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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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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Frozen Budz Alaskan Cannabis - Appendix 3

Job Description: Budtender (Retail)

The Budtender is responsible for educating consumers on responsible cannabis consumption and assisting them in choosing appropriate products for their needs while offering exemplary customer service.

Responsibilities:

- Determining the product needs of patients/customers.
- Making product recommendations and providing pricing information.
- Fulfilling final orders for customers.
- Handling cash transactions.
- Utilizing a POS (Point of Sale) system to track transactions.
- Advising customers on the effects and precautions of specific products.
- Advising patients/customers on methods of consumption.

Required Qualifications:

- At least 1 year of Retail Sales experience.
- Demonstrated ability to provide exceptional customer service.
- Working knowledge of and a genuine passion for Cannabis and related products.
- Ability to work any day of the week, any shift.
- Ability to sit and/or stand for 10 or more hours in a day.
- Ability to lift up to 25 pounds if necessary.
- Must be comfortable working in a fast-paced, ambiguous environment.
- Excellent communication and organizational skills.

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 FB.

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Frozen Budz Alaskan Cannabis - Appendix 4

Job Description: Retail Sales Associate

The retail sales associate is responsible for assisting the budtender in educating consumers on responsible cannabis consumption and assisting them in choosing appropriate products for their needs while offering exemplary customer service.

Responsibilities:

- Determining the product needs of patients/customers.
- Making product recommendations and providing pricing information.
- Fulfilling final orders for customers.
- Handling cash transactions.
- Utilizing a POS (Point of Sale) system to track transactions.
- Advising customers on the effects and precautions of specific products.
- Advising patients/customers on methods of consumption.

Required Qualifications:

- At least 1 year of Retail Sales experience.
- Demonstrated ability to provide exceptional customer service.
- Working knowledge of and a genuine passion for Cannabis and related products.
- Ability to work any day of the week, any shift.
- Ability to sit and/or stand for 10 or more hours in a day.
- Ability to lift up to 25 pounds if necessary.
- Must be comfortable working in a fast-paced, ambiguous environment.
- Excellent communication and organizational skills.

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 FB.

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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:

All marijuana waste from Frozen Budz retail store will be made unusable by grinding the marijuana plant waste with a large grinder, similar to a wood chipper and mixing it with other compostable material, such as manure and hay, and stored in the locked compost shed. All manufacturing residue that have discharges associated with cleaning, rinsing, THC extraction, and the manufacture of edible products will have a wash/rinse/sanatize sink with a connection directly to a commercial grease/oil trap, separating any oils or residue from the water. All other non-compostable materials including paper waste, cardboard waste, plastic waste, or other wastes will be delivered to Fairbanks North Star Solid waste facility or incinerated during permitted burn days. Frozen Budz manager will oversee the diposal process ensuring that all solid or liquid waste is stored in leakproof containers or industrial strength bags until the waste has been disposed of at the Fairbanks North Star Borough Solid Waste Facility.

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

Frozen Budz will mix ground marijuana waste with compostable materials including food waste, yard waste, vegetable based grease or oils, and other organic material, such as manure and hay. This mixture will make the marijuana unusable and will be stored in a locked compost shed on the Frozen Budz premises. All manufacturing equipment and containers will be washed, rinsed and sanitized with a diluted rubbuing alcohol solution to erase any residue from product manufacturing. Any retail waste, such as thrown away editibles will be ground up with cat litter to make it unusable and disposed of in a separate, secure container until transfered 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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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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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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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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Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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.

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.

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(Additional Space as Needed):

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.

      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.

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(Additional Space as Needed):

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

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.

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

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