Alcohol and Marijuana Control Office
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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:	Red Fox Farms LLC	**MJ License #:**		17778	
License Type:	Limited Cultivation				
Doing Business As:	Red Fox Farms LLC				
Premises Address:	1400 N. Armor Ct.				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	1400 N. Armor Ct.				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	James A. Parker		
Main Phone:	907-414-9335	**Cell Phone:**	907-414-9335
Email:	redfoxfarms.alaska@gmail.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:

Video surveillance- cameras will cover all entrances and restricted access areas

Locked doors- all doors to the facility will be locked and only authorized personnel will be permitted to enter facility

Signage- there will be posted signage on all doors leading to restricted access areas the prohibits entry of anyone under the age of 21

ID Cards- all employees and visitor will have badges showing they have been checked for proper age and are allowed in accordance with 3 AAC.306.

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:

Facility has a sign-in roster which all visitors will be required to sign in prior to admittance to licensed premises. Anyone who is not an employee will be escorted by an employee at all times while on the premises. Both visitors and employees will be given badges which they will be required to wear at all times while working or visiting this facility. The facility entrance will remain locked at all times for security.

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

Prior to entry of the facility, employees will ensure that all visitors sign the visitors log and that their I.D.'s are checked. The visitors log will track the following information of visitors; first and last name, identification type & identification number, age, date, as well as time of entry and time of exit for each individual visitor. Visitors will be given and required to wear a visitors badge at all times while on the licensed premises. All visitors will be escorted and accompanied by an employee at all times while in the facility. No more than five (5) visitors will be allowed at one time. All record logs will be stored and locked in the facilities safe. All record keeping and processes for admitting visitors into and escorting them through restricted areas will be done in accordance with 3 AAC 306.710

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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 attatched

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:

Facility has motion censored flood lights on all sides of the facility as well as an overhead light at the entrance.

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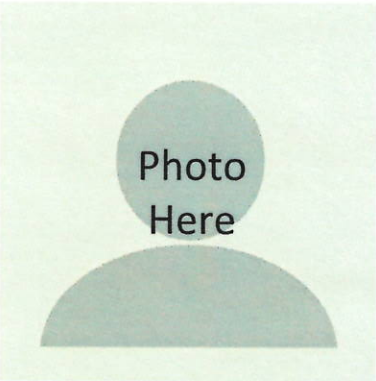
RED FOX FARMS

Visitor

Visitor

Badge #

RED FOX FARMS



James Parker

Owner

Handler Card #

Staff

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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:

The facility has only one entrance in and out. There are no windows. The main door will be secured with two commercial locks, both standard and dead bolt. When personnel are not in licensed premises, the main door will be monitored and protected by *Ring Alarm Home Security system. Alarm system will be synced and monitored 24/7 by a mobile device, and/or by professional services. If a breach were to occur, notifications will be immediately receive and authorities, including AMCO, will be contacted. Staff are able to be on site within 5 minutes of a breach. AMCO will be emailed as soon as possible following any such event as well as via phone call. If such an event were to occur after hours and AMCO was not able to be reached by phone, AMCO will be notified at start of business following day.

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

Entire facility and all restricted areas will be covered by cameras. All rooms containing product will be locked. No personnel will be allowed in any area containing product unless wearing a tyvex suit which we will provide. This will prevent any contamination as well as possible theft of product.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted. If loiters are present, they will be asked to vacate the premises. If they do not comply then we will utilize local law enforcement.

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. JAP

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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. JAP

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. JAP

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

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). JAP

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:

A camera will be placed on the exterior of the building which will cover the entrance to the premises and up to 20 ft beyond it. Three additional cameras will be strategically placed on the exterior of the building covering different avenues of possible approach. A camera will be placed inside the facility set 8ft back, facing the entrance to the building. In addition, every room within the facility will have a minimum of two cameras providing 100% coverage with no dead spaces. There will be clear video surveillance records of any personnel entering, operating, and exiting each room, pursuant to 3 AAC 306.720.

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:

Video surveillance recording equipment will be housed and stored in the facility in a high grade, cold rolled, steel, wall mounted enclosure. Enclosure will remain locked at all times and keys will only be held by the facility licensee. Originals and all other copies of surveillance records will be kept in a locked safe inside the facility only accessible by facility licensee. This will ensure that all surveillance equipment and records will be on-site, secured, and readily available to authorized personnel, law enforcement, or an agent of the Marijuana Control Board.

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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)*; JAP

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;** JAP

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

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

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

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

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

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;** JAP

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

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

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:

The facility will maintain at least six months of all business records and documentation listed above in section 4.1, as required by 3 AAC 306.755. They will be stored in both digital and hard copy form. Records and documentation will be kept and secured in a locked safe on the premises, accessible only by facility licensee. In addition, a digital and hard copy of all business records, current and past, will be kept in a safe off site within the personal residence of the licensee.

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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. JAP

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

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. JAP

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. JAP

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. JAP

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. JAP

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

Currently, the workforce consists of the owner only. Should the business decide to expand and hire a larger force in the future, all employees will go through extensive training and a 60 day internship periods prior to being allowed independent work without supervision. All employees will be trained on the marijuana inventory tracking system, METRC, security procedures, basic knowledge of 3.AAC.306, et. seq., and will be required to have their Marijuana Handlers Card prior to beginning employment with this company.

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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. JAP

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. JAP

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. JAP

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). JAP

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):

Owner resides on the property where there are adequate restrooms and areas for hand washing inside the home which will be accessible to all employees.

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:

Product will be packaged in plastic bags not exceeding 5 pounds with appropriate labels affixed in accordance with 3 AAC 306.475, and each bag will have appropriate humidity packs to maintain proper moisture content. Once packaged, product will be secured in a locked safe until it is ready for shipment. Once product is ready for shipment, it will be put into lockable, non see through, hard plastic cases (pelican cases). Plastic cases will then be placed into a safe, locked, and secured tough box mounted in the very back of the transportation vehicle, as required by state law in accordance with 3 AAC 306.750. Metrc will be updated during each phase of the processing process.

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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. JAP

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. JAP

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. JAP

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. JAP

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. JAP

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. JAP

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

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):

Facility will not have any signs with the business name at all.

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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):

The only advertising we do is on our social media platforms. We do not include any pricing or discounts. We also plan to make apparel (shirts, hoodies,etc) and stickers to be given away in retail locations. We will ensure that all marketing is in direct accordance with AMCO regulations.

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

Signature of licensee

James A. Parker

Printed name of licensee

Ronda L Marcy

Notary Public in and for the State of Alaska

My commission expires: 12-25-2020

Subscribed and sworn to before me this 1st day of February, 2019.

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(Additional Space as Needed):

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