Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

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

Licensee:	AK Frost, LLC	**MJ License #:**		10866	
License Type:	Retail Marijuana Store				
Doing Business As:	AK Frost				
Premises Address:	5200 A Street Suite 102				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

Mailing Address:	PO Box 90064				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99509

Designated Licensee:	Kyle Denton		
Main Phone:	907-561-2183	**Cell Phone:**	907-301-9793
Email:	kyle@anseralaska.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. 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:

Employee education will discuss the policies and procedures set in place to ensure that no one under the age of 21 obtains access to the licensed premises or marijuana items.

These policies and procedures include:

Any customer or visitor wishing to access the licensed premises must present an acceptable form of identification as described in 3AAC 306.350 to prove that the customer or visitor is at least 21 years of age.

Any visitors not employed at the facility must present ID and obtain a visitors badge before being escorted through any portion of the restricted access area.

Recurrent training will include instruction on how to recognize valid ID.

If there is any question about the validity of an ID or the age of a customer or visitor, access will be denied until such time as the age of the visitor can be clearly ascertained.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Public access to Retail is through one exterior door, which communicates with a secure arctic entry. The purpose of the arctic entry is to allow the retail staff to verify identification (age) of customer. When verified, the door into the retail area will be released and the customer will be allowed in. The business office and behind counter areas are the only restricted access area within Retail and are off limits to the public. The business office has two doors which both have storeroom function locksets (can't not be manually unlocked) and only the staff will have keys to access this office.

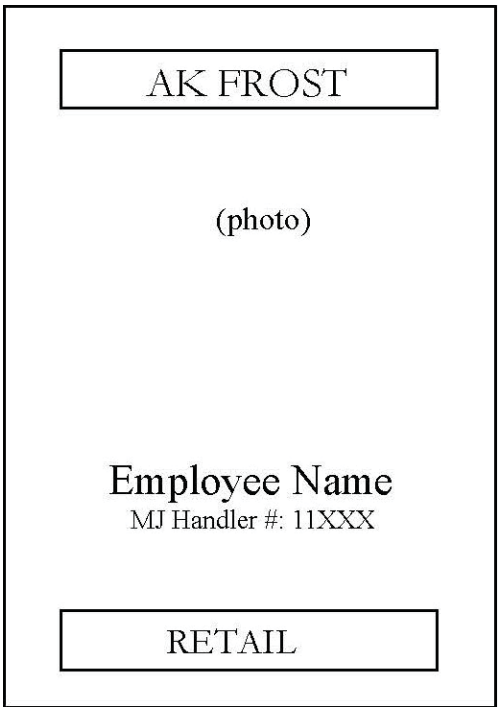
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

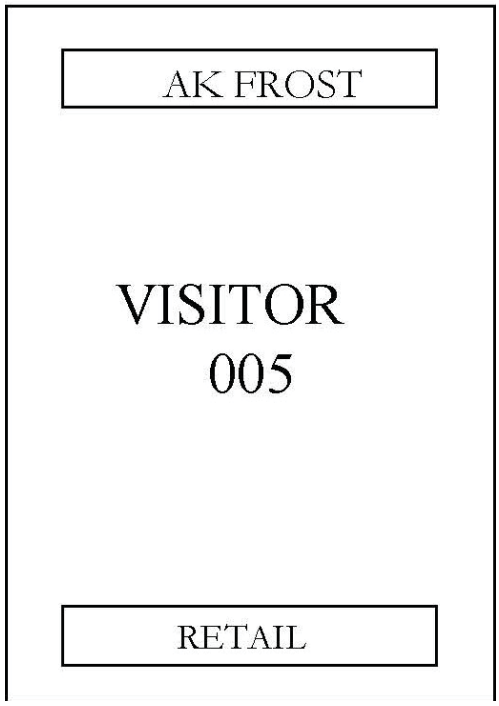
All visitors needing access to restricted access areas will be required to present a photo id as described in 3AAC 306.350 to verify their identity and age. All visitors will be signed in on our visitor log and given a visitors badge. Our visitors log will include the following information: Date of visit, name of visitor, signature of visitor, time in, time out, reason for visit/affiliation, Visitor Badge ID number and escort name.

Visitors will be accompanied by the escort the entire time on-site. No more than five visitors will accompany a single escort.

Visitor logs will be kept on-site for at least 6 months and on/offsite for the current year and 3 calendar years preceding.

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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

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

Exterior lighting to a level of 1 foot candle will be provided at all circulation and parking areas with wall packs. In addition to this lighting being provided for general circulation and monitoring, a motion sensing light will provide an additional 10 foot candles of lighting within a 20' radius of the entrance door and emergency exit to improve surveillance image quality. Lighting will be placed in a manner that will illuminate all points of entry and windows to discourage criminal activity.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The security system for Retail will consist of contacts on all doors, glass shatter sensors near the exterior windows, and motion detectors. Panic alarm buttons will be provided behind the in Retail counter and in the Business Office.

A third party security/alarm monitoring company will be engaged to monitor security alarms and fire sprinkler supervisory status.

In the event of an unauthorized breach, the alarm monitoring company will contact a supervisor or licensee and notify them of a request for APD dispatch. Supervisor or licensee will monitor facility from a distance until APD has determined facility to be safe and requests consultation.

Any suspected unauthorized access of the licensed premises or indication of theft, diversion or unexplained disappearance of marijuana, marijuana products or money from the licensed premises will be reported to AMCO as soon as reasonably practical and in any case within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

All accessible areas of our facility will be monitored by digital surveillance cameras on a 24/7 basis, including at least 2 cameras in each of the rooms containing any packaged product. All MJ products on-site will be stored in secure areas that will remain individually locked. Employees are informed upon their hiring that they will be under constant video surveillance at all times when they are in or around our facility. Any suspicion of diversion will be followed up by reviewing surveillance footage of the suspected occurrence. Any evidence of suspected diversion will be turned over to the proper authorities.

3.7. Describe your policies and procedures for preventing loitering:

No unauthorized entrance into the restricted access areas will be permitted. No unauthorized presence on the property will be permitted. An employee will do walk-arounds of the property to deter and identify potential loitering persons and to deter criminal activity.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. KD

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. KD

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. KD

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. KD

3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). KD

3.13. 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:

A camera will be installed outside the entrance door at a height of approximately 10 feet to provide identification of any individual within 20' of the entrance. Cameras inside the facility will monitor and provide identification of any individual passing into the premises.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Video surveillance recording equipment and records will be housed and stored in the security office/storage area on the top floor of the adjacent cultivation facility. Hard drives are capable of storing the past 40 days of footage. This room will be locked and accessible to owners and top management only.

Section 4 – Business Records

Review the requirements under 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.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)***;** KD

b. **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;** KD

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** KD

d. **records related to advertising and marketing;** KD

e. **a current diagram of the licensed premises, including each restricted access area;** KD

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** KD

g. **all records normally retained for tax purposes;** KD

h. **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;** KD

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** KD

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** KD

4.2. 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 electronic records will either be created and maintained on cloud based servers or will be digitally backed up to remote hard drives weekly and stored on-site a minimum of 6 months. All hard copy records will be kept in secure storage on-site for a minimum of 6 months. Electronic and hard copy records will be stored on-site or off-site for an addional time period not less than the current year and three preceding calendar years.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. KD

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. KD

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. KD

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. 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. KD

6.2. 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 licensed premises) when on the licensed premises. KD

6.3. 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. KD

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Prospective employees are required to obtain a marijuana handler permit card prior to employment. An in-house marijuana handler training refresher course will be provided to employees on a semi-annual basis addressing the specific goals of the AMCO Board. Training specific to AK Frost's retail practices will include customer identification, limitations on quantity sold, effects of marijuana consumption, impairment, types of cannabinoids and associated properties, current state regulations regarding the sale of cannabis, diversion/loss control, and security.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. KD

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. KD

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. KD

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). KD

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Marijuana will be transported to another licensed establishment only by an individual of responsible charge. Marijuana to be transferred to another marijuana establishment or marijuana testing facility will be packaged and labeled in accordance with 3AAC 306.470. The marijuana transfer will be recorded in Metrc, a transport manifest will be prepared, and will accompany the transport for its duration. The marijuana will be secured in a sealed, tamper-evident container. It will remain sealed for the duration of the transport. The marijuana will be transported directly from the cultivation facility to the destination without unnecessary stops or delays. Upon delivery to the destination facility, the transporter will request a signed copy of the shipping manifest.

It is anticipated that our cultivation facility will be collocated with manufacturing and retail. These facilities will be in the same building physically separated by walls with no adjoining doors. In the case of transfer from the cultivation facility to either of the collocated facilities, the following applies:

In the case of on-site distribution to collocated facilities, all of the above applies with the exception that the marijuana will be carried to the adjacent facility and will not be put into a transport vehicle.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. 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. KD

8.3. 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. KD

8.4. 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. KD

8.5. 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. KD

8.6. 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. KD

8.7. 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. KD

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. KD

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

24" high box lettering spelling the name AK FROST will be stood off the building and back-lit, and will be placed on the North and East building elevations. The total signage area will not exceed the maximum area of 4,800 square inches, or the maximum allowed by the Municipality of Anchorage.

Sign gross overall size is approximately 2' x 13' and is pictured below:

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Miscellaneous images of the building and logo will be put on handout cards, print media, social media etc. Any advertising that includes MJ depictions or descriptions other than the business name and logo will include the notification language provided in 3AAC 306.360.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Kyle Denton

Printed name of licensee

VALERIE MASTOLIER
Notary Public
State of Alaska
My Commission Expires Jun 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 6/7/22

Subscribed and sworn to before me this 17 day of September, 2018.

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