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Alaska Marijuana Control Board

Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the 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 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

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

Licensee:	One Stop LLC	**MJ License #:**	24541		
License Type:	Retail Marijuana Store				
Doing Business As:	Releaf				
Premises Address:	910 W. International Airport Road #A				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99518

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Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

When an incoming transfer of cannabis or cannabis product arrives at our facility, the transfer agent will be greeted and will have their MHP checked by our staff before being granted access to our facility. All transfers will occur in the secure portion of our facility. All visitors, including other licensees and transfer agents, will be logged in our visitors log and will be issued a visitors pass to wear prior to being granted access to enter the secure portion of our facility. Every incoming transfer will be verified against the manifest; ensuring package tags are with product and match product and that the quantities and weights manifested are accurate. Once weights, quantities, and package tags have been verified, the manifest will be signed and dated by the receiving manager on duty and the time of acceptance will be noted on the hard copy of the manifest and the transfer will be accepted in METRC. If any variance should exist between the manifested quantity and the actual quantity, every effort will be made to reach the licensee before accepting or rejecting any transfer: See Cont'd response P.6.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.310.

3.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

All staff members will be privately trained annually and prior to hire in preventing purchases by intoxicated persons under the influence of alcoholic beverages, inhalants, controlled substances as well as spice and other designer drugs. In additions, all employees will have completed the state require marijuana handler's course, passed the written examination in order to See Con't response on pg. 6.

3.2. I certify that the retail marijuana store will not: Initials

a. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355;** [✓]

b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;** [✓]

c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;** [✓]

d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or** [✓]

e. **allow a person to consume marijuana or a marijuana product on the licensed premises.** [✓]

Answer "Yes" or "No" to the following question: Yes No

3.3. Do you plan to request future approval of the Marijuana Control Board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises? [X] Yes [ ] No

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Section 4 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

4.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a). VB

4.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products. VB

4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e). VB

4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365. VB

4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

- **a. is false or misleading;** VB
- **b. promotes excessive consumption;** VB
- **c. represents that the use of marijuana has curative or therapeutic effects;** VB
- **d. depicts a person under the age of 21 consuming marijuana; or** VB
- **e. 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.** VB

4.6. I certify that no advertisement for marijuana or marijuana product will be placed:

- **a. within 1,000 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;** VB
- **b. on or in a public transit vehicle or public transit shelter;** VB
- **c. on or in a publicly owned or operated property;** VB
- **d. within 1,000 feet of a substance abuse or treatment facility; or** VB
- **e. on a campus for postsecondary education.** VB

Section 5 – Displays and Sales

5.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Products at our facility will be displayed: (1) hanging on a wall located behind our counterspace in a restricted access area and (2) in a secured glass cases, in which only authorized personnel can access. Customers will not have free access to such display cases. No product is to be touched by anyone other than our employees prior to sale. Customers will consult our staff on which products they intend to purchases. All purchases will be made at our designated Point of Sale (POS) system. Once payment has been issued, the customer will be provided with their packaged products and may exit the building. All products within that purchase will have labeling provided by either the originating licensed cultivation company or ReLeaf. The label will include the logo, store name, license number, THC levels (levels provided by a licensed Marijuana Testing Facility) and all warning statements required under 3 AAC 306.345.

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Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Products will be packaged in opaque, resealable, child-resistant packaging as described in 3 AAC 306.470, 3AAC 306.475, 3AAC 306.565, 3AAC 306.570, and 3AAC 306.345(b).
Upon receipt of any cannabis from a licensed cultivation or production facility, staff will be required to inspect such packaging to verify the labeling requirements described in 3AAC 306.475(a) and 3AAC 306.570(c). Staff will also make sure the review the labeling information to verify that packaging and potency conforms to regulations set forth in 3AAC 306.560.

The facility will utilize weight measuring scales in compliance to 3AAC 306.745 to verify weights of product. Packaging to be resold from the manufacturing facility without additional handling from our facility will not be in excess of one ounce in weight and will contain our company logo and license number. Wholesale purchases will be verified to not be in excess of five pounds of product for repackaging.

6.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

See attached Pg. ~~8~~ 7

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Section 7 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

7.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

All employees will be trained in the recognition of valid and acceptable forms of identification per SOA regulations governing acceptable forms of identification. See 3AAC 306.350(a)&(b). employees will take the following steps to ensure valid identification has been produced prior to any entry into the retail store as follows:
-Make certain ID has not expired and person is over 21 years of age.
-Request ID be removed from wallet or purse or anything with a cover over it.
-Take physical control of the ID.
See Cont Response P.7

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

7.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area. LB

Section 8 – Waste Disposal

Review the requirements under 3 AAC 306.740.

8.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Prior to deeming cannabis as waste, we will notify AMCO 3 days in advance in writing. Once AMCO has been notified, product awaiting disposal will be separated and stored in our secure waste storage is secured and monitored in compliance to 3AAC 306.715 and 3AAC 306.720, utilizing commercial steel-doors with key code/fingerprint locking mechanism and high definition surveillance cameras.
Upon approval, any cannabis waste, including expired cannabis products will be ground and mixed with organic material consisting of household waste, paper, food, coffee grounds, leaves, grass clippings etc. to produce a final waste product that is no more than 50% cannabis product. Once cannabis product is reconciled to be unusable for any and all intended purposes, we will transfer the waste to our on-site secured dumpster to await final disposal. Upon final disposal, we will record the final destination of said waste, in accordance with 3 AAC 306.740(c)(2) and store these records in our secure office in compliance with 3AAC 306.755.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

8.2. The retail marijuana store shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it. LB

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Lori Brandt

Printed name of licensee

SARAH DONAHUE
Notary Public, State of Alaska
Commission # 180101034
My Commission Expires
January 1, 2022

Notary Public in and for the State of Alaska

My commission expires: 1/1/2022

Subscribed and sworn to before me this 3rd day of April, 2020.

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(Additional Space as Needed):

2.1 Response Cont'd:
Incoming cannabis or cannabis products received in bulk will be repackaged physically and within METRC and will accordingly be labeled before imported into our POS system and becoming available for sale. Each time a bulk package is opened or repackaged, weights will be taken at the beginning and end of the process. Internal logs will be kept and variance due to moisture loss will be kept in internal logs; adjusted, noted and accounted for in METRC. Any waste will be noted in waste logs as well and reported to AMCO via email three days before destroying and disposing of the waste material. Unpackaged quantities of bulk cannabis and/or cannabis product will remain locked in secure storage, consistent with our operating plan. METRC package tags will remain physically attached to the vessel containing bulk cannabis associated with each tag. Incoming cannabis or cannabis product which has been prepackaged prior to its arrival at our facility will have the labeling double checked for compliance before being made available for retail sale. Product will then be added to inventory within the point of sale system, and may have additional, POS specific, labeling/SKU added. Upon entering the establishment, a customer will immediately be asked to present ID. Once their ID has been checked they will select product from a menu, be given an opportunity to view or sniff the product before purchasing. Products will be placed in AMCO compliant exit packaging before leaving our facility. All sales will be entered through our point of sale system and will be reported through METRC, daily. Each drawer will be closed at the end of each shift and the proceeds from each shift and day will be verified against accountability reports generated by our POS. At the end of each day, the day will be closed out with our POS. Within 24 hours of the closure of a business day, our sales date will be uploaded to METRC. Routine internal audits will be conducted verifying accuracy between METRC, our POS and product on hand. Inventory of prepackaged products will occur each night at the close of the shift and/or each morning before opening on internal forms i.e. shift reports.
ReLeaf's retail operations are anticipated to begin at 10am until as late as 12:00am, 7 days a week.

3.1 Cont'd Reponse:
Employees will look for signs of impairment to include but not limited to:
-water eyes
-slurred speech
-blood shot or red eyes
-glassy eyes, which may have trouble staying open
-recognizable nystagmus either horizontally or vertically of the eyes
-their gait
-coordination.
This list is not exhaustive. If any of the above signs or any others are identified, they will be asked to leave the premises and no sales will occur. This facility implements a zero-tolerance for non-compliant behavior on our licensed premises. Our policy required that all personnel be trained on how to identify a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance as set forth above. Any person(s) who are suspected of being in violation of 3 AAC 306.310 (a)(2) will be asked to vacate the premises and will be notified that non-compliance will results in a trespassing charge in which local law enforcement will be notified.

7.1 Cont'd Response:
Only accept the following ID's:
An unexpired, unaltered passport, an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada., an identification card issued by a federal or state agency authorized to issue a driver's license or identification cards:
-Do not accept college ID's, school ID's, birth certificates or social security cards or otherwise;
-Employees will check the front and back of the ID for poor photocopy
-State issued ID's many times contain watermarks, holographs or other symbols that are difficult to counterfeit indicating their validity i.e. Alaska Driver's License
-Look for wording not issues by a branch of government for that particular ID being offered;
-Check for thickness, unevenly cut corners, bumps upon the surfaces of the ID, picture that appear replaced by hand or otherwise within the ID;
-Check for color bleed.

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Sample Label #1

(1) "Marijuana has intoxicating effects and may be habit forming and addictive." (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence." (3) "There are health risks associated with consumption of marijuana." (4) "For use only by adults twenty-one and older. Keep out of reach of children." (5) "Marijuana should not be used by women who are pregnant or breast feeding."	Retailer: RELEAF KUSH OG 1.0 Grams Retailer Lic.#: Harvest Batch No: 1A34fgh1234 BARCODE: ////////////////// Net Wt: 1.0 g =(0.03527396 oz) Cultivator Lic. #: 12345 Test Results: THCA 18.48%, THC 16.6% CBD 0.06% Cultivator: Big Giant Tops, LLC PASSED

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