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:	Edward Fred Rolllins	**MJ License #:**	25721		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Gold Leaf Farms				
Premises Address:	12428 Round Table Drive				
City:	Houston	**State:**	Alaska	**ZIP:**	99623-1907

Mailing Address:	P.O. Box 91274				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99509-1274

Designated Licensee:	Edward Fred Rollins		
Main Phone:	907-982-0142	**Cell Phone:**	907-982-0142
Email:	efrollins@hotmail.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:

Procedures will be as follows:

1. Signage on premise will clearly state no one under the age of 21 will be allowed on premise.
2. All cultivation property doors, gates and windows will always be properly locked.
3. Owner will ask any visitor for a valid ID. If visitor cannot produce a valid ID, they will not be permitted to enter premise. Trooper will be called if necessary.
4. Maximum of 2 visitors at one time and all must be in "eye sight" of owner at all time
5. Visitor must be logged in visitor logbook and issued an identification badge, escorted by the owner while on the premise.
6. The facility is closed to the public.

Continued on page 11.

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:

Procedures will be as follows:

1. All cultivation property doors, gates and windows will always be properly locked.
2. No one will have access to enter unless the owner allows an individual (s) to enter.
3. Owner will give clear instructions regarding access of "Restricted Area Access" entrance.
4. Violators will be removed from the premise.
5. Restricted area is key controlled / locked.

Continued on page 11.

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

Procedures will be as follows:
1. ALL visitors will be ID'd at front door to insure they are 21 years of age.
2. ALL visitors will be issued a "Visitor Badge" and the owner will hold onto the ID's until the visit is concluded.
3. Visitors badge must be distinguishable from employee ID.
4. No more than 2 visitors are allowed at one time.
5. Once inside the building the owner will give the visitors instructions regarding the tour.
6. The visitors will have to sign a "log book", provide license numbers, date of visit, time of visit and reason for visit to be recorded by the owner.
7. Visitor cannot be a higher ration than 1: 5 visitor / employee ratio
8. Visitors must show legal ID.
9. Visitors must be checked by an employee / and verified to be valid.
10. Visitors must sign a log book which includes: name, date and time of entry.
11. Visitor must wear visitors' badge at all times, must be escorted by employee, at all times
12. Once the visit has been concluded, the visitor (s) will sign out and be escorted off the premise.

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:

GOLD LEAF FARMS

License # 25721

VISITOR
#1

Limited Marijuana Cultivation Facility

GOLD LEAF FARMS

License # 25721

Employee Name

Employee Legal Name

MHP #

Expiration Date

Limited Marijuana Cultivation Facility

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:

1. There are 4 cameras mounted on the exterior of the building that shows100% of the exterior.
2. Each exterior camera is a U120BW 1.8 – 12 Zoom lens that encompasses a 120 foot night vision area.
3. Motion sensor lights on exterior of building.

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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:

1. Security system (door & window) alarm is manufactured by Zegoal and is a wifi smart alarm with security alarms on all exterior doors and windows.
2. The door & window alarm system will be activated when the owner leaves.
3. The door & window alarm system utilizes motion detection, lights and an audible alarm.
4. The door & window alarm system also has a wifi connection that alerts the owner via his cell phone if a breach occurs.
5. Protocol from there would be to notify local authorities for proper action following a wi fi notification regarding a door & window breach.

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

1. Video surveillance cameras (8) 4 interior and 4 exterior monitor 100% of the entire cultivation premise 24/7.
2. Windows and door alarms are continuously active while owner is absent.
3. All waste material is accounted for daily on log.
4. METRC monitors from "seed to sale".
5. All "sample" marijuana product is recorded daily and accounted for.

3.7. Describe your policies and procedures for preventing loitering:

1.A "No Trespassing" sign will be posted at front entrance.
2.All non employees will be addressed at front entrance by the owner. The owner will ask the non employee to leave premise.
3.If a trespasser does not willfully leave the premise when asked; law enforcement will be called.

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. CR

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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. CR

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. CR

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

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). CR

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:

1. 4 exterior camera's will be position on the exterior to provide 100% view of exterior building to include 120 feet of night vision.
2. 4 interior cameras will be positioned inside building to provide 100% view of entry ways, restricted area's and interior of building, excluding restroom and office.

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:

1. Locked and secured area for video surveillance will be located on office wall in a secure lock box.
2. Owner will have exclusive access to lock box.
3. All business records will be kept on computer, that can be accessed by owner only.
4. Computer will be password protected.
5. Computer will be backed up daily by flash drive and I cloud.
6. All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months must be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises.
7. Any record(s) requested will be provided to enforcement upon request. (3 days maximum time for off premise / upon request for on premise.)
8. Golden Leaf Farms will utilize 3 ACC.306.755 Business Records as our records model.

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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)*; CR

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;** CR

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

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

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

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

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

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;** CR

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

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

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:

1. All business records will be input to the computer on a daily basis.
2. Computer will be accessible by password exclusive to owner only.
3. Backup will be daily on a flash drive and I cloud.
4. Secondary backup for daily records required by 3 ACC 306.755 will be in a locked file cabinet on premise, flash drives and icloud for 6 months.
5. After 6 months files will be transported to owners residence.
6. Records will be given to the 'Board" upon request.

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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. ER

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

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. ER

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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. ER

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. ER

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. ER

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

1.ALL training for any position (s) at the "Gold Leaf Farms" will be provided with "hands on" training provided by the owner.
2. ALL employees must be familiar with regulations either provided by State,METRC, or AMCO regarding their perspective job assignment.
3. Monthly meetings will be held to advise changes in regulations.
4. The monthly agenda will be signed by any employees and kept in there employment 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. CR

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. CR

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. CR

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). CR

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

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

N/A

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

1. Each package will be prepared in compliance with 3.ACC.306.470 Packaging of Marijuana
2. Product must be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system.
3. Marijuana product must be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product.
4. The container used will be sealed and locked in the back of the vehicle.
5. The sealed package may not be opened during transport.
6. The transporter must have an active Marijuana Handler Card.

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

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

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. CR

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. CR

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. CR

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. CR

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. CR

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

1. "No Trespassing" (2) signs.
2. Employees only signs (2).
3. "No one under the age of 21 will be allowed on premise".(2)
4. 24" x 24" dimentions.
5. "Restricted Area Access" signs.

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

None.

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

Signature of licensee

Edward F Rollins

Printed name of licensee

Official Seal
M. Sales
Notary Public-State of Alaska
My Comm. Expires 11/18/2023

M Sales

Notary Public in and for the State of Alaska

My commission expires: 11/18/2023

Subscribed and sworn to before me this 15th day of July, 2020.

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(Additional Space as Needed):

Continued from MJ 01, Section 2. 2.1

7. Visitors must show legal ID
 * Must be checked by an employee/verified to be valid and in compliance with 3 ACC 306.350.
8. Visitors must sign into a log book of visitors which includes:
 * Name
 * Date
 * Time of entry
9. Each entrance to a restricted access area must be marked by a sign that reads "Restricted access area".
10. Visitors must be escorted.
11. The number of visitors, at one time, must be limited to not more than five visitors for each licensee, employee, or agent of the license who is actively engaged to supervising those visitors.
12. Visitors must wear "visitors badge" at all times.
 * Badge must be distinguished from employee ID.

Continued from MJ - 01 Section 3. 3.1

6. Types of doors /windows/access areas will be of commercial grade, non - residential door locks.
7. Security system criteria
 * Cameras span required interior and exterior of building.
 * All areas of restrictive interior/entry door and 360 degrees of the exterior of premise is covered.
 * Camera system is capable of identifying an individual from 20'.
 * Motion detection is set from the surveillance system, all eight cameras individuality sensor ed.
 * Surveillance system alerts owner or designated employee via email.
 * Glass break sensors / and window and door alarms are made by Zegal with wi fi capabilities alerting the owner through Internet. Building has audible alarm system.
8. Each entrance to a "restricted access area" must be marked with a sign that reads "Restricted Access Area".
9. Type of surveillance system is (Pro View 8 channel NVR with 4 U90VW and 4 U120BW cameras) that are in compliance with 3 ACC 306.720.
10. Training regarding to prevent ID fraud will initially be taught under Marijuana Permit class requirements 3 ACC 306.701.
11. Valid ID Training will conducted by the owner based on the Tap Card class, taught by Charr. Check ID for:
 Altered State Drivers License ID, picture matching presenter, correct DOB, expired ID, translucent outline of the state, illuminating State Seal in middle of ID and illuminating snow flakes. Check Charr book for picture examples of other IDs including military, other state licenses and passports. Physically handling the "ID" card feeling for frayed edges and alterations.