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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:	james w strassburg	License Number:	10657		
License Type:	standard marijuana cultivation				
Doing Business As:	JWS enterprises				
Premises Address:	2997 so gravina island				
City:	ketchikan	State:	ALASKA	ZIP:	99901

Mailing Address:	2417 tongass #111-214				
City:	ketchikan	State:	ALASKA	ZIP:	99901

Primary Contact:	james strassburg		
Main Phone:	907-247-3316	Cell Phone:	907-254-7333
Email:	jimstrassburg@aol.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:

my facility is in a roadless area accessable only by boat or unmarked trail. no tresspassing signs will be posted on dock and on the perimeter of property, area is fenced, gates will remain locked .employees will be instructed not to allow entry to anyone without prior consent from me I also have 2 dogs that bark at anything that moves unescorted members of the public are not a likley issue however security camras will be employed as well as an alarm system

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

I dont see a reason for visitors other than official business by government agencies however if repair people or other business would require admitting visitors they would be escorted by myself or someone authorized by me and accompanied at all times

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

I dont anticipate visitors to my facility however i will maintain a log book listing date and time of visit and signature of any visitors

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

I dont expect to hire many employees 2 or 3 at most Employees will be required to wear a badge that will be issued upon beginning of employment the badge will have photo ,name of employee date of hire name and address of the facility it will be worn by all employees whenever on the premises.employees will be instructed to show badge to MCB officials

Photo

NAME
Position
DATE OF HIRE

JWS ENTERPRISES
STANDARD CULTIVATION
2997 SO GRAVINA Island
KETCHIKAN ALASKA
Badge # 000

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Form MJ-01: Marijuana Establishment Operating Plan

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:

exterior lighting will flood all doors and gated areas they will be coordinated with security camras

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

all perimeter entry points will have security alarms,motion detectors,pressure switches,duress,panic,and hold up alarms will be determined alarms will be installed and monitored by professional alarm company

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

the security system will be installediby professional alarm specialists to the standards recognized by the industry the alarm system will be monitored by the alarm co

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Form MJ-01: Marijuana Establishment Operating Plan

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

security camras will be fixed on all restricted areas security rooms and all points of ingress/egress.time and date will be measured in accordance with the National Instute of Standards and Technolgy. A serveillance system storage device secured in a locked box on site will continuously record 24 hours a day and store recordings for 40 days on recorder transport manifest with product info and weights will be attached to the product any attemped diversion of marijuana by employees will result in immidiate termination and possible criminal charges

Describe your policies and procedures for preventing loitering:

loitering is not a problem i would likely face in a location like mine .However if a person was trying to hang around they would be tresspassing.They would be politley asked to leave ,if they refused the State Troopers would be summoned to deal with the situation

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

all perimeter and entry points and windows will have security alarms Motion detectors,pressure switches duress,panic,and hold up alarms will be determined it will be policy to employ whatever measures nessasary to protect myself and my employees and to prevent security issues before they arise

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Form MJ-01: Marijuana Establishment Operating Plan

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:

my residence is also on site .A security breach is highly unlikly during the work day ,however if an alarm were activated I would attempt to safely determine if it were a false alarm ,if its a false alarm I would notify the State Troopers ,If it were a break in I would call the State Troopers ,lock myself in the house and wait for the Coast Guard and the Troopers to respond this would be a policy communicated to my employees

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

security camras will be securly mounted in all growing areas ,curing rooms, trimming and packaging areas,storage areas or any restricted areas. camras will have clear views of all areas including views of entire rooms and doorways security camras will be placed on entrance doors for a full view of entrance

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 will be stored in a metal cabinet in my private office in my residence . The cabinet will remain locked I will maintain a policy that excludes any employees without my permission from my private office

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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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

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 records will be stored electronically and on hard copy in locked metal filing cabinets in my office Zip drives will be stored in a fireproof safe

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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:

I plan to use a state approved tracking system . One system that I am aware of is the BioTrackTHC traceability system

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Form MJ-01: Marijuana Establishment Operating Plan

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	☑	☐

JWS

Describe how your establishment will meet the requirements for employee qualifications and training:

All employees will be required to obtain a marijuana handler permit JWS enterprises will arrange marajuana handler training from a state approved provider and pay the costs associated with obtaining the marijuana handlers permit for all employees Employees will be trained in security and safety protocols provided with emergency phone numbers emergency response training ,the importance of hygene and sanitation will be impressed.High reguard for MCB rules and regulations will be demanded from all staff

JWS

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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:

The MCB will be given 72 hours notice in the inventory tracking system before making waste unusable Unusable stems roots,leaves flowers and trim will be shreaded and weighed into lots no bigger than 5 pounds. unusable product will be kept in locked and secured quarantine area monitored by camreas 24 hours a day After the 72 hour period has elapsed the ground material will be mixed 50/50 with spent soil and used for topsoil on my two acre site

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

I will mix the unusable material 50/50 with spent soil from cultivation activities also native peat moss and ground native brush from my two acre site it will be used for topsoil

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Form MJ-01: Marijuana Establishment Operating Plan

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:

grind and mix with composted and organic plant material and native soils and spent soils from marijuana cultivation, fish waste, kelp ect. the final product would be used as topsoil on my two acre site

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Form MJ-01: Marijuana Establishment Operating Plan

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:

once the product is ready to be delivered to another licensed marijuana establishment JWS enterprises employees will weigh and package the product in no larger than five pound lots ,placed in airtight,food safe,plastic bags and stored in plastic security bins to protect the product from contamination or deteriation in sealed containers that cannot be opened during transportation A transportation manifest to include product informationl lot numbers,test results and weights will be affixed to the product .JWS enterprises shall notify the MCB type and amount/weight of products being transported,the name of the transporter,times of departure and expected time of delivery Upon recieving a shipment JWS enterprises shall report the amount /weight in the marijuana tracking system

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

Shipments will be delivered by us JWS enterprises a licensed marijuana cultivator or one of our employees in a locked safe and secure storage compartment that is bolted to the body of our delivery van .We will install a traceable GPS system in our delivery van if necessary.When transporting marijuana products,we will travel directly from the facility to the reciever without any unnecessary stops in between except to other licensed marijuana establishments recieving products .All of these actions will be key notifications in our marijuana trcking system and to the MCB

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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:

I do not intend to post any signs other than 'no tresspassing' and' restricted access area ' signs.My business name will not be displayed to the public

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Given the location of my proposed standard marijuana cultivation facility the presents of anyone under 21 years old is extremely unlikley,However all the security and alarm systems I have discussed previously in this application will be in place I would treat anyone 21or not as a tresspasser and politly ask them to leave .If they refused my request I would summon the State Troopers

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

JAMES W STRASSBURG

Printed name

Subscribed and sworn to before me this 13th day of July, 2016.

STATE OF ALASKA
NOTARY PUBLIC
MICHELLE BROWN
My Commission Expires August 1, 2018

Michelle Brown

Notary Public in and for the State of Alaska.

My commission expires: 8-1-18