Alcohol and Marijuana Control Office
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Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

# Form MJ-01: Marijuana Establishment Operating Plan

**What is this form?**

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

**What must be covered in an operating plan?**

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

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

## Section 1 – Establishment & Contact Information

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

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | The Fire Supply LLC | **MJ License #:** | 15015 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | The Fire Supply | | | | |
| **Premises Address:** | 1705 N Winding Brook Loop # A3 | | | | |
| **City:** | Palmer | **State:** | Alaska | **ZIP:** | 99645 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | P.O. Box 140494 | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99514 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Nicholas Holbrook | | |
| **Main Phone:** | (907) 223-8351 | **Cell Phone:** | (907) 223-8351 |
| **Email:** | thefiresupplyllc@gmail.com | | |



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## Section 2 – Control Plan for Persons Under the Age of 21

**2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:**

All visitors, with the exception of any agent of the MCB, law enforcement or other duly authorized agents such as from the Mat-Su Borough or Fire Marshal, will have to show appropriate identification indicating that they are 21 years of age or older. All visitors, with the exception above, will be required to wear a badge indicating that they are a visitor before entering the facility. Visitors will be escorted by an employee, or agent of the marijuana establishment at all times at a ratio of 5 to 1. Visitors, with the exception above, will be required to log their name, date, time and reason for visit in a visitors log book maintained by a licensee, employee, or agent of The FireSupply LLC.

The entire cultivation facility will be designated as a restricted access area with signage stating that visitors must be escorted. Exterior doors will remain locked with commercial grade locks at all times and will be under continuous video surveillance.

## Section 3 – Security

**Restricted Access Areas (3 AAC 306.710):**

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

The entire facility will be designated as a restricted access area with clear signage posted stating that access to the building is restricted and that visitors must be escorted. Surveillance cameras will monitor all areas of the facility both inside and out. All doors to facility will have commercial grade locks. All employees and visitors will be required wear visible identification badges.

Exterior doors will be equipped with door sensors, connected to the security alarm system that will send an automatic alert when triggered.

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

A Licensee, employee, or agent of The Fire Supply will record the name, date, time and reason for visit of any persons aged 21 or older that enters any restricted access areas, with the exception of any agent of the MCB, law enforcement or other duly authorized individual. All recorded documents and logs will be digitalized and stored on a cloud based storage account for a back up record. The original hard copy will be stored in a locked cabinet within the on-site office.



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**3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:**

See attachment A.

**Security Alarm Systems and Lock Standards (3 AAC 306.715):**

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

The Fire Supply LLC limited cultivation facility will have halogen flood lights installed on the exterior of the building to cover 20 feet from all entrances. All security cameras will have infrared capabilities in case the lighting fails. Cameras and lighting will be checked regularly by employees to ensure proper functionality and positioning.



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Attachment A

THE FIRE SUPPLY

VISITOR

#1

THE FIRE SUPPLY

**Joshua Boots**
Limited Cultivation
LICESNSE # 15015
**EMPLOYEE**

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**3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:**

A central station monitored 2 gig cellular alarm system with back up battery power, two-way voice response and audible siren will be active at the premises at all times.
All doors and windows will be mounted with tamper monitored contacts. Glass-break sensors and motion detectors will be implemented to ensure further security. At the close of business, the alarm system will be activated and set to away mode. If any sensors are breached, an audible siren is set off and the central monitoring station will alert management and the licensee's and dispatch the local law enforcement agency. After the law enforcement agency clears the premises and deems it safe to enter, the general manager and or licensees will perform a full inventory check on all controlled marijuana and work to secure the premises if damaged.

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

At the opening and closing of each work day all marijuana will be inventoried and accounted for per the AMCO Tracking system. All marijuana plants and products will be grown or stored in restricted access areas that will be continuously monitored by surveillance cameras. Surveillance cameras will have complete coverage of all the marijuana plants and all stored marijuana. All employees will be required to sign an employment compliance document on employment start date.

**3.7. Describe your policies and procedures for preventing loitering:**

No loitering signage will be posted around the property. Routine premises checks by a designated security personnel will be conducted to prevent loitering. If an individual is found loitering on the premises, they will be met with a verbal warning to vacate the premises or law enforcement will be contacted.

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

**3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.** [illegible]



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# Form MJ-01: Marijuana Establishment Operating Plan

**Video Surveillance (3 AAC 306.720):**

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

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

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

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

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

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

Multiple video surveillance cameras will be installed and strategically placed inside and outside of the marijuana cultivation facility to ensure the facility's entire interior and entrance areas are under 24 hour surveillance.

Cameras will be placed:
In all areas of the facility, including;
In view of each exterior entrance to the licensed premises.
In view of any area where marijuana is grown, trimmed, dried and stored.
In the view of the area where marijuana waste is processed.

**3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:**

Video surveillance hard drives will be kept in a secured locking commercial grade audio video cabinet securely fastened to the designated space annotated on the provide floor plans. Please see MJ-02 diagrams for reference. Only the acting manager will have keyed access.



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## Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

**4.1. I certify that the following business records will be maintained and kept on the licensed premises:** Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [Vcll]

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** [Vcll]

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

d. **records related to advertising and marketing;** [Vcll]

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

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

g. **all records normally retained for tax purposes;** [Vcll]

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** [Vcll]

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

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

**4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:**

All business records will be saved electronically to internet cloud storage and a firewall protected sever locked in the secured audio video cabinet within the on-site office. Video surveillance recordings will be configured to automatically back up to a secured secondary back up hard drive in the event that the primary hard drive should fail. All original hard copy documents will be stored in a locked cabinet within the office. Only the licensees and designated employees will have access to the business records.



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## Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

**5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.** NCH

**5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.** NCH

**5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.** NCH

## Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

**6.1. 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.** NCH

**6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.** NCH

**6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.** NCH

**6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):**

All employees will receive training on facility functions which will include cultivation methods, watering cycles, cleaning policies, facility opening and closing procedures, safety and security measures, trimming, curing, packaging and storing of marijuana products. Quarterly reviews of any changes to the AMCO regulations will be held with all staff members.



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## Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [VCH]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [VCH]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [VCH]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [VCH]

Answer "Yes" or "No" to each of the following questions:

| | Yes | No |
|---|---|---|
| 7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram. | ✓ | |
| 7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram. | ✓ | |

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

## Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

The Fire Supply LLC will seal all marijuana products into 5lb tamper proof containers. Containers will be seated with a tamper proof sticker that both parties will sign verifying the marijuana products have not been tampered with. All containers will have the required Franwell METRC tags and the associated manifest for delivery, including turn-by-turn driving directions to the delivery location.
The Fire Supply will utilize a high security grade tamper proof lock-box to ensure a safe delivery to it's final destination.
The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport All packaging will be inspected, accepted or rejected, and recorded in the log, and the on site manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. The Fire Supply may contract with a third-party transport company and will ensure they have their marijuana handler permit


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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. VCH

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. VCH

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. VCH

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. VCH

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. VCH

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. VCH

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. VCH

## Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

The Fire Supply LLC will not be posting signs to advertise our business or signs with our business name.



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# Form MJ-01: Marijuana Establishment Operating Plan

**9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):**

The Fire Supply LLC will be advertising through social media via its instagram page. We will also advertise through allowable radio and print media locally. We will not have a sign visable at our cultivation location.
Advertising will include photos of packaged marijuana, photos of plants grown at the facility and testing results. All such advertisements will include the warning statements verbatim as set out in the regulations.

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

Signature of licensee

Nicholas Holbrook
Printed name of licensee

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska

My commission expires: March 31, 2021

Subscribed and sworn to before me this 21st day of March, 2018.



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