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Alcohol and Marijuana Control Office
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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:	The Connoisseur Lounge, LLC	**MJ License #:**	27522		
License Type:	Retail Marijuana Store				
Doing Business As:	The Connoisseur Lounge				
Premises Address:	226 W Evergreen Avenue, Suite 2				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	10400 E Bradley Lake Avenue				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Mathew Chambers		
Main Phone:	907-244-8329	**Cell Phone:**	907-244-8329
Email:	matt.theconnoisseur@gmail.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:

At the entrance to the store, a sign shall be displayed stating that "No one under 21 years of age allowed". The sign shall be larger than 12"x12" with letters at least one-half inch in height and in high contrast to the background of the sign. All restricted access areas will have signs that read "Restricted Access Area. Visitors Must be Escorted". The Connoisseur Lounge will refuse entrance to any person who does not produce a form of valid photo identification (ID) showing that person is twenty-one (21) years of age or older. All visitors and customers will be greeted by an employee once they enter the retail sales area where they will be asked to provide their ID. A Valid form of ID will include; an unexpired, unaltered passport; an unexpired, unaltered driver's license; or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada. If at any time an employee suspects that a visitor is under twenty-one (21) the employee will refuse access and will ensure the individual is escorted off the premises. Employees will be trained to spot inconsistencies and signs of forgery in IDs. All IDs will be thoroughly examined before entrance to the retail store is granted.

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:

Every entry point to a restricted access area will be covered by security cameras and locked (except for the store entrance during normal business hours) and will have the required signs stating "Restricted Access Area, Visitors Must be Escorted". All entry points will be equipped with entry sensors and connected to the security system. Only the licensees or employees will have the keys or access codes to unlock the commercial grade, non-residential entryway doors/door locks. All windows shall remain locked and broken glass sensors shall be installed. The Connoisseur Lounge will have at least one employee behind the retail sales counter at all times to assist in deterring unauthorized access. Any visitor who is allowed access to the restricted access areas of the facility must check in at the front entrance and follow the visitor procedures outlined in Section 3.2.

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

The Connoisseur Lounge has a strict visitor policy. All visitors who wish to take a tour of the retail store in its entirety must be pre-scheduled by a licensee. AMCO, AMCO Enforcement and duly authorized law enforcement agents are exempt from The Connoisseur Lounge visitor policy. Each visitor must sign into the visitor's log indicating their name, the date, time in and out of the restricted access area and, if needed, the purpose of the visit. Upon sign in, the visitor must produce valid government issued photo ID. After ID verification, the visitor will be handed a visitor badge that must be visibly worn at all times throughout the tour. A licensee or designated employee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising licensee or designated employee. Once the visit/tour has concluded, all visitors will be required to return their visitor badge, enter the time out on the visitor log and exit the facility. The supervising licensee or designated employee will report any irregular behavior or activity that occurred during the visit/tour on the visitor logs. Visitor logs will be kept as an official business record and will be made readily available to an agent of 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:

All areas outside the restricted access area where video surveillance is required, will be illuminated by photo cell light fixtures to cover a minimum of twenty (20) feet from the retail store's entrances and exits. The exterior lighting fixtures of the retail store will be designed and installed to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance. Further lighting will be used to increase picture quality and brightness for security related documentation. The camera system and lighting will be constantly calibrated to maximize the quality of any recorded images, and to also discourage theft and/or trespassing. The lighting fixtures will be installed to ensure there are no dark spots around the perimeter, or any of the entrances to the facility. All outdoor lighting will be weather proof and vandal proof.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The alarm system for the licensed premises will consist of entry sensors on all doors and windows. Broken glass sensors will also be used near the windows. The security system is monitored 24 hours/day and the local law enforcement will be contacted if any of the sensors are triggered once the system is armed. The system will be armed after business hours by using the system's keypad or the key chain remote. The security system has a panic function installed and once activated, a siren will sound and law enforcement will be contacted. If an unauthorized breach does occur, a licensee and/or an employee will immediately call the local enforcement to ensure the security system representative has relayed the alarm to them. Also, in the event of an unauthorized breach during operating hours, a licensee or an employee will instruct all employees, customers and visitors to vacate the premises to a pre-determined safe location, take a head-count of all known persons that were in the retail store and await law enforcement. The Connoisseur Lounge will comply with all law enforcement directives. Once determined safe to do so, a licensee or an employee will re-enter the store, take inventory of all marijuana and marijuana products, cash etc and ensure that there is nothing missing. AMCO will be notified electronically as soon as possible and, in any case, not more than 24 hours of any unauthorized access to the premises and any theft or diversion of money, marijuana or marijuana products.

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

Employees will be aware that any diversion or inversion of marijuana will result in an immediate termination of employment. Employees will log their time daily while working in the licensed premises and will be trained on inversion and diversion methods and how to detect them along with The Connoisseur Lounge's standard operating procedures for handling marijuana and marijuana products including, but not limited to; label tags placed on every package of marijuana and how to ensure they are in the database inventory. Inventory will be checked regularly and cross-checked with Metrc to determine if diversion or inversion of marijuana is an issue. The interior and exterior of the licensed premises will be covered by video surveillance 24 hours per day and closely monitored. Video surveillance records will be kept for a minimum of 40 days or longer if requested by AMCO or Law Enforcement for investigatory reasons . The video recordings and inventory checks will help prevent the diversion of marijuana.

3.7. Describe your policies and procedures for preventing loitering:

The Connoisseur Lounge's retail store is located on private property. A sign will be posted at the entrance to the facility stating "No Loitering" is permitted on the premises. A licensee or an employee will be instructed to randomly perform a walk around of the retail store to ensure that there are no persons loitering around the premises. Employees will be instructed to kindly tell any persons loitering to leave the premises. If a person loitering refuses to leave, the employee will call for a licensee. If the person still refuses to leave a licensee will contact local law enforcement. Loitering policies will also include when the business is closed after hours and this will be enforced by a 24 hour surveillance system.

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. MC

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Video Surveillance (3 AAC 306.720):

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

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. MC

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. MC

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

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). MC

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 Connoisseur Lounge will install a video surveillance system which will cover each restricted access area and each entrance to a restricted access area within the licensed premises. The System will also cover each exit to the exterior of the premises and each point-of-sale area. The surveillance system will be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises, and within 20 feet of each entrance to the premises. Both the interior and exterior of each entrance to the facility will be recorded by a video camera. Camera systems will be placed so that there is a clear, unobstructed view of day to day activity without blockage from any equipment in the facility in order to assure a clear view of persons entering and exiting the facility. Surveillance recording equipment and surveillance records will be kept in a locked area that is accessible only to the licensees, authorized employees, AMCO or local law enforcement personnel.

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 Connoisseur Lounge will house and maintain surveillance recording equipment on-site inside a steel cabinet in the office/storage area of the licensed premises. The cabinet doors will be locked and only the licensees will hold a key which will be clearly marked "DO NOT DUPLICATE". This area will only be accessed by licensees or authorized employee(s) to ensure that there is no unauthorized access or tampering. The security system will be password protected for added security. All recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored for longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Law enforcement and Marijuana Control Board agents will have access, if requested, to recordings and surveillance data.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; MC

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;** MC

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

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

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

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

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

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;** MC

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

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

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 required six (6) month business records will be kept on the business computer's hard drive in the office/storage area. An external hard drive will be used to back-up all files on a regular basis. The external hard drive will be kept in a fire proof safe.

All physical records and electronic records required under 3 AAC 306.755 will be kept onsite for the current year and the three (3) previous years in a format that is readily understood by a reasonably prudent business person.

Physical records will be kept in binders in the office area. Some may also be scanned and stored digitally as described above.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.	ME
5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.	ME
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.	ME

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.	MC
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.	ME
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.	ME

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

All employees will be trained by a licensee in-house in regards to their responsibilities, which will include the opening/closing of the store, characteristics of the different strains in stock, packaging of products, packaging placement on displays, housekeeping, currency handling, operation of the security system and how to react in emergencies, proper health and safety regulations regarding to handling marijuana and marijuana products and legal issues, both State and Federal.

The licensees and all employees will complete a state approved course and obtain their marijuana handler permits prior to starting employment. The permits will be kept in their immediate possession at all times when on the licensed premises. Copies of all handler permits will kept on file at the licensed premises as well. The licensees and all employees shall ensure their card has not expired.

Training updates will be made readily available throughout the year or when the licensees deem necessary.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.	MC
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.	MC
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.	MC
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).	MC

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 that The Connoisseur Lounge transports any marijuana or marijuana product from the retail store to a different retail license (which is unlikely to occur), a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip 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 10 pounds 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. Continued..

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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. MC

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. MC

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. MC

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. MC

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. MC

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. MC

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

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):

The Connoisseur Lounge may have up to three signs on the facility, two signs affixed to the building and one free standing. The Connoisseur lounge will begin with one sign on the North side of the building, which will be a 48"x48" sign and will be attached to the exterior wall.

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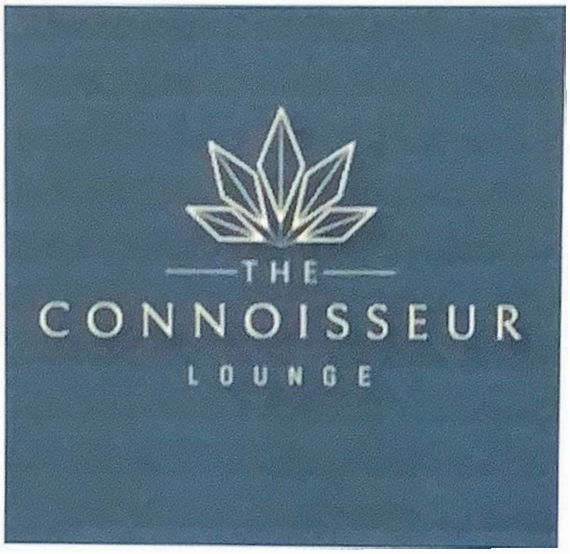
9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

The Connoisseur Lounge may utilize the following advertising mediums:
local Alaska Leaf magazine, trade magazines, radio, temporary banners, flyers and signs, social media, lighters, direct text messaging with opt out, clothing items or other items of permissible branding, website, business cards, stickers, and/or in collaboration with local and state wide retailers. It would reflect the name of the business, address, phone number, email address, and license #.
The Connoisseur Lounge will ensure that all advertisements contain all AMCO regulatory warning statements verbatim.



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

Signature of licensee

MATHEW CHAMBERS
Printed name of licensee

SHELBY ROBERTS NOTARY PUBLIC STATE OF ALASKA

Shelby Roberts
Notary Public in and for the State of Alaska

My commission expires: 2/1/2022

Subscribed and sworn to before me this 4th day of December, 2020

(Additional Space as Needed):

8.1 Continued: 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 (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable. When receiving product from a transport into The Connoisseur Lounge, employees will be trained to first inspect product/packaging/quality, weigh product and then formally accept product into the Metrc inventory tracking system after confirming the validity of the transportation manifest.