Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Ohlson Mountain Gold, LLC.	**MJ License #:**		16027	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	OHLSON MOUNTAIN GOLD, LLC				
Premises Address:	61255 Ohlson Mountain Road - Warehouse 2nd Flr				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Mailing Address:	61435 Strutz Avenue				
City:	Homer	**State:**	Alaska	**ZIP:**	99603

Designated Licensee:	Mary Amidon		
Main Phone:	(907) 299-4004	**Cell Phone:**	(907) 299-4004
Email:	marylou@ohlsonmountainmineralspringsh2o.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:

1. Ohlson Mountain Gold, LLC cultivation facility area remains locked at all times.
2. A sign is posted at the entry of the restricted access area that no one under the age of 21 is allowed on these premises.
3. Visitors identification is checked before allowing access of restricted area. Anyone under the age of 21 will not be allowed to enter. All visitors will be logged in on our Visitor Log sheet. Visitors will then be given a Visitor Name Badge to enter restricted area, and escorted at all times by an employee or licensee in the restricted area.
4. All employees including licensee must be 21 years of age and have an active (current) Marijuana Handler's Permit.
5. All employees and licensee must sign statement acknowledging that: no one under the age of 21 is allowed entry to the restricted access area, and sign and acknowledge if any employee and licensee allows entry of a person under the age of 21 they will be "immediately terminated" and "immediately reported" to the appropriate authorities. This signed policy/procedure will be in each employee and licensee personnel file.
6. Employees will be told by licensee of Ohlson Mountain Gold, LLC:
   1) This is a cultivation facility and privately owned. It is not open to the public. Only visitors invited by licensee and manager-in-charge, law enforcement and agents of AMCO are allowed entry--these visitors must follow protocol by showing identification, be 21 of age or older, complete Visitor Log sheet and wear Visitor's Badge--no exception.
8. Valid identification--current driver's license or current passport. If there is no valid identification indicating 21 years of age or older, that person will not be allowed entry. End of story.
9. Licensee, Manager-In-Charge, and Employees will also be reminded of the continuous video surveillance. "While the cat's away, the Mice will play," -- won't cut it! 100% compliance is required 100% of the time.

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:

Unescorted Members of the Public Policy:

The cultivation facility is located on the second floor of the warehouse building. The cultivation facility (the entire second floor) is a restricted access area.

There are only TWO entrances into the restricted access area. These doors will have:
- A sign posted which reads, "Restricted Access Area. Visitors Must Be Escorted:.
- Surveillance camera installed at each entry point. The cameras are continuous video so personnel working in the restricted access facility will be able to view who is at each entry point.
- Motion Detect Lighting will also be at each entry point.
- Doors to Restricted Access Area will remain LOCKED ALWAYS.
- There are NO signs posted outside the warehouse indicating the name of our cultivation facility, nor the name of our business.

Policy, Procedure and Training:
- At employee orientation, the employee will be counseled that no unauthorized and unescorted person is allowed into the restricted access area.
- Only licensee or designated manager has the authority to invite visitors into the cultivation facility-restricted access area. These visitors must follow our company Visitor Admittance Policy in accordance to ACC 306.710. If any visitor refuses to follow Visitor Admittance Policy, he/she will not be allowed to enter. Employees do not have authority to invite people to the cultivation facility. Our cultivation facility is NOT open to the public.
- ANY unescorted member of the public must be told to leave.
- Any employee violating this policy will be terminated.

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

Visitor Admittance Policy:

- A sign posted which reads, "No one under the age of 21 admitted". Another sign posted, "All Visitors Must Be Escorted"
- All visitors must present photo identification (Current State issued Identification or Current U.S. Government Issued Current Passport) to prove that person is 21 years of age or older.
- Maintain a Visitor Log Book:
  - Log Sheet to include: date, time of arrival, name of visitor, address of visitor, purpose of visit, time of departure, name of Escort.
  - Each visitor to complete Log sheet and Escort to review for completeness.
  - Visitor Log Book is in a Locked Wall Mounted Box by entry door.
- All visitors will be accompanied by Escort (Licensee, Employee or Agent) into restricted area.
- Each visitor will wear a "Visitor Identification Badge" retrieved from Locked Wall Mounted Box.
- There will be no more than 5 Visitors per Escort.
- Visitor may lock his/her cell phones, cameras or other electronic devices in their personal vehicle or choose to have them stored in the Locked Wall Mounted Box. (Exception would be Alaska State regulators and local and state law enforcement).
- Visitors to proceed with Escort to "Clean Room" and follow instructions of the Escort.
- Escort is to maintain 100% attention on Visitor(s).
- Escort to remain with Visitor(s) at all times. If the Visitor is a Repair/Maintenance person, Escort is to keep him/her in the appropriate area.
- Escort is to collect all Visitor Badges upon leaving restricted area; note time of departure on log sheet, and give any electronic devices back to Visitor. Lock Visitor Log back in Locked Wall Mounted Box.
- Any employee violating this policy will be terminated.

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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:

(See Attached Samples of licensee-produced identification badges)

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:

The exterior lighting will be motion activated. Lighting will be at each entry to restricted access. The lighting will allow the surveillance cameras at each point of entry to record individuals up to twenty feet away.

At the south end of the building, there will be a LED exterior light located on the apex of the building. At the east side of the building, there will be a LED exterior light located on the apex of the building.

The manager's walk around/daily check will include verifying that each light is operational and mounted in a position optimal for visibility for surveillance cameras.

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Ohlson Mountain Gold, LLC

VISITOR BADGE #001

Ohlson Mountain Gold, LLC Lic #16027

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Ohlson Mountain Gold, LLC.

License #16027

Employee

"PHOTO"

Marijuana Handler
Permit #

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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:

We will be using magnetic disconnect switches (alarms) on all openings to the restricted access premises. Smoke detectors will also be installed throughout the cultivation facility.

The closing procedures include securing all openings and activating the alarm system. Upon return, the alarms on all opening will be deactivated.

Log Book: Licensee and employees will initial, date and time they deactivated and activated the alarms.

If we should receive a phone call from local law enforcement informing us of possible unauthorized breach of security or we have called them, our procedures are:
- Follow the procedures as law enforcement directs.
- Safety is always first. And no heroics! Safety of oneself and fellow associates is paramount.
- If law enforcement has determined to arrive at our cultivation facility, follow the directions of law enforcement.
- Licensee or manager-in-charge will assist law enforcement after incident.
- Licensee and employees will sign as acknowledgment and understanding of above referenced policy and procedure.
- Licensee and employee acknowledgments will be filed in respective personnel file.

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

Diversion of marijuana or marijuana product most likely occur:
-Unauthorized entries (break-ins) to cultivation facility.
-Interruption of transportation of product from cultivation facility to licensed retail, licensed manufacturer (this would also be applicable to driving samples to licensed labs).
-Employee/licensee theft.
-Inattentive or careless inventory practices.
To prevent diversion of marijuana or marijuana products, Ohlson Mountain Gold, LLC has implemented these policies:
1)Unauthorized entry to cultivation facility:
Ohlson Mountain. People driving to subject location face steep inclines, switch backs and gravel road. Owners live on site. After driving "down" 400 feet, people encounter a "locked" 8 ft. high wire fence. This gate is locked at all times. A "No Trespassing Sign" is posted on gate.

(Continued on Page 11)

3.7. Describe your policies and procedures for preventing loitering:

Natural Deterrent:
Ohlson Mountain Gold, LLC is located approximately 11 miles outside of Homer. Ohlson Mountain Gold Cultivation Facility is located 3/4's of the way up Ohlson Mountain. People driving to subject location face steep inclines, switch backs and a gravel road. Owners live on site.
Physical Deterrent:
Approximately 400 ft down the drive way, people encounter a locked 8 ft. wire gate. A sign is posted "No Trespassing" . (Continuation of Response on Page 11)

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. NAH

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. MAA

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. MAA

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

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). MAA

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:

There will be multiple placements of cameras both inside and outside to the licensed premises. Each camera will have a clear view to identify any individual inside the premises, or within 20 feet of each entrance/exit to the licensed premise.
- South end of building to capture visual of anyone trying to enter or exiting building.
- Inside Processing/packaging room
- Inside Flowering grow room
- Outside wall of processing room
- Inside Vegetative room
- Inside Clone room
- Inside Security & Surveillance Room
- Outside the north entrance/exit

Our video camera placements will comply with 3 AAC 306.720 to ensure safety of our employees, plants, product and ultimately the general public.

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:

Video surveillance recording equipment and surveillance records are housed and stored in a "separate locked room" marked "Security and Surveillance Room" within the restricted area. It is located in the center most northern room (clone room).

The Security and Surveillance Room is 6 Ft by 8 Ft. The commercial grade door will have a combination lock on the outside so only authorized personnel, law enforcement or agents of the board will be able to enter. Along with the locked door we will have a security camera on the inside recording all that goes on in the room along with who is in the room.

Surveillance recordings will be preserved for a minimum of 40 days as outlined in 3 AAC 306.720, in a format easy for viewing, unless the licensee knows or should know of any pending criminal, civil or administrative investigation for which the video recording may contain relevant information whereby retention and preservation of said surveillance recordings would be longer than the 40 days.

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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)*; MJH

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;** MJH

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

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

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

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

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

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;** MJH

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

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

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:

To comply with 3 AAC 306.755, Ohlson Mountain Gold will adhere to the following:

Both current paper and historic electronic records will be maintained and stored in the locked Security & Surveillance Room.

- Accounting Software used is QuickBooks--backed up monthly.
- Inventory Tracking Software used is METRC .
- Filing Cabinet will include files: Current Employee/Licensee, Agent List with copies of their Marijuana handler permit, advertising/marketing records, current diagram of licensed premise including each restricted access area, Visitor Log, Inventory Tracking Records, Receivables, Payables, Employee Records and Transportation Records.

All business and financial records are scanned monthly, and stored electronically on a thumb drive. Current and prior months' business records and past 3 years records including tax records will be accessible: on site in our locked Security & Surveillance Room, offsite at bookkeeping service and on a thumb drive held personally by licensee/owner. The information, documentation and records are stored in three different locations to prevent lost or destruction and to ensure quick accessibility.

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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. MJT

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

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. MJT

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. MJT

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. MJT

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. MJT

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

If job applicant is hired, then a copy of his/her Marijuana Handler Permit and copy of driver's license or passport is filed in the respective personnel file and a copy of the handler's permit is also filed in a file called "Marijuana Handler Permits". (also scanned for our electronic files) At time of hiring, the permit expiration date is "tickled" for renewal and compliance purposes. LICENSEE AND ALL EMPLOYEES MUST HAVE A MARIJUANA HANDLER PERMIT.

New Employee Training: Prior to actually working on the cultivation floor (restricted access area), the employee must become familiar with our "Marijuana Establishment Operating Plan". Licensee or designee will review Operating Plan with employee along with Job Performance Expectations. New employees will also become familiar with the AMCO website as updates to regulations need to be adhered.

Depending on his/her position within the Cultivation Facility, the employee may be required to take the Franwell's METRC training. The Designated employees who can input into the METRC system must show proficiency prior to actual live input. Licensee and designated employees will:
- Participate in at least one webinar training session.
- Utilize the written training manuals.
-Call or email Franwell's support desk for technical support issues.

Licensees and employees will also review 3 AAC 306.735 Health and Safety Requirements to ensure

Keys, combinations, and computer access are not given to employees until 90 Day Probation period is met.

On-going Training: Monthly training meetings to review updated material from the AMCO website and industry information. Review of sections of Operating Plan and applicable Alaska Statutes and Codes to ensure continuous compliance. Additional training from Franwell's METRC system will be done to assure proficiency of the system for licensees and designated employee. Any updates from METRC's system will be reviewed with licensees/employees whom input onto the system. Monthly training meetings will be documented in respective personnel files and training file.

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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. [AHT]

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. [AHT]

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. [AHT]

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). [AHT]

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):

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:

We will generate a transport manifest through the METRC's system to accompany all marijuana to be transported. A copy of the manifest will accompany the products and an additional copy of the manifest will be retained for our business records in our files in the Security & Surveillance Room. The manifest will document the strain name, type of product, batch number, weight, name of the transport 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 unnecessary stops, and the marijuana will be sealed in 5 pound containers or less inside a locked storage compartment within the vehicle for wholesale transactions, and up to one ounce containers for resale by retailers without repackaging. The marijuana will always be concealed and not visible from the 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) date of final testing; (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 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 completed in our processing room which is monitored with continuous surveillance. The marijuana will be packaged in a heat-sealed plastic package devoid of easy-open tab, dimple, corner or flap. Ohlson Mountain Gold will package to protect the product from contamination so not to impart any toxic or damaging substance to the marijuana. We will use certified scales in compliance with the Alaska Weights and Measures Act. After employees packaged marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and a given a barcode for the inventory control system. (Continued on the Supplemental Attached-Page 11)

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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. MJA

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. MJA

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. MJA

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. MJA

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. MJA

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. MJA

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

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 NO signs posted on our establishment indicating business name or that we are a marijuana cultivation facility. Our standard marijuana cultivation facility is NOT open to the public.

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

Types of Advertising:

Direct in person sales calls to licensed marijuana retailers and licensed marijuana manufacturers,
Phone Solicitation--mainly to get appointment to call on owner of licensed marijuana retailer or licensed marijuana manufacturer

We will provide samples of marijuana to licensed retailers and product manufacturers in compliance with 3 AAC 306.435 -- inputting samples onto the METRC system, and in compliance with 3 AAC 306.460 Samples to a negotiate a sale. The sample cannot be more than 1 ounce to the prospective licensed retailer or licensed marijuana product manufacturer and no more than 1 sample can be given to that prospective licensed retailer or licensed marijuana product manufacturer.

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

Signature of licensee

Mary L Amidon

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 9-12-21

Subscribed and sworn to before me this 6 day of Feb, 2018.

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(Additional Space as Needed):

3.2 Describe your recordkeeping and processes for admitting visitors (continued from page 2):
- Visitor Log Book is stored in the Locked Wall Mounted Box (which is by the interior entryway access.) on the north end of Ohlson Mountain Gold stairs.
- Daily:
  - All completed Visitor Log sheets in the Log Book will be removed and transferred to Surveillance & Security Room. Filed:
    *For Electronic Files: Log Sheet will be scanned and saved under Visitor Log for Year 20XX. Electronic Files are saved and backed up on a thumb drive monthly.
    *For Paper Files: Log Sheet will be in File Cabinet in Surveillance & Security Room.

3.6 Preventing diversion of marijuana, including employees: (Continuation from Page 4)
- Physical deterrent of locked doors at all times. All doors to enter restricted access area are locked at all times. Policy/Procedure: Licensee or manage-in-charge will check exterior locks after employees arrive and end of day. Alarms activated.
- Physical deterrent of continuous video surveillance. A sign is posted at each exterior entry indicating Video Surveillance.
- No exterior signage posted indicating that we are a cultivation facility nor the name of our cultivation facility.
- Policy/Procedure: Licensee/employees observe Unauthorized person on property must inform licensee/manager-in-charge. Licensee/Manager will then call State Troopers (911).

2)Interruption of transportation of product from cultivation facility to another licensed facility; such as lab, retail store or manufacturer:
Driver to have cell phone to call 911 if necessary.
Vehicle in good repair.
Doors and windows locked.
Manifest inputted clearly and succinctly into METRCS.
Driver to follow manifest as outlined (most direct route). Leave on time. No additional stops.
Be aware of cars along side, in front of you and back of you.
Marijuana safely secured in locked box.
Driver to survey parking area of licensed destination. Be aware of surroundings before exiting vehicle. Lock vehicle. Deliver product and return to vehicle.

3)Employee theft:
*Make sure employees know: there is continuous video surveillance, (and licensee and manage in charge review video), each employee should know that licensee has asked each employee to observe one another, inventory always up to date and recorded in METRC's, and make sure employees know that any theft, the licensee will assist authorities in prosecution of theft to the fullest extent of the law.

4) Inattentive/carelessness inventory practices: In addition to keeping METRC's current and accurate, there will be a monthly reconciliation of inventory. Reconciliation will include balancing physical inventory to METRC's.

5) Pursuant to AAC 306.715, "licensee will notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from licensed premise," which will be Standard Operating Practice for Ohlson Mountain Gold, LLC and communicated in training to all employees.

3.7 Describe your policies and procedures for preventing loitering: (Continued from Page 4)
Each staff member will be familiar with these Policies and Procedures:
* If a loiterer is noticed, employees are to bring this to the attention of Licensee (owners) or manager in charge.
* Licensee (owner) or manager in charge will assess situation:
  - If safe to approach loiterer, loiterer will be told to leave the premise. If loiterer is "not willing to leave the grounds, law enforcement will be called.
* If it is observed not safe to approach loiterer, law enforcement will be called.

Licensee (owners) or Manager In Charge will: Check at end of day to verify if Gate is locked; checked after arrival of employees if Gate is locked.

8.1 Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment (continued from page 8)
Labels to include (1) the name and license number of the marijuana cultivation facility; (2) the harvest batch number assigned to the marijuana in the package; (3) the net weight of the marijuana in the package not including weight of the shipping container utilizing a standard of measure compatible with the marijuana cultivation facility's marijuana tracking system, and (4) a complete list of all pesticides, fugicides, and herbicides used in cultivation of the marijuana.
Warning statements to be included as listed in 3 AAC 306.475:
(1) Marijuana has intoxicating effects and may be habit forming and additive.
(2) Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.
(3) There are health risks associated with consumption of marijuana.
(4) For use only by adults twenty-one and older. Keep out of the reach of children.
(5) Marijuana should not be used by women who are pregnant or breast feeding.

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