Alcohol and Marijuana Control Office
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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:	Destiny Neade; Nick Neade	**License Number:**	10012		
License Type:	Marijuana Product Manufacturing				
Doing Business As:	Frozen Budz				
Premises Address:	3915 Peger Road				
City:	Fairbanks	**State:**	AK	**ZIP:**	99709

Mailing Address:	1910 Carr Ave				
City:	Fairbanks	**State:**	AK	**ZIP:**	99709

Primary Contact:	Destiny Neade		
Main Phone:	907 978 1485	**Cell Phone:**	907 978 1485
Email:	destl@me.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:

There is a fire wall division between the retail area and the manufacturing kitchen which is a restricted access area. All restricted access areas are controled with locked, alarm sound access control doors. Staff will be required to supervise members of the public in the retail area to ensure restricted areas are secure, wear an I.D. badge to indicate that they are authorized personnel, and understand that the administrative and security room are restricted access area limited to the owner and a designated manager. All restricted entrances and exits will be marked with a sing that reads "RESTRICTED ACCESS AREA VISITORS MUST BE ESCORTED." Only authorized personnel is allowed in the manufacturing kitchen which is secured by two keycode locked doors.

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

Frozen Budz policy for admitting visitors into and escorting them through restrictied access areas requires an approval from a Frozen Budz owner. Once the visitor is approved, they will be required to schedule an appointment to ensure that a Frozen Budz authorized staff memeber will be available to escort the visitor under direct supervision. At the scheduled visitation, the visitor will be required to show vailid identification and sign in on our Visitation Form. The visitor will be required to wear a visitor badge and remain under the direct supervision of the authorized Frozen Budz staff member throughout their visit. No more than five (5) visitors per authorized Frozen Budz staff member will be allowed to be escorted through restricted access areas at one time. Authorized Frozen Budz members have access to restricted areas and must wear their designated "AUTHORIZED PERSONNEL" badge at all time while on the premises.

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

Frozen Budz policy on recordkeeping of visitors who are escorted into restricted access areas is to record each visit in the appointment calandar software, maintain the visitation log (paper copy) in a file in the secure administration office for up to one year, and maintain a electronic copy of the visitation log for up to three years.

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

Example is attached separately

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AUTHORIZED PERSONNEL

Employee Name
Manufacturing

3915 Peger Road
Fairbanks, AK 99709

AUTHORIZED PERSONNEL

Backside of badge will have the Marijuana Handler Permit with expiration date clearly visible.

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VISITOR PASS

Farthest North Cannabis

FROZEN BUDZ

Fairbanks, AK

3915 Peger Road
Fairbanks, AK 99709

Please return badge when leaving.

As a visitor to Frozen Budz Restricted Access Areas, you agree to wear the visitor badge at all times while in the facility and to stay under the direct supervision of the Frozen Budz manager.

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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:

Exterrior lighting will be installed to facilitate surveillance of the Frozen Budz premises. All exterior lighting will provide sufficient lumens to ensure proper lighting for video surveillance. Exterior lighting will be high intensity LED in conjunction with motion activated LED lights near entrance and exit doors. Wall packs LED lights will be installed on the exterior sides of the building and all lights will be dusk til dawn photocell controlled.

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

The security alarm system for Frozen Budz premises will be an Concord 4 security alarm system by Interlogix installed and monitored through AMPED Fire and Security, Fairbanks, AK. This security system includes windows with glass break sensors and a magnetic switch as well as entrance and exits doors with magnetic door alerts, keypad door strike, and motion censors. The system will include two panic buttons inthe administration office and behind the sales counter. The system is wired to an alarm panel which will notify the local police station and the owners smart phone in case of alarm detection.

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:

Frozen Budz retail/manufacturing Concord 4 alarm system by Interlogix will be activated via main control panel before premises is closed for business. This activation will set the alarm in armed status during closed business hours and can only be deactived by entering security code. The building will also be secured by a chainlink fence with barbed wire around the property line and a padlocked gated entry during closed business hours.

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

See Page 19 for complete details.

Describe your policies and procedures for preventing loitering:

Frozen Budz prohibits loitering near any premises buildings, retail area, manufacturing area, cultivation area and administration/security office. This policy applies to individual Frozen Budz licensee, agent, employee, customers and facility visitors. Gathering near restricted access areas and other designated "No Loitering" locations is strictly prohibited. Any licensee, agent, or employee that violates this policy will be subject to disciplinary action. Customers and visitors that violate the policy will be notified of their violation and banned from the Frozen Budz premises. Frozen Budz will place "NO LOITERING" signs at the entrance and exit doors, in the retail area, and in the employee breakroom.

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:

The panic button will be utilized by staff when a crisis situation arises that endangers licensee, agents, customers, visitors and/or staff, and staff. To ensure uniform use of the panic button during a crisis situation and to provide guidelines to be followed when police intervention is needed to ensure the safety of all customers and personnel present, the panic button proceedure will be followed: (1) Staff determines a crisis situation exists that requires the assistance of Law Enforcement, however staff is unable to access a phone due to any number of factors. (2) Panic buttons are located at the following locations: At the cashier counter/I.D. Room and In the Administrative/Security office (3) Once staff press the panic button, they will await arrival of Law Enforcement. (4) After crisis situation is resolved, the security system monitor will reset the panic button. (5) Staff will debrief and document situation.

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

Frozen Budz does not allow sharing of pass codes or I.D. Badges.Manufacturing employees are authorized personnel for restricted access areas within the scope of their work and must wear their Frozen Budz badge at all times while on the premises.Frozen Budz uses camera surveillance in all restricted access areas.Manufacturing employees must store their personal belongings in the office/break-room locker area during their work hours on the premises.
All marijuana products are inventoried through the state mandated tracking system.
Manufacturing employees must wear protective gear (lab overalls, latex gloves, and hair net) when working in the manufacturing room.Manufacturing employees are required to maintain the inventory tracking system with date and time validation at the beginning and end of each shift with a Frozen Budz manager on duty signature required for verification.

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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:

Frozen Budz policies and procedures regarding the actions to be taken by a licensee, employee or agent when a notification alerts law enforcement agency of an unauthorized breach of security includes (1) Frozen Budz staff will contact the local law enforcement agency as soon as the notification is recieve to communicate the level of assistance needed from the agency. (2)Once deemed safe, Frozen Budz staff will meet with local law enforcement to document an accurate description of the situation, specific location, and needed resources. (3) Frozen Budz staff will debrief with the local law enforcement to establish a plan of action to prevent repeated unauthorzed breach of security. (4) Frozen Budz staff will document the event to be reported to the appropriate state and local governing agencies.

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:

Frozen Budz retail/manufacturing facility will have AMPED Fire and Security install TruVision video camera surveillance system that ensures a clear view adequate to identify any individual inside the premises and within 20 feet of each entrance. Video cameras will be installed at the entrance and exit doors of the facility with an angle that captures any individual within 20 feet of the facility. A video cameras will installed in the entry/I.D. room, at each restricted access door, inside the retail area different angles including point of sale location, in the manufacturing kitchen area, inside the storage/packaging room and in the administration/ security office. TruVision provides USB archive in formats that can be authenicated and stored for later review.

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:

Frozen Budz will house all video recording equipment in the administrative office. This is a restricted access area requiring authorized personnel to have a passcode to disable the keycoded lock. All video surveillance records will be stored in a lock keycoded fire resistant safe in the keycoded locked administrative office. This safe will only be accessible to Frozen Budz owners and one designated Frozen Budz manager as an authorized personnel and law enforcement or an agent of the board, if requested. Video records will be manintained for 40 calandar days in an USB format that can be authenticated with the date and time clearly visiable. Once 40 days has passed, Frozen Budz will erased/delete footage, unless footage is deemed to be kept for longer.

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:

I. Frozen Budz will maintain the following records in a format (both paper copy and electronic thumb-drive copy) that is readily understood by a reasonably prudent business person:

A. 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;

i. records for the last six months will be maintained in digital and paper format at the Frozen Budz premises;

ii. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at Frozen Buds

iii. AMPED Fire and Security contact information which maintains video surveillance systems and security alarm systems for Frozen Budz

iv. all rccords related to advertising and marketing

v. a current diagram of Frozen Budz premises including each restricted access area

vi. a log recording the name, and date and time of entry of each visitor permitted in a restricted access area

vii. all records normally retained for tax purposes

viii. accurate and comprehensive inventory tracking records that account for all marijuana inventory

ix. transportation records for marijuana and marijuana products

II. Frozen Budz will provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premises will be provided to the board's employees not later than three business days after a request for the record.

III. Frozen Budz will exercise due diligence in preserving and maintaining all required records. Frozen Budz understands that loss of records and data, including electronically maintained records, does not excuse a violation of this section.

IV. Frozen Budz will prevent records and data, including electronically maintained records, from being lost or destroyed by:

A. Properly backing up all digital/electronic records and data at the end of each business day

B. Print and file all records and data at the end of each business day

C. Store all digital/electronic and paper records and data in the key-coded, locked fire resistant safe in the Administration office

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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 Budz will use METRC to track all marijuana and marijuana products and will implement a third party Point of Sale system through an Application Programming Interface provided by Fanwell to ensure the sharing of information. All inventory tags will be issued by Fanwell and will follow the chain of supply by:

A.Cuttings, seedlings, or clones are grouped and identified as an immature batch.

B.An immature plant becomes a vegging plant when the plant is larger than 8" and/or in a container larger than 2". Unique RFID tag is assigned to the vegging plant.

C.Marijuana of the same strain in the form of buds or shake (by weight) will be packaged and sold at wholesale. Unique RFID label is assigned to the package.

D.Packaged inventory is transferred to Frozen Budz by its own cultivation or from another licensed cultivation to Frozen Budz Manufacturing or Retail Store using the METRC transportation manifest procedure

1.Frozen Budz will repack its infused products for transfer to Frozen Budz Retail. Unique RFID label is attached to the package.

2.Frozen Budz will repack inventory for sale in the Retail Store. Unique RFID label is attached to the package.

E. Frozen Budz will only sell from packaged inventory.

F. All Point-of Sales will be reconciled through the METRIC sytem at the end of the business day.

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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:

Frozen Budz has established job descriptions for employees working in cultivation, manufacturing, and retail. Each job description details employee qualifications and requirements necessary to meet state requirements. Each employee will have a valid Marijuana Handler Permit, which verifies training in the effects of marijuana consumption, how to identify impairment, how to intervene to prevent unlawful marijuana consumption, the penalties for unlawful marijuana consumption, and how to determine valid identification. Each employee will provide a copy of their Marijuana Handlers Permit to the Frozen Budz owner who will keep a current list of all employees and their permit with expiration dates secured in the Administration Office. Each employee will keep a copy of their Marijuana Handlers Permit in their Frozen Budz I.D. Badge to ensure that they continually have their permit on their persons while on the permises. Job descriptions attached separately.

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Job Description: Manufacturing Manager

Position will be responsible to oversee the extraction and byproducts manufacturing process under the limited extract license. This individual will work in a state-of-the-art facility designed to provide the employee with everything necessary to make safe, high-quality medicine byproducts.

Key responsibilities include:

- Oversight of the entire extraction and byproducts process
- Supervision of staff
- Coordination with grower and retail staff regarding harvest plans and allocation of harvest resources
- Routine research into industry trends related to extraction and cannabis byproducts
- Producing and packaging limited extract products
- Ensuring inventory tracking and packaging labels meet state and local laws
- Accurately weighing and filling primary (cartridges, jars, etc.) packaging
- Accurately inserting and labeling primary packaged products into secondary (consumer) packaging when necessary
- Alerting cultivation production manager of any defects
- Responsible for operating, maintaining, and cleaning of limited extract equipment
- Responsible for maintaining the organization and cleanliness of the limited extract area

Optimal candidates will have:

Extensive extract experience

Experience with cannabis or other plant extraction methods

A general knowledge of the cannabis industry and currently offered products within state guidelines

Requirements:

- Possess valid Marijuana Handlers Permit
- At least 21 years of age.
- Have no felony convictions.
- Willing to participate in an extensive background check.
- Have integrity and a strong work ethic
- Have reliable transportation.
- Meet moral character requirements as specified by FBAC

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Job Description: Manufacturing Laborer

Job duties include: packaging concentrates, weighing concentrates with scales, labeling, cleaning and other various job duties. Must be over 21 and have no felony record. The limited extract laborer is responsible for the weighing, packaging, and labeling of concentrates produced by the company.

Responsibilities include:

- Accurately weighing and filling primary (cartridges, jars, etc.) packaging
- Accurately inserting and labeling primary packaged products into secondary (consumer) packaging when necessary
- Responsible for operating, maintaining, and cleaning of packaging equipment
- Responsible for maintaining the organization and cleanliness of the packaging area

Requirements

- Possess valid Marijuana Handlers Permit
- At least 21 years of age.
- Have no felony convictions.
- Willing to participate in an extensive background check.
- Have integrity and a strong work ethic
- Have reliable transportation.
- Meet moral character requirements as specified by FBAC

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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:

Manufactured marijuana products will be stored in a separate key-code locked, restricted access storage room, with proper temperature and ventilation, until all required testing and METRC tracking procedures have been completed. Manufactured marijuana products will then be transferred by an authorized personnel to the locked, restricted access retail display area for sale. All manufacturing residue that have discharges associated with cleaning, rinsing, THC extraction, and the manufacturing of edibles will have a wash/rinse/sanatize sink with a connection directly to a commerical grease/oil trap, separating residue/oil from water as per DEC regulations. Residue/oil will be mixed with cat litter and then transfered to Fairbanks Solid Waste Facility. Frozen Budz manager will oversee the disposal ensuring that all solid and/or liquid waste is stored in industrial strength, leakproof containers until transfered off of the premises.

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

Frozen Budz manufacturing facility will mix the ground marijuana waste with compostable materials including food wast, yard waste, vegetable based grease or oils, and other materials such as manure and hay, to ensure that the marijuana is unusable. Any residue/oils and left over edible products from the manufacturing of edibles will be mixed with cat litter to ensure it is unusable, stored in industrial strength, leakproof containers in a secure locke refuse storage area on the premises until transferred to the Fairbanks North Star Solid Waste Facility .

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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 Budz will ensure that all marijuana waste will be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. All marijuana plant waste will be mixed with a compostable material, such as manure and hay or food waste, then immediately hauled to the designated, locked compost shed located on the premises. Manufacturing waste on equipment and/or containers will be washed with warm water and sanitized with rubbing alcohol solution to remove all residue, while the waste-water is collected in a commercial grease/oil trap stored in a secure, leak proof container. The residue/oil will be mixed with cat litter and disposed of at the Fairbanks North Star Borough Solid Waste Facility. Frozen Budz will store all marijuana waste in leak-proof, industrial strength containers or bag on the premises for no more than three (3) business days. When necessary, Frozen Budz will ship marijuana waste off site to a solid waste facility using the leak-proof, industrial strength containers or bags in the open bed of a pickup truck by authorized personnel.

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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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Form MJ-01: Marijuana Establishment Operating Plan

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

Frozen Budz will prepare marijuana and/or marijuana products for shipment by first completing a METRC transport manifest. Based on this inventory list, marijuana and/or marijuana products will be inspected to ensure the opaque, child-proof packaging is tamper-free and the inventory numbers match the manifest. The Frozen Budz transport employee will use the METRC system to record the type, amount and weight of the marijuana and/or marijuana product, the name of the transporter, the time of departure and the expected delivery, and the make, model, and license plate number of the designated transport vehicle. Once this step is complete, the marijuana and/or marijuana products will be placed in a locked transit box to contain spills, vapour release and protect packaging from puncturing while in transit. The transit box will then be placed in a designated vehicle for shipment. Only an authorized personnel employee with a current and valid Marijuana Handlers Permit may transport marijuana or marijuana product.

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

Frozen Budz will use a Transit Box 40 (26"x14"x18") manufactured by Cleveland Sitesafe. Transit boxes contain spills, vapour release and protect containers from puncturing while in transit. The key features of the Transit Box 40 is the vapour seals, industrial locks and lifting handles. The box is constructed with steel and secured with an industrial pad lock.

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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

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 two (2) signs for the Frozen Budz marijuana establishment. One sign will be on a 12' pole 4800 square inches and the other sign, 3600 square inches will be attached to the front of the facility. Each sign will have the Frozen Budz business name visible to the general public.

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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Alcohol and Marijuana Control Office
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Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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:

Frozen Budz will prevent persons under the age of 21 from gaining access to any portion of the premises and marijuana items by constructing an I.D. room at the entrance of the building. The I.D. room is a 25 square foot artic entry that has an I.D. check window that will allow a Frozen Budz employee to verify a persons age before allowing access into the store. The Frozen Budz employee will have a current and valid Marijuana Handlers Permit which certifies that the employee is trained in identifying valid identification. After the employee verifies the person is 21 years of age or older, the customer will be buzzed in using a concealed buzzer button with electronic mag

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.

D. Weade
Signature of licensee

Destiny Weade
Printed name

Subscribed and sworn to before me this 22nd day of March, 2016.

MANOLI MALAMUTE NOTARY PUBLIC STATE OF ALASKA

Manoli Malamute
Notary Public in and for the State of Alaska.

My commission expires: 9-18-18

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Frozen Budz Policy 420.02 Diversion of Marijuana and Marijuana Products

I. Purpose and Scope:

To provide guidelines for the identification, reporting, and investigation of suspected diversion of marijuana and marijuana products by Frozen Budz employees, customers, and visitors.

II. Definitions

Drug Diversion: Intentionally and without proper authorization, using or taking possession of marijuana and/ or marijuana product from Frozen Budz supplies, customers, or through the use of Frozen Budz manufacturing, trimming, or packaging systems.

Examples of drug diversion include, but are not limited to, the following:

Cultivation Theft: Using or taking possession of the marijuana plant, including seed, clone, leave, or flower, without a valid authorization

Retail Theft: Using or taking possession of the products labeled and packaged for retail sales

Manufacturing Theft: Using or taking possession of marijuana waste, i.e., left over cannabutter

Marijuana/ Marijuana Product: Any part of the cannabis plant, including but not limited to bud, extract, or clones that according to state law requires a license prior to growing, manufacturing, or selling.

III Policy

A. The prevention of diversion of marijuana and/or marijuana product is essential to the safety of Frozen Budz licensee, employees, visitors, and customers and is the individual responsibility of every Frozen Budz employee.
B. Frozen Budz communicates the expectation that staff "speak up" when they become aware of an issue related to diversion of marijuana and/or marijuana products.
    a. Frozen Budz managers clearly communicate that all staff are expected to speak up and will be supported in speaking up when they become aware of possible diversion.
    b. Frozen Budz will allow for staff to anonymously speak up (e.g. paper or electronic submission).
    c. Frozen Budz the requires training on Frozen Budz policies and procedures prior to authorizing staff to have access to marijuana and/or marijuana products.

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d. Frozen Budz provides ongoing staff education at least annually to promote the safe handling of marijuana and awareness of marijuana diversion.

C. Employees are required to report known or suspected incidents of marijuana and/or marijuana product diversion by employees, agents, and visitors.

a. All suspected incidents of marijuana and/or marijuana product diversion will be thoroughly investigated by Frozen Budz management team.

b. Suspicion of marijuana and/or marijuana product diversion may arise from a variety of circumstances, including, but not limited to, the following:

1. A witnessed incident of probable drug diversion
2. Behaviors that may indicate an impaired individual
3. Suspicious activity identified during routine monitoring and/or proactive surveillance
4. Self-disclosure of marijuana and/or marijuana product diversion by an individual
5. Notification of suspected marijuana and/or marijuana product diversion from an external source, such as local law enforcement or a family member of a suspected marijuana and/or marijuana product diverter

c. Any employee who reports suspected marijuana and/or marijuana product diversion honestly and in good faith will be protected from retaliation.

d. Marijuana and/or marijuana product diversion by a Frozen Budz employee is grounds for corrective action. In most cases the expected outcome will be termination of employment.

D. Marijuana and/or marijuana product diversion by a Frozen Budz employee will be reported to all appropriate government, licensing, regulatory, and law enforcement agencies.

IV Procedure Statements

Initial Report and Investigation

A. Any employee who suspects that marijuana and/or marijuana product diversion has occurred should notify his or her supervisor.

B. Upon notification of suspected marijuana and/or marijuana product diversion, the Frozen Budz manager will perform an initial safety assessment:

a. Determine whether any licensee, agent, employee, visitor, or customer has been harmed or placed at risk of harm, and take appropriate action to treat the individual or remove the risk of harm.

b. Determine whether the suspected marijuana and/or marijuana product diversion involves an impaired employee or witnessed drug use by an employee. If so, follow the procedure for managing an impaired employee.

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i. The Frozen Budz manager will take steps that are immediately necessary to preserve any readily apparent evidence, such as packaging or containers.
ii. Notify the Law Enforcement and Frozen Budz owner.
iii. After the preliminary investigation, if reasonable suspicion exists that marijuana and/or marijuana product diversion may have occurred, the Frozen Budz manager will convene with the Frozen Budz owner.
iv. The Frozen Budz owner will review the evidence and determine next steps which may include further investigation, additional surveillance, witness interviews, or suspect interviews.

V Diversion Methods - Retail Customers/Visitors

A. Frozen Budz stores all marijuana and marijuana products securely in a locked display case and all inventory is tracked and placed in a key coded safe at the end of the business day.
B. Frozen Budz process in place for securing marijuana and marijuana products include:
   a. Customers and visitors must show a valid identification card before they are admitted into the retail space.
   b. Customers and visitors are not to be left unattended at any time.
   c. Marijuana and marijuana products are stored in a locked display case at all times during business hours.
   d. Access to Frozen Budz storage areas is limited to authorized staff through a key coded security door.
   e. Marijuana and Marijuana Product tracking codes and records are in a secure, locked location, out of the public view at all times.
   f. Frozen Budz uses camera surveillance in high risk areas as appropriate.
   g. Camera surveillance is used in Frozen Budz storage area, packaging area, vegetation room, flower room, manufacturing room, retail space, and at each entrance and exit of the premises.
   h. Frozen Budz provides customer education on safe marijuana and marijuana product handling and consuming.

VI Diversion Methods - Retail Employees

A. Frozen Budz does not allow sharing of pass codes or sharing of I.D. Badges.
B. Retail employees are authorized personnel for restricted access areas within the scope of their work and must wear their Frozen Budz badge at all times while on the premises.
C. Frozen Budz uses camera surveillance in all restricted access areas.

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D. Retail employees must store their personal belongings in the office/break-room locker area during their work hours on the premises.
E. All marijuana and marijuana products are accounted for using the state mandated tracking system.
F. Inventory of Retail Products:
    a. all Frozen Budz inventory and tracking information must be out of public view at all times.
    b. all marijuana and marijuana are packaged and labeled and inputted into the state tracking system from seed to sale
    c. inventory duties consist of employee validating the tracking codes of the retail stock at the end of each shift, with a Frozen Budz manager signature required for verification. Two signatures are required for the form to be complete.
    d. inventory at the end of the business day will be stored in a secure vault by the Frozen Budz manager on duty.
    e. inventory sheets are to be kept in a secure, locked, designated location in the administration office, with one year record of paper copies and three years digital copies maintained.

VII Diversion Methods - Cultivation Employees

A. Frozen Budz does not allow sharing of pass codes or I.D. Badges.
B. Cultivation employees are authorized personnel for restricted access areas within the scope of their work and must wear their Frozen Budz badge at all times while on the premises.
C. Frozen Budz uses camera surveillance in all restricted access areas.
D. Cultivation employees must store their personal belongings in the office/break-room locker area during their work hours on the premises.
E. All marijuana seeds, clones, and plants are tracked using the state mandated tracking system.
F. Cultivation employees are required to wear safety gear (lab coveralls, latex gloves, and hair net) when working in the flower room, veg and clone room, and during processing (trimming) times.
G. Cultivation employees are required to maintain the inventory tracking system with date and time validation at the beginning and end of each shift with a Frozen Budz manager on duty signature required for verification.
H. During processing (trimming and packaging) the inventory tracking system will be validated every hour (sixty minutes) with employee and Frozen Budz managers signature required.

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VIII Diversion Methods - Manufacturing Employees

A. Frozen Budz does not allow sharing of pass codes or I.D. Badges.
B. Manufacturing employees are authorized personnel for restricted access areas within the scope of their work and must wear their Frozen Budz badge at all times while on the premises.
C. Frozen Budz uses camera surveillance in all restricted access areas.
D. Manufacturing employees must store their personal belongings in the office/break-room locker area during their work hours on the premises.
E. All marijuana products are inventoried through the state mandated tracking system.
F. Manufacturing employees must wear protective gear (lab overalls, latex gloves, and hair net) when working in the manufacturing room.
G. Manufacturing employees are required to maintain the inventory tracking system with date and time validation at the beginning and end of each shift with a Frozen Budz manager on duty signature required for verification.
H. Handling of Marijuana Manufacturing Waste:
    a. all empty containers are required to be in the inventory tracking system and the employee provides validation at the beginning and end of each shift with a Frozen Budz manager on duty signature required for verification.
    b. all marijuana and marijuana products must be stored in labeled, inventoried containers at all times.
    c. all potentially reusable marijuana product must be returned through the tracking system to the Frozen Budz manager for evaluation of re-use.
    d. all expired marijuana product must be returned through the tracking system and disposed of per state law.
    e. any and all unusable product is to be immediately disposed of following the state tracking system requirements and witnessed by a Frozen Budz manager.

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