AMCO received 4/25/2022

Alcohol and Marijuana Control Office
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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:	Kimberly Anne Peters	**MJ License #:**	29770		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Higher Dimensions Extracts				
Premises Address:	9737 Mud bay Rd, Unit 101				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Mailing Address:	6482 Roosevelt Dr				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

Designated Licensee:	Kimberly Anne Peters		
Main Phone:	9078210511	**Cell Phone:**	9078210511
Email:	kimberlypeters9@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:

Signage will be prominently posted both inside and outside the facility, clearly notifying that no persons under 21 will be admitted.Each person must present valid government issued ID to verify that they are 21 or older before entering premise.
Each person must have ID, a visitors pass, sign in as a visitor.
Once verified they may enter the facility with an owner/employee escort
We will refuse entrance to a person who does not produce a form of valid photographic ID showing that person is 21 or over.

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:

Unescorted members of the public will be prohibited from entering restricted access areas.
Security doors will prevent access to restricted access areas, Signage that says "Restricted Access area visitors must be escorted" will be posted at restricted access areas in clear view.
Video surveillance will be recording 24/7 we use emergency24.com, we have 2 panic buttons, windows and doors have a security alarm and motion detectors are placed through out facility. owners/employees will be notified immediately if anyone breeches a secure area. We will notify law enforcement and will notify AMCO within 24 hours if there is a breech in security.

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

Visitors are required to sign in a t time of arrival and sign out at time of departure
Visitors are required to wear a visitors pass connected to a lanyard for their entire visit
Visitors are required to be escorted by an Owner/Employee who has their handlers card
Visitors must be 21 and over
Information from visitors will be recorded onto paper and stored in a locked file cabinet in the first floor surveillance/office for record keeping.
Video surveillance will be recording 24/7 we use emergency24.com, we have 2 panic buttons, windows and doors have a security alarm and motion detectors are placed through out facility. owners/employees will be notified immediately if anyone breeches a secure area. We will notify law enforcement and will notify AMCO within 24 hours if there is a breech in security.

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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:

See attachment in Email

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:

In addition to the exterior lighting that is already in place, Exterior motion lighting is installed at the front and back of building to facilitate surveillance up to 20'

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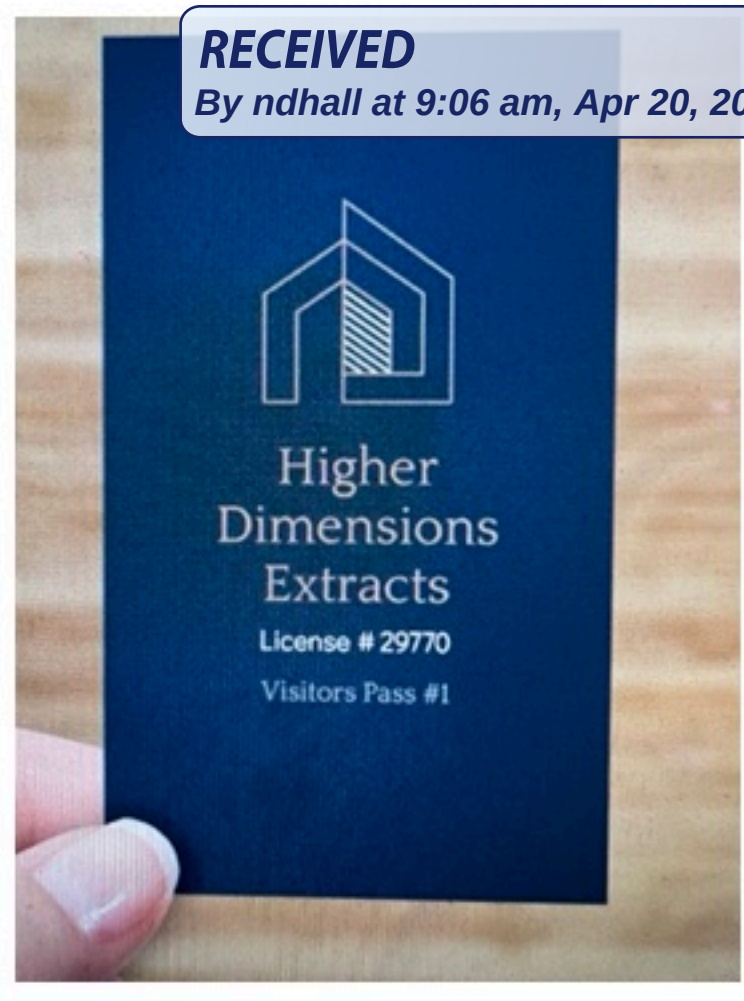
By ndhall at 9:06 am, Apr 20, 2022



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:

31 Video surveillance cameras will be continuously recording 24/7 we use emergency24.com, we have 2 panic buttons, windows and doors all have a security alarm and motion detectors are placed through out facility. owners/employees will be notified immediately if anyone breeches a secure area. We will notify law enforcement immediately and will notify AMCO within 24 hours if there is a breech in security.
The locked safe secure room is on the second floor labeled secure area/product storage and on the first floor labeled surveillance/office.
A detailed incident report will be filled out by the licensee, employee or agent and filed in a locked cabinet for each event that occurs.

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

Products will be tagged with a tracking ID number and tracked using METRC
products will be under 24/7 surveillance while in secure area/storage product room on the second floor.
Products delivered to manufacturing facility from another business will be tracked and logged into METRC upon arrival and put into the secure area/storage room on second floor.
Employees are on surveillance whenever & wherever they are in the facility.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted outside the premises to prevent loitering
Restricted access area signage will be posted at all restricted access areas saying Restricted Access Area, Visitors must be escorted. When we have someone who loiters & refuses to leave, the non-emergency police will be called to escort them off the property.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. KP

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. KP

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. KP

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

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). KP

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:

31 Video surveillance cameras will be continuously recording 24/7 we use emergency24.com, we have 2 panic buttons, windows and doors all have a security alarm and motion detectors are placed through out facility. Owners/employees will be notified immediatly if anyone breeches a secure area, Law enforcement will be notifited immediately and we will notify AMCO withing 24 hours if there is a breech in security.
Cameras monitor each entrance so we may adequately identify any individual inside the premises or within 20' of each entrance to facility. owners/employees will be notified immediately if anyone breeches a secure area. We will notify law enforcement immediately and will notify AMCO within 24 hours if there is a breech in security. Law enforcement may receive copies on request.

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:

Surveillance video recording equipment records will be housed in the first floor surveillance/office.
31 Video surveillance cameras will be continuously recording 24/7 we use emergency24.com, we have 2 panic buttons, windows and doors all have a security alarm and motion detectors are placed through out facility. owners/employees will be notified immediately if anyone breeches a secure area. We will notify law enforcement immediately and will notify AMCO within 24 hours if there is a breech in security. Enforcement/law enforcement can receive copies upon request.

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)*; KP

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;** KP

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

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

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

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

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

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;** KP

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

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

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:

To prevent records form being lost or destroyed, a copy of all records will be saved and stored off site until after the period of required record retention expires.
Copies of records and files will be constantly updated and made in duplicate for the purposes of having back-up copies available when needed.
In addition to standard operation procedures, several items will be stored on-site in a locked fire safe file cabinet. These files will be located in the safe room and will be restricted to Owner/agent, law enforcement and board members.

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. KP

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

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. KP

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. KP

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. KP

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. KP

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

Employees:
are required to obtain a Marijuana Handlers Card prior to employment
must show valid ID proving to be 21 years or older
are required to go through safety training upon employment
are required to stay current with the industry's ever changing regulations

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. KP

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. KP

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. KP

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). KP

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 products will have a METRC tracking tag on them. Marijuana product will be prepared, packaged, and secured for pick-up in plastic child resistant, opaque bags, silicone container/glass jars.
Packages will be in a package not exceeding one ounce for resale to consumers
Labels will include an identifying name or logo and license number, product by name or distinctive logo, stating the total amount of THC in the labeled product
Products will be transported in a sealed and locked container/bag
Wholesale packages will not exceed 10 pounds for repackaging and will consist of a single strain or mixture of strains as identified on the label. All shipping and receiving will come/go through the first floor Shipping and receiving door.

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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. KP

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. KP

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. KP

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. KP

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. KP

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. KP

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

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):

See attchment

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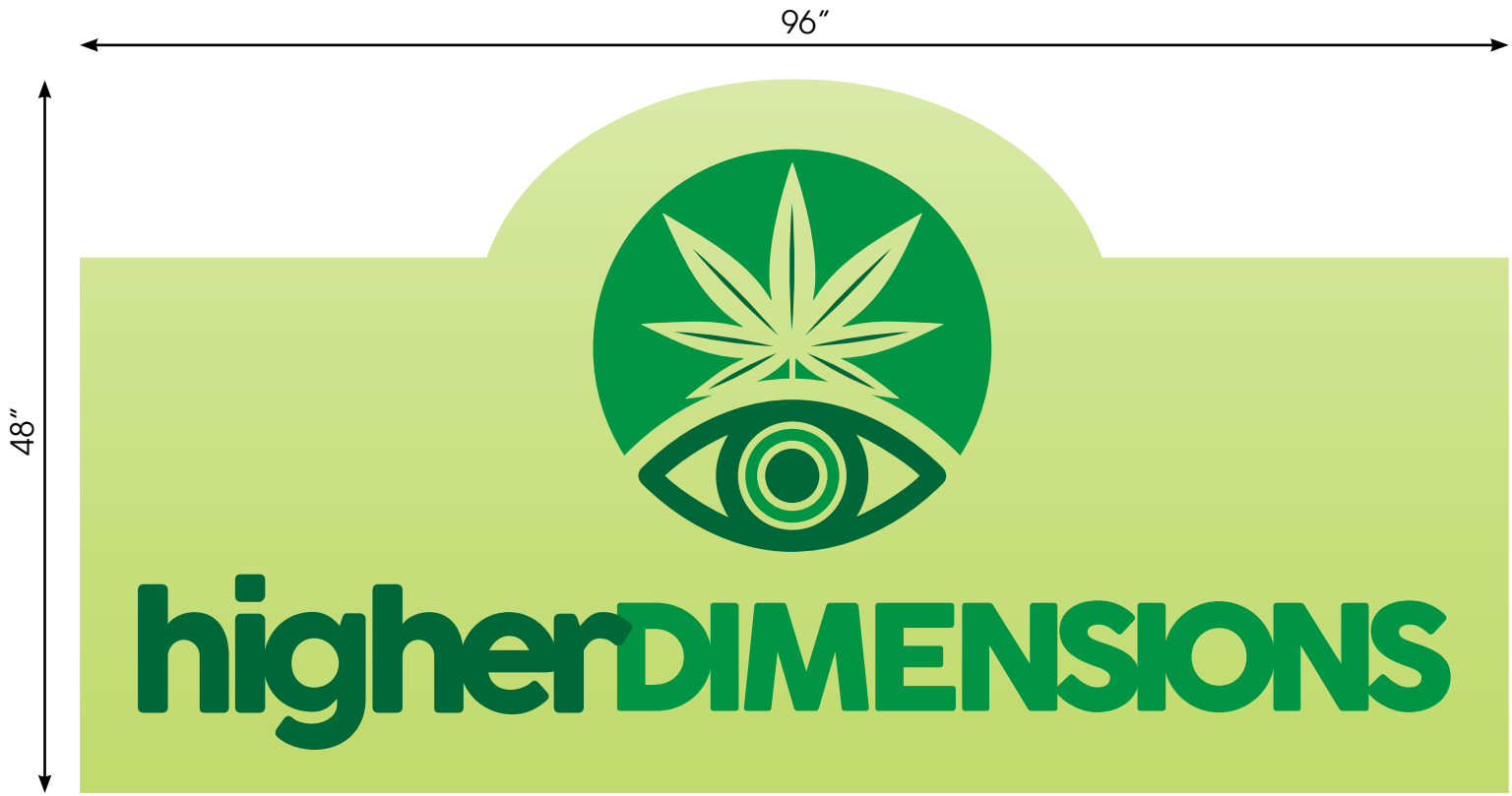

Quantity 1
Decal to be applied on provided substrate
Vinyl: IJ40 Laminate: Luster

IMPORTANT

This proof is complimentary design to represent the products to be made for you by SignPro. You may have up to two free revisions, after which a $15 design fee will be charged for each additional proof. Should you decide not to order from SignPro, a $15 design fee will be assessed for ALL designs completed by SignPro. This layout is property of SignPro and may not be reproduced, copied, or redistributed without written consent of SignPro. **It is the responsibility of the customer to proof verbiage for any typos or incorrect content as well as to obtain a sign permit from the Ketchikan Gateway Borough Planning Department.**

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Job Title: Vinyl Decal
Quote: 5541
File Location: Demensions/HD Outdoor Sign 2022/Print Ready/HD_Signage.pdf
Date: 4-8-22 Proof# 1

Angie Oaksmith
Office Manager • Graphic Design
management@alaskasignpro.com
phone 907.247.7776 fax 888.287.6323

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Form MJ-01: Marijuana Establishment Operating Plan

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

See attachment in Email

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

Kimberly Peters
Signature of licensee

Kimberly Peters
Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER

S.E. Wagner
Notary Public in and for the State of Alaska

My commission expires: 11/07/2024

Subscribed and sworn to before me this 27th day of July, 2021.

License # 29770

Received by AMCO 7.31.21. Payment 8.12.21