Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

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:	Peninsula Botanicals, LLC	**License Number:**	12303		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	PENINSULA BOTANICALS				
Physical Address:	1030 Angler Dr. Unit B				
City:	kenai	**State:**	AK	**Zip Code:**	99611
Designated Licensee:	kathryn staskon				
Email Address:	katestaskon@gmail.com				

Section 2 – Attached Items

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

Attached Items:	MJ-01 Sample Badges

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:	Peninsula Botanicals LLC	**License Number:**	12303		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Peninsula Botanicals LLC				
Premises Address:	1030 Angler Drive Unit B				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Mailing Address:	1030 Angler Drive				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Primary Contact:	Kathryn Staskon		
Main Phone:	(907) 420-4176	**Cell Phone:**	(907)420-4176
Email:	katestaskon@gmail.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:

The one entrance and exit into the proposed facility will be a solid door, secured with a commercial grade lock and coded alarm system. Monitored professionally. "Restricted Access Area" sign will be prominently displayed on this door. Pursuant to code AAC 306.710

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

Upon arrival to the restricted access facility the visitor will be required to show valid identification. An employee, licensee, or restricted agent will take photo copy ID and issue visitor badge. Visitor will be escorted at all times by licensee, employee or agent of Peninsula Botanicals LLC.

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

All visitors will be required to sign into a visitor sign in sheet. Sign in sheet will have time, date, and personal information. Escorting agent will log information into database along with photo copy of ID and issue visitor badge. Information will be uploaded to the cloud along with all other record keeping for establishment.

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

This is a generic sample badge. Licensee and employees of Peninsula Botanicals will have a photo. Visitors will have visitors badge. Visitor will be labeled clearly. See attached document.

Home (Https://Www.Nametagwizard.Com/) Photo ID Badge - Style104

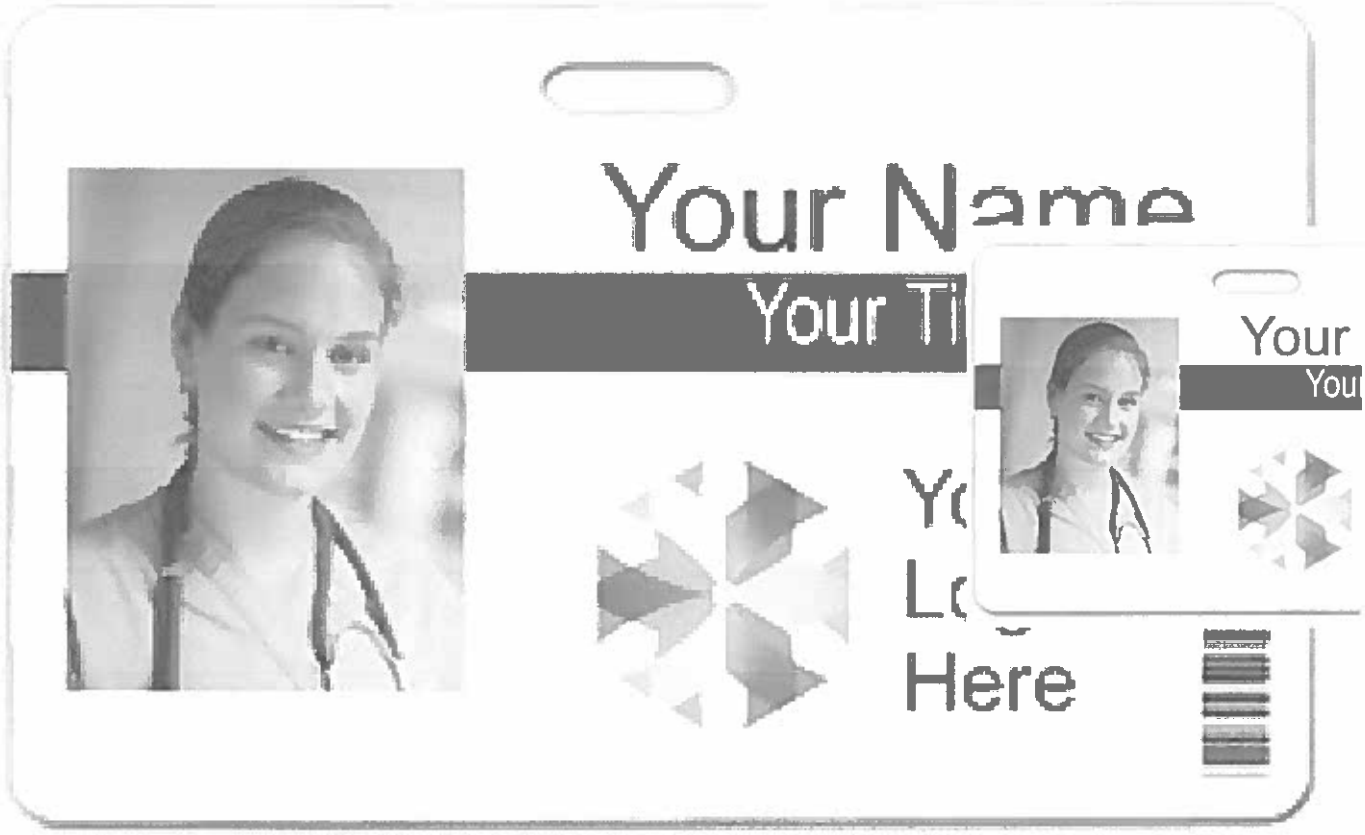

Photo ID Badge - Style104

Item #:1006494

Be the first to review this product (https://www.nametagwizard.com/review/product/list/id/320/#review-form)

$10.95

Availability: In stock

Keep secure at your place of business with this Photo ID Card Name Badge.

Buy 11 for **$9.86** each and ***save 10%***
Buy 21 for **$9.31** each and ***save 15%***
Buy 51 for **$8.76** each and ***save 20%***

Line 1 *

VISITOR
V

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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:

A motion sensing flood light will be installed to illuminate the access to the restricted area. Other motions sensing flood lights will be placed at corners of the premises illuminating all sides of the proposed facility.

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

Proposed facility will be monitored by Vivint Security Systems. There will be video surveillance on all angles of interior and exterior of building with real time and date stamps. Recording equipment will be locked in a secured lock box, with access only to law enforcement, agent of board or any authorized employee. All information will be uploaded into the cloud and will be on record for up to 40 days.

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:

Single entrance and exit to proposed facility will have commercial grade lock. Alarm system will automatically arm after closure of door. Alarm will be disarmed by security code.

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

All areas of restricted access facility will be monitored by security system. The marijuana on premises is monitored through METRC Inventory System. Any employee found diverting product will be immediately terminated and AMCO will be notified.

Describe your policies and procedures for preventing loitering:

By nature proposed facility will be a non-loitering zone. Meaning that no unknown persons will be on property. Facility is located on private property and loiterers will be prosecuted to the fullest extent of the law. Any unknown persons that come onto property will be immediately asked to leave, law enforcement will be notified if found in noncompliance.

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:

The proposed facility will have a supplemental security system that consists of two German Shepard dogs trained to alert when strangers come onto property. Entrance to facility will be locked and armed at all times.

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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:

Any licensee, employee, or agent of Peninsula Botanicals will comply and cooperate with local law enforcement. A safe word procedure will be established in case of accidental breaches of security by licensee, employee, or restricted agent of Peninsula Botanicals. True breaches of security will be handled by 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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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:

All security cameras of proposed facility, will be placed at all angles of interior premises. An exterior camera will be placed to provide 20 ft of unobstructed view to entrance supplemented by motion sensitive lighting. Pursuant to code AAC 306.715 and code AAC 306.720L

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:

A lock box will be located within Restricted Access Area. The lock box will house the surveillance records and recording equipment. Access available to law enforcement, agent of the board, licensee or employee, after all facility entrance requirements have been met.

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:

Proposed facility will be pursuant with code AAC 306.755 . All books and records necessary to fully account for each business transaction under it's license for current year, and three preceding calender year. Records for last six months are maintained on marijuana establishments premises; older records are archived off premise. Proposed facility will have constantly updated to cloud storage facility.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Pursuant to code AAC 306.730 The proposed facility will use state required inventory tracking system. The system is called METRC. The METRC system will be uploaded to our business computer, and updated regularly. The Internet provider for the business computer is AT&T. All information will uploaded to cloud and updated regularly.

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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:

Licensee and all employees or agents of proposed marijuana facility will be required to obtain, maintain, and provide proof upon hire a current marijuana handler permit. Permits will be kept on file on premises of facility. This information will also be uploaded to a cloud storage facility.

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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 proposed facility is not a hydroponic operation, we do not generate a lot of wastewater. What is produced will be from hand washing facility, and voided into on-site septic system. All solid waste will be handled with sealed and lined storage containers. Any product that is considered solid waste will be shredded 50/ 50 with cardboard or paper on premises and on camera. Processed bags of waste will be transported to local landfill immediately.

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

The materials proposed facility will be mixing with all ground marijuana waste will be paper or cardboard. This process will make it unusable. The product will be shredded in a 50/ 50 fashion.

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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:

All trimmings,clippings, and excess growth from marijuana cultivation operation, will be shredded on site through a 14 amp portable wood and yard debris chipper. will be shredded 50/50 with either cardboard or paper making product unusable. This process will be on camera at all times.

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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:

Proposed facility will use the METRC system to create all tags, batch numbers, transportation manifests. Marijuana will be segregated into batches, during this time it is stored in a cool dry area so marijuana does not loose efficacy. When tested, a written report is made to provide vital information on marijuana such as THC levels and CBD content. Once that is deemed complete facility will prepare bud/flower for sale. Packaging will be sealed and have identifying logo and license number. All marijuana will be weighed by certified scale and entered into METRC system where a transportation manifest is created. Marijuana is then locked in a sealed tote and transportation manifests also included is vehicle information such as license plate, vehicle color and type, transportation is then handled by a responsible individual.

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

All marijuana will be transported in only locked safe and secured storage compartments of vehicles such as trunks of cars, or locked tool boxes on trucks. Proposed facility will be compliant with all state regulations.

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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:

Proposed facility will not post any advertising signs on exterior of facility. Restricted Access and persons of 21 yrs of age and older permitted will be posted on entrance door to facility. Dimensions of these warning signs will be 8"x11" and 12"x16".

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:

Proposed facility will have compliant licensee, employee and agents on premises. To enter the facility visitors must present a valid, government issued identification on camera. No persons under 21 will be admitted. The facility will be monitored by video surveillance and will be compliant with all laws.

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

Kathryn Stuskon

Printed name

Subscribed and sworn to before me this 3 day of April, 2017.

Notary Public in and for the State of Alaska.

My commission expires: 05/05/2018

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(Additional Space as Needed):