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:	Ace of Spades LLC	**MJ License #:**	10034		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Odin's Wagon LLC				
Premises Address:	29453 Kalifornsky Beach Road				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Mailing Address:	PO Box 1122				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Designated Licensee:	Eric Ranguette		
Main Phone:		**Cell Phone:**	(907) 953-9174
Email:	ericranguette@hotmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

At no time will a person under the age of 21, or any person who does not produce a valid identification be permitted inside the facility or remain on the premises. Shall an employee sense a visitor is under the age of 21, the employee will refuse access and have the individual escorted off the premises. All employees will be trained to recognize forged identifications and what constitutes a valid form of identification. A valid form of identification includes: an unexpired, unaltered passport; an unexpired, unaltered driver's license, permit, or identification card from any state or US territory, the District of Columbia, or providence of Canada; an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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 standard marijuana cultivation facility is equipped with a 24-hour monitoring alarm system, 24/7 video surveillance, and constant exterior lighting around the building. All restricted access areas will have commercial card locks on the doors with only employees having access, which will prevent any persons under the age of 21 from entering or unescorted persons. The access doors will have "Restricted Access Area: Visitors Must Be Escorted" and "No One Under 21 Permitted" signs posted. To enter our facility, visitors 21 and up will need to set up an appointment prior to showing up at the facility. Visitors will be on camera beginning at our entrance gate, while parking their vehicle, and when entering and touring the facility. This will prevent any unescorted members of the public from entering restricted access areas. The facility will not be open to the public.

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

To enter our facility, visitors will need to set up an appointment prior to showing up at the facility. Visitors will be on camera beginning at our entrance gate, while parking their vehicles, and when entering the facility. During business hours, guests will enter our property by passing our opened gate and proceed to the designated parking areas. All visitors will be greeted by one of our staff and explained protocols for touring the facility. Protocol for our facility requires entering through the first airlock chamber, walking over tacky pads and removing their footwear and outwear. Next visitors will pass into the second airlock chamber to apply foot booties and/or other applicable attire. Once suited up, permitted visitors will enter into the main facility and be required to wear a visitors badge clearly displayed on their person while in the restricted access area and fill out our visitors log that will include: first and last name, date, time or sign in and sign out, and reason for their visit. All visitors will enter through the main entrance door and check in with an employee in the ID check area. All visitors will have their photo ID reviewed to ensure they are at least 21 years of age and be escorted and actively supervised by an on duty employee while in the restricted access areas at all times, and once the visit is over, the visitor must sign out and leave the premises immediately. The log will be kept and stored as a business record on-site and will be made available to the MCB upon their request. No more than 5 visitors will be escorted by an employee in the restricted access areas at any time. Any MCB agent or local law enforcement are not considered visitors and will not be required to sign into the visitor log.

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:

Extremely bright exterior lighting will be used in numerous outside locations to help illuminate the grounds and to add another layer of security. Two different types of exterior lights will be used, nighttime lights that will remain on in low light, and motion activated lights. Nighttime lights will help illuminate and emphasize signs and will be located at the entrance gate and at the north and south ends of the building. Motion activated lights will help illuminate areas where workers, visitors, or trespassers may be present outside and will be located along the north, south, east, and west sides of the building. All exterior lighting will be checked and maintained to make sure it stays operational, and each mount will be checked to make sure it is positioned for optimum recording clarity and to deter unauthorized presence on the premises. The lights will be positioned at an inaccessible height with sturdy housings to deter vandalism or obstructions.

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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:

Our facility's alarm system acts as a notification system as well as a deterrent. The alarm system was installed by a third party security company, with a monitoring center which actively monitors the premises 24 hours a day, 7 days a week, to ensure the safety of the business and its employees, and to detect any unauthorized activity or security breach. Alarm testing will be done twice per year by the security company. The contact points for the alarm will be installed at both the north and south walk-through facility entrance doors. Our alarm system will also be tied into motion activated cameras inside the building. The alarm system monitors all exterior doors and windows for unauthorized access with door and window sensors. Each morning, the manager will disable the overnight alarm system and check the surveillance cameras and recordings to make sure the system is functioning properly. Upon closing the building for the day, the facility's security system will be armed and all windows and doors will be locked. If this security system is triggered, local alarms will sound and applicable personnel will be notified via their mobile phones. Once notified, personnel can establish cause and either reset the system or notify the proper authorities. In the event of an emergency or security breach, employees will evacuate the location and await the arrival of local law enforcement or emergency personnel. All visitors present will be asked to leave promptly and escorted to the nearest exit in a safe manner. After the emergency is settled, employees will look for damages and verify inventories and submit documentation to law enforcement. Video surveillance will be downloaded and submitted for further investigation. Any event or emergency that arises will be reported to AMCO immediately.

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

As a licensed cultivation facility, our goal is to keep our product circulating within the legal market and prevent product ending up in the hands of underage persons. Video surveillance will continuously monitor marijuana harvesting and storage, processing and packaging areas, and all veg and flower rooms. There will be a locked storage area for marijuana awaiting transport. All our plants will be tagged and entered into the metrc traceability system which will track them from seed to sale. Security footage will be reviewed on a weekly basis to prevent the diversion of marijuana by employees. If diversion of marijuana is suspected, footage will be reviewed and authorities and AMCO will be notified immediately.

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" signs and 24 hour video surveillance cameras are installed on the exterior of the building and at the entrance gate to the premises. Motion activated lighting will also help deter any loitering around the property line or near the building. Loitering outside the establishment will be met with a request to leave the premises. If the loitering does not stop with a verbal warning, the individual will be given a warning that law enforcement will be notified if they do not comply. All trespassers or loiterers who do not comply, along with surveillance video of the even, will be turned over to the proper authorities.

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. E.R.

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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. E.R.

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. E.R.

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

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). E.R.

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:

Multiple exterior surveillance cameras will be placed on all four sides of the building giving us a 360 degree view around our building. These cameras will pick up all activity outside exterior entrance doors and document the face of anybody going in and out of the facility within 20 feet. All exterior corners as well as the parking area will have video coverage to identify vehicles. Interior cameras will be placed inside the building focused on the exterior entrance doors catching anyone who enters our facility. All cameras have been attentively placed to prevent any blockage from lighting, fixtures, or other equipment. Each room in the building has multiple cameras that record all activity occurring in each room. Footage from security cameras will be accessible remotely and viewable from a phone app which allows management to view operations from anywhere. During a power outage all video cameras and recording equipment will be run on emergency power with a backup system to ensure they will keep operating until the problem is resolved.

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 closet inside our office will be utilized for securely storing our video surveillance equipment and recordings. The security closet will be secured with a commercial quality lock. This room will be locked at all times and only accessible to staff, law enforcement, or an agent of the board. In the event of a breach of security, a staff member can escort the applicable enforcement agent into the office where they can observe equipment within the secured closet and watch video footage or have the footage transferred to a flash drive where it can be utilized for investigative purposes outside of the facility. Data will be stored on the security system's DVR for a minimum of 40 days as official business records. All recordings will include the time and date and be archived in a format that does not allow alteration, and will be made available to AMCO or law enforcement upon 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)*; E.R.

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;** E.R.

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

d. **records related to advertising and marketing;** E.R

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

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

g. **all records normally retained for tax purposes;** E.R

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;** E.R.

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

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

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 business records and transactions conducted under the business license including operational and regulatory documents, surveillance recordings, financial books, employee records, manifests, inventory logs, and other important documents will be stored on-site for management and government agents to have access to. Additional backups will be stored in the office and backed up in a hard-drive to protect from destruction for up to 3 years. All records within the facility will be stored in the secured office in fire resistant locked file cabinets separate from all storage of marijuana products. We will make a duplicate of all paper tracking like book of visitors and implement a nightly backup of our computer. We will also have business records that will account for each business transaction for the current year, and three preceding calendar years. Records from the last six months will not be archived until they are older than 6 months. We will also maintain all records for marketing; a current diagram of the licensed premises including each restricted access area; maintain a visitor log; maintain all records for tax purposes; maintain inventory tracking that accounts for all marijuana activity from seed or immature plant stage until the product is sold to retail; and maintain transportation document of marijuana and marijuana products.

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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. E.R.

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

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. E.R.

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. E.R.

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. E.R.

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. E.R.

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

Initially our cultivation will operate in an owner operator capacity. If and when we need to bring on employees, a thorough educational process including operational and safety training will be required. Employees will receive training specific to their position. Training will include safety precautions and procedures; legal issues; state, local, and federal regulations; facility regulatory procedures; operating equipment; how to properly handle nutrients; crop interaction; how to handle emergencies; and general Alaska marijuana laws. Prior to beginning work, employees will be expected to understand: Alaska laws, regulations, and codes governing the marijuana industry; requirements as a marijuana handler including obtaining a handlers permit; operational protocol and Odin's Wagon company standards; how to recognize emergency situations; in depth information about cultivation of particular strains; crop scheduling and management; in depth information on each room, task, and system used; and marijuana storage.

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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. E.R.

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. E.R.

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. E.R.

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). E.R.

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:

Once a flower room gets harvested, it will be hung to cure in the drying room and then hand trimmed in the trimming room within our facility, and then hand packaged into child resistant, opaque Mylar bags. Each bag will be tagged with a Metrc tracking tag and labeled with the strain name, product weight, company logo, harvest date, and have an attached copy of lab results printed once it passes in a third party testing lab. All packages will be weighed using a certified scale in compliance with the Alaska Weights and Measures Act. For all product transport, a trip manifest will be generated in Metrc and sent with the products. An additional copy will be stored and filed on the premises as official business records. The manifest will clearly have the strain name, type of product, batch number, weight, name of the transporter and handler ID, time of departure and expected delivery, and make model and license plate of the transporting vehicle. All product will be a sealed package not exceeding more than 5 pounds and stored in a locked storage tote within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops. All packaging will state that a licensed testing facility has tested each batch in shipment. Plastic packaging will be thick and heat sealed without any easy opening tab that will make it unappealing for children. Packaged marijuana will be stored in our locked storage room under 24 hour surveillance until ready for transport.

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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. E.R.

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. E.R.

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. E.R

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. E.R.

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. E.R.

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. E.R.

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

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):

At the entrance gate signs will include, property address, contact information, "Security System in Use (1'x2')", "Trespassers Will be Prosecuted to the Fullest Extent of the Law (3'x4')". Outside the facility on the north facing wall will be green, reflective signs reading "Visitor Parking Area (1'x2')". At the facility entrance doors signs will read, "No One Under 21 Allowed," "Security System in Use," "Escorted Visitors Only," and "No Smoking Allowed," which will range from 6"x18" to 1'x2'. No exterior signs will feature the business name.

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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):

Medium types will include a personalized website with information about the company, specific strains, and pictures; social media such as facebook and instagram; and magazine ads. Advertisements will include the following logo, available products, and will include each warning statement verbatim as listed in the regulations.

ODIN'S
WAGON

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

Signature of licensee

ERIC RANGUETTE
Printed name of licensee

ROBIN WHITESIDE NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: March 21, 2020

Subscribed and sworn to before me this 9th day of March, 2019.

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