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:	Bigfoot Bud Company, LLC	**License Number:**	12895		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	BIGFOOT BUD COMPANY, LLC				
Physical Address:	46813 Pintail ave				
City:	Kenai	**State:**	AK	**Zip Code:**	99611
Designated Licensee:	Jerry Lopez				
Email Address:	Jelmoroni@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

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:	Bigfoot Bud Company, LLC	**License Number:**	12895		
License Type:	Limited Marijuana Cultivation License				
Doing Business As:	Bigfoot Bud Company, LLC				
Premises Address:	46813 Pintail ave				
City:	Kenai	**State:**	ALASKA	**ZIP:**	99611

Mailing Address:	35555 Kenai Spur Hwy #452				
City:	Soldotna	**State:**	ALASKA	**ZIP:**	99669

Primary Contact:	Jerry Lopez		
Main Phone:	907-252-9517	**Cell Phone:**	907-252-9517
Email:	jelmoroni@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:

Restricted access areas will be marked with signage. These areas will remain locked and controlled by keycode access. Each entrance to a restricted area will be marked by a sign that says "Restricted Access Area. Visitors Must Be Escorted" Bigfoot Bud Company will limit the number of visitors to not more than 5 visitors 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 ID on their person proving they are 21 years of age or older. Each visitor will sign into a visitor's log when entering the facility's restricted access areas areas and be accompanied by a licensee or employee. Each visitor will sign out when leaving the facility's restricted access areas. A person under the age of 21 may not enter a restricted access area. Any visitor of the restricted access area will be escorted at all times by a licensee, employee, or agent of the licensee.
In a restricted access area all licensees, employees or agent of licensee are required to wear a current ID Badge bearing the person's name and photo.

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

A visitor's log will be used to record anybody entering and exiting the restricted access areas. The log will require the visitor to record their name, date, time of arrival and departure and a signature.

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

See page attached of copies of identification badges

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Jerry Lopez

Manager

Jazmin Lopez

Manager

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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 place and hooked up to exterior doors. This system will be monitored 24/7 by Vivint Security and the 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:

A licensee of Bigfoot Bud Company will activate the Vivint Security System when closing for the day. The security system will be in place and hooked up to the exterior doors. This system will sound an audible alarm when triggered. Vivint Security monitors the the premise 24/7

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

The licensed and restricted areas of the marijuana cultivation facility will be under video surveillance 24/7. Footage will be viewed randomly and at least once a week. To prevent diversion of marijuana and/or marijuana product, Employees will be follow strict policies. These policies include correctly packaging, weighing, labeling and tracking all marijuana and marijuana products at all times. All products will be entered in to METRC system and tracked accordingly which all employees will have a thorough knowledge of and trained to use. Only licensees of Bigfoot Bud Company, LLC will be allowed to do any product transfers and/or sales. Any detection of marijuana diversion will be result in immediate termination of employment and local law enforcement contacted and the violator being prosecuted at the extent of the law. AMCO will be contacted of any diversion of marijuana and/or marijuana product as well.

Describe your policies and procedures for preventing loitering:

Bigfoot Bud Company will have a "No Loitering policy" at all times.
The cultivation facility is on private property marked with "No trespassing" signs. There will be no loitering on premises and any violators will be result to local law enforcement being contacted and prosecuted.

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:

All additional motion detectors, alarms are through Vivint Security System and are recorded in their system.

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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:

These are the policies that will be followed if there happens to be an unauthorized breech of security.
The premises will go on a complete lockdown, no person will be allowed to leave until local law enforcement arrives, manager on premises will remain inside the cultivation facility until law enforcement arrives and the licensee will notify AMCO of any breeches of security.
If the unauthorized breech of security happens while no one is on premises the licensee will be notified by the security system and will meet local enforcement at the premises and go over all video footage. AMCO will be notified of any/all unauthorized breeches of security.

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:

There will be multiple cameras on the licensed premises, they will be placed inside the premises and at each entrance of the premises and will be set to get a clear adequate view of anyone in and out of the licensed premises. It will have 100% coverage of the interior and exterior of the licensed area.

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:

All video surveillance recoding equipment and records will be stored in a locked office that only managers will have access to. Law enforcement and any agent of the board will be the only other personnel allowed into the office. Records will also be locked in the office.

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 will be in a locked office that only employees, licensees/owners will be able to gain access to. All electronic records will be backed up frequently on a thumb drive and stored in a fire rated safe in the office. All records on paper will be stored in the safe as well.
All inventory records, visiting records and daily records will be backed up electronically along with having the originals in the safe.
Only managers will be allowed access to the safe that all records will be kept in.

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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:

Bigfoot Bud Company will use the METRC system that the board requires to track all product. All employees will know how to use the METRC system and will be in compliance with 3 AAC 306.745. There will be internet on site and Bigfoot Bud Company will be capable of sharing all information.

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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:

All owners/employees are required to have the State of Alaska Marijuana Handlers Permit. All employees will also go through hands on training on cultivation, taking samples, harvesting, trimming, and the drying and curing process. All employees will be trained how to use the METRC system.

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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:

All waste will be stored in specific buckets/totes just for waste and stored on premises until making it unusable and disposing of it. Disposing of marijuana waste include combining waste with materials and then disposing it by either using it for the premises compost pile or by putting it in the private trash receptacle.
With all of cultivation being done via hydroponics, there will be little to none liquid waste and all will utilized to make any liquid reusable by filtering, pH balancing and used for again for future use.
Before disposing of any and all waste, a 3 day notice will be entered into the METRC system along with a written email notice to AMCOs enforcement department.

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

Materials we will use to make ground marijuana waste unusable include food waste, yard waste, vegetable based grease or oil, paper waste, cardboard waste, plastic waste, and oil.

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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:

Marijuana plant waste will be made unusable by grinding the marijuana plant waste with at least equal amount of compostable or non-compostable materials. These materials include food waste, yard waste, vegetable based grease or oil, paper waste, cardboard waste, plastic waste and oil. All waste will be made unusable before leaving the marijuana cultivation facility after undergoing the mandatory 3 day wait period and then will get place either the onsite compost pile or private trash receptacle.

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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:

All marijuana product will be prepared and packaged in the restricted areas and under video surveillance. All product will be weighed , tracked and sealed in the restricted area under video surveillance. Marijuana product will be either bulk packaged in 5 pound bags or less or in individual retail ready to sell bags. Retail bags will be packaged in weights specified by the marijuana retail facility it's being sold to. Each bag will have labels of the contents, weight and estimated THC. Retail bags will follow all regulations under 3 AAC 306.345, meaning each bag will be opaque, resealable, and in child-resistant packaging. Retail bags will also have a label containing the following statements: "Marijuana has intoxicating effects and may be habit forming and addictive" "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence" "There are health risks associated with consumption of marijuana" "For use only by adults 21 and older. Keep out of reach of children." "Marijuana should not be used by women who are pregnant or breastfeeding"
All products prepared, packaged will be entered into the METRC system including the strain of marijuana, weight, name of owner(s) transporting, the time of departure, expected delivery time and the make, model and license plate number of the vehicle used for transporting. 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 a steel, underbody truck box with the dimensions of 18"x18"x24". A picture of the container is attached. During transport marijuana and/or marijuana products will be in a sealed package or container and in the locked steel box which will be mounted inside the trunk of the vehicle transporting the marijuana/or marijuana product. The sealed package will not be opened during transport. Following regulations 3 AAC306.750
The vehicle transporting marijuana and/or marijuana products will travel directly from the Bigfoot Bud Company to the receiving marijuana licensed establishment and will not make unnecessary stops in between except to deliver or pick up marijuana and/or marijuana products from 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:

There will be no signs posted with our 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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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 accesses will be locked and which only employees will be allowed the keys and codes to. All visitors must go through main entrance which will be under video surveillance where ID will be checked and no person under the age of 21 will be permitted to the restricted areas.

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

JERRY ENDS LOPEZ
Printed name

Subscribed and sworn to before me this 16 day of August, 2017.

Notary Public in and for the State of Alaska.

My commission expires: 05/05/2018

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