MJ-15 and its attachments

Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, as required by 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type. **The required $250 change fee may be made by check, cashier's check, or money order.**

Please download, complete, and submit with this form **only the pages** of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. All fields that are left blank will be considered unchanged from the existing operating plan. All fields that are completed and submitted with this form will be considered as changes to the existing operating plan and are subject to board approval. **Please do not submit any wholly unchanged pages of an operating plan.**

The form(s) that I am requesting board approval to change is:

- [x] **Form MJ-01:** Marijuana Establishment Operating Plan
- [ ] **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- [x] **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- [ ] **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- [ ] **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the director has given temporary approval or the Marijuana Control Board (MCB) has given final approval of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

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

Licensee:	Axion Enterprises, LLC	**MJ License #:**		12770	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Secret Garden Cannabis				
Premises Address:	726 E 15th Ave Suite 3				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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Alaska Marijuana Control Board

Form MJ-15: Operating Plan Change

Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

Converted to New Forms per AMCO Request. Where applicable, sections from old forms combined and duplication removed. Content changed only as noted below.
MJ-01
Section 1 - • Updated mailing and e-mail addresses.
Section 2.1 - • Changed the statement, "All entrants will be directed to enter through the front entrance door where they will check in with a designated agent" to "All visitors will be directed to the employee entrance where they will be meet by a designated agent".
Section 3.1 - • Removed 'all windows' from the list of areas covered by 24 hour security camera monitoring. • Changed 'office and safe room' in the list of areas covered by 24 hour security camera monitoring to 'Security Room'. • Defined door with spring-loaded hinges and doors with restricted areas signs as exterior doors, instead of all doors.
Section 3.2 - • Changed 'other individuals' to 'visitors'. • Removed that visitors will enter through Retail. Replaced with visitors will be directed to the Employee Entrance, where they will be met by an employee and allowed into the Lobby for Visitor Check-In. • Removed statement that Security will retain photo identification. • Removed statement that the company will retain a photocopy of all visitor IDs to be stored with the log as official business records. • Changed that business records will be kept in the Security Room, instead of in the secured office.
Section 3.3 - • Visitor badge example added.
Section 3.4 - • Removed that LED lights will be posted along the outer perimeter of the property. • Removed specific number of exterior lights to be affixed to the building.
Section 3.5 - • Removed that all alarm systems and devices will be tested every six months. • Added the security system is self-diagnosing and will alert the management if there is a malfunction. • Added the security system will be tested by management on a regular basis. • Updated that the third party security company will continuously monitor the facility when the system is armed. Previously stated that third party security would continuously monitor. • Added entry sensors as components of the alarm system. • Removed that panic buttons will be worn on a lanyard and replaced with panic buttons will be utilized. • Removed statement that motion detectors will be rigged to the exterior lighting system. Added that exterior lighting sensors will activate in low light. • Removed previous statement that the building would be evacuated and all visitors would be escorted immediately to the nearest exit. Updated to state that employees and visitors report to the primary safe area (Lobby) and management will determine if evacuation of the building to the secondary safe area is necessary. Additionally, added that visitors and employees will be accounted for while waiting for local emergency officials to respond and that any required notifications to AMCO will be made within 24 hours of the event.
Section 3.6 - • Removed 'offices' from the list of areas under continuous video surveillance. No marijuana or marijuana products will be located in the offices.
• Removed 'money counting area' from the list of areas under video surveillance. • Added the word 'marijuana' to describe the storage containers being monitored. • Changed location of security monitors and video recording equipment to be the Security Room, instead of the safe room. • Added that security monitors and video recordings will be available to SGC Management remotely.
Section 3.13 - • Clarified that cameras mounted on the exterior of the building will record activity at all exterior access doors. • Removed statement that the parking lot will have video coverage to identify vehicles. • Updated that the failure notification system will provide e-mail and/or text notification of any failure in the surveillance system. Instead of audible and visual notification. • Changed that during a power outage all cameras and recording equipment will be run on battery backup for at least 30 minutes. Previously stated one hour.
Section 3.14 - • Updated that all surveillance recording equipment and footage will be stored in the Security Room, instead of in the office and safe room. • Removed all reference to surveillance records being stored off-site. All footage will be stored on-site, including back-up storage.
Section 4.2 - • Updated that all business records will be stored in the Security Room, instead of in the office and safe room. • Removed all references to business records being stored off-site. All business records including back-ups, will be stored on-site.
Section 8.1 - • Updated to state that all packaging will be inspected, accepted or rejected, and recorded in METRC. Previously stated info would be recorded in 'the log'. • Changed description of secure storage compartment to read, 'Vehicles that will be used for transportation of marijuana will contain, or have affixed or mounted, a secure and sanitary lock box, that is either enclosed by the vehicle or affixed to the bed of the vehicle or trunk of the vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.' Previously read, 'Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.'
Section 9.1 - • Removed 'Cultivation' from the description of the business name to be included on the sign. Previously read 'Secret Garden Cannabis – Cultivation'. • Added that the sign may also contain the Secret Garden logo. • Updated 'affixed to the backside of the building' to 'affixed to the backside of the building or free standing if the current regulation and muni codes are changed to allow for such.
MJ-04
Section 2.1 - • New Section
Section 4.1 - • Entire section updated.
Section 4.5 - • Added perlite.
Section 4.6 - • Added additional fertilizers and nutrients. (Complete list on page 7.)
Section 4.7 - • Added 'or an automated injection system fed by a network of clean water tanks'. • Removed that wastewater runoff or excess nutrient solution would be collected in a wastewater tank. • Removed that the plumbing will be built in such a way that each table's waste water is transferred to a waste water collection reservoir by pump.
Section 5.2 - • Updated that marijuana waste will be stored away from all other products in a secured room, instead of in a locked container. • Removed last sentence that stated, "The manager will notify AMCO enforcement three days before disposing of marijuana waste." Note that notification to AMCO enforcement not later than three days prior to rendering waste unusable, is already included in the paragraph. • Updated that marijuana waste will be stored away from all other products in a secured room, instead of in a locked container. • Removed that the final mixture will be securely stored in locked containers located inside the premises. Replaced with final unusable mixture will be placed in the facility dumpster. • Removed statements that the on-site manager will meet with the waste truck driver and collect a signature and name, the date, time and type of marijuana waste being collected. Also removed that the above information will be recorded and stored as a business recorded. • Added that run off water from cultivation and processing will drain into the municipality wastewater system. • Added that once rendered unusable, marijuana waste will be placed in the facility dumpster.
Section 7.3 - • Removed that all harvested marijuana will be process into batches of five pounds and replaced it with 'All harvested marijuana will be process into batches not to exceed the current harvest batch limit set forth in 3 AAC 306.990(b)(3)'.
Section 8.1 - • New Section
Section 8.2 - • New Section

Section 3 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right: Initials

The proposed changes conform to all applicable public health, fire, and safety laws. JT

I understand that any temporary approval granted by the director is pending a final decision by the MCB; therefore, any investment I make, based upon temporary approval, is at my own risk. JT

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

Signature of licensee

James M.P. Thornton

Printed name of licensee

Notary Public in and for the State of Alaska.

My commission expires: 08/28/21

Subscribed and sworn to before me this 16 day of August, 2018.

"Official Seal"
Notary Public
Breanne Martucci
State of Alaska
Commission # 170828008 Exp 08/28/2021

AMCO Director Review for Temporary Approval Pending Final MCB Decision: Approved ☐ Disapproved ☐

Printed name of Director

Date

Signature of Director

Director Comments:

Received by AMCO 8.20.18

12770 MJ-15 Section 2 Text

Converted to New Forms per AMCO Request. Where applicable, sections from old forms combined and duplication removed. Content changed only as noted below.

MJ-01

Section 1 - • Updated mailing and e-mail addresses.

Section 2.1 - • Changed the statement, "All entrants will be directed to enter through the front entrance door where they will check in with a designated agent" to "All visitors will be directed to the employee entrance where they will be meet by a designated agent".

Section 3.1 - • Removed 'all windows' from the list of areas covered by 24 hour security camera monitoring. • Changed 'office and safe room' in the list of areas covered by 24 hour security camera monitoring to 'Security Room'. • Defined door with spring-loaded hinges and doors with restricted areas signs as exterior doors, instead of all doors.

Section 3.2 - • Changed 'other individuals' to 'visitors'. • Removed that visitors will enter through Retail. Replaced with visitors will be directed to the Employee Entrance, where they will be met by an employee and allowed into the Lobby for Visitor Check-In. • Removed statement that Security will retain photo identification. • Removed statement that the company will retain a photocopy of all visitor IDs to be stored with the log as official business records. • Changed that business records will be kept in the Security Room, instead of in the secured office.

Section 3.3 - • Visitor badge example added.

Section 3.4 - • Removed that LED lights will be posted along the outer perimeter of the property. • Removed specific number of exterior lights to be affixed to the building.

Section 3.5 - • Removed that all alarm systems and devices will be tested every six months. • Added the security system is self-diagnosing and will alert the management if there is a malfunction. • Added the security system will be tested by management on a regular basis. • Updated that the third party security company will continuously monitor the facility when the system is armed. Previously stated that third party security would continuously monitor. • Added entry sensors as components of the alarm system. • Removed that panic buttons will be worn on a lanyard and replaced with panic buttons will be utilized. • Removed statement that motion detectors will be rigged to the exterior lighting system. Added that exterior lighting sensors will activate in low light. • Removed previous statement that the building would be evacuated and all visitors would be escorted immediately to the nearest exit. Updated to state that employees and visitors report to the primary safe area (Lobby) and management will determine if evacuation of the building to the secondary safe area is necessary. Additionally, added that visitors and employees will be accounted for while waiting for local emergency officials to respond and that any required notifications to AMCO will be made within 24 hours of the event.

Section 3.6 - • Removed 'offices' from the list of areas under continuous video surveillance. No marijuana or marijuana products will be located in the offices.

• Removed 'money counting area' from the list of areas under video surveillance. • Added the word 'marijuana' to describe the storage containers being monitored. • Changed location of security monitors

and video recording equipment to be the Security Room, instead of the safe room. • Added that security monitors and video recordings will be available to SGC Management remotely.

Section 3.13 - • Clarified that cameras mounted on the exterior of the building will record activity at all exterior access doors. • Removed statement that the parking lot will have video coverage to identify vehicles. • Updated that the failure notification system will provide e-mail and/or text notification of any failure in the surveillance system. Instead of audible and visual notification. • Changed that during a power outage all cameras and recording equipment will be run on battery backup for at least 30 minutes. Previously stated one hour.

Section 3.14 - • Updated that all surveillance recording equipment and footage will be stored in the Security Room, instead of in the office and safe room. • Removed all reference to surveillance records being stored off-site. All footage will be stored on-site, including back-up storage.

Section 4.2 - • Updated that all business records will be stored in the Security Room, instead of in the office and safe room. • Removed all references to business records being stored off-site. All business records including back-ups, will be stored on-site.

Section 8.1 - • Updated to state that all packaging will be inspected, accepted or rejected, and recorded in METRC. Previously stated info would be recorded in 'the log'. • Changed description of secure storage compartment to read, 'Vehicles that will be used for transportation of marijuana will contain, or have affixed or mounted, a secure and sanitary lock box, that is either enclosed by the vehicle or affixed to the bed of the vehicle or trunk of the vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.' Previously read, 'Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle.'

Section 9.1 - • Removed 'Cultivation' from the description of the business name to be included on the sign. Previously read 'Secret Garden Cannabis – Cultivation'. • Added that the sign may also contain the Secret Garden logo. • Updated 'affixed to the backside of the building' to 'affixed to the backside of the building or free standing if the current regulation and muni codes are changed to allow for such.

MJ-04

Section 2.1 - • New Section

Section 4.1 - • Entire section updated.

Section 4.5 - • Added perlite.

Section 4.6 - • Added additional fertilizers and nutrients. (Complete list on page 7.)

Section 4.7 - • Added 'or an automated injection system fed by a network of clean water tanks'. • Removed that wastewater runoff or excess nutrient solution would be collected in a wastewater tank. • Removed that the plumbing will be built in such a way that each table's waste water is transferred to a waste water collection reservoir by pump.

Section 5.2 - • Updated that marijuana waste will be stored away from all other products in a secured room, instead of in a locked container. • Removed last sentence that stated, "The manager will notify

AMCO enforcement three days before disposing of marijuana waste." Note that notification to AMCO enforcement not later than three days prior to rendering waste unusable, is already included in the paragraph. • Updated that marijuana waste will be stored away from all other products in a secured room, instead of in a locked container. • Removed that the final mixture will be securely stored in locked containers located inside the premises. Replaced with final unusable mixture will be placed in the facility dumpster. • Removed statements that the on-site manager will meet with the waste truck driver and collect a signature and name, the date, time and type of marijuana waste being collected. Also removed that the above information will be recorded and stored as a business recorded. • Added that run off water from cultivation and processing will drain into the municipality wastewater system. • Added that once rendered unusable, marijuana waste will be placed in the facility dumpster.

Section 7.3 - • Removed that all harvested marijuana will be process into batches of five pounds and replaced it with 'All harvested marijuana will be process into batches not to exceed the current harvest batch limit set forth in 3 AAC 306.990(b)(3)".

Section 8.1 - • New Section

Section 8.2 - • New Section

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

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

Licensee:	Axion Enterprises, LLC	**MJ License #:**	12770		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Secret Garden Cannabis				
Premises Address:	726 E 15th Ave, Suite 3				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

Mailing Address:	PO Box 200011				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99520

Designated Licensee:	James M.P. Thornton		
Main Phone:	907-952-7070	**Cell Phone:**	907-952-7070
Email:	james@secretgardenak.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

At no time will a person under the age of twenty one (21) be permitted to remain on the premises. All visitors will be directed to the employee entrance where they will be meet by a designated agent. A sign will be posted on both the front entrance door and on the door leading into the cultivation area stating "No one under 21 years of age allowed". At check in, visitors will be required to present valid government issued photo identification showing that they are twenty one (21) years of age or older. A valid form will include: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. The facility will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear or how familiar they are with the employee. If at any time an employee suspects that a visitor is under twenty one (21), the employee will refuse access and have the individual escorted off the premises. If the individual does not comply, law enforcement will be contacted immediately. Employees will be trained to spot inconsistencies and signs of forgery in IDs, and will have an ID guide on hand to help recognize IDs from other states and countries.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

The entire facility will be designated as a restricted access area and will be equipped with a robust security system. The premises will be equipped with outdoor lighting, 24 hour video surveillance, an alarm system that will provide electronic notification to owners and law enforcement if necessary, and multiple signs stating that the premises is secured and monitored. Posted signs will also state that visitors must be escorted. The interior of the facility will have security cameras installed for 24 hour monitoring of all entrances and exits, the check in area, all security doors, restricted access areas and Security Room. The exterior of the building will have 24 hour surveillance cameras recording all activity on the premises. All restricted access areas within the facility will be monitored at all times and separated from public areas by locked doors. The exterior doors will be equipped with spring-loaded hinges to ensure that they close behind each person. Access to restricted areas will be granted through a smart lock system, and signs will be posted on each exterior door stating that the door leads into a restricted area and members of the public must be escorted. Cameras will also be placed conspicuously at each door to deter visitors from attempting access alone.

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

The owner, manager on duty, specially-defined agents, and any emergency personnel during the time of an emergency will have unrestricted access to the entire facility. All visitors who are permitted access to restricted areas must be accompanied by an escort at all times. Visitors will be directed to the Employee Entrance, where they will be met by an employee and allowed into the Lobby for Visitor Check-In. Valid government-issued photo identification will be required. The visitor will sign into a log with their name, the date, time in and out of the restricted space and purpose of their visit. All visitors will be given a visitor badge to be displayed on their person at all times and returned upon exit. Visitors will be escorted and actively supervised by an employee at a 5:1 ratio while in the facility, and once the visit has concluded, the visitor must leave the premises immediately. Any unusual activity or behavior during the visit will be recorded in the visitor log. The visitor log will be kept and stored as a business record and will be made available to the MCB upon request. Business records will be kept in the Security Room and only the licensee and authorized employees will have access.

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

Or similar format and content

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

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

Exterior lighting will be positioned against the building and perimeter, and evenly distributed throughout the property. The facility plans to install commercial LED lights to be affixed to the building and evenly distributed on the property. The light fixtures will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright to maximize visibility and deter crime. The exterior lighting will be checked weekly by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

A third party security company will install the alarm system, maintain the equipment and continuously monitor the facility when the system is armed at an off-site center to ensure the safety of the property and to detect unauthorized activity. The alarm system will be active at all times that the facility is closed. The alarm system will be set up to monitor for intrusions with motion detectors and entry sensors throughout the facility, during closed hours. Exterior lighting sensors will activate in low light to allow for additional security measures during closed hours and to provide extra lighting for all surveillance recordings. Sensors will be installed and maintained on all potential entry points, including all doors and windows, to monitor for motion, intrusion, or activity when the alarm system is activated. When triggered, an electronic alert will be automatically sent to the security company who will then contact local law enforcement and ownership. Panic buttons will be utilized for employees to access in case of emergency. When pressed, the buttons will trigger the alarm system, 24 hours a day. Employees will be trained to know how and when to use the panic buttons prior to beginning work, and all owners and managers will be educated on proper use, troubleshooting, and control of the alarm system. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last agent to leave the facility each night will activate the overnight devices and sensors, and lock all doors and windows that are not self-locking. The security system is self-diagnosing and will alert the management if there is a malfunction. The security system will be tested by management on a regular basis.

During emergencies, all employees and any visitors will report to the primary safe area (Lobby). Management will determine if evacuation of the building to the secondary safe area is necessary. Visitors and employees will be accounted for while waiting for local emergency officials to respond. When any dangerous, threatening, or unauthorized activity is reported to local law enforcement, employees will comply with directives and remain in a safe location while the incident is addressed. After the emergency is resolved, employees will look for property damage, verify cash and inventory, and submit all necessary documentation to law enforcement officials for a police report. Surveillance footage will be downloaded and submitted to police officials to aid in their investigation, and authorized officials will be given direct phone numbers to ownership and agents to ensure a good working relationship. Any required notifications to AMCO will be made within 24 hours of the event.

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

Video surveillance will continuously monitor storage, growing, processing, packaging areas and Security Room. Employees will perform mandatory inventory counts each week and document the reports as business records. The company has a zero tolerance policy for theft and diversion, and all employees will complete mandatory training in recognizing such activity. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that an employee is caught stealing marijuana, Secret Garden Cannabis will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Ownership will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. Once a theft is reported, ownership will update the product records in the tracking system, as needed, to maintain an accurate and comprehensive accounting for all marijuana products and inventory. Ownership will comply with all inquiries and investigations lodged by the MCB as a result. Documentation related to marijuana theft will be maintained as a business record for five (5) years and made available to the MCB upon request. All marijuana product will be secured in the cultivation area during growth and processing, and then will be stored in a locked and secured area once it is ready and waiting for packaging. Only designated personnel will have access to marijuana storage. Constant surveillance will monitor the marijuana storage space and all individuals entering the area. Video recordings will be backed up and stored for forty (40) days. Cameras will be prominently displayed in the processing and packaging areas and next to all marijuana storage containers, and will provide a full view of the cultivation room, entryway, safes and product packaging areas. Security monitors and video recording equipment will be located in the Security Room and available remotely to SGC Management.

3.7. Describe your policies and procedures for preventing loitering:

The company will prevent business practices that might entice or allow loitering, and escorting all loitering individuals off the premises. The exterior will be well lit and equipped with 24 hour video surveillance and "No Loitering" signs. Agents of the facility will have a noticeable presence around the property to monitor for and deter loitering and unauthorized entrance. The facility will have a single marked customer entrance to maintain order. Any individuals found loitering outside the building will be asked to leave the premises or law enforcement will be notified. Once a visitor has completed their visit and no longer has a purpose inside the facility, they will be escorted off of the premises. No visitors will be permitted to remain on the property after their escorted visit has concluded. Company agents will contact local law enforcement for assistance when necessary.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. JT

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. JT

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. JT

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). JT

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, safes and marijuana storage areas will have video coverage to clearly identify the faces of those present. Cameras mounted on the exterior of the facility will record activity at all exterior access doors. A failure notification system will be installed to provide e-mail and/or text notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all cameras and recording equipment will be run on battery backup for at least 30 minutes.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the Security Room, with backups on site. The licensee will ensure that all security requirements of 3 AAC 306.720(d) are met. The licensee will have 40 days of back up storage of surveillance records at the licensed premises and copies of required business records at the licensed premises as well. The Security Room will be accessible only by authorized agents, and will have an advanced, reinforced security door, locked at all times. The door will be equipped with an employee swipe card entry system, and a spring-loaded hinge. Ownership will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to the MCB and local law enforcement upon request.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; JT

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** JT

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** JT

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

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

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications, will be stored on-site for a minimum of 6 months in the Security Room. Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Records within the facility will be stored in the Security Room, separate from all storage of marijuana products and currency. The owner, management team, and authorized agents will have access to the Security Room and business records. A commercial grade door with card access locking mechanism will be used to separate the Security Room from the rest of the facility.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. JT

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

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. JT

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. 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. JT

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. JT

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. JT

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

The licensee and all employees will be required to obtain a marijuana handler permit from AMCO Enforcement prior to beginning employment and must keep the permit valid and in good standing at all times while employed with Secret Garden Cannabis. Qualified agents will be hired on a three (3) month probationary period during which they will be trained in their position, receive regular education and evaluation from ownership and management, and cross-trained to ensure that no positions are vacant. Training education will include marijuana industry topics, safety, compliance, customer care, legal issues, state and federal regulations, and OSHA, and will take place throughout the year as well as when topics arise. Employees will be expected to learn: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a handler in a marijuana establishment; (3) company standards, protocol, and best practices; (4) general safety procedures and protocol; (5) how to think defensively in threatening situations and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about particular strains and products; (7) in-depth information on the requirements of each room, task, and system; and (8) the general federal, state, and local employment regulations by which the Company is governed. Employees will meet with management monthly for continued education and evaluation. Managers will be trained in opening and closing procedures, safety protocol, and managing operations and the inventory tracking system. Managers will also be trained to implement all procedures for quality control, inventory control, and sanitation, and will be responsible for keeping accurate accounting records and overseeing compliant facility operations. Agents will be educated on quality control, inventory control, sanitation, opening and closing, manufacturing techniques and best practices, security protocols, and ongoing compliance with all new and existing state and local regulations. Agents will be trained on how to use the inventory tracking system and how to interact with visitors while in production. Agents will attend a general security class at hiring, and learn how to handle security and emergency procedures. The agents will be given in-depth education on the products that are produced and sold, cannabis consumption risks and effects, and all of the mandated information included in the handler's permit. Agents will also be trained in cash policies and how to record inventory. The state and local marijuana regulations and laws will be posted in spaces frequented by the staff, and all new hires will be required to meet with ownership to go over employment documents, tasks, educational materials, facility features, security, position-specific training, and to receive their uniform and supplies at hiring.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. JT

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. JT

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. JT

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). JT

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

n/a

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

METRC will generate a transport manifest to accompany all marijuana in transit. The facility will send a copy of the manifest with the products, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops. Marijuana will be sealed in not more than five (5) pound containers for wholesale transactions or up to one ounce containers for re-sale by retailers without re-packaging. All marijuana will be inside a locked storage compartment within the vehicle. At no time during transit will marijuana be visible outside the vehicle. The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the name and license number of the cultivation facility; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected, and recorded in METRC, and the on site manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the harvest batch number assigned to the marijuana; (3) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (4) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana.
Any vehicle transporting marijuana will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana will contain, or have affixed or mounted, a secure and sanitary lock box, that is either enclosed by the vehicle or affixed to the bed of the vehicle or trunk of the vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The structure will be formed of steel, hard plastic or like materials. From time to time ownership may utilize a third party for transport and shall ensure the third party transport company has their Marijuana Handlers' card.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. JT

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. JT

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. JT

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. JT

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. JT

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. JT

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

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be 1 sign with the business name "Secret Garden Cannabis" and/or logo on it visible to the general public affixed to the backside of the building or free standing if the current regulation and muni codes are changed to allow such. The sign will not exceed 4,800 square inches. The facility will affix and display all required postings on, around, and within the facility, and maintain the visibility and quality of such postings, with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate the facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras In Use" signs, (7) "Restricted Access" signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs.

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Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Secret Gardens' advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- newspaper ads
- radio & TV ads
- social media to feature specific strains
- magazine ads
- text messaging

Advertisements will include the following logo, the retail store hours and location, and will include each warning statement verbatim as they are listed in the regulations.

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

Signature of licensee

"Official Seal"
Notary Public
Charlotte Selvester
State Of Alaska
Commission # 171117019 Expires 11/17/2021

Notary Public in and for the State of Alaska

James M.P. Thornton

Printed name of licensee

My commission expires: 11/17/2021

Subscribed and sworn to before me this 17TH day of August, 2018.

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(Additional Space as Needed):

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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

Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the 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 and 3 AAC 306.420(2).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Cultivation plan
- Waste disposal
- Odor control
- Testing procedure and protocols
- Packaging and labeling

This form must be completed and submitted to AMCO's main office before any new or transfer application for a standard marijuana cultivation facility or limited marijuana cultivation facility license will be considered complete.

Section 1 – Establishment Information

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

Licensee:	Axion Enterprises, LLC	**MJ License #:**		12770	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Secret Garden Cannabis				
Premises Address:	726 E 15th Ave, Suite 3				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the flow of marijuana from seed or clone to harvest and transfer from your premises:

All marijuana cultivated at Secret Garden Cannabis will be tracked from seed or clone to sale or destruction in METRC. All marijuana plants that reach eight inches will be tagged and assigned a METRC tracking number. Marijuana plants will be cultivated throughout their life cycle per Secret Garden Cannabis procedures, identified and tracked in METRC per all state and local regulations and requirements. Marijuana will be harvested and grouped into batches of individual strains not to exceed the current harvest batch limit set forth in 3 AAC 306.990 (b)(3) and will be assigned a METRC harvest batch number. After the plants have been harvested, an authorized Secret Garden team member will select a random sample from each batch and send it to a licensed testing facility. The remainder of the batch will be segregated in the secured quarantined product area until the testing results are received. A transport manifest generated from METRC will accompany each transfer of marijuana to another licensed facility. Wholesale marijuana will be sealed in containers not exceeding five pounds and/or up to one ounce containers for re-sale by retailers without re-packaging. For transfer to a facility other than Secret Garden Cannabis, the containers will be placed inside a locked storage compartment within the vehicle or affixed to the bed of a truck for transport. Secret Garden Cannabis will comply with Alaska State and Anchorage Municipality health and safety standards. All transactions will be reconciled in METRC by the end of each business day.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.405 and 3 AAC 306.410.

3.1. I certify that the marijuana cultivation facility will not: Initials

a. **sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation;** JT

b. **allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on the licensed premises or within 20 feet of the exterior of any building or outdoor cultivation facility; or** JT

c. **treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana.** JT

Section 4 – Cultivation Plan

Review the requirements under 3 AAC 306.420 and 3 AAC 306.430.

4.1. Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

- All measurements approximate.
- First floor of the Cultivation Facility is 8,349 total square feet. Areas to be under cultivation consists of the following:
  - Grow Demo – 5.90 X 20.5 = 121 square footage of cultivation in this room.
  - Vegetative Room – 20.47 X 25.20 = 516 square footage of cultivation in this room.
  - Active Mother Room – 'L' shaped room 19.91 X 23 (458 square foot), and 6.88 X 9.30 (64 square foot). 458 plus 64 = 522 square footage of cultivation in this room.
  - Flower 1 – 14.25 X 53.83 = 767 square footage for cultivation in this room.
  - Flower 2 – 14.5 X 53.83 = 781 square footage for cultivation in this room.
  - Flower 3 – 13.94 X 59.90 = 835 square footage for cultivation in this room.
  - Multi-Use 1 – 41.70 X 10 = 417 square footage for cultivation in this room.
  - Multi-Use 2 – 10.60 X 38.30 = 406 square footage for cultivation in this room.
  - Multi-Use 3 – 28.9 X 8.96 = 259 square footage for cultivation in this room.
- Second floor of the Cultivation Facility is 8,782 square feet. Areas to be under cultivation consists of the following:
  - Flower 4 – 14.07 X 59.90 = 843 square footage for cultivation in this room.
  - Multi-Use 4 - 9.16 X 41.70 = 382 square footage for cultivation in this room.
  - Multi-Use 5 - 'L' shaped room – 30 X 15.30 (459 square foot), and 60 X 37.2 (2232 square foot). 1305.2 plus 1427.31 = 2691 square footage for cultivation in this room.
  - Mother Sanctuary – 17.50 X 37.14 = 650 square footage for cultivation in this room.

(Grow Demo) 121 + (Vegetative Room) 516 + (Active Mother Room) 522 + (Flower 1) 767 + (Flower 2) 781 + (Flower 3) 835 + (Multi-Use 1) 417 + (Multi-Use 2) 406 + (Multi-Use 3) 259 + (Flower 4) 843 + (Multi-Use 4) 382 + (Multi-Use 5) 2691 + (Mother Sanctuary) 650 = 9190 square foot of Area Under Cultivation

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Alaska Marijuana Control Board

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

4.2. The proposed area(s) for cultivation are clearly identified on the Form MJ-02: Premises Diagram that is submitted with this application. JT

Answer "Yes" or "No" to the following question: Yes No

4.3. Will the marijuana cultivation facility include outdoor production? ☐ ☒

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground and how it is fully-enclosed by a physical barrier:

n/a

4.4. Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility, whether indoors or outdoors, cannot be observed by the public from outside the facility:

Secret Garden Cannabis will ensure that cultivation areas and storage areas are not visible by the public from any entrance or window to the facility. All growing, processing, curing, packaging and labeling activities will take place inside the facility. Any marijuana that is transported to another licensed facility will be packaged in opaque packaging and moved to the transport vehicle in a discreet manner. Any vehicles used by the facility to transport marijuana will be unmarked to give no indication that marijuana is being transported.

4.5. Describe the marijuana cultivation facility's growing medium(s) to be used:

Secret Garden Cannabis will utilize the following growing mediums: water, air, soil, coco, expanded clay, rock wool, expanded mica, pumice, coconut fiber, vermiculite, peat moss, gravel, perlite

4.6. Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

CO2 delivery system: direct injection in HVAC circuit - max CO2 storage = 35lbs per enclosure. ** CO2 MANAGEMENT PLAN: CO2 will be stored in commercial grade tanks and all employees will be thoroughly trained on the regulator system - CO2 emission levels shall be checked in each room to ensure the proper amounts of Co2 are being utilized. Weekly checks of the Co2 tanks and regulator will be performed. Management shall work closely with the Engineering Team and the muni Fire Marshal to ensure approval of system and compliance with the 2012 IBC.

Nutrient delivery systems:

* Rockwool - nutrients added to top drip irrigation
* Deep Water Culture - plant roots suspended in an enclosed chamber with nutrient solution
* Nutrient Film Technique - a shallow stream of water containing dissolved nutrients recirculated past bare roots in a sealed watertight gully
* Aeroponics - highly oxygenated nutrient solution sprayed as a fine mist
* Ebb and Flow - a pump floods the plant's medium with nutrient solution

See page 7 for list of fertilizers, chemicals and gases.

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4.7. Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

Watering of plants will be accomplished using multiple methods. 1/4 inch irrigation feed lines will be supplied by a master reservoir or an automated injection system fed by a network of clean water tanks to individual drop manifolds. Manual watering will also be done when necessary by a watering wand connected to a pump inside a nutrient reservoir via PVC line.
*Rockwool - top drip irrigation
* Deep Water Culture - plant roots suspended in an enclosed chamber with nutrient solution
* Nutrient Film Technique - a shallow stream of water containing dissolved nutrients recirculated past bare roots in a sealed watertight gully
* Ebb and Flow - a pump floods the plant's medium with water and nutrient solution
Wastewater runoff or excess nutrient solution will be disposed of through a secure drain connected to the city wastewater system.

Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

5.1. The marijuana cultivation facility shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it. JT

5.2. Describe how you will store, manage, and dispose of any solid or liquid marijuana waste, including wastewater generated during marijuana cultivation, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown:

The company has a disposal plan for marijuana waste. The facility will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) waste from marijuana flowers and plant material and trimmings; (3) run off water from cultivation and processing; and (4) any other materials or containers in contact with marijuana products that risk contamination. Management will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, and final destination. Marijuana waste will be stored away from all other products in a secured room inside the facility and will be rendered unusable prior to leaving the facility for disposal. A notice will be sent to AMCO enforcement not later than three days prior to rendering waste unusable. Marijuana waste will be rendered unusable by grinding the materials and mixing with other compostable and non-compostable material (paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils) until the resulting mixture is no more than fifty percent (50%) marijuana waste. Management will inspect the resulting mixture to ensure it is composed of no more than fifty percent (50%) marijuana by volume. The final mixture will be moved to the secured, enclosed dumpster outside the facility. A waste truck will collect the waste mixture and dispose of it at the muni waste station. Only authorized personnel will have access to the keys that unlock the secured dumpster. This information will be recorded in the disposal log and securely stored as a business record, available to the MCB upon request. Wastewater from cultivation and processing will drain into the Municipality wastewater system.

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Section 6 – Odor Control

Review the requirements under 3 AAC 306.430.

Answer "Yes" or "No" to the following question:	Yes	No
6.1. Have you received an exemption from your local government for the odor control requirement set forth in 3 AAC 306.430(c)(2)?	☐	☒

If "Yes", you must be able to certify the statement below. Read the following and then sign your initials in the box:	Initials
I am attaching to this form documentation of my odor control exemption from the local government.	

If "No" to question 6.1., describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

Commercial grade activated carbon filters will be used throughout the cultivation areas to filter all air before being vented outside. The carbon filters will be regularly replaced to ensure maximum performance at all times. In addition, once every week one employee will be tasked with going to each property line of the property to conduct a "smell test". The "smell test" will consist of the employee walking to each edge of the property line and will attempt to smell marijuana from the edge of the property line. If marijuana smell is present at the edge of property line - the facility will replace the charcoal filters (if necessary) or install additional smell controls.

Section 7 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand and agree that the board or director will, from time to time, require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks.	JT
7.2. I will ensure that any individual responsible for collecting random, homogenous samples for required laboratory testing under 3 AAC 306.455 will prepare the necessary accompanying signed statement, provide the signed statement to the marijuana testing facility, and maintain a copy as a business record under 3 AAC 306.755.	JT

7.3. Describe the testing procedures and protocols the marijuana cultivation facility will follow:

All harvested marijuana will be processed into batches not to exceed the current harvest batch limit set forth in 3 AAC 306.990(b)(3). A designated agent from the facility will collect a testing sample at random from each batch. The individual responsible for collection will prepare a signed statement attesting that each sample was randomly selected, provide a signed statement to the testing facility, and maintain a copy as a business record. The facility will transport all samples to a licensed testing facility in compliance with the state regulations and the company's transportation policies. The facility will ensure that any individual transporting marijuana has a valid marijuana handler permit issued by AMCO. While awaiting the testing results, the remainder of the batch will be segregated in the secured quarantine area. The facility will maintain all testing results as part of its official business records, and will enter the results in METRC. Secret Garden Cannabis will comply with any request from AMCO for a random sample from any growing medium, soil amendment, fertilizer, crop production aid, pesticide, or water and shall bear the expense for all such requests.

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Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

Section 8 – Packaging and Labeling

Review the requirements under 3 AAC 306.470 and 3 AAC 306.475.

Answer "Yes" or "No" to the following question:	Yes	No
8.1. Will the marijuana cultivation facility be packaging marijuana for a retail marijuana store to sell to a consumer without repackaging?	X	

If "Yes", describe how the marijuana cultivation facility will ensure that the marijuana sold will meet the packaging requirements in 3 AAC 306.470, and provide a sample label that the facility will use to meet the labeling requirements set forth in 3 AAC 306.475:

All packaging done at the facility will be performed in a restricted access area monitored with 24 hour surveillance. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports for the scales at the facility. After agents package marijuana they will be placed in clean, air-tight containers and labeled with all compliant labeling information. Packaging will be uniform with labels secure and prominently displayed. Each package for direct resell will be one ounce or less, per regulations for purchase limits. The net weight will be on the label of each package. All packaging will be inspected, accepted or rejected, and recorded in the log, and the on site manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the harvest batch number assigned to the marijuana; (3) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (4) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana; and (5) each warning statement verbatim as they are listed in the regulations. Packaged marijuana will be stored in a secured area until ready for transport. See page 7 retail package label sample.

Answer "Yes" or "No" to the following question:	Yes	No
8.2. Will the marijuana cultivation facility be packaging marijuana in wholesale packages?	X	

If "Yes", describe how the marijuana cultivation facility will ensure that the marijuana sold will meet the packaging requirements in 3 AAC 306.470, and provide a sample label that the facility will use to meet the labeling requirements set forth in 3 AAC 306.475:

All packaging done at the facility will be performed in a restricted access area monitored with 24 hour surveillance. Wholesale packages of marijuana will be sold to other licensed facilities in packages up to five pounds consisting of a single strain or a mixture of strains with strain names identified on the label. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. All packaging will be inspected, accepted or rejected, and recorded in the log. The on site manager will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Wholesale package shipping container labels will contain : (1) the name and license number of the cultivation facility; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. If a wholesale shipment sold to another licensed facility is from a harvest batch that has not been tested for contaminants, a label will be affixed identifying each such contaminant. A METRC generated package label will be affixed to each package. Packaged marijuana will be stored in a secured area until ready for transport. See page 7 for wholesale package label sample.

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and AS 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

Signature of licensee

"Official Seal" Notary Public Charlotte Selvester State Of Alaska Commission # 171117019 Expires 11/17/2021

Notary Public in and for the State of Alaska

James M.P. Thornton

Printed name of licensee

My commission expires: 11/17/2021

Subscribed and sworn to before me this 17th day of August, 2018.

Received by AMCO 8.20.18

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

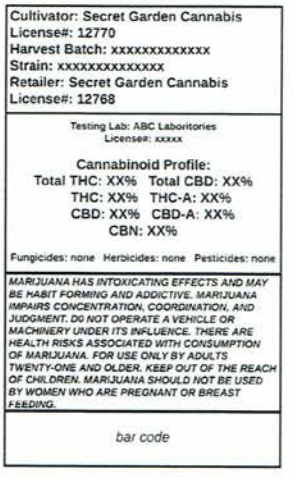
(Additional Space as Needed):

Continued from Section 4.6 - Secret Garden Cannabis will utilize the following fertilizers, chemicals and gases:

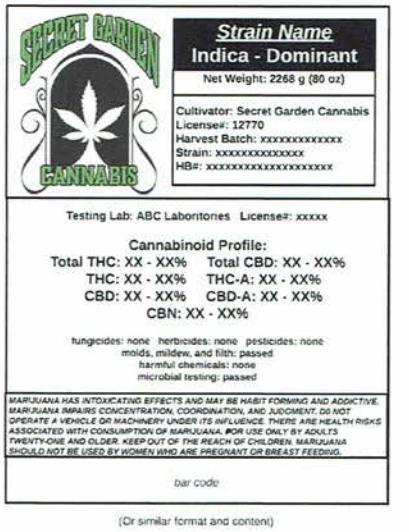
- 300 cu ft lab grade argon > 99.9% purity
- Advanced Nutrients full hydroponic line
- AzaMax
- Azasol
- BioAg (humid/fulvic) foliar
- BioBizz nutrient line
- Botanicare Nutrients
- Bud doctor (foliage spray)
- CO2
- CANNA nutrient line
- Cha Ching bloom booster
- CLONEX brand cloning gel, power and solution
- Current Culture Cultured Solutions beneficial bacteria
- Down to Earth ammendments
- Dutch Master nutrient line
- Dyna-Gro nutrient line
- Earth Juice Microblast
- Earth Juice nutrient line
- Earthshine beneficial bacteria
- Elite nutrients
- Emerald Harvest nutrients
- Epsom salt
- FoxFarm soil mixes
- FoxFarm nutrient line
- GH nutrient line
- Great White beneficials
- Green Bicycles compost mix
- GreenGro Mycorrhizae
- Grotek supplies
- Grow by Mamma
- Growth Science Organics nutrient line
- Guano Company super tea mix
- H202
- Heavy 16 nutrient line
- Hi-Brix
- House and Garden nutrients
- Humboldt County's Own nutrient line
- Humboldt Nutrients line
- Kelplex
- Mammoth Microbes
- Mills Nutrients line
- Mills Vitalize
- Myco-Fusion beneficial bacteria line
- Nature's Nectar nutrients
- Nectar for the Gods nutrient line
- New Millenium nutrient line
- Nitrozyme
- NovaGreen nutrient line
- NPK Industries products
- Nutrilife plant products
- Orca beneficial bacteria
- Organicare plant food line
- Perma-Guard diatomaceous earth anti-caking agent
- Photosynthesis Plus nutrients
- Physan 20 cleaner
- PT Pro control fogger
- Raw Nutrients line
- Raw Microbes beneficial bacteria
- Rhizoflora Guard 'n Spray
- Rock Resonator
- Roots Organics nutrients and soil
- Safer products
- Sonoma Country OG Tea beneficial bacteria line
- South Cascade Organics SLF-100
- Spinosad
- SUPERThrive
- Supreme Growers Myco Tea
- Terpenez
- Terpinator
- Veg Bloom nutrients
- Vegamatrix nutrient line
- VertiGro nutrient line
- Xtreme Gardening beneficial bacteria

Front of Package

Back of Package



(Or similar format and content)



(Or similar format and content)

Received by AMCO 8.20.18