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:	Blaze LLC	**MJ License #:**		39378	
License Type:	Retail Marijuana Store				
Doing Business As:	Blaze LLC				
Premises Address:	607 Old Steese Hwy, Suite 106				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Mailing Address:	607 Old Steese Hwy, Suite 106				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Designated Licensee:	Clifford Russell		
Main Phone:	907-328-5919	**Cell Phone:**	907-347-4899
Email:	klyph3@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:

On site age restriction will be posted on the outside door and entry way before you are able to enter the premesis. Following this approved identification will be checked at the door before approved entry followed by identification will be verified again at time of purchase. Should someone not of age try and force entry after warning and dismisal the authorities will be contacted.

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 areas will be physically bared off by counters and counter doors, as well as all access to areas will be monitered by both staff and cameras during all business hours. Should the public try to forcably breach these areas the aurthorities will be immediatly contacted.

Signage will be Posted infront and on Restricted area Doors stating "NO ENTRY, Restricted ACCESS". Doors in restricted ACCESS areas will have Physical Key and electronic Code locks.

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

All visitors will be required to sign into a sign on sheet including their name, date of birth, and ID Number and will be required to wear a visitors pass and be with an escorting employee during their entire time in the restircted access areas. All areas will be surveyed by cameras as well.

Only one guest Per escort Will be allowed, with one Person free to watch front of store.

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:

Blaze LLC

Lic # 39378

Visitor Pass 1

BLAZE

Brianna Knudson
DOB: 04/21/2000
Handlers: #35896

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:

Outside survalence is equiped with automatic lighting. Additionally there are street lamps and above head lighting along the outside of the properties. All cameras are equiped with night visison as well should the lighting fail under any circumstances.

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:

As well as the security cameras across the proeprty and all entrances. There will be Vivint security installed on the doors and windows that will be armed during non operational hours. There will be less then 60 seconds to put in an indivuals personalized code to disarm the system. If that is not done within the time limit or there are 3 or more failed attempts the security sounds will immeidatly go off, the store owner and store manager will be notifiied on their personal devices, and Vivint security will immediatly contact the local athuroities and alert them of a break in. If it was a mistake the owner or store manager can remotely check the cameras and disarm and alert the aurhtoritioo that it was a false alarm. With in 24 hours of Break in or unauthorized access amco will recieve an email with all information and Police report. A call and or message will be left on Amco phone as well. A follow up call at next business hours to confirm notice will be made as well.

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

All product must be counted upon delivery and recorded. A minimum of once a week all marijuana product will be inventoried and verified. All of this will be verified by managment and documents scanned for document retention. Product will not be made available or accessable to the consumer until after purchase. During purchase all items will be scanned and then verified in the POS system before completing the sale. Any discepancies will be followed by investigation and review of security cameras. The metrc report will be printed and individually verified and descrepeneies reported to both POS and metrc immediatly.

3.7. Describe your policies and procedures for preventing loitering:

Staff will be monitoring security and any one determined to be loitering will be informed by the staff that this is illegal and asked to be removed. If they do not leave the premsises the appropriate athuroties will be notified.

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. CPR

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. CRR

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. CRR

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

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). CRR

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:

360 degree Cameras are strategically located through out the location to ensure there are no blind spots and a camera pointed at the outside front entrance and rear exit to ensure full coverage. There are three cameras located within the store main area with 360 view that allows for full coverage of all staff and product locations and confirmed no blind spots. As well as all restircted access areas are recorded as well. There are two cameras outside the front of the store with clear view of the parkinglot and sidewalks with more then 20 feet view in all directions. There is a single camera at the back exit with more then 20 feet view in all directions of the door.

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:

Back ups on both the security system and the managers office will be located onsite in the main office that only authorized personel have access to. There is two locks on the office door and the security system is password protected. Archives will be saved both to the computer as well as to the DVR that is directly connected to the security system within a locked box. Should Amco need copies of anything or enforcement, digital or Physical copies Can be Provided at any time.

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)*; CRR

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;** CRR

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

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

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

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

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

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;** CRR

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

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

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 records will be recorded three times. A physical copy will be retained of all documents. A local saved digital file on the office computer. And a cloud save of the digital copy will be retained as well. This prevents failure of any one system from causing the loss of the document.

The records will be stored on site in the limited access office for a period of 12 months and digital copies will be stored on the office computer indefinetly.

License # 39378

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. CRR

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

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. CRR

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. CRR

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. CRR

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. CRR

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

After the marijuana handlers course there is a company training prodcedure that includes informational videos about all product types we carry and necessary infomation including testing, product properties, safe usages, local laws, ect. This will be followed by a training course on our POS system. After this there will be a one on one training with each new employee for their first week were they will not be asked to assist anyone by themselves. Following this there will be an additonal training week unassisted where they will be shadowed but will be asked to implement their training so far by completing the transaction, assistance only given as needed.

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. CRR

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. CRR

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. CRR

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). CRR

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:

There is a secure safe located in the onsite office for all prodcut to be stored. We will not be transporting any marijuana product ourselves. Certified and approved transporters such as Gias will be hired to assistance in any cases where it is needed. IDs and handlers permits Will be verified by staff upon deliveries arrival. one at a time using the metrc report staff Will confirm that the metrc Tag number, item, quantity all match What is reported for delivery before signing and accepting the order.

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. CRR

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. CRR

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. CRR

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. CRR

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. CRR

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. CRR

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Signage included AMCO regulations regaurding marijuana consumption age, purchases, and saftey rules will be posted on the front door including our hours. There is cameras in the front entrance before entering the store if there are age concerns that can check any IDs before entering the store. Signs including our logo and store name will be located on the inside and outside of the building. Any remaining signage will be decoration inlcuding marijuana and otherwise themed art.
2 Signs of our logo will Be located on outside window and door. As well as over head sign Aproximately 13 feet in length will store name and logo, window and door signs will be less the 2 feet. See attached image for 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):

See attached store logo.
Advertisments will include onsite signage previously listed.
Promotional flyers may be posted on site.
Business cards including store logo and contact information will be provided onsite.
At this time there is no intention of other forms of advertising.

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.

CRR

Clifford Russell
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

Store logo:

BLAZE