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:	ROBERT MIKOL	**License Number:**	10481		
License Type:	STANDARD MARIJUANA CULTIVATION FACILITY				
Doing Business As:	GOLDHILL GARDENS				
Premises Address:	2941 "C" Goldhill Rd				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

Mailing Address:	PO BOX 80106				
City:	FAIRBANKS	**State:**	ALASKA	**ZIP:**	99708

Primary Contact:	ROBERT M. MIKOL		
Main Phone:	907-750-0197	**Cell Phone:**	SAME
Email:	RMMIKOL@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:

Unescorted members of the public will not be able to enter the facility due to its construction and operating procedures for allowing non-employees to enter the facility. The facility has one door and no windows; the door is locked 24/7.

The facility is on private property and down a secluded driveway.
The facility has one entrance and is secured with a commercial grade lock.
The facility is under 24/7 security surveillance that notifies owner of any unauthorized access.

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

The cultivation facility is a single building. The entire building is a restricted area. Visitors approaching the building will be seen on the entrance door surveillance camera. They will announce their presence and purpose at this time before being admitted to the facility. Once admitted, they will sign the visitors logbook. The facility is small, so it is easy to be in the presence of the visitor at all times. At no time will any visitors be alone at any time. When their business has been concluded, they will be required to leave immediately.

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

Visitors, admitted into the building (the restricted access area), will have to sign-in and sign-out of the visitor log-book. The logbook information will include: Date and Time of entry; Name (printed and signed); ID Form; Affiliation; Purpose; Date and Time of departure.

Visitor logs will be numbered by page, kept in a 3-ring binder and stored in the safe when not in use.

Electronic copies will be transcribed onto a spreadsheet and stored on the facilities computer with an off-site backup.

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

SEE ATTACHED SAMPLE BADGE.

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Attachment A: Sample Employee Badge

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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:

Driveway and exterior facility entrance(s) lighting will be sufficient for security and surveillance requirements. No light pollution will impact adjacent properties.
The single entrance to the building shall be well light. It shall consist of two, photo-sensitive, 150 watt spot bulbs focused at the entrance to the facility.
The surveillance camera's are low-light, HD cameras.

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

The facility single entrance will have a commercial-grade lock, key-coded for each authorized member of the team. Each member will have a personalized distress code which will allow for entry and call the police at the same time. Additionally, the building has a full-time video surveillance monitoring system which captures high definition images inside the entire building and entry way. There is a contact sensor on the door and exhaust fan.
Finally, there is a UPS/backup battery system for the surveillance cameras and video storage system. This will keep the system recording long enough to employ the emergency generator. The owner lives within 100 feet of the premises and is available for immediate response.

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 only door has a commercial grade, non-residential lock, which will be in use at all times. This door has a contact sensor which identifies when it is not closed and trips a silent alarm when no one is present. Additionally, the door will be monitored by an interior and exterior HD camera at all times.
The entire surveillance and alarm system is connected to the owner's (and a trusted third-party's) cellular phone.
The owner, consultant and/or responsible employees will be will evaluate the threat and coordinate with local law enforcement for apprehension and prosecution.

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

All processes and procedures will be established based on Alaska State Law(s) and in compliance with the Metrc Inventory Control System(s) and Procedure(s).
In practice, all marijuana plants, seeds and clones will be entered into the Metrcs System for accountability. The growth and disposition of these plants (seeds, etc.) shall be duely recorded in the Metrc System. All marijuana products (primary, secondary, etc.) and waste products, will be weighed during in-season trimming and at harvest. Wet weights and dry weights shall be entered into the system. Wet weights will be taken at time of harvest, dry weights will be after the trimming process and taken again after the cure, at or near the time of sale.

Describe your policies and procedures for preventing loitering:

Loitering is strictly prohibited and unlikely due to the location of the cultivation facility and would be reason for trespass. The facility is in a semi-remote location with no reason for anyone not affiliated with the operation to be in the area. Dogs are on the property to alert persons associated with the operation of all visitors. Any one found loitering on the property of the cultivation facility will be informed that they are trespassing and asked to leave. If they do not leave, appropriate action (i.e. calling law enforcement agents) will be taken.

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:

The alarm systems will be tested approximately every 30 and the results recorded in the operations log. (The operations log is simply a daily/weekly/monthly checklist of responsibilities)

Goldhill Gardens will use an alarm system capable of alerting law enforcement of any emergency at the location. Panic buttons will be installed in the facility and at the owners residence. An additional monitor for the video surveillance system will be on the owner's cellphone.

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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:

1) Identify the nature of the problem and confirm the validity of the alarm to local law enforcement
2) De-escalate the situation if necessary and actively involved
3) Review inventory
4) Contact AMCO and report any losses

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:

Cameras will be placed within the restricted access area to cover the entrance as well as all growing and processing space in a manner capable of identifying individuals and activities in/around the facility. Please see diagram for video placement.

A camera will be placed inside the facility entrance and a separate camera outside to cover the entrance and surrounding 20 feet.

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:

Surveillance recording equipment and records will be stored in a partitioned section of the restricted access area and will only be accessible to authorized individuals as described in 3 AAC 306.720 (d).
This recording equipment will be in a locked containment box (safe or similar containment device) inside a locked room. The room is sheathed with 3/4 inch plywood, underneath the outer sheetrock layer. This prevents bypassing locked doors and simply breaking through the walls.
Recordings and surveillance data will be available to the MCB, AMCO and local law enforcement upon request.

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:

All records, electronic and hard copy, will be kept on-site in the restricted access area. Electronic records will be backed up off-site, either into the cloud or hard-lined to a backup device in the personal possession of the licensee.

Copies shall be preserved indefinitely while the business is running and for a minimum of seven years there after, along with the business tax records.

All cultivation and business records will be kept in a format that is readily understood by any competent cultivator or business person and will include, at a minimum, the following information:

Cultivation records for each seed, clone and plant: strains, batch numbers, growth records and yields
Harvest records for each plant: products and weights
Waste disposition records: weights and disposition
Water and nutrients used: amounts and types

Employee names, addresses, employment contracts, payment information and copies of their marijuana handler's permit.

Business records shall include all operating, maintenance and capital expenditures; and all product transactions.

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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:

Goldhill Gardens shall use the Metrc Inventory Control System.

All policies and procedures will be based off of and in compliance with the Metrc Inventory Control System. Goldhill Gardens shall have an Internet connection for communications with the state of Alaska and will be backed up nightly.

Physical records of all transactions will also be kept with the business records in accordance with 3 AAC 306.755.

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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:

All employees will hold a Marijuana Handler's Permits before employment.
All employees will be trained in facility policies and procedures by the owner/licensee.
A manual and reference guide of standard operating procedures will be developed to assist all persons associated with Goldhill Gardens in maintaining consistent procedures.
The manual will be updated as needed.

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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:

All fresh water will be stored in under-ground tank, delivered by a water delivery service.

Wastewater will be released into the building's wastewater drainage system.

Solid waste materials will be stored on-site in the licensed premises and entered into the inventory control. AMCO will be notified of the waste and amounts.

All used growing medium will be re-purposed as landscaping material(s). All wastewater and solid waste will be non-toxic. Marijuana waste will be mixed with a compostable material and re-purposed for landscaping on-site.

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

Materials that may be mixed with marijuana waste include:

1) Compostable materials include food waste,yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as a compost feedstock or in another organic waste method such as an anaerobic digester with approval of applicable local government entities.

2) Non-compostable materials, including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entities.

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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:

Goldhill Gardens will render all marijuana, plant and plant waste unusable for consumption by grinding the plant waste with at least an equal amount of compostable or non-compostable materials; per 3AAC 306.740 - Waste Disposal.

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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:

All preparations will take place in the facility, in a locked restricted access area, by an employee or licensee (with a marijuana handler's permit). Packaging will be in compliance with 3 AAC 306.470 and the Metrc Inventory Control System.

All product will be weighed on a certified-scale before sale to the licensed retailer.

Products destined for transport will be packaged in an opaque container, limited to five pounds per package with a tamper proof seal. A complete printed transport manifest will be kept with the marijuana at all times. METRC will be used to record the type, amount, weight of marijuana product being transported, name of transporter, time of departure and expected delivery, the make, model, and license plate number of the transport vehicle. In the event cannabis products need to be transported off premises, marijuana will be stored in a lockable compartment of the vehicle where it will remain until the vehicle arrives at the destination. The transporting vehicle will travel directly to the destination. A signature, printed name, marijuana handler permit number, and time of arrival will be required from the receiving party before any transfers can be deemed complete.

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

During transport, Goldhill Gardens will seal any marijuana or marijuana product in a sealed, tamper-evident package in a locked compartment of the vehicle. The sealed package will not be opened during transport.

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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:

No signs will be posted with the business name on the exterior of the facility and/or property location/address.

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:

Facility has a locked entrance, private driveway, is not open to the public. All persons are met at the facility's single door and viewed on a surveillance camera before being given entrance to the facility. A government ID will be requested for all unknown persons, to be shown into the camera before opening the door.

Persons under 21 will not be admitted.

All visitors will be required to sign the Visitor Logbook and show government identification before entering any restricted access areas as per 3 AAC 306.710 (c).

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.

Signature of licensee

Robert M. Milkof
Printed name

Subscribed and sworn to before me this 14 day of July, 2017.

STATE OF ALASKA
NOTARY PUBLIC
DIAN E. SIEGFRIED
MY COMMISSION EXPIRES WITH OFFICE

Notary Public in and for the State of Alaska.

My commission expires: with office

RECEIVED
JUL 14 2017
ALCOHOL & MARIJUANA CONTROL OFFICE
STATE OF ALASKA

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

(Additional Space as Needed):

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STATE OF ALASKA