Alcohol and Marijuana Control Office
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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:** | Ketchikan Cannabis, LLC | **MJ License #:** | 29093 | | |
| **License Type:** | Standard Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | Ketchikan Cannabis, LLC | | | | |
| **Premises Address:** | 9737 Mud Bay Road unit 108/109 | | | | |
| **City:** | ketchikan | **State:** | Alaska | **ZIP:** | 99901 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 37 potter road | | | | |
| **City:** | ketchikan | **State:** | Alaska | **ZIP:** | 99901 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Jared Gross | | |
| **Main Phone:** | 9072542321 | **Cell Phone:** | 9072542321 |
| **Email:** | ketchikancannabis@gmail.com | | |

AMCO RCVD 4.25.22

## 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:**

Employees will have to be 21 years or older, and must obtain an AMCO Handler's Card prior to being employed. Employees and escorted guests who are verified over 21 and correctly signed into the Log Book will be the only people allowed onto the licensed premises. Locked exterior doors with a security system with signage and outdoor lighting will deter access at all times.

## 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 full security system will be located on the licensed premises. Security cameras will be both in front and back of the facility, full steel security doors with dead bolt all doors, windows will be sealed and blacked out, and the interior premises will have security cameras, motion detectors, as well as a 50-day recording system.

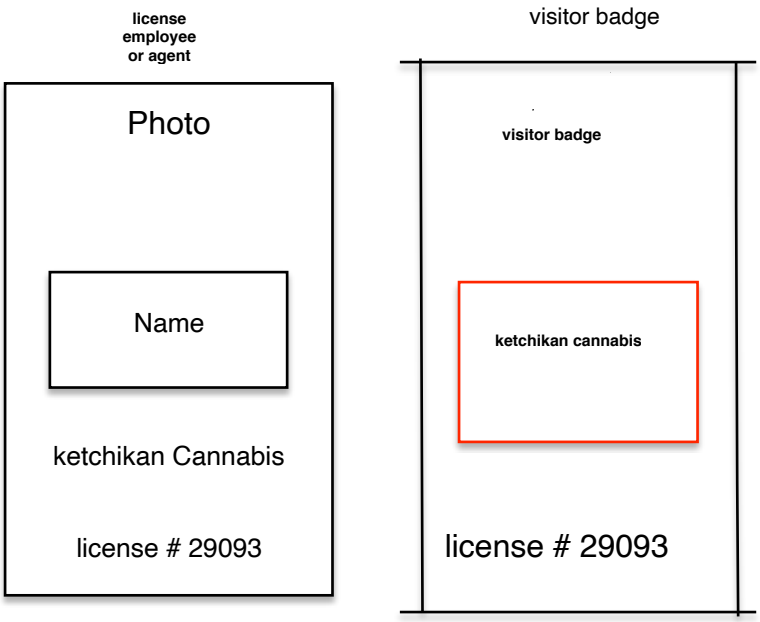
security door for grow rooms
each entrance to a restricted access area will be marked by a sign that says "Restricted Access Area: Visitors must be escorted"

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

All visitors (21+ of age with valid ID) will be admitted into the facility after entering their information, date and time of visit, and signature into the facilities Log Book. Once entered into the Log Book and verified by security, visitors will be checked out a facility produced and numbered identification badge (listed on 3.3), and will be escorted by security at all times while at the facility. Only 5 Visitor Badges will be created, with the badge stating VISITOR in bold letters.

log book for entering and existing.

**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:**

Our security system includes exterior lighting with flood lights on motion sensors located over security cameras and all exterior doors. There is also a borough maintained street light located near the back of the facility.

**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:**

Our facilities security system includes an interior motion sensor system, as well as an interior alarm system with both widow and door activated systems. The alarm system will also be maintained by a 24-hour monitoring system that will activate an emergency calling program that will contact the police, the facilities Head of Security, as well as the manager on duty when triggered. The facilities s

Key pad lock with door alarm on all entrances; window alarms on each window; motion-activated alarm system - push notification to owner's cell phone when motion cameras activated.
-
When owner is notified of an unauthorized breach via the remote camera access on owner's phone, owner will:
1. immediately notify the Alaska State Patrol of the unauthorized breach;
2. after calling police, owner will drive to location, but not interfere with the active police investigation
3. after the scene is declared safe, the owner will initiate a "loss-assessment" and report any and all findings to the Department of Commerce, Community, and Economic Development - AMCO Office as soon as reasonably practical (but not more than 24 hours)

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

All marijuana and marijuana product will be behind locked doors, with access controlled by cameras that include time stamps. Furthermore, all marijuana needing to be moved (to dry rooms for example) will be properly weighed and recorded into METRC prior to movement.
All cured product will be properly weighed, tagged/labeled, and located in a locked area of the facility

non stop delivery from cultivation facility, to licensed dispensary,
employees

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

There will be "No Loitering" signs located located on the exterior of our facility. Additionally, our facility's security system includes motion detectors on all exterior cameras; once triggered, they will send a notification to our Head of Security. At that time he or she will be able to verify if someone is loitering in the area. If so, that person will be contacted immediately and will be asked to vacate the premises.

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.**

**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 interior security cameras will be placed in a "corner to corner" mode as shown to our security contractor by AMCO Enforcement, ensuring that the entire interior will be covered by the security system. These cameras are motion-activated and time-stamped.
All exterior doors will include a weather-proof, night-vision, motion-activated camera system with lighting that will clearly show any individual approaching within 50 feet of the door.

**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:**

Our facilities security system will be located within a locked, secure storage cabinet found in our office (also locked and secured). Only authorized employees will be allowed into the office, and only the Head of Security and Owner will be allowed to access the locked security cabinet.
The video security system will include a 50-day recording system; a monitor located in the office will allow instant video feed and playback to any law enforcement personnel or agent of AMCO after the Head of Security or Owner provide security clearance into the computer system

motion detector and panic button

## 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:**

Our facility's security system also includes on-line security as well, with encrypted cloud-based backup for all secure files. All paper files will be located in the previously mentioned security cabinet located in the office; these files will also have cloud-based photocopies.



License #29093

AMCO RCVD 4.25.23

## 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 undergo a security clearance discussion with the Head of Security prior to beginning employment. These discussion will include emergency and safety procedures. Then there will also be monthly staff discussions on safety, improvements, new tips/tricks of the trade, etc.

## 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:**

Once properly manifested into Metrc for transfer, our Manager on Duty will verify that the manifest is correct. Once verified, the product will be placed into sealed bags with attached Metrc tags. Those bags will then be placed into locked transport totes with one-way locking tags.

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):**

no sinage just phone number on the door.

# 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):**

Our facility does not plan on conducting any advertising for our establishment.

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

_____
Signature of licensee

_____
Notary Public in and for the State of Alaska

Jared Gross
Printed name of licensee

My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

**(Additional Space as Needed):**

n/a