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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:	Kine Co	**MJ License #:**	17409		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Kine Co				
Premises Address:	12749 W. Westen Drive				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	189 E. Nelson Avenue, #214				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Jordan Agen		
Main Phone:	907-232-6928	**Cell Phone:**	
Email:	kinecoak@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 entrances will be monitored by camera with motion detection and will remain locked at all times with key code commercial locks. All persons entering the licensed premises will have their valid government issued identification checked and copied for record. No one under the age of 21 will be permitted to enter at any time. All visitors must be pre-approved by the licensee or an authorized agent and will be allowed by appointment only.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

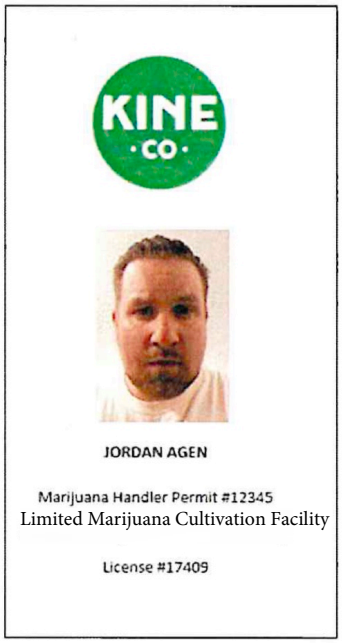
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The entire facility is not open to the public. All facility entrances have video monitoring with motion detection and key code locks. All doors automatically close and lock after entrance/exit. All internal areas have video monitoring with motion detection. The security system instantly notifies the licensee and authorized agent of any unauthorized access. Each exterior door has a sign posted stating "Restricted Access Area : Visitors Must be Escorted".

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

Any visitors must be 21 or older. Visitors must provide valid government issued photo identification, sign into the visitor log indicating the date, time in, time out and reason for visit. Once the visitors identification has been verified and they have signed into the visitor log they will be issued a guest badge which they will visibly wear throughout their visit. All visitors will be escorted by a Kine Co licensee or authorized agent and monitored on camera. Up to, but not to exceed 5 visitors per supervising Licensee or authorized agent will be allowed on the licensed premises. When the visit concludes, visitors will return their guest badge, sign out of the visitors log and leave the licensed premises. The visitor log will be maintained on the premises as a business record and will be made available to AMCO upon request.
The term "visitors" does not include AMCO, local Law Enforcement or agents of the City of Houston.

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:



*or similar format and content

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

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

Dusk to dawn lighting is installed around the entire perimeter of the facility. Lighting is checked regularly to ensure each light is functioning properly and free from obstructions. Video surveillance recordings are checked regularly to ensure there is sufficient exterior lighting for surveillance and to help deter crime and loitering.

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 is comprised of motion sensing cameras as well as heat and motion detecting sensors designed to pick up human activity. All entrances have commercial open out doors that have tamper resistant hardware that set off the alarm if tampered with. Each entrance has magnetic sensors if the door is breached. Each corner of the building has a 120db alarm with red flashing lights as well as 2 in the facility. The system is set up to send text notifications to the licensee and authorized agents as well as local law enforcement. Cameras are capable of remote access.
The alarm system is active at all times that the facility is closed. The alarm system is activated when the last employee or the licensee leaves the facility each night and is deactivated by the first employee or the licensee when they arrive in the morning. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the licensee or authorized agent and any employee in the facility will evacuate (if it's safe to do so and necessary) to a pre-determined safe location. The licensee or an authorized agent will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. The licensee or authorized agent will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that evidences criminal actions have occurred or necessitate law enforcement involvement that occurs on the licensed premises will be promptly reported to AMCO Enforcement via email within 24 hours of event.

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

All areas of the facility are monitored by motion sensing cameras at all times. The cameras are backed up on a DVR and are accessible for 60 days past at any time. Any employees engaging in any activity that is not permitted will be immediately terminated. Inventory counts are performed at the end of each business day and reconciled with Metrc. Any discrepancies will be resolved immediately. Employee's are trained to recognize diversion and inversion activities and to inform the licensee or authorized agent immediately if such activity is suspected or confirmed.

3.7. Describe your policies and procedures for preventing loitering:

No persons are permitted on the facility property without an invitation. All alarm sensors have motion sensing equipment that immediately alert the licensee and authorized agent of any intruder. An employee is tasked with conducting routine premises checks to watch for any individuals with no business on the premises. Any loitering individuals will be verbally informed to leave the premises and law enforcement will be notified if they do not comply.

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. DS

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

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.

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

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).

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:

Exterior lighting is positioned to provide ample lighting for cameras to capture a twenty foot (20') radius of any facility entrance/exit. Cameras are checked regularly for obstructions. Cameras are strategically to record the restricted access areas of the facility, including all areas where marijuana is grown, harvested, trimmed, packaged, stored, wasted, received and shipped. The exterior of the facilities cameras monitor any and all persons who enter and exit the facility. All doors, safes and marijuana storage areas have video surveillance coverage to clearly identify the faces of those accessing the areas.

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:

All surveillance records are stored on-site in a locked cabinet for at least six (6) months. Original copies of surveillance records are kept for a minimum of five (5) years. Recorded data is stored as an official business record for no less than forty (40) days. Surveillance and business records are managed as official business records, ready to be made available to law enforcement or agents of the Marijuana Control Board. All surveillance footage is accessible for upload to a separate hard drive in case it must be stored longer for criminal, civil, or administrative investigations. All recordings are date and time stamped, and archived in a format that prevents data tampering. Only the Licensee has access to business records. Official business records are stored separately from any marijuana and currency.

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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)***;** DS

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;** DS

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

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

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

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

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

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;** DS

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

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

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 required business records are stored in the facility for at least six (6) months, either electronically on a hard drive or in a locked metal filing cabinet. Records may be stored off-site if they are older than six (6) months. Business records are only accessible to the Licensee. Records are managed in accordance with standard retention policies to ensure that they are stored in a consistent and accessible manner. These stored records include inventory and employment logs, manifests, financial books, surveillance records, operational and regulatory documents, and communications materials.

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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. DS

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

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. DS

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. DS

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. DS

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. DS

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

Continuing education is encouraged when events are occurring. All employees go through initial training upon hiring that includes, but is not limited to; Cultivation techniques, hygiene and sanitation, security, state and local laws and regulations, diversion prevention, using Metrc software, and opening and closing procedures.
Training is update when needed.

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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. DS

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. DS

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. DS

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). DS

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:

Metrc will generate a transport manifest that will accompany all its marijuana in a shipment. A copy of this manifest is kept on the premises as an official business record. The manifest will document the strain name, batch number, weight, name of the transporter, handler's ID, time of departure, expected delivery time, and the make, model and license plate number of the transporting vehicle. The transport vehicle will travel directly between the two destinations without making any unnecessary stops. Marijuana will be sealed in containers which will be stored inside the vehicle or in the truck bed in a locked storage compartment. The containers will contain no more than ten (10) pounds of marijuana for wholesale transactions. For marijuana intended to be re-sold by retailers without re-packaging, the containers will contain up to one (1) ounce of marijuana each. At no time will marijuana be visible outside the vehicle. Continued on Page 11...

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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.

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.

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.

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.

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.

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.

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

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):

No signs are posted containing the business name or logo.

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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):

Kine Co utilizes and/or plans to utilize the following advertising mediums:

- Newspaper Ads
- Radio Ads
- Social Media to feature specific strains
- Magazine Ads
- Sponsorship of sporting (or similar) events
- Platforms such as LeafLink or WeedMaps

All advertisements will include each of the warning statements as they are listed in the regulations

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.

Jordan Agen

Printed name of licensee

DocuSigned by:

9E06CAD2722B4F8...

Signature of licensee

(Additional Space as Needed):

Section 8.1 Continued: The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24-hour video surveillance. Packaging will be uniform with labels secure and prominently displayed. In compliance with the Alaska Weights and Measures Act, the facility will use certified scales and will maintain registration and inspection reports at the facility. After employees or the Licensee package marijuana, it will be placed in sanitized air-tight containers, labeled with all compliant labeling information and given a bar code for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected and recorded in the log. The Licensee or designated employee will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides and herbicides used in the cultivation of the marijuana. Kine Co may contract with a third-party transport company and will ensure that all transporters have valid marijuana handler permits and comply with Kine Co's transportation policies and procedures.