Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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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:	FAT TOPS, LLC.	**License Number:**	11140		
License Type:	Retail Marijuana Store				
Doing Business As:	Fat Tops, LLC				
Premises Address:	36380 Murray Lane				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	PO Box 1462				
City:	Sterling	**State:**	ALASKA	**ZIP:**	99672

Primary Contact:	David Parker		
Main Phone:	907-953-2470	**Cell Phone:**	907-953-2470
Email:	daveparker907@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:

Pursuant to 3AAC 306.710(c)(2) obtain a visitor identification badge before entering the restricted access area; and
(1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas.
(2) Doors with entrance and exit access to property will be monitored with Honeywell Door contacts that will trip the alarm system in the event a door contact is activated. The system will be active when alarm has been armed.
a. Vivotek USA Inc FD-8169 DomeNetwork Cameras. VIVOTEK's FD-8169 is a economic professional indoor/outdoor dome network cameras in VIVTOTEK's 2MP Lite series which offer up to 15 fps at 2-Megapixel or 30 fps at 1080p resolution. Equipped with a new high resolution image sensor, different from other 2MP cameras, the FD-8169 provides sharper image quality and finer detail. And with powerful 3D Noise Reduction technology and Smart Stream technology the FD-8169 can also optimize resolution for a desired object or area to maximize efficiency of bandwidth usage.
To create the perfect focus required to reap the benefits of higher resolutions, VIVOTEK's FD-8169 provides remote focus with built-in stepping motors and P-iris for precise adjustment remotely. And for providing higher resolution in outdoor and harsh environments, VIVOTEK's FD-8169 series is also armed with IP66-rated housing to help the camera body withstand rain, dust and high pressure water jets from any direction, while its IK10-rated housing provides protection against acts of vandalism or other impacts. Additionally, a wide operating temperature range further improves the FD-8169 performance and reliability in extremely cold or warm weather, even when using PoE. With no visitor badge you cannot enter the restricted areas as well as complying with all visitor badge requirements as set forth below.

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

(1) Ultra-Electronics 30 MIL CR80 Access security cards will be issued to marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. Allowing for limited access to restricted areas. All other personnel will be issued a non-technological badge limiting their access to restricted access areas.
(2) Visitors will be admitted into the premises in accordance with 3 AAC 306.710(c). All visitors will be required to provide a valid photo identification as outlined by 3 AAC 306.350 to assess age and ability to enter the premises and includes; an unexpired, unaltered passport, an unexpired, unaltered drivers license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia or a province of Canada or an identification card issued by a federal or state agency authorized to issue a driver's license of identification card. If any of the documentation appears to be fraudulent, is not valid or appears suspicious, the individual will be asked to leave the premises and will not be allowed to enter the facility or secure side yard.
Visitors to the premises will be supervised at all times by an authorized employee and no more than five (5) visitors will be allowed per each employee at a time (3 AAC 306.710 (b). All visitors will be required to sign non-disclosure agreements, visitor agreement and will be stored in the visitor record with the following information per 3 AAC 306.755(6); name, date, time in and out, copy of identification and signature of supervising employee. Visitors will include; Marijuana Control Board staff and/or Directors, Peace Officers, Law enforcement personnel, Landlord (as applicable), contracted service personnel vender delivery personnel, potential employees, vender/suppliers and consultants.
Visitor Agreement: Visitors will be given instructions regarding not touching plants/products or entering in any area that the supervising employee has not designated as a visiting area. Visitors will not be allowed to take pictures of the facility unless authorized by management and will sign an agreement attesting to the above information.
Visitors will abide by all sanitation requirements including; entry procedures (i.e. antibacterial procedures, changing into provided coats, footwear, and caps as applicable), exit procedures (i.e. entering changing room, removing provided sanitary clothing, gathering items and immediately exiting the building) and informing company of any illnesses that could affect the sanitation of the overall cultivation facility as applicable to 3 AAC 306.440.
Visitor passes will be provided to individuals over the age of 21 (with valid identification) accessing the building due to marijuana related business. Marijuana establishments delivering or picking up marijuana will be required to provide a valid marijuana handlers card, their marijuana establishments identification badge, will receive a visitors pass and will be escorted by authorized personnel at all times. Identification badges, visitor passes, keys and security codes are issued through the ownership or management team, are the sole property of Fat Tops LLC and can be revoked at any time due to inappropriate use. Identification badge may not be duplicated or loaned to anyone at any time.

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(Additional Space as Needed):

Section 2, Box 1, Continued response:

With the highly flexible VADP (VIVOTEK Application Development Platform), users can extend the features of this series by adding third-party applications for the FD-8169. Thus, the FD-8169 series is not only equipped with multiple focusing methods and wide temperature range options, but ideal for a wide variety of applications.
Key Features: • 2-Megapixel CMOS Sensor • 15 fps @ 2560x1920, 30 fps @ 1920x1080 • 3 ~ 9 mm, Vari-focal, Remote Focus, P-iris Lens (FD-8169) • Removable IR-cut Filter for Day & Night Function • Built-in IR Illuminators, Effective up to 30 Meters • Smart IR Technology to Avoid Overexposure • Smart Stream to Optimize Bandwidth Efficiency • WDR Enhancement for Unparalleled Visibility in Extremely Bright and Dark Environments • 3D Noise Reduction for Low-light Conditions • Two-way Audio • Video Rotation for Corridor View • Weather-proof IP66-rated and Vandal-proof IK10-rated Housing • Extreme Weather Support with PoE (FD-8169) • VIVOTEK VCA (Video Content Analysis) Support
Certifications: FD-8169: CE, LVD, FCC Class A, VCCI, C-Tick, UL FD-8169 -F3/-EF3: CE, LVD, FCC Class A, VCCI, C-Tick
Operating Temperatures: FD-8169 -T/-F3: Starting Temperature: -10°C ~ 50°C (14°F~ 122°F) Working Temperature: -20°C ~ 50°C (-4°F~ 122°F FD-8169 -ET/-EF3: Starting Temperature: -40°C ~ 50°C (-40°F ~ 122°F) Working Temperature: -50°C ~ 50°C (-58°F ~ 122°F)
System Requirements: Operating System Microsoft Windows 7/8/Vista/XP/2000, Web Browser Mozilla Firefox 7~10 (Streaming only) Internet Explorer 7/8/9/10/11, Other Players VLC: 1.1.11 or above QuickTime: 7 or above.

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

All visitors will be required to sign in to a log book which will reflect their date of entry, full name (last, first, m.i.), drivers license number or other recognized state or federal ID number, time of entry, time of departure and name of escort. A visitor badge will also be issued upon entry and returned to the business upon their exit.

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

See below:

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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:

Commercial grade exterior lighting will be on all four (4) sides of the building to activate at dust and turn off at dawn in order to illuminate the area for security purposes as well as camera recording during the night time hours.

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

Pursuant to 3 AAC 306.715(c)(2) a security alarm system on all exterior doors and windows; and The Licensed Facility will have
a. Honeywell Intrusion security package installed consisting of the following equipment:4-6160 Keypads (located in main entrance to each building), 3-Aurora PIR motion detectors, Wave2 2-Tone Sounder, 467 Battery, 620 Jack and 621 Cord and additional Commercial Overhead door Contacts.
b. 3 Honeywell sensors with: Advanced ASIC-based processing, Split-zone optics technology, totally silent relay operation, Immune to pets up to 40 lbs, Tamper proof design, PIR motion sensor with an Ultra-low current. All windows will also be monitored for break in
c. 1-Zone Expanders will be utilized for the size and scope of security plan
d. Security system will be monitored by a third-party monitoring agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified.

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

The alarm system will be monitored by a third party agency. Alarm WATCH certifications include IQ Certified Central Station (One of first in nation), UL Certified Facility, UL Certified Operators, SIA Certified Operators., SIA Central Station Trained Instructors, APCO Certified Operators and - FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer
The list includes Connect 24, C24 Interactive, Alarm NET, AES, Uplink, DMP Internet, Tellular, Alarm.com. Based in Maryland with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours monitoring of all devices (Motion Detectors, door contacts and GE Glass break detectors) within the system will be active and monitored. In the event of a security breach of the licensed premises an exterior as well as interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.

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

Owners, employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of the cultivation facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system shows potential diversion of product authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last log in's to the system and product in question, notifying the Marijuana Control Board and reviewing video feed.
In addition to the above, authorized personnel will randomly check video feed for potential diversion (1x per week), will supervise all visitors and require them to remain in the building until law enforcement arrives if diversion is suspected, restrict access to restricted areas where marijuana or cash are present as well as will provide information pertaining to the consequences of breaking the policy. Consequences include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes.

Describe your policies and procedures for preventing loitering:

Security and staff will perform routine but unscheduled patrols. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists.
(2) Fat Tops LLC will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises as accordingly under 3 AAC 306.715(c)(2). During business hours employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement/peace officers will be notified and employees will follow the recommendations of law enforcement.
Employees will not engage in discussions with minors or other individuals outside the building about the marijuana establishment, around the establishment or to promote marijuana use to individuals under the age of 21 years. Employees will conduct random parameter checks in order to address loitering issues in a timely manner. The exterior building will have "No Loitering" signs placed on the front of the building as well as on the front fence of the side yard. Loitering will be defined as; to stand or wait around idly or without apparent purpose.

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:

(1) Motion detectors are utilized for after hours monitoring of the licensed premises.
(2) Duress and panic switches are easily accessible to facilitate a response by public safety and security in an efficient manner and will be utilized by licensee, employees and agents during business hours. These devices are silent alarms and will be activated in the event of a security breach in progress such as robbery, or in the event of an assault on the premises.
(3) All key pads will be programmed with a silent medical and fire duress option to alert medical personnel or fire fighters in the event of a medical emergency or fire.
(4) Any use of the duress or panic buttons will notify the monitoring center by silent alarm, giving the appropriate agency information that a security breach is in progress and to use extreme caution when approaching.

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

The licensee, all employees and agents shall assist in any way to help law enforcement by providing detailed descriptions of person/persons and events leading up to the breach in security. The licensee, employees and agents shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives.

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:

Security cameras will consist of Vivotek USA Inc FD-8169 Dome Network Cameras and Vivotek USA Inc FE8181/81V Fisheye Network Camera. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080 (2mp)-2560x1920 (5mp), and will can see at night using infrared technology for night time recordings. Vivotek USA Inc FE8181/81V Fisheye Network Cameras will be installed in growing, trimming and processing areas, curing and designated waste processing area to insure 360-degree coverage of the secure areas.

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:

Pursuant to 3AAC 306.720(b) Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records as long as security requirements at the offsite facility are at least as strict as onsite security requirements as described in this section
a. The security room, housing all supporting security and camera equipment, will be locked by Access control and Hess electric strikes to insure the integrity of all security supported hardware for the licensed facility.
i. The single entry point will have Access control supported with LED (green-yellow-red) and buzzer options, with temperatures ratings of -23.8°F (-31°C) to 145.4°F (63°C) Certification and Standards of FCC Certification, RSS-210, UL294 and CE Mark Voltage rage of 5 V DC to 16 V DC with Maximum Input current 50 mAh that part of a Honeywell NetAXS-123 Access Control System with Certification and standards of CE and FCC. Only authorized employees, agents of the board, law enforcement members or authorized agents of the company will have access to this equipment.

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:

Valkyrie Security and Asset Protection Inc.'s electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. The access control system will generate a report of authorized or unauthorized access users attempting to enter a restricted access area. All systems are programmed with redundant password lockout protection. The security room housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility. This information will be backed up as required and stored off site in a locked safe.

All other records will be maintained on a company computer which is password protected and only accessible by authorized employees. The information/data will be backed up daily and information stored off of premises location in a locked safe. Information/data may also be stored within the "cloud" for added protection/security.

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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:

The business will utilize the Franwell/Marijuana Enforcement Tracking Reporting & Compliance (METRC) inventory tracking system. This is the same tracking system that is required for every Alaska marijuana establishment/licensee holder. It is completely compatible with the state's system as they are one of the same.

Franwell provides licensees with training and certification sessions and webinars to provides a thorough understanding of METRC. All key employees needing to acquire these skills will attend this training and will continue their learning through additional seminars and web training that may become available through Franwell in the future.

Green Bits or MJ Freeway which integrates with Franwell or similar system will be used in out retail store for point of sale (POS) at the registers. Green Bits and MJ Freeway both work closely with Franwell and will be compatible with the SOA system and Franwell.

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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:

Every employee will be required to have a current and valid Alaska Marijuana Handler's card in order to obtain employment. Upon employment, the card will be checked for issuance date and expiration date and the later will be entered in to the company computer so that the expiration date (s) may be tracked in order to ensure no employee has a card that has expired. All persons will be required to take and successfully pass one of the state's required courses for this certification/recertification. In addition, the company will be offering additional training as it becomes available through the private sector in this evolving industry. Furthermore, our corporate attorney Lance C. Wells will keep us informed of any new developments or changes that may occur at state or local levels of government so that we are current of requirements and may exceed these standards as set.

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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:

This is going to be a hydroponic and soil medium growing facility under license number 11138 and retail marijuana store under license number 11140. All used soil medium products, all out of date retail products and contaminated products from either facility will be stored in a secured storage room until disposal. Any out of date retail products, non-contaminated products from either facility, will also be mulched with household non-plastic biodegradable items. It is not anticipated that liquids such as wastewater will be accumulated on the retail side of this establishment other than for hand washing, toilets and drinking. Mulched products will be placed/stored in our mulch container to later be reused as soil in other garden settings. Any hazardous or contaminated waste materials will be disposed of at the Hazardous Waste Collection Center (HWCC) locate at the local landfill. Since Fat Tops, LLC would be producing well under 220 pounds of hazardous waste per month, they would be classified as Conditionally Exempt Small Quantity Generator (CESQG)

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

Common household biodegradable trash (non-plastic) will be used to mix at a 50/50% ratio with, out of date retail products such as edibles. Contaminated and/or spoiled retail products will also be disposed of in the same manner as well. The items will be ground together making the marijuana unusable. Any other marijuana products needing to be destroyed for any reason will also be done in the same fashion: ground in a 50/50% ratio with biodegradable trash making the marijuana unusable.

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STATE OF ALASKA

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

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 marijuana waste will be mixed with common house hold garbage consisting of food and paper products 50/50% and will be ground and mulched. It will be rendered unusable. The same will apply to any marijuana that is out of service date or that could fail either internal testing standards or required laboratory testing requirements as required.

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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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

All marijuana product will secured in child proof containers, opaque in color, resealable as required along with meeting all labeling requirements as set forth under statute. They will be stored in a locked safe within transportation vehicles. There will be a key pad locked safe secured and bolted within the transportation vehicle. A licensed handler will transport the marijuana product directly to another retailer (only allowed form retailer to retailer) along with proper METRC documentation and inventory tracking paper work required to release product from inventory and input into buyers (retailer's) inventory tracking system. All state regulations will be followed.

The retail marijuana store will not be transporting the marijuana from the cultivation facility. Retail stores can only transfer marijuana products to other retail stores per regulation.

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

Valkyrie Security and Asset Protection Inc. use armored staff and vehicles. Their transport staff will secure product in locked containers with tamper resistant locks prior to leaving the licensed facility. All locked containers will be with armed transport staff at all times and only removed from vehicle upon arrival to receiving licensed facility. The tamper resistant locks will only be removed in the presence of an authorized person at the receiving licensed facility. All products will be checked and entered into the METRC system upon delivery.

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

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

No more than three signs will be utilized. They will either be affixed to the building or within the windows. They will not exceed the 4,800 square inch maximum as allowed. They will depict the company name as well as the company logo.

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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Form MJ-01: Marijuana Establishment Operating Plan

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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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

(1) Visitors must present a valid I.D prior to entering the licensed premises. (ie. State Drivers License, State issued I.D. Card, Governments I.D. card or passport). All valid IDs must be unaltered; no other documents will be considered valid.
(2) Any person without valid identification will not be allowed within the licensed premises or any Restricted Access Areas.

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.

David R. Parker
Signature of licensee

David R. Parker
Printed name

Subscribed and sworn to before me this 29 day of November, 2016

OFFICIAL SEAL
PATRICIA M. HIME
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires July 15, 2017

Patricia Hime
Notary Public in and for the State of Alaska.

My commission expires: July 15 2017

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ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

Valkyrie Security and Asset Protection Inc.

(907) 841-2255 valkyriesap@outlook com

Proposal

Customer

Name: Sterling Cannabis Access
Address:
City: Soldotna State: AK ZIP:
Phone:

Date: 11/10/2016
Order No.:
Rep: Larry Clark
FOB:

Qty	Description	Unit Price	TOTAL
3	1DR/ETHERN/POE-OR12V/PLASTENCL	$985.20	$2,955.60
3	2 DOOR ADD ON	$1,105.45	$3,316.35
9	SMALL MULL PRX W/ 3 COLOR COVRS	$200.80	$1,807.20
9	Electric Strikes 5000 COMPLETE - 501/ 501A FP	$235.00	$2,115.00
3	AC/ DC XFRMR WITH PLUG 12 V	$65.00	$195.00
1	Wire	$225.00	$225.00
12	Tech Labor	$99.00	$1,188.00
	Access Control System Proposal Only		

SubTotal	$11,802.15
Shipping & Handling	
Taxes	
TOTAL	$11,802.15

Payment Details

- ○ Cash
- ◉ Check
- ○ Credit Card

Name
CC #
Expires

Office Use Only

We look forward to Providing you Peace of mind in all your Security Needs

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ALCOHOL MANAGEMENT CONTROL OFFICE
STATE OF ALASKA

Valkyrie Security and Asset Protection Inc.

(907) 841-2255 valkyriesap@outlook com

Proposal

Customer

Name: Sterling Cannabis IP Cameras
Address:
City: Soldotna State: AK ZIP:
Phone:

Date: 11/10/2016
Order No.:
Rep: Larry Clark
FOB:

Qty	Description	Unit Price	TOTAL
4	5MP INDOOR 10M IR WDR DOME IP ..	$909.46	$3,637.84
4	CORNER MOUNT BRACKET	$215.00	$860.00
2	2MP 3.6MM OUT IRA VIP BULB POE	$261.13	$522.26
28	2MP 2.8MM IND IR IP DOME POE	$215.31	$6,028.68
4	5MP INDOOR 10M IR WDR DOME IP ..	$782.00	$3,128.00
3	H.265 NVR, 32-CHANNEL, 4XHDD	$1,004.99	$3,014.97
12	STORAGE : 6TB, INTERFACE: SATA	$332.49	$3,989.88
3	19 LED MONITOR VGA HDMI BNC	$224.99	$674.97
3	24PORT POE +2 PORT GBE RJ45..	$771.03	$2,313.09
50	Tech Labor	$99.00	$4,950.00
1	WALL MT RACK 15 SPACE 18 DEEP	$312.70	$312.70
1	Wire	$1,200.00	$1,200.00
	Camera System Proposal Only		
		SubTotal	$30,632.39
		Shipping & Handling	
		Taxes	
		TOTAL	$30,632.39

Payment Details

- ○ Cash
- ◉ Check
- ○ Credit Card

Name
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Valkyrie Security and Asset Protection Inc.

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ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

Valkyrie Security and Asset Protection Inc.

(907) 841-2255 valkyriesap@outlook com

Proposal

Customer

Name: Sterling Cannabis Security
Address:
City: Soldotna State AK ZIP
Phone:

Date: 11/10/2016
Order No.:
Rep: Larry Clark
FOB:

Qty	Description	Unit Price	TOTAL
1	VISTA-10P ATTACK PACK	$312.09	$312.09
3	35 X45 PIR W/40LB PI	$85.00	$255.00
6	1-ZN THIN DR/WN X-MTTR MAG WHT	$65.00	$390.00
2	HOLDUP BTN MOM SPDT 3 SCR TERM	$45.00	$90.00
6	Labor	$99.00	$594.00
1	Wire	$65.00	$65.00
1	Monitoring Business	$34.99	$34.99
3	LCD KEYPAD CUST ALPHA PROG..	$165.00	$495.00
	Monitoring is Billed Monthly		
	Security System Proposal Only		

SubTotal	$2,236.08
Shipping & Handling	
Taxes	
TOTAL	$2,236.08

Payment Details

- ○ Cash
- ◉ Check
- ○ Credit Card

Name
CC #
Expires

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STATE OF ALASKA

1150 S. Colony Way, STE #3, PMB #307
Palmer, AK. 99645
907-841-2255
907-746-2256
valkyriesap@outlook.com
www.valkyriesap.com

Camera Layout
For

Fat Tops LLC.
36380 Murray Lane
Latitude 60.508722
Longitude -150.915571
Soldotna, Alaska 99669

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Cameras 3 & 4 - VIVOTEK IB8369 is a best-in-class, bullet-style network camera designed for diverse outdoor applications. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the IB8369 is an all-in-one outdoor camera capable of capturing high quality and high resolution video up to 2 Megapixel. In order to adapt to constantly changing outdoor lighting conditions, the IB8369 features a removable IR-cut filter as well as IR illuminators effective up to 20M for superior image quality around the clock. For protection against harsh outdoor environments, the camera is encased in an IP66-rated housing and weather-proof casing to withstand rain and dust. The IB8369 further strengthens the robustness of the camera by protecting the cable within the bracket.

Cameras 7-20 and 22 and 23 - VIVOTEK FD8169 is an easy-to-use fixed dome network camera specifically designed for indoor security applications with a compact, stylish exterior. Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps, the FD8169 is an all-in-one camera capable of capturing high quality and high resolution video up to 2 Megapixel. In order to adapt to constantly changing lighting conditions, the FD8169 features a removable IR-cut filter as well as improved IR illuminators effective up to 15M for superior image quality around the clock. Featuring 3D Noise Reduction Technology, it enables the FD8169 to capture clear, polished video under low-light conditions, which also helps to reduce bandwidth from sensor noise. The FD8169 supports the industry-standard H.264 compression technology, drastically reducing file sizes and conserving valuable network bandwidth. With H.264, and MJPEG compatibility both included, multiple streams can be simultaneously transmitted in any of these formats at different resolutions, frame rates, and image qualities for versatile platforms. Thereby it further optimizes bandwidth and storage efficiency. Incorporating a number of advanced features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD8169 is the ideal solution for your indoor surveillance needs.

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features standard for VIVOTEK cameras, including tamper detection, 802.3af compliant PoE, MicroSD/SDHC/SDXC card slot, and VIVOTEK's 32-channel recording software, the FD8169 is the ideal solution for your indoor surveillance needs.

Cameras 13 &14 - Vivotek USA Inc FE8181/81V Fisheye Network Camera. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height of 12 feet to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920 (5mp), and will have the ability to see at night using infrared technology for night time recordings.

All Video Surveillance will be captured using VIVOTEK's ND9441 and ND9541 are the brand new H.265 Linux-based embedded standalone NVRs. Equipped for up to 16-CH/ 32-CH network cameras, the NVRs feature well-built ONVIF compliant and scalable configuration with VAST CMS empowering users to set up and manage advanced IP surveillance systems with ease. Both NVRs also support remote and mobile access, via EZConnect and iViewer app, for both iOS and Android handheld devices, providing users an open, flexible and intelligent NVRs for seamless use in small to medium sized video surveillance applications.

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Security Protocol

This facility is equipped with a state of the art security system. As an employee of FAT TOPS LLC. you will be required to follow strict protocol when present on these premises Employees who violate this Standard Operating Guideline will be subject to Disciplinary Action, up to and including Termination from FAT TOPS LLC.

The security system in place is for your safety as well as your fellow employees, customers and agents. See the following security SOPs for further instructions on what protocol will be as an employee for FAT TOPS LLC.

AT NO TIME ARE YOU TO DISCUSS SECURITY PROTOCOL WITH AN OUTSIDE SOURCE.

At all times as an employee you should be aware of your surroundings. Notify upper management of any suspicious people, vehicles or objects.

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Prohibited Use of Firearms

PURPOSE

The purpose of this Standard Operating Guideline is to establish the Prohibited Use of Firearms by all employees while on duty.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to prohibit employees from carrying or using any type of firearms while on duty. The procedures below give a definitive course of action for all employees to follow.

PROCEDURE

A. FIREARMS

Employees are Prohibited from Concealing and/or Openly Carrying any Firearm, Ammunition, Speed-Loaders, Magazine Clips, Speed-Loader or Magazine Clip Pouches, and/or Holsters of any type while on duty.

Employees who violate this Standard Operating Guideline will be subject to Disciplinary Action, up to and including Termination from FAT TOPS LLC.

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Prohibited Use of Unauthorized Weapons

PURPOSE

The purpose of this Standard Operating Guideline is to establish the Prohibited Use of Unauthorized Weapons by employees while on duty.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to prohibit employees from carrying or using any type of Unauthorized Weapons while on duty. The procedures below give a definitive course of action for all employees to follow.

PROCEDURE

A. UNAUTHORIZED WEAPONS

Employees are Prohibited from Concealing and/or Openly Carrying any Type of Unauthorized Weapons while on duty. The following list is by no means exhaustive. Please contact your Immediate Supervisor if you have any further questions or require further clarification. Unauthorized Weapons include, but are not limited to the following:

01. Tazer Guns
02. Stun Guns
03. Knives
04. SAPs
05. Lead Filled Gloves
06. Brass Knuckles
07. Slap Jacks
08. Batons

The carrying or use of any weapon not specifically issued or authorized by FAT TOPS LLC. is strictly prohibited, except in those extreme situations where an employee has no other choice but to use an Unauthorized Weapon to prevent the immediate threat of death or greatly bodily harm.
Employees who violate this Standard Operating Guideline will be subject to Disciplinary Action, up to and including Termination from FAT TOPS LLC.

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Illegal Drugs & Alcohol Abuse

PURPOSE

The purpose of this Standard Operating Guideline is to establish FAT TOPS LLC. stance on Illegal Drugs and/or Alcohol Abuse by employees.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to maintain a Zero Tolerance for Illegal Drugs and/or Alcohol Abuse by employees. The procedures below give a definitive course of action for all employees to follow.

PROCEDURE

A. ILLEGAL DRUGS AND/OR ALCOHOL ABUSE

Illegal Drugs and/or Alcohol Abuse have an adverse impact on an employee's performance, personal and family life, as well as the ability to provide the highest quality of service. Illegal Drugs and/or Alcohol Abuse can cause poor performance, decreased productivity, and create safety hazards. Consequently, FAT TOPS LLC. is committed to establishing and maintaining an environment free of Illegal Drugs and/or Alcohol Abuse.

Also, FAT TOPS LLC. is committed to providing a safe employment environment and to fostering the well being and health of our employees. That commitment is jeopardized when any employee uses Illegal Drugs and/or Alcohol, report for duty with these substances present in his/her body, or possesses, distributes, or sells Illegal Drugs and/or Alcohol. Therefore, FAT TOPS LLC. has established the following:

01. It is a violation of this Company Standard Operating Guideline for any employee to possess, sell, trade, or offer for sale Illegal Drugs and/or Alcohol or otherwise engage in the use of Illegal Drugs and/or Alcohol on duty;

02. It is a violation of this Company Standard Operating Guideline for any employee to report for duty under the influence of Illegal Drugs and/or Alcohol or with Illegal Drugs and/or Alcohol in his/her body;

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03. It is a violation of this Company Standard Operating Guideline for any employee to use prescription drugs illegally. (However, nothing in this Standard Operating Guideline precludes the appropriate use of legally prescribed medication);

04. Employees who violate this Standard Operating Guideline are subject to Disciplinary Action, up to and including Termination from FAT TOPS LLC.

B. SUPERVISOR RESPONSIBILITIES

It is the responsibility of FAT TOPS LLC. Supervisors to counsel employees whenever they see changes in performance or behavior that suggests an employee is under the influence of Illegal Drugs and/or Alcohol. Although it is not the Supervisor's responsibility to diagnose personal problems, the Supervisor should encourage such employees to seek help and advise them about available resources for getting help.

Everyone shares responsibility for maintaining a safe employment environment and co-workers should encourage anyone who uses Illegal Drugs and/or Alcohol on duty to seek help. The goal of this Standard Operating Guideline is to balance our respect for individuals with the need to maintain a safe, productive, and Illegal Drugs and/or Alcohol-Free Environment.
The intent of this Standard Operating Guideline is to offer a helping hand to those who need it, while sending a clear message that Illegal Drugs and/or Alcohol are incompatible with employment within FAT TOPS LLC.

FAT TOPS LLC. has adopted testing practices to identify employees who use Illegal Drugs and/or Alcohol on duty. It shall be a condition of employment for all employees to submit to testing under the following circumstances:

01. When there is reasonable suspicion to believe that an employee is under the influence of Illegal Drugs and/or Alcohol;

02. When employees are involved in on duty accidents where personal injury or damage to Client and/or Company property occurs;

03. When employees are involved in an on duty shooting, whether justified or not.

04. As part of a Follow-Up Program for the treatment of Illegal Drugs and/or Alcohol Abuse.

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Employee Issued Keys

PURPOSE

The purpose of this Standard Operating Guideline is to establish the proper procedures concerning Employee Issued Keys and/or Access Cards.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to issue keys and Access Control Cards to certain employees in order for them to provide beneficial service. The procedures below give a definitive course of action for all employees to follow.

PROCEDURE

A. Company Issued Keys

Employees who are issued Company Keys will be required to sign and date a Key Issuance and Return Form, as applicable, at the beginning and end of their employment with FAT TOPS LLC. Employees who are not issued keys on a full-time basis, but rather only when necessary shall always document the keys on a Daily Key Log.

Keys are **NOT** to be copied under any circumstances, unless authorized by the President/CEO. Employees found to have created keys on their own shall be subject to Disciplinary Action, up to and including Termination from FAT TOPS LLC. All keys issued to employees must always be safeguarded and never loaned to anyone. Immediately report any Lost or Stolen Keys to your Immediate Supervisor.

Employees may be responsible for the cost of re-keying, if such action becomes necessary, due to Lost, Stolen, or Unauthorized Copied Keys.

B. Company Access Cards

Employees who are issued Company Access Cards will be required to sign and date a Access Card Issuance and Return Form, as applicable, at the beginning and end of their employment with FAT TOPS LLC. Employees who are not issued Access Cards on a full-time basis, but rather only when necessary shall always document the Access Card on a Daily Key Log.

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Keys are **NOT** to be copied under any circumstances, unless authorized by the President/CEO. Employees found to have created Access Cards on their own shall be subject to Disciplinary Action, up to and including Termination from FAT TOPS LLC... All Access Cards issued to employees must always be safeguarded and never loaned to anyone. Immediately report any Lost or Stolen Access Cards to your Immediate Supervisor.

Employees may be responsible for the cost of re-carding, if such action becomes necessary, due to Lost, Stolen, or Unauthorized Copied Access Cards.

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General Rules for Security System

PURPOSE

The purpose of this Standard Operating Guideline is to establish the General Rules & Regulations of FAT TOPS LLC. for the security system in place on the premise.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to have employees become familiar with the following Company Rules & Regulations. The procedures below give a definitive course of action for all employees to follow.

PROCEDURE

A. ENTERING BUILDING

01. Employees with arming and disarming codes and keys to the building must enter first locking the door behind them. A sweep of the building must be performed prior to allowing other employees to enter.

02. Once building is deemed safe an all clear signal is initiated.

03. No employee is to exit their vehicle or approach the licensed premises until a key holder has entered the building and disarmed the security system and an "ALL CLEAR" sign is displayed. Only then should an employee approach the building to be let in.

B. FUNCTION OF SECURITY KEY PAD

01. All employees will have access and authority to certain functions of the security system.

02. These functions are for Medical Emergencies, Fire and Police.

03. Each button on the key pad is easily identifiable. Once the button has been pressed the selected agency will be notified and respond. Activating these buttons will result in an immediate response.

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See Medical emergency, Fire emergency and Police emergency for further policies and procedures.

Medical Emergency

Medical Emergencies

PURPOSE

The purpose of this Standard Operating Guideline is to establish proper response to any Medical Emergencies.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. If you are currently certified, you should immediately provide the sick or injured person with basic life support if necessary. Remember to **NEVER** discontinue CPR until properly relieved by emergency medical personnel or other qualified healthcare professionals. Activate the Medical Emergency button as soon as possible.

01. Never attempt to render aid to anyone if you are not qualified to render such aid;

Once EMS has assumed control over a Medical Emergency, employees shall assist as necessary and provide security around the scene to allow emergency personnel access to the scene or to keep unauthorized persons away from the scene.

Fire Emergency

Fire Emergencies

PURPOSE

The purpose of this Standard Operating Guideline is to establish proper response to any Fire Emergencies.

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STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to have a designated meeting point for all employees to meet after the building has been evacuated. Manager on duty is tasked with completing a headcount to insure everyone has evacuated the building.

01. The Manager on duty will obtain written log of visitors and customers as they exit the building.

02. Never attempt to stay in the building or re-enter the building at anytime.

Once Fire/Rescue have arrived, stay clear of their activities and offer any information they request.

Police Emergency

Police Emergencies

PURPOSE

The purpose of this Standard Operating Guideline is to establish proper response to any Police Emergencies.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to establish these guide lines for employee safety in the event of a Police Emergency.

A. Robbery

01. If an employee is approached and/or addressed by a robber, remain calm and comply with all demands, this will prevent escalation of the situation.

02. Each POS stations is equipped with a silent panic button. If you can activate the silent alarm without being noticed do so. This will alert law enforcement.

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03. At no point as an employee, are you to act threatening, attempt physical harm or subdue the assailant.

04. Detail descriptions of the assailant such as height, weight, ethnicity or markings and unique traits should be noted and given to Law Enforcement.

B. Gun Fire

01. In the event of gunfire employees are to drop to the floor where you are. If possible crawl to a secure sheltered area and remain quiet.

02. Each POS stations is equipped with a silent panic button. If you can activate the silent alarm without being noticed do so. This will alert law enforcement.

03. If an employee is approached and/or addressed, remain calm and comply with all demands, this will prevent further escalation of the situation.

04. Detail descriptions of the assailant such as height, weight, ethnicity or markings and unique traits should be noted and given to Law Enforcement.

05. At no time are you required to endanger yourself to get a physical description of the assailant. DO NOT BE A HERO.

06. Stay put until Law Enforcement has arrived.

07. DO NOT TOUCH ANYTHING.

In the event of a hostage situation activation of the silent alarm and complying with the demands of the assailants will allow Law Enforcement time to deal with the situation,

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False Alarms

PURPOSE

The purpose of this Standard Operating Guideline is to establish in the event of a false alarm

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of FAT TOPS LLC. to provide employees with the procedures below in the event of a false alarm.

PROCEDURE

01. Notify upper management

02. A designated employee will contact the central monitoring center advise them of the false alarm, provide them with the assigned security password and account number for the location.

03. If the silent alarm is activated, law enforcement will arrive regardless if the monitoring center is contacted or not.

04. Comply with Law Enforcement until they deem there is no threat and issue an all clear.

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Loitering

PURPOSE

The purpose of this Standard Operating Guideline is to establish the proper protocol for loitering.

STANDARD OPERATING GUIDELINE

The purpose of this Standard Operating Guideline is to establish the proper protocol for preventing and addressing loitering

PROCEDURE

01. Security and staff will perform routine but unscheduled patrols.

02. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists.

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