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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:	High Seas Homer, LLC	**MJ License #:**	32662		
License Type:	Retail Marijuana Store				
Doing Business As:	High Seas				
Premises Address:	60456 E. End Rd. Ste. 1				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Mailing Address:	PO Box 3765				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Designated Licensee:	Ryan K Hall		
Main Phone:		**Cell Phone:**	907-252-0172
Email:	ryankhall@yahoo.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:

High Seas will restrict access to any part of the licensed premises where marijuana and/or a marijuana product is processed, stored, stocked or displayed to persons under the age of 21 by posting proper signage at any entry point, having a policy in place that will check ID of anyone onsite and adhere to strict rules that no one under the age of 21 will be allowed onsite and will be immediately escorted from the licensed premises if determined to not be of the legal age or does not have a valid government issued ID on their person proving otherwise.

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:

High Seas will restrict access to any part of the Restricted Access licensed premises where marijuana and/or a marijuana product is processed, stored, stocked or displayed by having a physical barricade delineating where the restricted access begins and the general public access on the licensed premises ends. High Seas will adhere to all signage requirements required by law dispalying "Restricted access area, Visitors must be escorted" on any entry point into a restricted access area. High Seas will limit the access of escorted visitors to no more that 5 visitors per Employee who is actively engaging in supervising said visitors as required by law.

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

At High Seas, when a visitor arrives at the licensed presises seeking to gain access into a restricted area, they will be required to sign a visitor's log recording the time, date and name of the visitor. After an initial ID check verifies the visitor is of legal age to enter, High Seas will issue a facilty visitor badge for the visitor to display while onsite. The visitors being escorted into a restricted access area will be assigned to an employee escort for the duration of their visit and are not to be left unattended. After any visit into a restricted access area, any visitor will return their visitor badge and sign out of the restricted access area while still being accompanied by their escort. Vistor badges and sign in logs will be available at all entry points into restricted access areas and protocol for entry will be strictly adhered to.

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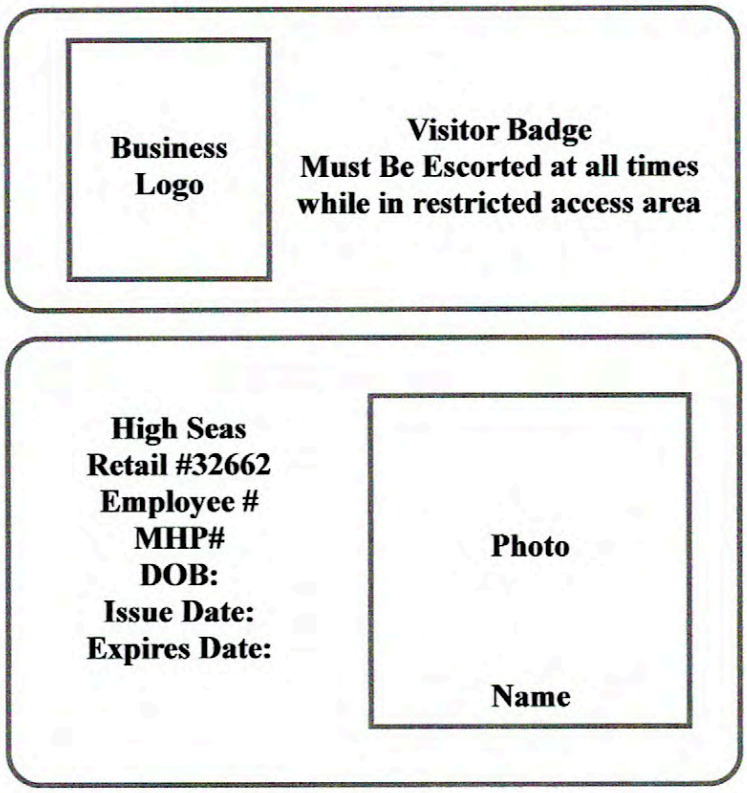
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

At High Seas the exterior of the licensed premises will have permanently mounted lights that will be fixed with photo cells to automatically illuminate at dark. These lights will aide the surveillance equipment by being mounted in a way not to obstruct the image of the camera and shine outwardly from the building focusing on any entry point to the licensed premises. The infrared capability of the surveillance equipment will also help in low light scenarios. Battery backup for the surveillance equipment to provide limited additional support of the recording equipment during power outtages will also be installed.

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:

High Seas will be using a 3rd party monitoring company to provide 24hr coverage for the licensed premises. The equipment provided by said company will include window triggers and alarms, door trigger and alarms, motion detection triggers and alarms, glass break detection triggers and alarms.

In order to use the system that is installed on all doors, windows (opening and fixed), motion and glass break detection the employee will be trained to activate and deactivate the alarm, trigger an emergency alert and alarm or send out a distress signal to the 3rd party monitoring company. The monitoring company has strict procedured when alarms and alerts are recieved to contact and notify any appropriate licensee of High Seas and to notify local law enforcement in any event where necessary. This alarm system is equipped with battery back up and cellular capabilities to ensure a fully operating system during power outtages.

The employee's using this system will ensure that the appropriate triggers are active during any hour of the day including during and after the licensed premises is open or closed for business.

In the event of any unauthorized breach of security or access to the licensed premises all agencies required by law including AMCO enforcement will be notified in writting by a High Seas licensee so a complete investigation can be completed and recorded.

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

At High Seas all inventory and cash in the licensed premises will be counted by no less than two employees to verify and ensure that the inventory and cash match sales records and tracking information if a licensee is unavailable. A schedule will be established for employees to reconcile inventory with the State's tracking system, METRC. By using METRC all marijuana and marijuana product, including sales will be adjusted, tracked and recorded daily as law requires giving an even more accurate assesment in any diversion. Diversion of any kind will not be tolerated and all agencies required by law including AMCO enforcement will be notified in writting by the licensee.

3.7. Describe your policies and procedures for preventing loitering:

At High Seas a no loitering policy will be in effect at all times to prevent loitering as required by law. The no loitering policy will be enforced by employees and licensees and supported by local law enforcement to prevent any unwanted or suspicious activity on or around the licensed 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. RKH

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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. RKH

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. RKH

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

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). RKH

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:

At High Seas surveillance equipment including high definition video recording cameras will be permanently affixed to the building capturing video images of any entry point into the licensed premises and 20ft on either side of said entry points. These cameras will cover the entirety of the interior licensed premises so that all business executed between employees and the public is easily recognizable and from a clearly visable viewpoint. These cameras are to be fixed in such a way that the public and the employees are clearly indentifiable while entering or exiting the licensed premises or any restricted access area within the licensed premises.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

At High Seas we will using a designated room within the restricted access area of the licensed premises to house the records, files and recording equipment being utilized for surveillance. The equipment will be large enough to record up to 40 days as the law requires and employ a battery backup for unexpected events of power interuption. This designated room will locked and only available to authorized personnel as law requires in any event that a video record needs to be reviewed.

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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)*; RKH

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;** RKH

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

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

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

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

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

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;** RKH

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

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

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:

At High Seas our business records and files containing our employee lists, handler permit records, employee badges, vendor lists and manifests, along with product testing records, insurance records and the like will maintained in their original form onsite in fire rated filing systems and virtually backed up to a cloud service to prevent loss due to any unanticipated event. Records that are provided by the METRC system are backed up through their service but will be paper filed onsite as normal business generates invoices, transport manifests and tax records, and sales. We will also be using a POS system that mirrors the sales reports and records simultaneoulsy as it will be fully integrated with metrc to reconcile daily providing record keeping redundency which will assist High Seas in preventing record data from being lost or destroyed until its appropriate to archive offsite as the law allows.

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

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.	RKH
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.	RKH
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.	RKH

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

High Seas will have an orientation training that will test basic knowledge of Alaska Law and how it pertains to the handling of marijuana and marijuana products while interacting with the public. This orientation training will be documented and updated as new regulations are formed and old ones are changed. Employees must also abide by the DEC standards of training for handling consumables. Training will be required upon hiring and updated with facilty badges.

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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.	RKH
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.	RKH
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.	RKH
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).	RKH

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:

If High Seas ships marijuana or marijuana product it will do so according to law by manifesting the delivery to horizontal licensees and not backward in METRC. Any product shipped will be weighed on a certified scale and packaged for delivery using METRC tags and mylar bags for each package. The packages will then be transported by a Permitted marijuana handler on a manifest to its destination in an appropriate locked transport container as permitted by law. The industry standard of an opaque hard plastic shipping or storage tote that is fully lockable and easily carried by one person is the choice method of transport for High Seas. Any delivery requiring stops that are other than the destinantion will be included on the transport manifest provided by METRC.

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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. RKH

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. RKH

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. RKH

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. RKH

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. RKH

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. RKH

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

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 main and only sign that will be used at High Seas for displaying the business name to the public will be fixed to the face of the building above the main entrance into the licensed premises. This main entrance is facing due East towards the side street called Crested Crane. The sign will display the name of the business in big block letters up to a total of 4,800 sq inches for the single sign. Graphics and logos will not be displayed outside of the licensed premises and advertising for marijuana or marijuana product will not be visable to the public from outside of the licensed premises.

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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):

High Seas does not intend to distribute any advertising to the public from this establisment. Stickers and shirts are not a priority and a logo for the business will not be used. The name of the business "High Seas" will be used for packaging requirements and to establish the business not for advertising beyond what the law requires.

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

Signature of licensee

Ryan K Hall

Printed name of licensee

OFFICIAL SEAL
Johni Blankenship
Notary Public - State of Alaska
My Commission Expires

Notary Public in and for the State of Alaska

Johni Blankenship

My commission expires: 1-29-2024

Subscribed and sworn to before me this 27th day of April, 2022.

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(Additional Space as Needed):