Standard operating procedure SOP for Gudlief Organization Limited Cultivation 11/15/2016
prepared by Robin Thomas – Owner and chief employee of Gudlief Organization
PO Box 397 Nome , Alaksa 99762 building 303-C west E. Street

Introduction: Gudlief is a limited cultivation facility , licensed by the state of Alaska. Due to the limited nature of the cultivation activity, > 500 square foot of cannabis canopy, cultivation will commence following inspection from AMCO enforcement team with only one employee, chief employee, Robin Thomas . Robin is also the owner and primary contact. These SOP papers will assume that eventually Gulief will need to hire an employee or be inspected by Amco enforcement for proper regulation protocols. These papers will describe the fundamental day to day operation procedures and provide copies of check lists for cultivation such as watering and nutrient scheduals , trimming and disposal of Marijuana wastes, harvest weights and measures, visitor logs, tracking logs and transport logs, tested and untested materials and security measures such as data collection from surveillance cameras to hard drives storage.

Initiating cultivation activities;

The Chief employee, 'Chief', will be certified as a Marijuana Handler by the State of Alaska and will wear a badge with photo ID. This ID will be kept on premises.

The Chief will be contacted by MERTK software company and learn the METRK system soon after permit has been activated by control. Surveillance cameras will be activated in all restricted areas with unrestricted views. Data will be collected on DVR in secure closet. See diagram 'A' of Gudlief cultivation building. Data on Linux dvr is limited to 2 terabits so data will need to be periodically exported to external storage and drv disk reformatted. This will be documented on check list 'B'. All check lists and other documentation will be kept on premises in the secure closet.

Visitors will be escorted by the Chief

Clones and mothers will be established from personal collection prior to the initial inspection from AMCO. Specific clones and mothers will be tagged and logged into METRK. The Chief will demonstrate his ability to enter data into the METRK tracking system.

A nutrient schedule and check list will be established for all stages of growth, cuttings, veg post veg , bloom and pre harvest. Trichomes will be monitored under magnification for maturity.

The Chief will be responsible for day to day watering, transplanting, trim disposal. Trim waste will be masticated and mixed with growing medium.

The Gudlief cultivation building will be inspected 3 times per day to insure that temperatures and humidity, lighting and surveillance are working properly. Exterior lighting will be turned on at night.

The Chief will keep inventory of supplies and order supplies as needed. Supplies include fertilizers, growing mediums, packaging , labeling, cleaning, repairs for lighting and air exchange and temp controls, tools for trimming and minor repairs.

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Harvest Schedules:

A perpetual harvest of 1-2 lbs per week of dried and trimmed flower (bud) is expected. Each plant is expected to produce 4 ounces of bud. Four strains may be harvested for a total of eight plants from a 4 x6 linear foot space every week. There are aprox 60 linear feet of space in the harvest room which allows for 10 weeks of bloom cycle per 6 foot space. As 8 plants are harvested , 8 fully vegged plants (aprox 4 weeks of age) will be moved from the veg room to the bloom room.

Different strains will be weighed (on certified legal scale) wet and batched and labeled separately during harvest and drying and trimming , re weighed as bud or trim and stored (cured in dark cool space @ 55% humidity) for testing. Tested material will be packaged and labled and stored as before. All cultivation activity will be documented on check lists:

Check Lists will include strain type, growing medium , nutrient lists, microbial tea contents, spray contents and dated.
Clones
Vegging
Budding
Harvest
Transport

Sales;:
Sales will be B2B of tested product only and will be labeled according to regulation and will be documented in the METRK system and also on accounting books which will be stored on premises in secure closet.

Security:

The Gudlief building, 303-C, will have only one secure exterior entrance with security cameras and lighting. Visitors will be signed in and out with badges and will be escorted by 'handler' permitted employees of Gudlief. When closed for business the Gudlief building entrance will have an activated sound alarm with keypad. Additionally there will be motion detection in the entrance foyer/ changing room.
Another secure door will separate the changing room from the restricted cultivation area. A third secure door will also separate the restricted 'secure' closet / employee bathroom from the coat room.

Visitors will be limited to 21 years of age or older. Visitors will be asked to use a 'visitor' badge and sign a log book prior to entering a restricted area. The Gudlief building is a very limited space and so visitors will be limited the the five visitor limit as specified in regulation.

The log book will have date, time , visitor name and signature. Also visitors will be asked to refrain

from handling any marijuana product in the restricted areas.

LED flood lighting sufficient to cover 50 foot radius will be installed on the exterior of the entrance to the Gudlief building. An employee will activate outdoor lighting at close of business or at dusk.

The exterior door will have a pressure switch activated noise alarm, brand name 'Alarm Lock', model PG30KPD, controlled by an on/off switch from inside and a coded keypad from outside. The Gudlief building, 303-C, is adjacent to and a secondary building of the owner's residence 303-A. Any activated noise or motion alarm will be investigated immediately by the owner or called into the local police.

The system will be activated at close of business as will additional motion detection systems. The Gudlief building has only one exterior entrance and no windows.

Marijuana diversion prevention will include the MERK tracking system combined with surveillance cameras and data storage. All product will be stored in secure, restricted areas such as the cultivation area and the secure closet area. All waste will be mulched and composted with growing medium in secure restricted area on premises.

All employees will sign an anti diversion agreement.

Visitors will be asked to limit visitations and a 'no loitering' sign will be posted .

Motion detection will be installed in the entry foyer and activated at closing. The motion detection will activate alarms in the primary residence, 303-A, and will have the ability to text or call the owner or the police.

In the event that the owner is out of town, the motion detection will contact a secondary phone such as a Gudlief employee or the police. Normally the owner would first investigate any alarms.

Video surveillance cameras will be placed to view restricted access entrances and rooms. A camera, located out of harms way, will also monitor the exterior entrance area up to a 20 foot perimeter of the entrance.

All security recording equipment will be located in the secure closet/ employee washroom accessed only by key. The sole employee is going to be the owner, Robin Thomas. The spare keys will be kept in a secure location in the owner's residence at 303-A.

Spare keys will be kept in the primary residence of the owner (303-A West E. Street) on same property lot 14 block 55 as the Gudlief cultivation building.
Motion detection alarm will be connected to the owners primary residence . Record copies will be stored on computer at the owners primary residence. Wifi will connected from primary residence.

Testing:

Test lots will consist of individual strains (identical clones from individual mother plants) or genetics and cultivation techniques (including lighting, mediums,fertilizers and pesticides) of no more than 5 lbs of trimmed and dried product consisting of either dried buds or trim.

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Random samples of test lots will be taken by designated employees, documented by Metrk lot number and labeled by lot number in tamper proof container in required amount of 3 grams per sample and shipped together (sample and documentation) for lab inspection. Lots will be stored in secure, cool and dark area in humidity controlled containers. Lot containers waiting lab results will be labeled and documented by lot number and will not be processed or sold until lab results are confirmed. Copies of all samples and lot documents will be maintained in records and kept in a secure area on premises.

Test samples will be shipped B2B via air carrier to Anchorage CannaTest Labs. All samples will be documented through METRK transport documentation then transported to air carrier via documented vehicle with locking glove box per regulation.

Sanitation:
In and attempt to prevent insects , molds o bacteria from contaminating the restricted areas all employees will wash hands after using the bathroom and dress down into protective suits, hair nets, protective slippers and respirators provided by Gudlief prior to entering restricted areas.

It will be the responsibility of the owner of Gudlief Organization to keep all records including lab records, pay taxes and renew permits and manage day to day procedures described in this paper.

Gudlief Organization Anti Diversion Agreement

This agreement states that no employee of Gudlief Organization will voluntarily or knowingly attempt to divert marijuana or cannabis in raw or processed form into or out of the cultivation building located at 303-C west E. Street , Nome , Alaska , lot 14, block 55. Any employee that attempts to divert any marijuana into or out of the Gudlief cultivation building as described will be immediately terminated from employment and may face legal persecution. It is strongly recommended that every employee take this agreement very seriously. Employee's may be asked to have their personal effects searched at any random time that the management of Gudlief Organizations deems appropriate.

Signed by Employee: _____date_____

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Gudlief Employee Daily Report

Employee_____

Date_____

Check in_____Check out_____

diversion search YES_____ NO_____

Water Yes_____NO_____

Feed YES_____NO_____

Trim YES_____ WEIGHTS _____LOT_____

_____ _____

_____ _____

_____ _____

WASTE ---------- _____ _____

Harvest YES_____WEIGHTS_____LOT _____

_____ _____

_____ _____

_____ _____

WASTE---------- _____ _____

New CLONES Strain_____Number_____ Lot_____

potted clones Strain_____Number_____LOT_____

Up Potted Strain_____Number_____Lot_____

Culled Waste Strain_____Number_____Lot_____Weight_____

Moved to Bud room Strain_____Number_____Lot_____

Cleaning comments:

General comments on supplies , plants , environment etc:

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Gudlief Organization Lab Sample Documentation

Employee Name_____

Strain_____

Medium and lighting_____

Fertilizers and amendments_____

_____

Metrk sample number_____

sample weight_____

Metrk lot number_____

Date: _____

Employee signature:_____

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GUDLIEF EMPLOYEE CHECK LIST

Please initial completed tasks: DATE_____EMPLOYEE_____

Cleaning chemicals stored in designated area _____

Cleaning supplies running low ? Describe_____

Dirt and water swept and mopped- floor is clean_____

Counter tops cleaned_____

Used containers cleaned_____

Check lists preformed daily : Employee check list, Employee daily report, weights and sample documentation.

Run off vacuumed and disposed if humidity is high over 60%_____level_____
Maintain 85F day temps and 75 F night temps.

CHECK TIMERS and lighting fr malfunction.

Water res filled AFTER feeding NOTE :water must sit 24 hours before use_____

FERTILIZERS: only mix what is needed daily to prevent unwanted fermentation or bacteria.
Mix ferts to 6.0 PPM . PH fert water to 6.0. water till light run off.
TEA: Good bacteria . Mix 5 gallons water, one cup molasses, ½ cup super soil, ½ cup fish dilute for foliar feeding/misting. Foliar only once per week . NOTE no foliar for budding plants.

Check plants for abnormalities such as yellowing leaves , dried leaves, curled leaves etc

Check oil heater and auxiliary electric heaters .

Turn on yard lights prior to leaving building. Make sure exterior door sweep is free of ice, doors are securely closed .

Contact management if unable to work 12 hours prior to absence.

Comments:

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Gudlief Cultivation Documentation

Employee_____Date_____

Lot_____

Strain_____

Medium and amendments:

Fertilizers:

PESTS? YES___NO____
DATE:
PESTICIDE? YES___NO____
DATE:
COMMENTS:

VEG START DATE_____
veg light cycle, lighting, spectrum and scheduled veg time:

veg comments:
BUD START DATE_____
bud light cycle, lighting , spectrum and scheduled bud time:

bud comments:
HARVEST DATE_____

HARVEST WEIGHT_____

RAW TRIM WEIGHT_____

RAW BUD WEIGHT_____

RAW WASTE WEIGHT_____ WASTE DOCUMENTED BY_____DATE_____

DRYING DURATION: START DATE_____END DATE_____

DRY BUD WEIGHT_____NO. OF CONTAINERS_____ DRY TRIM WEIGHT_____ NO. OF CONTAINERS_____
CONTAINERS LABLED? YES____ LOT NUMBER _____
DATE_____EMPLOYEE_____ CURE DURATION: START DATE_____END DATE_____ FINAL WEIGHT LOSS?_____
RANDOM LAB SAMPLE TAKEN_____EMPLOYEE_____DATE_____

BUD SAMPLE ID NUMBER_____

TRIM SAMPLE ID NUMBER_____

GENERAL COMMENTS:

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