Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Blue Mountain Green LLC	**MJ License #:**	3a-38069		
License Type:	Retail Marijuana Store				
Doing Business As:	The Knotty Puffin				
Premises Address:	5815 Paula Ct				
City:	Salcha	**State:**	Alaska	**ZIP:**	99714

Mailing Address:	P.O. Box 58136				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99711

Designated Licensee:	Terreisa Lane		
Main Phone:	907-460-6269	**Cell Phone:**	
Email:	thehoneypot907@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:

All customers will be required to show their identification when the arrive in the store and when they pull up to the drive-up window. As per regulation, all individuals in the drive-through who are in a vehicle together must show their identification as well and must be over 21, or a child under the age of 7 who is related to or a ward of the purchaser.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

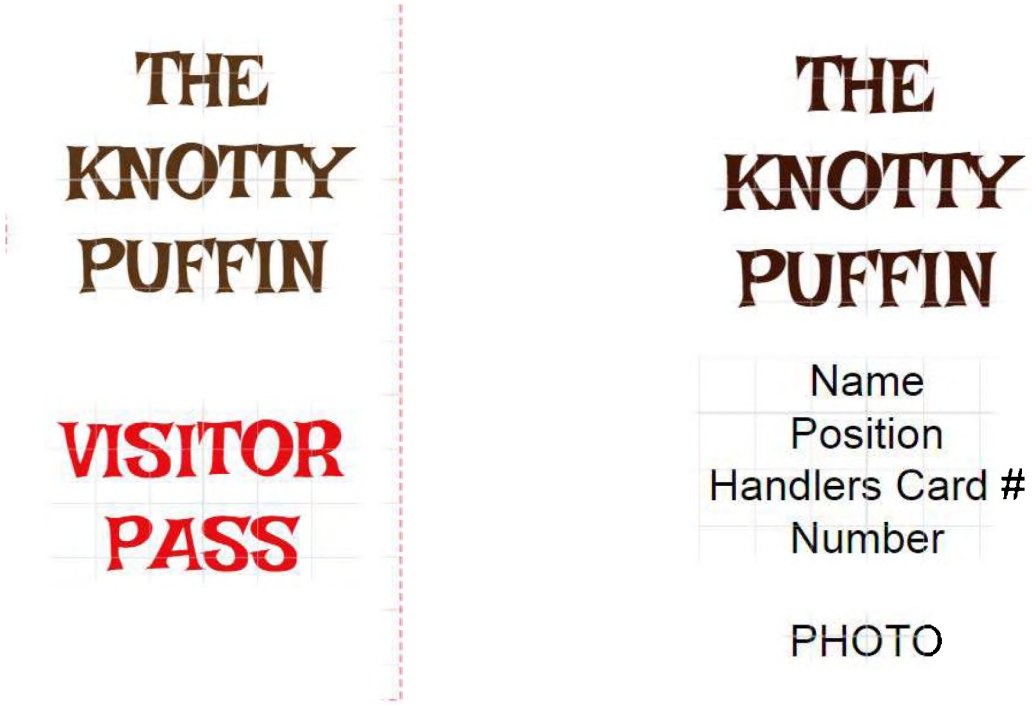
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

We will have signs that designate restricted access areas, "Restricted access area. Visitors must be escorted". This sign will be posted on the door separating the customer area from the work area behind the counter. Short-term: the door is a rope barrier that has the sign attached to it.
Long-term: we are having an ornamental iron and plexiglass divider made for us that will be separating the customer area from the back. This will include a framed door that the "Restricted area access. Visitors must be escorted" sign will be attached to. This door will have an electronic key pad for secured entry.

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

If a person needs to come into the restricted area past the customer service area, we will check their identification and log that information into the visitor log book. We will check carefully to make sure that the license is not expired, they are over 21 and that they are who the picture represents. They will be given a "Visitor" badge appropriately identifying them and differentiating them from an employee or owner. Once the visit has ended, we will receive the badge back into our possession and check the visitor out. Because of the small size of the restricted area, we will limit 2 visitors per employee.

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:

Exterior lighting will be provided for all 4 sides of the established premises. They will be required to be on dusk to dawn every day.

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:

We will have a remotely monitored security system in place that will include 2 motion sensors for the interior of the building, 3 smash alarms for the small windows, 2 pressure release alarms for the door and drive-up window, door and window opening/closing sensors and a fire/smoke sensor. During operating hours, these sensors will be off and the employees/owners will have access to an emergency button to alert the security system of any emergencies. In conjunction with the remote alarm notification system, cameras will be visible, however, the DVR will not be visible from the floor. The DVR will be located in the loft directly above the drive-up window that is accessible only with a ladder.

In conjunction with the remote alarm notification system, cameras will be visible to the perps, but the DVR is wont be visible from the floor. that is located in the loft that is accessible only with a ladder. If an alarm has been activated, the Frontpoint system will send a text that allows us to cancel the alarm or verify an event. If the alarm company does not get a near immediate response (within 5 seconds) they begin calling the designated contact persons (we have four in total). If they do not get a response or they get a confirmation of an event, they roll trucks/law enforcement.

If there is a breach during business hours, the employee/owners are instructed to comply with the intruder and avoid any physical harm. If there is an after hours breach, the alarm company will notify the designated owners and they will take action to call authorities as described above.

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

All product will be run through the Marijuana Tracking System, METRC, so that product can be monitored for diversion. As well, the interior and exterior of the building will be under cameras so as to capture the movement/storage of all marijuana products.

3.7. Describe your policies and procedures for preventing loitering:

The area inside for customers will be relatively small and easily monitored, they will be instructed to leave if they are considered to be loitering. We will not be providing any seating or areas that may attract loitering behavior.

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. WF

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. WF

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. WF

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

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). WF

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:

Video surveillance cameras will be directed at each entrance from both the inside and outside of the building, so as to capture incoming/outgoing customers. The customer area will also have cameras mounted so as to capture the entire area that the customers will occupy. The cameras will be mounted in the corners and above the register to capture all movements up front. Cameras will also be placed in the back to cover all work areas and any product storage. Any areas with product will be covered.

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 security system will be mounted in the loft area that is only accessible from the restricted access area in the back. It will then be housed in a lock box that only owners will have access to.

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)*; WF

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;** WF

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

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

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

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

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

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;** WF

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

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

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 inventory is tracked and sales transactions are entered into our web-based POS system, Proteus ERP. The Proteus software keeps records of all sales and inventory and works with METRC to ensure compliance and accuracy. If we were to stop doing business or we were to go to a different POS system, we would have the ability to run reports to extract sales and inventory records from the Proteus system for any potential future issue.

Camera records are maintained and stored for a minimum of 40 days on the secured DVR which is housed in a fire resistant, secured locked box.

Transfer manifests are stored on site in a file cabinet for a minimum of 6 months. After the 6 months they can be moved off site for storage.

Employee payroll records are kept off site.

Employee hire records will be kept on site at the store they were hired, and a copy of their file will be kept with the payroll bookkeeper.

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. WF

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

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. WF

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. WF

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. WF

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. WF

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

Employees will be trained on the point of sale system, situational awareness for personal and customer safety, safe sanitation practices, handling marijuana products and procedures for dealing with expired products.

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.	WF
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.	WF
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.	WF
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).	WF

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:

This facility will be receiving products and it will fall to the transporters of those vendors to ensure the safety of the marijuana products.

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. WF

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. WF

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. WF

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. WF

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. WF

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. WF

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

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):

Per regulation we will have posted on the customer entrance a sign stating they must be 21 years or older, meeting the required size/dimensions. Also meeting requirements will be a sign stating the laws of use/carrying of marijuana products in the state of Alaska, this will be posted inside in the customer area. On all restricted access areas, which include the closet/private bathroom door, and the back door entrance, there will be a sign that states it is restricted access and over 21.
There will be 3 outside signs with our business name and logo on. There will be 2 on the building, one facing where customers will come towards the building and one facing towards the main road. 1 sign will be detached from the building and placed closer to the driveway but still on the property. These signs will be as large as the regulations allow (4800 sq in). We will also have directional signs instructing customers on the flow for the drive-thru and parking.

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 intend to have both stickers and business cards made for the establishment. Please see word document for examples of stickers and business card designs.

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.

WF

Whitney Fisher
Printed name of licensee

Signature of licensee

(Additional Space as Needed):

ADDITIONAL INFORMATION

Sticker Prototype:

THE KNOTTY PUFFIN

Business Card Prototype:

The Knotty Puffin

5815 Paula Court

Salcha, Alaska 99714

theknottypuffin@gmail.com

theknottypuffin.com

907-385-0322