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:	Michelle Jay Jones	**MJ License #:**	41345		
License Type:	Marijuana Retail Store				
Doing Business As:	The Joint				
Premises Address:	327 Seward St. Suite #7				
City:	Sitka	**State:**	Alaska	**ZIP:**	99835

Mailing Address:	Po Box 1774				
City:	Sitka	**State:**	Alaska	**ZIP:**	99835

Designated Licensee:	Michelle Jones		
Main Phone:	9077382511	**Cell Phone:**	9077382511
Email:	thejointsitka@outlook.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:

Required signs that are posted will be positioned at eye level immediately adjacent to the public entrance. This includes posting two entrance signs, each at least 12 inches by 12 inches, with lettering no smaller than one-half inch in height, stating "NO ONE UNDER 21 ALLOWED ON PREMISES." A duplicate sign will be posted inside the building along with video surveillance in place. Valid identification will be verified by the budtender as customers enter through the entrance/exit. Once inside the premises at eye level, on the back wall in the restricted access area adjacent to the doors will be signs stating "RESTRICTED ACCESS AREA." And "NO ONE UNDER THE AGE OF 21 ALLOWED." All violators will be escorted off the licensed premises immediately.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

The exterior entry point to the licensed premises will have a commercial grade, non-residential door lock. All restricted areas will be marked with a sign that reads. "RESTRICTED ACCESS AREA." And "VISITORS MUST BE ESCORTED." Doors will be blocking 2 restricted access areas while the restricted area behind the counter will have an employee present when unescorted members of the public enter the licensed premises. All visitors will be signed in and out and issued a visitors' badge while on premises. A licensee, employee or agent of the establishment will always escort visitors during visit.

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

There can only be 5 visitors in the building at a time. After visitors' identifications are checked, they will sign into a log book with date, arrival, departure time, and type of identification. They will be issued a visitors badge to wear. They will always be escorted throughout the facility by an employee or licensee during the visit. On exit they must sign out of the visitors' log book and give back the visitors' badge. All records will be stored in lock proof cabinet in a restricted area. Video surveillance will be on at all times.

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 exterior lighting will be above the windows, entrance/exit. Lights and surveillance cameras will be placed a minimum of 8 feet from the ground on the exterior of the building and will pick up 20 feet of entrance to the licensed premises.

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:

Utilizing a Ring Wireless Security System to monitor and protect the licensed premises, the system will include door and window sensors. The alarm system will be armed whenever the premises is closed for business and will provide immediate notifications to designated management personnel and a 24/7 professional monitoring center in the event of an unauthorized breach. Upon receiving an alert, the designated licensee, employee or agent will first confirm the nature of the alert via the Ring monitoring app and surveillance cameras, then promptly notify law enforcement if a break-in or unauthorized access is suspected. A manager will respond to the premises as quicky as possible to secure the location, document the incident, and then inspect all marijuana inventory and funds for any signs of tampering or theft. A written incident report will be completed, stored with records, and the licensee shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment' s knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.. The alarm system will be tested monthly to ensure it is functioning properly.

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

The facility will maintain strict inventory control measures utilizing both the state mandated Metrc system and our POS system, WEAVE. All product intake, transfers, sales and disposal will be recorded in real time in both systems, with daily reconciliation performed by management to verify accuracy. Any discrepancies will be investigated immediately, documented and if required, reported to AMCO. Diversion of marijuana will also be prevented with use of continuous video monitoring (located throughout the facility), All personal items (bags, purses, phones and coats), will be kept in a designated employee room, away from marijuana and marijuana products. All employees will work under management with daily checks, formal monthly audits, comparing physical inventory against METRC and WEAVE to insure there is no loss, theft or diversion of product. Creating multiple safeguards against unauthorized activity and reinforce our commitment to compliance.

3.7. Describe your policies and procedures for preventing loitering:

Any loiters will be recorded on surveillance cameras that will have a 20 foot range of the building, there will be signs at least 11 inches by 14 inches, with lettering no smaller than one-half inch in height, stating "NO LOITERING." And "NO ONE UNDER 21 ALLOWED."Signs placed on all sides of the exterior of the premises. Anyone who 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. MJ

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. [initials]

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. [initials]

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

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). [initials]

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 surveillance cameras placed over the entrance/exit which will provide a clear 20-foot view of the perimeter, there will be a camera above the drive-through window exterior area and the interior point-of-sale drive-through window area. There will be interior surveillance cameras covering the entrance/exit, capturing every individual who enters/exits the licensed premises. Cameras will be placed in all areas where marijuana is handled, displayed or sold, including entire restricted access areas, point-of-sale areas including drive-through window point-of-sale.

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 in a restricted access area. A surveillance camera will be placed to record the cabinet. All video surveillance will be stored for 90 days; authorized personnel will have the key to the lock safe cabinet. Any law enforcement or agent of the Marijuana Control Board will have access to the key from authorized personnel.

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)*; [MJ]

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;** [MJ]

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

d. **records related to advertising and marketing;** [MJ]

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

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

g. **all records normally retained for tax purposes;** [MJ]

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;** [MJ]

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

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

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:

Electronic records, including METRC data, POS sales records, surveillance logs, and employee training files will be backed up daily to a secure, encrypted cloud service as well as a password-protected local hard drive, ensuring redundancy in case of system failure. Access to electronic records will be restricted to authorized management personnel. Physical records such as signed transfer manifests, inventory logs, employee documents, and visitor logs will be organized, filed and stored in a locked, fire-resistant filing cabinet located within a restricted access area of the premises. In accordance with Alaska regulations, all records will be retained for a minimum of three years from the date of creation and will be made readily available for inspection by AMCO or law enforcement upon request. Ensuring that no required records will be lost, destroyed or altered and that all operational documentation remains secure and verifiable.

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.

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

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.

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.

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.

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.

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

Apart from the required state marijuana course, all employees will be trained in intake, processing, special equipment and products. Training will be an ongoing process, along with updates on state requirements.

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.	MJ
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.	MJ
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.	MJ
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).	MJ

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:

When marijuana products are prepared for transfer, they will be verified against the transfer manifest in METRC, packaged in compliant, tamper-evident, smell-proof containers and placed in locked, rigid totes. During transportation, locked totes will be secured in the vehicle' s cargo area, inaccessible to the driver and passengers. Only trained, authorized personnel will handle product transport, and all transfers will be recorded in METRC to ensure a complete chain of custody from origin to destination. Upon delivery, the receiving licensee will reconcile the shipment with the manifest before acceptance.

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):

Planned signage will include a professionally designed metal hanging exterior sign above the entrance displaying only the business name and logo. Required signs that are posted will be positioned at eye level immediately adjacent to the entrance/exit. This includes posting two entrance signs, each at least 12 inches by 12 inches, with lettering no smaller than one-half inch in height, stating "NO ONE UNDER 21 ALLOWED ON PREMISES." And "NO CONSUMPTIONS OF MARIJUANA ON PREMISES." No signage visible from outside the premises will depict marijuana consumption or appeal to individuals under 21, in full compliance with Alaska regulations.

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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):

Planned advertising will include a professionally designed exterior sign on the licensed premises displaying only the business name and logo, without images or language appealing to minors. Additional marketing will include print advertisements in local newspapers and publications whose readership is primarily 21 years or older, and the creation of social media accounts to provide updates, promote specials, and share educational content. All digital and print advertising will include the required marijuana warning statement in legible font size. Social media platforms will be monitored by staff to ensure posts remain compliant, comments are moderated, and no content encourages overconsumption or illegal activity.

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.

Michelle Jones
Printed name of licensee

Signature of licensee

(Additional Space as Needed):