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:	Volcano Flower LLC	**License Number:**		13615	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	VOLCANO FLOWER LLC				
Physical Address:	41253 Volcano View Ct.				
City:	Homer	**State:**	AK	**Zip Code:**	99603
Designated Licensee:	Timothy E Hamilton				
Email Address:	volcano@alaska.net				

Section 2 – Attached Items

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

Attached Items: 19	MJ-01, twenty pages total including cover Twenty pages total, including cover page Corrections made to: page 1, section 1 page 4, box 2 page 4, box 3 page 5, box 1 page 5, box 2 pages 11-13 page 15, box 1

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:	Volcano Flower LLC	**License Number:**	13615		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Volcano Flower LLC				
Premises Address:	41253 Volcano View Ct.				
City:	Homer	**State:**	ALASKA	**ZIP:**	99603

Mailing Address:	PO Box 2118				
City:	Homer	**State:**	ALASKA	**ZIP:**	99603

Primary Contact:	Tim Hamilton		
Main Phone:	(907) 399-3276	**Cell Phone:**	(907) 399-3276
Email:	volcano@alaska.net		

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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 cultivation building is on private property along with our home. There is a long driveway w/ a private property sign at the entrance to deter unwanted public. The limited cultivation facility is small 16 x 12. The one access door will be locked and deadbolted at all times when I'm not inside.

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

Beside the entrance door is a sign that reads, "Restricted access area, all visitors must be escorted." All visitors will be anticipated and by appointment only. If a visitor is deemed legitimate, they will sign a written registry and show I.D. in full view of the surveillance system. Then I, the owner, will personally escort the visitor to the growing facility.

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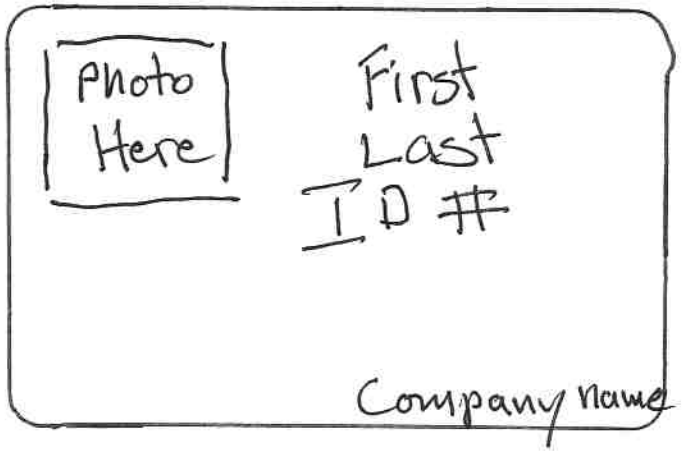
Describe your recordkeeping of visitors who are escorted into restricted access areas:

I have a 24 hour surveillance system monitoring all areas inside and within 20' feet of the outside of the cultivation facility. I have a registry for visitors to sign including their name, date, time and purpose of their visit.

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:

cultivation facility will have motion sensor flood lights placed on the exterior of the building.

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

The facility has (3) windows. They will be covered and nailed shut w/ plywood.
The one door that provides access to the facility will have a key code lock - the combo only known to Tim and Anne.
If someone attempted to pry the door open and breakin, two things would occur. First, a loud alarm would sound alerting Tim or Anne if they are home (the facility is app 30 yards from our house) Second, a message will appear on Tim and Annes phones if they are away from the property. In either case, Tim or Anne will immediately call the State Troope

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

The cultivation facility has one exterior door granting access. The three windows are covered w/ plywood and nailed shut.
The door will be locked with a non-residential ecommercial door lock. In order to open the door Tim or Anne will key in their private secret code to deactivate the alarm system.

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

Tim and Anne, the owners, will be the only two individuals with access to the facility. Other than product which is tested, no marijuana will leave the facility until it is packaged, labeled, tracked and ready for delivery to a dispencary. As well the security cameras will be on at all times and backed up to 40 days.

Describe your policies and procedures for preventing loitering:

The cultivation facility is located at the end of our 50 yard driveway which has a "no trespassing" sign posted at the entrance. The facility is surrounded by a forest and our yard. Only invited guests are permitted at our house. They will not be allowed in the facility or on its front porch.

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:

I have an alarm on the one entrance, motion detector flood lights, the windows will be covered

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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:

The procedure would be to first identify why the alarm was activated.
If the threat was legitimate, I would call law enforcement and wait for their call or arrival and follow their direction.

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:

Inside the growing facility, (2) cameras will be placed in the ceiling, providing an unobstructed view of the entire interior.
On the exterior, cameras will be mounted under the overhang, showing all those who enter or approach the facility.

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 DVR equipment will be stored in a locked and ventilated box that is kept in my home which is locked when I am not home.

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 pertaining to the cultivation facility including tracking, expenses, surveillance and visitor registry will be copied. The originals will be stored in a locked metal file cabinet in the owner's home. The copy will be stored in a locked, metal box in the cultivation facility.

The electronically maintained records will be stored on my home computer and backed up 2X on USB flashdrives. The flashdrives will be stored in both the home file cabinet and the metal box in the cultivation facility.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	☒	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	☒	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

I plan to use a system called METRC by Franwell which I have heard good things about.

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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:

Each employee will have a marijuana handler permit. At this point, only the two owners, myself and Anne will be the only two employees of Volcano Flower LLC. We have taken and passed the handlers course. We will Keep the handlers permit in our possession while on the cultivation facility's premises

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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:

During planting and cultivation, any plant waste will be cut into small pieces and stored in the facility in plastic garbage receptacles. After the harvest, the dirt and any remaining plant waste will be added to the garbage cans. Three days written notice will be given then all the waste will be ground and combined with equal parts compostable material then spread over our yard and garden.
No waste water will be generated as we are planting in dirt. Any water that drains through the plant will be reused and any of that leftover will evaporate

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

In the winter months, the compostable material will be household food waste such as vegetable and fruit peels, rinds, pulp, seed, coffee grounds and misc oils.
In the summer months, compostable materials will also include yard clippings and cut grass

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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:

At the completion of each harvest, all the plant waste will be cut into small 2" pieces and then put into a large cuisenart food processor and ground into powder. That powder will be combined with leftover growing dirt.

The ground marijuana waste and dirt will then be mixed with an equal amount compostable materials. That mixture will be spread over our yard and garden

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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:

At harvest, each plant will be chopped off at the base and then hung upside down on lines attached to the walls of the facility.

Next, I will cut the buds from each plant, trim them and then further dry each bud on a drying rack in the facility.

To package the buds, I will use a vacuum sealer to make individual packages ranging from 1 oz the 1/4 pound. Each package will be labed with our METRC system label. At this point, ~~we do not have a logo~~.

All of our marijuana will be packaged for repackaging by a Retail Marijuana Store.

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

In the bed of my truck there is a secure plastic Job box. The box about the size of a large cooler and it locks with a pad-lock. The box is also bolted to the bed of my truck

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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:

The cultivation facility is on my private property and there will be no sign or advertising.

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:

All visitors will be by appointment.

Before anyone is allowed access to the cultivation facility, they will need to provide a legitimate ID that shows their date of birth.

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

Timothy E. Hamilton
Printed name

Subscribed and sworn to before me this 17 day of August, 2017.

NOTARY PUBLIC
STATE OF ALASKA
DOUGLAS L. BOWEN

Notary Public in and for the State of Alaska.

My commission expires: 10-19-19

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(Additional Space as Needed):

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