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:	RCFC, LLC	**MJ License #:**	12511		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	ROSIE CREEK FARM				
Premises Address:	2659 Livingston Loop				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	P.O. Box 181				
City:	Ester	**State:**	Alaska	**ZIP:**	99725

Designated Licensee:	Michael J Emers		
Main Phone:	907-479-3642	**Cell Phone:**	907-347-1800
Email:	mike@rosiecreekfarm.com		

AMCO Received 12/7/2018

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:

Rosie Creek Farm is located adjacent to the residence where the owners of the farm (Mike Emers and Joan Hornig) reside on a separate property. An eight-foot security fence surrounds and protects the entire farm.
Signage is posted on all entrances to the farm stating: "No one under 21 years of age permitted". A farm employee designated for escorting visitors will check the government issued photo identification of all visitors entering the Farm. Identification must be a valid, government issued photo identification card proving the person is at least 21 years of age and not altered. Any farm visitor (with the exception of AMCO Enforcement, law enforcement or other duly authorized agents) failing to provide a valid, government issued, photo identification card will be denied access to the farm.

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 manufacturing facility is a restricted access area and is enclosed by an eight (8) foot perimeter security fence. Rosie Creek Farm has posted several large signs on the fenced perimeter identifying the entire area as a "Restricted Access Area- Visitors Must be Escorted by Authorized Personnel Only". In addition to the fence around the entire farm, areas where cannabis is processed are in secured buildings on the premises. Any visitors to the manufacturing facility (with the exception of AMCO Enforcement, law enforcement or other duly authorized agents) will have to be pre-approved and pre-scheduled with either Mike, Joan or a member of the management team. Once a visitor is pre-approved and scheduled, they will be directed to check in at the main gate entrance where an employee will meet them and escort them.

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

All Visitors (with the exception of AMCO enforcement, law enforcement or other duly authorized agents) must be pre-approved by a licensee or management prior to their arrival at the facility. Any non-approved visitor will be asked to promptly leave the premises and law enforcement will be alerted if a visitor is found on the premises without management or a licensee's approval. Pursuant to 3 AAC 306.710, Rosie Creek Farm will never allow a group of visitors on the premises in an amount over five (5) visitors per authorized employee supervision at a time. Visitors must present a valid state or federal I.D. prior to entering the licensed premises (i.e., State Driver's License, State issued I.D. Card, Government I.D. card, and/or USA passport). All valid IDs must be unaltered and no other documents will be sufficient to gain access to a restricted access area. Any visitor must be over the age of 21. There is absolutely no exception to this requirement. Prior to entry into restricted areas, facility visitors will be entered into the "Visitor Logbook". All visitors will be issued a temporary badge that will be visible at all times prior to entering any restricted access area. A Rosie Creek Farm staff member who is qualified for escorting visitors will escort and actively supervise all visitors at all times while on the premises. The Rosie Creek Farm escort will maintain visual contact with visitors at all times. Visitors will be required to remain with their assigned employee/agent at all times. Any breach of the Rosie Creek Farm policy or State regulations will result in immediate removal off of the licensed premises. Once a visit has concluded, visitors must exit the licensed premises immediately.
All Visitors will be required to sign in and out on a sign-in log with the purpose of visit, time, date, amount of time spent at location. Such log shall be maintained and kept as a business record, accessible to AMCO upon request.

AMCO Received 12/7/2018

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:

The outside of the fenced perimeter and key buildings is adequately lit to facilitate monitoring of all activities adjacent to the fence and buildings. The facility will install LED motion detector floodlights at both gates on the security fence and above the entrances to the processed product storage building, the main product manufacturing building.

AMCO Received 12/7/2018

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:

Rosie Creek Farm has contracted with a third-party alarm system and monitoring company, to provide and install all alarm system equipment. The security alarm system will be monitored by the alarm company at a central location 24 hours a day, seven (7) days a week to detect unauthorized intrusion and notify local law enforcement, if needed. The alarm system will monitor all points of entry, production areas, and storing areas to prevent diversion of the product. A combination lock will be located at entry of the fenced perimeter for authorized managers, and remote operability will be available for owners and law enforcement officers, including AMCO Enforcement Officers.
In the event of an emergency or unauthorized breach, employees will await law enforcement and or emergency personnel at a safe location outside of the facility. Any visitors present on the premises will be asked to leave immediately and escorted to the nearest exit in a safe and organized manner. After the emergency is settled and law enforcement has given approval to enter, employees will inspect the premises and document any damages or missing inventory and submit a police report if damages or missing inventory is found. AMCO will also receive a report of the incident from the Licensees and any employee statements taken at the time of the incident. Video surveillance will be downloaded and submitted to law enforcement & AMCO Enforcement as necessary and/or requested for further investigation. The owners will be the main point of contact with law enforcement, and authorized officials will be given direct phone numbers to ownership to ensure a good working relationship continues.

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

Video surveillance will continuously monitor all areas of the premises where marijuana product is present including areas where marijuana is processed, packaged, and stored. Marijuana product will not be permitted anywhere outside of the video monitored processing areas unless being transported by authorized employees with a valid transport manifest. There will be a zero tolerance policy for unacceptable employee/licensee handling of marijuana product. Rosie Creek Farm understands that diversion is a two-way street and is equally profitable diverting product out of the legal system as it is diverting product from the illegal system into the legal market. All employees will complete mandatory training in recognizing such activity, and are required to notify ownership or management if they suspect such activity is occurring. In the event that an employee is caught stealing or illegally distributing marijuana product OR infusing the facility with non-regulated black market product, Rosie Creek Farms will notify local law enforcement immediately. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO upon request.

3.7. Describe your policies and procedures for preventing loitering:

Security and Rosie Creek Farm staff will be trained to perform routine but unscheduled patrols around the entire perimeter of the facility. "No Loitering" signs will posted around the facility to deter loiterers. Anyone found to be loitering will be asked to leave when and will be given a verbal warning that law enforcement will be called if continued loitering persists. These policies and procedures will be reviewed and discussed at employee meetings to ensure everyone is aware and up to date on the company's no loitering policy.

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. AE

AMCO Received 12/7/2018

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. NB

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. NB

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

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). NB

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:

All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior fence. Cameras will be placed at an adequate height to ensure unobstructed viewing of all product and persons, ensuring all are captured on a maximum clear sight picture. Each camera will be placed in a manner that produces a clear view of any person inside the licensed premises and within 20 feet of each entrance of the licensed premises on the exterior of the fenced perimeter and interior of the perimeter. Cameras will be placed in a manner among the manufacturing area, unobstructed, so that the production area is viewable via the camera. All security cameras will be positioned in such a manner as to get the best facial image of anyone within view. The security cameras recording footage shall be kept and stored for at least 40 days in an easily viewable format and shall be available for review at the request of AMCO. The digital video recorder (DVR) will be available to the AMCO and local law enforcement upon request. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. Any time a camera fails, a loud beeping notification and a visual alert of the camera screen going black will alert manufacturing agents of the failure. The recording equipment will be stored in a secured locked area accessible only to the owners of Rosie Creek Farm, law enforcement, and AMCO enforcement officers.

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:

All security and surveillance equipment will be secured behind an access controlled secure door within the licensed premises. To prevent unauthorized access the proximity reader will have restricted programming which will only allow the licensee or an authorized agent into the room. The secure room will also have cameras inside and out with overlapping fields of view as well as tamper resistant housings. All recording devices, power supplies, and control equipment will also be locked by password or housing to prevent tampering.

The security shed housing all supporting security and camera equipment will be insulated and temperature controlled to ensure the integrity of all security-supported hardware for the licensed facility:

a. The single entry point will have Access control supported with LED (green-yellow-red) and buzzer options.
b. Within the Security shed, there will be a camera connected to the video monitoring system.
c. Outside the Security shed entrance point there will be a camera connected to the security monitoring system capable of recording activity within 20 feet of the Security shed entrance.

AMCO Received 12/7/2018

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)*; AE

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;** AE

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

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

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

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

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

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;** AE

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

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

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:

Rosie Creek Farm ownership and management will keep all business records including operational and regulatory documents, recordings, surveillance, financial books, inventory records, manifests, and communications in the restricted access office allowing designated government authorities to have access to them if ever necessary. Hard copies (if original hard copies needed to be kept in addition to electronic versions such as Visitors Logs) will be kept in the product manufacturing facility's secured storage area, in a separate locked cabinet that is accessible only to licensees and administrative staff. All electronic copies of business records will be backed up on the company's server. Every 6 months the company will do a manual back up to an external hard drive. The hard drive will be locked in the record cabinet that only ownership will have keys to. Hard copies of documents will be kept for at least 7 years and the company has no intention of destroying any electronic copies of the business records.

AMCO Received 12/7/2018

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. NB

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

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. NB

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. NB

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. NB

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. NB

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

Licensees and individuals selected for employment will be given all necessary education and training upon hiring to be proficient in their jobs as well as a three (3) month probationary period during which time they will receive training and evaluation. All qualified employees and agents must obtain their marijuana handler permit prior to employment per 3 AAC 306.700. Each employee will be provided with any written materials generated by the company regarding policies and procedures and State Laws and Regulations. Checklists regarding proper procedures will be posted or available to employees at all employee work areas.

AMCO Received 12/7/2018

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.	AE
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.	AE
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.	AE
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).	AE

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):

There will be no bathroom facilities within the product manufacturing facility. Because the facility is located within license #10005, bathroom and hand-washing will be provided for by the approved operation plan of that license.

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:

For all transports of products the establishment will create a Trip Manifest that will include the strain name, type of product, batch number of product, amount/weight of product, the name of the transporter who (during all transports) will have their MJ handlers permit on their person, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. Trip Manifests will be filed and stored on premises as official business records. All Marijuana product will be in a sealed opaque package/container (up to 5 lb each) in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and a printed Trip Manifest will be on board with the transporter at all times. All marijuana product packaging will be uniform with labels secure and prominently displayed. All packaging deliveries will be inspected, accepted or rejected, and recorded. All packaging done at the facility will be performed in an area specifically set aside for packaging. After all usable marijuana product has been placed in bins and labeled, it will be moved to the secure storage area. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Upon request by AMCO, ownership will provide *a copy of the registration and inspection reports of the certified scales for review.*

AMCO Received 12/7/2018

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. AE

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. AE

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. AE

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. AE

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. AE

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. AE

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

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):

Because we do not wish to attract undue attention to our location, we have opted not to have a sign of our facility on the main road. Instead, we will have a sign on our facility driveway 400m from the main road and just outside of our security fence. The sign is a three-foot (3 foot) by four-foot (4 foot) wooden sign with a picture of our farm logo and the words "Rosie Creek Farm".

AMCO Received 12/7/2018

Form MJ-01: Marijuana Establishment Operating Plan

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

Rosie Creek Farm's advertising and marketing plans are to utilize the following medium types when distributing advertisements:

- Newspaper ads
- Radio ads
- Social media to feature specific strains
- Magazine ads
- Any other similar marketing platform

Advertisements will include the following logos, each warning statement verbatim as they are listed in the regulations, contact information, and may include photos of marijuana products produced at Rosie Creek Farm.

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

Signature of licensee

"Official Seal"
Notary Public
Katelyn Torma
State of Alaska
Commission #180613011 Expires: 06/13/2022

Notary Public in and for the State of Alaska

Michael Emers

Printed name of licensee

My commission expires: 06/13/2022

Subscribed and sworn to before me this 5 day of December, 20 18.

AMCO Received 12/7/2018