Alcohol and Marijuana Control Office
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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:	Extractly LLC	**MJ License #:**	25198		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Extractly LLC				
Premises Address:	21913 E Snowball Cir				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Mailing Address:	21913 E Snowball Cir				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Designated Licensee:	Ryan Ruff		
Main Phone:	402-850-7528	**Cell Phone:**	402-850-7528
Email:	Ryanruff3@gmail.com		

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:

Extracly LLC's entire facility will be designated as a restricted access area and not open to the public. All visitors will provide photo ID and will be required to sign in to a guest's log book. Signs will be posted stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed". Extractly LLC will also have signs on the exterior of the facility stating "Video Surveillance in Progress". Video surveillance cameras will be visible throughout the facility, as well as around the exterior perimeter of the building in order to continuously monitor the premises and deter any unauthorized individuals from attempting to access the premises.

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:

Extractly LLC will have clear and legible signage indicating that the facility is a restricted access area. Surveillance cameras will be installed to monitor all areas of the facility inside and outside. All outer doors will remain locked at all times from outside the facility but will be easily opened from inside the facility in case of emergency. All employees are required to wear ID badges and any visitors in the facility are required to wear visitor badges.

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

Visitors to the facility, aside from emergency personnel, local government officials, AMCO/AMCO enforcement, or local law enforcement, must be pre-approved and pre-scheduled by Ryan before access to the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the designated entrance to the facility where they will be met by either Ryan or a designated employee. The visitor will be asked to produce a valid government-issued photo identification to confirm their identity and prove that they are at least 21 years of age. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose of their visit (optional). The visitor will then be given a visitor badge to be clearly displayed on their person for the duration of their visit and returned upon exiting the facility. Ryan or a designated employee will escort and actively supervise visitors at all times. Visitors shall never exceed a ratio of 5 visitors per 1 licensee/designated employee. When the visit is complete, all visitors must exit the premises and property to comply with Extractly LLC's No loitering policy. All Visitor Log books will be stored as an official business record and will be made readily available to AMCO and AMCO enforcement upon request.

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:

Commercial grade exterior lighting will be installed against the facility and around the property. The exterior lighting will be positioned in such a way as to keep the premises, signs and doors well-lit and to ensure surveillance cameras are capable of recording a clear image of any individual within 20 feet of any entrance to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. Floodlight-style bulbs will be used to ensure visibility and to deter crime. Extractly LLC will ensure that an employee, or Ryan himself, frequently inspects the exterior lighting to ensure each light is functioning properly and positioned for optimum surveillance.

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:

Extractly LLC will either install a Fortress Security system with text message notifications via Wi-Fi or contract with a third-party security company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. If Ryan chooses to install a Fortress Security system, he will ensure that the alarm system meets and exceeds regulations, perform the system maintenance and periodically test devices etc. The alarm system will be set up to monitor for intrusions with door sensors on each door and interior motion detectors in all areas of the building, active during closed hours. If triggered, an automatic electronic alert will be sent to the security monitoring center (if applicable) as well as Ryan's cell phone. This will also trigger an audible alarm to deter potential intruders. Ryan will have access to remotely view the security footage live via his cell phone or similar device. The alarm system will be active at all times that the facility is closed. The last employee to leave the facility each night will activate the alarm system and the first employee to arrive in the morning will deactivate the system. In the event that the alarm system monitoring center sends an electronic alert to Ryan or local law enforcement to notify him of an unauthorized breach, Ryan or a designated employee will evacuate the building (if it is safe to do so and necessary) to a pre-determined safe location. Ryan or a designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Ryan or a designated employee will await instruction from law enforcement and comply with all directives. Once it is deemed safe to do so, employees will return to the facility and inspect for property damage and theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO enforcement, electronically. In the case of the facility's knowledge of evidence or circumstances that reasonably indicate theft, diversion or unexplained disappearance of marijuana or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee's will notify AMCO and AMCO enforcement within 24 hours.

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

All marijuana and marijuana product at the licensed premises is inspected to ensure the inventory count is accurate before the start of and at the end of each business day and reconciled in Metrc. All marijuana and marijuana products will be stored in a restricted access area, which will be under constant video surveillance. Surveillance cameras will have complete coverage of all areas where marijuana is present. Employees may be required to sign a regulatory compliance agreement before their employment start date.

3.7. Describe your policies and procedures for preventing loitering:

Extractly LLC will ensure that no individual will loiter on the premises or property. The exterior will be well-lit and equipped with 24 hour video surveillance and "No Loitering" signs. Facility employees will have a noticeable presence around the property to monitor for and deter loitering and unauthorized entrance. Any individuals found loitering outside the facility or on the property will be asked to leave the premises or law enforcement will be notified. Once a visitor has completed their visit and no longer has business inside the facility, they will be escorted off the premises. No visitors will be permitted to remain on the property after their escorted visit has concluded. Ryan will contact local law enforcement for assistance when necessary

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. RR

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. RR

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. RR

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

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). RR

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:

Camera angles, for the purpose of conducting safe and efficient business practices, will be double and single redundancy with a line of sight over the entire interior and exterior of the building and placed on each interior and exterior of the entrance and on the doors leading to the restricted access areas. Either Ryan or a third party security company will ensure camera placement throughout the facility meets and exceeds AMCO requirements. During a power outage, all video cameras and recording equipment will run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour. Surveillance cameras and recordings will be inspected frequently by Ryan to ensure that the cameras are getting clear recordings to adequately identify individuals both inside and outside the licensed premises, paying strict attention to the quality of capture of all individuals within twenty feet (20 ft.) of any entrance to the facility.

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 surveillance recording equipment and footage will be stored off-site in the adjacent building. The CCTV hard drive is located in a pad-locked crawlspace in the adjacent building. The recording equipment will only be accessible by Ryan, AMCO agents or law enforcement. The door to the crawl space will be equipped with a locking mechanism with a key which will only be issued to Ryan. Ryan will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil or administrative investigations. All recordings will be time and date stamped and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO enforcement and local law enforcement upon request.

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)*; RR

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;** RR

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

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

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

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

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

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;** RR

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

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

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, such as operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be stored in a file cabinet located in the packaging area of the facility. Facility records will be managed by Extractly LLC in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Business records will be stored separately from all storage of marijuana products and currency. Only Ryan will have access to the secured storage area and business records. All business records will be stored on-site for a minimum of 6 months and will be available to AMCO enforcement and local law enforcement upon request.

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. RR

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

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. RR

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. RR

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. RR

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. RR

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

Initially, Ryan will personally interview, hire and train all employees. Training will include marijuana industry topics, safety precautions and procedures, prevention of inversion and diversion and how to detect this type of activity, legal issues, clean-in-place procedures, personal hygiene, facility hygiene, facility rules and regulations, equipment maintenance and safe use, and State and Federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Ryan will present or arrange training and education to employees. Ryan will perform employee evaluations and update training on an as-needed basis.

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. RR

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. RR

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. RR

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). RR

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):

Toilet and handwashing facilities are located in adjacent building (House)

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:

All packaging materials, that will be sold to marijuana retail establishments for sale to consumers, will be child-resistant and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance-monitored area and will be packaged in a uniform manner with labels secure and clearly displayed. Marijuana concentrates will be individually packaged immediately after manufacturing, and subsequent to positive third party testing, further packaged with approved exterior packaging, health and safety labeling methods. All concentrate products will be stored in the secured, restricted access, locked production and packaging room in the facility with 24/7 video surveillance when awaiting distribution. For all transports of marijuana products, Extractly LLC will create a METRC generated Trip Manifest. All Trip Manifests will be sent with the products, with an additional copy being stored and filed as an official business record. The Manifest documents will clearly state the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. (Continued on Page 11...)

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. RR

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. RR

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. RR

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. RR

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. RR

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. RR

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

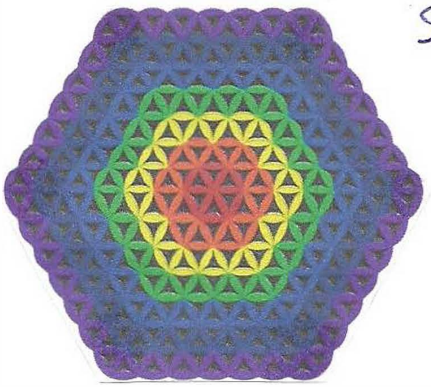
Extractly LLC does not intend to have any signs with the company name or logo on the exterior of the facility.

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

Extractly LLC may utilize any of the following advertising mediums:

- Print Media such as; Newspapers and magazines
- On-line media such as; Websites, including Website sales, social media, search engines, etc.
- Sponsorship of sporting events
- Platforms such as; leaf links

All advertisements will include all AMCO required warning statements verbatim as set forth in AMCO regulations.



stickers of this logo may be made.

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

Ryan Ruff
Signature of licensee

Ryan Ruff
Printed name of licensee

Official Seal
STATE OF ALASKA
Notary Public
Kristen Smith
Commission Expires:08/23/2021

Notary Public in and for the State of Alaska

My commission expires: 8/23/21

Subscribed and sworn to before me this 27 day of April, 2020.

License # 25198

(Additional Space as Needed):

8.1 Continued: All marijuana product will be in a sealed package or container not exceeding ten pounds (10 lbs.) and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment.