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:	Flower Mountain LLC	**MJ License #:**	37259		
License Type:	Retail				
Doing Business As:	Flower Mountain				
Premises Address:	842 Main St				
City:	Haines	**State:**	Alaska	**ZIP:**	99827

Mailing Address:	PO Box 1337				
City:	Haines	**State:**	Alaska	**ZIP:**	99827

Designated Licensee:	Ethan Julian		
Main Phone:	734-552-7815	**Cell Phone:**	734-552-7815
Email:	flowermountainllc@gmail.com		

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

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

Each entrance to the store will be marked with a sign that says "No one under 21 years of age allowed." The sign will be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign.

Employees will check ID immediately upon entry. Employees will be trained to notice signs of fraudulent ID. Anyone under 21 will be asked to leave.

Marijuana and marijuana products with remain in the restricted access area at all times with continuous surveillance.

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:

Each entry to a restricted access are will be marked with a sign that says "Restricted access. Visitors must be escorted."

A chain barrier will be installed across the entryway to prevent customers from accidentally entering the restricted access area.

The restricted access area will be under video surveillance.

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

A visitor log will be kept at the each entrance to the restricted access area recording the date, time, name of visitor, and name of escorting employee.

Visitors must show valid ID proving that they are at least 21 years of age, obtain a visitor badge, and be escorted by a licensee, employee, or agent of establishment the entire time they are in the restricted access area.

A licensee, employee, or agent of the marijuana establishment will wear a current identification badge bearing the person's photograph.

The retail store will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.
Visitors logs will be kept for at least one year.

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 illuminate the area 20 feet around the entrance. Exterior lighting will facilitate surveillance by providing a clear and adequate view of any individual outside the licensed premises.

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:

An automatic notification system will alert local law enforcement in the event of a security breech. This facility will use a “ SimpliSafe ” alarm system.

Commercial grade, non-residential door locks will be installed on all exterior entry points.

Motion detectors will be in every room with non-opening windows.

The licensee, employee, or agent of the establishment will notify the Department of Commerce, Community and Economic Development Alcohol and Marijuana Control Board as soon as reasonably possible and not more than 24 hours later after any evidence indicating theft, diversion, or unexplained disappearance of marijuana, marijuana product, or money from the premises. An AMCO Enforcement Report of Theft or Burglary form will be filled out and submitted to the the AMCO Enforcement Criminal Justice Technician.

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

Anti-theft policies will be part of employee training.
Marijuana product will always be within the view of security cameras and footage will be saved to help pinpoint where discrepancies occur.
There will be an organized system of inventory logs including movements from the store room to the retail floor. A system of double checks will be implemented to ensure the quantity of product in the store is consistent with the inventory tracking system.

3.7. Describe your policies and procedures for preventing loitering:

Perform regular maintenance and upkeep to the building, parking lots, and entrance.

Install security cameras and post an “ Area under surveillance" sign.

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. EJ

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. EJ

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. EJ

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

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). EJ

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:

This facility will use a " ReoLink " camera system. The system will cover each restricted access area and each entrance to restricted access areas, each point-of-sale area, and the exterior and interior of each entrance.
Cameras will be placed in adequate fixed positions, at a height that will provide a clear view of individuals for identification purposes inside the premises and within 20 feet of the entrance.

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:

Data will be sent to a network video recorder (NVR). The hard drive will be stored on-site, within a wall-mounted lockable enclosure inside a secure locked room only accessible to the licensee or authorized employee and to law enforcement personnel including a peace officer or agent of the board.

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)***;** EJ

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;** EJ

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

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

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

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

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

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;** EJ

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

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

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:

Accounting records for the current year and three previous years will be maintained on the premises or archived off premises. Records for the last six months will be maintained on the licensed premises. All documents will be scanned into PDFs. Files will be arranged consistently and logically so they can easily be found and used. Files will be stored on the company computer and backed up on Google Drive. An external hard drive will be used as an extra backup method to store essential files. The external hard drive will be locked in a secure location only accessible to the licensee and authorized employees.
A fire proof filing cabinet will be used to store hard copies.

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. EJ

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

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. EJ

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. EJ

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. EJ

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. EJ

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

All employees will be given a training packet and will be informed of its contents by a trained staff member before starting with the company. Employees must attest to reading the contents of the training packet.
This packet will consist of money handling procedures, quantity limits for customers, security breach procedures, proper validation of photo ID, use of point-of-sale system and marijuana tracking system, anti-theft policy, health and safety standards, and how to identify and refuse service to intoxicated customers.
New employees will shadow an experienced employee during an initial training period.
New employees will receive education about the specific products sold in the store.

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. EJ

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. EJ

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. EJ

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). EJ

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:

Marijuana will be vacuum sealed in odor proof plastic bags and transported insdie double-lined lockable duffel bags. The duffel bags will be locked in a secure compartment in the transporting vehicle.
Marijuana will be shippied with a transfer manifest recorded in the METRC inventory tracking system. Shipments delivered without a transport manifest will be refused.
Any potential shipments will be done by an employee with a valid marijuana handler ' s permit.

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. EJ

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. EJ

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. EJ

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. EJ

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. EJ

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. EJ

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

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):

Signage will consists of lettering on the front of the building that reads " FLOWER MOUNTAIN. " Letters will be approximately 12 inches high and 9 inches wide with 2 inches between letters. Dimensions of the wording is expected to be 7 foor 4 inches wide and 2 feet 3 inches tall.

License # 37259

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

Logo will be advertised on t-shirts and stickers. (see attached for graphic)

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.

EJ

Ethan Julian
Printed name of licensee

Signature of licensee

(Additional Space as Needed):