Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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Phone: 907.269.0350

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:	Sweet Matanuska Gold Extractions, LLC	**MJ License #:**	32497		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Arctic Ice Extracts				
Premises Address:	972 N Satisfied Drive, Suite B				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	PO Box 298422				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99629

Designated Licensee:	Anthony Delarm		
Main Phone:	(907) 232-8413	**Cell Phone:**	
Email:	sweetmatanuskagreen@gmail.com		

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:

Arctic Ice Extracts will not be open to the public. Visitors will not be allowed on the premises unless they receive prior approval and have a legitimate business reason for entering the restricted access area. There will be signs prominently posted that read "No one under 21 years of age allowed" "Restricted Access Area" "Visitors must Be Escorted" and "Video Surveillance in Progress." A licensee, employee, or manager will check the photo identification of every individual seeking to enter the facility to ensure that they are over 21 years of age. They will verify the authenticity of the identification and confirm that the individual is 21 years of age or older. A valid form of photo identification includes: an unexpired, unaltered passport; and unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a Province or Territory of Canada; an identification card issued by a federal or state agency authorized to issue a driver's license or identification card; or a tribal identification card, issued by a federally recognized tribe, that has a photograph, signature and date of birth and has security features as required by Alaska Statute.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

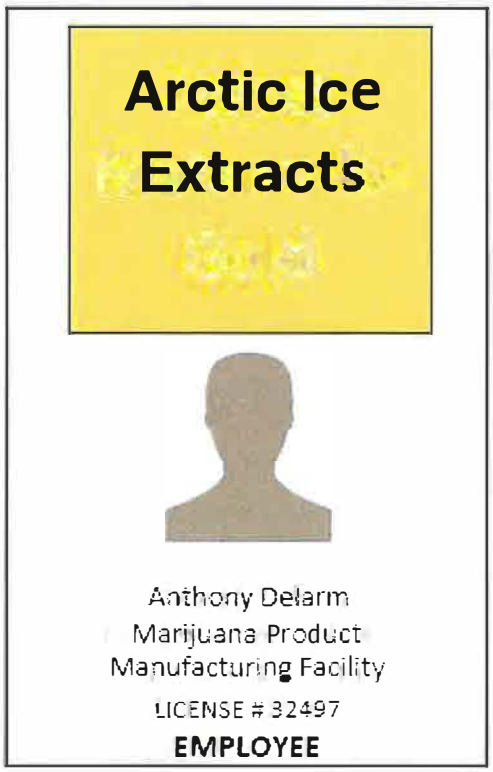
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

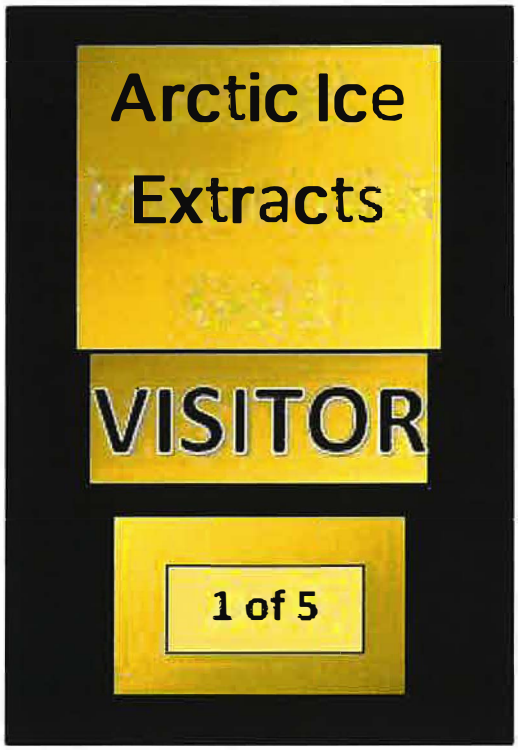
Arctic Ice Extracts will not be open to the public, the entrance/exit doors will remain locked at all times. Arctic Ice Extracts will post signs stating, "No one under 21 years of age allowed" "All Visitors Must Be Escorted" and "Video Surveillance in Progress." All visitors will be escorted by a licensee or designated employee for the duration of the visit. Visitors in the facility will be required to wear visitor badges for the duration of their visit. The badges will be provided by Arctic Ice Extracts and will be collected by a designated employee at the end of the visit. Surveillance cameras will continuously monitor all activities in the restricted access areas, as well as the exterior of the premises. The entire licensed premises will be designated as a restricted access area and will be equipped with a regulation compliant alarm system. The exterior of the facility is equipped with outdoor lighting to ensure the 24-hour video surveillance system captures individuals approaching the facility and keeps signage visible to the public. Members of the public will not be allowed on the premises unless they receive prior approval, are pre-scheduled and have a legitimate business reason for entering the premises. The Arctic Ice Extracts visitor policy does not apply to AMCO or enforcement, who will always be granted access to the facility.

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

All individuals permitted entry to restricted access areas will be required to provide valid photo identification and will be given a company-issued visitor badge to be displayed on their person at all times within the facility. The visitor will sign into a guest logbook indicating the date, time in and out of the restricted area, and the purpose of the visit (if necessary). The visitor log will be kept and stored as an official business record and will be made available to AMCO upon request. All visitors will be escorted by a licensee, or employee of the establishment at all times while in the restricted access areas. Visitors will be limited to 5 per licensee or designated Arctic Ice Extracts employee. The visitor badge will be returned prior to departure. Visitors must be physically present with their designated escort at all times in the restricted access areas, and once the visit has concluded and the visitor badge is returned, visitors must leave the premises immediately.

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:





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:

Arctic Ice Extracts will ensure that exterior lighting fixtures will be installed to keep the premises well lit and facilitate security surveillance for a radius of at least 20 feet from all entrances and exits into/ out of the facility. Bright lighting will be used to assist surveillance cameras in recording all entry points to the building. The lights will be installed with protective coverings and at an inaccessible height to discourage vandalism and prevent obstruction. The exterior lighting will be frequently checked by a licensee or designated employee to ensure that all lights remain operational and undamaged.

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:

Arctic Ice Extracts will either install a regulatory alarm system or contract a third-party security agency for installation and maintenance. The alarm system will be set up with sensors on every exterior door and window, which will set off an audible alarm when disturbed, as well as notify the licensee via an electronic alert sent to their phone. If needed, local law enforcement will be contacted. These alarms will be active at any time that the facility is closed. The first licensee or employee to arrive in the morning will deactivate the alarm system for business hours. The last licensee or employee to leave the premises will activate the alarm system. In the case of an unauthorized breach, the employees will evacuate the building to a pre-determined location, if it is safe and necessary to do so. A designated employee will take a head count of all employees and any visitors that may have been on the premises to check that everyone is accounted for. Employees will wait for any instruction from law enforcement and will comply with all directives. Once it is deemed safe to do so, employees will return to the premises and inspect for any property damage or theft and take inventory. In the case that any property damage or theft occurs, all necessary documentation will be promptly submitted to law enforcement officials and AMCO Enforcement. In accordance with AMCO regulation, any event that occurs on the licensed premises that involves law enforcement will be reported to AMCO Enforcement via email within 24 hours.

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

All marijuana (bud/flower/trim etc.), extracted oil and finalized products will be stored in the restricted access packaging area of the facility. All incoming bud/flower/trim etc., extracted oil and concentrates for final products and waste will be tracked in Metrc. All outbound orders will be cross-checked with Metrc and approved by the licensee or designated employee. Video cameras will continuously monitor all activity inside, and outside, the licensed premises. The Licensee or a designated employee will be required to complete weekly inventory counts to ensure all business records match Metrc generated reports. Weekly counts are documented and maintained as business records, and will be available to any AMCO Enforcement Official or local law enforcement officer who wishes to view them, for five years. If it is suspected that a theft, inversion, or diversion has occurred, employees will notify the licensee immediately. Employees will be trained extensively in spotting theft, diversion, and inversion of marijuana. If an employee has been determined to be stealing marijuana or marijuana product, law enforcement and AMCO will be notified immediately. Thefts will be recorded in Metrc and stored in the facility's business records.

3.7. Describe your policies and procedures for preventing loitering:

"No Loitering" and "Video Surveillance in Progress" signs will be prominently posted around the facility's exterior. Arctic Ice Extracts employees will be trained to perform routine, but unscheduled patrols of the premises to check for individuals with no official business on the property. A verbal request to leave will be issued to individuals found to be loitering on the premises. If the individual does not comply, local law enforcement will be contacted to enforce the No Loitering policy. Surveillance footage will be periodically monitored to watch for loiterers. Any visitors to the premises will be instructed to promptly leave the premises at the end of their escorted visit.

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.

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.

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.

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

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).

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

Surveillance cameras will continuously monitor all doors and windows; exterior and interior, and all restricted access areas. To facilitate quality surveillance, bright lighting will be installed at an inaccessible height to prevent vandalism and obstructions. Motion detectors will be used to monitor the facility during closed hours. All components of the surveillance system will be regularly checked to ensure peak operation. Video cameras will be prominently placed as a crime deterrent and will capture the best possible facial image of anyone who comes within twenty feet (20ft.) of any entrance/exit to the facility. During a power outage, all surveillance equipment will continue to run for at least one hour (1hr.) on a battery back-up system.

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

All surveillance recording equipment is stored in a shared, secured, locked security room located in the co-owned and co-located cultivation facility (Sweet Matanuska Green). Data will be stored on the security systems DVR for a minimum of forty (40) days and will include a time and date stamp. In case of pending criminal, civil or administrative investigation, the data has the ability to be uploaded to a separate hard drive to maintain records longer. The security system will be accessible by password only, which will be given to authorized individuals only, to ensure there will be no data tampering. All video recordings will be available to AMCO and law enforcement upon request. Video surveillance records will be maintained according to standard data retention policies, in a consistent and searchable manner.

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)*;

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;**

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

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

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

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

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

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;**

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

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

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

All required six (6) month business records will be stored in the facility's shared office, either electronically on a hard drive or in a locked metal filing cabinet. The business records will only be accessible to the Licensee or a facility manager. Records will be managed in accordance with standard retention policies to ensure that they are stored in a consistent and accessible manner. The stored records include inventory and employment logs, manifests, financial books, surveillance records, operational and regulatory documents.

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.

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

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.

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.

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.

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.

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

The licensee and all employees will be required to have a current marijuana handler permit and valid food handler cards before the start date of their employment. Employee handler cards and food handler cards must be kept current for the duration of their employment. Arctic Ice Extracts will periodically verify that all employees have current cards on file with copies stored in the facility's business records. Training will include internal policies and procedures, employee safety measures, personal hygiene, all DEC regulations regarding safety and sanitation and procedures in case of a recall, diversion/inversion/theft prevention, manufacturing techniques, sanitation, Metrc software, state and federal statutes and regulations, and relevant borough ordinances. Training will begin upon initial employment and will be refreshed as needed.

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.

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.

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.

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).

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:

All packaging materials to be sold to retail marijuana establishments for sale to consumers will be child-resistant and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance monitored area and then packaged in a uniform fashion with secured, clearly displayed labels. Marijuana and marijuana products will be individually packaged immediately after manufacturing, and subsequent to positive third-party testing, further packaged with approved exterior packaging, health, and safety labeling methods. Marijuana concentrates will be stored in the secured, restricted-access, locked production, and packaging room in the facility with 24/7 surveillance when awaiting distribution. For all transports of marijuana products (concentrates), Arctic Ice Extracts will create a Metrc generated trip manifest. All trip manifests will be sent with the products, and an additional copy will be stored and filed on the premises as an official business record. The manifest documents will clearly have the strain name, type of product, batch number, weight, transporter's name and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana products will be in a sealed package or container not exceeding ten (10) pounds and then stored in a locked storage compartment within the transport vehicle. The vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. Arctic Ice Extracts understands that the transportation policies of marijuana and/or marijuana products applies to the co-owned and co-located cultivation facility.

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.

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.

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.

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.

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.

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.

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

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):

Arctic Ice Extracts will not be posting any signs with a business name or logo on the concentrate manufacturing facility.

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

Arctic Ice Extracts may utilize the following medium types when distributing advertisements:

-Newspaper Ads

-Radio Ads

-Social Media (to feature specific strains)

-Magazine Ads

-Sponsorships & Fundraisers

-Website

-Online Platforms (such as LeafLinks, WeedMaps, etc.)

All advertisements will contain all AMCO required warning statements verbatim.

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

Signature of licensee

Anthony Delarm

Printed name of licensee

BRENDA BUTLER
My Commission Expires
NOTARY PUBLIC
May 27, 2025
STATE OF ALASKA

Brenda Butler

Notary Public in ~~and for the State of Alaska~~

My commission expires: May 27, 2025

Subscribed and sworn to before me this 29th day of April, 2022

(Additional Space as Needed):