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:	Frog Mountain LLC	**License Number:**	14020		
License Type:	Marijuana Concentrate Manufacturing Facilities				
Doing Business As:	Frog Mountain				
Premises Address:	9779 Totem Bight Rd.				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Mailing Address:	148 Mattle Rd.				
City:	Ketchikan	**State:**	ALASKA	**ZIP:**	99901

Primary Contact:	Harold Haynes		
Main Phone:	(907) 254-2452	**Cell Phone:**	(907) 254-2452
Email:	harold@chasinabay.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:

All restricted access areas will be clearly labeled with signs designating "Restricted Access Area. Visitors Must Be Escorted". There will be security locking doors that will require a code to allow entry. Every door to a restricted access area will have a sensor that will alert if the door has been opened. There will be cameras on every entry point to the restricted access areas.

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

Visitors will be escorted into the office via the main entrance. Identification will be required to prove the visitor is 21 years of age or older and a copy will be taken of the visitors ID. Upon finding the visitor is of proper age they will be asked to sign in with their name, reason for visit, and time of entry. After completing the sign in process the visitor will be issued a visitor identification badge. There will be a limit of 5 visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. Upon departing the facility the visitor will return the visitor badge and sign out the time of departure.

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

A visitor sign in sheet, containing a log recording the name, and date and time of entry of each visitor permitted in a restricted access area; will be entered into a digital spread sheet weekly to keep an ongoing log of visitors. The hard copy will be kept for no less than 6 months on premise, and the digital copy will be kept for the current year and the previous 3 calendar years.

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

See Attached FrogMTidcard

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frog MT id card

Frog Mountain

CO_2 Extractions

HANDLER #

0000-000-000

NAME:

John Smith

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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:

Each exterior corner of the facility will have flood style security lights that will detect motion within 30 ft to provide a clear view for our cameras at times when it is dark outside.

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

The Alarm system will be set up by Advanced Communications in Ketchikan. The exterior entrances will have door sensor alarms that will be activated anytime the facility is empty. There will be motion sensors throughout the facility as well that will all be tied together to the central security system. In the event of a breach an alarm notification will be sent to the senior management who will then notify the local authorities necessary for said breach; either the fire department or the Alaska State Troopers.

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:

There will be door sensors on each of the facility entrances that will be activated prior to vacating the facility by a keypad located at either entrance. There are no windows to the facility, and therefore no window sensors will be needed.

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

All marijuana in raw form as well as in concentrate form will be handled only in areas with security cameras. All materials produced or recieved will be weighed daily on a scale registered in compliance with 3 AAC 306.745 and entered into the states designated marijuana inventory tracking system, in house auditing will be administered quarterly and randomly to ensure accuracy and accountability. All employees will be screened before hiring. Storage areas are only accessible by senior staff.

Describe your policies and procedures for preventing loitering:

Signs will be posted outside the facility stating that loitering is restricted. There will be no covered areas outside of the facility. This will deter anyone from trying to find shelter close to the facility. Anyone found to be suspect will be approached and asked to leave. If they refuse the local authorities will be notified.

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 located in every room in the facility. The keypad for arming the security system will indicate when motion is detected, This keypad will be visible from both the front office as well as the extraction room (these are the two most commonly used rooms). Both of these keypads will contain a panic button.

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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 an alarm is triggered, an employee, licensee, or agent will inform the senior management who will contact the local law enforcement as well as AMCO Enforcement in the event of a breach in security. Individuals present in the facility will be expected to provide Identification to the local law enforcement to prove they are authorized to be in the facility. An employee will be expected to record the responding officials information in the standard visitor log book. The employee will assist in the operations of the local law enforcements investigation and will escort the official around the facility as needed.
When security is re-established an inventory will be conducted.

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:

There will be 2 cameras minimum in any room where marijuana will be handled. There will also be cameras placed outdoors on each corner of the facility to allow a clear view of who is entering the facility or is around the facility.

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:

Surveillance equipment will be locked in the utility room in a secure cabinet only accessible by an authorized personnel with a key for the lock.

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:

Records in accordance will 3 AAC 306.755 will be held in 4 locations when possible to ensure that there will not be a loss of records.

1. The original hard paper copy (kept in a secure locking cabinet)
2. An on site private server
3. A secondary on site back-up drive
4. Off site in a secure "Cloud" drop box.

All records will be maintained on site for at least 6 months on site, and will be kept in an off site secure location for at least an additional 3 calendar years.

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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 marijuana inventory tracking system that the state has set forth METRC will be used for all tracking of incoming and outgoing marijuana products. By using the Franwell supplied software there will be no problem sharing information with the state.

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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:

Every individual that applies for employment at this facility will be required to complete the marijuana handlers course set forth by a state approved entity. The fee associated with this course will be the sole responsibility of the individual applying unless otherwise discussed. A notorized copy of the marijuana handler permit card will be required and held on premise upon employment. Expiration dates will be noted to ensure that there will be no lapse of certification due to a lack of renewal. In house training (including company policies and procedures) will be conducted upon the hiring of a new employee, as well as a yearly refresher training to keep up to date on any changes to regulations.

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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 waste material will be bagged and held in the secure extraction room. AMCO enforcement will be emailed notification of waste, and the waste will be stored for no less than 3 days before it will be mixed in a 1:1 ratio on site with paper waste/wood chips and destroyed in accordance with 3 AAC 306.740.(d)(2). The only waste water will be sewage which will run into a septic tank in compliance with local regulations.

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

If material must be mixed in, the marijuana waste will be mixed with shredded paper waste and/or wood chips in a 1:1 ratio to make it unusable. At this point the material would be able to be incinerated.

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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 waste material will be mixed 1:1 as required by 306.740 (d) with non compostable materials (shredded paper) to make it unusable. this mixture will then be brought to Ketchikan Land Fill to be incinerated.

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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 products to be shipped will first be weighed on a scale registered in compliance with 3 AAC 306.745. This information will be entered into the marijuana inventory tracking system and a transport manifest will be created and kept with the marijuana products at all times. The products will then be placed in a tamper evident sealed container and placed in a lock box to ensure that it is secure.

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

Any vehicle being used for transportation will have lockable containment in the vehicle to ensure that it is not going to be accessible easily from the outside. If available and necessary a 3rd party may be contacted for transportation only after it has been found they are in compliance with 3 AAC 306.700 and have obtained a marijuana handler permit card.

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Section 7 – Signage and Advertising

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

There is no intention to have the business name posted on the exterior of the establishment.

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 will be signs posted outside the facility near every entrance saying "must be 21 years or older to enter" Anyone wanting to gain access to the facility will be asked to show identification with proof of age before gaining access to the facility. A copy of the identification will be taken and kept for business record.

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

Harold C Hayne
Printed name

Subscribed and sworn to before me this 2 day of Feb, 2018.

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER
My Commission Expires Nov. 7, 2020

S. E. Wagner
Notary Public in and for the State of Alaska.

My commission expires: 11/7/2020

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