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:	Isidore, LLC	**License Number:**		10248	
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	ISIDORE				
Physical Address:	5200 A Street Suite 100				
City:	Anchorage	**State:**	AK	**Zip Code:**	99518
Designated Owner:	Kyle A. Denton				
Email Address:	kdenton@corvuscontractors.com				

Section 2 – Attached Items

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

Attached Items:	Form MJ-01 Marijuana Establishment Operating Plan Form MJ-04 Marijuana Cultivation Facility Operating Plan Supplemental Form MJ-15 Operating Plan Change

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Form MJ-15: Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, under 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type.
The required $250 change fee may be made by credit card online (VISA, MasterCard, or Discover), or by check or money order.

Please download, complete, and submit with this form **only the pages** of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. All fields that are left blank will be considered unchanged from the existing operating plan. All fields that are completed and submitted with this form will be considered as changes to the existing operating plan and are subject to board approval. **Please do not submit any wholly unchanged pages of an operating plan.**

The form(s) that I am requesting board approval to change is:

- [x] **Form MJ-01:** Marijuana Establishment Operating Plan
- [ ] **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- [x] **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- [ ] **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- [ ] **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the Marijuana Control Board has approved of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

Enter information for the licensed establishment.

Licensee:	Isidore, LLC	**License Number:**	10248		
License Type:	Marijuana Cultivation Facility				
Doing Business As:	Isidore, LLC				
Premises Address:	5200 A Street Suite 100				
City:	Anchorage	**State:**	AK	**ZIP:**	99518

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Form MJ-15: Operating Plan Change

As a marijuana establishment licensee, I declare under penalty of unsworn falsification that I have examined this form, including all accompanying documents, schedules, and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

Signature of licensee

Kyle Denton
Printed name

THERESA BAYER
NOTARY PUBLIC
STATE OF ALASKA

Subscribed and sworn to before me this 22 day of June, 2017.

Notary Public in and for the State of Alaska.

My commission expires: 09/01/18

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Form MJ-01: Marijuana Establishment Operating Plan

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

All visitors will be required to present a State-issued, photo id to verify their identity and age. All visitors will be signed in on our visitor log. No one under 21 years of age will be allowed inside our facility. Our visitors log will include the following information: Date of visit, Name of visitor, signature of visitor, Time in, Time out, Reason for visit/affiliation, Visitor Badge ID number and escort name.

Visitor logs will be scanned for digital storage and hard copies will be kept on-site for at least 6 months. Digital files will be backed up weekly to an external hard drive and stored off-site.

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

Please see attached copy of a representative sample of our Visitor ID Badge.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Exterior lighting to a level of 1 foot candle will be provided at all circulation and parking areas with wall packs. In addition to this lighting being provided for general circulation and monitoring, a motion sensing light will provide an additional 10 foot candles of lighting within a 20' radius of the entrance door and emergency exit to improve surveillance image quality. Lighting will be placed in a manner that will illuminate all points of entry and windows to discourage criminal activity.

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

Motion detection at hallways, stairway, entrance, and emergency exit.
Door contacts notifying of open doors at the building's entrance and emergeny exit, in addition to all stairwell doors. A base station alarm siren, auxiliary siren and keypad control unit will also be used.

A third party security/alarm monitoring company will be engaged to monitor security alarms, CO2 alarms and fire sprinkler supervisory status.

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 single exterior door and emergency exit will have door contacts to monitor open/closed status. There will be no exterior windows in this facility. If the door is opened when the alarm is armed, the security system will notify the security monitoring company and security personnel will be dispatched.

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Form MJ-01: Marijuana Establishment Operating Plan

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

All accessible areas of our facility will be monitored by digital surveillance cameras on a 24/7 basis, including at least 2 cameras in each of the rooms containing the growing marijuana plants, harvested plants, and packaged product. Our harvested and/or packaged product (flower and trim) will be stored in secure areas that will remain individually locked unless in the presence of an individual of responsible charge. Employees are informed upon their hiring that they will be under constant video surveillance at all times when they are in or around our facility. Any suspicion of diversion will be followed up by reviewing surveillance footage of the suspected occurrence. Any evidence of suspected diversion will be turned over to the proper authorities.

Describe your policies and procedures for preventing loitering:

No unauthorized entrance into the restricted access areas will be permitted. No unauthorized presence on the property will be permitted. An employee will do walk-arounds of the property to deter and identify potential loitering persons and to deter criminal activity.

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:

Panic buttons will be provided on each floor. In addition to triggering audible alarms, this signal will be sent to the alarm company, who will dispatch APD.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Automatic call notification will alert the security monitoring company to any alarm condition. If the condition is an after hours premises breach, an individual of responsible charge will be notified and security company personnel will alert APD to investigate. Panic button activation will similarly create an alarm monitoring company request for APD dispatch. These systems will be tested on a monthly basis and will self-alert to low batteries and other issues.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	✓	
Both the interior and exterior of each entrance to the facility	✓	
Each point of sale area	✓	

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	✓	
Clearly and accurately displays the time and date	✓	
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	✓	

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Form MJ-01: Marijuana Establishment Operating Plan

Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

A camera will be installed outside the entrance door at a height of approximately 10 feet to provide identification of any individual within 20' of the entrance. Cameras inside the facility will monitor and provide identification of any individual passing into the premises.

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 surveillance recording equipment and records will be housed and stored in the security office/storage area on the top floor of the facility. This room will be locked and accessible to a select few persons of responsible charge among the owners and top management only.

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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Form MJ-01: Marijuana Establishment Operating Plan

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 either be created in or converted to digital media. These records will be kept onsite on a computer in the security room. These records will be backed up weekly to remote hard drives and stored in a fire safe at the residence of an individual of responsible charge.

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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:

Prospective employees will be required to obtain a marijuana handler permit card prior to employment. In-house training refreshers will be conducted as needed to address the specific goals of the marijuana handler course.

Training specific to Isidore's cultivation practices including health and safety, cleanliness, contamination identification/prevention, security, diversion/loss prevention controls, inventory control, transportation, waste management and/or waste disposal, will start on Day 1 and will continue with each employee as needed. Specific and general topics brought up by management, employee suggestion, AMCO, The Board or another relevant source will be addressed in special training sessions as needed.

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Form MJ-01: Marijuana Establishment Operating Plan

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:

Waste from cultivation will predominantly consist of irrigation water, plant waste, planting medium disposal and packaging waste. It is estimated that up to a maximum of 1000 gallons of water will be used daily for irrigation. Approximately 90% of this water will be dispersed via transpiration, collected via passive and active dehumidification and wasted to floor drains on each floor. As this water is essentially distilled by the dehumidification process, it will contain no chemicals and should pose no health hazards. Of the remaining 10%, approximately 5% will be collected as runoff from watering operations. This runoff will contain relatively low levels of added minerals and can safely be added to the sanitary sewer as well after screening of solids. The majority of our plant waste will come from trimming the plants after Day 20 in the growing cycle. This waste will be ground up/cut up and mixed with an equal amount of our used growing medium, bagged in opaque, black, garbage bags and simply thrown away or sold as potting soil. Before this time in the grow cycle, there is no usable THC on the plant and the plant waste can be treated with a bleach wash as a precaution and thrown away in opaque, black, garbage bags. During the grow cycle, our planting medium partially dissolves and melds inseparably with the roots, thereby rendering this portion of the plant useless naturally. These bags of medium/roots can be safely thrown away without further treatment. All plant waste (flower, leaves, trim, etc) with usable amounts of THC will be packaged and sent to our manufacturing facility for concentrate extraction.

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

We will use our planting medium and sometimes bleach to mix with the marijuana waste that has been rendered unusable. Our planting medium consists of rock wool cubes, clay pellets and ground perlite.

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Form MJ-01: Marijuana Establishment Operating Plan

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 majority of our plant waste will come from trimming the plants after Day 20 in the growing cycle. This waste will be ground up/cut up and mixed with an equal amount of our used growing medium, bagged in opaque, black, garbage bags and simply thrown away or sold as potting soil. Before this time in the grow cycle, there is no usable THC on the plant and the plant waste can be treated with a bleach wash as a precaution and thrown away in opaque, black, garbage bags. During the grow cycle, our planting medium partially dissolves and melds inseparably with the roots, thereby rendering this portion of the plant useless naturally. These bags of medium/roots can be safely thrown away without further treatment. All plant waste (flower, leaves, trim, etc) with usable amounts of THC will be packaged and sent to our manufacturing facility for concentrate extraction.

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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:

In this section, marijuana refers to both marijuana and marijuana product, including trim, shake and leaves.

Marijuana will be transported to another licensed establishment only by an individual of responsible charge. Marijuana to be transferred to another marijuana establishment or marijuana testing facility will be packaged and labeled in accordance with 3AAC 306.470. The marijuana transfer will be recorded in Metrc, a transport manifest will be prepared, and will accompany the transport for its duration. The marijuana will be secured in a sealed, tamper-evident container. It will remain sealed for the duration of the transport. The marijuana will be transported directly from our cultivation facility to the destination without unnecessary stops or delays. Upon delivery to the destination facility, the transporter will request a signed copy of the shipping manifest.

It is anticipated that this cultivation facility will be collocated with manufacturing and retail. These facilities will be in the same building physically separated by walls with no adjoining doors. In the case of transfer from the cultivation facility to either of the collocated facilities, the following applies:

In the case of on-site distribution to collocated facilities, all of the above applies with the exception that the marijuana will be carried to the adjacent facility and will not be put into a transport vehicle.

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

The sealed, tamper-evident container(s) that are secured for transport inside the cultivation facility will be placed and locked in the trunk of the transport vehicle. In the case a pickup or SUV is the transport vehicle, the container will be placed on the floor of the vehicle, in the last row of seating or interior cargo area. The container will remain locked and/or untampered for the duration of transport.

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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:

At this time, we have no plans to put up a sign.

In the case we change our thoughts on that front, the sign will be as follows:

12" high acrylic lettering spelling out the name ISIDORE stood off the building and back-lit. Total dimension of signage approximately 12" x 72".

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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Alaska Marijuana Control Board

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:

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

Kyle Denton
Printed name

Subscribed and sworn to before me this 22 day of June, 2017.

THERESA BAYER NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 09/01/18

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Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's waste disposal arrangements:

AMCO will be notified at least 3 days prior to destroying usable marijuana plant waste. On the disposal date, the usable plant waste will be ground/cut up, mixed 50/50 with planting medium, placed in opaque, black, garbage bags and placed in the dumpster or sold as potting soil. The rest of unusable material, planting medium, bags, and all non-plant waste generated by and in the facility will be disposed of in the same on-site dumpster. The dumpster will be emptied bi-weekly by the dumpster owner.

Section 4 – Odor Control

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

The exterior envelope will be constructed to be air tight. The exterior walls will be sprayed with urethane to provide a hermetically sealed exterior envelope. The mechanical systems will be balanced to keep the building slightly negative. This will keep any air from migrating directly through any exterior openings and instead will be pulled into the activated carbon filter exhaust fans installed on each floor and discharging through the roof. If, during operations it is determined that odor is sill being discharged through the roof and has the potential of migrating to ground level during inversion events, ionization will be added to the exhaust stream.

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Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

Kyle Denton

Printed name

Subscribed and sworn to before me this 22 day of June, 2017.

THERESA BAYER NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 09/01/18