Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:** | Catalyst Retail, LLC | **MJ License #:** | | 31418 | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | Catalyst Cannabis Company | | | | |
| **Premises Address:** | 4707 Spenard Rd | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99517 |

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# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## 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:**

Catalyst offers Catalyst-grown flower, flower from other cultivators, and various marijuana products such as concentrates and edibles. When a shipping manifest is created by our cultivation facility, another cultivator or a processor, the manager on duty reviews the manifest in Metrc before the delivery. When the order arrives, the person transporting is checked in at reception, which includes signing the visitor log and showing identification and all relevant delivery paperwork. The package and transporter are escorted to a restricted access area where the order is verified and weighed to make sure the manifest is correct. It is then accepted/received in Metrc and the weight is adjusted if necessary. Once accepted and received in Metrc, it is uploaded to our point of sale system. When we are ready to put a product on the floor, a new SKU is made and all the label information is updated per state and local laws and regulations. Marijuana and marijuana products are then placed behind the sales counter in our restricted access area and are ready for sale to customers. Flower is typically sold "deli-style" and all concentrates and edibles are pre-packaged. All marijuana and marijuana products leave the Catalyst retail store in labeled, opaque, resealable, child-resistant packaging. Customers entering the store are greeted by our receptionist. Upon entering the licensed premises, the customer is asked for their identification. All customers will be required to checkin with reception and have their IDs scanned and verified before being directed to the retail floor or to a budtender at a point of sales station. During busier times, customers wait in the lobby to help keep the retail floor secure. Identification is checked again prior to completing the sales transaction at the point of sale.

## 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:**

Catalyst Cannabis Company's approach to ensure marijuana or marijuana products are not distributed to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance starts with education and training. All employees will be required to pass a marijuana handlers course and receive a marijuana handler card before starting employment with Catalyst. Additionally, employees will receive training that will describe in depth our security protocols, and our security operating procedures. Employees will receive handbooks and other written or downloadable resources specific to their position which include ways to identify impaired individuals and the steps to take once an impaired person is suspected or recognized. [Continued]

**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.** [ ]

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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]

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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).**

**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.**

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

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

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

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

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

## Section 5 – Displays and Sales

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

Marijuana and Marijuana products will be only accessible by Catalyst Cannabis Company employees. Products will be displayed in secured, locking cases and/or on shelves behind the POS/restricted access area only accessible by Catalyst employees. All point of sale areas and product display cases will be under video surveillance. When products are placed in secured storage during closing procedures, they will be placed into retail display cases prior to opening each morning. All products will be labeled and packaged in according to AAC 306.345, 306.470, 306.475, 306.565 and 306.570.
Customers will have the option to either purchase marijuana products in labeled containers or purchase marijuana flower deli style. Prepacked marijuana products will be in secured cabinets, refrigerators, cabinets, or other secure areas only accessible by Catalyst employees. Deli style containers will be only accessible by Catalyst employees. Deli style orders will be weighed on a certified scale before transferring to a compliantly labeled package. Each budtender station will have a POS terminal. All marijuana and marijuana products will leave the store in opaque, re-sealable, and child resistant packaging.

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# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## 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):**

Each package of marijuana or marijuana product sold at Catalyst Cannabis Company's Retail Store will contain the following
:
A label identifying Catalyst Cannabis Company as the retail marijuana store selling the marijuana product by our name or logo and our marijuana establishment license number; total estimated amount of THC in the labeled product; and contain 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 twenty-one and older. Keep out of the reach of children." "Marijuana should not be used by women who are pregnant or breast feeding." Continued: When receiving marijuana from cultivators, Catalyst employees will inspect the order and the transport manifest. Packages received from manufacturers will not exceed 5mg of THC per serving and will not exceed 10 servings
per package. The employee checking in the order will verify none of the packaging has printed images, including cartoon characters, that specifically target persons under 21 years of age.

Additionally, the packaging will be inspected to verify the product is protected from contamination and may not impart any toxic or damaging substance to the marijuana. All product arriving at the Retail Store will be in sealed, tamper-evident shipping container.
[continued]

**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):**

Catalyst Cannabis Company Lic 31418
Strain: Durban Poison
Cultivator: Catalyst Cannabis Co. Lic #10284
Harvest Batch: DuPo -11292017 | Harvest Date: 11/29/2017
THC: 16.33% CBD: 0.06%

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 twenty-one and older. Keep out of the reach of children.
Marijuana should not be used by women who are pregnant or breast feeding.

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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):**

Customers will be politely asked for their government issued ID when checking in with the Catalyst Cannabis Company receptionists. All customers entering Catalyst Cannabis Company's Retail Store must be at least 21 years old. Forms of valid identification include: An unexpired, unaltered passport; An unexpired, unaltered driver's license, instruction permit, or identification of any state or territory of the United States, the District of Columbia, or a province or territory of Canada; or an identification issued by a federal or state agency authorized to issue a driver's license or identification card. [Continued]

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.**

## 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:**

To maintain compliance with 3 AAC 306.740, Catalyst Cannabis Co. will give 72-hour notice in METRC before making marijuana waste or expired marijuana products unusable and prepared for disposal. The waste disposal area will be in a restricted area with appropriate surveillance camera placement, providing an unobstructed view of the employees rendering the marijuana waste unusable. Marijuana waste will be ground so as to be rendered unusable and added to a mixture of either a compostable or non -compostable material. If utilizing compostable material, we will follow all Marijuana Control Board guidelines and specifications regarding use of food waste, yard waste, vegetable based grease or oils, or other approved wastes. If utilizing non-compostable materials, we will again follow all Marijuana Control Board guidelines regarding use of paper waste, cardboard waste, plastic waste, oil, or other approved wastes. Other compostable and non-compostable materials that Catalyst Cannabis Co. will consider using to mix with marijuana waste are solid, spent mediums such as coco coir and soils. The resulting mixture will be at least 50% non- marijuana material. Liquid marijuana products, such as drinks will be mixed with at least 50% water and will be disposed in our sink.

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.**

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

Signature of licensee

William Schneider

Printed name of licensee

JOSETTE M. MUNOZ
My Commission Expires 06-21-25
NOTARY PUBLIC
STATE OF ALASKA

Josette M Munoz

Notary Public in and for the State of Alaska

My commission expires: June 21, 2025

Subscribed and sworn to before me this 21 day of January, 2022.

**(Additional Space as Needed):**

3.1 Continued:
All customers entering in to our Retail Store will have interactions with at least two people. This not only gives a very personal, one on one experience it also allows Catalyst employees to recognize and evaluate any abnormal behaviors such as impairment.
Once a customer enters through the main entrance they will be greeted by the receptionist in our lobby. The receptionist will check approved government issued IDs and visually assess customers for signs of impairment. Customers will then be escorted by a budtender or another Catalyst employee to the retail floor. If the receptionist suspects or identifies that a person is under the influence of an alcoholic beverage, inhalant, or controlled substance, they will ask the person to leave the premises and the on duty Retail Manager will be notified immediately. If a retail budtender recognizes visual signs of impairment they will also be instructed to ask the customer to leave and will escort them out of the building, and the retail manager on duty will be notified immediately.

6.1 Continued:
When receiving a wholesale order from a cultivation Catalyst employees will verify that there is documentation provided by the cultivator containing:

• each soil amendment, fertilizer, and other crop production aid applied to the growing medium or marijuana plant included in the batch, including any pesticide, herbicide, or fungicide that was used

• the name of the licensed marijuana testing facility that performed any required laboratory test and the results of each required laboratory test.

Catalyst employees will verify that the labels on the shipping container indicate a licensed marijuana testing facility has tested each harvest batch in the shipment as provided in 3 AAC 306.645. The label must report the test results, including:

• a cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months

• a statement listing the results of microbial testing required under 3 AAC 306.645(b)(2)

• a statement listing the results of residual solvent testing required under 3 AAC 306.645(b)(3), if applicable

• a statement listing any contaminants for which the product was tested in addition to contaminants for which 3 AAC 306.645(b) requires testing; any additional tested contaminants include molds, mildew, and filth; herbicides, pesticides, and fungicides; and harmful chemicals.

7.1 Continued
Receptionists will verify the authenticity of the ID by checking for alterations and by establishing ID ownership. This can be done by: Asking a question related to ID information, i.e. "How is the weather in [State of issued ID]?" Asking the prospective customer to verify the signature on the ID. All Catalyst employees will be instructed to confiscate fake or fraudulent IDs. If an ID is to be confiscated, Catalyst employees will remain calm and polite and it will be turned in to the police within 72 hours. Before initiating any sale, budtenders will ask the customer for their ID a second time as a redundant security measure.

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