Alcohol and Marijuana Control Office
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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:	RCJ LEGACY LLC.	**MJ License #:**	16791		
License Type:	LIMITED MARIJUANA CULTIVATION				
Doing Business As:	RCJ LEGACY LLC.				
Premises Address:	2893 S BIG LAKE RD #2				
City:	BIG LAKE	**State:**	Alaska	**ZIP:**	99652

Mailing Address:	PO BOX 520964				
City:	BIG LAKE	**State:**	Alaska	**ZIP:**	99652

Designated Licensee:	ROBERT JILLSON III		
Main Phone:	9073547044	**Cell Phone:**	9073547044
Email:	JOJO77@MTAONLINE.NET		

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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:

Our limited cultivation facility will be co-located with our Retail Marijuana Facility at 2893 S. Big Lake Rd. #2 Big Lake Alaska 99652, Our facility will be inside a unit completely closed off from view of the public as our main entrance is located behind the restricted access area in our retail facility. ID must be shown to enter the retail facility so it would be impossible for someone under the age of 21 to gain access.

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:

All entrances/exits are commercial grade steel doors with commercial grade locks. These doors are windowless, keys and an alarm code
are required for access to our limited marijuana cultivation

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

As a marijuana establishment we will restrict access to any part of the licensed premises where marijuana or a marijuana product is grown, processed, tested, stored, or stocked. Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted." Our establishment will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. In a restricted access area, a licensee, employee, or agent of the marijuana establishment will wear a current identification badge bearing the person's photograph and MHP #. A person under 21 years of age will not enter a restricted access area. Any visitor to the restricted access area must show identification to prove that person is 21 years of age or older and will be provided a visitor identification badge the visitor will also sign in on a visitors log before entering.

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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 Attached.

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:

Our facility is illuminated well with downward facing lights every 8-10 feet along the front facing side of the 160ft building. the rear facing side is also well illuminated with outward facing lights that illuminate out 30-40 ft. as to obtain clear view within the required 20ft.

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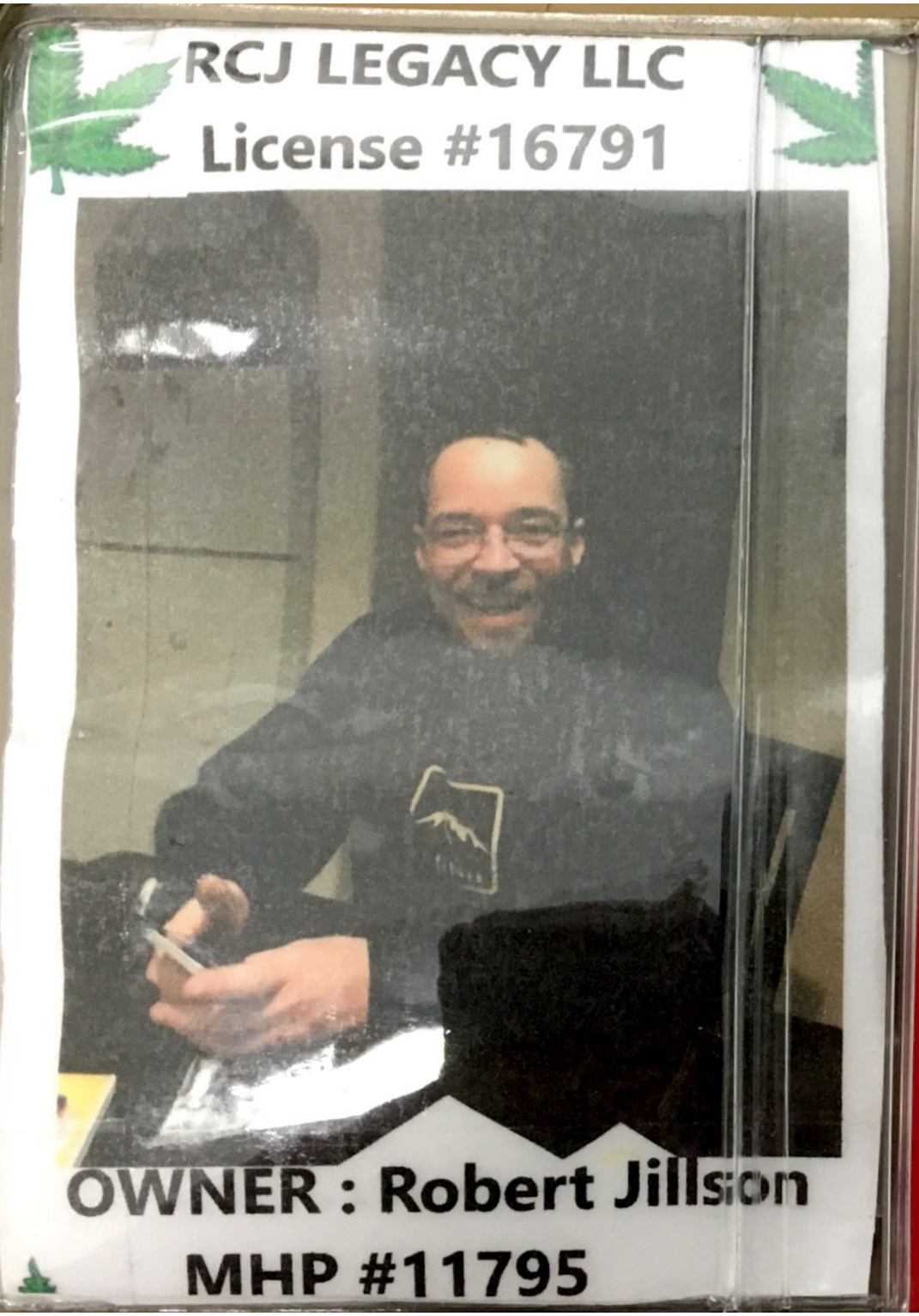

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RCJ LEGACY LLC

License #16791

VISITORS

BADGE #1

I ♥ WEED

RCJ LEGACY LLC

LICENSE #16791

VISITORS

BADGE #2

I ♥ WEED

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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) Each licensee, employee, or agent of a marijuana establishment will have an identification badge issued by the marijuana establishment at all times when on the marijuana establishment's licensed premises. Our licensed premises has exterior lighting to facilitate surveillance to easily view a person within 20 ft. it is also equipped with a security alarm system on all exterior commercial grade doors as well as commercial grade locks. our security also includes motion sensors and panic buttons our facility has continuous video monitoring.
If the alarm system alerts of an unauthorized breech the alarm monitoring company (cis) Cordoso integrated security automatically notifies the local authorities as well as establishment owners. The alcohol and marijuana control office will then also be notified. The employees of RCJ Legacy will be trained to follow strict procedures in case of a breech or robbery. We will follow strict guidelines much like a financial institution the doors will be locked and the place secured until the authorities arrive, We will provide any information and video to authorities.

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

For preventing diversion of marijuana and marijuana products we will be using dual control to minimize diversion of product. also video monitoring of the marijuana. All finished marijuana product will be stored in a marijuana storage room with a commercial grade door with a commercial grade lock on it. an employee or agent of RCJ Legacy LLC. will sign a sign in sheet when entering the locked storage room. On the sign in it will have name, marijuana handler permit number and in and out times as well.

3.7. Describe your policies and procedures for preventing loitering:

Our facility has bright and clearly visible signs that state "NO LOITERING " if by chance we have an issue with loitering the individual or individuals will be addressed by an employee or agent of RCJ LEGACY LLC. The employee or agent will kindly explain to the individual(s) that we can not have loitering at this establishment and in a kind manner be asked to move along if this is ineffective then the local authorities will be called to assist in removing the individual(s).

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. RJ

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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. RJ

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. RJ

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

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). RJ

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:

Camera placement will be as followed
1. each restricted access area and each entrance to a restricted access area within the licensed premises;
2. each entrance to the exterior of the licensed premises; and
3. each point-of-sale area.

Video cameras will be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises. Both the interior and the exterior of each entrance to the facility must be recorded by a video camera.
cameras will be placed any area where marijuana is grown, cured, or manufactured, where marijuana waste is destroyed, will have a camera placement in the room facing the primary entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times.

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:

our security equipment is located in a secure and locked office in our retail facility. The equipment is maintained and monitored by (CIS) Cordoso Intigrated Secuirty. only owners, employees or agents of RCJ LEGACY LLC. that have keys to the secure office will have access and will be able to assist local authorities if necessary.

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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)*; RJ

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;** RJ

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

d. **records related to advertising and marketing;** RJ

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

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

g. **all records normally retained for tax purposes;** RJ

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;** RJ

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

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

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 original records will be kept in a locked file cabinet within the cultivaion facility. All ~~electroic~~ Electr records will be backed up frequently to insure no loss of records occur. All records will be kept onsite for the required 6 month period.

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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. RJ

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

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. RJ

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. RJ

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. RJ

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. RJ

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

All employees or agents of RCJ LEGACY LLC. will be trained on use of the equipment and required to do some metric training. they will continue to train until things are clear as to minimize the chances of mistakes.

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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.	RJ
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.	RJ
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.	RJ
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).	RJ

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:

Marijuana will only be transported to a licensed facility by an employee or agent of RCJ LEGACY LLC. along with a transfer manifest that has all the required information. 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. A complete printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times in a locked, secure portion of the vehicle.

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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. RJ

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. RJ

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. RJ

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. RJ

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. RJ

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. RJ

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

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):

We do not intend on using any signage or logos as to limit the acknowledgement of our limited cultivation facility as well as to minimize the chances of break ins or robbery.

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

We intend to use (AK CANNEX) The Alaska cannabis commodities exchange a website for licensed cultivators and processors to facilitate wholesale exchanges of marijuana. We will join AK CANNEX so that we may advertise what products we may have available at that point. We also intend to use word of mouth as we have built some relationships with other marijuana facilities during our marijuana retail journey. We are striving to ultimately supply our retail store with products cultivated in our cultivation establishment, As well as get some of our cultivated marijuana in a few other retail stores.

I declare under penalty of unsworn falsification that the foregoing all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Robert Jillson

Printed name of licensee

WYTHE LEE RENFREW NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 12-12-20

Subscribed and sworn to before me this 16th day of August, 2018.

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