Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

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

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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:	The New Frontier Research LLC	**License Number:**	12657		
License Type:	Marijuana Testing Facility				
Doing Business As:	The New Frontier Research				
Premises Address:	2301 South Knik-Goose Bay Road				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	PO Box 879636				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99687

Primary Contact:	Jessica Alexander		
Main Phone:	(817) 253-7130	**Cell Phone:**	(817) 253-7130
Email:	jalexander.thenewfrontier@gmail.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.

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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 are secure access doors in the front and back of the building that will be locked when no one is on-site or readily available to greet customers. The back door will remained locked at all times, even when employees are in the building. The receptionist will be located in an office at the front building entrance and will check that persons entering the facility are at least 21 years of age and ask the person the nature of their business. If someone is under the age of 21, they will be asked to leave. If the person is not presenting for sample drop off or business related matters they will be asked to leave. When the receptionist is not present in the front office, the front door will be locked. The back door will remain locked at all times.

There is a 12 foot security fence in the rear of the 4 units with a padlock on the gate that only members of the 4 units and landlord have keys to access. The other 3 establishments in our 4-unit complex are also in the cannabis industry and have security cameras and signs posted.

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

Visitors will be admitted in accordance with 3AAC306.710(c). We will have a sign-in sheet. We will verify that visitors are 21 years of age or older by looking at identification as stated in 3AAC306.35O. Visitors will only be permitted in restricted areas with one of the authorized staff members and no more than 5 visitors per staff escort in accordance with 3AAC306.710 (b). We will have the visitors wear a visitors pass on a lanyard so the word "visitor" is visible on camera. Visitors will sign out when they leave the premises and turn in the visitor badge lanyard. The front desk person will retain their ID until the visitor signs out.

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

Fields to be filled in Excel Spreadsheet:

Visitor Name, Visitor Company, Visitor Drivers License/Passport Number, Visitor Drivers License State/passport country, Visitor Age, Time Entering Restricted Area, Time Exiting Restricted Area, Nature of Visit, The New Frontier Research Employee responsible for supervising Visitor.

Sheet will be scanned in computer and backed up on Network Attached Storage (NAS) system.

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

see attached

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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:

There is one main front entrance to The New Frontier Research, LLC facility. A six foot pathway leads up to the doorway. There is a 100W Halogen flood light that provides the ability to recognize people walking up the pathway to the facility from the receptionist desk and they are also on security camera video. There is a halogen flood light in the back entrance. This is sufficient lighting to detect someone coming in and out of the building and to be picked up by the security cameras.

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

There will be sensors on all doors and windows. Smoke and motion detectors will be in the front office and back hallway. Each employee will be required to carry a "fob" while working and, when activated, it will send a request for emergency services automatically.

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:

The alarm system equipment is monitored 24/7 and supplied by a third party, LiveWatch. In accordance with 3 AAC 306.715(c)(2), there will be sensors on all windows and doors, as well as motion and smoke sensors in the front office and in the back hallway to ensure the coverage of all areas. Once a break-in has been confirmed by the alarm company, a 90db siren will sound until law enforcement arrives and clears the premises. The garage door at the rear of the building will have a "tilt" sensor that will also be monitored 24/7 by LiveWatch.

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

During non-business hours all cannabis will be kept in a locked refrigerator in a room with a locked door that is also monitored by security cameras. During business hours all cannabis will be in a secured lab area. When cannabis samples enter the facility they will be immediately weighed and the recorded weight will be entered into the METRC system. The amount of marijuana that is used for each test is also weighed and that amount is recorded in the The New Frontier Research's Laboratory Information Management System (LIMS). The cannabis that is left over after testing will be destroyed. If there is a difference in the pre- and post-testing weights an investigation will be launched through review of video footage and employee interviews to determine the cause for the discrepancy. There will be a zero tolerance policy on the diversion of marijuana in accordance with 3AAC306.715(c)(1).

Describe your policies and procedures for preventing loitering:

A "no loitering" policy will be enforced. This limits persons from standing or waiting without purpose on the premises according to 3AAC306.715(c)(2). A sign will be posted in our window next to our door that states "no loitering". If a person is loitering they will kindly be asked to leave and, if they do not oblige the request to leave, local law enforcement will be contacted.

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:

All personnel will have a FOB ("panic button") that they will wear. When the button is pushed this will silently trigger emergency response. If this is accidentally tripped while employees are on-site then we can let the company know it was a false alarm when the security company calls to verify the emergency.

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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:

If the alarm is tripped after hours LiveWatch will have the contact information for the owners and one of them would go to the site and meet police if there was an actual breach in security. If the alarm is triggered during business hours, the security company contacts staff on site to determine if there was an accidental trip of the system or a true breach of security. All authorized employees will know the password for the security system.

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:

All cameras being used are Lorex brand with 4mp resolution, color night vision, a 90 degree viewing angle, and a viewing distance of 130ft. The exterior cameras will be placed within 20ft of the entrances and the interior cameras will be placed so that all areas of the facility are actively recorded. See attached documentation for the layout of the 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:

The camera recordings will be secured on a local storage device located in a double locked cabinet within the facility. Only the management of The New Frontier Research, members of AMCO, and law enforcement will have access to the recordings.

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 maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

The electronic media generated at The New Frontier Research will be stored on a Network Attached Storage (NAS) device that is password protected and stored in a double locked area. Only owners will have access to this area in the facility. Records will be maintained for a minimum of 3 years.

The stored data includes inventory tracking records (that account for all marijuana that has gone through the testing process), transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f), and the scanned visitor logs.

A fire and water proof safe will be kept on the premises and will hold the tax returns of the previous three years, the business contact information for vendors that maintain video surveillance systems and security alarm systems, a diagram of the building, and a list of all equipment and supplies.

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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:

The New Frontier Research is planning on using the AK state METRC program for tracking, as well as Lab Solutions Software, which links to METRC. We may consider another Laboratory Information Management Systems (LIMS) at a later date and will make sure that whatever system we develop would communicate with the METRC system and has been approved by AMCO for use.

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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:

The New Frontier Research currently has two owners that plan to open and operate the lab (including running all marijuana tests). Once our marijuana test volume increases, we will need to add at least one lab technician. We will have a detailed Standard Operating Procedure for each test. Technicians will be trained on the tests they will be performing. They will need to demonstrate their competency initially on each test in front of the lab director and then demonstrate competency and problem-solving skills every 6 months thereafter. Technicians will not be allowed to provide tests for customers until they have passed the proficiency test.

Before an employee is hired they will need to pass one of the AMCO board-approved marijuana handler courses. Continuation of employment will depend on successful completion of the marijuana handler course.

We intend to have a receptionist at the front desk to answer phones and check in samples. The receptionist will be trained on the use of the METRC system. They will also be required to have a marijuana handler card.

We are also going to employ a part-time driver for sample pick ups 2-3 days per week. This employee will be required to have a marijuana handler card prior to starting.

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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:

We will have waste from the High Pressure Liquid Chromatography (HPLC) system. The amount of waste produced will be a small amount and less than 1 gallon per month. All marijuana, both used and unused, will be ground to a fine powder before disposal. Both HPLC waste and samples marked for destruction will be added to the 5 gallon container in the lab, which contains organic solvents, making it unusable. This 5 gallon waste container will be housed in the lab and the contents of the container will be periodically transferred to a 30 gallon container via the bung hole on the top of the container using a funnel. The 30 gallon container will be transferred to the Mat-Su Central Landfill for disposal. Waste from the qPCR (quantitative Polymerase Chain Reaction) system used to test for microbials will be autoclaved prior to disposal. Any cannabis that is not actively being used for testing or being prepared for destruction will be stored in a locked refrigerator.

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

Organic solvents will be mixed with left over marijuana, rendering it completely unusable.

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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:

Organic solvents will be mixed with left over marijuana, rendering it completely unusable. Sodium hydroxide will be added to acidic aqueous waste, as this will neutralize the liquid and allow for disposal as non-hazardous waste.

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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:

The METRC marijuana tracking system will be used for recording the type, amount, and weight of marijuana or marijuana products being transported. The name of the transporter, the time of departure, and expected delivery time will also be recorded. The car make and model, as well as vehicle license plate number, will also be recorded. A transport manifest will be kept at all times, but will be kept separate from the sample transport container (Pelican case) so that the manifest could be used for reporting in the event of a robbery. All packages will be inspected to verify seals is intact prior to accepting packages for transport.

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

The New Frontier Research will only transport product that is in a sealed tamper-resistant package in compliance with the AK METRC system regulations. The sample(s) will be placed in a locked, opaque Pelican case. The locked Pelican case will then be placed in a locked trunk of the vehicle. The product will be removed only upon arrival at the testing facility and samples will be logged in to METRC system by the sample transporter and a lab worker to confirm package integrity.

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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:

The New Frontier Research will have one main sign on the exterior of the building above the entrance. This will be 3 feet in height by 8 feet in length.

There will also be some smaller signs (8.5 x 11 or smaller) posted near the front entrance door to include: hours of operation; a notice that persons must be over 21 to enter & a valid ID is required for entry; security monitored 24 hours a day; premises are monitored by security camera 24 hours a day; and no loitering. Inside the office, the following will be displayed: business license in an 8.5 x 11 frame; notice that the occupants do not associate with cartels; notice that The New Frontier Research does not ship samples across state lines or illegally launder money.

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:

There is only one public entrance to The New Frontier Research. There will be a sign next to the door stating that all persons who enter must be at least 21 years of age and that they must produce a valid government issued ID. If any person is unable to produce a valid ID proving they are 21 years of age they will be asked to leave.

The front door will be locked when a receptionist/staff member is not readily available in the intake/reception area.

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

Jessica Alexander
Printed name

Subscribed and sworn to before me this 19 day of April, 2017.

Official Seal
Robert H. Smith
Notary Public-State of Alaska
My Comm. Expires 11/09/2020

Notary Public in and for the State of Alaska.

My commission expires: 11/09/2020

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(Additional Space as Needed):

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CUSTOMIZABLE

THE NEW FRONTIER
RESEARCH

Employee
Photo

Employee Name
Title

ID CREATOR

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