each entrance. Continuous video monitoring of each restricted access area and each entrance to the restricted access area, each entrance to the exterior of the licensed premise and each point of sale area will be maintained for a minimum of 40 days. These cameras will be placed in areas free from obstruction and where removal by unwanted individuals will not be possible.

Original video surveillance recordings will be kept digitally on a password protected cloud or secured hard-drive for a minimum of 40 days. The licensee will be able to provide the password or allow access to the system to AMCO and local law enforcement officials. The video surveillance recording equipment will be kept in a secure lock box that only individuals authorized by licensee will have access.

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 will be stored in the security center in a lockbox or secure cabinet in a restricted access area of the facility. The security center will only be accessible by authorized personnel. Data will be stored on the security system for a minimum of forty (40) days. All video recording will be date and time stamped as well as stored in a searchable manner. In case of pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate card drive to maintain records longer. The security system will be accessible by authorized individuals only, to ensure there will be no data tampering. All records will be available to AMCO, AMCO enforcement and local law enforcement ~~ireq~~ 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)*;

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:

Records will be kept in a locked filing cabinet and will be available for inspection by request. These records include but are not limited to; up to date employee contact list and handler card information, visitor log, marketing and advertising records, invoices and vendor contact information, manifests, transport information, test results, tax records and surveillance and alarm system records. Copies will be kept digitally and backed up at the end of the each business day. Documents not available on site can be produced within 3 business days of request. Surveillance will be stored on a cloud or secured hard-drive for a minimum of 40 days and can be presented upon request.

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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):

In-house training will consist of compliance training for legal limits for AMCO, packaging and exit bag requirements, how to identify symptoms of an intoxicated person, basic AMCO regulations for retail stores, health and safety and security for any new staff.

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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. DG

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. DG

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. DG

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). DG

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 transfers and transports received at this facility will be handled via METRC. Manifests and invoices will be kept on-site as business records storage. Manifest documents will include the transport facility license #, date, strain name, product type, batch #, quantity or weight of product, name of person transporting and handler card number, make, model and license plate of transport vehicle, estimated date and time of arrival. Marijuana flower and products will be transported to this facility in a sealed container/ package in a locked storage container and not visible to the public. The transport vehicle will travel directly between the destinations, not make any unnecessary stops and ensure the manifest stays with the product and the transporter at all times. All marijuana packaging will be with uniform labels that are secure and prominently displayed. No marijuana or marijuana products will be accepted into the facility without the proper transport storage, packaging, documentation and after being thoroughly reviewed by management prior to accepting the transfer in METRC. All packaging materials that will be sold directly to customers will be child-resistant, not appealing to children and contain required label information and the 5 required warnings. This facility will use standardized scales in compliance with state regulatory standards.

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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.

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 in the front of the building above the front door that includes the name of the facility (See logo - Highpothermia Text). Sign will not exceed 4800 square inches.

Advertising: Mammoth logo on left window and "nothing burns like the cold" on right window. (Without text)

Required Consumer Notices for Retail Stores:
(1) "Consumption of marijuana in public is prohibited by law."; (2) "Transportation or carriage of marijuana or marijuana products on Alaska waterways, including cruise ships, or by air carrier is prohibited by federal law."; (3) "Transportation or shipment of marijuana or marijuana products outside the State of Alaska is prohibited by federal law."; (4) "Providing marijuana to persons under 21 years of age is prohibited by law.".

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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):

Highothermia will advertise on a custom website (with 21 years old age verification), in local print publications, on online outlets for example local news stations and potentially with marketing companies. Any advertising will include the required 5 Alaskan consumer warnings and not be appealing to children.

HIGHPOTHERMIA

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

Signature of licensee

Dana Giliam

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Karen L. Cassel
My Commission Expires: December 15, 2022

Notary Public in and for the State of Alaska

My commission expires: 12/15/2022

Subscribed and sworn to before me this 13 day of April, 2021.

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(Additional Space as Needed):

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