Current operating plan, supplemental, and premises diagram.

Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- 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:	RCFC LLC	**License Number:**	10005		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Rosie Creek Farm				
Premises Address:	2659 Livingston Loop				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

Mailing Address:	P.O. Box 181				
City:	Ester	**State:**	ALASKA	**ZIP:**	99725

Primary Contact:	Michael Emers		
Main Phone:	907-479-3642	**Cell Phone:**	907-347-1800
Email:	mike@rosiecreekfarm.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:

All restricted access areas will be protected by an eight (8) foot perimeter security fence. As required by 3 AAC 306.710, any and all portions of the Farm where cannabis is handled, packaged, cured, grown, and stored is a restricted access area. The Farm has fenced in the entire area where any of these activities will take place. The Farm will post several large signs on the fenced perimeter identifying the entire area as a "Restricted Access Area- Visitor Must be Escorted by Authorized Personnel Only".

The fence is a steel game fence of 12.5 gauge, galvanized steel with six-inch square mesh. The line-posts are 2 3/8 inch diameter steel at twenty-foot intervals and corner and gate-posts are 2 ¾ inch steel. All posts are sunk four-feet deep into the ground. The fence is of the same specifications as the Large Animal Research Center at the University of Alaska, Fairbanks. The fence will be equipped with motion sensors and only authorized personnel will gain access.

Gate entrances will have Grade 1 locks, the strongest and most durable, which are typically recommended for use in high traffic areas of commercial buildings. Grade 1 locks are often referred to as "heavy duty" locks. Gates with entrance and exit access to property will also be monitored with GE Vibration & Shock Detectors that will trip the alarm system in the event a series are activated. The system will be active when alarm has been armed. Video surveillance will also be utilized heavily at the gate entrances, recording continuously, monitored via equipment located on the Farm and via electronic mobile devices for identification purposes and to protect the Farm from break-ins, unauthorized entry, and prevent diversion of marijuana product.

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

All Visitors must be pre-approved by management prior to their arrival at the Farm. Any non-management approved Visitor will be asked to promptly leave the premises and law enforcement will be alerted if a Visitor is found on the premise without management approval.

Pursuant to 3 AAC 306.710, the Farm will never allow a group of visitors on the premises in an amount over five (5) visitors per authorized employee supervision at a time. Visitors must present a valid state or federal I.D prior to entering the licensed premises (i.e., State Driver's License, State issued I.D. Card, Governments I.D. card, and/or USA passport). All valid IDs must be unaltered, no other documents will be sufficient to gain access to a restrict access area. Any visitor must be over the age of 21 years of age in the restricted access area – there is absolutely no exception to this requirement.

Prior to entry into restricted areas, farm visitors will be entered into the "Visitor Logbook". All visitors will be issued a temporary badge that will be visible at all times prior to entering any restricted access area. A farm staff member who is qualified for escorting visitors will escort all farm visitors. The farm escort will maintain visual contact with farm visitors at all times. Visitors will be required to remain with their assigned employee/agent at all times. Any breach of the Farm's policy or State regulations will result in immediate removal out of the restricted access area.

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

All Visitors will be required to sign in and out on a sign in log, with the time, date, amount of time spent at location, and such log shall be maintain and kept as a business record, accessible to the MCB upon request.

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

A sample identification badge is attached in a separate file. It will contain the following:

- A color photo of the employee
- Job Title
- Rosie Creek Farm Logo

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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:

Rosie Creek Farm is an outdoor cultivation operation in operation in the summer months where lighting is not an issue. The cameras in use for our security operations are also able to perform in low light conditions. Nevertheless, security lighting is very important for employee safety and to deter entrance into restricted areas by unauthorized individuals. Therefore, the outside of the fenced perimeter and key buildings will be adequately lit to facilitate monitoring of all activities adjacent to the fence and buildings.

The Farm will install LED motion detector floodlights at all three gates on the security fence and above the entrances to all greenhouses and buildings in the farm compound. In addition, there will be motion detector LED floodlights pointing inwards at the corners of the restricted areas of both the outdoor cultivation area and inside the high-tunnels where marijuana is grown so as to provide for employee safety and to deter unauthorized persons.

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

The Farm will contract with a third party alarm system and monitoring company, Valkyrie Security and Asset Protection, Inc., to provide and install all alarm system equipment. The security alarm system will be monitored by the alarm company at a central location 24 hours per day, 7 days a week to detect unauthorized intrusion and notify local law enforcement, if needed. The alarm system will monitor all points of entry, curing area for cannabis, trimming area, and storing area to prevent diversion of the product. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to law enforcement. A key pad will be located at entry of the fenced perimeter for authorized managers, and remote operability will be available or for owners and law enforcement officers, including MCB Enforcement Officers.

Owners, operators and managers will be educated on the security and alarm systems by the security and alarm systems installers themselves. Education on the security and alarm systems will include: proper use, troubleshooting, police response, measures, and controls.

The alarm system will exist on all exterior gates and doors of farm structures; the Farm will have the following systems and equipment installed or a comparable version of such system and/or equipment:
a. Honeywell Intrusion security package installed consisting of the following equipment:2- 6148 Keypads (located in the security shed and an outdoor location), Aurora PIR, Wave2 2-Tone Sounder, 467 Battery, 620 Jack and 621 Cord.
b. 5 Honeywell Sensors.
c. Zone Expanders will be utilized for the size and scope of security plan
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. Additionally, the licensee or applicant will have added interior motion detectors, panic/duress buttons and remote wireless panic devices on the licensed area.

Each area of the Farm will have redundant security features that will ensure the constant monitoring of all activity that occurs. Our priority is to ensure that all Farm staff are safe in their workplace and that product diversion is impossible under all circumstances. Valkyrie Security and Asset Protect Inc. has been contracted to provide the following security operating plan.

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 that will monitor the system 24 hours a day, 7 days a week. During non-business hours monitoring of all devices within the system will be active and monitored. In the event of a security breach of the license premises, the alarm signal will be initiated and 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:

A licensee, employee or agent with a visitor/customer will not allow more than one product type out for review or transportation at any time. All products will be secured in locking cases or storage areas away from visitors/customers if applicable. Locked cases and storage areas will be monitored by video surveillance and considered restricted access areas and treated as such.

Describe your policies and procedures for preventing loitering:

Security and Farm staff will perform routine but unscheduled patrols around the entire perimeter of the Farm. Loiterers will be asked to leave when discovered and law enforcement will be called if continued loitering persists.

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 and shock sensors 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 Farm employees 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 disturb or tamper with anything until law enforcement arrives, and then only at the direction of law enforcement.

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:

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 fence. 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. Each camera will be placed in a manner that produces a clear view of any person inside the licensed premises, and within 20 feet of each entrance of the license premises on the exterior of the fenced perimeter and interior of the perimeter. Cameras will be placed in a manner among the cultivation area, unobstructed, so that the plants are all viewable via the camera. Cameras will also be placed within the trimming and processing area, curing area, and in the designated cannabis waste processing area to ensure there is no diversion of the product.

All security cameras will be positioned in such a manner as to get the best facial image of anyone within view. All cameras will have a recording resolution of at least 1920x1080-2560x1920 5mp, and will have the ability to see at night using infrared technology for night-time recordings.

The security cameras recording footage shall be kept and stored for at least 40 days in an easily viewable format and shall be available for review at the request of the MCB. The digital video recorder (DVR) and will be available to the Division and local law enforcement upon request. Footage from security cameras will be accessible remotely, allowing owners, officers and managers to view operations from anywhere. A central station monitoring service will also monitor security camera recordings remotely, 24 hours a day, and notify law enforcement if needed. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they will continue to operate for at least 1 hour. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. Any time a camera fails, a loud, beeping notification and a visual alert of the camera screen going black will alert cultivation agents of the failure.

Pursuant to 3 AAC 306.720(e), all recordings and images must also include the accurate time and date of the recorded image, in order to ensure authenticity. The recording equipment will be stored in a secured locked area, accessible only to the owners of the Farm, law enforcement, peace officers and the MCB enforcement officers.

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:

All security and surveillance equipment will be secured behind an access controlled secure door within the licensed premises. To prevent unauthorized access the proximity reader will have restricted programming which will only allow the licensee or an authorized agent into the room. The secure room will also have cameras inside and out with overlapping fields of view, as well as tamper resistant housings. All recording devices, power supplies and control equipment will also be locked by password or housing to prevent tampering. For further clarification see attached JVSG camera design.

Pursuant to 3AA306.720(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:

The security shed, 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:

a. The single entry point will have Access control supported with LED (green-yellow-red) and buzzer options.
b. Within the Security shed, there will be a Vivotek USA Inc. FE818/81V Fisheye Network Camera (or comparable equivalent product).
c. Outside the security shed entrance point will be a Vivotek IB8369 Bullet Network Camera designed for diverse outdoor applications (or comparable equivalent product). Equipped with a 2MP sensor enabling viewing resolution of 1920x1080 at a smooth 30 fps or comparable equivalent product. The camera is capable of capturing high quality and high resolution video up to 2 Megapixel. For protection against harsh outdoor environments, the camera is encased in an IP66-rated housing and weather-proof casing to withstand rain and dust.

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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

1. Policy and Purposes
This Policy represents the policy of Rosie Creek Farm (the "Farm") with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Farm as well as to comply with applicable legal requirements, including, but not limited to 3 AAC 306.755; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Ownership, management, and staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

2. Administration
2.1 Responsibilities of the Administrator. The Farm's Owners shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy Farm documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law, local ordinances, and the MCB control regulations, and/or to include additional or revised document categories as may be appropriate to reflect the Farm's policies and procedures.

3. Suspension of Document Destruction; Compliance. The Farm becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever "knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States … or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to

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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 MC Board has developed an electronic marijuana inventory tracking and control system, Metrc, to increase product security, track the cultivation and movement of all marijuana products, and minimize diversion and illegal practices in the industry.
A. Tracking and Control.
The Cultivation Facility will install Metrc and fully integrate the system into its standard business practices. All employees will be trained in using the tracking system to ensure that:
1. All marijuana propagated, grown, or cultivated on the Farm premises is identified and tracked from the time the marijuana is propagated through either its transfer to another licensed marijuana establishment, or its destruction;
2. All establishments transacting to purchase or otherwise receive marijuana or marijuana products from the Farm are licensed facilities; and
3. Any loss or theft of marijuana products is promptly reported.
B. Using the Metrc System.
Farm staff will record data at several stages of the cultivation process.
1. During Cultivation.
The Farm will assign a tracking number to each plant over eight (8) inches tall and enter all inventory into Metrc.
Bud, flowers, clones, cuttings, leaves, and trim will be harvested in accordance with the Farm's cultivation policies and procedures, into batches not exceeding five (5) pounds. Each harvest batch will be given an inventory tracking number and entered into Metrc. All clones or cuttings will be limited to fifty (50) or fewer plants and identified by a batch tracking number.
2. Arranging Sale, Sample, and Transport.
After harvest and processing, Farm staff will record all sales in Metrc as they are processed. All marijuana used to prepare and package samples for the purpose of testing or for negotiating sales will also be recorded, including:
a. The amount of each sample;
b. The retail marijuana store, marijuana product manufacturing facility, or testing facility that received the sample; and
c. The disposal of any expired or outdated promotional sample returned to the Farm.
For each batch, employees will record all transportation arrangements and will generate a transport manifest to accompany the batch during transportation in transit.
3. Electronic Verification Prior to Shipment.
Farm staff will use the Metrc system to verify each prospective sale or sample shipment is being delivered to a licensed marijuana establishment.
4. Electronic Verification for Farm staff.
Farm staff will use the Metrc system to verify the identity and handling permit of all individuals who arrive at the Farm to conduct business, such as picking up an order or samples for testing.
5. Reporting Disposal, Destruction, Loss, and Theft.
a. In the event that marijuana or marijuana products are flagged for disposal, the Farm will record the disposal in the Metrc system at least three (3) days prior to taking any disposal action.
b. In addition to notifying the appropriate local and/or state authorities, any destruction, loss, or theft of marijuana and marijuana products will be promptly recorded in the Metrc system to give the requisite notice to the MC Board.
6. Seizure of Marijuana or Marijuana Products.
In the event that the MC Board, or its agents or law enforcement officials acting on its behalf, seizes marijuana or marijuana product from the Farm, the Metrc system will be updated immediately to reflect the seizure and to ensure that the seized items are tracked in a reasonable manner.
C. Failure to Use the Inventory Tracking System.
Failure to use the Metrc system to record and track inventory, transportation, and license verifications can result in discipline up to and including license suspension or revocation, civil fines, and seizure of marijuana and marijuana products.

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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:

Qualified candidates will be hired on a three (3) month probationary period during which time they will receive training and evaluation specific to their position. Training will include sustainable agriculture techniques and principles, marijuana industry topics; safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Senior Staff will personally present training and education to employees.
Within the probationary period, all new employees will be required to meet with Senior Staff to learn the Farm's business approach and to adopt the standard of service. Educational packets will be provided to each employee to be read and reviewed during the meeting with Ownership and Management.
Educational Materials.
The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the Farm's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. As proper safety and security procedures are of the utmost importance to Ownership and Management, the most up-to-date reading materials will be available to employees at all times.

Staff Meetings.
Management will conduct monthly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff.

Training.
Prior to beginning work, all employees will be expected to understand:
a. Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments;
b. All of the licensing requirements to act as a marijuana handler and to work in a marijuana establishment;
c. Organic standards, operational protocol, and best practices with regard to all phases of the cultivation and sale of marijuana;
d. General safety procedures and security protocol;
e. How to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability;
f. In-depth information about our particular strains and marijuana related products;
g. In-depth information on the requirements of each room, task, and system;
h. The general federal, state, and local employment regulations by which the Farm is governed; and
i. Cultivation-specific education.
To ensure full coverage for each position, all employees will be cross-trained on the requirements of each job. Farm employees will also be required to attend a general security class taught by the hired security company. This will be done after hiring, but prior to employment.
Cultivation-Specific Education.
1. Cultivation Training.
Prior to beginning work, all cultivation employees will be taught and tested on:
a. The methods of cultivation used by Rosie Creek Farm;

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Section 5 – Waste Disposal

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

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

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

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

Marijuana Waste Method for Disposal
1. In this section, the term "marijuana" is intended to refer to all parts of the marijuana plant, including trim, sugar leaf, any other leafs, root balls, flower and/or bud. Disposing of marijuana in a safe, secure, and environmentally responsible manner is a top priority for RCF. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. RCF will ensure that all marijuana is rendered unusable prior to leaving the facility. The Lead Grower will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable.
2. RCF will implement the same disposal methods that other marijuana cultivation facilities have successfully employed in Colorado and Washington. These methods render all marijuana unusable and safe for disposal. To render marijuana unusable, the Farm will grind and incorporate the marijuana waste with compostable solid wastes so that the resulting mixture is at least fifty percent non-marijuana waste which will consist of animal manure and farm vegetable waste.

3. The Lead Grower will ensure that the resulting mixture is composed of no more than 50% marijuana by volume. The Lead Grower will log the composition of the mixture, and the records will be made available to the MCB upon request. The disposal log shall be kept as part of the Company's business records pursuant to 3 AAC 306.755.

4. Any cannabis products that for one reason or another have become unacceptable for will be rendered unusable. Farm staff will complete the "Disposing of Unusable Marijuana" Form. This form will document the date of disposal, the name and registration number of the agent disposing of the unusable marijuana, the method and location of the disposal, the description of the unusable cannabis, the reason for the disposal and any necessary information for inventory control including weight at the time of disposal. Before disposal the Farm Manager or Lead Grower must sign the form approving the disposal. The Farm staff responsible for composting will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable. The ICA will then make sure that all information has been recorded into the Metrc tracking system. All cannabis waste will be chipped or ground and rendered further unfit for consumption by being mixed with animal manure or fish emulsion and added to the Farm compost pile which, in turn, will be managed in accordance with standards set in the National Organic Program's (NOP) guidelines for managing compost (Title 7 CFR 3201.56).

a. Compliance with Disposal Regulations

5. RCF will comply with all Federal, State, and local laws, regulations, land ordinances and codes.

6. RCF has adopted the grinding method for disposal because it has been the approved method to render marijuana waste unusable by similar statutes in Washington State and Colorado. The grinding method has been deemed to be safe for disposal, and its reliability and safety has been proven through its use in

other states. RCF will only utilize the standards set by and are anticipated to be further developed by local ordinances and the MCB, and in the absence of such standards, will adhere to the strictest standards set by comparable jurisdictions that have been proven and tested. RCF aims to cultivate marijuana using only the safest, most dependable, and AMCO-approved methods for every step of the process.

7. If at any time our local government and/or the MCB implements or approves a different type of disposal method than the one described in this Disposal Plan, RCF will take immediate action to ensure that it complies with all of the requirements.

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

All marijuana waste will be mixed with farm vegetable waste, animal manure or fish emulsion to render it unusable. When added to the Farm compost pile no more than 50% of the batch being composted will be marijuana waste.

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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

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 farm waste will be disposed in a safe, secure, and environmentally responsible manner. Any cannabis products that for one reason or another have become unacceptable for will be rendered unusable. All farm waste, including cannabis waste, will be chipped or ground and rendered further unfit for consumption by being mixed with animal manure or fish emulsion and added to the Farm compost pile which, in turn, will be managed in accordance with standards set in the NOP's guidelines (Title 7 CFR 3201.56) for managing compost.

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Alaska Marijuana Control Board

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:

In accordance with 3 AAC 306.470, all marijuana will be packaged for resale in packages:

1. not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own identifying name or logo and license number; or

2. in a wholesale package not exceeding five pounds for re - packaging by the retail marijuana store; or

3. to a marijuana product manufacturing facility in a wholesale package not exceeding five pounds, consisting of a single strain or a mixture of strains as identified on the label.

4. When the Farm packages marijuana for a retail marijuana store to sell to a consumer without re-packaging, the packaging will be designed or constructed to be significantly difficult for children under five years of age to open; but not normally difficult for adults to use properly. The packaging will not have any printed images, including cartoon characters, that specifically target individuals under the age of 21.
a. In addition, the packaging will:
b. protect the product from contamination and must not impart any toxic or damaging substance to the marijuana;
c. be four mil or greater thickness plastic, heat sealed, and with no easy-open corner, dimple or flap;
d. be opaque so that the product cannot be seen without opening the packaging material.

5. Each package prepared in compliance with this section must be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory control system.
6. A marijuana cultivation facility shall prepare marijuana for transport or transfer to another marijuana establishment by placing marijuana packaged in compliance within a sealed, tamper-evident shipping container and affixing a label in compliance with 3 AAC 306.475 to the shipping container;

7. The Farm will generate a transport manifest from the marijuana cultivation facility's marijuana inventory system; the transport manifest must remain with the marijuana at all times.

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

Any vehicle transporting cannabis products will be unmarked and inconspicuous. Vehicles that will be used for transportation of cannabis products will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the cannabis products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use.

Prior to departure, the Farm manager shall ensure the cannabis is in a sealed package, and locked in a safe, and secure storage compartment in the vehicle that will be transporting the marijuana. All Farm team members will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall the sealed package containing the cannabis be opened during transportation as required by 3 AAC 306.750(4)(d).

The Company vehicle shall be equipped with a truck storage box comprising a rectangular box arranged for mounting in a standard pickup truck bed to extend there across and includes an two independent storage compartments, a first larger storage compartment and a second smaller storage compartment which is locked within the interior of the first storage compartment. The structures are preferably formed of steel, or like materials. The second storage compartment is particularly adapted for holding elongated, flat articles such as tools, guns, fishing rods or other appropriate items. In some instances, the second storage compartment is hinged to the interior of the lid of the larger storage compartment and the second storage compartment can be accessed only when the first storage compartment is opened and when the second storage compartment is unlocked.

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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:

We have one sign at the top of our farm driveway on Livingston Loop in the Fairbanks North Star Borough. It is a three-foot by four-foot wooden sign with a picture of our farm logo and the words “Rosie Creek Farm”.

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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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:

Background
Rosie Creek Farm is located adjacent to the residence where the owners of the farm (Mike Emers and Joan Hornig and their children) reside on a separate property. Although this has always been their family farm, they understand that the nature of their operation must change in order to add cannabis as a new crop. For reasons of public safety and minor protection, security and other restrictions must exist. However, the farm will still be producing organic vegetables for sale in the community and Mike and Joan still wish that their children could participate in their harvest and sale in what is still, literally, their back yard. For this reason, our security plan calls for a fence within a fence where the cannabis growing and processing areas are sequestered is a separate area of the farm by the required six-foot fence and an eight-foot security fence will surround the entire farm.

Plan
Signage will be placed on all entrances to the farm and on all restricted areas of the farm that states: “No one under 21 is allowed in restricted areas”. A farm employee designated for escorting visitors will check identification of all visitors entering restricted areas of the Farm. Identification must be a valid government issued identification card. Any farm visitor failing to provide a valid government issued identification card will be denied access to restricted areas of the farm.

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

_____
Printed name

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

_____
Notary Public in and for the State of Alaska.

My commission expires: _____

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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Plan
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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

Michael J. Emers
Printed name

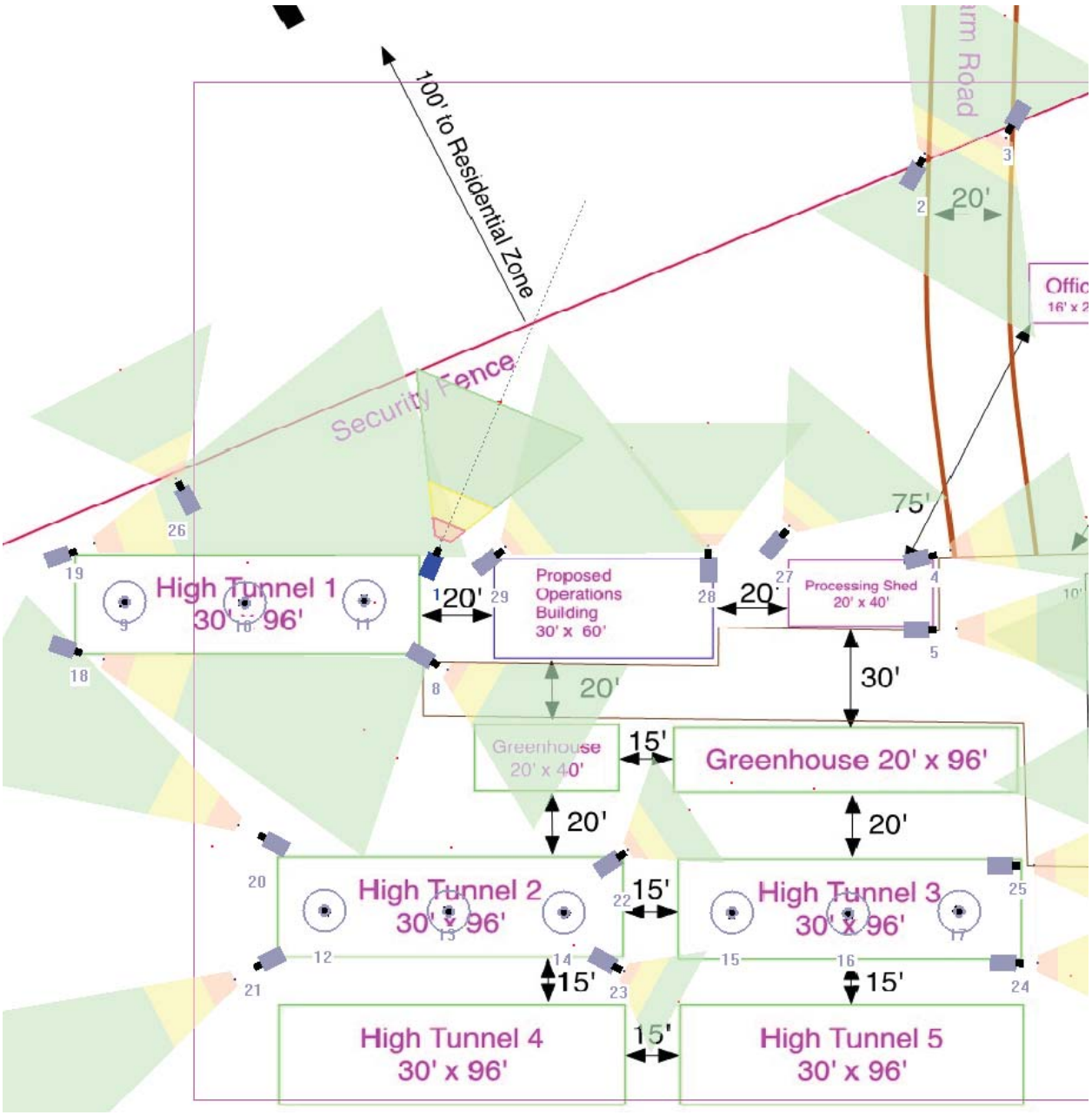
Subscribed and sworn to before me this 14th day of March, 2016.

STATE OF ALASKA
NOTARY PUBLIC
May Arca
My Commission Expires: 9/18/18

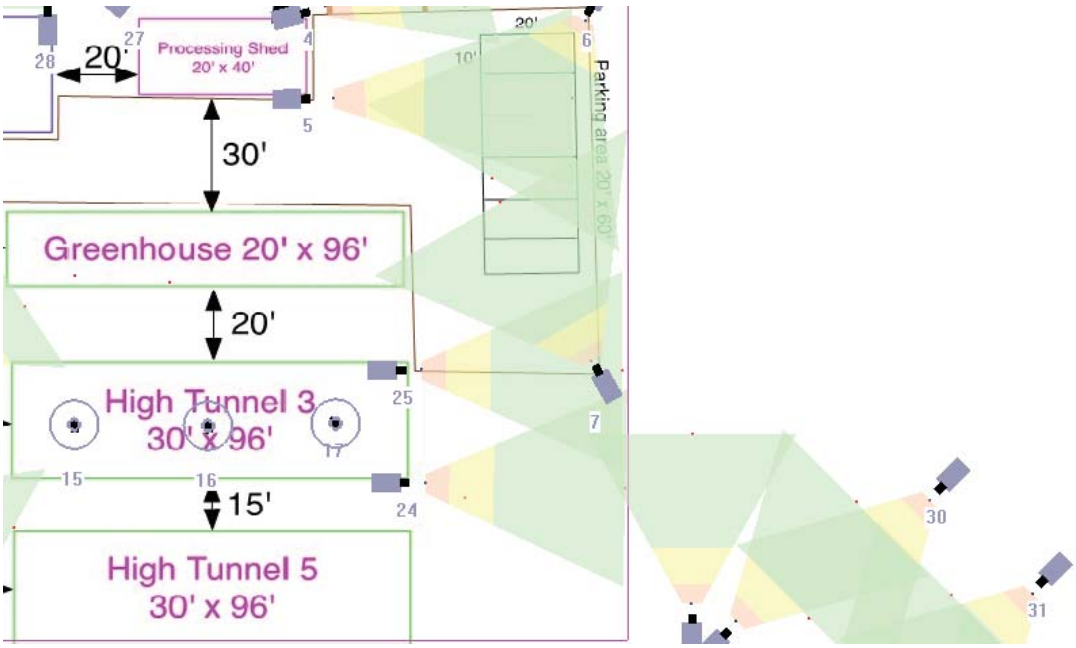
Notary Public in and for the State of Alaska.

My commission expires: 9/18/18

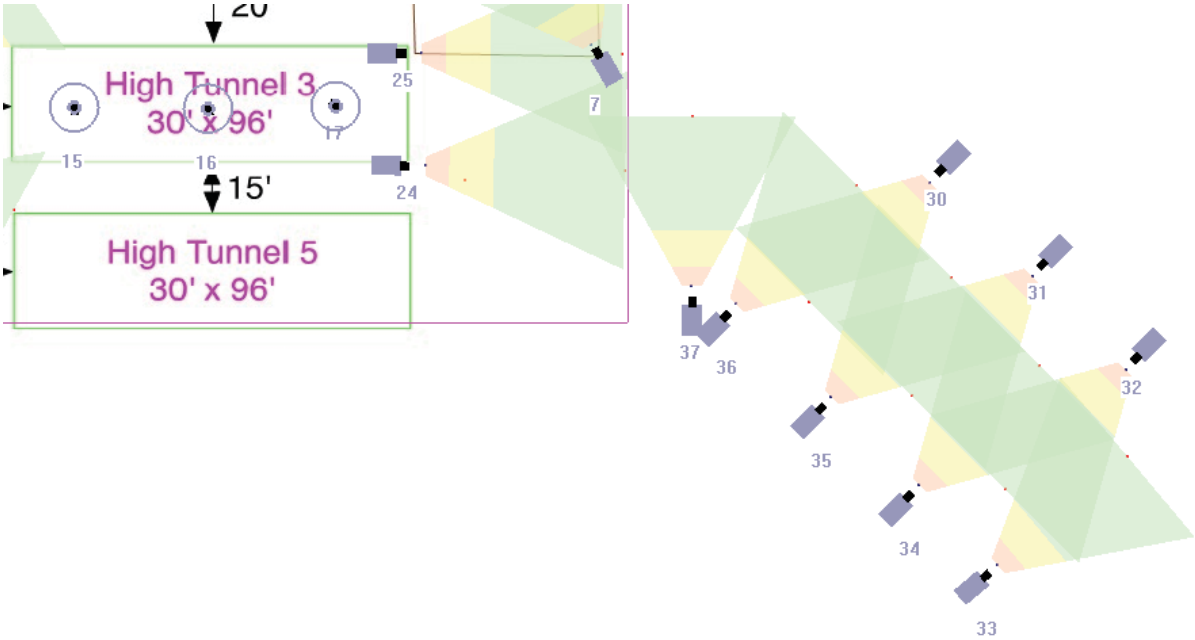
Bail
Hostels
Limited
BAIL
SUZIE SAMPLE
Job Title



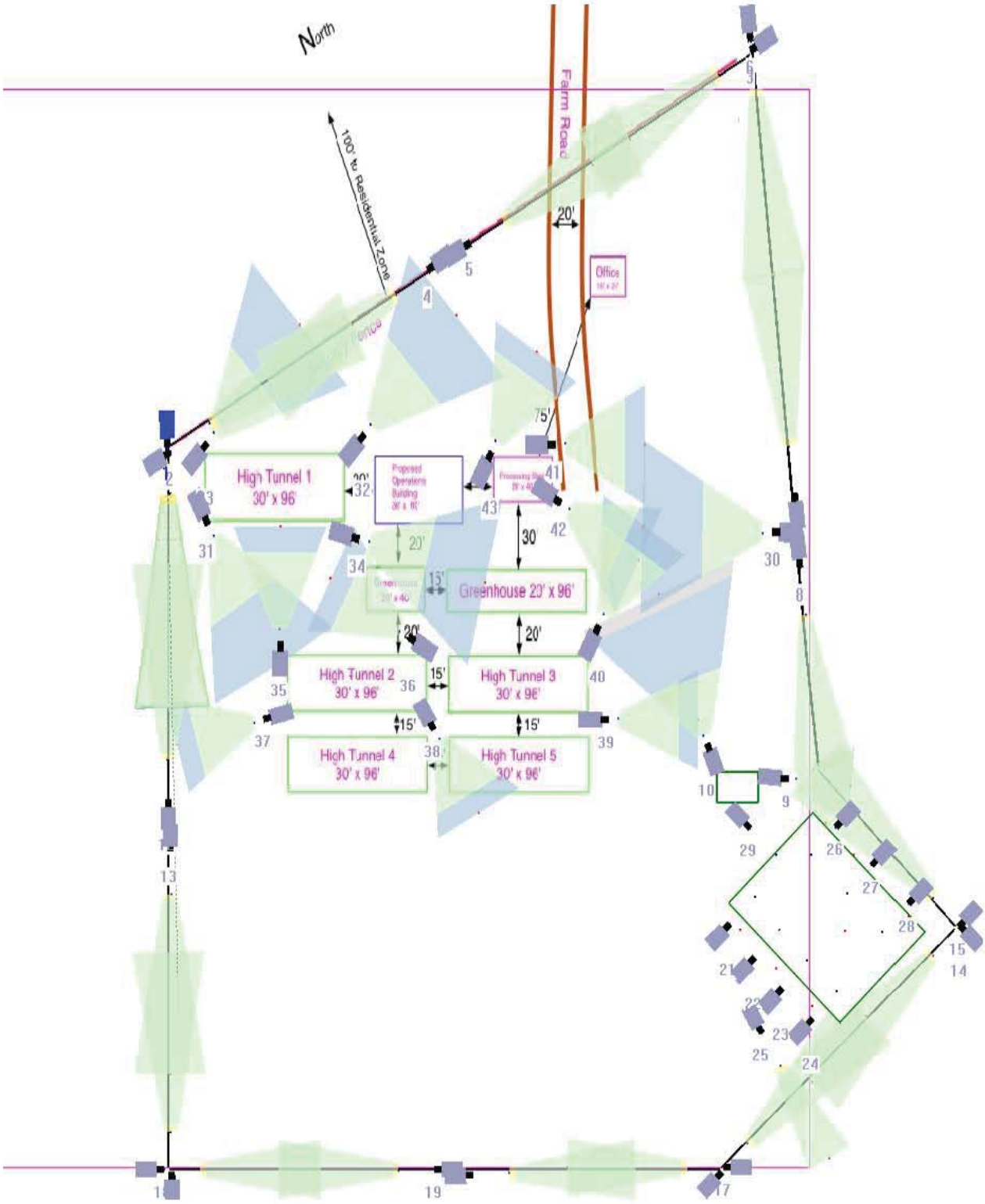
Camera Placements inside the High Tunnels as well as around the perimeter of each Restricted Access Area. Placements at the entry points to the RAA's are to provide adequate fields of view for identification purposes.



These camera placements will allow for maximum viewing of the lower parking area and Restricted Access Area to the cultivation outside.



This section is focused on the outdoor cultivation area to provide cross coverage of any persons within the restricted Access Area.


North
100' to Residential Zone
Farm Road
20'
Office
75'
High Tunnel 1
30' x 96'
Proposed
Operations
Building
20'
30'
Greenhouse 23' x 96'
15'
20'
20'
High Tunnel 2
30' x 96'
15'
High Tunnel 3
30' x 96'
15'
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From: Mike Emers
To: Marijuana Licensing (CED sponsored)
Subject: Re: License Application #10005; Supplemental documents; email 1 of 1
Date: Wednesday, May 11, 2016 2:21:50 PM

Yes

We understand and agree

On 5/11/16 1:13 PM, Marijuana Licensing (CED sponsored) wrote:

> Thank you, Mike. I will forward all of this to the enforcement section. Someone should be in contact with you.
>
> As for the proposed licensed premises, will you please read the paragraph and confirm that you agree.
>
> Thank you
>
> AMCO Staff
>
> ---
>
> **From:** Mike Emers [mailto:mike@rosiecreekfarm.com]
> **Sent:** Wednesday, May 11, 2016 12:24 PM
> **To:** Marijuana Licensing (CED sponsored)
> **Subject:** License Application #10005; Supplemental documents; email 1 of 1
>
> Dear AMCO Staff,
>
> Attached are the documents requested. Please understand that we had a house fire in January of last year (http://www.newsminer.com/news/local_news/support-pours-in-for-rosie-creek-farm-owners-after-house/article_b2247e8a-9e1e-11e4-a1c7-2bf4e753c6c0.html) and lost many important documents. We did manage to find some in our farm office which we have attached. Please contact us if you need further documentation of Joan's residency or have other concerns.
>
> Sincerely,
>
> Mike Emers
> RCFC, LLC dba Rosie Creek Farm
> LN 10005
>
> On 5/10/16 2:28 PM, Marijuana Licensing (CED sponsored) wrote:

Good afternoon, Mike, Thanks for your patience.

We received the rest of your entity documents. Thank you.

As far as your proposed licensed premises: You can have marijuana and vegetable grow within the same fenced in area, however, the entire fenced in area **will be the licensed premises at all times** (your vegetable greenhouse(s) and high tunnel(s) will be within licensed premises). What this means is that absolutely no one under the age of 21 may enter the licensed premises through any gate at any point in time.

Residency requirement: We were unable to verify residency for Joan E Hornig through the PFD website, I attached MJ-18 that Joan needs to complete and return to us. Once we receive this form we will forward to enforcement who is in charge of residency verification.

Please acknowledge that you understand the licensed premises part of this email.

Thank you

AMCO Staff

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Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	RCFC, LLC	**License Number:**	10005		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	ROSIE CREEK FARM				
Physical Address:	2559 Livingston Loop				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99709
Designated Owner:	Michael J Emers				
Email Address:	mike@rosiecreekfarm.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	
1	LN_10005 Site narrative
2	LN_10005 Rosie Creek Farm Map Key
3	LN_10005 Farm Map
4	LN_10005 Restricted access areas
5	LN_10005 Farm operations center main Flour
6	LN_10005 Farm operations center basement
7	LN_10005 high tunnel detail
8	LN_10005 Haygrove high tunnel detail

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. For those applying for a limited marijuana cultivation license, the proposed area(s) for cultivation must be clearly delineated.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached, and submitted to any supplemental premises diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be submitted to AMCO's main office before any license application will be considered complete.

	Yes	No
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.	■	☐

Section 1 – Establishment Information

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

Licensee:	RCFC LLC	**License Number:**	10005		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Rosie Creek Farm				
Premises Address:	2659 Livingston Loop				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

License 10005 - Rosie Creek Farm

MJ-02 Premises Diagram Narrative

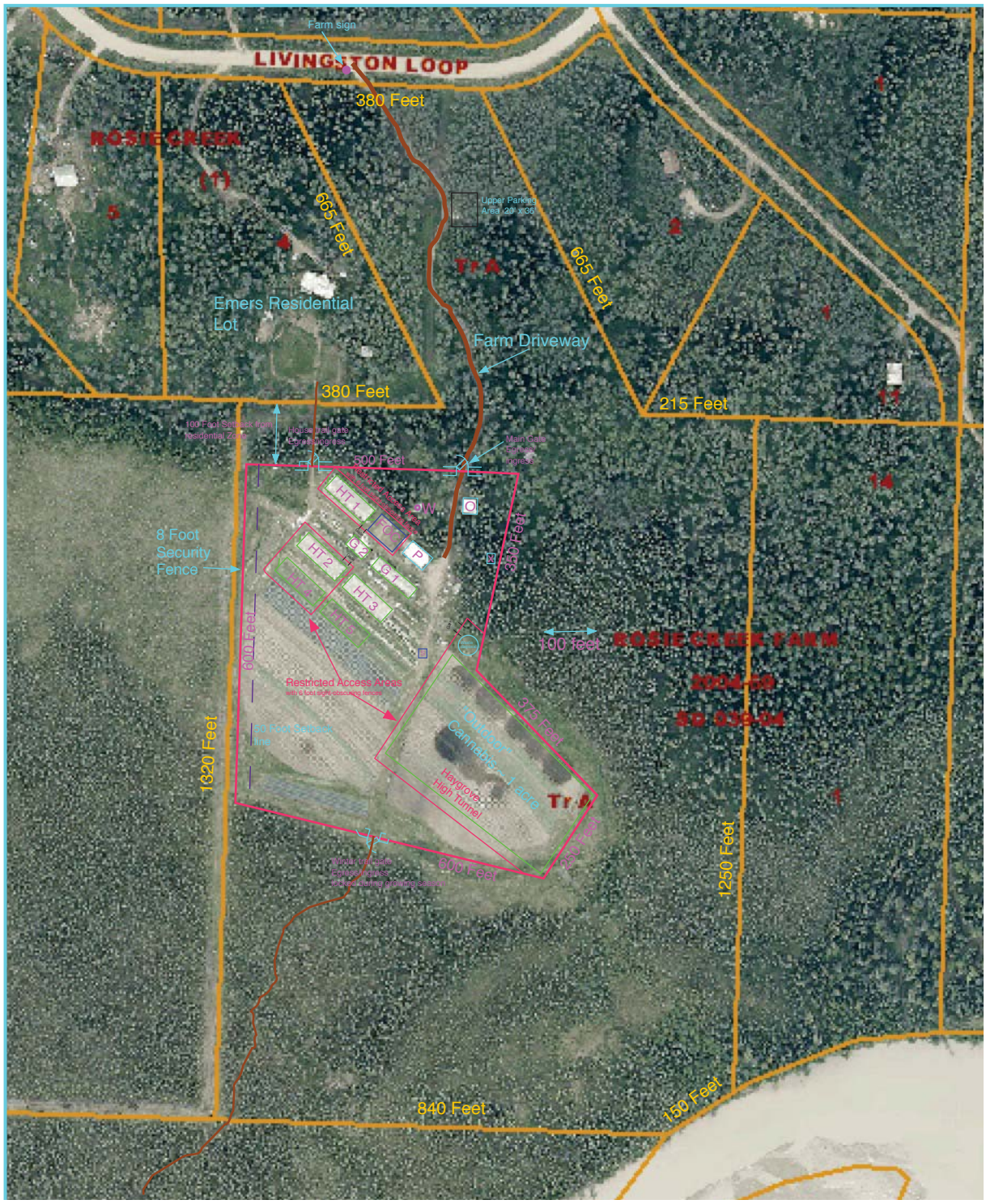
Rosie Creek Farm has been an operating vegetable farm since 1998. With the addition of commercial marijuana as a crop and in order to follow the requirements of the State of Alaska's regulations for restricted access areas for growing commercial marijuana (AAC 306.710), the farm has made many modifications to both it's operations and site plan.

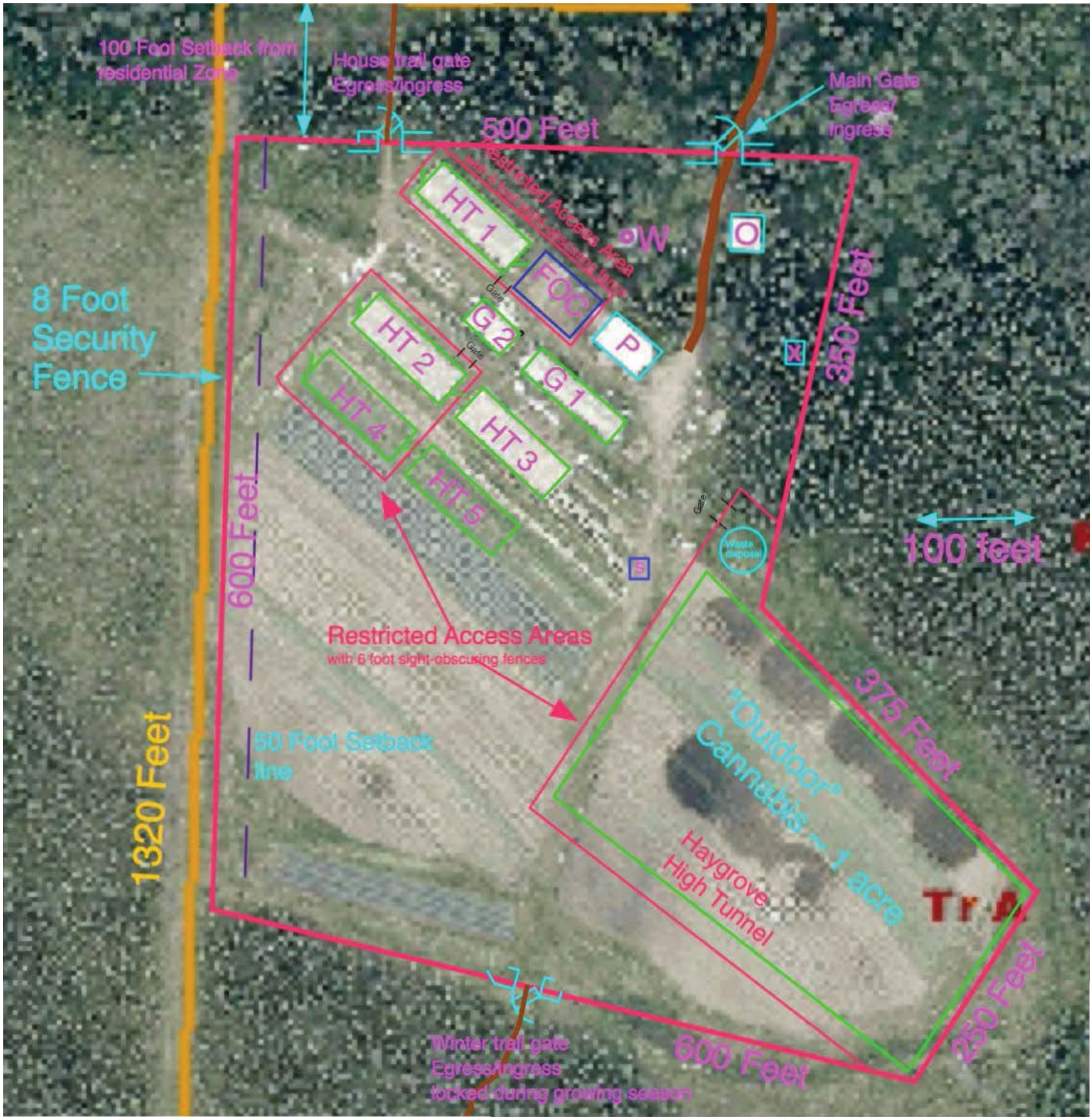
Areas where marijuana is being cultivated, processed and packaged will be contained in restricted access areas within the farm's security fence and partitioned off from the rest of the farm within the required six-foot sight-obscuring fences. Other areas of the farm will be open to vegetable production. **At any point in the season when marijuana is being harvested or moved between restricted access areas the entire farm inside the security fence will be considered a restricted access area and any persons who are not authorized employees of the licensee and who hold a marijuana handlers card will not be allowed on any part of the Farm until the harvesting, processing and movement of marijuana product is complete.** We will be able to do this because we have enclosed the entire operation in a security fence that will exceed the state of Alaska's requirements for restricted access areas. At no point during the farm's operation will unauthorized personnel be allowed access inside the security fence without proper authorization as visitors to a marijuana operation as outlined in 3 AAC 306.710. Attached are site maps of the entire farm property, detail within the security fence, detail of the Farm Operation Center, and examples of how the farm's high tunnels (greenhouses) will be arranged as the season progresses. It is important to note that some of the greenhouses and high tunnels on the diagrams are not restricted use because they will be involved with vegetable production and not marijuana production.

License 10005 - Rosie Creek Farm

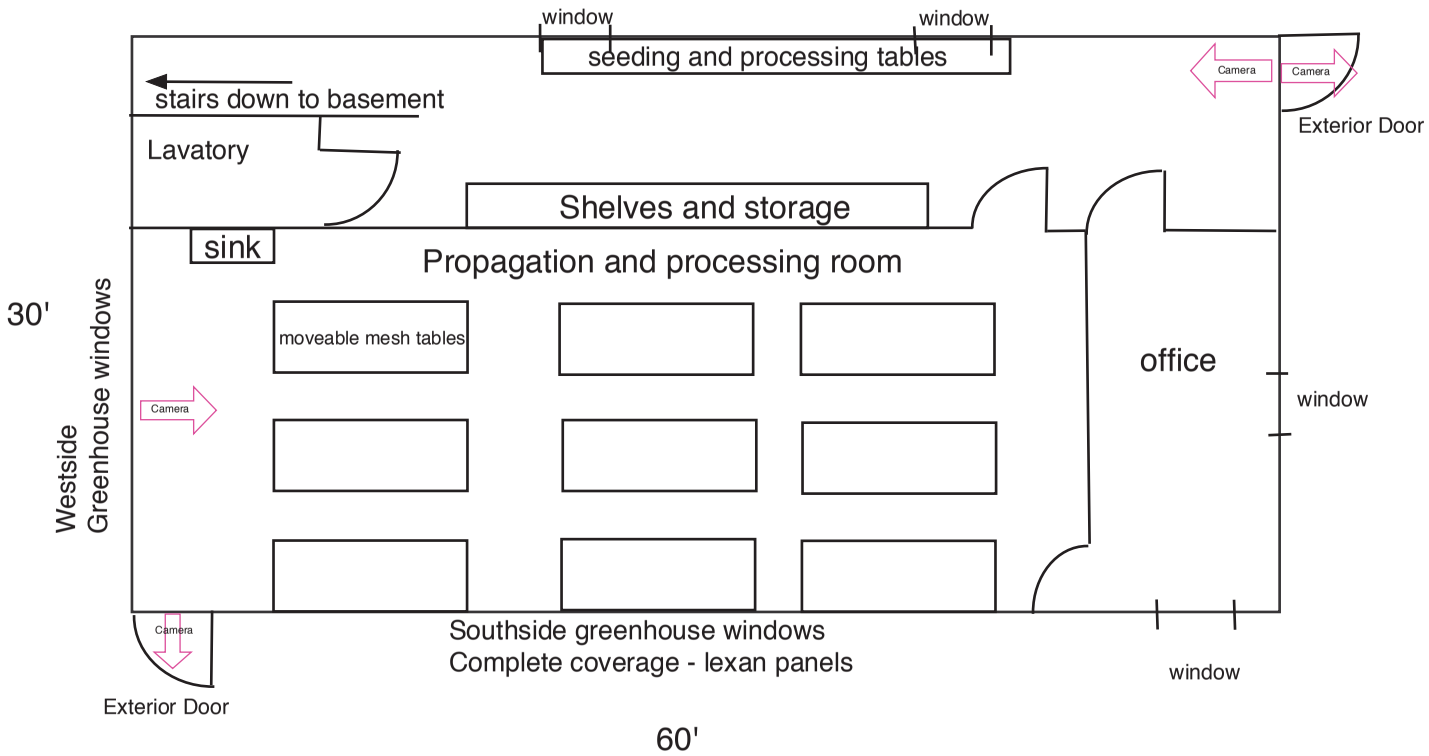
MJ-02 Premises diagram map key

Map Designation	Description	Construction	Dimensions	Area	Height
Haygrove High Tunnel http://www.haygrove.com	Multi-bay high tunnel	Steel frame and greenhouse plastic	300’ x 96’	28,800 ft^2	12’
HT-1	High Tunnel	Steel frame and greenhouse plastic	96’ x 30’	2880 ft^2	12’
HT-2	High Tunnel	Steel frame and greenhouse plastic	96’ x 30’	2880 ft^2	12’
HT-3	High Tunnel	Steel frame and greenhouse plastic	96’ x 30’	2880 ft^2	12’
HT-4	High Tunnel	Steel frame and greenhouse plastic	96’ x 30’	2880 ft^2	12’
HT-5	High Tunnel	Steel frame and greenhouse plastic	96’ x 30’	2880 ft^2	12’
G1	Heated Greenhouse	Wood frame and greenhouse plastic	96’ x 20’	1920ft^2	15’
G2	Heated Greenhouse	Wood frame and greenhouse plastic	40’ x 20’	800 ft^2	10’
P	Vegetable processing shed and cold storage. On concrete pad.	Timber frame mostly open air	40’ x 20’	800 ft^2	15’
O	Farm Office	Frame	24’ x 16’	384 ft^2	12’
FOC	Proposed Farm Operations Center (full basement)	Frame and block foundation	60’ x 30’	3600 ft^2	12’
S	Proposed Security Shack	Frame	12’ x 12’	144 ft^2	8’
W	Well				
X	Outhouse	Alaska outhouse construction		32 ft^2	8’

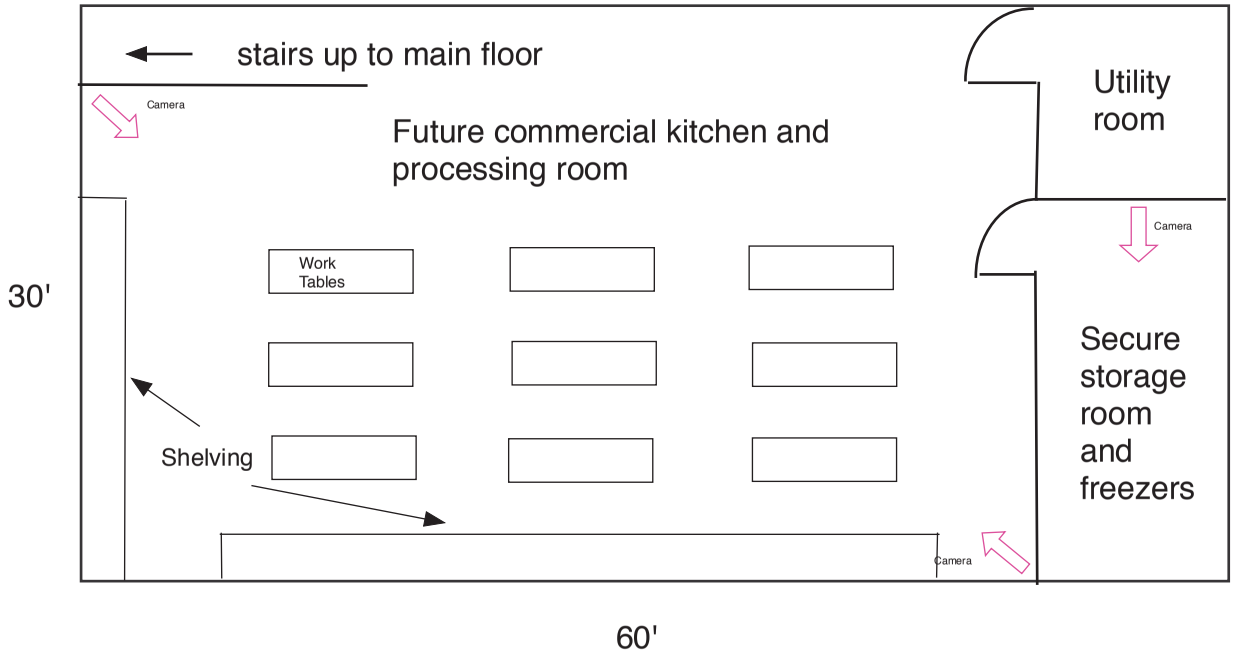

Farm sign
LIVINGSTON LOOP
380 Feet
ROSIE CREEK
(1)
5
4
665 Feet
Upper Parking Area 20' x 36'
Tr A
665 Feet
2
1
Emers Residential Lot
Farm Driveway
380 Feet
215 Feet
11
100 Foot Setback from Residential Zone
House Well gate Locked access
Main Gate Locked access
500 Feet
14
HT 1
PW
O
G 2
P
8 Foot Security Fence
HT 2
G 1
320 Feet
HT 3
HT 4
600 Feet
100 feet
ROSIE CREEK FARM
2004-59
SD 039-04
Restricted Access Area
with 6 foot high security fence
50 Foot Setback line
375 Feet
Outdoor Cannabis - 1 acre
Haygrove High Tunnel
Tr B
1320 Feet
250 Feet
600 Feet
Wood or wire Corral fence
(Fence being moving seasonally)
1250 Feet
1
840 Feet
150 Feet


100 Foot Setback from residential Zone
House trail gate Egress/Ingress
Main Gate Egress/ Ingress
500 Feet
Restricted Access Area
with 6 foot sight-obscuring fences
HT 1
FOC
W
O
G 2
P
HT 2
G 1
HT 4
HT 3
HT 5
Gate
Gate
Gate
Waste disposal
S
X
350 Feet
8 Foot Security Fence
600 Feet
100 feet
Restricted Access Areas
with 6 foot sight-obscuring fences
50 Foot Setback line
1320 Feet
375 Feet
"Outdoor" Cannabis ~ 1 acre
Haygrove High Tunnel
Tr A
250 Feet
600 Feet
Winter trail gate Egress/Ingress locked during growing season

Farm Operations Center
Main Floor



Farm Operations Center
Basement

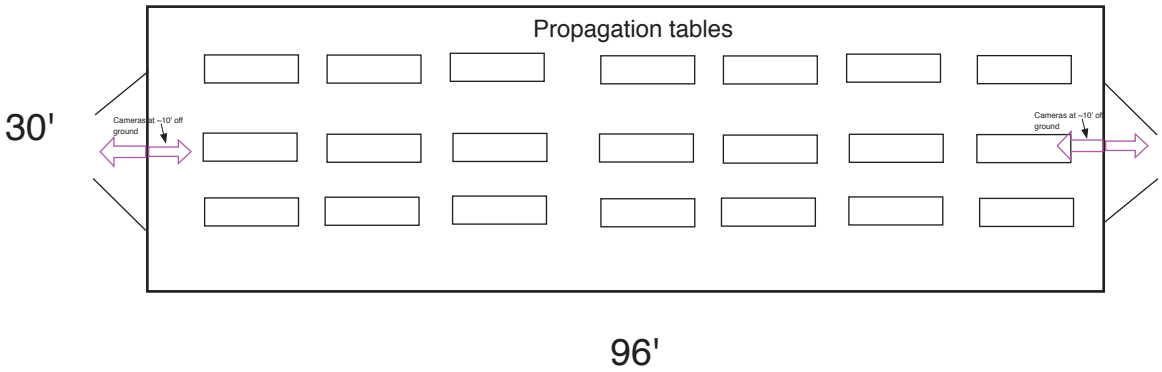


High Tunnel Detail

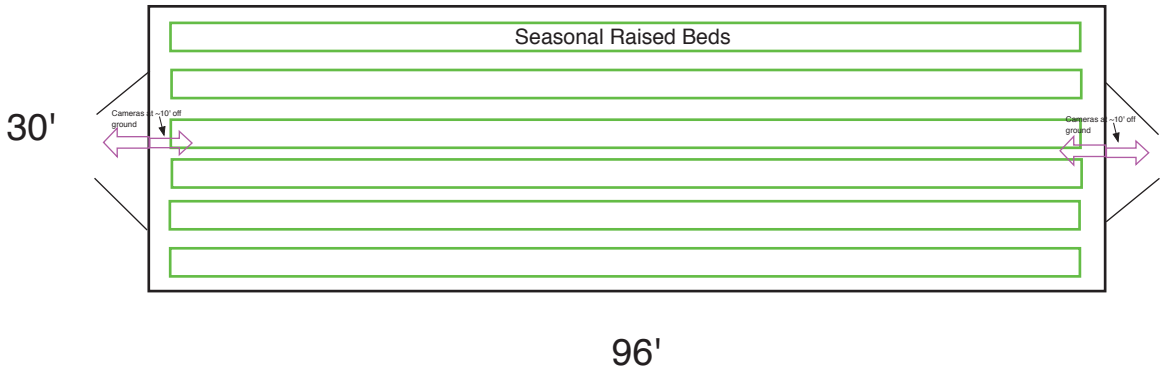
(High tunnels 1, 2, 4 on Farm Map, High tunnels 3 & 5 used for vegetable production)

Double layer greenhouse plastic with 1' air space

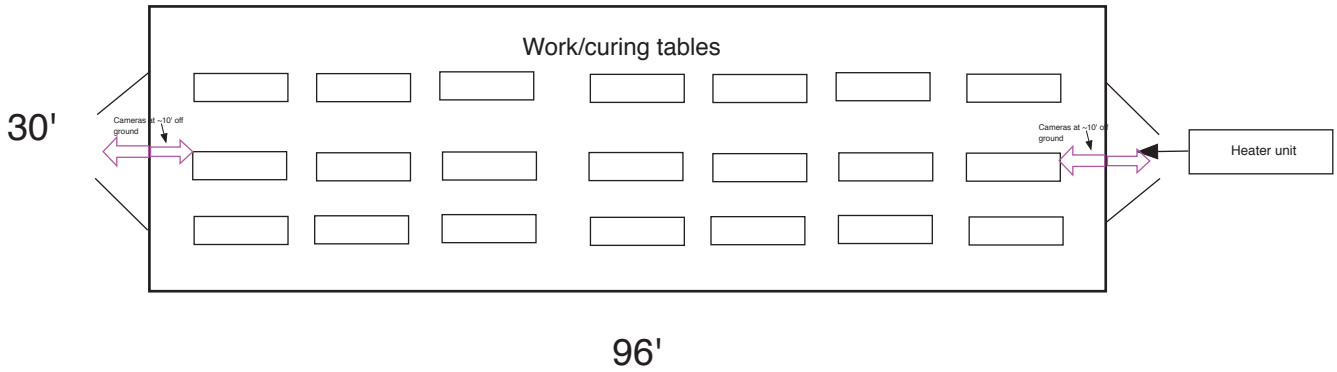
Spring - propagating



Summer - growing



Fall - trimming/curing

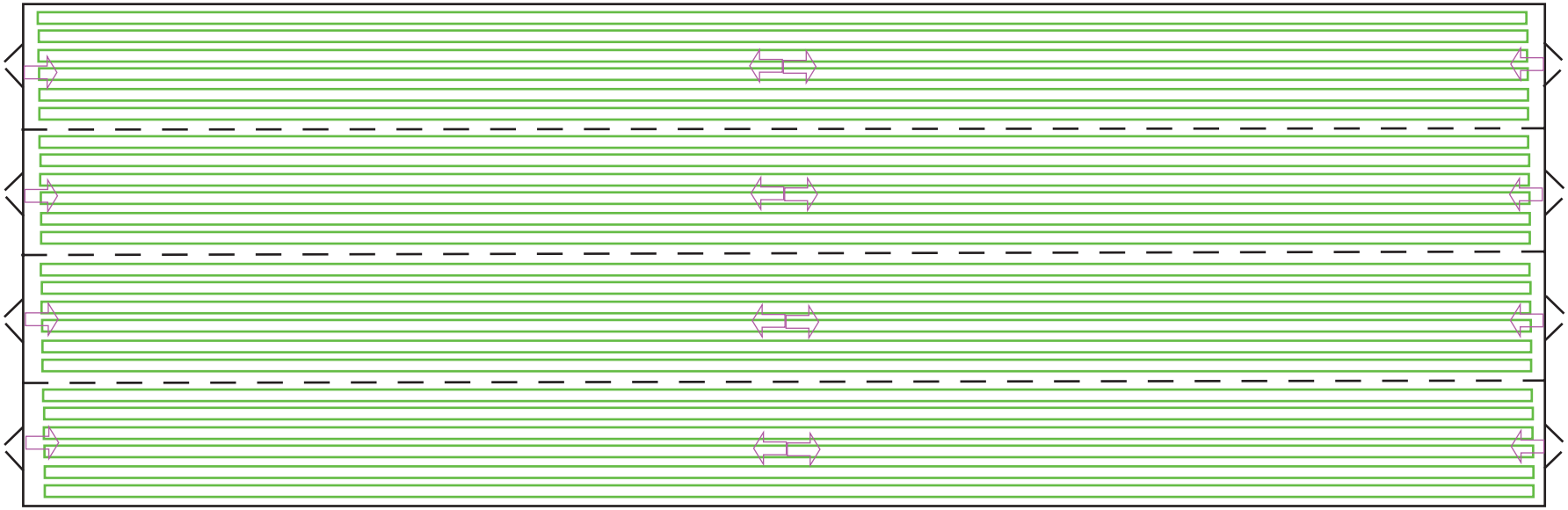


Haygrove High Tunnel

96' x 300' 24' bays, steel frame, greenhouse plastic covering.
6 seasonal raised beds per bay

= Camera on posts at 8' high

= seasonal raised beds (mounds of soil contructed by tractor)



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Alaska Marijuana Control Board

Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those 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 and 3 AAC 306.420(2).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Cultivation plan
- Odor control
- Testing procedure and protocols
- Security

This form must be submitted to AMCO's main office before any marijuana cultivation facility license application will be considered complete.

Section 1 – Establishment Information

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

Licensee:	RCFC LLC	**License Number:**	10005		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Rosie Creek Farm				
Premises Address:	2659 Livingston Loop				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

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Operating Plan Supplemental
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Section 2 – Prohibitions

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer "Agree" to all items below.

The marijuana cultivation facility will not:	Agree	Disagree
Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation	■	☐
Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licenses premises or within 20 feet of the exterior of any building or outdoor cultivation facility	■	☐
Treat or otherwise adulterate marijuna with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana	■	☐

Section 3 – Cultivation Plan

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

Rosie Creek Farm is located in the southwest portion of the Fairbanks North-Star Borough approximately 15 miles from the town of Fairbanks. Its 35.5 acres are gently sloping south and range from a mixed aspen/birch/white spruce upland forest to black spruce lowland forest to active floodplains and associated wetlands of the Tanana River. The farm straddles 2 land-management zones within the borough. Five acres of its property are a former lot in a residential zone, and still zoned residential, and the remaining twenty-eight acres are zoned agricultural. Of the agricultural-zoned acres, approximately seven acres are cleared and fenced-in farmland and the remainder are wooded. Because of slope and floodplain limitations, there are only two to three of the remaining acres that could be cleared for future farm expansion.

The majority of the farm's agricultural land was cleared in 1998 and the topsoil was enriched over the years in accordance with USDA organic standards. With the implementation of the National Organic Program (NOP) in 2003 the farm applied for and was granted USDA organic certification. In accordance with NOP regulations, the farm is given and must pass a yearly on-site inspection to ensure it's continuing privilege of using the USDA organic brand.

The farm buildings are: five 2,800 square–foot high tunnels, a 1,920 square-foot heated greenhouse, a smaller 800 square foot greenhouse, a 800 square-foot processing building with includes a 150 square-foot cold storage, and a 400 square-foot office.

We intend on growing in 30, 300-foot "beds" of the farms open fields. Each bed is 4 feet wide with a one-foot pathway in between. The resulting space would be 150 feet by 300 feet or 45,000 square feet or approximately one acre of the farms open field. We also intend on growing in 3 of our 5 high tunnels. Each high tunnel is 2880 square feet. There will be 8640 square feet of cultivation within the high tunnels. We will also construct 3 small hoop houses (10 x 20 feet, 600 square feet total) for plant breeding and seed production.

The total space for cultivation will be 54,240 square feet.

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Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's growing medium(s) to be used:

Plants will be started from seed in Sun-gro Company's Sunshine #1 Natural and Organic potting soil mix. The ingredients are: sphagnum peat moss, coarse perlite, dolomitic limestone, and an organic wetting agent.

Plants will subsequently be planted out in the farm soil, which originated from windborne glacial loess and has 5-7% organic matter.

Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

There will be fertilization in the greenhouse for seedling and young plants. Liquid fertilization of an all-purpose 4-1-3 fertilizer (Down-to Earth 4-1-3) will be given twice per week after germination. Prior to planting out in the field, all plants will be given a root-soak in Maxicrop (1-0-4), an organically approved kelp-based product.

Based on soil tests, soil amendments will be applied to all field and high tunnel crops. The main soil amendments will be Alaska Sea-Ag fish bone meal (4-9-0.5), a locally produced product, Down-to Earth fish-meal (8-6-0), and an organically sourced sulphate of potash (0-0-50).

There will be no chemicals, gases, delivery systems, or carbon dioxide management.

Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

There will be fertilization in the greenhouse for seedling and young plants. Liquid fertilization of an all-purpose 4-1-3 fertilizer (Down-to Earth 4-1-3) will be given twice per week after germination. Prior to planting out in the field, all plants will be given a root-soak in Maxicrop (1-0-4), an organically approved kelp-based product.

Based on soil tests, soil amendments will be applied to all field and high tunnel crops. The main soil amendments will be Alaska Sea-Ag fish bone meal (4-9-0.5), a locally produced product, Down-to Earth fish-meal (8-6-0), and an organically sourced sulphate of potash (0-0-50).

There will be no chemicals, gases, delivery systems, or carbon dioxide management.

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Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's waste disposal arrangements:

Disposing of marijuana in a safe, secure, and environmentally responsible manner is a top priority for the Farm.
DISPOSAL PLAN AND PROCEDURES
Rosie Creek Farm (herein after referred to as the "Farm" and/or "RCF") will implement a thorough Disposal Plan to safeguard marijuana consumers, the Farm employees, and the community from the potential hazards presented by marijuana waste. Our top priority is ensuring the industry and our business never harm the community we live and thrive in – protection of our youth is our number one priority before anything else. To meet this goal, RCF has prepared a Disposal Plan for disposing of all marijuana that does not meet state testing requirements and the Farm's internal quality standards for any reason, including, but not limited to, disease, infestation, and mishandling.

1) Types of Waste for Disposal
The following is a list of the expected waste that RCF will be disposing of:

- Waste from marijuana flowers, trim, and solid plant materials
- Marijuana that is identified as infected or fails to meet quality testing
- Marijuana plant waste
- Run off water from the plants during cultivation
- Medium used for cultivation and root matter

2) Method for Disposal
In this section, the term "marijuana" is intended to refer to all parts of the marijuana plant, including trim, sugar leaf, any other leafs, root balls, flower and/or bud. Disposing of marijuana in a safe, secure, and environmentally responsible manner is a top priority for RCF. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. RCF will ensure that all marijuana is rendered unusable prior to leaving the facility. The Lead Grower will maintain a log on the status of all marijuana waste, tracking the type of waste, RCF will implement the same disposal methods that other marijuana cultivation facilities have successfully employed in Colorado and Washington. These methods render all marijuana unusable and safe for disposal. To render marijuana unusable, the Farm will grind and incorporate the marijuana waste with compostable solid wastes so that the resulting mixture is at least fifty percent non-marijuana waste.

The following is a list of the compostable solid wastes that the Farm will use:

• Farm vegetable waste
• Animal manure
• Fish emulsion

The Lead Grower will ensure that the resulting mixture is composed of no more than 50% marijuana by volume. The Lead Grower will log the composition of the mixture, and the records will be made available to the MCB upon request. The disposal log shall be kept as part of the Company's business records pursuant to 3 AAC 306.755.

Section 4 – Odor Control

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

This will be an open-air operation in a river valley with patterns of regular summer winds. The area of the farm cultivated outdoors will be in the open air and more than 500 feet from the nearest property line. In addition there is a forested buffer around the farm. We have been operating this farm for the past 18 years using pungent fish based fertilizers for the entire time. There has never been a complaint from the adjacent residential zone of the odors permeating the neighborhood and we do not anticipate that to change.

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Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

Section 5 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer "Agree" to the item below.

I understand and agree that:	Agree	Disagree
The board will or the director shall from time to time require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks	■	☐

Describe the testing procedure and protocols the marijuana cultivation facility will follow:

Rosie Creek Farm tests and analyzes all harvested batches of marijuana products. For all marijuana products sold, Rosie Creek Farm requires test results or confirmation of test results from a State licensed Testing Lab before marijuana products are packaged and/or offered for sale. The importance of this is to not only determine the potency of various cannabinoids of the marijuana and related products, but to ensure that no molds, fungi, pesticides or any other contaminates are found through testing that may be harmful to end users. We have included policies and procedures for both delivering marijuana samples to a test lab, as well as having them picked up. The following is a description of how marijuana products will travel from the Farm to the testing facility. All marijuana product batches that are set aside and sent out for testing will be recorded in the appropriate logs and any information that needs to be recorded in the Electronic Tracking System, Frankwell Metrc (herein after referred to as "EIS" or "Metrc") will be recorded.

When batches of marijuana are harvested they will be placed in a separate storage area marked "processed/untested" and will remain there until the Testing Lab returns the results of the testing to Farm. The Farm will work with a laboratory in establishing and documenting a written method for selecting samples. A random sample of the marijuana product will be taken for testing. All members of the Farm staff will be trained in how to take a random sample. All Farm staff will file an attestation with the Division that they will be collecting random samples for testing on behalf of the Farm. Additionally, the Farm will allow for Agents of the Testing Lab to select the random sample in the presence the Quality Control Manager (QCM) or other approved Farm staff. At no point will any facility treat, alter, or adulterate marijuana to change the color, appearance, weight, or smell.

Sample sizes selected for testing will vary depending on what marijuana products the QCM has determined need to be tested. Sample size for usable marijuana will be no larger than 12 grams. Sample size for extracts made with solvents of natural sources will be no larger than 7 grams. Sample size for extracts made with chemical solvents, CO2, and food grade ethanol will be no larger than 2 grams. Sample size for extracts made with food grade glycerin or propylene glycol will be no larger than 20 grams. Sample size for edible, liquids and topicals will be 1 unit. Unit samples will be tested for: cannabinoids, terpinoids, microbial contaminants, mycotoxins, heavy metals and pesticide chemical residue, residual solvents levels and an active ingredient analysis.

A Farm agent or the Testing Lab agent will select a sample and then take the sample to a weighing device to ensure that the sample size is less than the maximum gram amount. All weighing devices used in the Farm will be compliant with AS 45.75. After weighing the sample the Farm agent will package it to ensure that no contaminants can reach the sample on the way to the Testing Lab. After being packaged the sample will be labeled.

The Lead Grower or Farm Office Manager will be responsible for maintaining weighing devices. These devices will be licensed through the State of Alaska. Upon request, the Farm Office Manager will provide a copy of these licenses to the Division at any time. Labeling the Sample to be sent for Testing
Whether the marijuana samples are delivered to or picked up by a testing lab, Rosie Creek Farm requires each sample to be labeled with the name of the Farm, the Farm registration number, variety, batch or marijuana product number, weight, and name of the marijuana product. Rosie Creek Farm will engage in the following testing protocol:

1) Batch testing as required by 3 AAC 306.455

As required by 3 AAC 306.435, each batch of plants must not exceed 50 plants per batch, and the flower, trim, and leaves from those plants that will be sold to another marijuana establishment must not exceed five (5) pounds. Each batch shall be tracked using the state selected tracking system, Frankwell Metrc.

For further information about transport protocols, please refer Transportation and Delivery Section.

Per the requirements delineated in 3 AAC 306.455, Rosie Creek Farm understands and will comply with each and every component of 3 AAC 306.455 to ensure our product exceeds the testing requirements. Immediately before packaging, a random sample from each batch of marijuana cultivated at the Cultivation Facility will be selected for testing at Testing Lab. The remainder of the batch will be packaged for storage and stored in a secure, cool and dry place in the Quarantine area where it will remain until the Testing Lab returns the results of the testing to the Farm.

Rosie Creek Farm will ensure the following is completed per batch – the check marks below give a brief overview of the Farm's policies.

• 3 AAC 306.455(b)(1): A designated staff member, herein after referred to as "Cultivation Agent," within the Quality Control Unit ("QCU"), with the oversight of management, will collect a random, homogenous sample for testing by segregating the harvested marijuana into batches of individual strains of bud, flower, and trim. From those collections, the staff member will select a random sample from each batch, as required, in an amount to be determined by a qualified, State of Alaska licensed marijuana testing lab. In the event any employee violates the random selection requirement as required by the State of Alaska, that employee will be immediately terminated and designated as "not eligible for rehire" and will promptly notify the MCB of the incident and seek remedial measures to maintain compliance with 3 AAC 306.455.

• 3 AAC 306.455(2)(A) – (C): The same staff member referenced supra will prepare a signed statement declaring the selection of the sample was done randomly as required by 3 AAC 306.455. The Farm shall provide the original signed statement to the testing facility and will also keep a true and complete copy of the same as a business record required under 3 AAC 306.755.

• 3 AAC 306.455(3): The sample of marijuana will be transported in full compliance with 3 AAC 306.750. See infra and see Transportation Plan submitted concurrently with this Testing Plan for further details.

• 3 AAC 306.455(c): The Farm will segregate the entire batch from which the testing sample was taken from, from any other marijuana on site, and will not sell or deliver any marijuana (including trim, flower, leafs) until the marijuana sample from that specific batch number has been tested by the licensed testing facility, and those test results are received by the Farm in writing from the marijuana testing facility. The Farm will ensure that every single testing report on any and all batches of marijuana are secured and kept in the business books and records, as required by 3 AAC 306-755.

• Pursuant to 3 AAC 306.465, the Farm will fully comply with any request from the Director of the MCB for a random sample from any medium used for growing, soil amendments, fertilizers, crop production aids, pesticides, or water. The Farm shall bear the expense for any and all Director requested random sampling and shall provide full cooperation with the Director and the Director's staff.

Selecting a Sample of Marijuana Products for Testing

All members of the QCU will be trained in how to take a random sample from each batch of marijuana products created at the Farm. All members of the QCU will sign and if requested by the MCB, file an attestation with the Division that they will be collecting random samples for testing on behalf of the Rosie Creek Farm. Additionally, the Farm will allow for Agents of the Testing Lab to select the random sample in the presence of a member of the QCU, if feasible. Sample size for usable marijuana will be no larger than 12 grams, unless otherwise requested by the licensed testing facility. Samples will be tested for: cannabinoids, terpinoids (if possible), microbial contaminants (as identified in section 3 AAC 306.645), substances (as identified in section 3 AAC 306.645), mycotoxins, heavy metals and pesticide chemical residue, residual solvents levels and an active ingredient analysis.

The QCU agent or the Testing Lab agent will select a sample and then take the sample to a weighing device to ensure that the sample size is less than the maximum gram amount. All weighing devices used in the Cultivation Facility shall be standardized and certified, and State registered weighing devices will be compliant with 3 AAC 306.745 and the Alaska Weights and Measures Act codified in AS 45.75.080. The QCU will be responsible for maintaining weighing devices. Upon request by Director or MCB Staff member, or MCB member, the Farm shall provide the all copies of registration and inspection reports for the weighing devices.
After weighing the sample the QCU agent will package it to ensure that no contaminants can reach the sample on the way to the Testing Lab. After being packaged the sample will be labeled by batch number and licensed establishment number.

Labeling the Sample to be sent for Testing

Whether the marijuana product sample is delivered to or picked up by a testing lab, the Farm requires each sample to be labeled with Farm's name, the Farm's license number, batch number, weight, and name/strain of the marijuana product.

Random Quality Assurance Testing Request by Director

Upon the request of the Director, the Farm will provide a Testing Lab designated by the Division with a sample of marijuana product for random quality assurance compliance checks. The sample will be collected in accordance with the batch sampling procedure contained, labeled

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Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

Section 6 – Security

Review the requirements under 3 AAC 306.430 and 3 AAC 306.470 – 3 AAC 306.475, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer "Agree" to the two items below.

The marijuana cultivation facility applicant has:	Agree	Disagree
Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470	■	☐
Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475	■	☐

Restricted Access Area (3 AAC 306.430):

	Yes	No
Will the marijuana cultivation facility include outdoor production?	■	☐

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground fully enclosed by a physical barrier:

Of the 35.5 acres of the farm property, an eight-foot high fence encloses approximately 7.5 acres. The fence is a steel game fence of 12.5 gauge, galvanized steel with six-inch square mesh. Line-posts are 2 3/8 inch diameter steel at twenty-foot intervals and corner and gate-posts are 2 ¾ inch steel. All posts are sunk four-feet into the soil. The fence is of the same specifications as the Large Animal Research Center at the University of Alaska, Fairbanks.

Of the 7.5 acre enclosed area, approximately one acre is wooded, another approximately 2.5 acres are buildings, greenhouses, walkways, and roadways and 4 acres are cleared farm fields.

The farm buildings are: five 2,800 square–foot high tunnels, a 1,920 square-foot heated greenhouse, a smaller 800 square foot greenhouse, a 800 square-foot processing building with includes a 150 square-foot cold storage, and a 400 square-foot office. We intend to build a 120 square-foot "Security-shack" to house electronic equipment necessary for video monitoring equipment in our field and greenhouse cultivation areas and we intend to build a 3600 square-foot "Farm Operations Building" which will serve as a propagation greenhouse, a processing facility, and to house farm utilities.

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Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

The eight-foot high game fence will have an opaque black "landscape fabric" fastened to the fence with wire ties. This will prevent visibility of the crop from outside of the enclosed area.

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

_____
Printed name

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

_____
Notary Public in and for the State of Alaska.

My commission expires: _____

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(Additional Space as Needed):

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Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

The eight-foot high game fence will have an opaque black "landscape fabric" fastened to the fence with wire ties. This will prevent visibility of the crop from outside of the enclosed area.

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

Michael J. Emers
Printed name

~~Subscribed and sworn to before~~ me this 14th day of March, 2016.

STATE OF ALASKA
NOTARY PUBLIC
May Arca
My Commission Expires: 9/18/18

Notary Public in and for the State of Alaska.

My commission expires: 9/18/18