Alcohol and Marijuana Control Office
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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:	Jason Marc Rodean	**MJ License #:**	29604		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Redoubt Reefer				
Premises Address:	27250 Vincent St				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Mailing Address:	PO Box 873				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Designated Licensee:	Jason Marc Rodean		
Main Phone:	(907)299-7830	**Cell Phone:**	(907)299-7830
Email:	Terrapinconsulting907@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:

Photo ID will be required and checked for all visitors upon signing in to visitor log book.

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:

Unescorted members of the public will be prohibited from entering restricted access areas passed the main entryway/office.
Signs will be posted at restricted access areas.
Guests will be accompanied at all times and will be required to wear a visitors pass for the entire visit.

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

Guests will be required to sign in with name, age, date and time of entry and time of exit, name of the person escorting the visitor and drivers license number. An employee or owner with an "Alaska Marijuana Handler Card" will escort the visitor at all times and visitor will be required to wear a visitors pass. All information recorded will be stored in a locked file cabinet in the office.

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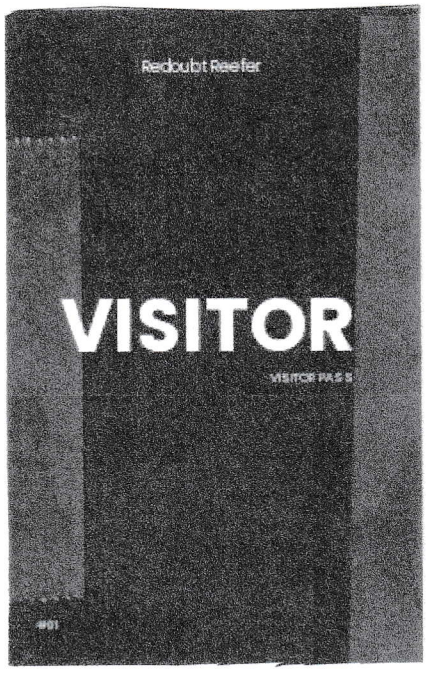
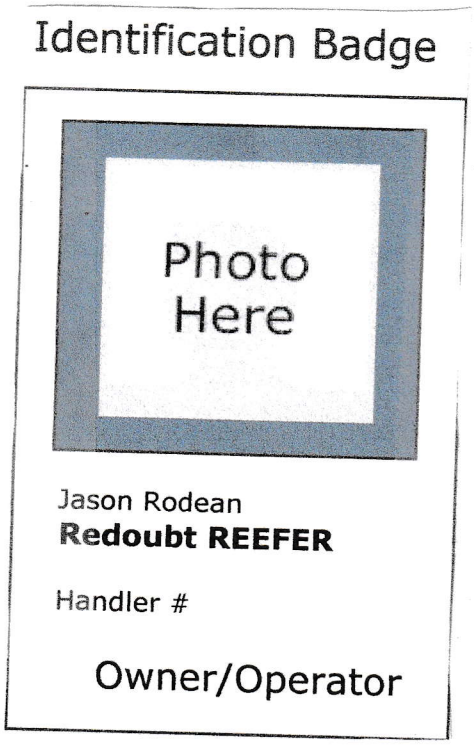
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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 motion lighting will be installed to facilitate surveilliance.
Exterior motion lights will be placed on each corner of the licensed premesis to detect motion within 25 feet of the building. Lighting both interior and exterior will allow for the entire licensed premesis to be sufficiently monitored via video survalliance.

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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:

An alarm system will be installed and monitored by Communications Alaska and will be set up to monitor intrusuion at all entrance and exit sites during closed hours. Owner/Supervisor will be trained in alarm function, arming and disarming the system as well as breach response. Each morning Owner/Supervisor will deactivate alarm and ascertain that alarm and video surveillance systems are in working order. Owner/Supervisor will also activate alarm upon closing for the day before locking all entrances/exits. Motion activated lighting will be on the exterior of the building as well as signs notating that the building is protected by secuirty system as an added deterrent. In case of unauthorized breach there will be a 100 decible siren that sounds in the building and the monitering agency will be notified. Owner/Supervisor will then be contacted to determine if breach is accidental or an unauthorized intrusion. If in the event of an unathorized breach the Alaska State Troopers will be notified and will determine the nature of the breach. The AMCO board will be notified within 24 hours in the event of an unathorized intrusion.

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

All employees will be subject to background check proir to hire and will be under video surveillance the entire time present on the licensed premesis. All growing rooms will also be under 24 video surviellance, as well as the drying room/trimming area. All processing will be under the direction of Owner/Supervisor. All finished marijuana product will be tracked in METRC and locked in a safe and will only be handled under the supervision of Owner/Supervisor. All transfers will be done with sealed packages with strain info and weight notated on packages as well as transfer manifests and will be transported in a locked box in the secured rear of the vehicle and will be monitored by Owner/Supervisor. The Exterior of the builing will have motion sensor lighting as well as 24 hour video surveillance. A security company will also be hired to monitor the security of the building.

3.7. Describe your policies and procedures for preventing loitering:

Upon arrival at the facility all visitors will be greeted by owner/employee who holds a current Alaska Marijuana Handlers card. All visitors will sign into the logbook with Name, Drivers License/ID #, reason for visit and time entered. Visitors will be escorted by owner/employee for the entire length of their visit. Visits will also be monitored and recorded by the video surveillance system. Visitors will then be required to sign out upon completion of their visit and immediately exit the licenswed premesis. Signs stating "No Loitering' will also be posted. "No Trespassing" signs will also be posted around the property as well as motion activated lighting to disuade any unwanted loitering.

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.

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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.

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.

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

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).

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:

High resolution video cameras will be placed above all entrances and corners of the building.
High resolution video cameras will be placed in all interior rooms as to ascertain a 360 degree view of all areas of the licensed premesis.
Cameras will also have high resolution recording capabilities as well as night vision.

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:

The harddrive on which video surveillance is stored, will be kept in a locked cabinet in the surveillance room/office and the key will be kept locked in the safe which only owner/supervisor will have access to in the event that the Alaska State Troopers or a member of Alaska Marjuana Control Board need to access the records. All video surveillance records will be kept for a minimum of 40 dayas in a format that easily acessed for viewing.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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:

A copy of all records will be made and stored in a locked file cabinent in the secured office area. Accounting software will keep records of all financial and transaction records on the hard drive of the licensed establishments computer. Computer will be stored in locked secured office area. Copies of records and files will be continually updated for the purpose of having backup copies as needed.

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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.

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

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.

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.

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.

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.

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

All employees will be required to undergo company safety training, be trained in the admittance of visitors, safe handling of plants, products, inventory and the proper disposal of waste products. Employees will also be trained as to the acceptable manner in which all plants and product will be watered, fed, pruned, manicured, harvested, trimmed, delivered etc.

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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.

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.

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.

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).

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:

After harvest, plants will be hung in a dark secured drying room for 2-5 days after which time the flower will be seperated from the branches and hand trimmed to remove excess leaf. product will be allowed to cure and then be packaged, sealed and placed in the safe. Upon delivery it will be placed in a 'Non see through" plastic container and locked with the appropriate child proof locking tag. Product will then be placed in the closed and locked trunk or secured backseat of the vehicle.

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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.

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.

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.

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.

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.

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.

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

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):

The only signs posted on the building will be informational in nature such as "No Loitering" "No Admittance to anyone Under 21" "Restricted Access Area. Visitors Must be Escorted" and signs notating that the building is protected by wired security

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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):

Redoubt Reefer will have a website as well as a line of Hoodies, T-shirts and Stickers. Most advertising will be done via word of mouth.

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

Signature of licensee

Notary Public
SHAUNTEALA GRAHAM
State of Alaska
My Commission Expires April 10, 2022

Notary Public in and for the State of Alaska

JASON ROSEAN
Printed name of licensee

My commission expires: April 10, 2022

Subscribed and sworn to before me this 11th day of August, 2021.

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REDOUBT REEFER

KASILOF ALASKA

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(Additional Space as Needed):

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