Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Robin C Thomas	**License Number:**	10979		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Gudlief Organization				
Premises Address:	303-C West E. Street				
City:	Nome	**State:**	ALASKA	**ZIP:**	99762

Mailing Address:	PO Box 397				
City:	Nome	**State:**	ALASKA	**ZIP:**	99762

Primary Contact:	RobinThomas		
Main Phone:	907 304 5054	**Cell Phone:**	907 304 5054
Email:	gudyul@gmail.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

The Gudlief building, 303-C, will have only one secure exterior entrance with security cameras and lighting. Visitors will be logged in and out by a Gudlief employee. All visitors must wear 'visitor' badges and must be escorted by a 'handler' permitted employee of Gudlief.

When vacant, the Gudlief building's only exterior entrance will have a sound alarm and a motion detection system activated. Should alarms be activated, the owner and primary employee of Gudlief will immediately investigate.

The exterior entrance opens into an 8x8 foot changing room. There are two 'restricted area' doors leading from the entries changing room, one door is for the secure closet/ employee washroon and the other leads to the cultivation area.

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

Visitors will be limited to 21 years of age or older. Visitors must have a current photo state ID. Visitors will be asked to use a 'visitor' badge and sign and date a log in book.

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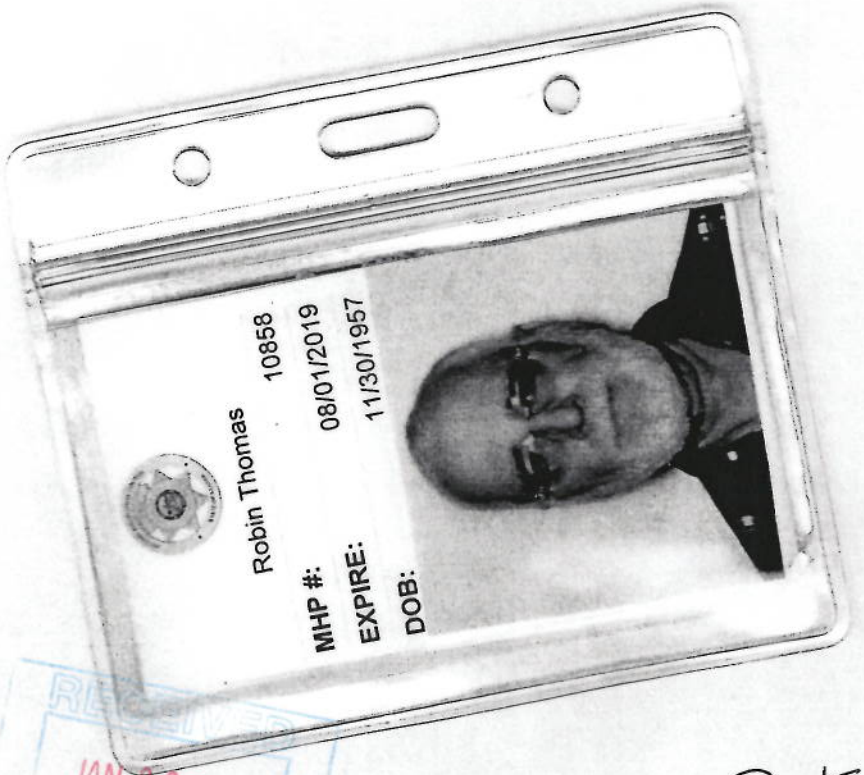
Describe your recordkeeping of visitors who are escorted into restricted access areas:

The visitor's log book will have date, time, visitor's name and signature. All visitors will be asked to refrain from handling any marijuana product in the restricted area.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



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INITIALS RT 01-04-2017

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

LED lighting, sufficient to cover a 50 foot radius, will be installed on the exterior of the entrance to the Gudlief building. Lighting will be activated when the building is vacated.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

The exterior door will have a pressure switch type noise alarm, brand name ©Alarm Lock, model PG30KPD. This alarm will have a coded keypad on the exterior and an on/off switch on the interior of the building.

Any activated alarm from building 303-C will be investigated by the owner. The owner©s residence, 303-A is on the same property and adjacent to 303-C. Any high decible alarm coming from building 303-C will be investigated by the owner or by the police.

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The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

The primary employee and owner of Gudlief will activate all alarms at closing. There is only one entrance to 303-C and there are no windows or egress.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Marijuana diversion prevention will include the MERC tracking system combined with video surveillance cameras and data storage. All video data and marijuana product as well as cash and records will be stored in a secure and restricted area. All marijuana waste will be mulched and composted.

ALL BUD TENDERS and employees of GUDLIEF ORGANIZATION WILL sign an Anti-Diversion Agreement See Attached:

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Describe your policies and procedures for preventing loitering:

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

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Motion detection will be installed in the entry foyer or ©changing room© and activated when employee leaves the building. The motion detection alarm will have to ability to contact by phone or text.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

In the event that the owner is out of town the owner will contact someone in Nome or the police to investigate any alarm notices; normally the owner will investigate alarms.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✔	
Both the interior and exterior of each entrance to the facility	✔	
Each point of sale area	✔	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✔	
Clearly and accurately displays the time and date	✔	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✔	

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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:

Video surveillance cameras will be placed to view restriced areas and entrances. A camera located out of harms way will monitor the exterior of the building up to a 20 foot perimeter of the exterior entrance.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

All security recording equiptment and data will be kept in a secure closet/employee washroom. The owner and primary employee will have the maser key. Spare keys and surveillance records will be located off premisis in a secure area at the owner©s residence at 303-A.

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Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	☑	☐
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	☑	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	☑	☐
Video surveillance records are stored off-site	☑	☐

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	✔	☐
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	✔	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	✔	☐
Records related to advertising and marketing	✔	☐
A current diagram of the licensed premises including each restricted access area	✔	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	✔	☐
All records normally retained for tax purposes	✔	☐
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	✔	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	✔	☐

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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:

The Franwell METRC software will be integrated with the state of Alaska and stored in the 'cloud' per the METRC web site info. All records concerning cultivation transportaion and sales will be logged with METRC daily. Personnal accounting will be kept online in the cloud as well with 'quick books online'. Handwritten guest logs and grow journals will be kept in the secure closet at 303-C.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☑	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☑	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

The METRK tracking systems courses will be studied and passed by Gudlief employees and used for tracking seed to sale. This system is integrated with the state of Alaska control board and staff and all data is stored in the cloud.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
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	☑	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☑	☐
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	☑	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

Gudlief employees will learn and complete a state approved marijuana handlers course and recieve a certification badge. This badge will worn or kept on the premisis of 303-C.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☑	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Cultivation waste water and washroom water will be disposed in the Nome city sewer system through a drain pipe from building 303-C to building 303-A's utility sewer connection.

Marijuana cultivation waste will be measured, documented and then mulched and composted with used growing mediums in the restricted cultivation area. After the third run or use, growing medium will be disposed on flower beds off premisis.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

All waste marijuana product including outdated or contaminated product will mulched and composted with used growing mediums. Gudlief will be using a mix of coco fiber and peat.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Marijuana waste will be composted or fermented for fertilizer. Composted means heating to 120F for one week and then 'cooking ' at 80F for two months. Fermenting means mixing with equal parts molasses and lacto bacilium culture and fermenting in sealed container for one month.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
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	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Marijuana bud and trim will be dried, cured, weighed, stored in jars, labeled according to regulation, and then stored in a dark, cool, secure and restriced area and kept at 60% humidity with humidity contol packs. No more than 5 lb lots will be sold to permited buyers.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

Gudlief does not intend to transport product from the cultivation building 303-C. Product will only be realsed or documented for transport to current, state permitted, card holding marijuana transporters.

TRANSPORT AMENDMENT FOR TESTING.

Gudlief ORGANIZATION WILL TRANSPORT (3) SMALL 2 gram SAMPLES, (total 6 grams for every 5 lbs of product harvested) FOR TESTING purposes. These SAMPLES WILL be PACKAGED IN TAMPER-proof containers. A secure BREIF CASE WILL be used to transport SAMPLES for Shipping.

signed Robin THOMAS 10-24-16

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

12 x 24 inch sign on exterior of building.

Warning: Restricted area - camera surveillance
No loitering-Authorized personel only
No minors under 21 allowed on premisis
Marijuana cultivation building

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	✔	☐
Promotes excessive consumption	✔	☐
Represents that the use of marijuana has curative or therapeutic effects	✔	☐
Depicts a person under the age of 21 consuming marijuana	✔	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	✔	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	☑	☐
On or in a public transit vehicle or public transit shelter	☑	☐
On or in a publicly owned or operated property	☑	☐
Within 1000 feet of a substance abuse or treatment facility	☑	☐
On a campus for post-secondary education	☑	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	☑	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	☑	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	☑	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

All visitors will be carded by a Gudlief employee for a valid, Alaska state issued, photo identification card.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

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Signature of licensee

Robin Thomas

Printed name

Subscribed and sworn to before me this 28th day of September, 2016.

BRYANT HAMMOND
Notary Public
State of Alaska
My Commission Expires Nov 19, 2019

Notary Public in and for the State of Alaska.

My commission expires: 11/19/19

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(Additional Space as Needed):

This cultivation building 303-C is located on the same property, lot 14, block 55 as the primary residence of Robin Thomas, owner and primary employee of Gudlief Organization. Gudlief conciders the 303-C building to be an extension of the primary residence 303-A as insurance underwriters require commercial rates for the primary residence, 303-A, due to the commercial nature of the cultivation building on the same property.

Gudlief plans to operate both retail and manufacturing permits out of the same building, 303-C, in the future. What is now described as the 'changing room' will be the retail space. The manufaturing space will be located in a seperate room fron the retail and the cultivation space. Both the hypothetical manufacturing space and retail space will be very small and are beyond the immediate scope of this limited cultivation application.

Thank you for your kind review,

Robin Thomas
Gudlief Organization

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