Alcohol and Marijuana Control Office
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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:	Johnny Dae Farms, LLC.	**MJ License #:**	21092		
License Type:	Limited Cultivation Facility				
Doing Business As:	Johnny Dae Farms, LLC.				
Premises Address:	59913 S. Airpark Place				
City:	Willow	**State:**	Alaska	**ZIP:**	99688

Mailing Address:	HC 89 box 293				
City:	Willow	**State:**	Alaska	**ZIP:**	99688

Designated Licensee:	Dotty Ann Hammack		
Main Phone:	(907)495-2655	**Cell Phone:**	(575)921-5336
Email:	hammack68@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:

Johnny Dae Farms LLC. will provide training to its employees concerning company policies procedures and regulations pertaining to 3 AAC 306.350 and 3 AAC 306.710 All entrances will have a posted sign " No one under 21 years of age allowed" in accordance with 3 AAC 306.325,(It is understood that this only applies to retail but will be posted for extra measure). All entrances to the facility will be locked at all times and under 24 hour surveillance. furthermore being this is a cultivation on private property, not a retail, foot traffic outside of employees and management staff will be very minimal. In the event of potential visitors they will be required to present valid ID or passport in accordance with 3 AAC 306.350.

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:

All restricted access areas will be locked at all times. furthermore being this is a cultivation not a retail, there will be no members of the "public" allowed to enter the facility. Any and all visitors will be limited to potential clients. They will be required to show a valid ID in accordance with 3 AAC 306.350 ,and business credentials. They will then be accompanied by a manager at all times, in accordance with 3 AAC 306.710.

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

Visitors will be limited to potential clients. Visitors will be accepted at a rate of no more than 5 visitors per 1 licensee or acting manager Any and all potential visitors will be required to show valid ID in accordance with 3 AAC 306.350. and business credentials. Once proper documentation has been provided to an acting manager of Johnny Dae Farms LLC. visitors will then be required to sign and date visitors log kept at cultivation entrance. Visitors log will require visitors name, date, time of Arrival, time of departure, and reason for visit. All visitors logs will be kept in a locked filling cabinet, and made available to any member of the board upon request. Visitors will be given individual visitor badges to be displayed on lanyards. Visitors will then be accompanied by management staff at all times through the entirety of the cultivation and restricted access areas in accordance with 3 AAC 306.710.

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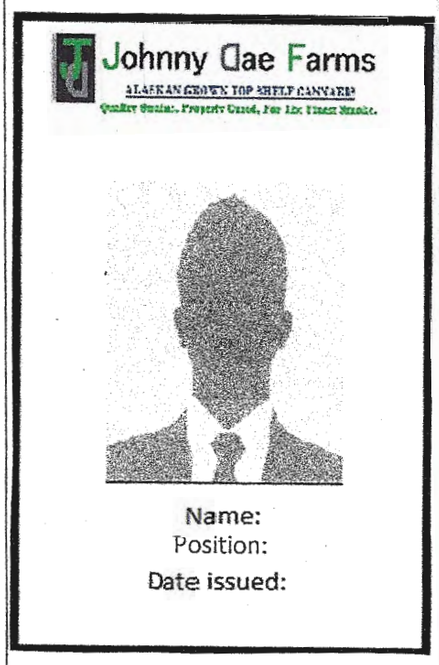
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Employee



Visitor Badge: Front

Reverse;

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:

Each of the 3 entrances on the proposed premises will be equipped with 3000lm from dusk-to-dawn photocell led 5000k lights. lighting will be affixed above each entrance to facility to ensure any and all foot traffic is clearly visible for outside security cameras, in accordance with 3 AAC 306.715. In addition to the exterior lighting, the Lorex security cameras are equipped with IR night vision, capable of recording up to 90 feet in total darkness

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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:

Each of three exterior door will be equipped with magnetic trip sensors via the Ring Alarm security system with 24/7 professional monitoring, in accordance with 3 ACC 306.715, In addition the system will be equipped with three motion sensors. these sensors will be placed through out the facility in a manner covering all potential entrance or exits. All restricted access areas will be equipped with commercial grade locks which only members of management will possess a "Do Not Duplicate" key. Johnny Dae Farms LLC. also plans to have biometric prox-card locks installed at a later date. In the event of an alarm all members of upper management will be notified via the ring alarm system. Each member of management will also have remote access to the Lorex LX1080-166BW, CCTV, anti-vandal, remote access, night vision security cameras. The 3 terabyte internal hard drive will be backed up by 2, 10 terabyte external hard drives. Capable of recording up to 12,096 hours (42.5 days) at 1080p on 12 channels, in H.265-10 format. They will then be able to log into the remote camera system to deem whether or not the threat is legitimate, if the threat is legitimate the panic sequence will be initiated and the alarm will notify the local authorities. If management can not answer the alarm within 90 seconds it will sound and notify local authorities. At this time all employees will remain offsite, wait for authorities to arrive, and follow any instruction given. If at anytime there is theft, diversion or Unexplained disappearance of marijuana, marijuana products, or money. Management staff of Johnny Dae Farms LLC. will contact Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office As soon as possible but not more than 24 hours. In accordance with 3 AAC 306.715.

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

Any area where marijuana is grown, processed, cured, stored, or destroyed will be under 24 hour surveillance via the Lorex LX1080-166BW, CCTV, anti-vandal, remote access, night vision security cameras. The 3 terabyte internal hard drive will be backed up by 2, 10 terabyte external hard drives. Capable of recording up to 12,096 hours (42.5 days) at 1080p on 12 channels, in H.265-10 format. In accordance with 3 AAC 306.720. All finished product will be weighed, any packaged product counted, and any waste recorded then will be entered into the METRC marijuana tracking system. An active inventory of any and all finished, packaged, or untested product will be kept at all times. All finished, packaged, or untested product will be stored either in the office or the dry/cure room. these rooms will be locked at all times and only accessible by management staff. Any and all product being processed, trimmed, or packaged will be under video surveillance. (continued in additional space)

3.7. Describe your policies and procedures for preventing loitering:

Being this is a cultivation on private property loitering will be unlikely. In the event of unwanted loitering the persons in question will be made aware they are trespassing on private property and asked to leave. If the individual refuses to leave authorities will be notified, and the individual will be made aware the authorities have been notified. If the individual still refuses to leave charges will be pressed for trespassing on private property. All roads leading to the proposed facility and parking lots will be under 24 hour surveillance. There will be no signage indicating the facility's function other than "No persons under the age of 21 allowed" posted at the facility entrance.

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. JH

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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. DH

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. DH

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

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). DH

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:

There will be a total of 12 cameras on the premises. Camera #1 will be mounted above the front entrance in a manner covering the entirety of southern face or entrance of the building. Camera #2 will be mounted inside in a manner covering the main southwestern entrance. Camera #3 will be mounted in a manner covering The entirety of the processing room overlapping camera 4. Camera #4 will be mounted in a manner covering the entirety of the processing room and overlapping camera 3. Camera #5 will be mounted in a manner covering the entirety of the office and its entrance. Camera #6 will be mounted in a manner covering the entirety of the dry/ cure room and its entrance. Camera #7 will be mounted in a manner covering the entirety of the vegetative room and overlapping camera 8. Camera #8 will be mounted in a manner covering the entirety of the vegetative room and overlapping camera 7. Camera #9 will be mounted in a manner covering the entirety of the garage area and garage door. Camera #10 will be mounted in a manner covering the entirety of the flower room overlapping camera 11. Camera #11 will be mounted in a manner covering the entirety of the flower room overlapping camera 10. Camera #12 will be mounted in a manner covering the entirety of the northern exterior wall. All cameras will be mounted above or below any potential obstructions. Providing clear view of any foot traffic over the entirety of any space that marijuana is grown, cured, manufactured, or destroyed, and within 20 feet of any interior/exterior entrance or exit, in accordance with 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:

Johnny Dae Farms LLC. will be using the Lorex LX1080-166BW, CCTV, anti-vandal, remote access, night vision security cameras. The 3 terabyte internal hard drive will be backed up by 2, 10 terabyte external hard drives. Capable of recording up to 12,096 hours (42.5 days) at 1080p on 12 channels, in H.265-10 format The security camera systems modem and back up hard drives will be housed within a lock and key fire resistant cabinet. The security cabinet will be kept in the locked office, that is equipped with a commercial grade steel door and commercial lock, both only accessible by management, in accordance with 3 AAC 306.720 . Management staff will provide access to any secure video surveillance or back up hard drives to any law enforcement, peace officer, or member of the board 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)*; DH

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;** DH

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

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

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

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

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

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;** DH

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

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

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:

Johnny Dae Farms LLC. will exercise due diligence while maintaining any and all documentation. Any and all records pertaining to previous six months of sales, inventory tracking, employee records (handlers cards), employee logs, METERC, visitor logs, manifests, waste logs, and financial records will be stored either by hard copy or digitally on a external hard drive. All records including surveillance will be kept in a lock and key fire resistant filling cabinet in the locked office, equipped with commercial grade steel door and digital lock. Both accessible only by management staff. Records will be digitally duplicated quarterly and stored offsite on an external hard drive. To adhere to standard retention policies, records will be kept in an organized and searchable manner. in accordance with 3 AAC 306.755.

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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. DH

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

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. DH

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. DH

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. DH

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. DH

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

Johnny Dae Farms LLC. will provide in house training to all employees. Training will included but not limited to common garden practices, plant digestion, nutrient solutions and schedules, cloning, PH fluctuations, plant training, and harvesting techniques. Employee packets will be provided outlining Johnny Dae Farms LLC basic Mode Of Procedure from seedling to sell. Staff meetings will be held on an as needed basis for regulation updates, to assure everyone is in compliance with current and future regulation. Employee handbooks will be provided with any updates to employer/employee expectations,

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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. DH

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. DH

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. DH

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). DH

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:

Johnny Dae Farms LLC. will be packaging finished marijuana for "retail" and "wholesale" sales. finished marijuana will be packaged for "retail" in quantities meeting recipients request. For example 454, 1 gram (portioned 1lb.) packages, 130, 3.5 gram eighths (portioned 1lb.), or 16, 28g ounces (portioned 1lb).Each "wholesale" package will not exceed 5 lb. Each portioned 1-5lb package will be individually sealed in cellophane heat shrink wrap, making any tampering of packaged marijuana readily apparent, with METRC tag. The transport manifest will remain with the product being shipped at all times. All finished marijuana to be transported will be logged into the marijuana tracking system. Including the type, weight, amount of packages, transporters name, make, model, license plate of the vehicle, intended rout, departure time, and approximate arrival. Board approved transport manifest will be sealed inside each portioned package. Any and all portioned packages will be kept in a lock and key heavy duty tote, not exceeding five pounds of finished marijuana. Totes will be kept in the locked trunk of any delivery vehicle. Upon delivery a copy of the manifest will be provided to the recipient, an additional copy will be signed by the recipient and kept by the transporter to be logged into business records. in accordance with 3 AAC 306.750.

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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. BH

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. BH

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. BH

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. BH

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. BH

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. BH

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

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):

Johnny Dae Farms LLC. will not be posting any signs outside its facility. this will keep the location and the buildings purpose concealed.

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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):

Johnny Dae Farms LLC. will be advertising using common outlets such as social media, pamphlets, word of mouth ,radio advertisements, and networking. logos and company header will accompany any packages distributed.

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

Dotty Hammack
Signature of licensee

Dotty Hammack
Printed name of licensee

OFFICIAL SEAL
Tawnya M. McCracken
Notary Public-State of Alaska
My Comm. Expires 11/15/2020

Tawnya M. McCracken
Notary Public in and for the State of Alaska
My commission expires: 11/15/2020

Subscribed and sworn to before me this 27th day of June, 2019.

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(Additional Space as Needed):

3.6 Answer Continued- If at anytime there is theft, diversion or Unexplained disappearance of marijuana, marijuana products, or money. Management staff of Johnny Dae Farms LLC. will contact Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office As soon as possible but not more than 24 hours. In accordance with 3 AAC 306.715. To further deter employees from theft, it will be made aware to employees, if any time they are caught stealing their position will immediately be terminated. Also a full report of the theft and copy of their marijuana handlers card will be Sent to AMCO. Any and all theft will be reported to the local authorities and charges will be pressed.

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