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:	Black Rapids LLC	**MJ License #:**			10027
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Black Rapids LLC				
Premises Address:	721 Cloud Road				
City:	North Pole	**State:**	Alaska	**ZIP:**	99705

Mailing Address:	607 Old Steese Hwy Ste B Box 303				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Designated Licensee:	Kyle Wendler		
Main Phone:	(907)-347-7961	**Cell Phone:**	(907)-347-7961
Email:	Kyle@BlackrapidsAK.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:

-Unescorted Members of the public will not be allowed on the premises under any circumstances.
-Employees will check identification of every individual seeking to enter the facility to ensure that they are over 21 years of age.
-Employees will verify identification and conform valid photographic identification showing that person is 21 years of age or older. A valid form of photographic identification includes an unexpired,unaltered passport; an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada; an identification card issued by a federal or state agency authorized to issue a driver's license or identification card
-Posted signage saying "No one under 21 allowed on the premises will be visible from outside the facility

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:

-Unescorted Members of the public will not be allowed on the premises under any conditions.

-As a practice, and for security reasons, non employees will not be allowed on to the premises. Certain individuals such as licensed retailers (given facility tours for the purpose of securing a sale), contractors, security personnel and consultants will be allowed escorted access to the property by appointment or per-arrangement only.

-All access points to the facility will remain locked at all times with a key code access and logging systems in place.

-The facility is located in a semi-remote location. By design the chances of any person accidentally entering of the premises is minimal.

-Maintainign a very low profile will minimize the risk of intrusion as well as a comprehensive security system.

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

-All records will be maintained for four years
-All visitors will be required to be validated by the site manager. Scheduled visitors will be vetted by the site manager beforehand for authorized purpose of visit, age and credentials.
-As a general practice, individuals will not be allowed on the premises except to conduct official business.
-Visitors will never be allowed into quarantine, drying, or curing/warehousing lockers at any time.
-Upon arriving on site visitors photo ID card will be checked to validate identity an age.
-A hard copy record will be maintained with official records that will include purpose of visit, company/employer, date/time of entry and exit, responsible employee escort and age.
-The employee checking the visitors photo ID card will create an official record of the visit in the access roster log book.
-Visitors will be issued a "Visitor" badge and clip to be worn at all times.
-Visitors are required to be within eyesight of the responsible employee at all times
-Responsible employee will escort visitors an do nothing else during the duration of the visit
-Responsible employee to visitor ratio will not exceed 1:5
-Visitors will conduct business and not remain on the premises for longer then required.
-Upon completion of business visitors will be escorted off the premises, visitor tags will be recovered, and an exit log will be created.

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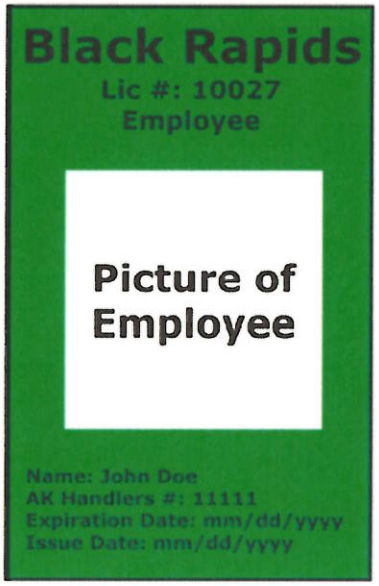
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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:

-As required by 3AAC 306.715(b)(1), exterior lights will be placed in place to facilitate surveillance. Lights will be of sufficient brightness and positioned to compliment the use of security cameras.
-Motion activated lights will be mounted on all four wall of licensed facility.
-Care will be taken to ensure that outdoor lighting does not disturb neighbors.

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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:

-Cardoso Integrated Security, LLC (CIS) has been contracted as a total security provider. Ongoing security assistance will be provided by CIS or similar provider
-If an intruder is found on the property, (intentionally or unintentionally) local authorities will be contacted to handle the situation.
-A comprehensive security system will be in place to ensure facility doors are secured at all times and that the premises is closely monitored and controlled (CIS has been contracted).
-The licensee will be notified if an alarm is tripped. Licensee can view security cameras remotely to determine if it is a false alarm. If there is a security threat, local police will be notified.
- The alarms system for Black Rapids will consist of a central cellphone based unit. This system will backup to the cloud and will allow the the integration of all door controls including facility access and permissions and logging of any personnel entering or leaving the facility via unique user access codes.
-Integrated Electronic strikes/door contacts will be utilized at all POE to alert the security system of forced entry and alert authorities and monitors.
-There will be no windows on the building, Doors will be the primary means of emergency egress.
-Overhead doors will be secured and disabled entirely. Access through overhead doors will not be feasible.
-The security system is contracted through CIS. The security system will be a fully integrated system of motion detectors, door Contacts/Strikes on every door, camera monitoring/recording systems, audible and silent alarms and continuous electronic monitoring. This will allow a phased threat elevation period from when intruders first enter the premises to when they attempt to force entry. This system will also protect employees while they are operating on the premises by alerting them to movement on the premises while they are working and allowing them to check the exterior via monitors before exiting the premises.

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

-While transporting marijuana, the containers will be locked and the bag used to transport will be sealed. Once the destination is reached, the weight will be verified by the receiving party and the person transporting the marijuana.
-The storage cabinet will be locked unless product is needed to be taken out. Only key personnel will be given the key.
-Random audits will be used to ensure the security and quantity of the marijuana on site, making sure none is missing from the facility.

3.7. Describe your policies and procedures for preventing loitering:

-"No Trespassing/Authorized Personnel Only" Signs will be posted at the entrances to the property.
-Persons seen on the property without authorization will be asked to leave and if they do not leave, they will be reported to local police and/or AMCO for assistance
-Persons not employed or contracted with Black Rapids LLC will not be allowed on the property.
-Because of the semi-rural setting the chances of accidental entry onto the property are minimal; the property is in a location where loitering is unlikely

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. KW

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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. KW

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. KW

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

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). KW

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:

-Three exterior video cameras will be placed at every entrance of all exteriors doors, allowing the visual identification of any individuals coming or going from the property, an additional camera will monitor the facility parking lot. The large lens and high resolution will make feature identification possible.
-7 indoor IR Day/Night Dome Cameras will be placed throughout the interior of the facility at locations that enable total observance of every action within the facility to include, walkways, interior doors, quarantine areas, planting/cloning areas and all exits to the exterior.
-Because or me high ceiling relative to floor space all cameras will have significant overlap with other cameras to ensure that no area of the interior is unmonitored.

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:

-A lockbox will be used to used to store all video surveillance recording equipment, this lockbox will also included a battery backup and backup for the surveillance system. Thus, if power to the building is cut, the security system will still be powered for a short period.
-The key will only be provided to manages and to AMCO or Law enforcement on request.

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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)*; KW

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;** KW

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

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

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

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

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

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;** KW

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

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

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:

-Electronic records will be kept in the securely in the cloud and backed up monthly to a secure hard drive.
-Hard copies will be stored in a locked filing cabinet and be stored for no less then 6 months on location. The hard copies then will be moved and filed away in a offsite locked filling cabinet.
- Security logs such as access logs will be maintained on site on electronic files for no less then 4 years
-Electronic buiseness and accounting logs will be maintained in electronic files on site for not less then 4 years.
-Digital copies of all entity documents, receipts and accounting documents, transactional logs, building access togs, and other buiseness records will be maintained on location for no less then 6 months.

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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. KW

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

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. KW

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. KW

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. KW

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. KW

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

-All new employees will be trained on all company policies, procedures, and Metrc protocols. Refresher trainings will be provided at regular intervals
-Cultivation Technician training will be conducted at time of hire and updated as needed.
-METRC Training conducted before access is granted.

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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.	KW
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.	KW
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.	KW
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).	KW

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):

An outhouse is located outside the main entrance, hand sanitizer is located in the outhouse and hand washing stations are located in multiple spots in the facility.

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:

-Black Rapids will package its own products for resale at dispensaries.
-Packaging will comply with MCB regulations concerning difficulty of access for minors, marketing/package markings, labeling for content, and labeling for test results.
-Individual packages will be aggregated into lots of no greater than 5 pounds for sale to retailers.
-Products will be be secured in tamper-resistant boxes for transport.
-Lots will be properly tracked via Franwell RFID tags

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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. KW

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. KW

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. KW

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. KW

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. KW

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. KW

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

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 advertising signs will be placed upon the exterior of the premises. This approach will help to enhance the security of the facility by limiting the amount of criminal elements who may be aware of its location.
-Restricted access signs will be placed at each entrance to the facility. (The entire facility is considered restricted access)

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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 all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Kyle Wendler

Printed name of licensee

"Official Seal"
Notary Public
Kelsey Stein
State of Alaska
Commission #171220008 Expires: 12/20/21

Notary Public in and for the State of Alaska

My commission expires: 12/20/2021

Subscribed and sworn to before me this 24th day of OCTOBER, 2018.

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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