Alcohol and Marijuana Control Office
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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:	Arctic Cannabis LLC	**MJ License #:**		32241	
License Type:	Retail Marijuana Store				
Doing Business As:	Arctic Cannabis				
Premises Address:	476 Egasak Street, Unit A				
City:	Barrow	**State:**	Alaska	**ZIP:**	99723

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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:

Arctic Cannabis will purchase cannabis and cannabis products from Alaska state licensed facilities. The cannabis and cannabis product will be delivered by an authorized agent with a valid handler's card and identification from the State of Alaska. Upon arrival, transfer agents will be logged into the visitors log and issued a visitors badge to access the secure portion of the facility. All transfers will be verified against the manifest, ensuring package tags match the product and the quantities and weight are accurate with the manifest. Once verified, manifest will be signed, dated and time stamped by the receiving agent and accepted in METRC. If any variance should exist between the manifested quantity and actual quantity every effort will be made to reach the licensee before accepting or rejecting the transfer. Incoming cannabis or cannabis product received in bulk will be repackaged physically and within METRC and will accordingly be labeled before being imported into the POS system and becoming available for sale. At any time a bulk package is opened or repackaged, weights will be taken at the beginning and end of the process. Any variance due to moisture loss will be logged, adjusted, noted and accounted for in METRC. Any waste will be noted in waste logs and reported to AMCO within 3 days before destroying and disposing of the waste material. Unpackaged quantities of bulk cannabis and cannabis product will remain locked in secured storage. METRC package tags will remain physically attached to the vessel containing bulk cannabis associated with each tag. All incoming cannabis or cannabis product prepackaged will be double checked for compliance prior to arrival and being made available for retail sale. Product will then be added to inventory within the POS system. See cont'd response on page 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 trained annually and prior to hire, in preventing purchases by intoxicated persons under the influence of alcoholic beverages, inhalants, controlled substances and other designer drugs. In addition, all employees will have to complete and pass the state required marijuana handler's course. Arctic Cannabis will have strict policies regarding selling, giving, distributing, or delivering to intoxicating individuals. The appearance of intoxication or impairment in an individual will be observed by employees and verified with the on duty manager and will refuse service and escorted out of the establishment. Local authorities will be contacted if needed. Any incident or conflicts will be logged and kept on file at premises.

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;** [R]

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

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

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

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

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:

Deli style product will be in large glass jars in a restricted area only accessible by staff. Locked glass enclosed display will contain cannabis product. Arctic Cannabis will utilize jars for examining, with perforated top in order for customer to self test fragrance. Cannabis product will be sold and prepackaged in increments, ranging between .5 to 28g. Cannabis will also be sold in deli style (weighed on site from a bulk container), using a certified scale and packaged according to state regulations. A sticker will be affixed to the outer bag, containing the customers purchase, that will read, "not for public consumption."

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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):

All cannabis received from cultivation facilities in sealed, tamper-evident shipping container shall meet state reg 306.470 and 306.475. All cannabis received from cannabis manufacturing facility shall meet state regs 306.565 and 306-570. All incoming cannabis to retail will include a transport manifest from METRC. Prepackaged sealed cannabis intended for resale to consumers will not weigh more than one ounce. Any added text to the packaging will be the logo and business license number of retail.
Cannabis sold from retail establishment will be packaged in an opaque resealable, child-resistant packaging. Arctic Cannabis shall affix a label to each package of marijuana or marijuana product, including name, license number, total estimated amount of THC in the product, and public health statements (Noted below in sample label) Packaging will not have any printed images, including cartoon characters that specifically target individuals under 21 years of age.
METRC will be used during the cannabis products whole life cycle, from seed to sale.

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):

Sample Label #1

(1) "Marijuana has intoxicating effects and may be habit forming and addicitive." (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 breastfeeding."	Retailer: Arctic Cannabis Retailer Lic.#: 32241 Barcode: xxxxxxxxxxx Net Wt: 1.0 g=(0.03527396 oz) Cultivator Lic. #: 12345 Test Results: THCA 18.48% THC 16.6% CBD 0.06% Cultivator: xxxxxxxxx PASSED

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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):

Arctic Cannabis will refuse to sell cannabis or cannabis product to a person who does not produce a valid ID form, showing that a person is 21 years of age or older, to a Arctic Cannabis employee at the retail counter. Valid IDs include one of the following:
(1) an unexpired, unaltered passport
(2) an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United State, the District of Columbia, or a province or territory of Canada.
(3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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. [R]

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 that 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 video 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 ground, leaves, grass clippings, etc to produce a final waste product that is no more than 50% cannabis product. Once cannabis product is composted into final waste, we will contact the local landfill to deliver the waste product, waste product will be delivered by an employee to the local landfill since we do not have secured dumpsters available in our community or private third party waste collectors. We will record the final destination of said waste and store the record 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. [R]

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

Signature of licensee

Robert Alred
Printed name of licensee

OFFICIAL SEAL
Lilly Lorraine Kanayurak
Notary Public - State of Alaska
My Commission Expires 4/12/2023

Lilly Lorraine Kanayurak
Notary Public in and for the State of Alaska

My commission expires: April 12, 2023

Subscribed and sworn to before me this 25th day of March, 2022.

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(Additional Space as Needed):

2.1 response cont'd:
Upon entering the establishment, customers will be immediately asked to present an acceptable valid ID. Once verified, customers will be able to view a menu and select product. If samples are available, all samples will be placed in a mesh sealed jar and handled by the employee at all times. All purchased product(s) will be placed in an AMCO compliant exit packaging before leaving the establishment. All sales will be entered in the POS system and reported through METRC daily. At the end of the every shift, the POS drawer will accounted for and verified against the accountability report generated by the POS system. At the end of each day, all sales will be uploaded to the 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. Retail operations are anticipated to begin at 10am to 10pm, 7 days a week.

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