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:	R.C. Tinderbox, LLC	**License Number:**	10301		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	R.C. TINDERBOX, LLC				
Premises Address:	7801 King Street				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Mailing Address:	7801 King Street				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Primary Contact:	Christina Euscher		
Main Phone:	907-306-1572	**Cell Phone:**	
Email:	elway331999@hotmail.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:

Maintaining the security of all marijuana products and employees of RC Tinderbox requires that access to the premises be monitored and restricted. Access will only be granted only if the individual attempting to access has proper credentials and been given a keycard for the magnetically coded sliding card lock system. Additionally, signage will be displayed on the door indicating that members of the public are not allowed unescorted access. Conspicuous cameras will be placed to encourage people to not attempt access. The restricted access area door will be locked at all times with a spring loaded hinge to ensure it closes behind persons as they enter or leave the secured area. The facility will be equipped with an alarm system, and video surveillance. Security cameras will be installed throughout the facility that allow for monitoring all areas 24 hours each day including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, every portion of the exterior of the building to monitor and identify all activity adjacent to the facility. All members of the public who are allowed access to the facility will have to check in at the front entrance door and obtain a visitor badge. All entrants must provide an unexpired state-issued identification or a valid passport, no exceptions will be made for any persons, even if said person is personally known to the staff at the facility. All visitors must display their visitor badge On their person at all times, again, no exceptions to these requirements will be granted. All visitors will be escorted by an employee at all times while on the premises at a ratio of no more than 5 visitors to I employee at a time and said employee shall supervise and monitor visitors at all times. The visitor badge will be returned to the employee prior to leaving. A visitor's log will be kept and noted by the escorting employee, including the visitors name and date, time, and purpose of the visit, and will be made available to AMCO upon request.

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

All visitors granted access to the facility will have a previously scheduled manager approved appointment for their visit and will arrive through the front entrance door to check in with the security agent in the front lobby area. All visitors will be escorted at all times while on the premises and will be continuously monitored by their employee escort and video surveillance while inside any restricted access areas. Entrants will be required to provide photo identification upon their entrance to the facility, and will be given a company-issued visitor badge to be displayed on their person at all times. Government-issued IDs will be thoroughly examined and photocopied, and will be retained by security until the visitor's departure. A visitor log will be kept recording the date, time in and out of the restricted space, and purpose of the visit, available upon request to the MCB. No photography, videos, or streaming will be permitted within the facility, and all visitors found in violation will be escorted off the premises. Visitors must be physically present with their designated escort at all times in restricted areas, and once the visit has concluded and identification is returned, all visitors must leave the premises immediately. No loitering will be permitted within the facility or about the property.

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

All visitors granted access to the restricted areas will be signed into the visitor's log noting their name, the date, time in and out of the restricted space, and the purpose of their visit.

The visitor's log and copies of all visitor information will be stored on-site as business records and will be made available to MCB upon request. Visitors will be escorted by an employee at all times while inside the secured areas, and any additional information, activity, or behavior will be recorded, as necessary, during the visit. Employees escorting visitors will continuously monitor them during the visit and record any notable activity in the visitor log.

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

R.C. Tinderbox, LLC Employee Identification Card

Alaska Marijuana Concentrate Manufacturing Facility

7801 King Street, Anchorage AK 99518

Employee: Christina Euscher

Marijuana Handler Card No. 00000000000000

*Or similar format and content

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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:

External light fixtures will be encased and mounted along the exterior perimeter of the facility, and about the exterior property. The external light fixtures will be positioned to keep the premises, signs, and all access points well lit, and to maximize visibility for the video surveillance system. video surveillance will be positioned around the building to clearly record individuals up to twenty (20) feet from all entry points. All exterior lighting and surveillance fixtures will be mounted in inaccessible areas with sturdy housings to deter vandalism and prevent rapid weathering. Exterior lighting fixtures will be inspected daily by management to ensure that the system is operational and has no obstructions. All lights will be (or equivalent of) flood lights 400 watt multi-tap high pressure sodium. The facility plans to install a total of two (2) exterior lights to be evenly distributed and affixed to the building, and outer perimeter of the of the property has a street light 40 ft from front door of facility and infrared red cameras on the exterior of the facility.

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

The alarm system that will be installed will have an on and Off site monitoring capability to which the owners and third party security company (Valkyrie, SAP, Inc.) will have constant viewing access to all cameras via their computers and mobile phones, to the premises activity 24 hours a day, 7 days a week, to ensure the safety of agents and assets, detect any unauthorized intrusion or activity, and notify local law enforcement. if needed. The facility will contract with Valkyrie, a third party alarm system and monitoring company to install and maintain all alarm system equipment. The security monitoring company will be in direct contact with our on-site manager and the local law enforcement. Alarm testing will be done every six (6) months or more frequent if Valkyrie deems necessary. The alarm system will monitor all exterior doors, windows, and roof penetrations. Motion detectors will monitor all areas of the building including the roof during all hours that the facility is not open. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to Ownership, Valkyrie and local law enforcement. Additionally, the facility will be equipped with strategically-placed panic buttons to provide easy and central access by employees in an emergency. At all hours of the day or night these buttons, if pressed, will trigger the alarm system. At a minimum, the buttons will be located at the front entrance and in the office. All employees will be aware of the locations of the panic buttons and taught proper use prior to beginning employment for RC Tinderbox. Ownership and management will be educated on the security and alarm systems by the security and alarm system installers. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measure's, and controls. The daily manager will be the first to arrive to the facility each morning to disable the alarm system. All security cameras and tapes will be checked each morning at opening to ensure they are functioning. The last agent to leave the facility each night will activate all overnight security devices, and lock all doors and windows. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at that time. Employees will receive continual training and testing to insure they remain up to date and trained on security and alarm system procedures.

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:

All doors and windows will be equipped with sensors to register motion, intrusions, and other activity when the alarm system is activated. All doors and windows that are not self-locking will be secured at close, and the security devices will be activated. Once active, any motion or intrusion will initiate an immediate and electronic notification to the off-site security center, prompting a response. The on-site manager will disable the alarm system at opening and inspect all surveillance cameras and recorded footage to ensure that the system is functioning as intended. Ownership will have remote access to all video surveillance to access the property recordings at any time.

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

RC Tinderbox understands that diversion can be a two-way street - first diversion must be prevented in terms of marijuana diverted from the facility to unauthorized persons (particularly minors). Second, marijuana that is unregulated and untested from the black must be prevented from being diverted from the black market into the commercial legal market. RC Tinderbox will not condone any behavior, conduct or practices that will promote or facilitate either of these types of diversion of marijuana or marijuana products. With regards to preventing diversion from the facility to unauthorized persons and diversions of black market marijuana into the facility, RC Tinderbox will deploy the following procedures and policies. Marijuana products will be stored in a secured, locked area during closed business hours. All marijuana will be tracked, inventoried and reconciled throughout the day. Any discrepancies even over inventory, will be thoroughly researched and the source of the discrepancy will be pinpointed and if necessary actions will be taken if the discrepancy was more than a mere mistake. Restricted access is granted to specific personnel to these locked areas- said specific personnel will be required to sign in and out of the secured areas with the time of entry and exit to ensure if discrepancies relating to amount of inventory secured, said personnel will be held accountable. The secured locked areas have 24-hour video surveillance and video back up for all video footage and will be stored for a minimum of forty (40) days. Cameras will be visible and provide a full view of the room, including the entryway, locked storage area and product processing area. Security monitors will be in a secured locked IT closet and video recording equipment will be located above offices, elevated, out of reach and site in a locked secured cabinet. Mandatory inventory counts to be taken daily and weekly and stored as official business records. In the event that an employee is caught stealing or illegally distributing marijuana, R.C. Tinderbox will cooperate with the appropriate law enforcement agencies in the Municipality of Anchorage and/or the State of Alaska. All employees shall not be allowed to have large personal bags such as backpacks on premises. Employees found to be diverting marijuana from or into the facility, will be turned over to law enforcement officers immediately and could result in arrest and prosecution to the full extent of law and RC Tinderbox will cooperate with all enforcement directives. All employees will be trained to recognize potential theft are required to notify Ownership or Management if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO, agents and representatives upon request. If any suspected or actual theft occurs owners will contact local law enforcement immediately. Additionally, owners will take such steps appropriate and necessary to ensure that an employee's illegal conduct does not or otherwise present a risk to the facility's license and legitimate business operations. Once a theft is reported to law enforcement, owners will update the records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Owners will also comply with any and all directives, inquires and investigations lodged by AMCO.

Describe your policies and procedures for preventing loitering:

The property will have controlled access, be well lit and equipped with 24 hour video surveillance, and have clearly posted signs directing "No Loitering" and "No Trespassing." The building will have a single and marked entrance and an emergency exit, and all access points will be secured. Security agents on property will have a noticeable presence to monitor for entrants and to deter trespassing. The on-site security will escort any loiterers from the premises. Persons found outside the facility will be informed that they must leave the premises or law enforcement will be notified, and local law enforcement will be contacted when necessary for assistance.

Loitering will also not be permitted within the facility. Once a visitor has completed their escorted tour, they will be escorted back to the front entrance to exit the facility and the premises. Agents will politely state that the company has a "No Loitering" policy and request that the visitor exit through the lobby.

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:

The interior alarm system will monitor all access points, including all doors and windows, with motion detecting sensors. Any attempted intrusion will send an automatic, electronic alert to the third party security company who will then contact local law enforcement and ownership. Panic buttons will be positioned at the entrance, in the office, and in the manufacturing and processing areas in case of an emergency day or night. The buttons will trigger the alarm system and send an automatic alert for security response. Motion detecting exterior lighting, in addition to the stationary mounted lighting, will allow for additional security at night to ensure all exterior cameras can capture a clear recording of individuals entering the premises. Each device in the alarm system will be inspected daily and tested every six (6) months to ensure that it is functioning as intended.

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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:

Should an emergency occur on the property, the on-site manager will evacuate the building of all visitors and personnel, and await the arrival of local emergency officials in a safe and accessible location. Visitors will be escorted off the premises, and all agents will remain on site to assist management with law enforcement directives. After the emergency is resolved, the agents will reenter the facility to survey and record all damages and loss for the police investigation, if necessary. Pertinent recordings will be submitted to officials, and local law enforcement will be given direct phone numbers to ownership for follow up.

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:

Video surveillance cameras will be positioned along the perimeter of the building and about the property to ensure all areas of the facility inside and outside are captured with a variety of angles, and a clear, unobstructed view. Cameras will be checked daily to prevent obstructions and weathering, and to ensure the best facial image may be captured of anyone inside or within twenty (20) feet of the building. Coverage will include all exterior doors, restricted access doors, the lobby area, and all marijuana processing areas. Video coverage will also include the parking lot will to record entering and exiting vehicles.

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 surveillance recording equipment will be located above the offices, elevated, out of reach as well as site in a locked secured cabinet. Security monitors will be our IT closet, equipped with a smart lock (only accessible by authorized personnel) and spring loaded hinge to ensure closing. The security system will only be accessible with a password (given to only authorized individuals), so no tampering with data will be possible. Data will be stored on site on the security systems DVR for a minimum of forty (40) days. Data has the ability to be uploaded to a separate hard drive to maintain records for longer than forty (40) days if there is a pending criminal, civil, or administrative investigation. These recordings will include the time and date stamp, and will be archived in a format that does not permit alteration of the recorded image. Recordings will be available to AMCO and local law enforcement upon request.

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 business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up on an on-site server. Records within the facility will be stored in the office, separate from all storage of marijuana products and currency. Only Ownership, Management, and authorized agents will have access to the office, and all safes inside. The Office will house the Company's safe and will be secure from the rest of the facility. The office will feature a solid core door that is fire rated and will be self-closing and have a self-locking mechanism, a commercial grade dead bolt lock, and a commercial grade slide card entry lock. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and search-able fashion until they may be destroyed.

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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:

R.C. Tinderbox, LLC will use the Metrc inventory tracking system to track the production and movement of all inventory, to increase product security, and to deter and prevent diversion activity. Data will be collected and recorded during all manufacturing and processing activity, and also during the subsequent sale, sample, transport, disposal, and/or destruction.

The facility will assign a tracking number to all marijuana material accepted into the facility, and record the tracking information in Metrc. Employees will be trained to use the tracking system to ensure that: (1) all marijuana products created, processed, and packaged are identified and tracked through sale, transfer, or destruction; (2) all establishments transacting to purchase or otherwise receive marijuana products from the facility are licensed; and (3) any loss or theft of marijuana products is promptly reported. Employees will record all sales, testing, and transportation arrangements in the system, and generate a transport manifest to accompany all shipments. Marijuana and by-products used to prepare and package samples will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. Employees will use the tracking system to verify all shipments, and identify any individuals at the facility for the purpose of conducting business.

Any products flagged for disposal will be recorded in Metrc at least three (3) days prior to any disposal action. Any destruction, loss, or theft of marijuana will be promptly recorded in Metrc to notify the MCB, and reported to local authorities.

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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:

Agents will be hired and expected to complete a three (3) month probationary and training period. Training will include marijuana industry topics, safety, legal issues, state and federal regulations, and OSHA. Employees will learn: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the licensing requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices for the creation of marijuana products and concentrates; (4) general safety procedures and protocol, and how to think defensively in threatening situations; (5) in-depth information about particular products, infusions, and concentrates; (6) in-depth information on the requirements of each task, machine, and system; and (7) the general federal, state, and local employment regulations by which the company is governed. Employees will meet with management monthly, or as topics arise which require clarity. The state and local marijuana regulations and laws will be posted in spaces frequently occupied by staff.

Managers will be trained in open and close procedures and in the inventory tracking system. Managers will learn procedures for quality control, inventory control, and sanitation, and will understand how to operate and control all equipment and systems. Managers will be responsible for overseeing operations and accounting. Agents will be educated on the company's standards, protocol, and best practices for the creation of marijuana products. Agents will be educated on quality control procedures, inventory control, sanitation, opening and closing, organic growing mediums and methods, and security protocol. Agents will also be trained on how to use the inventory tracking system, how to work in each area of operations, how to minimize contamination, and how to handle security and emergency procedures. The agents will learn to package and label products for shipment, notable cannabis risks and effects, and all of the information required for the handler's permit. All agents hired to work in the facility will be trained in not only their assigned position, but in all positions within the facility. This cross training will ensure that operations are not interrupted.

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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:

The facility has a disposal plan for marijuana product waste and all concentrate that do not meet state testing requirements or the company's internal quality standards. All marijuana materials marked for disposal will be stored in a secured container separate from all other products until it can be disposed of. Marijuana waste will be rendered unusable before departing the facility for disposal. Authorized agents will grind any solid marijuana waste and incorporate it with non-compostable and/or compostable solid wastes until the resulting mixture is at least fifty percent (50%) non-marijuana waste. Non-compostable solid wastes will include paper waste, plastic waste, cardboard waste, and soil. Compostable solid wastes will include food waste, yard waste, and vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by solid and liquid volume, and will log the composition in a disposal log, available to the MCB upon request. The log will list the status of all marijuana products marked as waste, including the type, date of disposal, date it was rendered unusable, and date that it was picked up by the disposal company. The company intends to dispose of: (1) waste from water-, food-, and solvent-based extraction mediums; (2) marijuana concentrate and product that is contaminated, infected, or fails to meet quality or purity testing; and (3) run off water from the manufacturing process. This process will be completed a minimum of once per day, before the facility closes, and the resulting mixture will be securely stored in locked containers located within the premises. All locks will comply with the highest UL standards, and only authorized agents will have access to the keys. Twice a week, a waste truck will collect the waste and dispose of it, and the on-site manager will monitor the pick up to ensure accurate tracking and that no diversion occurs. The manager will meet the waste truck driver and collect a signature, name, date, time, and type of marijuana waste being collected. The information will then be entered into the disposal log and stored as a business record.

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

All marijuana waste material will be ground up and mixed with other compostable food waste, yard waste, vegetable oils, or with non-food paper waste or cardboard until the resulting mixture is less than fifty percent (50%) marijuana waste by volume. No disposal action will be taken without at least three (3) days notice logged in Metrc.

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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:

R.C. Tinderbox, LLC will render waste unusable by grinding solids and incorporating the material with either non-compostable or compostable wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana. After flagging and logging material for disposal in Metrc, authorized agents will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils, and grind the material with the marijuana waste. All waste material will be secured in deisgnated storage within the facility, separate from all other marijuana products, until such time it is picked up by the waste disposal company under management supervision. The on site manager will inspect the final mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume, and will record the composition of the mixture in the disposal log.

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Alaska Marijuana Control Board

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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:

For all transports of products. RC Tinderbox employees will utilize a Trip Manifest report to ensure compliance with the regulations. Trip Manifests will be filed and stored on premises as official business records. The Trip Manifest documents will include the strain name(s) of marijuana transported, type of product(s) (i.e. concentrate, edible type, flower, trim, etc.). batch number of product(s), amount I weight of product(s), the name of the transporter (whether this will be Valkyrie SAP or RC Tinderbox agent, owners of RC Tinderbox will ensure that any and all persons performing transports will have marijuana card on them during entire transport at the time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. Marijuana flower and products will be in a sealed package /container (up to 5 1 b each) in a locked storage compartment within the transport vehicle. No products will be directly visible to the public. The transport vehicle will travel directly between destinations without making any unnecessary stops and a printed Trip Manifest will be on board with the at all times. All marijuana packaging will be uniform with labels secure and prominently displayed. No packaging products or materials can be used in the storage and/or sale process unless accepted into the facility by a member of the staff will be designated as the main person in charge of determining the following requirements are meet-this person will be referred to as the Quality Control Unit (QCU). All packaging deliveries Will be inspected, accepted or rejected, and recorded in (QCU) log, said QCU log will be part of the regular business records kept by the company. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and not be appealing to children. The QCU will check all packages to make sure that they will keep all marijuana from contamination and will (check to make sure that the packages will not impart any toxic or deleterious substance to the marijuana. Only usable marijuana will be packaged at the facility, and all packaging will not be tampered with. Any packaging done at the facility will be performed in an area specifically set aside for packaging. After all usable marijuana has been placed in bins and labeled, it will be moved to the secure storage area. The facility will use certified scales in compliance with the Alaska and Measures Act, and will maintain registration and inspection reports at the facility. upon request by the MC Board, ownership will provide a copy of the registration and inspection reports of the certified scales for review. Labeling materials purchased for resale will be labels that are at least 2 and3/4" high by 4" wide and all text printed on the label will be at least 10-point, non-italicized and will be in English. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (1) the name and license number of the cultivation facility: (2) the date the marijuana was harvested; (3) the harvest batch assigned to the marijuana: (4) the date the marijuana was packaged: (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana; and (7) the date of expiration, if perishable. A label will be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment. The label will list: (1) the date of final testing; (2) the cannabinoid potency profile. expressed as a range percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; (4) a statement listing the results Of residual solvent testing, as applicable: and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, firth, herbicides, pesticides, fungicides, and harmful chemicals.

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

Transport vehicles will be unmarked and inconspicuous. Each will contain a secure and sanitary storage locker to hold all marijuana products during transit. The storage container will be a large rectangular industrial locker mounted within the vehicle, accessible by combination lock, and not visible from outside the vehicle. The storage container will be sanitized before and after each use to minimize any additional risk of contamination.

Prior to departure, the on-site manager will inspect the vehicle to ensure that all marijuana is sealed and locked in the designated compartment. Under no circumstances, absent instruction from an authorized law enforcement officer, will a sealed package containing any marijuana product or material be opened during transport.

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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:

There will be no signs with the business name, or otherwise indicating that the facility is manufacturing marijuana products, which are visible to the general public. R.C. Tinderbox, LLC will only display postings that are submitted to the MCB in advance and approved for use. All planned signs, postings, logos, and advertisements will be developed by ownership or a third party designer approved in advance. The facility will affix and display all required signs on, around, and within the building, and maintain the visibility and quality of the signs, including: (1) certificate of occupancy from the city and SLUP, (2) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (3) approval to operate the facility, (4) "No Loitering" and "No Trespassing" signs at the front entrance and at each access point of the property, (5) "Surveillance Cameras In Use" signs, (6) "Restricted Access" signs, (7) age requirement signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs.

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:

At no time will a person under the age of twenty one (21) be permitted on the premises. If at any time an agent suspects that a person on property is a minor, the employee will have the individual escorted off the premises immediately, notifying law enforcement when necessary.

The front entrance door will have a sign posted stating "No one under 21 years of age allowed". The sign will be twelve inches long and twelve inches wide, and the letters will be one half inch in height in high contrast to the background of the sign. All individuals granted access to the property will enter the facility through the front entrance door and check in with the designated security agent in the lobby area. The lobby will be separated from all manufacturing equipment, processing areas, marijuana storage, and all other restricted access areas by a locked door accessible only by key lock or buzzer entry.

All entrants will be required to present a valid photo identification showing that they are twenty one (21) years of age or older. A valid form of identification will include: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries. The facility will refuse entrance to all visitors who fail to produce photo identification, regardless of how old they appear.

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

CHRISTINA M EUSCHER
Printed name

Subscribed and sworn to before me this 11th day of August, 2016.

PATRICIA A. GRAIKA
My Commission Expires
NOTARY PUBLIC
Oct 24, 2017
STATE OF ALASKA

Patricia A Graika
Notary Public in and for the State of Alaska.

My commission expires: 10/24/17

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(Additional Space as Needed):

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

Maintaining the security of all marijuana products and employees of RC Tinderbox requires that access to the premises be monitored and restricted. Access will only be granted only if the individual attempting to access has proper credentials and been given a keycard for the magnetically coded sliding card lock system. Additionally, signage will be displayed on the door indicating that members of the public are not allowed unescorted access. Conspicuous cameras will be placed to encourage people to not attempt access. The restricted access area door will be locked at all times with a spring loaded hinge to ensure it closes behind persons as they enter or leave the secured area. The facility will be equipped with an alarm system, and video surveillance. Security cameras will be installed throughout the facility that allow for monitoring all areas 24 hours each day including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, every portion of the exterior of the building to monitor and identify all activity adjacent to the facility. All members of the public who are allowed access to the facility will have to check in at the front entrance door and obtain a visitor badge. All entrants must provide an unexpired state-issued identification or a valid passport, no exceptions will be made for any persons, even if said person is personally known to the staff at the facility. All visitors must display their visitor badge On their person at all times, again, no exceptions to these requirements will be granted. All visitors will be escorted by an employee at all times while on the premises at a ratio of no more than 5 visitors to I employee at a time and said employee shall supervise and monitor visitors at all times. The visitor badge will be returned to the employee prior to leaving. A visitor's log will be kept and noted by the escorting employee, including the visitors name and date, time, and purpose of the visit, and will be made available to AMCO upon request.

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(Additional Space as Needed):

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

The alarm system that will be installed will have an on and Off site monitoring capability to which the owners and third party security company (Valkyrie, SAP, Inc.) will have constant viewing access to all cameras via their computers and mobile phones, to the premises activity 24 hours a day, 7 days a week, to ensure the safety of agents and assets, detect any unauthorized intrusion or activity, and notify local law enforcement. if needed. The facility will contract with Valkyrie, a third party alarm system and monitoring company to install and maintain all alarm system equipment. The security monitoring company will be in direct contact with our on-site manager and the local law enforcement. Alarm testing will be done every six (6) months or more frequent if Valkyrie deems necessary. The alarm system will monitor all exterior doors, windows, and roof penetrations. Motion detectors will monitor all areas of the building including the roof during all hours that the facility is not open. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to Ownership, Valkyrie and local law enforcement. Additionally, the facility will be equipped with strategically-placed panic buttons to provide easy and central access by employees in an emergency. At all hours of the day or night these buttons, if pressed, will trigger the alarm system. At a minimum, the buttons will be located at the front entrance and in the office. All employees will be aware of the locations of the panic buttons and taught proper use prior to beginning employment for RC Tinderbox. Ownership and management will be educated on the security and alarm systems by the security and alarm system installers. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measure's, and controls. The daily manager will be the first to arrive to the facility each morning to disable the alarm system. All security cameras and tapes will be checked each morning at opening to ensure they are functioning. The last agent to leave the facility each night will activate all overnight security devices, and lock all doors and windows. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at that time. Employees will receive continual training and testing to insure they remain up to date and trained on security and alarm system procedures.

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(Additional Space as Needed):

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

RC Tinderbox understands that diversion can be a two-way street - first diversion must be prevented in terms of marijuana diverted from the facility to
unauthorized persons (particularly minors). Second, marijuana that is unregulated and untested from the black must be prevented from being diverted from the black market into the commercial legal market. RC Tinderbox will not condone any behavior, conduct or practices that will promote or facilitate either of these types of diversion of marijuana or marijuana products. With regards to preventing diversion from the facility to unauthorized persons and diversions of black market marijuana into the facility, RC Tinderbox will deploy the following procedures and policies. Marijuana products will be stored in a secured,
locked area during closed business hours. All marijuana will be tracked, inventoried and reconciled throughout the day. Any discrepancies even over
inventory, will be thoroughly researched and the source of the discrepancy will be pinpointed and if necessary actions will be taken if the discrepancy was more than a mere mistake. Restricted access is granted to specific personnel to these locked areas- said specific personnel will be required to sign in and out of the secured areas with the time of entry and exit to ensure if discrepancies relating to amount of inventory secured, said personnel will be held
accountable. The secured locked areas have 24-hour video surveillance and video back up for all video footage and will be stored for a minimum of forty (40) days. Cameras will be visible and provide a full view of the room, including the entryway, locked storage area and product processing area. Security
monitors will be in a secured locked IT closet and video recording equipment will be located above offices, elevated, out of reach and site in a locked
secured cabinet. Mandatory inventory counts to be taken daily and weekly and stored as official business records. In the event that an employee is caught stealing or illegally distributing marijuana, R.C. Tinderbox will cooperate with the appropriate law enforcement agencies in the Municipality of Anchorage
and/or the State of Alaska. All employees shall not be allowed to have large personal bags such as backpacks on premises. Employees found to be diverting marijuana from or into the facility, will be turned over to law enforcement officers immediately and could result in arrest and prosecution to the full extent of law and RC Tinderbox will cooperate with all enforcement directives. All employees will be trained to recognize potential theft are required to notify
Ownership or Management if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be
maintained by the company for five (5) years and made available to AMCO, agents and representatives upon request. If any suspected or actual theft occurs owners will contact local law enforcement immediately. Additionally, owners will take such steps appropriate and necessary to ensure that an employee's
illegal conduct does not or otherwise present a risk to the facility's license and legitimate business operations. Once a theft is reported to law enforcement, owners will update the records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Owners will also comply with any and all directives, inquires and investigations lodged by AMCO.

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(Additional Space as Needed):

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

Agents will be hired and expected to complete a three (3) month probationary and training period. Training will include marijuana industry topics, safety, legal issues, state and federal regulations, and OSHA. Employees will learn: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the licensing requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices for the creation of marijuana products and concentrates; (4) general safety procedures and protocol, and how to think defensively in threatening situations; (5) in-depth information about particular products, infusions, and concentrates; (6) in-depth information on the requirements of each task, machine, and system; and (7) the general federal, state, and local employment regulations by which the company is governed. Employees will meet with management monthly, or as topics arise which require clarity. The state and local marijuana regulations and laws will be posted in spaces frequently occupied by staff.

Managers will be trained in open and close procedures and in the inventory tracking system. Managers will learn procedures for quality control, inventory control, and sanitation, and will understand how to operate and control all equipment and systems. Managers will be responsible for overseeing operations and accounting. Agents will be educated on the company's standards, protocol, and best practices for the creation of marijuana products. Agents will be educated on quality control procedures, inventory control, sanitation, opening and closing, organic growing mediums and methods, and security protocol. Agents will also be trained on how to use the inventory tracking system, how to work in each area of operations, how to minimize contamination, and how to handle security and emergency procedures. The agents will learn to package and label products for shipment, notable cannabis risks and effects, and all of the information required for the handler's permit. All agents hired to work in the facility will be trained in not only their assigned position, but in all positions within the facility. This cross training will ensure that operations are not interrupted.

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(Additional Space as Needed):

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:

The facility has a disposal plan for marijuana product waste and all concentrate that do not meet state testing requirements or the company's internal quality standards. All marijuana materials marked for disposal will be stored in a secured container separate from all other products until it can be disposed of. Marijuana waste will be rendered unusable before departing the facility for disposal. Authorized agents will grind any solid marijuana waste and incorporate it with non-compostable and/or compostable solid wastes until the resulting mixture is at least fifty percent (50%) non-marijuana waste. Non-compostable solid wastes will include paper waste, plastic waste, cardboard waste, and soil. Compostable solid wastes will include food waste, yard waste, and vegetable-based grease or oils. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by solid and liquid volume, and will log the composition in a disposal log, available to the MCB upon request. The log will list the status of all marijuana products marked as waste, including the type, date of disposal, date it was rendered unusable, and date that it was picked up by the disposal company. The company intends to dispose of: (1) waste from water-, food-, and solvent-based extraction mediums; (2) marijuana concentrate and product that is contaminated, infected, or fails to meet quality or purity testing; and (3) run off water from the manufacturing process. This process will be completed a minimum of once per day, before the facility closes, and the resulting mixture will be securely stored in locked containers located within the premises. All locks will comply with the highest UL standards, and only authorized agents will have access to the keys. Twice a week, a waste truck will collect the waste and dispose of it, and the on-site manager will monitor the pick up to ensure accurate tracking and that no diversion occurs. The manager will meet the waste truck driver and collect a signature, name, date, time, and type of marijuana waste being collected. The information will then be entered into the disposal log and stored as a business record.

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