Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Denali Gold LLC	**License Number:**	14136		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	DENALI GOLD LLC				
Physical Address:	1092 Dolphin Way				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99709
Designated Licensee:	Marguerita Gilbertson				
Email Address:	mgilbertson@gci.net				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-01 MARIJUANA ESTABLISHMENT OPERATING PLAN

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:	Denali Gold LLC	**License Number:**	14136		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Denali Gold LLC				
Premises Address:	1092 Dolphin Way				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

Mailing Address:	4376 Dartmouth Drive Suite 11				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99709

Primary Contact:	Marguerita Gilbertson		
Main Phone:	907-590-9160	**Cell Phone:**	907-590-9160
Email:	mgilbertson@gci.net		

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Uninvited and unescorted visitors will be prevented from entering the facility by the following:

Signage stating "Restricted Access Area, Visitors Must Be Escorted" will be prominently posted on all access doors. All access doors will be secured 24 hours a day and access only by authorized personnel with appropriate key and identification. Any visitors who attempt to gain access must be known and verify their age and identity with a valid form of State or Federal photo identification. In addition, outside motion sensor lighting, video surveillance and the above noted access doors will be utilized. Visitors without proper identification and/or under the age of 21 will be denied access to the property and required to leave.

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

Visitors who have proper identification and are 21years of age or older must sign into the visitor log which will annotate all of their personal information. Prior to gaining access to the facility, approved visitors will receive a visitor identification badge. Any and all visitors must be escorted at all times by the licensee and or manager. No more than 4 visitors may be escorted at a time ad licensee/manager must supervise said visitors at all times. All employees, manager, licensee, and visitors are required to carry a current identification badge prior to entering the facility and/or restricted access areas.

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

Recordkeeping for all visitors escorted through the restricted access are will be maintained on the premises for a period of no less than 6 months. These records will then be archived for a minimum of 4 years. For any visitors permitted in restricted access areas, licensee/owner or employees will record the visitors name, date, arrival and departure time, purpose of visit, and collect the temporary identification badge upon departure.

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

SEE ATTACHED

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DENALI GOLD LLC

ID BADGE

Marguerita Gilbertson

Licensee
MMJ Permit # 14136
Contact Number
907-590-9160

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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:

Denali Gold LLC will use exterior motion sensor flood lighting to extend no less than 20' from the building. This will not only be a deterrent for loiterers but will assist in ensuring that video surveillance will be clear and of a high quality of anyone who approaches the facility.

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

Denali Gold LLC is contracting with Vivint Security Systems. Our system will monitor both the interior and exterior of our facility. Motion sensors will be installed at all doors and windows. In addition, cameras will be utilized within the facility and outside of the facility with exterior motion sensing flood lights to further detract a breach of security. This is a state of the art system that will provide us with the best possible security available.

In the event of a breach of security, the system will alert Vivint Security as well as licensee via cell phone. Vivint will verbally contact Denali Gold and local law enforcement. Denali Gold will dispatch an employee concurrently with local law enforcement to our facility to determine the validity and severity of the breach.

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:

At close of business each day security alarms for all doors and windows will be activated and remain active until the start of business the next day.

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

Diversion of all marijuana/marijuana products will be effectively prevented by utilizing video surveillance in all restricted access areas. Our security system, flood lights, and motion sensors will also assist in the overall safety and security of our product. Employees will not be allowed to enter any storage areas where tested products, waste products, etc are stored without direct supervision. The licensee/owner or manager must supervise employees in these areas at all times. No personal items such as purses, backpacks, containers etc will be allowed inside restricted access areas. Visitors are not permitted to touch any product or equipment at any time and will be removed from the facility immediately. Video recording and photography is strictly prohibited for any employee or visitor to our facility. Inventory controls will be monitored daily. We will review to ensure all product is accounted for. This will also assist in providing accurate time line of all product within the facility.

Describe your policies and procedures for preventing loitering:

Signage will be prominently posted on all exterior areas and walls stating "No Loitering and "No Trespassing. Local law enforcement will be notified if verbal warnings are not heeded.

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:

In addition to all motion sensors on all exterior doors and windows, exterior motion sensor flood lights and video surveillance, we will utilize a hold-up alarm. The licensee/owner and manager will be responsible for maintenance and operations of all security systems and devices.

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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:

If local law enforcement is notified of a breach of security from our systems then licensee/owner, managers and employees will fully cooperate with law enforcement and ensure said individuals are in a safe and secure environment.

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 cameras will be strategically placed through out our facility. Each of these cameras will be positioned at a height that will provide a clear and unobstructed view of daily activity without any visual hindrances. This will ensure a clear view for identification of any persons and/or activity in a given area within the facility at all times.

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:

Our video surveillance recording equipment and records will be located in our secure office. The office can only be accessed by the licensee/owner or manager. Keypad entry will be utilized for the office door. The video surveillance equipment will be kept in a metal locked security cabinet. Only the licensee/owner or manager will be available during business hours to allow access to this information for law enforcement or an agent of the AMCO board.

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 will maintained and secured within the office. Paper records will be scanned into electronic documents. These electronic documents will be backed up via an external hard drive which will be located in a secure locked fire proof storage cabinet in the office which can only be accessed via the keypad entry system. The licensee/owner and manager will have keys to all locks and security cabinets as well as password for protecting electronic data, security systems, and alarm systems.

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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:

In accordance with the State of Alaska regulations we will utilize the METRC system by Franwell to track all marijuana from seed to harvest. In addition, we plan on using an accounting software system that will integrate with METRC. At this time both Quickbooks and Quicken software will integrate with METRC.

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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:

The licensee/owner and all employees will submit fingerprints and pass a criminal background check at a State approved location. They will complete training through an approved marijuana handlers permit course and upon completion will receive a marijuana handler permit. Reviews will be performed quarterly to ensure the licensee/owner and employees identification and permits are currently valid and make note of potential expiration dates to allow for adequate time to renew. New employees will be required to go through the same background check and training prior to gaining employment with Denali Gold LLC. A specific training plan will be designed for each employee.

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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:

Solid and liquid waste will be disposed of by composting processes approved by the State of Alaska and AMCO. All local and State laws will follow composting practices and requirements. All solid and liquid waste will be stored in a lockable waste container within the facility for the 3 day waiting period in which we will give AMCO enforcement the required written notice via email 3 days prior before rendering the marijuana unusable as well as logging the required information into the METRC system. The waste will be stored in a lockable waste container in the facility. Once the 3 day period ends the marijuana waste product will be mixed with an equal amount of non marijuana product to make it unusable and then delivered to a permitted or approved waste facility.

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

To render the marijuana waste unusable it will be mixed with equal parts of compostable materials such as food waste, vegetable grease/oils and or non-compostable materials such as paper, cardboard, plastic or other materials as approved by the AMCO board.

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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 product will be stored in a lockable container within the facility during the required 3 day waiting period. Once the waiting period has ended the marijuana waste product will be made unusable by grinding the marijuana plant waste and mixing it with equal amount of compostable materials. These materials may include food waste, yard waste, vegetable based grease and oils or other compostable materials as approved by the AMCO board and the State of Alaska. This remaining portion of the plant once mixed with equal parts of compostable material will be delivered to a permitted waste facility. A record of the final destination of all disposed marijuana product will be maintained for future reference and documentation purposes.

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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 marijuana to be transported will be properly packaged in material that is secure and uses a child safe container that is clearly labeled. The packages will be bundled for wholesale distribution not exceeding 5 pounds per package. All packaging will protect the marijuana from contamination and not impart any toxic or damaging substance to the product. All packages will have the appropriate labels as outlined by 3 AAC 306.475. A product that is transported will be recorded into the marijuana tracking systems and accompanied by proper transportation manifest documents. Information reported will include the type of product, the name of product, ETA, employee name who accepts the delivery, license plate number, make and model of vehicle used for transportation.

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

All marijuana packages to be transported will be placed into a secured, locked, and tagged suitcase or valise with proper documentation in placed and located in a fully secure locked steel cage within the vehicle that is transporting the marijuana products. All products will remain sealed and secured during any and all transports.

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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:

Denali Gold LLC is a cultivation facility only - not a retail establishment and will not use any exterior signage other than warning notices concerning trespassing at the facility.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Our facility will be 100% ID check.
There will be signs posted "No One Under 21 Allowed". If any minor is observed on the property via camera or visually they will be instructed to leave and escorted off the property,

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

MARGARITA GILBERTSON

Printed name

Subscribed and sworn to before me this 26th day of September, 20 17.

State of Alaska
NOTARY PUBLIC
Samantha Ahlstrom
My Commission Expires Jul 5, 2020

Samantha Ahlstrom

Notary Public in and for the State of Alaska.

My commission expires: July 5, 2020

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(Additional Space as Needed):

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