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:	RYAN K HALL	**License Number:**	15916		
License Type:	Retail Marijuana Store				
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 Operating Plan

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:**	15916		
License Type:	Marijuana Retail Store				
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:

K Beach Reef will restrict access to any part of the licensed premises where marijuana or a marijuana product is processed, stored, or stocked by having a physical barricade delineating where the restricted access begins and the (public) licensed area ends.
K Beach Reef's entrances to a restricted access areas will be marked by a signs that says "Restricted access area. Visitors must be escorted." Our marijuana establishment will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of K Beach Reed who is actively engaged in supervising those visitors.

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

When a visitor arrives at our licensed retail store and requires access to our restricted access areas, we will utilize a sign in sheet to record the event. Our sign in sheet will require the guest to provide a valid govenment issued photo ID, the guest to print their name, time of entry, date and signature. The employee, agent or representative of K Beach Reef will then issue a temporary visitor badge to the visitor to be worn while in the restricted access areas. This visitor will be escorted at all times while visiting and is not to be left unattended. When the visitor has finished their visit, they will be escorted back out of the restricted access area, return their visitor badge to the escort and document their departure on the sign in sheet.

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

When a visitor arrives at K Beach Reef retail store and requires access to our restricted access areas, we will utilize a sign in sheet to record the event. Our sign in sheet will require the guest to provide a valid govenment issued photo ID, the guest to print their name, time of entry, date and signature. The sign in sheet will also require the guest to sign out when leaving. This sign in sheet will be stored onsite and can be verified as accurate by accessing our surveillance records.

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

K BEACH REEF

Employee # 0001
DOB: 10/08/1987
Date Issued: 01/01/17
Expires: 01/01/18
License# 11649

sample photo

Employee Name

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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:

K Beach Reef will have flood lighting affixed to the exterior of the building illuminating the entire perimeter.The lights will be operated via photocells and set to turn on after dark. The surveillance cameras will also have infrared capabilities.

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 all exterior doors and windows. This system will sound an audible alarm when triggered. This system will also have the capability to be monitored 24/7 enabling the licensee to be notified and the local law enforcment.

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 alarm system will be manually activated by K Beach Reef's employee, agent or representative when closing the store at the end of the business day. This security system will be in place and hooked up to all exterior doors and windows. This system will sound an audible alarm when triggered. This system will also have the capability to be monitored 24/7 enabling the licensee to be notified and the local law enforcment.

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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 or verified by at least two employees when the licensee is not available. A surveillance system throughout the entire building will be used to monitor employees. Through the use of the METRC system, all marijuana will be adjusted, tracked and recorded at the end of the business day to ensure product inventory is accurate to sales and has not been diverted.

Describe your policies and procedures for preventing loitering:

We will have a no loitering policy in effect all of the time. Employees, agents and representatives will be on alert for anyone loitering and will encourage loiterers to move along. If the staff at K Beach Reef is unable to effectivly rid the loiterer from the premisis then alternative methods will be utilized, such as contacting local law enforcement.

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 alarm system will be manually activated by K Beach Reef's employee, agent or represent ative when closing the store at the end of the business day. This security system will be in place and hooked up to all exterior doors and windows and also offer motion detection. This system will sound an audible alarm when triggered. This system will also have the capability to be monitored 24/7 enabling the licensee to be notified and the local law enforcment. This system has the ability to be activated inside of the premisis during operating hours via a panic button which will notify local law enforcement.

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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, agents or representatives of K Beach Reef will meet in the office in the event of an alarm to assess the situation if the security system company calls. In the event of an actual breach of security and employees are in the building, if posssible, they will seek safety by closing the store for business, exiting the premises and 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 video surveillance equipment will be housed and stored downstairs in a private utility room. This room will be locked and only accessed when neccessary by authorized personnel. This area will not be part of the day-to-
day operations for the business, thus protecting it from being tampered with even further.

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 lists, 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. The METRC system offers an extensive online record of business activities and will also be utilized for preserving and maintaining records.

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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. This METRC program is capable of being updated perpetually and shared instantaneously with AMCO.

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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. The staff at K Beach Reef will also be in compliance with the DEC and training required for handling consumables.

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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 solid waste that is produced will be ground up and thoroughly mixed with our used growing medium, coco coir at a 50/50 ratio. 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, along with submitting an email to AMCO enforcement notifying them of the waste disposal; and keep a record of the final destination of marijuana waste made unusable. Our retail store will have the appropriate washing stations to ensure the Alaska DEC is satisfied with our operations.

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 ground and thoroughly mixed with our used growing medium, coco coir at at least a 50/50 ratio. Wastewater will be added to enhance mixability and to help promotedegradation of the plant w aste. This mixed material may be delivered to a permitted solid waste facility, incinerator, or ot her facility with approval of any applicable local government entity i.e the Kenai Peninsula Landfill.In the event an outdated or expired product must be disposed of, K Beach Reef will render the product useless by grinding the product into a used water/coco mixture with at least the same amount of material as whats being wasted. The proper notification steps in METRC and an enforcement email will be circulated to the appropriate offices before discarding the material waste.

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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 solid waste that is produced will be ground up and thoroughly mixed with our used growing medium, coco coir at a 50/50 ratio. 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, along with submitting an email to AMCO enforcement notifying them of the waste disposal; and keep a record of the final destination of marijuana waste made unusable.

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Form MJ-01: Marijuana Establishment Operating Plan

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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Form MJ-01: Marijuana Establishment Operating Plan

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

Our marijuana retail store will only transport products to other licensed retail stores and will not be transporting marijuana products to any other license types. These types of transfers will happen periodically as we build relationships with other retailers and conduct good legal dealings that are beneficial to each retail licensee.
We will be responsible for preparing, packaging, and securing the marijuana or marijuana prod uct 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, an d 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. Through the use of the METRC system we will batch our marijuana, assign tracking numbers and custom prepare our clients orders. 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.

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, a fastened tote, or larger cooler-like vessel. 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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Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

Because a retail marijuana store may have not more than three signs visible to the general public that identify the retail marijuana store by its business name, K Beach Reef is choosing to use just one. Because a sign may be placed in the retail marijuana store's window or attached to the outside of the licensed premises, we are choosing to attach to the exterior front of the building. The size of our sign will not exceed 4,800 square inches, will be illuminated and display our business logo, which includes the business name.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

K Beach Reef will ensure that a valid photograpic ID card is produced by each and every person that is on the licensed premisis by enforcing policy. Our policy will state that every person who enters the marijuana retail space carries on their person a valid, government issued, photographic ID that clearly represents the card holder and their age. If a person is found without their valid ID, or the ID has expired they will be refused service and asked to leave the store. This policy will be effective during all business hours and will have a "no-exception" rule that states that "All persons, customer or not, must provide a valid ID everytime they are on licensed premisis." Employees, agents and representatives that are operating the retail store will be responsible for enforcing this policy as people enter the store. The retail space will be completely under surveillance and this process will be recorded, offering the managers oversight that the policy is being enforced.

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 9th day of January, 2018.

OFFICIAL SEAL
Katie Ring
Notary Public - State of Alaska

Notary Public in and for the State of Alaska.

My commission expires: 9.20.19

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(Additional Space as Needed):

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