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:	Randy McFarland	**MJ License #:**	10193		
License Type:	Limited Cultivation				
Doing Business As:	Stoney Creek Cultivators				
Premises Address:	14379 Seward Highway Unit "B"				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Mailing Address:	Box 2682				
City:	Seward	**State:**	Alaska	**ZIP:**	99664

Designated Licensee:	Randy McFarland		
Main Phone:	907 224 6600	**Cell Phone:**	None
Email:	Randymckettle@Yahoo.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 MUST HAVE AN APPOINTMENT (EXCEPT AMCO AND OTHERS DOING INSPECTIONS). All VISITORS MUST SHOW I.D. PER 3 AAC 306.350. ONCE AGE IS VERIFIED VISTOR will DENIED ACCESS DUE TO AGE. ENTRY TO THE FACILITY will BE DENIED TO All PERSONS WITHOUT APPOINTMENT, UNDERAGE, OR EXPIRED I.D.

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:

ACCESS POINT TO FACILITY IS ALWAYS LOCKED. NO ENTRY TO THE FACILITY WITHOUT AN APPOINTMENT + VALID I.D. VISITORS MUST SIGN IN + OUT AND AT ALL TIMES WEAR VISITOR IDENTIFICATION BADGE. VISITOR TO BE ESCORTED AT ALL TIMES WHILE INSIDE AS THE ENTIRE FACILITY IS RESTRICTED ACCESS. FRONT DOOR, ACCESS POINT SHALL HAVE PLACARD THAT SAYS "RESTRICTED ACESS AREA. VISITORS MUST BE ESCORTED" PLACARD will BE AT LEAST 12"X12"

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

WRITTEN RECORDS FOR ALL APPOINTMENTS MADE, TO INCLUDE PURPOSE OF VISIT, COMPANY, DATE AND TIME FOR APPOINTMENT. VISITORS SHALL SHOW I.d. AND SIGN IN, BEFORE ENTERING FACILITY. THE SIGN IN SHEET will ONLY HAVE ROOM FOR 5 ENTRIES TO PREVENT MORE THAN HAVING 5 VISITORS IN THE FACILITY. AT THE END OF THE DAY THE SIGN IN SHEET IS PLACED IN COMPANIES RECORDS. VISITORS ARE ESCORTED THROUGH THE FACILITY FOR THE DURATION OF THEIR VISIT. COPY OF SIGN IN LOG ON PAGE 11A

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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:

Stoney Creek Cultivators License # 10193

VISITOR

ALL VISITORS MUST BE ESCORTED AT ALL TIMES TIMES WHILE INSIDE THE FACILITY !

VISITOR BADGE NUMBER 1 OF 5

Stoney Creek Cultivators License # 10193

OWNER

PHOTO GOES HERE

ALL VISITORS MUST BE ESCORTED AT ALL TIMES TIMES WHILE INSIDE THE FACILITY !

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:

EXTERIOR Lighting CONSISTS OF 7 DOUBLE BULB Flood lights. Lights CAN BE SET TO CONTINIOUS ON MOTION ACTIVATED. THE 3 EXTERIOR CAMERA And OPERATE IN NO OR LITTLE Light TO ENHANCE SURVEILLANCE CAPIBILITIES THE lighting ACT MORE AS A DETERANT, OF COURSE IT HELPS TO VISULIZE APERSON AT Night but THE CAMERA Supply MORE THAN ENOUGH U.V. Light THAT THE IMAGES A VERY CLEAR IN COMPLETE DARKNESS ONE SET of lights IS ON CONTINUOUS THE REST ARE MOTION ACTIVATED.

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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:

All Doors, Both Interior and Exterior are Alarmed and Alarm is Activated when the Building is unoccupied. Motion Detector and Vibration Sensors are Also Activated when Building is unoccupied. Smoke Detectors that are part of the Alarm System are Always Activated. Panic Button is Manually Activated. The Alarm System is Activated and Deactivated by Remote control, Similar in Style and Function to an Automobile Alarm. Alarm panel in Storage Area. Once Activated the Alarm will, when it Detects an Activated sensor, will sound 2 very Loud Horns and Auto dial a preset phone number. Once we or the Alarm Detects a Breach: we will visually observe the Exterior of the Building and view the video cameras remotely to confirm if there is a Breach. If a Breach is confirmed, the AST will be notified Immediately and AMCO notified in less than 24 hrs. Security Breachs will be viewed, in regards to AMCO notification, in widest scope. Including but not limited to theft of money or product, diversion and unexplained disappearance of same. Each employee or licensee shall at all times while on licensed premise, wear establishment issued identification badge. Facility has a 16 camera system, 13 installed with 3 spares, System exceeds requirements of both 3 AAC 306.715 and 3 AAC 306.720

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

Since I am the owner and sole employee diversion prevention is facilitated by the tracking system, video surveillance as matter of procedure and the policy that we have set for ourselves revolve around 2 key points. Keeping cannabis out of youths hands and helping to develope the industry in a responsible manner strictly adhere to the tracking system METRC

3.7. Describe your policies and procedures for preventing loitering:

The facility is approximately 180' from the road way. No trespassing signs and under video surveillance signs along with 3 highly visable security should deter any loitering. If there is a problem, we ask the person to leave and if there is no response we will notify the state troopers under no circumstances will intruder be confronted w/o troopers

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. (B)

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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. (Km)

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. (RM)

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

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). (RM)

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:

3 EXTERIORS CAMERAS COVER 20 FEET AT LEAST IN EVERY DIRECTION 10 INTERIOR CAMERAS PROVIDE AT LEAST 2 VIEWS IN EACH ROOM EXCEPT THE DRYING CLOSET, 1 CAMERA ONLY. 2 CAMERAS PLACED IN EACH ROOM TO ALLOW COMPLETE COVERAGE IN EVERY ROOM. EXTERIOR CAMERA'S ARE PLACED TO PROVIDE A 180 DEGREE VIEW OF THE ENTRANCE SIDE OF THE BUILDING THERE ARE NO BLIND-SPOTS WITH CAMERA COVERAGE ON INTERIOR OF BUILDING CAMERAS COVER BOTH SIDES OF ALL DOORS ON LICENSED PREMISES.

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:

THE VIDEO RECORDING EQUIPMENT IS IN A STEEL LOCK BOX LOCATED ON THE UNDERSIDE OF THE TABLE IN THE STORAGE ROOM. THE ONLY KEY IS KEPT ON MY PERSON AT ALL TIMES LOCK BOX. LOCATION IS NOTED SAFETY DIAGRAM IN MJ-02 LOCK BOX IS BASICALLY BEHIND 3 LOCKED DOORS, AND OUT OF SITE. OFSITE STORAGE VENDOR NOT CHOOSEN AT THIS TIME STORAGE ROOM AND SURVEILANCE ROOM ARE THE SAME ROOM

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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)*; [RM]

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;** [RM]

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

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

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

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

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

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;** [RM]

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

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

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 Hard copy paperwork will be scanned and stored electronically while retaining original Hard copy in filing cabinet in storage Room. The computer files will be backed up weekly on to an external Hard Drive. So there should be 3 copies of all Business Related paper work, making the possibility of it becoming lost or destroyed remote

Example All receipts, appointment records, Sign in Logs, Tax Records etc.

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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. [initials]

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

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. [initials]

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. [initials]

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. [initials]

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. [initials]

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

AT THIS TIME WE DO NOT ANTICIPATE HAVING ANY EMPLOYEES IN CASE THAT WE DO HIRE SOMEBODY IT would only BE TO HELP TRIM AT HARVEST TIME. TRIMMING INSTRUCTIONS would BE PROVIDED AT THAT TIME.

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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.	RM
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.	RM
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.	RM
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).	RM

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram. HIGHLIGHTED IN GREEN	X	

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:

All product will be prepared for shipping by packaging in qt. glass mason jars. This will prevent product from being exposed to contamination and be odor proof. Product will be accompanied by metrc and testing facility paper work. Product will be shipped in one once increments. Transportation in a locked metal box with the jars + paperwork inside. Metal box bolted to interior cargo area of vehicle. I believe we will exceed requirements in 3 AAC 306.750

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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.

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.

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.

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.

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.

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.

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

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):

ONLY SIGNAGE ON DOOR REGARDING RESTRICTED ACCESS AND NO LOITERING NO OTHER SIGNS OR ADVERTISING

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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):

NONE!

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

Signature of licensee

Randy McFarland
Printed name of licensee

J. MARSHALL
My Commission Expires
NOTARY PUBLIC
Oct. 24, 2021
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 10/24/2021

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

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(Additional Space as Needed):

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Stoney Creek Cultivators Visitor Log

Date	Full Name of Visitor	Time In	Time Out
	Purpose Of This Visit	I.D. Verified By	
Company			
Date	Full Name of Visitor	Time In	Time Out
	Purpose Of This Visit	I.D. Verified By	
Company			
Date	Full Name of Visitor	Time In	Time Out
	Purpose Of This Visit	I.D. Verified By	
Company			
Date	Full Name of Visitor	Time In	Time Out
	Purpose Of This Visit	I.D. Verified By	
Company			
Date	Full Name of Visitor	Time In	Time Out
	Purpose Of This Visit	I.D. Verified By	
Company			

Visitor Badge Must Be Worn At All Times!

DBA STONEY CREEK CULTIVATORS
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