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:

Our alarm system will be comprised of 10-15 motion sensing cameras, as well as Heat and motion detecting sensors designed to pick up human activity, All entrances will be commercial open out doors that will have tamper resistant hardware that will set the alarm off if tampered with. Each entrance will have magnetic sensors if the door is breached. The alarm system will be set up to notify the licensee on his mobile device. AMCO will be contacted if/when any marijuana or marijuana product leaves the premises without authorization. All cameras will be capable of remote access. All DVR equipment will be located in a safe bolted to the floor. The alarm system will be active at all times that the facility is closed. Either Jordan or the last employee to leave the facility each night will activate the alarm system and the first employee, or Jordan, to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, Jordan and any employees on site will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event the evidences criminal actions have occurred or necessitate law enforcement involvement that occurs on the licensed premises will be promptly reported to AMCO Enforcement via email within 24 hours of event.

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

All areas will be monitored by motion sensing cameras at all times. These cameras will be backed up on a DVR and will be accessible for 40 days past at any time. Any employees engaging an any activity not permitted will be immediately terminated. Inventory counts will be performed at the end of each business day and reconciled with METRC. Any discrepancies will be resolved immediately. Employee's will be trained to recognize diversion activities and to inform the licensee or a manager immediately if such activity is suspected or confirmed.

3.7. Describe your policies and procedures for preventing loitering:

No one will be permitted on the property with out an invitation. All alarm sensors have motion sensing equipment that will immediately alert us of any intruder. An employee will conduct routine premises checks to watch for any individuals with no business on the premises. Any loitering individuals will be verbally informed to leave the premises and law enforcement will be notified if they do not comply.

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. JA

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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. JA

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. JA

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

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). JA

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:

Surveillance cameras will monitor all exterior and interior areas of the premises. Cameras will be installed at multiple angles and at a height that will provide a clear unobstructed view. Ample exterior lighting will also be positioned along the building to help capture the best facial image of anyone within twenty (20) feet of all facility entry points. Cameras will be checked regularly to prevent obstructions and ensure functionality. All doors, as well as areas for growing, packaging, marijuana storage, shipping, and receiving will have video coverage to clearly capture and identify the faces of those present. The parking lot will also have surveillance cameras to capture vehicles present. A failure notification system will be installed to signal aduible and visual notifications of any surveillance system failures. In the event of a power outage, all cameras and recording equipment will be able to function on emergency power with a battery backup system to ensure continued operation for at least one (1) hour. Surveillance footage will be viewable by the licensee via their mobile device(s).

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:

We will keep all sensitive documentation, DVR and back up drives in a safe bolted to the floor. The safe will be located in the secured office.The safe will be locked at all times and only the licensee and those he designates will have the key/code to unlock it. Surveillance records will be made available to AMCO upon request.

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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)*; JA

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;** JA

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

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

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

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

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

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;** JA

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

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

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 video surveillance recordings are backed up automatically in the case of a hard drive failure and to make certain at least forty (40) days of recording is always preserved and accessible. All required business records are electronically secured and automatically backed up. All business records will also be stored on-site within the facility office inside a locked cabinet. These business records include but are not limited to operational and regulatory documents, leases, NOVs and responses, approved operating plan changes, approved diagram changes, employee records, employee handler card copies, company polices and procedures, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications.

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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. JA

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. JA

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. JA

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). JA

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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:

All marijuana in transit will be accompanied by a METRC generated trip manifest. A manifest copy will be stored at the facility as a business record. The manifest shall contain the strain name, type of product, batch number, weight, transporter's name and handler's ID, departure and estimated delivery times, as well as the make, model, and license plate of the transporting vehicle. The transporter will not make any unnecessary stops between our facility and the licensed purchaser, and marijuana will be sealed in no more than ten (10) pound containers for wholesale transactions and no more than one ounce containers for re-sale by retailers without re-packaging, which shall be stored inside a locked compartment affixed within the vehicle. At no time during transit will containers with marijuana be opened. Marijuana will not be visible from outside the vehicle at any point during transport. The shipping container will have a label confirming that a licensed testing facility has tested each batch of the shipment, as well as (1) the final testing date; (2) the cannabinoid potency profile, (cont. on pg. 11)

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(Additional Space as Needed):

Section 8.1 continued: expressed as a range of percentages that extends from the lowest percentage to the highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same cultivation facility within the last three months; (3) a statement listing results of microbial testing and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Packaging done at the facility will be performed in an area designated solely for packaging and monitored with 24/7 surveillance. Packaging will be consistent with secured and prominently visible labels. Our facility will use certified scales compliant with the Alaska Weights and Measures Act and maintain registration and inspection reports at the facility. After marijuana has been packaged, it will be placed in air-tight containers with compliant labeling information and a barcode for inventory control. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until transport. Labels shall have: (1) the name and license number of the cultivation facility; (2) harvest date; (3) assigned harvest batch number; (4) packaging date; (5) net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) complete list of all pesticides, fungicides, and herbicides used in cultivation of the marijuana. Before the transport vehicle departs, a manager will check all marijuana is in sealed packages and locked in the secure storage compartment of the vehicle. The vehicle's secure storage compartment will be a large industrial container accessible by a combination or key lock, and made of steel, hard plastic, or like materials.

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Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

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

4.2. The proposed area(s) for cultivation are clearly identified on the Form MJ-02: Premises Diagram that is submitted with this application. JA

Answer "Yes" or "No" to the following question: Yes No

4.3. Will the marijuana cultivation facility include outdoor production? ☐ ☑

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground and how it is fully-enclosed by a physical barrier:

4.4. Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility, whether indoors or outdoors, cannot be observed by the public from outside the facility:

The facility has no exterior windows, all doors will be closed at all times, and is equipped with commercial grade locks. All marijuana transported out of the facility will be packaged inside the facility before being moved and will be in an opaque container when moved to the traport vehicle. All trimming, packaging, and cultivation activities occur within the facility.

4.5. Describe the marijuana cultivation facility's growing medium(s) to be used:

Kine Co will utilize the following mediums - cococoir; peet moss. perelite; dan grow cubes; clay pellets; pro mix; areoponics, deep water culture, living soil with advanced nutrients.

4.6. Provide the complete product name and EPA registration # (if applicable) for each of the cultivation facility's pesticides and pest control products to be used. All proposed products must be on DEC's list of approved pesticides in the state of Alaska:

The facility will use the approved cannabis pesticides listed on the Department of Environmental Conservation's (DEC) website.

4.7. Describe all other fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used at the marijuana cultivation facility:

Kine Co will utilize the following: Vegamatric; Down to Earth Organics; worm castings; Chemicals - Simple Green for cleaning; peroxide; PH Up and PH Down as needed; Gases - C02 enrichment delivered by electronic valve monitored electronically.

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4.7. Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

Irrigation- Hand watering to start, eventually investing in an electronically controlled irrigation system-either will be provided by a private well.
Waste water will be drained down the private septic.

Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740.

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

5.1. The marijuana cultivation facility shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it. JA

5.2. Describe how you will store, manage, and dispose of any solid or liquid marijuana waste, including wastewater generated during marijuana cultivation, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown:

The facility will dispose of the following: (1) marijuana identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing, (2) waste from marijuana flower, plant material and trimmings, (3) run-off water from cultivation and processing, (4) any other materials or containers in contact with marijuana that risks contamination, (5) any other marijuana deemed as waste by the MCB or its Director. Marijuana waste will be stored away from all other marijuana under surveillance video. A notice will be emailed to AMCO Enforcement no later than three (3) days before rendering any waste unusable and will be recorded in METRC. Marijuana waste will be rendered unusable by grinding and then mixing with other compostable and non-compostable material such as food waste, yard waste, cardboard, paper and soil; until the ending mixture is no more than fifty percent (50%) marijuana waste. The facility will maintain a log with the status of all marijuana waste that tracks the type, disposal date, disposal reason, date it was rendered unusable, and final destination. A waste truck will collect the waste mixture and dispose of it at the local waste station. This information will be recorded in the disposal log and stored securely as a business record (available to AMCO upon request). Liquid waste will be collected and disposed of as hazardous waste to not be re-used in the growing system. All waste material transfer records will be kept for a minimum of three (3) years for view upon request by authorized authorities.

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