Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:

- 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:	SMOKING JOE'S TERPS CO.	**MJ License #:**	16511		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	SMOKING JOE'S TERPS CO.				
Premises Address:	24276 Moraine Vista ST				
City:	Kasilof	**State:**	Alaska	**ZIP:**	99610

Mailing Address:	6857 S. Hangar Talk Cir.				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99623

Designated Licensee:	Jacob Thom		
Main Phone:	907-715-1180	**Cell Phone:**	907-715-1180
Email:	smokingjoesterps@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:

Facility will not be open to the public and doors will be secured. Visitor's identification will be screened and visitors to the premises will have to be able to prove: that they are over 21 years of age, and need to be escorted into any restricted access area. If a need is determined.

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:

Facility will not be open to the public and doors will be secured. No tours or leisure visits are permitted. Any visitor to the premises will have to be able to prove: that they are over 21 years of age, and need to be escorted into any restricted access area. If a need is determined,

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

Visitor's identification will be screened, and the visitors log will be filled out. A logbook to record the persons full name, date of visit, time of entry and departure and nature/purpose of visit will be maintained. Visitor's numbered badges will also be required to be worn at all times while upon the premises. Badges will be returned at the end of said visit and they will be accounted for at the end of each visit as well. No more than 5 visitors per employee or agent will be permitted in the facility at a time, in accordance with applicable laws.

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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:

Smoking
Joe's
Terps

Visitor Badge
#1

Smoking
Joe's
Terps

PIC

employee Name
employee #
MHP #

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 will be provided on sides of the building covering all facility exits. Some of the lighting will be motion sensitive or constant on if desired. Security cameras will be I. R. capable, and the field of view will cover the approach up to each point of ingress and egress.

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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:

(1) Pursuant to 3 AAC 306.715(c)(2) a security alarm system on all exterior doors and the Licensed Facility will have:
a. GE/ Simon XTi 5 security package installed consisting of the following equipment:1-Keypads Simon XT/XTi VoLTE 4G Verizon Cellular Communicator (located in main entrance points to the building), 1- GE 60-807-95R | NX-481 Simon 3/Simon XTWireless Pet Immune Infrared Motion Sensor,104db alarm siren,1 Panic buttons wIU be localed with in the licensed premises for added security. The employees will have Wireless Four Button Key chain Remote to carry on them with a panic button on them for additional security.
b. Motion Activated Wireless Image Sensor for LiveWatch sensors with: Advanced ASIC-based processing,Splil-zone optics technology, totally silent relay operation, Immune to pets up to 40lbs. Tamper proof design, PIR motion sensor with an Ultra-low current.
c. Security system will be monitored by a third party monitoring agency 24/7. In the event of an alarm activation local law enforcement and the business owner will be notified.

(2) The alarm system will be monitored by a third party agency. LiveWATCH certifications includes IQ Certified Central Station (One of first in nation). UL Certified Facility, UL Certified Operators, SIA Certified Operators., SIA Central Station Trained Instructors. APCO Certified Operators and - FARA and Federal UL 2050. Supporting Alarm Communications and Interactive Service from Every Major Manufacturer
The list includes Connect 24, C24 Interactive, Alarm NET, AES, Uplink, DMP Internet, Tellular,Alarm.com. Based In Kansas with monitoring centers nationwide that are staffed 24 hours a day, 7 days a week. During non-business hours monitoring of all devices (Motion Detectors, door contacts) within the system will be active and monitored. In the event of a security breach of the licensed premises an Interior sounder will be activated immediately, an alarm signal will be received by the monitoring center who will notify security, local law enforcement and the licensee.
(3) Smoking Joe's Terps Co. shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.

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

Owners,employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of marijuana (3 AAC 306.715(c)(1)). The "METRC" electronic tracking system will be used to ensure diversion of marijuana does not occur throughout the normal processes of the cultivation facility. Marijuana will be entered into the system and tracked throughout the cultivation, packaging, testing, disposal and selling process. If the tracking system shows potential diversion of product authorized personnel will initiate an investigation that will include; talking to employees on shift, assessing last login to the system and product in question, notifying the Marijuana Control Board and reviewing video feed. In addition to the above, authorized personnel will randomly check video feed for potential diversion (1x per week), will supervise all visitors and require them to remain in the building until law enforcement arrives if diversion is suspected, restrict access to restricted areas where marijuana or cash are present as well as will provide information pertaining to the consequences of breaking the policy. Consequences include notifying law enforcement, immediate termination, visitor access removal and prosecution of crimes.

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted stating a clear message that "No Trespassing" or "No Loitering" is permitted, and that area is video monitored 24/7. Video surveillance of the exterior areas will be available to employees inside the facility. Standard policy is to notify law enforcement of any violation these regulations or of any suspicious activity. There will be no loiterers or trespassers. Anyone caught loitering will be asked to leave. If they will not leave voluntarily,
law enforcement will be contacted immediately to deal with the situation.

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. VT

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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. JT

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. JT

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

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). JT

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:

Security cameras will consist of GW Security GW5516NP Dome Network Cameras. All security cameras will be positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras will be placed at a height to insure unobstructed viewing of all product, plants and persons insuring all are captured on a maximum clear sight picture. And exterior cameras will be at a height of 12 feet to prevent damage to cameras. All cameras will have a recording resolution of at least 1920x1080(2mp)-2560x1920 (4mp), and will can see at night using infrared technology for night time recordings. GW Security GW5516NP Dome Network Cameras will be installed in growing, trimming, processing areas, curing, sales, and designated waste processing area to insure 100 percent coverage of the secure areas.(reference security packet attached)

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:

(1) Pursuant to 3AAC 306.720(b) Surveillance recording equipment and video surveillance records will be housed in a locked and secure area accessible only to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board. This will be in the office area of Smoking Joe's Terps Co.

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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)*; JT

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;** JT

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

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

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

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

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

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;** JT

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

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

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:

A fire rated safe with a weight of 1,035 lbs. will be provided to protect and preserve essential physical records. Daily data back-ups of all product tracking and surveillance data will ensure continuity of daily operations in the event of an equipment failure.

The electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. All systems are programmed with password lockout protection. The security room housing all supporting security and camera equipment will be insulated and temperature controlled to insure the integrity of all security supported hardware for the licensed facility.

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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. JT

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

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. JT

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. JT

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. JT

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. JT

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

The proposed establishment will require all licensees,agents, or any other employee associated with it, to hold current Alaska marijuana handler permits. Copies of all employee permits will be kept in a physical form at the proposed premises. All expiration dates will be noted and calendared for employee recertification prior to their expiration. All personnel will be trained on the Metric system and will demonstrate competence before use. The training for Franwell Metric system for licensees will be through a training sessions and webinars from Franwell to provide a thorough understanding of METRC. Licensees will be required to demonstrate their knowledge of METRC. We will conduct training to continuously improve operations as well as training on the marijuana regulations to ensure we stay in compliance. We will use sign-in rosters to record the topic, date,and employees that receive training and keep them on file on location.

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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.	JT
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.	JT
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.	JT
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).	JT

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:

After product has been harvested and processed, a sample will be taken from each batch and sent for testing. While results are pending, batch will be "quarantined" until it is deemed acceptable by the testing facility. Marijuana product will be packaged in a variety of ways. Bulk wholesale batch packs of up to 5 pounds consisting of single strains or a mixture of strains as identified on the label. Or batches of single gram up to a ounce packs will also be produced for sale without additional handling by the retail store except to add the stores own name or logo and license number. All labeling on all packaging will meet the standards as required for cultivators. Witch will include the following statements 1) "Marijuana has intoxicating effects and may be habit forming and addictive," 2) Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence." 3) "There are health risks associated with consumption of marijuana." 4) "For use only by adults twenty-one and older. Keep out of the reach of children." 5) Marijuana should not be used by women who are pregnant or breast feeding." All marijuana product slated to leave the facility will be placed into a durable, tamper-evident METRC packaging prior to transport and locked in the safe for storage. Each package will be identified by a tracking label from metric. The marijuana will be sealed within a tamper-evident shipping container affixed with a label. The shipment will be accompanied by the appropriate transport manifest from Metrc, and will be verified by the licensee or designated agent before the shipment is permitted to leave. A fire rated safe with a weight of 1,035 lbs. for storage in the facility and compartment that measures approximately 18" x 15" x59" securedin the 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. JT

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. JT

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. JT

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. JT

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. JT

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. JT

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

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):

One 4800 sq. inches (48"x100"max) sign maybe located on the front of the building designating the name of the Facility: Smoking Joe's Terps Co.

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

No advertising plained

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

Signature of licensee

Jacob Thom

Printed name of licensee

OFFICIAL SEAL
Johni Blankenship
Notary Public - State of Alaska

Notary Public in and for the State of Alaska

My commission expires: 9-20-2019

Subscribed and sworn to before me this 23rd day of July, 2018.

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(Additional Space as Needed):

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