Alcohol and Marijuana Control Office
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OCT 23 2023

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:	Francis, LLC	**MJ License #:**	36831		
License Type:	Retail Marijuana Store				
Doing Business As:	BoomTown Buds				
Premises Address:	200 4th Avenue				
City:	Skagway	**State:**	Alaska	**ZIP:**	99840

Mailing Address:	PO Box 946				
City:	Skagway	**State:**	Alaska	**ZIP:**	99840

Designated Licensee:	Michael Healy		
Main Phone:	907-973-2337	**Cell Phone:**	
Email:	michaelrhealy@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

An employee will check the identification of any person seeking to enter the licensed premises. At the door, the employee will confirm that the person seeking to enter the licensed premises has a valid approved form of identification under 3 AAC 306.350 that confirms the person is at least 21 years of age before being allowing them into the licensed premises.

The entry will have a posted sign that says "No one under 21 years of age allowed." The sign will be at least 12"x12", with high contrast letters at least one-half inch in height, pursuant to 3 AAC 306.325 (b)

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:

The interior of the facility will be segregated into customer areas and restricted access areas. Customers will not be permitted into restricted access areas, which will areas behind counters where marijuana and marijuana products are sold and stored, a secure, locked storage room, and any areas designated for employee use. Customers will be blocked from entering restricted areas by doors, walls, or other obstructions. Restricted access will have signage indicating "Restricted access area. Visitors must be escorted." The store manager and owners will have the only access to the key for the restricted access area.

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

Before any visitor is permitted access to a restricted access area, an additional identification check to confirm the visitor is 21 years of age or older will be performed. After verifying age, the visitor and the visitor's designated escort will fill out the Restricted Access Area Visitor log, which will record the date, names of the visitor and escort, and the time in and time out of the restricted access area. The visitor will receive a visitor identification badge which shall be worn at all times during the visit. The visitor may then be escorted into the Restricted Access Area. When in the Restricted Access Area, visitor will remain under active supervision of the employee escort (at all times remaining in direct line of sight), and at the conclusion of the visit, will be escorted out of the Restricted Access Area by the same escort and will sign out on our Restricted Access Visitor log.

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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:

We will have sufficient exterior lighting in the primary entrance/exit and emergency exit of our building to illuminate those areas so our video monitoring systems work efficiently and accurately in those areas.

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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 facility will have a wifi-enabled alarm system with a strobe siren, two alarm sensors on each of the doors to the facility (primary entrance and exit and emergency exit) and connected to the camera system. The security/alarm system is equipped with 24-hour backup battery and cellular internet connection in the event of power or wifi loss. The alarm will be armed by the closing manager upon exit of the store at the end of each business day. If there is a breach of security, the alarm system will activate the strobe siren and will automatically dial the local police station and the store managers' mobile devices, alerting that there has been an unauthorized breach on the premises. The store manager will meet the local authorities at the facility to determine the extent of the situation and contact AMCO within 24 hours of the unauthorized breach in order to provide a report on the situation.

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

To prevent diversion, (1) comprehensive video camera surveillance of all restricted access/storage ares, all points of sale, and all exits/entrances will be used; (2) only employees/budtenders will be permitted behind the sales counters, in the storage room, or in any other location where product is stored; (3) inventory will be taken at the start and end of each day and reconciled with the point-of-sale system to confirm accurate counts; (4) only store managers and owners will have administrative access to the POS system; (5) employee training will include information on additional tactics to deter diversion, and the consequences of employee diversion, including termination of employment.

3.7. Describe your policies and procedures for preventing loitering:

We will have signs that say "NO LOITERING" and "NOTICE 24HOUR SURVEILLENCE" posted on the front of the building, or other areas where people may congregate. If there are people loitering in front of the store, an employee will ask them nicely to disperse. If they refuse, we will contact local authorities to deal with the situation.

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. VMH

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. MJ

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. MJ

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

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). MJ

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:

Our video recording system will have exterior weather proof cameras assisted by exterior lights at the entrance and exit doors. The exterior cameras will have visual coverage to individuals within 20ft of the entrance to the store. The interior cameras will have sufficient coverage to produce a clear view to identify any individual inside the store, inside the restricted access areas, and at each point-of-sale area.

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 cameras will record 24/7 and the recordings will be locked in a secured area within the restricted access area/storage room. All surveillance recordings will be maintained for a minimum of 40 days. All recorded data will also be backed up to 3rd party offsite storage system that also meets regulatory requirements.

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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)*; [illegible]

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;** [illegible]

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

d. **records related to advertising and marketing;** [illegible]

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

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

g. **all records normally retained for tax purposes;** [illegible]

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;** [illegible]

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

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

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 business records for the facility will be maintained in a format that is readily understood by a reasonably prudent business person. All relevant records required for daily operations will be maintained on-site, either in hard copy or digital format. All corporate records will be maintained in hard copy or digital form, and will be backed up on redundant hard drives kept on-site in the restricted access area/storage room. In addition the, primary hard drive will be backed up to a Cloud based data storage service to ensure no loss of 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.	WH
5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.	WH
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.	WH

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.	WH
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.	WH
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.	WH

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

After obtaining a marijuana handler permit, the staff's knowledge of, and familiarity with, all Alaska marijuana laws and industry regulations. Employees will then be trained on store policies and procedures, including customer service, record-keeping, sanitation, health and safety standards, security protocols, and the proper etiquette for handling, weighing, portioning, and properly labeling all marijuana and marijuana products for retail sales. An emphasis will be placed on ensuring employees are well-versed in proper personal hygiene and sanitation standards when in contact with marijuana and marijuana products. Once training has been completed, employees will be able to work in the store.

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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.	WH
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.	WH
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.	WH
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).	WH

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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:

The licensee does not intend to ship any marijuana or marijuana product from the retail store to another location. However, in the event any product is shipped to another licensed location, all requirements of 3 AAC 306.750 regarding preparing, packaging, and transporting product will be followed. Marijuana and marijuana product will be purchased from vendors and delivered to the retail store, in which case, the product will be transported in compliance with 3 AAC 306.750 in a sealed package or container within a locked, safe and secure storage compartment in the transportation vehicle, which may include luggage that has the capability of being locked via key and/or combination.

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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. MH

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. MH

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. MH

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. MH

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. MH

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. MH

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

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):

We will have two signs on the front of the building. One will be a flat 4' x 8' facade sign containing the dba business name BoomTown Buds. The second sign will be projecting circular sign 30" in also containing the name BoomTown Buds. See attached document containing an image of the exterior.

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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):

We only intend advertise via our website. The homepage will prompt the user to verify their age by entering their birthdate. If the birthdate does not qualify the person as being 21 years of age, then access to the site will be denied. If the birthdate does quality the person as being 21 years of age, it will take them to the primary site. On the site, the required government warnings from 3 AAC 306.770 will be prominently displayed.

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.

MH

Michael Healy
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

Continuation of Section 9.1