Alcohol & Marijuana Control Office
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marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	RYAN K HALL	**License Number:**	11649		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	K BEACH REEF				
Physical Address:	42106 K Beach Rd				
City:	Soldotna	**State:**	AK	**Zip Code:**	99669
Designated Licensee:	RYAN K HALL				
Email Address:	ryankhall@yahoo.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ – 01

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:	RYAN K HALL	**License Number:**	11649		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	K BEACH REEF				
Premises Address:	42106 K BEACH RD				
City:	SOLDOTNA	**State:**	ALASKA	**ZIP:**	99669

Mailing Address:	PO BOX 3765				
City:	SOLDOTNA	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	RYAN K HALL		
Main Phone:	907-252-0172	**Cell Phone:**	907-252-0172
Email:	RYANKHALL@YAHOO.COM		

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Restricted access areas will be clearly marked with signage. These areas will remain locked and controlled by keycode access. Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted." K Beach Reef will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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

Visitors will be required to have a valid government issued identification card on there person prooving that they are 21 years of age or older. Each visitor will sign in to the facility while being accompanied by an employee escort. Each visitor will sign out when leaving the the facility's restricted access areas. In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph. A person under 21 years of age may not enter a restricted access area. Any visitor to the restricted access area must obtain a visitor identification badge before entering the restricted access area; and be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

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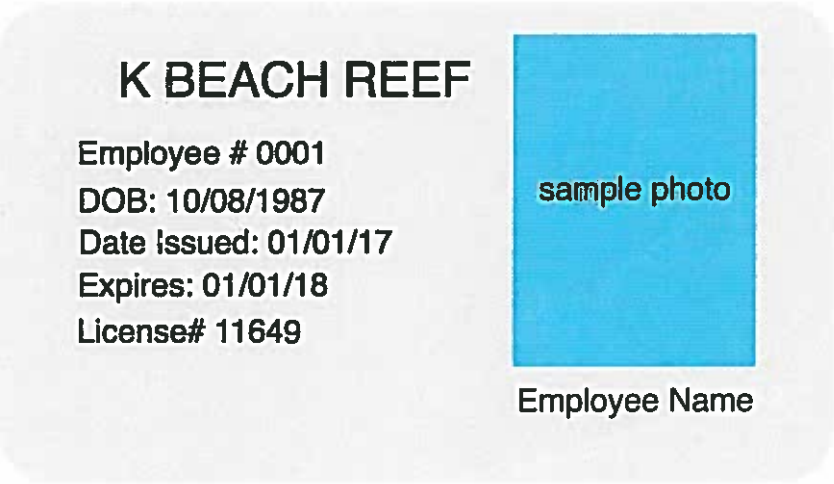
Describe your recordkeeping of visitors who are escorted into restricted access areas:

An access log will be used to record anybody entering or exiting the restricted access areas. The log will require the visitor to record their name, time, date and signature.

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



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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:

Flood lighting will be affixed to the exterior of the building illuminating the entire perimeter.

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

A security system will be in place and hooked up to exterior doors and windows. This system will sound an audible alarm when triggered.

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:

Employees will activate the alarm system when closing for the day. A security system will be in place and hooked up to exterior doors and windows. This system will sound an audible alarm when triggered.

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

Inventory and cash will be counted by at least two employees, with any discrepancies investigated immediately. A schedule will be established and strictly followed for inventory counting. All product transfers or sales will be accompanied by at least two employees. A surveillance system throughout the entire building will be used to monitor employees.

Describe your policies and procedures for preventing loitering:

We will have a no-loitering policy in effect all of the time. Employees will be on alert for anyone loitering and will encourage loiterers to move along.

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:

We will be using a motion activated alarm to alert employees of anyone approaching the building. This alarm will also be using after hours to alert the owner with an auto-call of any trespasser.

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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:

Employees will meet in the office in the event of an alarm to assess the situation. In the event of an actual breach of security the employee will notify local law enforcement.

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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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:

Cameras will be mounted at the premises to ensure 100% coverage of the interior and exterior of the building. The cameras will be mounted at an appropriate height to ensure good visibility of any person.

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:

The locked and secured area for the camera equipment is in the office and the area will have restricted access by a locked door.

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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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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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 and data that is required to be maintained will stored in a locked, fire rated container until it is appropriate to archive offsite. Employee lists, handler cards, vendor losts, marketing and advertising records and logs will also be backed up to an external hard drive that will be maintained and updated weekly and stored offsite. All inventory tracking and activity records will be backed up electronically and a printed copy will be filed daily. Daily activity logs, visitor logs and transportation logs will be input into the onsite computer system and have a hard copy printed and filed onsite.

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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:

We will be using the Franwell Marijuana Enforcement and Tracking Reporting and compliance inventory tracking system. We will have internet onsite and make sure we are capable of sharing our information.

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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	☒	☐

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

All employees will be required to obtain a marijuana handler card before they can be employed. Employees will undergo metrc training.

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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:

Our facility will not be producing wastewater from cultivating. We plan to have zero runoff wastewater. Any water used will be consumed by the plants or evaporate off. The solid waste that is produced will be mulched up and composted with our used growing medium, coco coir. This solid waste will be weighed and tracked and stored in containers until in can be discarded. This waste is not hazardous and is biodegradable. We will use the marijuana inventory tracking system required to give the board notice not later than three days before making the waste unusable and disposing of it at the Borough landfill; and keep a record of the final destination of marijuana waste made unusable.

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

The solid waste that is produced will be mulched up and composted with our used growing medium, coco coir.

We will use a plastic garbage can to mix our solid plant waste and used coco coir growing medium together. Water will be added to this mix to enhance mix-ability and to help promote degradation of the plant waste.

This mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity.

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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:

The marijuana waste will be mixed with our used growing medium, coco coir, making it unusable when mulched together. The mulched material will then be composted in a garbage can until it can be discarded.

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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:

Our marijuana product will be bulk packaged in 5 pound bags or less. The product will be weighed, tracked and vac sealed. A label of the packages contents will be affixed to the bag.

Our marijuana cultivation facility will transport marijuana to another marijuana cultivation facility, a marijuana product manufacturing facility, a marijuana testing facility, or a retail marijuana store; We will be responsible for preparing, packaging, and securing the marijuana or marijuana product during shipment, for recording the transfer in the marijuana inventory tracking system, and for preparing the transport manifest. We 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. A complete printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times.

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

The shipping container for our product will be made of a hard, composite material that is lockable, similar to a what a firearm is transported in.

During transport, our marijuana will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting our marijuana. The sealed package will not be opened during transport. The vehicle transporting our marijuana will travel directly from the K Beach Reef to the receiving marijuana establishment, and may not make unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment.

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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:

We plan to have signage on the exterior of the building near the main entry point. This sign will have the business name, capacity of the license and the license number. We plan to have a 3x2 sign with this information. This sign is formed with corrugated plastic and made from polypropylene. It is one-sided, 3ft by 2ft in dimension and ordered from Vistaprint online. It is a standard plastic yard sign. This sign will be permanently attached to the front of the building next to the main entrance.

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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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:

Any person wishing to gain access to the facility will need to provide valid identification stating the are of the legal age. Any person without a valid ID will be denied access.

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

Ryan K Hall
Printed name

Subscribed and sworn to before me this 30th day of December, 2016.

OFFICIAL SEAL
Brion M. Havrilla
Notary Public - State of Alaska

Notary Public in and for the State of Alaska.

My commission expires: 09-18-18

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(Additional Space as Needed):