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:	AKO FARMSLLC	**MJ License #:**	39575		
License Type:	RETAIL-ONSITE CONSUMPTION				
Doing Business As:	HIGH TIDE CANNABIS				
Premises Address:	4509 HALIBUT POINT ROAD				
City:	SITKA	**State:**	Alaska	**ZIP:**	99835

Mailing Address:	P O BOX 2426				
City:	SITKA	**State:**	Alaska	**ZIP:**	99835

Designated Licensee:	ELIZABETH MARTIN		
Main Phone:	907-623-0417	**Cell Phone:**	907-738-3484
Email:	LIZA@AKOFARMS.COM		

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

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

There will be a sign 12' x 12' posted by the entrance stating NO ONE UNDER THE AGE OF 21 ALLOWED. The same sign will be
posted inside the building. security cameras will be in place. valid issued government id will be checked by the budtender as
customers enter the front door of the retail store.

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 entrances inside and out will be commercial grade security doors. All visitors will be signed in and out and given a visitor badge
while on premise. All restricted areas will be marked with a sign that reads RESTRICED ACCESS AREA VISITORS MUST BE
ESCORTED. Also a sign that reads NO ONE UNDER THE AGE OF 21 ALLOWED.

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

After visitors ids are checked, they will sign into a log book with date, arrival/departure time, and type of identification. They will be
given a visitors badge to wear. They will be escorted through out the facility with an employee. There can only be 5 visitors in
the building at one time. They must be esscorted by an employee . On leaving they will sign out of the log book and
give back there visitors badge .. All records will be stored in a locked proof cabinet in a restricted area. Surveillance video will be
on at all times.

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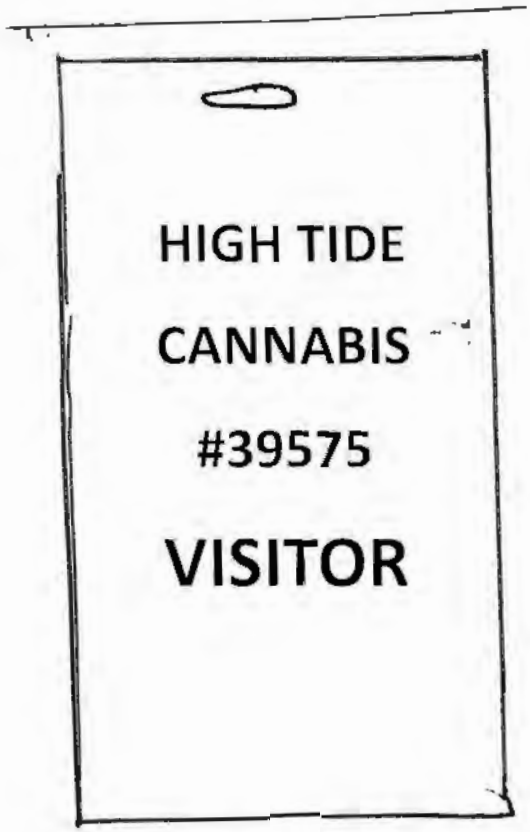
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



Security Alarm Systems and Lock Standards (3 AAC 306.715):

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

By local building codes, all exits and entrances will have lighting. There will be lighting over all windows and doors. Lights and
cameras will be placed a minimum of 8 feet from the ground on the exterior of the building and will pick up to 20 feet perimeter.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

At the end of the business day the alarm system will be activated by a keypad in the office area which is monoitored by a licensed alarm company. The alarms are set when the last employee leaves for the day. There are motion sensors on windows and doors. We have 2 panic buttons in place if needed. If the alarm company recieves an unauthorized breach of security, the alarm company will notify the local law enforcement, owner representative. Who will then come to the facility. AMCO will be notified within 24 hours. All product will be inventoried and reported to AMCO and local authorities. A quality control review of security measures will be conducted and proper steps to correct any deficiencies in the security plan will be made.

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

Marijuana will be stored in a water and fire proof safe in the locked office, which is a restricted area. Diversion of product will also be prevented with the use of continous video monitoring, located throughout the facility. Inventory tracking will be done nightly. Our POS system and Metric system is a tool we use to make sure inventory is right at the beginning of the morning shift.

3.7. Describe your policies and procedures for preventing loitering:

This facility sits by itself on a private open lot. Loiters will be recorded on surveillance cameras, that have a 20 foot range of the building. There will be a 12"x12" NO LOITERING sign along with RESTRICTEDAREA NO ACCESS and NO ONE UNDER 21 ALLOWED signs placed on all sides of the building. Anyone refuses to leave the premises will be escorted off by law enforcement.

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. EM

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. EM

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. EM

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

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). EM

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 EXTERIOR VIDEO CAMERAS PLACED OVER THE ENTRANCE AND EXIT AREA, WHICH WILL PROVIDE A CLEAR 20 FOOT VIEW OF THE PERIMETER. CAMERAS WILL SHOW WHO COMES IN AND WHO GOES OUT. cAMERAS WILL BE PLACED OVER THE POINT OF SALE AREA ALONG WITH CAMERAS SHOWING THE RESTRICTED AREAS ALSO.

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 VIDEO SURVEILLANCE RECORDING EQUIPMENT WILL BE HOUSED IN A LOCKED SAFE CABINET. A SURVEILLANCE CAMERA WILL BE PLACED TO RECORD THE CABINET. VIDEO SURVIELLANCE TAPES WILL BE STORED FOR 90 DAYS. AUTHORIZED PERSONEL WILL HAVE THE KEY TO THE LOCKED SAFE CABINET WHICH WILL BE IN THE RESTICTED OFFICE AREA. ANY LAW ENFORCEMENT OR AGENT OF THE BOARD WILL HAVE ACCESS TO THE KEY FROM THE THE AUTHORIZED PERSOAL. WE USE LJ ALARM SYSTEM IN JUNEAU ALASKA. THE ALARM GOES OFF THEY WILL CALL THE SITKA POLICE DEPARTMENT AND THE BUILDING REPRESENITIVE. THE ALARM IS SET WHEN CLOSING THE BUILDING FOR THE DAY.

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)*; EM

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;** EM

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

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

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

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

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

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;** EM

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

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

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:

Records including inventory, testing results, quality control and quality assurance, accurate and comprehensive inventory tracking
data, bookkeeping for each business transaction, employee list, business and vendor contacts, advertising marketing, diagrams of
licensed premises, waste management and visitors logs. Current records will be stored for 6 months in a locked cabinet on premise
for authorized personnel to view. The records and data will then be electronically recorded and stored in a water/fire proof safe up to
4 years.

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

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.	EM
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.	EM
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.	EM

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

Apart from the States Marijuana course
, all employees are trained to handle product produced by AKO FARMS LLC. Each employee has training on any equipment we may
use. Employee Product Training will be an on going process, along with updates on State requirements.

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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.	EM
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.	EM
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.	EM
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).	EM

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:

Any marijuana sold will be packaged in opague, resealable, child-resistant packaging. Each package will be identified by a tracking system. The label will be put on the locked container which will go into a vehicles locked trunk. The mainifest will stay with the product. Once delivered, the manifest will be signed by both parties. The product will then be accepted into the Metric system.

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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. EM

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. EM

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. EM

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. EM

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. EM

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. EM

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

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 be one sign no bigger than 4,800 inches. on the front of the building reading HIGH TIDE CANNABIS. There will be a 12x12 NO ONE UNDER 21 ALLOWED put on the front of the building. along with ALL VISITORS MUST BE ESCORTED

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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):

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.

EM

ELIZABETH MARTIN

Printed name of licensee

Elizabeth Martin

Signature of licensee

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(Additional Space as Needed):