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:	Rainforest Farms, LLC	**License Number:**	10050		
License Type:	Retail Marijuana Store				
Doing Business As:	Rainforest Farms, LLC				
Premises Address:	216 2nd Street				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

Mailing Address:	PO BOX 21714				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99802

Primary Contact:	James Barrett		
Main Phone:	907-957-4751	**Cell Phone:**	907-957-4751
Email:	rainforestjames@gmail.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:

Unescorted members of the public will be prohibited from entering restricted access areas and will not have
access past the main entrance hallway. Security doors will be placed at the end of the hallway to prevent access to restricted access areas. Signage will be posted ar restricted access areas.

Guests will be required to wear a "visitor pass" connected to a lanyard for the entire duration of the visit.

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

The processes for admitting visitors into and escorting them through restricted access areas will require
guests to sign in with name, age, date and time of entrance and time of exit, name of person escorting visitor
and guests' driver's license information. Employee or owner who has Marijuana handlers card will escort
visitors at all times. Information will be stored in a locked file cabinet in the safe room for record keeping.

Guests will be required to wear a "visitor pass" connected to a lanyard for the entire duration of the visit.

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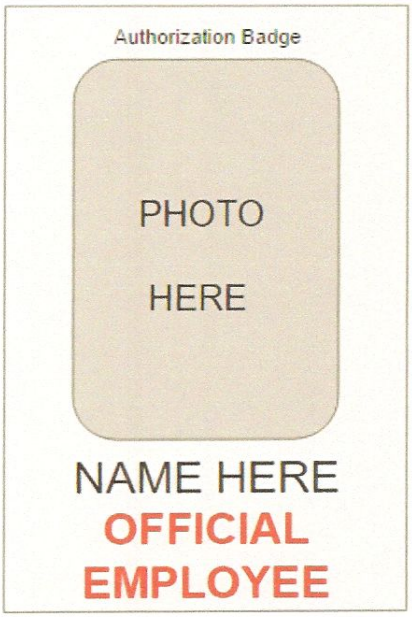
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Information from visitors will be recorded onto paper and stored at the end of each operating day.
Information will be stored in a locked file cabinet in the safe room for record keeping in the same location where all required documentation and files are located.

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



Dimensions 3.5" x 2"

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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 motion lighting will be installed to facilitate surveillance in addition to the exterior lighting that is already in place. Exterior motion lights are placed at each corner of the premises and facing outward to detect motion within 25' of the building exterior. Lighting both indoors and exterior will allow for product to be monitored sufficiently via video surveillance.

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

Doak's Lock and Key will provided wired perimeter entrance security as well as window security. In the event that a break in occurs, both landowner, tenants, and JPD will be notified accordingly. The alarm system will be actived by an agent or employee or owner upon opening and closing of the premisis on a daily basis by inputing a passcode on a wall unit. The system is wired and motion activated at all entrances.

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:

An audible alarm will sound when the door is opened once the alarm is activated. If the alarm passcode is not inputed into the wall unit within 30 seconds, then the alert process is delegated and initiated accordingly.

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

All products will be tagged with a tracking ID number and tracked in METRC. Products will be removed from shelves during closing hours. Products will be displayed behind a counter top and staff will handle products for customers prior to purchase. Sample jars will be available for smelling and looking only and stored behind counter accessible to staff. Before and after closing each day products will be stored in locked safes in specific restricted access areas. All products will be under surveillance 24 hours per day while in storage in security area or on shelves. Products delivered to the retail establishment from other businesses will be tracked and logged in METRC and in our own inventory system. All information on deliveries will be locked in a file cabinet in the security area. No product will leave the retail store without a proof of payment in the form of paper receipt verifying the transaction.

Describe your policies and procedures for preventing loitering:

Signs will be posted outside the premises to prevent loitering. Customers will not be allowed to wait in the retail cannabis area after purchase. Customers will exit through the gift shop and leave shortly after purchase is made. Seating will not be made available for long stays or extended periods of time and will be intended for waiting customers only.

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:

Window alarms will be installed on each window. Motion detection alarms will be made available from the installed security system. Security system also has a panic button on the main panel. Employees will be trained on site-specific protocols for security purposes and procedures.

A cellular phone will be kept on-site for emergency phone calls.

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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:

A detailed incident report will be filled out by the licensee, employee or agent and filed in a locked cabinet for each event that occurs. Records will be stored in a safe place.

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	X	
Both the interior and exterior of each entrance to the facility	X	
Each point of sale area	X	

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

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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:

High resolution cameras will be placed above the entrances and corners of the premises. Cameras will have high resolution recording capabilites. Cameras will also have motion activation as well as night vision capabilities.

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:

Surveillance recording equipment and video surveillance records will be housed in the designated, locked, and secured safe room area (see layout diagram).

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	X	
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	X	
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	X	
Video surveillance records are stored off-site	X	

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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	X	
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	X	
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	X	
Records related to advertising and marketing	X	
A current diagram of the licensed premises including each restricted access area	X	
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	X	
All records normally retained for tax purposes	X	
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	X	
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	X	

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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:

To prevent records from being lost or destroyed, a copy of all records will be made and stored off-site after the period of required record retention expires. Copies of records and files will be constantly updated and made in duplicate for the purposes of having back-up copies available when needed.

In addition to standard operating procedures, several items will be stored on-site in a locked, fire safe file cabinet. These files will be located in the safe room and will be restricted only to certain personnel and authority

Accounting software will keep record of financial records.

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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:

We are using METRC tracking system. This software company has access to the designated tracking API's required.

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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 employees will be required to obatain a Marijuana Handlers Card prior to employment. All Employees must show proof of 21 years of age. Employees will also be required to go through safety training upon 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:

City sewer and septic will be used at this establishment. Waste will be disposed of by local garbage service bi-weekly and brought to landfill. Water used will be drained into local sewer system in accordance with local waste-water regulations.

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

Compostable mixed waste: Marijuana waste to be disposed as compost feedstock or in another organic waste method (for example, anaerobic digester) will be mixed with the following types of waste materials:
-Food waste; yard waste; vegetable based grease or oils; or

Noncompostable mixed waste: Marijuana waste to be disposed in a landfill or another disposal method (for example, incinerator) will be mixed with the following types of waste materials:
- Paper waste, Cardboard waste, Plastic waste, Soil.

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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:

All product waste will be mixed with the materials listed below prior to disposal. Solid product waste will be mixed until rendered unusable and documented in METRC prior to disposal. All products will be entered into METRC and kept in holding for 3 days prior to disposal. Liquid waste will be mixed with materials listed below prior to disposal. All waste shall be deemed unusable prior to disposal. Waste will be stored in a locked area while waiting for garbage service to pick up unusable product and bring to landfill.

The method to render marijuana plant waste unusable is by grinding and incorporating the marijuana plant waste with other ground materials so the resulting mixture is at least fifty percent non-marijuana waste by volume.

Material used to grind with the marijuana falls into two categories: Compostable waste and noncompostable waste.

(a) Compostable mixed waste: Marijuana waste to be disposed as compost feedstock or in another organic waste method (for example, anaerobic digester) will be mixed with the following types of waste materials:
(i) Food waste;
(ii) Yard waste;
(iii) Vegetable based grease or oils; or

(b) Noncompostable mixed waste: Marijuana waste to be disposed in a landfill or another disposal method (for example, incinerator) will be mixed with the following types of waste materials:
(i) Paper waste;
(ii) Cardboard waste;
(iii) Plastic waste;
(iv) Soil.

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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 product will be prepared, packaged, and secured for pick-up in plastic child resistant, opaque bags. In addition to child-resistant packaging, customers will exit with additional packaging, such as a shopping bag or paper bag to ensure that multiple items remain out of sight and concealed. All products will be in a package not exceeding one ounce for resale to consumers.Labels will include an identifying name or logo and license number, product by name or distinctive logo, stating the total estimated amount of THC in the labeled product; and will contain each of the following statements: (A) "Marijuana has intoxicating effects and may be habit forming and addictive."; (B) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (C) "There are health risks associated with consumption of marijuana."; (D) "For use only by adults twenty-one and older. Keep out of the reach of children."; (E) "Marijuana should not be used by women who are pregnant or breast feeding.".
Products will be transported in an opaque sealed and locked container. Wholesale packages will not exceed five pounds for repackaging and will consist of a single strain or a mixture of strains as identified on the label.

All products will have a METRC tracking tag on them.

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

Durable plastic containers will be used for transportation. Containers will have locks on them and will remain locked throughout the duration of transport. Authorized handler will be responsible for each container while in transit. Items will be tracked in METRC.

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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:

We shall place 3 signs on the outside of the establishment. One will be above the entrance of the building. One shall be placed on the South side wall and one shall be place East side of the building. Signs will not exceed and area of 2304 square inches (4'x4') each.

All signage will comply with local sign ordinances.

Sign will be a rendition of our logo and does not promote consumption.

Sign for establishment will read "Rainforest Farms, Juneau Alaska".

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:

Signs will be placed on premise that state "Persons under 21 are not allowed on premises.". Employees will enforce this policy by checking for identification from all individuals on the premises.

Upon entering the establishment, customers will be check for ID at the door. They will be sent to the cannabis retail area after ID has been checked.

Guest will not be allowed to be out of sight of staff at anytime. Guest in the Restricted access area must be signed in and logged in a journal with information including ID information, name, and DOB.

We shall refuse to entrance to a person who does not produce a form of valid photographic identification showing that person is 21 years of age or older.

Acceptable forms of identification include:
(1) an unexpired, unaltered passport;
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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

JAMES BARRETT

Printed name

Subscribed and sworn to before me this 12 day of July, 2016.

Notary Public
K. TRAUTMAN
State of Alaska
My Commission Expires July 13, 2019

K. Traut

Notary Public in and for the State of Alaska.

My commission expires: 7-13-19

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(Additional Space as Needed):