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:	Rebel Roots LLC	**MJ License #:**	29564		
License Type:	Retail Marijuana Store				
Doing Business As:	Rebel Roots LLC				
Premises Address:	261 OLD STEESE HWY N				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99712

Mailing Address:	607 Old Steese Hwy Ste B Box 303				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99701

Designated Licensee:	Kyle Wendler		
Main Phone:	907-347-7961	**Cell Phone:**	907-347-7961
Email:	Kyle@blackrapidsak.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:

Rebel Roots will have a sign that reads: "No one under 21 years of age allowed". This sign will be posted at the exterior entrance per 3 AAC 306.325. Visitors and customers will be required to show a valid ID proving they are 21 years of age or older to be permitted on the premises. Employees will be watching the licensed premises at all times during business hours, and the exterior doors will be locked while the store is closed.

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 marked with signs that read: "Restricted Access Area, Visitors Must be Escorted, No One Under 21 Years of Age Allowed". To get to the storage/office area, one would need to pass behind the counter. An employee will be behind the counter at all times and be able to ensure that any unauthorized person(s) do not gain access to the restricted areas without proper permission. All the restricted areas will be equipped with commercial grade doors and locks. These doors will be locked during non-business hours. The premises will be monitored by a third-party security system with motion detectors, glass-break sensors on all windows, and door-strike sensors on all doors. Cameras will be placed in a way to provide a clear, unobstructed view 20' from all entrances to the building and all areas inside, excluding the bathroom. All cameras will be able to identify an individual from 20 feet.

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

Visitors will be required to show valid ID proving they are 21 years of age or older to be permitted on the premises. Visitors will print their name, date, and time on the visitor sign-in sheet before being given a visitor badge. There will never be more than 5 visitors per escorting employee. The employee in charge of escorting the visitor will ensure all visitors remain in line of sight at all times. All visitor sign-in sheets will be kept with our records on the premises for at least three years and six months.

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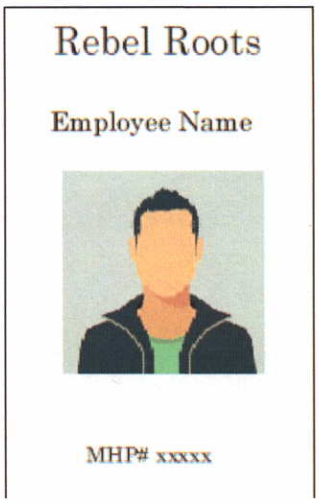
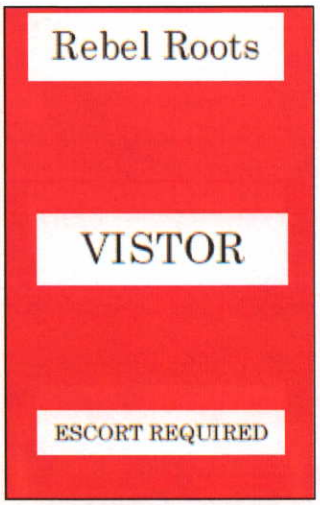
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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:

Exterior lighting will be installed around the whole building, including the exterior doors. These exterior lights will work with the camera system to identify individuals from 20 feet away while dark outside. Cameras will be placed so an individual can be identified 20 feet from the entrance of the building.

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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:

Exterior doors will have door contact sensors. All windows will have glass-break sensors, and motion sensors will be installed in all rooms. These sensors will be connected to a security system monitored by a third-party that is armed during non-business hours. Alarms will be activated and deactivated by a keypad for the alarm system. If unauthorized access is detected, the third-party monitoring system company will first call the appropriate employees to determine if it is a false alarm. If in an event of an unauthorized entry, the security company will notify the local authorities of the break-in. If in the event of a break-in, the management of Rebel Roots will work with local law enforcement to investigate the alarm before allowing anyone other than law enforcement to enter the building. In the event of unauthorized access to the premises, or the establishment's knowledge of evidence or circumstances that reasonable indicate theft, diversion, or unexplained disappearance of cannabis, cannabis products, or money from the licensed premises, the Department of Commerce, Community, Economic Development, and the Alcohol and Marijuana Control Office will be notified as soon as reasonably possible and within a 24-hour time frame.

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

METRC and POS software will be used to diligently track all cannabis on location. Inventory will be taken periodically and spot checked. If a discrepancy is found, it will be investigated. The use of security cameras will also help catch any diversion if it occurs. AMCO and local law enforcement will be notified as soon as possible if any diversion is suspected or proven.

3.7. Describe your policies and procedures for preventing loitering:

Employees will be monitoring the area to ensure that there is no loitering. If a person seems to be loitering, the staff will ask them to leave. If the individual refuses to listen to the staff, the local authorities will be called and dispatched to remove and trespass the individual.

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. KW

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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. KW

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. KW

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

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). KW

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:

The camera system will record 24 hours per day, 7 days per week. High-resolution cameras will be used to cover all inside areas, excluding the bathroom. Outside, high-resolution cameras will be used to cover all entrances, and the cameras will be able to identify individuals 20 feet from the entrance. These will allow identification of anyone 20 feet from the entrance or inside the building.

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 cameras will record to a NVR in high-quality, and be housed in a lock-box that is only accessible by authorized employees. In the event AMCO or law enforcement need access to this system, the authorized employees will assist. The video that records 24 hours per day, 7 days per week will be stored for a minimum of 40 days.

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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)*; KW

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;** KW

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

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

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

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

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

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;** KW

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

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

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:

Hard copies will be filed in lockable filing cabinets in the office area for a minimum of 6 months on location and 3 years if an off-site location is used. Electronic records will be stored on a computer in the office and backed-up on a cloud-based service to ensure the files are not lost. All records will be available to AMCO upon request.

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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. KW

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

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. KW

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. KW

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. KW

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. KW

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

Employees will be required to have a valid marijuana handlers card. Training will be hands-on under the supervision of a senior employee on daily operations. Employees will be trained on security measures for prevention of diversion, theft, and loss of cannabis and cannabis products, as well as emergency response procedures. Along with training on the alarm system, the employees will also be given a written procedure on how to use the system and what to do if there is an alarm.

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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.	KW
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.	KW
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.	KW
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).	KW

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:

All products will be tracked through METRC and have RFID tags attached to the heat-sealed packaging. No package will contain more than 10 pounds. The products will then be secured in tamper-resistant boxes for transport. A transport manifest will be created using METRC. The transporter is required to carry the transport manifest and a copy, and well as their valid marijuana handlers card. Upon arrival at the destination, a signature, printed name, marijuana handler permit number, and time and date of arrival will be recorded on the manifest. A completed copy of the manifest will be filed.

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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. KW

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. KW

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. KW

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. KW

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. KW

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. KW

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

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):

All signage will follow regulations 4 AAC 306.770. There will be 3 or less signs that are no bigger than 4800 square inches, each visible to the general public. The sign will depict the store's name and logo without promoting excessive consumption, false or misleading information, persons under the age of 21 consuming products, advertising that may be attractive to children, or therapeutic claims.

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

All advertising includes but is not limited to social media, website, newspaper, magazine ad, and radio ads. All advertising will include required warnings in print or verbal dependent upon how the ad is placed as well as our name or logo.

Rebel Roots

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

Signature of licensee

Kyle Wendler

Printed name of licensee

AMY C. BORNEO
Notary Public
State of Alaska
My Commission Expires Feb 14, 2023

Amy Borneo

Notary Public in and for the State of Alaska

My commission expires: Feb 14, 2023

Subscribed and sworn to before me this 7th day of May, 2021.

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