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:	Babylon Company, LLC	**License Number:**		10322	
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	BABYLON COMPANY, LLC				
Physical Address:	6820 Rosewood Street #9				
City:	Anchorage	**State:**	AK	**Zip Code:**	99518
Designated Licensee:	Jason West				
Email Address:	thebabyloncompany@gmail.com				

Section 2 – Attached Items

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

Attached Items:	

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.

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

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License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Babylon Company, LLC				
Premises Address:	6820 Rosewood Street, Unit 9				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Mailing Address:	6820 Rosewood Street, Unit 9				
City:	Anchorage	**State:**	ALASI	**ZIP:**	99518

Primary Contact:	Jason West		
Main Phone:	907-748-3763	**Cell Phone:**	907-748-3763
Email:	babylonjason@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:

Signs will be posted outside, no soliciting, no loitering. A bell on the door to signal staff that someone has entered. Restricted access areas will have commercial grade doors with key card coded door handles.
The business is not open to the public.

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

Visitors will need to call in advance to schedule an appointment/delivery of goods.
Visitors will sign into a hardcopy log.
Visitors will present valid identification.
VISITOR badges will be issued and numbered.
The purpose of the visit, time, and date.
Visitors will be guided through the facility by a staff member.
Upon completion of business, visitors will turn in badges, and sign out of the log.
Information of all visitors will be logged into a tracking spreadsheet and tracking system.

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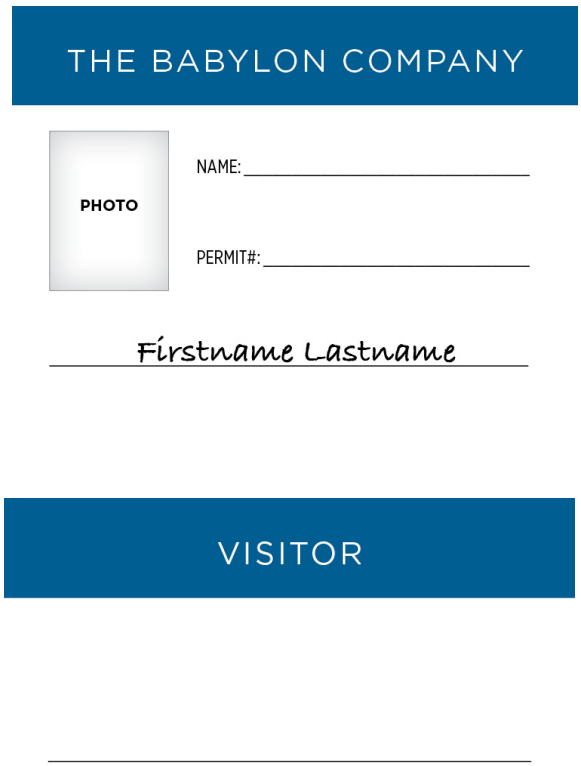
Describe your recordkeeping of visitors who are escorted into restricted access areas:

Visitor logs will be retained for at least (7) seven years in hardcopy form.
Visitors must show a valid ID for recorded hard-copy DOB retention.
Data will also be backed up to spreadsheets and retained on hard drives.
Repeat visitors will have files created and retained.
Any documentation relating to business provided by the visitor will be added to individual files and retained electronically.

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:

If the premises are not adequately illuminated, commercial grade 400w high pressure sodium or metal halide flood lights(or Similar) will be installed, additional lights with motion detector capabilities may be added to the exterior of the facility if needed.

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

A professionally installed and monitored system will be implemented with 24-hour service and support. Keypad controlled with illuminated screen.

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:

All exterior doors will have sensors and under camera surveillance. 24-monitoring will alert staff to anything that would require action to be taken.

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

Security cameras will be implemented.
Alarm systems will be implemented.
Security guards will be posted, if a situation arises that additional security is needed.
Full cooperation with local and state authorities/agencies.
All incidents will be logged and retained. In both hardcopy and digital formats.
The business is not open to the public.
Retail limits the amount of products sold to 7 grams per customers, per day.

Describe your policies and procedures for preventing loitering:

No Loitering signs will be posted.
Verbal warnings to actor will be issued.
Authorities will be called if trespasser refuses to vacate.
All incidents will be logged and retained. In both hardcopy and digital formats.

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:

At this time, we have no additional plans to add extra security. If the event arises, we will add components to remedy the situation post-haste.

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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:

Ownership and management will, within a reasonable amount of time, arrive at the location, inspect and asses the situation.
File reports with the proper authorities.
Report to insurance company.
Hardcopy and digital logging of the event.
Audit security policy and protocols and add components of security to mitigate another incident.

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 infrared HD, will be placed on the back corner or center wall facing the entrance of the room. Giving a clear field of vision throughout the room with the least amount of obstructions. In the instance blind spots occur, two cameras will be placed in the room. Exterior wide angle camera will be placed over the entrance of the facility exceeding the range of 20ft.

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:

Video and hardcopy files will be housed in the management office. Doors to this office will remain closed at all times. Additionally, these doors will be code guarded, with deadbolt locks. Backup storage drives will hold archived data and preserved for 45 days, and retained in a safe. Hardcopy files will be housed in locking filing cabinets and retained for three years.

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 maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Files are recorded electronically and on paper. Stored in a secured office with code guarded doors, and deadbolt locks. Files deemed non-confidential will be housed in storage totes on an elevated, climate controlled environment, or shredded for destruction protocols. Files are also backed up electronically and held off-site.

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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:

The Babylon Co. plans to use METRC tracking and inventory software. The representative assured us that their system will be complaint in-line with Alaska Cannabis Regulations by the time the AMCO system goes live in May, 2016.

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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 employees must obtain Marijuana Handlers Cards. Employees will follow company P&P as to keep current on extractions methods, strain function and applications, fire safety methods, and health and safety issues involving the community, and data logging. All employees will be trained to use the inventory and tracking system software.

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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:

As prescribed by the board, contact will be made 72 hours in advance once waste is ready to be disposed of. Upon verification, waste will be disposed as follows.
Plant matter …Solvent-less, matter left over will be mixed with either compostable or non-compostable materials rendering the matter undesirable.
Plant matter …Solvent …laden matter left over from extraction will be held in suspension, made to be unusable, and disposed of in accordance with state and local haz-mat regulations.

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

We will be using shredded paper/cardboard/spent cooking oil to be mixed in with destructible matter.

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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:

Cleared material for destruction is ground down to a fine material. If samples or lots of material are in a plastic form, they will be melted down to a semi-liquid state and mixed with paper, cardboard or spent cooking oil. Then material is bagged and disposed of in accordance with state and local regulations.

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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:

Babylon Co. plans to be a wholesale distribution company. Dispensary approved scales (Certified in WA, CO, and OR) will be used to calculate weights. Packaging for concentrates will be sealed and scanned upon completion of lab testing verifying products are safe for consumption. A warning page document of potential hazards to health and impairments will be attached to the packaging. Bulk packaging, will be sealed, placed into a sealed locking container and transported, and re-package/branding will be conducted at the retailer•s location. Labelling will be provided with all required information.
If requested, in-house packaging will be included. Dispensary approved scales (Certified in WA, CO, and OR) will be used to calculate weights. Products packaged in-house will have all the necessary warning, testing/potency results and health hazard labels attached. Packaging will be generic, with minimal flare or appeal to the eye. Packaging will also be air tight sealed to hinder smell, and container will be child resistant.
Transport will take place in a Yeti type locking cooler.

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

Transport will be in a locked vehicle, within a locked Yeti style cooler. If the instance arises, a security team will handle the delivery of products and the collection of funds at the retail level and stored at the security teams facility.

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Section 7 – Signage and Advertising

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

We plan for no signage at this time, as we are closed to the public.

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:

Signage will be posted to read: "No one under the age of 21 permitted!"
Verbal warning to minor: staff will advise minor to vacate the premises.
Local authorities will be notified if actor becomes resistant or hostile.
Incident report will be filed on digital and paper formats and logged.
The business is not open to the public.

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

Dave DeLuca
Printed name

Subscribed and sworn to before me this 10th day of June, 2016.

Brooke L. Vanderhoven
Notary Public in and for the State of Alaska.

My commission expires: 10/4/16

BROOKE L. VANDERHOVEN NOTARY PUBLIC STATE OF ALASKA My Commission Expires 10/4/16

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(Additional Space as Needed):