AMCO received 9/14/21

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:	Checkmate Harvest Company, LLC	**MJ License #:**	24115		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Checkmate Harvest Company				
Premises Address:	1198 E. Sage Road				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	P O Box 9568				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Designated Licensee:	Derek Clark		
Main Phone:	1-907-821-8212	**Cell Phone:**	1-907-821-8212
Email:	derekclark10@hotmail.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:

Checkmate Harvest Company's policy only allows people over the age of 21 access to the restricted area of the facility or to any marijuana items produced, stored or transferred to or from the facility. The restricted area is defined by the state as any part of the licensed premises where marijuana is grown, processed, tested, stored or stocked. The front door is the only point of access where a visitor can get to the restricted area. This door will be of commercial grade and have commercial locks. It will also be secured at all times and will have appropriate signage to indicate the presence of a restricted area. At the front door any visitor must show ID as required in 3 AAC 306.350 to prove they are 21 years of age or older. If so, they will obtain a visitor badge, sign in and be escorted at all times by an authorized agent of Checkmate Harvest Company.

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:

A. Video Surveillance: 24/7 - video surveillance of all restricted areas, entries to restricted areas, the front door and along all outside fencing will be taken, recorded and stored. All records will be kept at a minimum of 40 days or as directed by government authorities. The records will be stored inside the locked office, in a locked space only accessible by license or agents authorized by licenses.
B. Fencing: all restricted areas are fenced by exterior walls or 8 foot wood fencing.
C. Entry Points: The front door of the office building will be the only exterior access point that an employee, agent or visitor could lawfully gain access to a restricted area. A coded key pad will be on the front door for security. There will be a locked emergency gate in the fencing, which will only be opened from the inside of the restricted area. An alarm will be activated if the emergency gate is opened.
D. Alarm systems: A 24/7 alarm system will be in place.

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

Any visitor to the restricted area must present ID as required in 3 AAC 306.350 to an authorized agent of Checkmate Harvest Company. If 21 years of age or older and visiting for a valid purpose, a copy of ID will be taken and kept for record keeping. The authorized agent will assign a guest number, a temporary visitor badge and will escort the visitor at all times. The visitor badge will be surrendered upon leaving the restricted area. A log book will be filled out and kept on premise. The log will record the following info: visitor name, date of birth, guest number, time in/out and reason for visit. We do not expect to have many visitors. An authorized agent will be permitted to escort up to 5 visitors at a time.

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 front door of the office building is the only access point. It will have sufficient lighting which will be on 24/7 to facilitate continuous video surveillance. All parts of the fence will have cameras and motion sensor lights to help facilitate surveillance.

AMCO received 9/14/21

Form MJ-01: Marijuana Establishment Operating Plan

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:

An alarm system that meets regulartory requirements will be attached to the front door and the emergency gate. The emergency gate alarm will be active 24/7. The front door will be active when closed for business. These are the only two windows or doors on the exterior of the restricted area. all other doors and windows will be behind large fence. All breaches will trigger an alert tot a third party service which will alert the owner or agent of the owner.

Since non-lawful access could be accomplished by scaling the large fence, a motion detector will be alarmed upon closing at the end of the day or when no authorized agent is on premises. If triggered it will alert the third party service. All authorized agents will be trained on how to set alarm.

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

All marijuana will be monitored with a 24/7 recording and stored video. Cameras will be situated to capture faces and actions of all entrants into the licensed premises. Once trimmed all marijuana will be kept behind a locked door with only owners having a key to open that space or authorized agent. All marijuana will be tracked through METRIC, from seed to sale, with any discrepancies will be traced back to origin.

3.7. Describe your policies and procedures for preventing loitering:

No trespassing signs with video surveillance signs, will be displayed at the property access points. Video surveillance and staff will be used to alert management of unauthorized persons on the property. Law enforcement will be notified if any unauthorized persons fail to leave at the request of Checkmate Harvest Company.

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. DWC

AMCO received 9/14/21

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. DWC

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. DWC

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

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). DWC

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:

Checkmate Harvest Company wil have cameras installed on the licensed premises to meet all state and local requirements. For access points to the facility, video surveillance will be adequate to identify individuals within 20 feet of entrance. At all times, employees and visitors will wear their badges so their ID can be verified on video. The copy of IDs and visitor log in the book will help in IDing of any individual inside 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:

Inside the office will be a locked space where video surveillance recording equipment and associated retained records will be stored. Only owners will have a key to the locked space. Video records will be kept a minimum of 40 days. Law enforcement, agents of the Marijuana Control Board or any other authorized third parties will have access to locked space by contacting one of the owners and providing appropriate evidence of their authority, at which time the owner will unlock the space.

AMCO received 9/14/21

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)*; DWC

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;** DWC

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

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

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

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

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

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;** DWC

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

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

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 documents will be stored in a least 2 hard copy forms and at least one digital form. One hard copy will be stored off site. Another hard copy will be behind a locked door in a locked cabinet on the premises for at least 3 years. Digital copies will be able to be accessed by computer in a locked office on the prmise but will also be avaialbe to owners only on a cloud drive off premise. This will ensure no matter what happens, the records will not be lost or destroyed.

AMCO received 9/14/21

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. DWC

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

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. DWC

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. DWC

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. DWC

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. DWC

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

All new employees or agents will be given an employee handbook which will inform them on regulatory requirements and internal policies and procedures. Employees and agents before being allowed to start work will have to pass a test on information given inside the employee handbook. Copies of the employee handbook will be maintained at the facility and will be updated when needed.

AMCO received 9/14/21

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.	DWC
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.	DWC
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.	DWC
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).	DWC

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 marijiana transported will be in compliance with all state and local regulations. The only time marijuana will be transported by Checkmate Harvest Company will be to a licensed retail, testing or manufacturing facility. To accomplish this, Checkmate Harvest Company employee or agent will weigh the marijiuana to be transported. Place it into a sealed container, record the shipment in the inventory tracking system and print shipping manifesto. This manifesto will accompany the marijuana at all times during delivery. Marjuana will be secured in a locked compartment within vehicle used for transportation. The employee must travel directly from the facility to the licensed facility, then deliver the marijuana with the shipping manifesto to the authroized licensed receiving agent.

AMCO received 9/14/21

Form MJ-01: Marijuana Establishment Operating Plan

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. DWC

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. DWC

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. DWC

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. DWC

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. DWC

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. DWC

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

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):

Checkmate Harvest Company will not have any signs on its establishment because it does not want to attract attention.

AMCO received 9/14/21

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):

The two forms of advertising Checkmate Harvest Company will use is social media and apparel.

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

Signature of licensee

Derek Clark

Printed name of licensee

Offical Seal
STATE OF ALASKA
Notary Public
Breanne Martucci
Commission # 170828008 Expires 08/28/2021

Notary Public in and for the State of Alaska

My commission expires: 08/28/21

Subscribed and sworn to before me this 9 day of April, 2021.

AMCO received 9/14/21

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):