Alcohol and Marijuana Control Office
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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:

- 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:	Caradundy Cultivation LLC	**MJ License #:**	26987		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Caradundy Cultivation				
Premises Address:	12580 W Westen Dr				
City:	Houston	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO BOX 211002				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99521

Designated Licensee:	Dustin D Farrow		
Main Phone:	907-720-7398	**Cell Phone:**	Same
Email:	dusty@caradundy.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:

Caradundy is built inside 3 connected connex trailers totaling roughly 1,000 feet square. All exterior doors are secured and recorded with wide angle night vision cameras. Security recordings are kept no less than 40 days in a secure lock box inside the locked utility room. Exterior access points are equipped with motion sensor lights. No less than 20 feet is visible from the exterior cameras. No trespass signs are posted.In accordance with 3 AAC 306.350, a restricted access sign is posted on door leading into cultivation/work area. Visitors sign and and are logged into the visitor log (see appendix A4). The visitor log will include, name, date, time in/out, company and reason for visit. Visitors are escorted and required to wear a visitor badge at all times. Visitors will be asked to show valid government identification. There will be a minimum of 1 staff member to every 5 visitors, that is actively supervising visitors.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

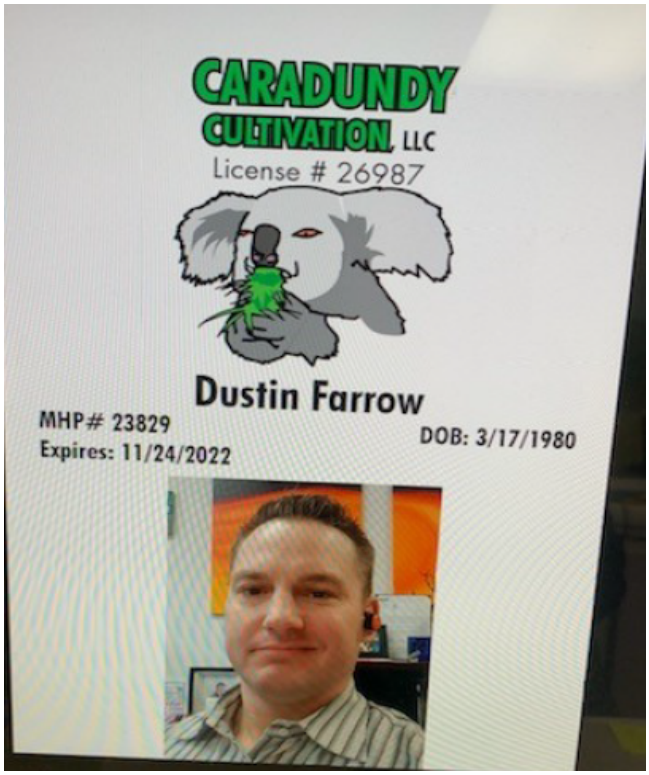
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

All four sides of the structure will be recorded. Alarms on all doors, will alert a 3rd party monitoring company. Entrance doors are commercial grade, with commercial grade locks. All areas of the licensed facility will be covered with cameras. Cameras will be able to identify an individual from 20 or more feet. Motion sensors will be placed inside, and alert a third party monitoring company, along with the owners. There will be no windows, but a glass break sensor will be placed inside. The work/cultivation area will have a sign posted on the door reading restricted access. Visitors will wear visitor badges, that differ from employee badges. Under 21 not allowed, restricted access area sign will be posted along with no trespassing and security signs. Identification will be checked and verified valid by staff prior to entrance into restricted area. To ensure the identification is we will check the Holograms, and ghost images on the IDs. ID will also be checked for consistency in thickness and quality. Any person with a questionable ID will be asked to leave.

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

A signed visitor log (see Appendix A4) with the visitor badge (see Appendix A5) Cameras will also record all entrances to the building along with the door for the cultivation area. Cameras are backed up daily to an external thumb drive and be filed in a lock box according to day. A minimum of 40 days will be logged, and filed. Law enforcement and AMCO officials have access to the grow areas as needed. There will be no more than 5 visitors to 1 actively supervising staff member. Visitors will be asked to show valid government identification. The visitor log will include, name, date, time in/out, company and reason for visit. Visitors are escorted and required to wear a visitor badge. Badges for staff and visitors will be noticiably different.

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:



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

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

In accordance with AMCO 3 AAC 306.715, all employess, and agents of the business will wear a badge. The exterior motion lights will provide minimum 20 foot of clear visability in front of the only exterior door. Cameras will capture no less than 20 feet of the single exterior entry point. The alarm camera system will hold no less than 40 days of footage, and the third party monitoring system will also be alerted if a sensor is tripped on the exterior doors. The additional camera will help deter intruders. Surveillance will be continuous.

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:

A third party company will provide security. The security company will notify local law enforcement and other emergeny responders in the event of a burglary or other catastrophe. There are now windows. The exterior door is equipped with a sensor, along with the door to the restricted access area. The camera system holding no less than 40 days of footage will capture all licensed areas along with the exterior sides and entry door. Motion and glass break sensors are located in the facility
If there is an unauthorized breach, while the building is unmanned. The alarm company will notify at least one owner, along with local law enforcement. Owners will work with law enforcement supplying information, and recording as neeed. AMCO will be notified no more than 24 hours after incident.

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

All product will be weigh upon acceptance and logged into METRC. Product will be labeled, and stored for processing. Once processed new labels will be logged into METRC with product specific weights. METRC will allow us to see any shortages in product weights, allowing us to know about any and all diversions. In the event of a diversion AMCO and local authorities, will be notified within 24 hours. Cameras will monitor the interior of the lab, and the cameras will be placed to ensure there are no blind sports. Visitors will sign a log and be escorted while they are in the lab. Using METRC to store weights, and data, will help keep records of materials, dissuading employess and visitors from taking material without cause. Every angle of the room facility will be covered with exception of the bathroom. Owners will review cameras weekly. Employee training will include loss prevention and what to do in an emergency.

3.7. Describe your policies and procedures for preventing loitering:

No trespass signs are posted. Motion sensor lights and wide able night vision cameras record all sides of the structure. No visitors will be allowed without prior approval from owners. Building looks like a typical ranch style house from the outside.

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.

Video Surveillance (3 AAC 306.720):

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

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

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Cameras will capture no less than 20 feet of the exterior access. Motion sensor lights will aid in the camera being able to capture video of 20 foot in front of the door. Cameras will also use night vision and be placed on all four exterior walls. Cameras will capture the exterior and interior of the building. Cameras will hold no less than 40 days memory, with USB thumbdrives when additional storage is needed. The system will adequetaly capture images from 20 or more feet, and ensure any violations are recorded. There is only one entry point in the building and it will be recorded from the exterior, along with at least one interior camera. The camera will also capture the ID station. Cameras will be free from obstruction.

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:

The camera system will use exterior and interior cameras to caprture the four side of the building, exterior door, and all areas of the lab including the identification station, and entry of the restricited area. The camera system will hold no less than 40 days of memory and be backed up an external memory if needed. The security room, will house a locked cabinet, holding camera controls, internet routers and visitor logs. AMCO and local law enforcement will be notified in the event of an unauthorized entry, theft, or burglary. Recordings of any such event will be backed up on a USB thumbdrived and turned into police as requested. All camera storage, visitor log and manifest will be locked inside a cabinet. Cameras will be place in locations without obstructions and be off of the ground. Restricted access area and nobody under 21 allowed signs will be placed at the door to the lab. IDs will be checked and recorded in the visitor log. Only owners will have access to the camera system, and recordings. The data will be stored and locked in the security room behind a commercial door/lock, and the entrance/interior of the room will be under suveillance as well. The only people with access to the security room are owners. Copies of security will be provided to AMCO upon request.

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)***;** ☐

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;** ☐

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

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

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

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

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

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;** ☐

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

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

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 will be kept in a locked box in a cabinet. We will keep all manifest, visitor logs, and METRC information will be filed and secured in a secured file cabinet. All sales, transfers and products will be logged into METRC. All records will be kept for no less than 3 years. Inventory is tracked from the time it transfered into the shop, until it it sold, or disposed of as waste. METRC tags will be on items and logged into METRC. Visitors will sign in and wear a name badge. Their company information will be kept along with their log. A diagram of the building along with numbers for the security company will be posted. Names of vendors will be noted and ready for the days shipments are received. All cameras have at least 40 days of recordings backed up. Storage will be on the harddrives of the cameras with back up USB as needed. The hard drives will be locked in a secure filing cabinet. Upon request records will be available to authorities or enforcement.

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):

Training will include online courses, training at other facilities, and conferences. METRC training will also be utilized, along with memos, training on updated/new regulations.

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. ☐

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. ☐

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. ☐

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). ☐

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:

The transfer will be weighed, measured and logged into METRC with an according package tag. The product, tags, invoices, manifests, and testing will be locked in a secure box. There will be one key for the lock held by the transporter. The transporter will use the fasted route unless safety or traffic causes a detour. Any such detour will be noted in METRC. He/she will also posses and Alaska Marijuana Handlers card. Product will be shipped in a locked container. The driver will have the only key to the locks.
Once testing is complete the product will be packed in accordance with AMCO, to include test results, weight and other product information. Upon a transfer to another facility the product will be tagged and logged, prior to be locked in the secure box.

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):

Caradundy Cultivation will no have exterior signs

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 declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

_____
Signature of licensee

_____
Notary Public in and for the State of Alaska

_____
Printed name of licensee

My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Additional Space as Needed):

3.3
EMPLOYEE badge will include
Caradundy Cultivation AMCO 26987
Name of employee
Photo of employee

Visitor badge will include
Caradundy Cultivation AMCO 26987

9.2
We will use social media, print, and radio advertisements to advertise. Caradundy Cultivation will also use stickes, busines cards, clothing and other apperal. All adervtisments will follow AMCO regulations.
Logo attached