Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Aaron D. Worthen	**License Number:**	10500		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	FROZEN NORTH FARMS				
Premises Address:	1213 Paige Avenue				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Mailing Address:	2751 Freeman Road				
City:	North Pole	**State:**	ALASKA	**ZIP:**	99705

Primary Contact:	AARON D. WORTHEN		
Main Phone:	907-488-5542	**Cell Phone:**	907-347-3378
Email:	frozennorthfarms@outlook.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

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

Frozen North Farms will have locked doors, with clearly posted signs that read "Employees Only" "Restricted Access Area - Visitors Must Be Escorted" at each "Restricted Access Area". No more than 5 visitors per escort will be permitted. Escorts must have Identification Badge with photo. No one under 21 years of age allowed under any circumstances.

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

Frozen North Farms staff will first request photo ID to prove at least 21 years of age. Visitors will have their name, date, time and reason for visit recorded into logbook. Visitor will obtain a VISITOR ID badge to be worn, at all times, until signed out. The visitor will then be escorted by a Frozen North Farms staff member at all times, until the visitor signs out and has left the building.

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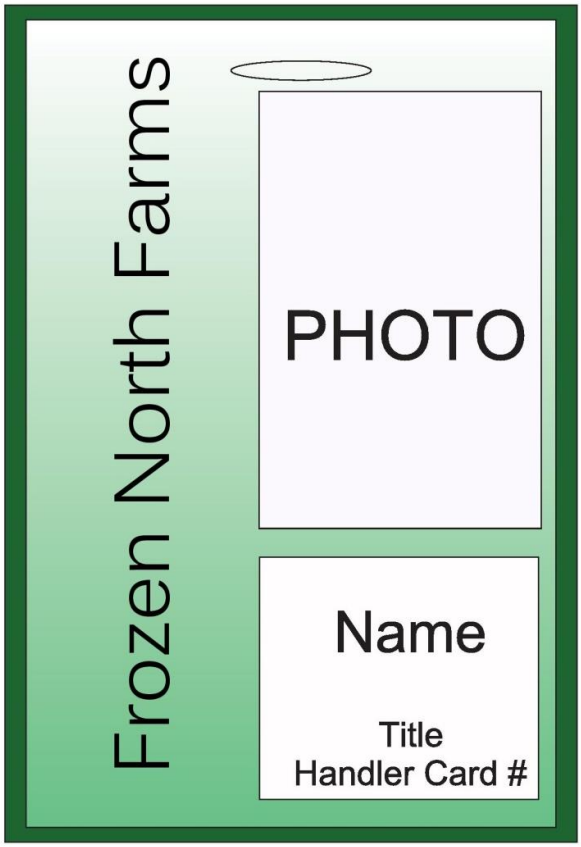
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Admission would require photo ID to prove at least 21 years of age, printed name, signature of visitor, time and date in a log book. Printed name and signature of authorized escort. Photo ID will be kept by escort until VISITOR ID badge returned, and visitor signs out. Log book to be kept up to date at all times. Log book data will be transferred to electronic version each day.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Exterior lighting will be installed to provide sufficient lighting for all exterior doorways as well as exterior video surveillance cameras on the property.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

Exterior doors will have door/window contacts that once separated will trip an alarm. If the correct code is not input into the keypad controller before the specified time has elapsed the system automatically calls to alert authorities. The cultivation area will also be equipped with these sensors. Motion detectors will be used in the cultivation area that would trigger an alarm. Frozen North Farms will utilize smoke detectors hard wired into the keypad. The keypad with panic button, fire alarm, and police alarm can be activated/deactivated with the keypad code. All security measures will have battery backup.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

When Frozen North Farms is closed for business, alarm system will be activated to ensure the only exterior door and windows are secure. The keypad code would be necessary to deactivate the alarm. If issue arises, the owner, employee or agent of Frozen North Farms will review video surveillance remotely, evaluate the threat, and coordinate with local law enforcement for apprehension and prosecution.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

METRC will be used diligently to track cannabis product from Cultivation License to any Retail License and/or Manufacturing Concentrate License. Licensed accountants shall maintain and review record books to ensure records are being properly prepared in accordance with all applicable laws. Record books shall match all tracking data information within state's system. All employees shall have criminal background checks to ensure they are of good moral character, and all must also obtain a Marijuana Handler Card to promote loss prevention as well as not allowing under 21 years old to be on premises.

Describe your policies and procedures for preventing loitering:

Signage out front reading no loitering, no trespassing. Signs noting video surveillance in parking lot. At entrance, sign reading "Entering Video Surveillance Zone".

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

A motion detector at the gate will alert Frozen North Farms employee to anyone entering property. Frozen North Farms employee will evaluate the threat and call the proper authorities. There will be a camera at the driveway entrance primarily to obtain identification information and license plate numbers of vehicles entering and exiting the premises.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

After using a notification device, employees of Frozen North Farms will comply to de-escalate any potential violent situation within premises attempting to get any unauthorized persons off the premises as quickly as possible, with the intention of having law enforcement handle apprehension and prosecution of perpetrator. Cameras have taken pictures of license plates to assist in apprehension. The owner, employee or agent of Frozen North Farms will review video surveillance remotely, evaluate the threat, and coordinate with local law enforcement for apprehension and prosecution.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	■	☐
Both the interior and exterior of each entrance to the facility	■	☐
Each point of sale area	■	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	■	☐
Clearly and accurately displays the time and date	■	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	■	☐

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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:

Video surveillance equipment shall be placed over every entrance/exit of premises recording interior and exterior, as well as all areas of the cultivation including packaging and processing per regulation. Restricted Access areas and entrances to said areas will be covered by cameras.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

Dedicated computers will record all surveillance video and be stored in a lockable office that is designated for employees, law enforcement, or board agent only, and clearly defined on premises diagram. Sign at entrance will read Employees Only. Video surveillance records with no event will be maintained for 40 days. Video surveillance footage 40 days and older will be overwritten daily. Footage archived will be in a format that does not permit alteration of the recorded image. All surveillance records regarding criminal activity will be maintained off site indefinitely for posterity.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	■	☐
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	■	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	■	☐
Video surveillance records are stored off-site	■	☐

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Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
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 are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	■	☐
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	■	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	■	☐
Records related to advertising and marketing	■	☐
A current diagram of the licensed premises including each restricted access area	■	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	■	☐
All records normally retained for tax purposes	■	☐
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	■	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	■	☐

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

All books and records used by Frozen North Farms, including those retained for tax purposes shall be kept at the licensed premises for the current year. A monthly backup of financial records will be kept off site for a minimum of three years. A current employee list will be maintained containing full name and marijuana handler permit numbers for each. Any business contacts, marketing and advertising records will be maintained on premises. A current diagram of premises noting any restricted access areas. A physical log book of visitors will be transferred to electronic versions each day. All books and records shall be maintained and duplicated, into electronic versions where appropriate, to have on and off site documents. Frozen North Farms will utilize inventory tracking system adopted by the State of Alaska. Employees will be trained in its use and be diligent with tracking data. Any and all marijuana transported off premises shall be for recorded into the marijuana inventory tracking system, along with preparing a transport manifest. Any individual transporting marijuana in shall have a marijuana handler permit.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	■	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	■	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

Frozen North Farms will be using the Alaska state approved tracking system METRC, by Franwell for any transaction involving marijuana product and transfer, as well as marijuana related waste. Within the cultivation facility, high-speed internet connections will be utilized to ensure connectivity with the tracking software. If any technical difficulties arise, Franwell has a dedicated team of support staff who will be available to resolve any technical support issues.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
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	☒	☐
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	☒	☐
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	☒	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

A Cannabis Handler's Permit will be required by Frozen North Farms for all employees. Employees will renew their certifications through continuing education and state approved training as a requirement for employment. Valid copies of of employee handler cards will be kept on premises.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	☒	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

On-site septic system for Wastewater. Cannabis Solid Waste will be stored in sealed opaque containers until its destruction and on-site composting. Frozen North Farms will notify the board, using the inventory tracking system METRC, at least three days in advance before any destruction or composting per state regulation.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

Wood chips and composting on site.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Frozen North Farms will dry, grind, and mix with compost. No unusuable cannabis will leave the site. It will left to compost on site. Frozen North Farms will notify the board, using the inventory tracking system, at least three days in advance before any destruction or composting.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
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	■	☐
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	■	☐
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	■	☐
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	■	☐
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	■	☐
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	■	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	■	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

All employees of Frozen North Farms transporting marijuana will have a marijuana handler permit. A complete printed transport manifest will be kept with marijuana at all times. METRC will be used to record the type, amount, weight of marijuana product being transported, name of transporter, time of departure and expected delivery, the make, model, and license plate number for transporting vehicle. In the event cannabis products need to be transported off premises marijuana will be stored in a lockable compartment of the vehicle where it will remain until arrival at the destination. Transporting vehicle will travel directly to destination. The destination will only include marijuana cultivation, manufacturing, testing, or retail location. A signature from the receiving party with printed name a signature from the receiving party with printed name and marijuana handler number, time of arrival.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

During transport, any marijuana or marijuana product will be in a sealed tamper-evident taped package in a locked storage compartment in the vehicle. The sealed package will not be opened during transport. Horizontal dual lock closet safe will be used in the vehicle during any off-site transportation of any marijuana product.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

There will be one sign mounted to the front of the building measuring 2' x 4' with Name, Logo, Website.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	■	☐
Promotes excessive consumption	■	☐
Represents that the use of marijuana has curative or therapeutic effects	■	☐
Depicts a person under the age of 21 consuming marijuana	■	☐
Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana	■	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21	■	☐
On or in a public transit vehicle or public transit shelter	■	☐
On or in a publicly owned or operated property	■	☐
Within 1000 feet of a substance abuse or treatment facility	■	☐
On a campus for post-secondary education	■	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	■	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	■	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	■	☐

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Section 8 – Control Plan for Persons Under the Age of 21

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:

Signage on the front door will notify customers that Frozen North Farms will require picture ID as proof that customers are 21 years of age or older. All persons must gain access through front entrance. Entrance will be monitored by a Frozen North Farms employee to ensure all persons entering premises are 21 years of age. All persons entering will be asked to provide a valid identification with proof of age. If they can not, they will be asked to leave premises immediately.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Aaron Worth

Printed name

Subscribed and sworn to before me this 14th day of July, 2020.

Amanda M. Kelly

Notary Public in and for the State of Alaska.

My commission expires: 01-19-2020

AMANDA M. KELLY NOTARY PUBLIC STATE OF ALASKA

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(Additional Space as Needed):