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:	The Mason Jar, LLC	**MJ License #:**	38398		
License Type:	Retail Marijuana Store				
Doing Business As:	The Mason Jar, LLC				
Premises Address:	5690 Glacier Highway, Unit 19				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

Mailing Address:	P.O. Box 35264				
City:	Juneau	**State:**	Alaska	**ZIP:**	99803

Designated Licensee:	Dennis Lavigne		
Main Phone:	907-723-6508	**Cell Phone:**	907-723-6508
Email:	denny@akmasonjar.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:

All persons entering the licensed premises will have their identification checked and verified by staff immediately upon entering. All persons who are underage or who are unable to present a valid ID will be denied access and made to vacate the premises immediately.

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 restricted access areas will be marked with signage reading "Restricted Acccess Area. Visitors Must Be Escorted." Lockable doors will be in place at restricted access points where feasible. Retractable nylon barriers will be installed and utilized at any points of access where a door cannot be installed.

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

Visitors who are being admitted to restricted access areas will have their ID validated upon entrance to the store. They will then be provided a visitors badge and be required to provide their name, date, and time of entrance/exit in a log book. The visitor will be escorted by licensed staff during the entire duration of admittance to the restricted access area.

No more than 5 visitors will be admitted at any given time.

Written log book records will be transposed to electronic records for back-up purposes.

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:

There are three entrances to the proposed unit, one of which is situated along the storefront, and only one of which is a public entrance to the retail space. Exterior lighting will sufficiently illuminate all entrances, in addition to the entire storefront, in such a way that security cameras can capture clear video imaging.

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 alarm system will be installed by Doak's Lock & Key and will be monitored by LJ Alarm & Monitoring. This will include motion sensors in the store during non-business hours. All doors which allow entry to the unit will have a sensor. A keypad will be installed to activate the alarm system. When business is closed, the alarm system will be activated via the keypad. After activation of the system, if a door is opened or there is movement detected in the unit, the alarm will be triggered. The alarm system will be hard wired with a battery back-up. If the alarm system is activated, local law enforcement is notified and the monitoring company will call an authorized list of persons to make contact and verify that alarm is valid. Once contact is made, the authorized person will either resolve the alarm breach via phone or go on site to assess the breach and resolve the situation with law enforcement if necessary.

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

Our business will be using the METRC software by Franwell as required by the state for tracking and record keeping of all marijuana and marijuana products received and sold. Marijuana inventory will be kept in a secured area. There will be surveillance cameras on 24/7 inside the business with the exception of the restrooms, which will be viewed frequently to aid in diversion prevention. Marijuana product that is on display in the retail space will be kept in a class display case or hanging on the wall behind the counter, outside the reach of any customers.

3.7. Describe your policies and procedures for preventing loitering:

Once identification has been verified to access the store, people who are not actively being assisted or waiting to be assisted will be asked to leave. Customers who have completed their purchase, with reasonable time given, will be asked to vacate the premises if they have not already done so. No people or groups of people will be allowed to congregate in the store or outside in front of the store. If any non-customers are loitering, they will be asked to vacate the area. If they do not comply, we will request the assistance of local law enforcement. Signage stating "No Loitering" will be posted inside and outside the store.

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.

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

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:

There will be security cameras in all rooms with the exception of the restroom. All exterior entrances will have a camera, with additional cameras for varied angles and views of the front of the building. These will be checked daily for placement to ensure a clear and adequate angle to aid in identification of individuals being seen on video footage. The camera range will fully cover each restricted access area and each entrance to a restricted access area within the licensed premises; each entrance to the exterior of the licensed premises; and 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 video surveillance recording equipment will be kept in a lockable cabinet in the back office of the proposed unit, which is a restricted access area. This is also where original copies of surveillance records will be housed and stored. This locked cabinet will only be accessible by the owner or authorized personnel. The cabinet will remain locked unless being accessed by the owner or authorized personnel. In the event that law enforcement or an agent of the Marijuana Control Board requests access to video surveillance recordings, this can be accomplished by meeting on site with the owner or authorized personnel to view video recordings directly, or by having the owner or authorized personnel save the requested video recordings to an external storage device.

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)*; DL

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;** DL

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

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

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

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

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

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;** DL

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

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

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 paper books and records relating to business transactions, marketing and advertising, diagrams of premises, employee information, vendor information, visitor logs, scale certifications, and transportation records (manifests) will be scanned into electronic form to be preserved and maintained electronically. Current year paper records will be filed on site, while older records will be stored off premises. Records relating to inventory tracking will be maintained electronically in two places, by both METRC and point of sale software with cloud backup, to prevent data loss. All electronic records are saved to local hard drives with OneDrive cloud storage backup to prevent data loss.

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

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.	DL
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.	DL
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.	DL

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

All employees receive on-the-job training under the guidance of experienced employees and with the aid of our written Standard Operating Procedures manual to ensure all areas of necessary training get covered, including store opening and closing procedures, employee safety, validating customer IDs, restricted access areas, customer service, operation of the point-of-sale system, product packaging procedures, and store cleanliness.

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.	DL
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.	DL
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.	DL
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).	DL

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:

As a retail store, we are only permitted to transport product to another retail store. As this application is for our third retail store location, we anticipate the need to transfer marijuana and marijuana product between the three store locations. We do not generally *participate in hubbing product for other licensed establishments, but if we were to do so, these same guidelines would be followed.*

Marijuana or marijuana product will be placed in secure containers or sealed packaging. It will then be put in a lockable tote/box. If the vehicle being used for transport has a trunk, the tote/box will be placed in the trunk, the trunk will be locked, and will remain locked for the duration of the transport. No stops will be made during transport. Individuals acting as drivers will have marijuana handler permits.

Proper manifests will be created in METRC and paper copy will accompany the transported items. All required information will be entered into the METRC system for tracking. Records of all shipped and received products will be kept at the establishment as required under 3 AAC 306.755.

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. DL

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. DL

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. DL

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. DL

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. DL

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. DL

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

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 only be one exterior sign that will be placed directly above the main entrance. The sign will be illuminated with our business name/logo (see page 11). The sign will be approximately 36" x 84" in size. The size of the sign will not be greater than the maximum size allowed by our local government.

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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):

The only advertising we intend to distribute is in the form of our logo/imagery placed on apparel (t-shirts, sweatshirts, hats, etc.) and novelty items (lighters, stickers, etc.). We currently have three variations of our logo/imagery that we place on these items (see page 11).

We may from time to time do advertising on our local radio stations, any of which advertisements will include the standard marijuana warning verbiage.

We understand the limitations of advertising a marijuana establishment and will adhere to those limitations.

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.

DL

Dennis Lavigne

Printed name of licensee

Signature of licensee

(Additional Space as Needed):

the Mason Jar
Juneau • Alaska

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MJ