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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

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

Licensee:	AK Rime, LLC	**License Number:**	10865		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	AK Rime				
Premises Address:	5200 A St Suite 101				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Mailing Address:	PO Box 90064				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99509

Primary Contact:	David L. McConnell, II		
Main Phone:	907-561-2183	**Cell Phone:**	907-229-4923
Email:	dmcconnell@corvuscontractors.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

There is one point of access for the entire facility. That door will remain locked at all times, accessible only with a key, an RFID card or a combination of the two. Only employees, licensees, and managers will have access to this area.

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

Should we have the need for visitors, they will be asked to present a valid, photo ID to verify their identity and age. No one under 21 years of age will be admitted. Upon verification of their age and/or need to be in the facility, they will be met at the door by an escort and asked to sign in to our guest log (specific info in log included in next description box). They will be given a VISITOR badge and safety goggles, safety apron, and head/hair gear (as needed). There will be no more than 5 visitors per authorized escort and the escorts will remain with their assigned visitors for the duration of their visit. At the end of their visit, they will turn in their VISITOR badge and any safety equipment as they are escorted out.

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Describe your recordkeeping of visitors who are escorted into restricted access areas:

There will be a log at the door tracking the visitors full name, date and time of visit, reason for visit, and authorized escort's name. There will be no more than 5 visitors per escort and the escorts will accompany any and all visitors for the duration of their visit.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

Please see attached sample ID Badge.

AK RIME

(photo)

Employee Name
MJ Handler #: 11XXX

AK RIME, LLC
P.O. Box 90064
Anchorage, Alaska 99509
AK License #10XXX

MANUFACTURING

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

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

Exterior lighting will be provided to a level of 1 foot candle at all circulation and parking areas with wall mounted lighting packs. Motion sensing lighting will be provided at a level of 10 foot candles within a 20' radius of the entrance to improve surveillance image quality.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The security system for Manufacturing will consist of an alarm contact on the only door and a motion detector inside.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The alarm system will be manually armed by the staff at the end of each work session or at any time there will be no one working in the facility. The alarm system will automatically alarm and notify (auto dialer) a third-party monitoring company upon any activation of door contact or motion detection. The third-party monitoring company will contact the Anchorage Police Department and AK Rime management upon any alarm.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Facility will not be open to the general public, so our main concern for diversion would be the employees. The facility will be monitored by continuous video surveillance. Any suspicion of diversion will be immediately followed up by reviewing the video surveillance footage of the suspected occurrence. All employee will be educated on the potential civil and criminal repercussion. We will have a zero-tolerance policy regarding employee theft or diversion.

Describe your policies and procedures for preventing loitering:

No loitering signs will be posted on fence that surrounds the property and at the entrance to manufacturing. Any individual(s) deemed to be loitering will be asked to leave the property. Should the situation escalate in a negative manner, the Anchorage Police Dept will be contacted and made aware of the situation. Video surveillance footage will be reviewed weekly to determine any continuous/suspicious activities on or near the property. The results of the review will be viewed and discussed with staff.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

At this time, we have no plans for additional security or devices not described previously in this document. If the need arises, we will assess the situation and add components to remedy the situations as needed.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

The manufacturing manager will be responsible to interface with the responding authorities in the event of an alarm being triggered during normal business hours. The manager will not interfere with the police and will only assist if requested to do so. If the alarm is initiated after hours or at a time when no authorized personnel is in the building, the security monitoring company will contact the police and the owners and/or managers of the business. The owner/manager will assist the police on an as requested basis and will not enter the business until the police have said the scene is clear.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	☐
Both the interior and exterior of each entrance to the facility	✓	☐
Each point of sale area	✓	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	☐
Clearly and accurately displays the time and date	✓	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	☐

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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:

A video surveillance cameras will be installed at the exterior entrance at an elevation of 10 feet above finished grade. This camera will provide 40 feet wide coverage, providing identification of an individual within 20 feet of the entrance. Please review attached drawing sheet FS-1 for the location of all interior and exterior surveillance cameras.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

The video surveillance recording equipment will be contained in a secure managers office located on the second floor of the building (contained within the Isidore cultivation Suite 100). The video surveillance servers will be housed within a locked cabinet, with access limited to the owner's/managers of the business. All video recordings will be stored in a fireproof safe, located within the same managers office. The managers office will be under video surveillance, which will be reviewed on a daily basis for intrusion. The video review will be detailed in the security log.

If law enforcement, local jurisdiction officials, or agents of the AMCO board require access to security logs and video recordings, they will be escorted by the owner/manager in charge.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	✓	
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	✓	
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	✓	
Video surveillance records are stored off-site		✓

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✓	☐
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	✓	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✓	☐
Records related to advertising and marketing	✓	☐
A current diagram of the licensed premises including each restricted access area	✓	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✓	☐
All records normally retained for tax purposes	✓	☐
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	✓	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✓	☐

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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 created in or converted to digital media. These records will be stored on a server located in the managers office on the second floor of the building (contained within the Isidore Cultivation Suite 100). The electronic records will be backed up daily to external hard drives and stored in a fire proof safe in the managers office. All original document paper copies will be stored on-site for a period of one year once digitally converted, then they will be destroyed. All digital records will be kept on-site for a period of five years.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

AK Rime, LLC will have high-speed internet access in order to use Metrc tracking and inventory software.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, 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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

All prospective employees are required to obtain a marijuana handler permit card prior to employment. All employees are required to keep that card on their person when on the premises. All employees must maintain an active, unexpired handler's permit for the duration of their employment at this facility. An in-house marijuana handler training refresher course will be provided to all employees on a semi-annual basis addressing the specific goals of the AMCO board. Additionally, all employees will be required to obtain and maintain an active Food Worker card from the Municipality of Anchorage prior to employment.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Marijuana waste will be identified in the Metrc inventory and tracking system, separated independently of other non-marijuana waste and stored in a secure container. We will provide the MCB with a three day intent to dispose notice prior to destruction. Marijuana plant waste will be mixed with an equal quantity of planting medium and ground less than one-quarter inch in a commercial waste grinder. Any liquid residue associated with the manufacturing process or spilled/out-of-date liquid products will be mixed with cat litter. Once rendered undesirable, the waste will be taken directly to the solid waste transfer facility by an employee of responsible charge.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

Planting medium consisting of mineral wool cubes, expanded clay pellets, and perlite (expanded stone).

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STATE OF ALASKA

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Marijuana plant waste will be mixed with an equal quantity of planting medium and ground to less than one-quarter inch in a commercial waste grinder.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Marijuana and marijuana products will be transported to another marijuana establishment only by an individual of responsible charge. Marijuana and marijuana products to be transferred to another marijuana establishment or marijuana testing facility will be packaged and labeled in accordance with 3AAC 306.470. The marijuana or marijuana product transfer will be recorded in the marijuana inventory tracking system, Metrc. A transport manifest will be prepared and will accompany the transport for its duration. The marijuana or marijuana product will be secured in a locked compartment or safe in the transporting vehicle. The marijuana or marijuana product will remain in a sealed package for the duration of the transport. There will be no unnecessary stops, delays or detours. Upon delivery to the marijuana establishment, the transporter will present the manifest for approval and get a copy of the manifest signed for proof of delivery.

It is anticipated that this manufacturing facility will be collocated with cultivation and retail. These facilities will be in the same building physically separated by walls with no adjoining doors. In the case of transfer to and/or from either of the collocated facilities, the following applies:

In the case of on-site distribution to collocated facilities all of the above applies with the exception that the marijuana and marijuana products will be transferred through secure specimen pass-thru window, specifically a Carr Corporation Model SPT 12127.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

Marijuana products shipping outside our building (to other retailers/testing facilities) will be shipped and secured inside small, personal safes or inside a Yeti-type cooler inside the transporting vehicle.

As stated above, we expect most of our transfers to be received by our retail facility, AK Frost, located in the same building. Those transfers would occur as desribed above.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

At this point, we don't intend to have any signage for the manufacturing facility.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✓	
Promotes excessive consumption	✓	
Represents that the use of marijuana has curative or therapeutic effects	✓	
Depicts a person under the age of 21 consuming marijuana	✓	
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✓	

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

Our manufacturing facitlity will not be accessible to the general public. Only legal, age-appropriate employees or licensees with a marijuana hanlders card will be allowed to enter the facility. Any visitors to the facility must have a valid reason for being there (ie, a banker or investor touring the facility, a board member or agent of the board performing inspections, law enforcement personnel, etc) and must present a valid, age-appropriate ID at our retail entrance. After validation, an authorized escort will meet them at retail and escort them to manufacturing, where the escort will accompany them the entire time. No more than five visitors will be allowed per escort.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Kyle Denton

Printed name

Subscribed and sworn to before me this 26 day of October, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 09/01/18