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:	Goldstream Grown, LLC	**MJ License #:**	19473		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Goldstream Cannabis Annex				
Premises Address:	2922 Parks Hwy Studio 10				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	3875 Geist Rd Ste E #272				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Designated Licensee:	CAROLYN M DOBBS		
Main Phone:	9074604619	**Cell Phone:**	9074604619
Email:	gvpf907@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:

No one under 21 years of age may enter the restricted access area.
Any visitor will have to show valid photographic state issued identification card proving that they are over 21 years of age before they are allowed access and issued a visitors pass. The entrance to the cultivation will be locked at all times. We will maintain signage at the main entrance stating "RESTRICTED ACCESS AREA. NO PERSONS UNDER 21 ALLOWED. Visitors must be escorted". All approved visitors will be escorted by an employee at all times (not to exceed more than 5 visitors at a time per employee). Video surveillance will record all entries, exits and rooms within the licensed facility.

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 entrance will be marked with a sign that says "RESTRICTED ACCESS AREA. NO PERSONS UNDER 21 ALLOWED. Visitors must be escorted".
The entrance to the facility will remain locked at all times, with a keypad lock.
Any visitor must show valid photographic identification to prove that they are 21 years of age or older.
Every person on premise must have a visible employee or visitor identification badge.
At no time shall any unescorted member of the public be allowed access to any restricted access areas while not under the supervision of a Goldstream Cannabis Annex staff member.

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

Each visitor will be signed in, ID checked, and visitor identification badge issued.
Each employee shall have no more than five visitors at a time, the employee will be actively engaged in supervising those visitors.
A daily visitor sign in sheet shall be signed recording the following information:
Name, address, state ID # and date of birth.
Date and time of arrival and departure.
Purpose of visit and visitor ID badge #.
All visitors ID cards will be photocopied and retained with each daily visitor sign in sheet. All visitor documentation shall be logged and stored in our digital security files. Hard copies will be retained on site for a duration of no less than one year. All documentation stored will be available to the director of the MCB, and agent or employee of the board, or a member of law enforcement at any time.

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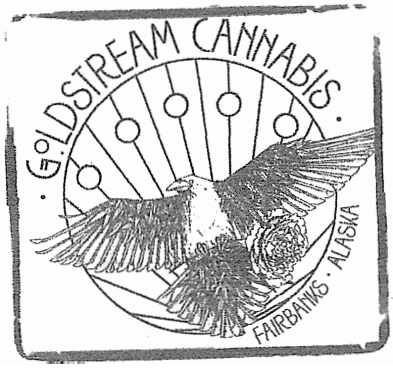
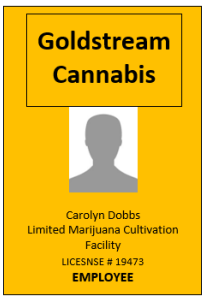
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





*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 consist of motion activated LED flood lights and will be placed in a manner to provide a clear view to facilitate video surveillance of any individual within 20 feet of the entrance to the facility. Security cameras will be infrared capable and record 24 hrs/day, 7days/week. Video will be stored for a minimum of 40 days as per AMCO regulation. If these regulations change we will accommodate for extended video storage.

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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 utilizing SimpliSafe or similar alarm system. Alarms will be placed on the entrance and the garage door along with commercial grade, non-residential door locks. They will be activated at the end of each day and deactivated when the facility is occupied by staff. There will be a panic button (silent alarm) inside as well.
Procedures for notification of security breech: if facility is staffed, asses situation and take appropriate action. Call 911 if necessary, if the situation allows, remain at facility to assist law enforcement. If facility is vacant, licensee or authorized agent will return to the facility to assist law enforcement once the area is deemed safe. Law enforcement will be notified immediately by the alarm monitoring company should the alarm be set off or for fire or other emergency. All employees, agents of licensee and licensee will cooperate with members of law enforcement. We will notify AMCO as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishments knowledge of evidence or circumstances that indicate theft, diversion or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

Video monitoring of all areas of the licensed premises will ensure that any diversion of marijuana is recorded. No personal lunch boxes, purses or bags will be allowed in the restricted access area. A notice indicating that all personnel and personal items shall be subject to search will be posted in the entrance to the facility. All product for sale will be kept in a locked storage cabinet.

3.7. Describe your policies and procedures for preventing loitering:

In addition to preventing unauthorized persons from entering the premises, a no loitering sign will be placed at the entrance. Personnel will monitor surveillance cameras and anyone identified as loitering will be asked to leave the premises. If they refuse to leave we will notify law enforcement.

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. CD

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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. CD

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. CD

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

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). CD

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:

A minimum of 2 cameras will be placed within all restricted access areas. They will face each other diagonally to provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times, including cameras facing entry of all interior doors. The main entrance and garage door will have cameras covering the interior and exterior to provide a clear view of all persons entering and exiting the facility.
Exterior camera will produce a clear view adequate to identify any individual within 20 feet of the exterior entrance. All areas within the proposed licensed premises where cannabis is grown, cured, stored or disposed of will have a video camera installed facing the primary point of entry.
All cameras will be high definition with infrared/night vision capabilities. They will be accessible remotely so we are able to view the premises from our phone or home computers.

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:

The surveillance storage locker will be located in the front of the facility's restricted access area. It will house a hard drive containing a minimum of 40 days of surveillance footage and digital back-up of all data. The locker will have a secure door with a combination lock. Cameras will be positioned so that anyone entering (and exiting) the room containing the locker will be recorded.This area shall only be accessible to authorized personnel, law enforcement or an agent of the board. At no time will any visitors to the facility be granted access to the surveillance storage locker. All surveillance footage will be stored for a minimum of 40 days in a format that can easily accessed for viewing and will clearly and accurately display the time and date and will be archived in a format that does not permit alteration of the recorded image so that the images can be readily authenticated. All footage will made available to AMCO 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)*; CO

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;** CO

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

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

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

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

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

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;** CO

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

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

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:

The following documentation will be filed securely onsite in the video storage locker (restricted access area): all books and records necessary to fully account for each business transaction conducted under our license for the current year and three preceding years, current employee list including full name and marijuana handler permit number for each employee, contact info for vendors that maintain video surveillance systems and security alarm systems for us, records related to advertising and marketing, a current diagram of the licensed premises, a log recording the name, date and time of entry for each visitor, all records normally retained for tax purposes, accurate and comprehensive inventory tracking records (METRC), transportation records as required under 3 AAC 306.750(f)
All records, data and important documents on the computer will be backed up to a separate hard drive at the end of every week. This hard drive will also be stored in the restricted access area video storage locker.

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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. CD

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

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. CD

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. CD

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. CD

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. CD

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

Employees will be trained on cultivation and trimming techniques. There will be required reading, and a hands on instructional session with each new employee.
Aside from the marijuana handler's course and required testing, licensees, employees and agents will be kept current as to any changes in regulation from AMCO, law enforcement (state, local or federal), as well as industry changes.

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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.	CD
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.	CD
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.	CD
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).	CD

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 package cannabis in wholesale packages not to exceed five pounds. Five pound wholesale packages will contain either a single strain or a mixture of strains as identified on the label. Each package will be labeled with a specific tracking label generated for tracking purposes by the marijuana inventory tracking system. We will record the type, amount and weight of the 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. A complete printed transport manifest on a form approved by the board will be kept with marijuana at all times. Continued on last page....

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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. CD

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. CD

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. CD

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. CD

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. CD

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. CD

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

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 signage on the outside of the building or the entrance to the cultivation, other than the RESTRICTED ACCESS signs. If, at some point in time we do choose to display signage we would not use more than 3 signs attached to the building and shall not exceed 4800 Sq. inches. The sign would depict the name of the grow facility, address, phone number and any logo. The signage including logo would not be enticing towards children.

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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):

Advertising may consist of local magazines, trade magazines, social media and items listed below:
All social media posts will include the warning statements required by the MCB.
Lighters
Clothing
Stickers
Glass Jars
Water Bottles
Herb grinders
All merchandise and business cards will have the same logo, Goldstream Cannabis.

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

Signature of licensee

STATE OF ALASKA
NOTARY PUBLIC
R. BEAL
My Commission Expires August 24, 2020

Notary Public in and for the State of Alaska

Carolyn Dobbs
Printed name of licensee

My commission expires: Aug 24 2020

Subscribed and sworn to before me this 14 day of November, 20 18.

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(Additional Space as Needed):

8.1
The marijuana will be (during transport) in a sealed container and in a locked, safe, and secure storage compartment with fixed labels in accordance with 3 AAC 306.475. The sealed package will not be opened or removed from the lock box during transport. Transport manifests listing each prepared package of cannabis will be generated from our tracking system and will remain with the manifested packages for the duration of the transport or transfer.
We will utilize Pelican 1780T hard shell transport case for the transportation of our products. This case is unbreakable, watertight, crushproof and dust proof. Lock will be affixed before transport. The vehicle transporting the marijuana will not make unnecessary stops and will travel directly to the licensed marijuana establishment that is making the purchase.

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