Alcohol and Marijuana Control Office
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AMCO received 5/3/2022

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:	Happy Walrus Enterprises, LLC	**MJ License #:**	23627		
License Type:	Retail Marijuana Store				
Doing Business As:	Happy Walrus Enterprises				
Premises Address:	310 Agviq Street				
City:	Point Hope	**State:**	Alaska	**ZIP:**	99766

Mailing Address:	310 Agviq Street				
City:	Point Hope	**State:**	Alaska	**ZIP:**	99766

Designated Licensee:	Andrea Lane		
Main Phone:	907-240-1567	**Cell Phone:**	
Email:	anavukl@yahoo.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:

Happy Walrus Enterprises will prominently place signs on the exterior of the facility which state that "No one under 21 years of age allowed" entry onto the premises. The signs will be a minimum of 12"x12". Whenever a customer enters the store, an agent will check and thoroughly examine their photo identification to verify the ages of each entrant. The entrant must produce one of the following: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. If at any time should an Agent suspect or know that an entrant is under the age of 21, the entrant will be asked to leave and escorted off the premises. Agents will be provided with an ID guide to assist in identifying forged or adulterated identification.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

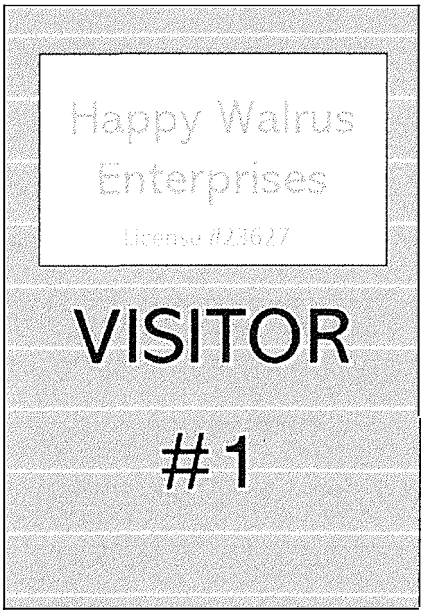
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

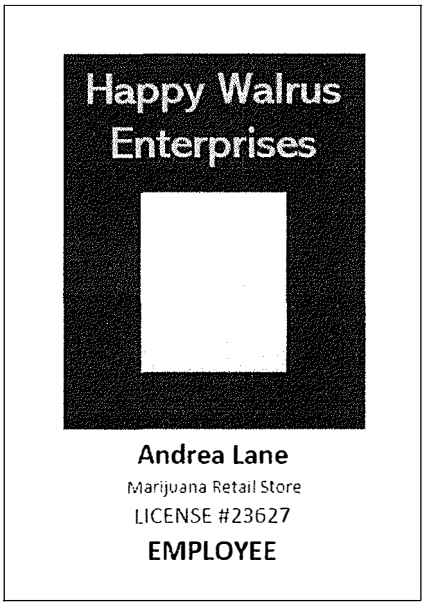
Happy Walrus Enterprises shall prominently place a sign on every portal between non-restricted access areas and restricted access areas, which states "Restricted access area. Visitors must be escorted." Every door to a Restricted Access Area, and every exterior door of the premises, shall be locked at all times. The customer entrance will be constantly monitored, both by Happy Walrus Enterprises Agents, and video surveillance. With the exception of AMCO and law enforcement, all visitors to restricted access areas will need to obtain an appointment prior to their visit. The retail store will be equipped with a 24-hour video surveillance system, which will monitor all points of egress and ingress, as well as all restricted access areas. At least one agent will be behind the point of sale counter at all times, to effectively monitor all customers. All visitors who are granted access to the restricted access areas of the facility must check in at the front entrance door and obtain a visitor badge, which are to be worn and clearly displayed at all times while on the premises.

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

With the exception of AMCO and law enforcement, all visitors to the restricted access areas must obtain an appointment before being admitted. A detailed Visitors' Log will be kept and maintained as a business record. The log will contain, at a minimum, the following information: (1) Visitor's Name; Date; Reason for Visit (if necessary); Time of Entry; and, Time of Departure. All visitors, with exception of AMCO and law enforcement will be required to: sign into the log; provide valid, unexpired, government-issued photo identification; and wear a Happy Walrus Enterprises Visitors' badge, which must be prominently displayed on their person at all times. The badge must be returned at the end of their visit, to prevent unauthorized access. Before the visit begins, visitors will be briefed on any relevant compliance, hygiene and safety policies, and will be assigned to particular Agent, who will closely accompany them on their entire visit. At no time will their be more than 5 visitors assigned to a single Agent. Once the visit has concluded, visitors will be instructed to leave the premises, to prevent loitering. The Agent will update the visitor's log with the time of departure and will note any objectionable behavior by the visitor. This log will be stored on-site as an official business record, available to AMCO upon request.

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:

Bright, prominent lighting will be installed all around the exterior of the building but shall be angled to prevent light pollution on surrounding properties. Lighting will be frequently checked by an Agent to ensure that all fixtures are fully operational. An Agent will also check surveillance footage to ensure that lighting is adequate to prevent dark spots and capture the best facial image of every person who approaches the facility. If there are any issues with the quality of the surveillance capture, the lighting will be calibrated and/or additional lighting will be installed. All outdoor lighting will be shielded to protect against inclement weather and vandals. Happy Walrus Enterprises' bright lighting will deter loitering, vandalism, and unauthorized access to the premises.

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:

Happy Walrus Enterprises will either contract with a third-party security company to install the alarm system, maintain surveillance and security equipment, perform periodic security tests, and continuously monitor the facility at an off-site security monitoring center or install a regulatory compliant alarm system which the licensees or management will monitor. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to the cell phones of designated Agents. Any breach will trigger an audible alarm to deter intruders. Designated Agents will also have access to live security footage via their cell phones. The alarm system will always be active when the store is unoccupied. The alarm system will be deactivated by the first Agent to reach the store at the start of a business day, and it will be activated by the last Agent to leave the store at the end of a business day. If an unauthorized breach occurs while the building is occupied and it is safe to evacuate, Agents will evacuate the building to a safe, pre-determined secondary location. At this secondary location, an Agent will perform a head count of all persons, and will report to law enforcement if any person is unaccounted for. Agents will await the 'all clear' from law enforcement and will comply with all directives from the same. Once cleared to return, Agents will re-enter the premises and conduct a thorough inspection and inventory to account for all theft and/or damage. All events that occur that involve law enforcement will be promptly reported to AMCO, and all requested documentation will be provided. If Happy Walrus Enterprises ever has knowledge of, or reasonably suspects, that theft, diversion, or inversion occurred, it will be reported to AMCO, electronically, within 24 hours.

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

All Agents will be thoroughly trained on facility security and preventing diversion, inversion and theft of marijuana and marijuana products. All Agents will be trained on the importance of maintaining accurate inventory, and will be instructed to report any discrepancies immediately. Agreement to policies concerning employee accountability of preventing diversion shall be a requirement prior to employment. All marijuana and marijuana product shall be tracked in Metrc, and all interactions with marijuana or marijuana product shall be recorded on the video surveillance system. Marijuana or marijuana product shall be stored in secured areas, or displayed behind the counter, or in locked display cases, all out of reach of customers. Happy Walrus Enterprises will conduct frequent, thorough inventories that shall catch any missing product. This, combined with comprehensive video surveillance will serve to deter theft or diversion, as well as quickly catch any attempted misconduct. Video surveillance will be secured and stored in a way that prevents tampering.

3.7. Describe your policies and procedures for preventing loitering:

Signs shall be installed on the exterior of the premises that state, "No Loitering." Designated Agents will observe live surveillance footage, and conduct frequent, but unscheduled surveys of the premises to detect any loiterers. Loiterers, and visitors whose supervised visits have ended, will be instructed to leave the premises immediately. If loiterers do not comply with the request to vacate, they will be informed that they are trespassing and then law enforcement will be contacted to enforce the 'No Loitering' policy.

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. AE

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. AL

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. AL

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

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). AL

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:

The licensed premises will be monitored by a surveillance recording system that will have cameras positioned to survey the entire exterior perimeter of the premises. The security cameras will be monitored 24 hours a day, 7 days a week by a third-party surveillance company. A variety of specialty cameras, such as infrared, motion-sensor, and night vision cameras will be used. All cameras will have full tilt/pan/zoom capabilities and will have secure data storage. The premise will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will be capture footage with high resolution and will be weather and vandal resistant. With these features, the facility will capture clear, crisp images that will show the best possible facial image of any person, and the best possible license plate image of any vehicle, who are within twenty feet (20ft.) of any facility egress or ingress point.

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:

The video surveillance recording equipment, and original copies of surveillance records, shall be housed and stored on a server located in the office, which shall be secured by key. The key shall be issued to, and rightfully held by, only the Licensees & Designated Agents (such as a manager). The office door will have an advanced, reinforced security door, which will remain locked at all times. The security system will be stored and secured in a way to prevent any data tampering. Video surveillance records shall be stored for forty (40) days, unless Happy Walrus Enterprises is otherwise notified to preserve such records. Upon demand or request, the video surveillance records shall be made available for review to AMCO and law enforcement agents. The files will be stored in a format that can be easily uploaded to an external drive for preservation or evidence collection. Designated Agents will have remote access to live security footage to ensure on-demand monitoring.

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)*; [AL]

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;** [AL]

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

d. **records related to advertising and marketing;** [AL]

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

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

g. **all records normally retained for tax purposes;** [AL]

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;** [AL]

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

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

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 facility records will reside in the locked and secured storage area located in the secured Management office. Only Licensees and authorized agents will be issued a key for access to the locked storage area, and there will be a secure database maintained with information including employee name and contact information, along with the time and date of each usage which could be matched to corresponding surveillance footage for verification. Business records will be maintained on-site for a minimum of 6 months. After this period, they may be stored off-site. All video surveillance data shall be held in the office for a minimum of forty (40) days, unless otherwise notified to preserve those records.

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. [AL]

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

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. [AL]

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. [AL]

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. [AL]

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. [AL]

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

All Agents will be required to complete extensive training on a variety of topics, including: marijuana industry trends; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will be refreshed as needed, as well as when new regulations or products are introduced. Agents will be required to demonstrate their knowledge of these concepts before their training will be considered complete. Informative packets will be provided to employees and supplemented/updated as needed. These packets will cover: marijuana cannabinoids; strain ratios; marijuana benefits and risks; general Alaska marijuana law; employment regulations; store policies; security and safety procedures; measures for the prevention of diversion, inversion and theft; recognizing forged, altered, or invalid identification, as well as signs of intoxication; in-depth information about job duties and responsibilities; response procedures for robberies, earthquakes, and other emergencies; statutes regarding confidentiality. Agents will receive semi-annual performance evaluations to ensure that they have retained their training information, and the store remains compliant. All Agents will be required to obtain a valid Marijuana Handler's Card. The Licensees will make sure that all Agents have valid cards at all times.

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.	AL
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.	AL
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.	AL
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).	AL

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:

In the event of transport of any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of this manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to ten pounds (10lbs.) and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as: (1) testing facility and license number; (2) testing date and results; (3) name and license number of cultivation facility; (4) name and license number of manufacturing facility (if applicable); (5) harvest batch number or production lot number; (6) date of packaging; (7) net marijuana weight; and, (8) expiration date (if applicable).

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. AL

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. AL

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. AL

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. AL

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. AL

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. AL

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

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):

Happy Walrus Enterprises may post up to three (3) signs on the exterior of the retail store premises with the business name and logo. Each sign will be no more than four thousand eight hundred square inches (4,800 sq. in.) two of the three signs will be attached to the building or placed in a store window and one may be free-standing. All signs will comply with all regulatory requirements and local permitting will be obtained as needed.

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Happy Walrus Enterprises' intends to use the following mediums for advertising:

- Newspaper ads
- Radio ads
- Social media (to feature specific strains)
- Magazine ads
- Sponsorship of events
- Direct messaging (with the prior consent of recipients) **with opt out function**

Advertisements will include each of the five warning statements contained in the regulations, verbatim per 3AAC 306.770(g).

Additionallyr all advertisements will have name of license license number shall not be appealing to children or promote overconsumption.

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

Andrea Lane
Signat ureof lice nsee

Andrea Lane
Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Rochelle L. Frankson
My Commission Expires Oct 10, 2024

Rochelle L. Frankson
Notary Public in and for the State of Alaska
My commission expires: 10/10/2024

Subscribed and sworn to before me this 2 day of September, 20 21.

AMCO received 5/3/2022

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(Additional Space as Needed):