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:

- 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:	The Frost Frontier LLC	**MJ License #:**	29054		
License Type:	Concentrate Manufacturing				
Doing Business As:	The Frost Frontier				
Premises Address:	8535 Dimond D Cir. Unit B				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99515

Mailing Address:	8535 Dimond D Cir. Unit B				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99515

Designated Licensee:	Evan Schlosberg		
Main Phone:	9075225050	**Cell Phone:**	9712379553
Email:	thefrostfrontier@gmail.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:

All visitor-customer ID's are checked at the front entry door of The Frost Farms Retail Lobby, prior to entering the retail store which is where the "Concentrate Manufacuring" space is located (behind security doors...see diagram of floor layout). This initially prevents anyone underage from entering the "premises".

As the entire space occupied by the "Concentrate Manufacturing" business is all "Restricted Access Area" we will follow all codes pertaining to those regulations; any visitor in the "Restricted Access Area" will be 21 years or older and will be accompanied by an employee or owner at all times and will sign into the visitor log with the required information along with arrival and departure times sign in's and out. For Prevention of access see ATTACHED.

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:

Answer to this question on following next page.

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

Answer to this question following next page.

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(Additional Space as Needed): "ATTACHED" Continued answer to 2.1 above

PREVENTION OF ACCESS TO PREMISES TO UNDERAGED INDIVIDUALS

As the new concentrate manufacturing business, The Frost Frontier is located within, and off the main floor of our existing retail marijuana business, The Frost Farms, will be relying on the already installed security equipment that is in place.

This surveillance equipment was originally installed by Valkyrie in 2018 as required, we updated it with extra cameras over our registers and was approved of by an AMCO on-site inspection

We have all of the required cameras, video storage, back up and security server(s) in place (see floor layout for location in office) to prevent anyone from illegally entering the restricted access area of The Frost Frontier, manufacturing business. And as noted previously, anyone accessing the manufacturing space, must go through the retail lobby and store area in order to gain entry into the concentrate space.

Lastly, we will defer to AMCO and add any extra needed camera(s) should their inspection find a blind spot we could have missed.

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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:

[redacted]

updated answer above.

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:

Restricted access areas will be accessable with security cards by employees and owners. Any visitors will sign into our guest log book and be escorted by an employee or owner.

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

No more than 3 visitors per employee will be permited to access the restricted access area acompanied by an employee or owner. These records will be stored onsite.

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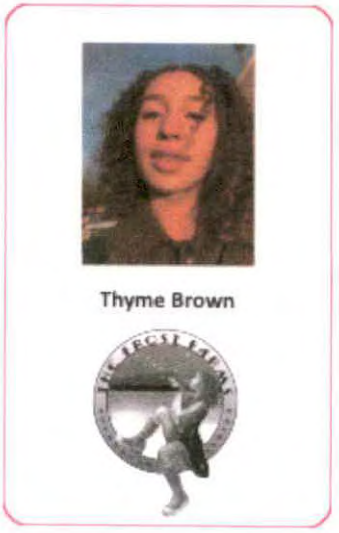
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



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 of the building for the manufacturing operation is also the exterior of the building for The Frost Farms licensed marijuana retail store meets all requirements for surveillance as required by AMCO.

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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:

Visitor

The Frost Frontier

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:

Answer on page above.

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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:

Please refer to the floor layout diagram and you will see that the concentrate manufacuring area is located well within the retail space and has no "outside" windows or exterior doors.

If required we can put a glass "monitor" on the window between the concentrate space and the lobby it looks out on, if necessary. The entry doors into the concnetrate space will be secured and require a scan card to enter. Otherwise, we will be relying on the already installed security system in place for our retail store and Lobby to The Frost Farms as described in section 2-2.1 and it's attached security summary.

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

Answer to this box on the next page.

3.7. Describe your policies and procedures for preventing loitering:

Our leased space is located in a non-retail industrial area that has no public sidewalks or other pedestrain walkways and loitering is obvious. We will rely on the exiting security system of exterior/interior camera surveillance equipment at the Retail entrance and entire leased space for The Frost Farms all of which has been on-site inspected and approved by AMCO. The whole space for the new license is all restricted access so there will not be any acess for anyone outside of the immediate industry, other than working manufacturing employees of the facility and any adult over 21 ys of age requiring (potential client, inspectors, etc.) access and we will follow all protocol for "Restricted Access Areas".

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.

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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:

[redacted]

updated answer to this box above.

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

All employees are monitored by video survalance at all times and all product is tracked and accounted for within the Metrc tracking system.

3.7. Describe your policies and procedures for preventing loitering:

[redacted]

updated answer to this box above.

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.

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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.

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.

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

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).

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:

The manufacturing area is a small space that can be fully monitored with 2 video cameras mounted at the proper heights in opposite corners to cover all angles of the manufacturing area.

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 original copies of surveillance records will be housed and store in the office adjacent to the manufacturing area along with the same documents and equipment of The Frost Farms. This office is accessible by key card and can be accessed by authorized personnel, law enforcement, or an agent of the Marijuana Control Board with the assistance of an owner or employee with an active keycard.

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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)*;

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;**

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

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

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

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

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

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;**

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

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

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 required records, and data, including electronic data, will be stored on site in the office of The Frost Farms along with records, documents, and data from The Frost Frontier Corperation's other licensed business activities.

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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.

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

5.3. My marijuana establishment will use registered scales in compliance with A5 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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.

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.

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.

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

Manufacturing lab employees will be trained by existing staff on how to manage incoming and outgoing product transfers within Metrc and all techniques required for the manufacturing operations to produce the product selections available from The Frost Frontier Manufacturing.

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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. PB

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. PB

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. PB

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). PB

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):

There is an existing "restroom" and "handwashing station" both approved and inspected, within a few feet of the newly proposed licensed area and we would like to request we can utilize those, and we are are not adding new employees in order to operate the new concentrate license. We have denoted their location on the floor layouts submitted, located in Retail space

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:

Answer to this box on next page.

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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.

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.

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.

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).

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):

updated answer to this box and 7.5 and 7.6 on page above.

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 product will be prepared by employees with a state certified scale weighed out to specific packaging weights as advertised on the product packaging. The packaging will be assembled by these employees with proper designation of information for product identification and specifications required by the state of Alaska. Finished product will be shipped in a locked container per the Alaska state regulatory guidelines.

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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.

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.

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.

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.

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.

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.

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

The Frost Frontier Manufacturing will not have an exterior building sign.

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

The Frost Frontier manufacturing will be advertising in conjunction with existing material produced for marketing from The Frost Farms retail and will be consistent with the standards and guidelines followed by The Frost Farms

The Above reads:
The Frost Frontier Manufacturing will be advertising in conjunction with existing material produced for marketing from The Frost Frontier and The Frost Farms (identical labeling except for "name") and will be consistent with the standards and guidelines followed by The Frost Frontier and The Frost Farms.

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

Signature of licensee

Evan Schlosberg
Printed name of licensee

COLLEEN A. GUFFEY
My Commission Expires
NOTARY PUBLIC
Jun 26, 2024
STATE OF ALASKA

Colleen Guffey
Notary Public in and for the State of Alaska

My commission expires: 6/26/24

Subscribed and sworn to before me this 6th day of May, 2021.

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(Additional Space as Needed):

Control plan for persons under the age of 21;
Anyone entering the building will be IDed at the front door, which is also our entry for the retail store, The Frost Farms, in order to make it to the manufacturing area, someone's ID will have been checked. Any non staff entering the manufacturing area will provide ID upon entering the area and will have to sign in to our log book to track visitors.

Security;
Video camera systems capable of monitoring all angles of the premises will be installed by Valkyrie Security to monitor and record video at all times. Cash from product sales will be stored in safe with cash from other licenced business operations from The Frost Farms. All doors to the manufacturing area will remain locked at all times to be accessed through magnetic key cards by staff.

Business records;
Business records and paperwork will be stored on site with paperwork and records for The Frost Frontier Corperation's other licensed marijuana businesses, The Frost Farms retail and The Frost Frontier cultivation.

Inventory tracking of all marijuana and marijuana product on the premises;
Inventory tracking will be performed by Metrc. All product for the manufacturing process will be stored in a locked freezer in the manufacturing area with it's assigned package tags. All finished products will be stored in a locked refrigerator along with the proper package tags for identification and tracking, in the manufacturing area. All products that leave the manufacturing area for retail sales will be associated with a Metrc package tag for transfer.

Employee qualification and training;
All employees are Metrc certified, have an AMCO MJ handlers permit, and are trained in the manufacturing processes by existing staff.

Health and safety standards;
Manufacturing area to be cleaned weekly for prevention of contaminants. All Employees will be trained to use mechanical equipment, i.e. rosin press, safely and without risk of injury.

Transportation and delivery of marijuana and marijuana products;
Finished marijuana concentrate products will be packaged for sale and assigned to a package tag number for transfer to retail licenses for retail sales. Product will either be picked up by a retailer, or delivered, tracked in metrc to its final destination. Product will travel with package tags, a manifest printout from Metrc in a locked case, with a route specified in Metrc that will be followed by the driver.

Signage and advertising;
There will be no outside signage for the manufacturing facility. Advertising will occur in print and online, any advertisement will contain the required state marijuana disclaimer.

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