Alcohol and Marijuana Control Office
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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:	Gudlief Organization, LLC	**MJ License #:**	11119		
License Type:	Retail Marijuana Store				
Doing Business As:	GUDLIEF ORGANIZATION				
Premises Address:	303-C West E. Street				
City:	Nome	**State:**	Alaska	**ZIP:**	99762

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

Designated Licensee:	Robin Thomas		
Main Phone:	907-304-5054	**Cell Phone:**	907-304-5054
Email:	gudyul@gmail.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:

A doorman will be stationed at the store entrance during business hours to assist the retail clerk in sales and customer monitoring. The doorman will request from all persons entering the store for current, unaltered government issued, photo ID cards. The doorman will also observe everyone entering for sobriety/signs of impairment. Any one that is under 21 years of age, or who does not produce valid ID will be denied access to the retail store and asked to leave the premises. There will be a sign posted outside the retail store and inside the customer area stating "No one under 21 years of age allowed ". Signage will be clearly posted in the retail space that it is illegal to provide marijuana to persons under 21 years of age.
Law enforcement will be contacted for back-up if needed to enforce this policy.

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 Gudlief Organization retail store will post signage at the entrance to all restricted access areas stating "Restricted Access Area - Visitors Must Be Escorted" . Any members of the public who wish to visit the restricted access areas must clear with management and make an appointment.
Visitors will be escorted and actively supervised by a Gudlief Organization employee at all times. No more than five visitors will be allowed in the restricted access areas at a time. All restricted access areas will be located behind secure doors, cabinets or gates. The doorman and sales clerk will remain vigilant, never leaving customers unattended.
The restricted employee only retail area where product is stored in secure cabinets will be off limits to customers . Employee access to the restricted sales area will be through a secured gate with a restricted access sign posted on the gate. Security cameras will be placed to observe all secure cabinets and restricted access entrances and exits. The doorman will keep a close eye on all customers to make sure they do not attempt to access the restricted access areas. Members of the public will not be allowed to become 'visitors' without good reason and scheduled appointments with the owner/manager.
*Any agent of the MCB, City of Nome or Law Enforcement are not considered visitors for the purpose of logging in etc."

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

Visitors with an appointment and good cause (with the exception of agents of the MCB, City officials and Law Enforcement) will be escorted and actively supervised by management only. The visitor will be required to wear a company ID badge that reads " Gudlief Organization Visitor". The visitor will be asked not to touch anything and will be inspected for cleanliness so as not to contaminate the restricted access area. All visitors must show valid, government issued, photo ID cards demonstrating that they are at least 21 years of age and sign a visitor log book. They will print and sign their name, date, and time in and out of the restricted access areas. There will be a limit of 5 visitors at one time.
Records of visitor logs will be kept on premises for six months and then scanned into a hard drive . Records will be stored in the secure cabinet in the restricted access area behind the retail display counter. After six months, records will be moved off site and stored for three years on a hard drive in an equally secure area at the license owner's residence.

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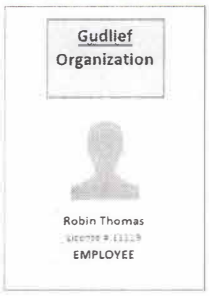
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



*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:

Gudlief Organization has installed exterior lighting around the premises to facilitate exterior video surveillance. All exterior lighting remains on at all times and is inspected frequently to ensure lights are functioning properly and that cameras are able to clearly identify individuals within 20 feet of the store entrance. Additionally, a bright white LED flood lamp has been installed to illuminate a 20 foot perimeter of the retail store entry door.

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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:

The exterior door has a battery powered, keypad activated, noise alarm which will be activated when the building is closed for the night. The shift manager will activate the door alarm each evening. The manager will deactivate the alarm in the morning. The noise alarm, if activated by forced entry will be detected by a Live Watch Wireless Security System noise detector that in turn will send push notifications to the Live Watch monitoring company. Live Watch will notify the licensees' cell phones first and the local police second, if the licensees request this or if one of the licensees does not answer. Robin lives next to the retail building and will inspect the premises in the event of a triggered alarm notification.
In the event of a potentially life threatening situation where a person is threatening violence or demanding product without compensation with a weapon, then a Live Watch panic switch may be activated by employees. The Live Watch monitoring system will notify the licensees and/or the police immediately. The SOP describes how an employee should react in an emergency situation. The employee should try to appease the threat's demands in an emergency situation. Employees should try to get customers out of the building, if possible. The doorman will have pepper spray in his possession but will only use it if there is a hostile and uncooperative threat that does not involve a dangerous weapon. The panic button may also be used to notify the manager and police.
The Simply Safe monitoring system will be activated during non-business hours to detect unusual noise, motion door breaches and low temperatures. The system monitoring company will call the licensees and if they cannot be reached, then the police will be notified of the breach. The police will be provided with contact info for the back up manager who will assist the police in reports and damage assessment. AMCO will be notified if any situation arises at the premises that involves a police response . Continued on page 11

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

The entire retail store will be under continuous video surveillance with all marijuana and marijuana products stored, displayed and dispensed for sales within restricted access areas, unreachable to customers. At least one employee will be stationed behind the display and point of sale counter at all times during business hours to prevent un-authorized attempted access.
Additionally, management will perform internal audits by reconciling the inventory on hand with the recorded data in METRC to ensure consistency and to resolve any discrepancies immediately
Robin and Kalla understand that diversion can happen in two ways -Inversion and diversion -and is equally profitable diverting product out of the legal system as it is diverting product from the illegal system into the legal market. Employees will be trained to alert management mediately in the event that theft or diversion is suspected or witnessed. In the event that an employee is caught stealing marijuana, OR infusing the store with non-regulated black-market product, Gudlief Organization will notify local law enforcement and AMCO enforcement immediately, comply with all directives and provide all necessary information and records for the investigation. Robin, Kalla and the general manager will take the necessary steps to ensure that illegal conduct by an employee does not compromise the establishment's license and legitimate business operations. All employees will be trained to recognize potential theft, and are required and encouraged to notify either Robin, Kalla or management if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO upon request. Once a theft is reported to law enforcement and AMCO, management will update the product records in METRC to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Robin and Kalla will also comply with any and all directives, inquiries, and investigations lodged by AMCO.
All employees will be required to read and sign the company's diversion policy which states that diversion will not be tolerated and that employees will be subject to random searches.

3.7. Describe your policies and procedures for preventing loitering:

Prominent signage has been posted around the building that states "No Loitering" and "No Smoking". The manager on duty is responsible for patrolling the perimeter of the premises to watch for loitering individuals. Any persons found loitering around the building will be informed of the no loitering policy and asked to leave. Law enforcement will be contacted for back-up if 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. RT

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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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:

In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensees will notify the following departments within 24 hours: AMCO, AMCO Enforcement and DECCED.

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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. RT

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. RT

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

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). RT

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:

Lorex Security cameras with motion detection and a minimum of 40 day storage capacity and good resolution are used at the retail store. The cameras are set for continuous footage with a date and time stamp. All recordings will be on a 6 Tera-byte drive in a DVR, locked in a secure cabinet in the restricted access area behind the retail display counter. The owner/ manager will have the only key to the secure locked cabinet. All restricted access doors will be in unobstructed view of the cameras, the employee bathroom door, the main entry door and a 20 foot perimeter of the the main entry exterior approach (4 cameras). The exterior camera view will cover a 20 foot radius of the front of the building with a wide angle camera. The point of sale area and secure cabinet for product storage and packaging area will also have a camera. There will be no obstructions to prevent a clear camera view of said areas.

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 video records will be kept in the secure video cabinet with the video DVR in the restricted access area behind the retail display counter. Management has the only key to the secure locked video cabinet. Gudlief Organization will make this area accessible to Law enforcement or an agent of the MCB upon request. Continuous footage video records in a clear format will be kept for 40 days on a 6 Tera-byte drive. This drive may be easily removed for investigation review off site. A spare drive will take the original drives place while the original drive is being inspected.

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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)*; RT

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;** RT

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

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

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

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

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

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;** RT

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

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

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:

Gudlief Organization's retail business records will be maintained daily and stored in the secure locked video cabinet in the restricted access area behind the retail display counter. Management has the only key to the secure locked video cabinet. Gudlief Organization will make this area accessible to Law enforcement or an agent of the MCB upon request.
Records older than six months will be scanned onto an external hard drive and moved off site to Robin's residence, in an equally secure storage cabinet.

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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. RT

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

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. RT

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. RT

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. RT

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. RT

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

Employee training will be presented or arranged by Robin and/or Kalla. Training will include METRC tracking software, emergency situations, diversion prevention, appearance and conduct in the workplace, marijuana and marijuana products, handling cash, and understanding and implementing the company's standard operating procedures.

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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.	RT
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.	RT
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.	RT
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).	RT

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:

In the event that marijuana and/or marijuana product will be transported to another licensed marijuana facility, a METRC generated transport manifest will be created with all the required information including, driver's name and handler's permit number, vehicle license number and model, planned route, destination license number and estimated departure and arrival times. The product will be packaged in a tamper resistant, odor proof package with appropriate labeling including average lab results of cannibinoids from that particular strain over the last three months, batch name, package number, grow medium, additives, fertilizers and pesticides, whether the batch was tested or not tested for pesticides, chemicals or fungicides and the cultivation and retail license names and numbers. A copy of the transport manifest will accompany the shipment in a locked storage container in the transport vehicle. The vehicle will have locked doors and locked windows. The package will not be opened until arriving at the destination on the transport manifest. The vehicle will not deviate from the route described on the manifest. The manifest may be edited prior to departure. If the route changes or takes longer than described in the manifest then AMCO enforcement will be notified. After the receiving license accepts the shipment, it will be logged into METRC and signed copy of the manifest will be given to the transporter to return to the sender as well as a receipt for payment describing the product and the agreed upon price. Should the shipment not be accepted, it will be returned to the Gudlief Organization via the same vehicle and route and entered into METRC as declined.

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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. RT

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. RT

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. RT

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. RT

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. RT

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. RT

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

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):

Gudlief Organization has only one sign posted with the company name "Gudlief Organization" and logo displayed in view of the public right of way from the store front exterior.

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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):

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

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads

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

Gudlief
Organization

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

Signature of licensee

ROBIN THOMAS
Printed name of licensee

ALBERT JOHNSON NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 4-11-2020

Subscribed and sworn to before me this 28th day of June, 2018.

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