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:	Faded Moose Farms LLC	**MJ License #:**	22015		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Faded Moose Farms LLC				
Premises Address:	12262 W Winkler Way				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	3400 W Birch Meadows Rd				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	William King		
Main Phone:	907-715-2163	**Cell Phone:**	907-715-2163
Email:	fadedmoosefarms@outlook.com		

Received by AMCO 8.19.19

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:

Faded Moose Farms, LLC cultivation establishment will have no public access to the licensed facility. All visitors will be required to make an appointment in advance of their visit, the only exception to this would be for the AMCO or law enforcement. Any and all visitors and individuals will be required to have a valid ID to verify they are 21 years of age or older. If there is any question to the validity of the ID or the person's DOB they will not be allowed to enter the premises and it will be documented on the check in/out log for future reference. All entries will be secured with commercial locks. All visitors will be logged in, have a visitor badge and be escorted at all times.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

The entire cultivation facility will be designated as a restricted access area with signs posted at the site. Sign-age will include this verbiage or similar statements "Restricted Area", "Property under Surveillance", "No one under 21 allowed" and "All Visitors must be Escorted". All visitors will be by appointment only and must be escorted with a Visitor Badge that will only be issued with a Valid ID and logged in and logged out. No one will be left unattended in the facility with the exception of the restroom.

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

All prearranged visitors will be required to log in with a valid ID. The logs will include the date and time they are allowed to enter, the individual's name, ID number, current residence address, DOB and a contact number. The approved visitor will then be given a Visitor Badge with a number. Each visitor will then be escorted at all times. No Visitor will be left unsupervised except for in the restroom. The escort will be responsible for the Visitor(s). A licensee/employee will only be allowed to escort a maximum of 3 visitors at a time. When the Visitor leaves the facility the time will be recorded on the Log and the Visitor Badge will be checked in. All Visitor Logs will be kept in a locked file cabinet on site.

AMCO Received 9/9/2019

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:

Faded Moose Farms

VISITOR BADGE
#0001

Date_____

License #22015

Faded Moose Farms

EMPLOYEE BADGE

Name:_____

Handler's Card #_____

License #22015

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 Lights will be installed around the outside of the facility to insure the building , the entire fenced area and driveway are well lit for the security system to monitor the premises at all times.

Received by AMCO 8.19.19

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:

Faded Moose Farms, LLC will be using a commercial security system for the interior and exterior security.

Exterior and interior security cameras will be installed. The only room that will not have a camera will be the restrooms. The video will be able to be accessed by cell phones. The security company will be notified as well as the licensee of any set off alarms. If there is any unauthorized breach alerted by the system the licensee and security company will be notified and the authorities will be dispatched immediately. The licensee will followup with the security company and assist the authorities in any way needed. The keypad with panic button, fire alarm, and police alarm can be activated/deactivated with the keypad code. All security measures will have battery backup.

When Faded Moose Farms LLC is closed for business, the alarm system will be activated to ensure the exterior doors are secure. The keypad code would be necessary to deactivate the alarm.

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

METRC system will be used diligently for each step of tracking any and all marijuana in and out of the facility. Licensee or a designated employee will maintain and review all records to ensure that the tracking system and records match. All employees on site will be monitored by cameras or the licensee if present. Employee must have their employee badge, ID and current Marijuana Handler's card on them at all times. All Faded Moose Farms employees will be held accountable for their actions and it is mandatory to follow all of the businesses and state procedures, policies and regulations. There will be a zero tolerance for any violations.

3.7. Describe your policies and procedures for preventing loitering:

Faded Moose Farms LLC will have a secure location without public access. Signs stating the following or similar will be posted : "Private Property", 'Restricted Area" , "No Loitering", "No trespassing" and "Property under surveillance". There will be only one way in to access the premises that will be secured with a locked gate.

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. wm

AMCO Received 9/9/2019

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. WMC

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. WMC

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

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). WMC

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:

Video surveillance will be in place to ensure the exterior of the facility and a 20 foot radius will be recorded to include the driveway and cameras will be installed in the interior in all restricted areas. Each room except for the restroom will have cameras professionally installed so that the entire room will be under surveillance 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:

Faded Moose Farms LLC will be using a commercial security agency such as Guardian or Vivent. Recordings with no activity will be kept for 40-60 days on site in the secure storage room located off the office. Any footage of questionable or criminal activity will be kept indefintely in a secure location off site. All video will be in a format that shows the date and time and that cannot be altered. Any video/security equipment will kept in the secured restricted storage area located off of the office.

AMCO Received 9/9/2019

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)*; [WMK]

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;** [WMK]

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

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

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

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

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

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;** [WMK]

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

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

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 records will be kept in a secure file cabinet and an electronic copy will be kept on a secure computer. The files and computer will be secure and only the licensee and designated employee(s) will have access to them. All records for the current year will be onsite and records over the year will be kept offsite and secure. This will include all business records and tax documents. Having a hard copy and electronic version will ensure that the records will be kept and not lost or destroyed. They will be stored in a locked fire proof file cabinet. The licensee and designated employee(s) will ensure that all records are maintained and up to date as required by the state and AMCO. Records will include detailed to include all employee data, visitor logs, tracking details, and tax records.

Received by AMCO 8.19.19

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. All licensees, and every 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. All licensees, and each 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):

Faded Moose Farms LLC's employees will be required to not only have a current valid Marijuana Handler's permit but also be updated on all regulation changes with posted current updates and employee meetings as needed.

Received by AMCO 8.19.19

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.	WMK
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.	WMK
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.	WMK
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).	WMK

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 transported from Faded Moose Farms LLC will be packaged in accordance with regulations and tracked in METRC. Marijuana will be packaged in a wholesale package not exceeding five pounds consisting of a single strain or a mixture of strains identified on the label. A transport manifest will be completed and kept with the marijuana at all times, a signed copy will given to the establishment receiving the shipment. The marijuana will be kept in the transport vehicle in a locked secure compartment similar to a locked knack box inside the vehicle that will be locked as well. The vehicle will transport the product directly to the receiving facility with a preplanned most direct route operated by the licensee or designated employee that will have their valid driverê license and current Marijuana handlerê permit on them at all times.

AMCO Received 9/9/2019

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. [WM]

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. [WM]

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. [WM]

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. [WM]

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. [WM]

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. [WM]

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

No identifying business signs will be used on the premises.

Received by AMCO 8.19.19

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

Faded Moose Farms will have the following logo and will not be advertising to the general public.

A business card, hats, shirts and hoodies will be made with the Logo, name and contact information.

Faded Moose Farms

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

Signature of licensee

William M King
Printed name of licensee

Official Seal
Nicholas Cox
Notary Public-State of Alaska
My Comm. Expires 06/07/2023

Notary Public in and for the State of Alaska

My commission expires: 06/07/2023

Subscribed and sworn to before me this 5th day of August, 2019.

Received by AMCO 8.19.19

(Additional Space as Needed):