Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

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

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

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

Licensee:	JJH Holdings, LLC	**License Number:**	12550		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Frontier Farms				
Premises Address:	6284 N Carrie Street				
City:	Wasilla	**State:**	ALASKA	**ZIP:**	99654

Mailing Address:	PO Box 231008				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99523

Primary Contact:	Joshua Hunter		
Main Phone:	907-301-0869	**Cell Phone:**	907-301-0869
Email:	easycheese@ymail.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:

The entire facility will be a restricted access area and will not open to the public. Only licensees and authorized employees will be granted access. All exterior doors will have signs posted stating that the facility is a restricted access and that visitors must be escorted. Cameras placed near each entrance will also deter individuals from attempting to enter the facility without an escort.

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

All visitors will be scheduled and pre-approved before being granted access to the facility. Any individual approved for a scheduled visit will be required to provide a valid, state or federal photo ID and sign into a visitor's log indicating the date, time in and out of the restricted area and the purpose of the visit. A photocopy of the photo ID will be stored as an official business record. A visitor badge will be issued and must be worn by the visitor until they are escorted off the premises by an employee. Visitors will then be escorted by an authorized employee of the facility and will be limited to 5 visitors per employee. Visitors will be required to remain with their escort for the duration of the visit.

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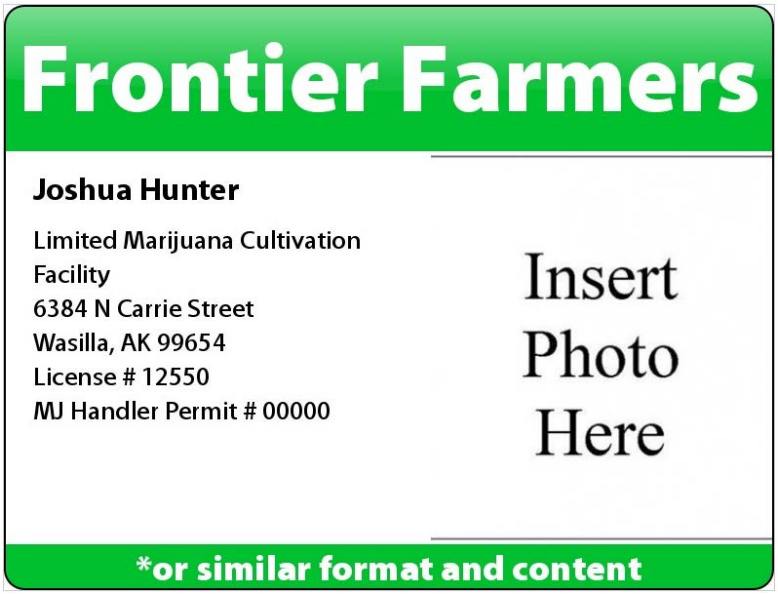
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All visitors granted access to the facility will record their name and date and time of entry into the facility's visitor log. The log and copies of visitor information will be kept and stored on-site as official business records. The visitor log will be made available to the MCB upon request.

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



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

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

The premises will be well-lit to ensure individuals within 20 feet of the facility can be identified by surveillance cameras. Exterior lights will stay on 24 hours a day, 7 days a week and will be regularly inspected to ensure functionality and proper positioning.

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

Frontier Farmers will contract with a third party security company to install and maintain a security alarm system at the cultivation facility. The alarm system will be capable of detecting anauthorized entry or activity within or around the facility. If an unauthorized entry, attempted entry or other unauthorized activity is detected, an electronic notification will be sent to the third party security company who will then contact the licensees.

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:

Motion sensors will be installed on all exterior doors of the facility to detect any unauthorized entry or attempted entry.
There will be no exterior windows in the facility.

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

Frontier Farmers will take a strong stance against the diversion of marijuana and will create and enforce policies and procedures to prevent it from taking place in their facility. All employees will be thoroughly and periodically trained on these policies and procedures and a zero tolerance policy will be strictly adhered to. Any employee found to be guilty of theft or otherwise permitting the diversion of marijuana to occur will be terminated and turned over to local law enforcement.
All employees of the facility will be trained on utilizing METRC to track inventory and prevent diversion.

Describe your policies and procedures for preventing loitering:

The facility will not be open to the general public and no signs with the business name will be posted. Frontier Farmers will conduct random, routine walk-arounds of the facility and will verbally inform any loitering individual that they must vacate the premises immediately or law enforcement will be contacted. "No Loitering" and "No Trespassing" signs will be posted to deter unauthorized individuals from entering the property.

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:

Motion detectors will be used around the building to deter criminal activity and ensure surveillance cameras are capable of identifying individuals approaching the facility.

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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 security alarm system sends an electronic notification of an unauthorized breach of security, employees will comply with all law enforcement directives and evacuate the building if necessary. Once the emergency situation is resolved, employees will assess the property, cash, inventory and submit a report to law enforcement if necessary.

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:

The placement of video surveillance cameras will ensure the ability to identify any individual inside the facility or within 20 feet of each entrance. Each restricted access area as well as the interior and exterior of each entrance to the facility will be covered by video surveillance.

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:

Video surveillance recording equipment and records will be kept in the on-site office. The office is locked and only licensees will be given access. Law enforcement or an agent of the MCB will be given access if and when required.

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:

All business records will be backed up in order to prevent the loss or destruction of records and data. Hard copy records will be filed in the secured office and also scanned to a local hard drive. The electronic files will be backed up to an off-site server.

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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:

Frontier Farmers intends to use METRC as the inventory tracking system. Licensees and employees will be thoroughly trained on the use of METRC.

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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:

Licensees and employees will obtain a marijuana handler permit before becoming licensed. Frontier Farmers will provide periodic training and education on a variety of topics such as; marijuana industry topics and current events, safety, METRC, customer service, legal issues, state and federal regulations, the Cole memorandum and OSHA.

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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:

Frontier Farmers will store, manage and dispose of solid and liquid waste in compliance with all applicable federal, state and local statutes, ordinances, regulations and other law. Any marijuana plant material determined to be waste for any reason will be seperated from other marijuana and stored in locked bins in a restricted access area until the MCB has been notified and the waste can be rendered unusable. The marijuana plant waste will be ground and then mixed with at least equal parts of other compostable materials such as yard waste and food waste and then used as compost feedstock. Alternatively, the marijuana plant waste may be mixed with non-compostable materials such as paper waste or cardboard waste and then delivered to the local waste facility. An employee of the facility will check that the mixture is at least equal parts non-marijuana waste before composting or delivering to the waste facility. The facility will keep a record of the final destination of any marijuana waste rendered unusable.

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

The marijuana plant waste will be ground and then mixed with at least equal parts of other compostable materials such as yard waste and food waste and then used as compost feedstock. Alternatively, the marijuana plant waste may be mixed with non-compostable materials such as paper waste or cardboard waste and then delivered to the local waste facility. An employee of the facility will check that the mixture is at least equal parts non-marijuana waste before composting or delivering to the 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:

All marijuana plant waste will be ground in a commercial grinder and then mixed with equal parts of non-marijuana waste before it leaves the facility for disposal or is composted. The mixture will be inspected to verify it is at least 50% non-marijuana waste before it leaves the facility for disposal or composting.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

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

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

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	☑	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	☑	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	☑	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	☑	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	☑	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	☑	☐

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

Marijuana will be packaged in either ready to be sold packages for a retail store or in wholesale packages. Marijuana packaged and ready to be sold at a retail store will be in packages of no more than one ounce and will meet the labeling requirements of 3 AAC 306.475. Frontier Farmers will also package pre-rolled joints to be sold at a retail store. Marijuana packaged for wholesale, will be in packages of no more than five pounds and be sold either to a product manufacturing facility or a retail store. A tracking and test results label will be affixed to all packages of marijuana before it leaves the facility for transport. When the package is ready for shipment, a transport manifest will be created and the package will be placed into a locked container inside the transport vehicle. The sealed packages will be open during transit and the transport vehicle will not make any unnecessary stops during delivery. The transport manifest will remain with the shipment and a copy will be maintained at the facility as an official business document.

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

The storage compartment will be a large rectangular box with a combination lock comprised of steel or a hard plastic. The compartment will be secured in the back of the vehicle or bolted to the bed of a pick-up truck.

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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 cultivation facility will not post any signs with the business name at the facility.

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:

The facility will not be open to the public and signs will be clearly posted stating persons under the age of 21 may not enter. Frontier Farmers will not allow entry to any person under the age of 21 or who does not produce a valid form of photo identification. Employees will be thoroughly trained to recognize forged ID's and will use an ID guide to help spot inconsistencies. Surveillance cameras will be visible to help deter attempted access.

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.

Josh Hunter
Signature of licensee

Josh Hunter
Printed name

Subscribed and sworn to before me this 3rd day of May, 2017.

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 2021

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(Additional Space as Needed):