Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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

Why is this form needed?

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:	KRC LLC	**MJ License #:**	34794		
License Type:	Retail Marijuana Store				
Doing Business As:	Kenai River Cannabis				
Premises Address:	Lot 1 Public Right of Way Road				
City:	Stebbins	**State:**	Alaska	**ZIP:**	99671

Mailing Address:	PO Box 1016				
City:	Soldotna	**State:**	Alaska	**ZIP:**	99669

Designated Licensee:	Clint Pickarsky		
Main Phone:	907-953-1985	**Cell Phone:**	907-963-1985
Email:	kenairivercannabis@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:

Kenai River Cannabis will refuse to sell marijuana or marijuana products to any person under the age of 21. Signs will be posted at each entry of the facility and at the doors to the Restricted Access area stating "No one under 21 years of age allowed". The signs will be no less than 12 inches long and 12 inches wide with letters at least 1/2 inches tall. Upon entry to the retail store, a valid form of photo ID will be shown to an employee of Kenai River Cannabis in accordance with 3AAC 306.350. Entry will be denied if a person fails to show ID, or ID appears to be tampered with or altered, or the photo is questionable, or the ID is illegible.

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:

Entrance to each restricted access area will be clearly marked with a sign stating "Restricted Access Area. Visitors must be escorted." All restricted access areas and premise areas will be secured against unauthorized entry by locked doors and locked cabinets. In addition, the facility will be equipped with surveillance equipment that will monitor the facility including the restricted access area.

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

Visitors must be 21 years age or older and present a valid photo ID. They will be required to sign a visitor's log which includes date and time of entry/exit into the restricted area, and the employee authorizing entry will initial next to the vistior's name. They must wear a visitor's badge, and be escorted at all times by the licensee, an employee, or agent of the business during their visit. No more than 5 visitors will be allowed in the restricted area at one time.

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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 attached.

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:

Exterior lighting will be positioned against the building and perimeter, and evenly distributed on the building. The light fixtures, will keep the outdoor premises, signs, doors, and windows well lit and allow the exterior surveillance camera to record individuals up to twenty feet from all the entry points.

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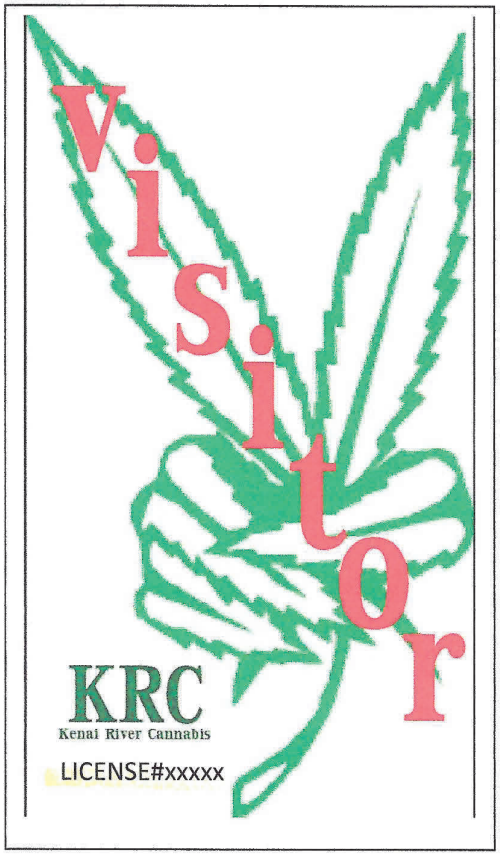
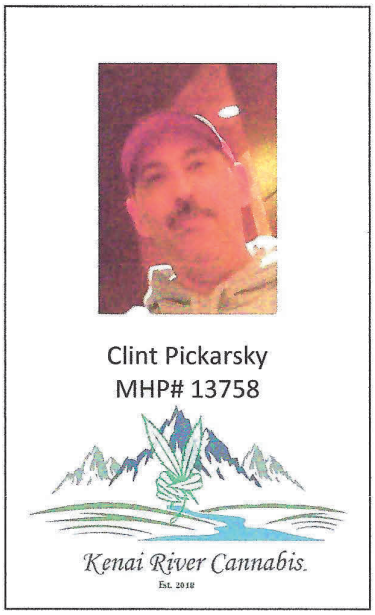
LICENSE #xxxxx
34794

VISITOR BADGE



EMPLOYEE BADGE



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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:

A Honeywell Commercial Security system, ADT, or equivalent system will monitor all exterior doors and windows. Security monitoring services will be provided by Agape Electric, ADT, or equivalent and will provide 24 hour alarm surveillance except during normal business hours. Any breach of the premises will result in notification to authorized phone numbers and/or local law enforcement authorities.

*In the event of an unauthorized breach of the premises, KRC staff will notify AMCO within 24 hours of the breach per 3 AAC 306.715 (e).

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

The facility will be equipped with 24 hour surveillance of all customers and employees. All marijuana products will be monitored through the State approved Metrc system which tracks marijuana from seed to sale. If a theft is discovered, immediate termination of employment and notification to local law enforcement may be a result.

3.7. Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be placed at the main entrance of the building. Employees will frequently make rounds checking to see if there are any individuals loitering on the premises. If so, the employee will ask the person to leave if they are not doing business with Kenai River Cannabis.

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.

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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. CP

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. CP

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

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). CP

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:

24 hour surveillance cameras will be placed so that there will be coverage within 20 feet of all entrances and exits of premise area. All doors, safes, checkout counters, and restricted areas will have 24 hour video coverage that will clearly identify the individuals present.

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:

All video surveillance recording equipment will be stored in a locked cabinet in the office within the restricted access area which will only be accessible by authorized personnel, law enforcement, or AMCO agent. Recorded data will be stored for a minimum of forty (40) days in a secure locked cabinet.

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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)*; CP

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;** CP

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

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

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

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

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

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;** CP

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

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

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:

Business records will be stored at the facility for 6 months from date of creation and then moved offsite to storage. All business records and electronic bank records will be backed up to an external hard drive and stored offsite. Additional backups will be on company laptops/computers and stored offsite. Only company ownership and management will have access to business records.

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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. CP

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

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. CP

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. CP

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. CP

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. CP

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

In addition to the marijuana handler's course, employees will be provided on-the-job training including topics such as checking for proper ID, retail store procedures, Metrc training thru State website, alarm system, security, and safety procedures.

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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. CP

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. CP

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. CP

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). CP

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):

The City of Stebbins does not have running water at this time. All marijuana products will be prepackaged, Gloves and hand sanitizers will be used. Spray disinfectants and disinfecting wipes will also be used.

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:

Marijuana flower will be prepackaged in individual sealed packages/containers (up to 1oz each). Prerolls will be prepacked in sealed containers (up to 1g each). Concentrates will be prepackaged in the same manner that it is recieved from the originating manufacturing/edible company. All products to be transported will be logged on a Trip Manifest thru Metrc. Then the individual packages will then be grouped in a ziplock style bag with the Metrc tag included. After verifying that all items are listed on the manifest, the items will be placed in a locked/sealed storage compartment. No products will be directly visible. The Trip Manifest will be on board with the transporter at all times. The trip manifest will be filed and stored at the facility for six months and off-site after that. The trip manifest lists all marijuana products being transported and includes the strain name, type of product, batch number of product, amount/weight of product, the name of transporter, time of departure and expected delivery, the delivery route.

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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. CP

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. CP

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. CP

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. CP

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. CP

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. CP

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

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):

There will be one sign with dimensions that are up to 4800 square inches. The sign will be located on the front of the building and will display the company name Kenai River Cannabis (KRC). No sign will have any type of enticing advertising to children. Pictures of the sign is attached.

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SIGN DESIGN FOR FRONT OF FACILITY WILL BE 4800 SQUARE INCHES. NO LARGER THAN

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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):

There are no plans to advertise.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Clint Pickarsky

Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

The City of Stebbins is a remote native community on the coast of the Bering Sea. Due to the location, it requires a different business plan than a typical retail store. The City of Stebbins invited Kenai River Cannabis into their community to open a retail marijuana store. They have requested that the retail store be housed in a connex. The front of the connex will be where the retail sales area will be located. In the back of the connex will be the restricted access area in which the employee will stay during the sales period.

Marijuana products will be manifested to the Kenai River Cannabis in Stebbins through Kenai River Cannabis in Kenai. The KRC employee will arrive in City of Stebbins and will sell marijuana products during a period of 1-4 days. No marijuana products will be sold between the hours of 5am and 8am each day. If, after the pre-determined number of days is over, and there are any marijuana products that have not been sold, they will be manifested back to Kenai River Cannabis in Kenai. No marijuana products/inventory will be stored at the Stebbins location when there is no employee at the location.

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