Alcohol and Marijuana Control Office
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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:	Kreative Konfections LLC	**MJ License #:**	17389		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Kreative Konfections LLC				
Premises Address:	2115 E Bogard Rd #2				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	3060 N Lazy Eight Ct, Ste 2 PMB 403				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Jenny Koenig		
Main Phone:	907-631-8858	**Cell Phone:**	907-529-5047
Email:	jenny@kreativekonfections.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:

The entire premises is a locked secure area, except for the front entry and the break room. The break room does not have direct access to the outside. All visitors will have their state-issued identification checked at the door. They will wear visitor badges while on the premises and return the badges upon leaving.

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:

All doors to the premises will have electronic locks or be otherwise secured against entry from those who are not employees. The business is not open to the general public at any time. An alarm system, exterior lighting, and surveillance cameras will be used to deter unwanted entry.

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

There is a reception space inside the front door which is outside of the restricted area. As long as visitors remain there, they will not be required to sign in.
There will be a sign-in sheet at the main entrance, with purpose, time-in, and time-out notations for each visitor. Completed sheets will be kept in a secure cabinet during non-business hours.
Visitors will show valid identification, sign the sheet, and receive a visitor's badge before entering a restricted area. There will be no more than 5 visitors per licensee or employee escorting them. The visitors will remain with a member of the staff when in any area except for the restrooms. The premises is not open to the general public. Visitors will be expected to have made an appointment beforehand.

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:

<u>Security Alarm Systems and Lock Standards (3 AAC 306.715):</u>

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

All exterior door and window areas will be covered by motion and light sensitive LED floodlights that will illuminate at least 20 feet out from the buildings. They will be set at maximum time alight for any motion detected. The lights will be positioned so they allow efficient lighting for the exterior cameras to capture images.

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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:

Kreative Konfections uses a web-based alarm system with motion and breakage detectors on the premises.
In the event of a suspected unauthorized breach, or other alerting of the system, the alarm monitoring company will alert the licensees via phone call. The licensees will then determine if law enforcement or the fire department should be called, or if it is an animal or other natural occurrence that does not require the authorities (example - a moth flying at the cameras). If there is a breach by a person, law enforcement will be called immediately to deal with the intruders and at least one licensee or employee will go to the location to give a report to the police. Within 24 hours of such a breach, or knowledge of such a breach, AMCO will be contacted via phone call or email and informed of the known facts of the occurrence.
The alarm system will be activated by the last person to leave the premises in the evening and deactivated by the first person to enter on the next business morning.
The surveillance cameras will record 24 hours a day and maintain the recorded footage in accordance with 3 AAC 306.720. Recorded footage may be reviewed by any licensee as needed.
All working licensees will be trained on the proper maintenance and usage of the alarm and camera systems.

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

Marijuana product will only be handled in areas covered by security cameras. All raw product will be weighed on a scale in compliance with 3 AAC 306.745 and recorded in the Metrc inventory system on receipt. When concentrate is produced, it will be weighed in final form and also entered into the inventory system. Concentrate will be packaged for sale in clearly identified sealed packages, to prevent diversion. Finished concentrate held for sale or for further processing will be kept in the locked cold walk-in. Edibles produced in the kitchen area will be stored and packaged in the same manner.

3.7. Describe your policies and procedures for preventing loitering:

There will be signs on the exterior of the buildings stating that they are secure areas for authorized access only and clearly state "no loitering". No members of the general public will be allowed inside the premises without checking in as a visitor and having a legitimate business reason for their presence. If an individual is suspected of loitering, they will be contacted by a licensee or employee. If the individual does not have a legitimate reason for their presence and refuses to leave, local law enforcement will be called to remove the individual from 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. JJK

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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. HK

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. HK

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

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). HK

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:

High-resolution cameras with low-light and motion-sensitive triggers will be placed with a clear view of all exterior doors and windows of the premises. The angles of the cameras will capture images to a distance of at least 20 feet outside the premises.
Similar cameras with motion-sensitive lighting will be placed in upper comers inside the facility, and will cover all walking areas except for the restrooms and the break room.

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

The video equipment and original copies of the records will be stored within a locked cabinet within a locked storage closet with electronic locks on the premises. Only the licensees and any managers will have the codes to these particular locks.

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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)*; JKK

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;** JKK

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

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

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

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

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

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;** JKK

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

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

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 computers used on the premises will be backed up automatically via a cloud-based system on a daily basis. Paper records will be kept in a lockable file cabinet in the office. Paper records for previous calendar years will be kept in secure off-site storage.
Electronic records will be kept for a minimum of 3 years. Paper copies of required records will be kept for at least 6 months after scanning, or 3 years if not scanned.

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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. JLK

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

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. JLK

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. JLK

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. JLK

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. JLK

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

Any employees and agents of Kreative Konfections will be trained on the safe handling of any and all potentially hazardous materials on site. Any regulatory changes that effect the day-to-day operations will be incorporated into procedures and taught to the employees and agents as needed. Food safety courses will be required for all managers dealing with edibles and any employee as required.

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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.	JLK
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.	JLK
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.	JLK
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).	JLK

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:

Finished products will be weighed if necessary on a scale compliant with 3 MC 306.745. Products will be packaged in tamper evident sealed containers or bags. All packaged products will be kept in a container in the locked cold walk-in while awaiting sale and transport.
Packaged products put into orders for transport will be placed in secure storage boxes in the rear of the transport vehicles. They will not be accessible from outside of the vehicle without the proper keys to the vehicle.

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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. JLK

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. JLK

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. JLK

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. JLK

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. JLK

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. JLK

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

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):

Kreative Konfections will have a small, less than 6" high and 24" long, simple name placard at the front door of the 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):

Kreative Konfections may have a website, social media pages, business cards, stickers, and product brochures. We do not intend to do radio advertising. We may have print magazine ads. Advertising will include the regulatory required warnings as appropriate.

Kreative Konfections

Fireweed Extracts

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.

Jenny L. Koenig
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):