Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

# Form MJ-01: Marijuana Establishment Operating Plan

**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:** | Ray N. Kase, Jr. | **MJ License #:** | 17948 | | |
| **License Type:** | Limited Marijuana Cultivation Facility | | | | |
| **Doing Business As:** | J & R Green Farm | | | | |
| **Premises Address:** | 3944 Bea Ave. | | | | |
| **City:** | Dillingham | **State:** | Alaska | **ZIP:** | 99576 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | P.O. Box 998 | | | | |
| **City:** | Dillingham | **State:** | Alaska | **ZIP:** | 99576 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Ray N. Kase, Jr | | |
| **Main Phone:** | 907-843-1487 | **Cell Phone:** | 907-843-1487 |
| **Email:** | weldingpipesteel@hotmail.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:**

A Green Farm employee will check picture IDs outside before escorting into office to sign in the visitor log book. No one under 21 years old will be allowed. They will be asked to leave the property if they do not comply with the request to leave, the police will be called.

## 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:**

This limited cultivation facility will not be open to the public. All exterior doors and interior door in office will be locked at all times. Only J & R Green farm employees will have keys. Alarm system will monitor facility and prevent trespassers and will alert authorities and owner if there is unwanted access to the facility. There are security warning signs and no trespassing installed at entrance to property. Both buildings are restricted access. With out J & R Green farm employee, no one is allowed on property.

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

Only essential personnel, inspectors, maintenance providers, police, and potential employees will be approved for a visitor pass. A employee from J & R Green Farm will check IDs outside of office, escort them in to the office. The visitor will then be signed in to the visitor Log book with name and time in. The employee will than provide the visitor with a visitor badge, escort them to do there job, escort them back to office to sign out of visitor log book. The visitor log book will reflect the time the visitor checked out. The visitor will then return the visitor badge and will be escorted off of the property. Visitors will be limited to five visitors per J & R Green Farm employee, who will be actively supervising those visitors. No one under 21 years old will be allowed on the property.

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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

**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:**

One photo cell LED tow-headed flood light up to 1600 lumens with motion sensor will be installed above both exterior doors and also on the north and east walls. For security are IP capable. and the field of view will cover approach to each exterior doors. Security cameras will record 24-hours a day and record for a minimum of 40 days.

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Photo Here

J & R Green Farm

Ray Kase— owner

AMCO MHP# 999999

J & R Green Farm

Visitor's Entry Badge

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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:**

J & R Green Farm will have a completely integrated security system installed and monitored by CIS ALASKA or like professional security and monitoring companies. To maintain compliance with 3 AAC 306.7159(b) there will be three door sensors, two window sensors, two motion detectors, and two panic buttons. There will be battery back up for the surveillance equipment in the event of a power outage. The motion detectors will be armed at lock up time and all other sensors will be armed 24 hours a day. All alarm systems will be armed 24/7 with the exception of the motion detectors and those will be armed at the end of the work day. Two portable panic buttons will be there for employees to wear for their safety. Each employee will have training in the use of the integrated security system. J R Green Farm will have LED motion triggered exterior flood lighting installed and maintained on exterior of the buildings. If a breach of security happens after hours, security system will notify Dillingham police or Alaska State Troopers and also the owner. Owner will communicate and comply with law enforcement and will not hinder their job.

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

All useable marijuana after harvest will be in totes, then placed in the correct steel lock cage in the office. Only the owner or office manager will have the keys. All usable cannabis will be tracked by METRC, J & R Green Farm log books, and the constant surveillance via security cameras installed in facility.

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

J & R Green Farm is a limited cultivation facility that only allows essential personnel with an appointment on the property and anyone else will be escorted off property. If unable to do so, an J & R Green Farm employee will call police to help. Outside cameras will tell if someone is trespassing also.

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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.** RK

**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.** RK

**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.** RK

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

**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).** RK

**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:**

J & R Green Farm is a limited cultivation facility and will have professionally installed video cameras. All security cameras will be positioned in such a manner to get most identifiable view of anything or anyone within 20 feet. Cameras will also be installed at each entrance and along the exterior and interior walls of each restricted access area. The cameras will be capable of night vision and installed to get unobstructed view of all rooms and walkways.

**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 surveillance recording equipment will be in a lockable cabinet, stored in the locked office. Only owner, manager, law enforcement, or AMCO agent will have access to the office. The surveillance equipment is clearly marked on the drawing of the office in my MJ-02 diagrams.

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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)*; RK

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;** RK

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

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

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

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

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

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;** RK

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

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

**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:**

J & R Green Farm will utilize METRC as our Marijuana inventory tracking system. The system will be backed up daily on iCloud. A redundant back up will be generated to a USB flash drive and will remain with owner off site. Financial accounting will be preserved in Microsoft office 2016. Paper records will be entered into Microsoft, scanned onto a flash drive, and retained in a lockable metal file cabinet. The flash drive will be stored in a safe room, Microsoft office will be backed up daily, with a redundant copy to remain with the owner of site. All records will be stored for 4 years.

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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.** RK

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

**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.** RK

## 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.** RK

**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.** RK

**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.** RK

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

J & R Green Farm provides training to all our employees as required of them to maintain currency with Alaska State statutes and regulations pertaining to the cultivation of marijuana. We also provide training for our operating practices, including bio-security, safe handling of nutrients, operation and maintenance of lighting and air handling systems and any other systems and practices we determine are necessary of our facility.

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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.** RK

**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.** RK

**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.** RK

**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).** RK

| 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):**

J & R Green Farm limited cultivation facility is attached to our home. We will use our home to wash up and use the restroom.

## 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:**

Upon receiving a order, a J & R Green Farm employee will take marijuana out of tested lock cage, weigh out the amount of strain ordered ( up to 5 pounds ), seal in approved shipping bag with affixed label. Put in lockable storage box, lock up storage box, and use METRC to get the transport manifest. Employee will attach the manifest to the locked storage box, record the sale in office books, move to trunk of car and deliver to the store making no stoops on the way. The lock box is a 48 gallon Rubbermaid storage tote with padlocks.

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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.** RK

**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.** RK

**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.** RK

**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.** RK

**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.** RK

**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.** RK

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

## 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):**

No 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):**

J & R Green Farm will not have any business logos and will not participate in advertising.

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

Signature of licensee

Ray N. Kase, Jr

Printed name of licensee

LORI GOODELL NOTARY PUBLIC My Commission Expires Dec. 18, 2021 STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 12/18/2021

Subscribed and sworn to before me this 5 day of June, 2018.



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**(Additional Space as Needed):**



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