Alcohol and Marijuana Control Office
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Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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:	Treadwell Herb Company LLC	**MJ License #:**		33270	
License Type:	Retail Marijuana Store				
Doing Business As:	Treadwell Herb Company				
Premises Address:	824 Front Street				
City:	Douglas	**State:**	Alaska	**ZIP:**	99824

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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:

Treadwell Herb Company (THC) intends to operate daily with approximate hours of 10:00 AM to 8:00 PM. We have two owners who will work at the facility, and we intend to hire from four to eight employees. Being the only marijuana retail store on the island of Douglas, in the City and Borough of Juneau (CBJ), our intent is to primarily serve the needs of the residents of the island.

The THC premises (currently being built) will include a retail area in the front of the building, and an operations and storage (restricted access) area in the back. There will be one public entrance in the front and a restricted access entrance in the back of the building. The building is designed and is being built in accordance with CBJ building code and marijuana retail store requirements, as well as security and other facility requirements outlined in State of Alaska laws and regulations.

Both owners and all employees will have current valid Alaska Marijuana Handler Permits. Transportation, intake, and flow of marijuana products will be in accordance with State laws (specifically 3 AAC 306.750). The restricted access areas where marijuana is stored will be locked and not accessible by the public.

When a customer visits our establishment, a bell will sound when the door opens, alerting employees of entrance. A valid ID will be immediately checked in accordance with 3 AAC 306.350. If the customer is under 21 or if the ID is not one of the approved forms of ID, the customer will be asked to leave. Customers will be able to purchase non-marijuana retail items that are located in the customer area, and will be able to view marijuana products through glass cases. No marijuana products will be directly accessible to the customer. The limits on daily sales will be followed, per 3 AAC 306.355. Once a marijuana product is purchased, and payment has been received, the employee will ensure that the products are contained in an opaque package (the store's or the customer's) before leaving the store (in accordance with 3 AAC 306.345).

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:

Through the Marijuana Handler Permit training, the owners and employees of Treadwell Herb Company (THC) will learn that marijuana cannot be sold or given to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance, in accordance with 3 AAC 306.310 (a) (2). The employee manual that THC will create and the onboarding process for all employees will stress the importance of following this regulation.

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;**	JH
b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;**	JH
c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;**	JH
d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or**	JH
e. **allow a person to consume marijuana or a marijuana product on the licensed premises.**	JH

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?	☐	☑

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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).	SH
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.	SH
4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).	SH
4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.	SH
4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:	
a. is false or misleading;	SH
b. promotes excessive consumption;	SH
c. represents that the use of marijuana has curative or therapeutic effects;	SH
d. depicts a person under the age of 21 consuming marijuana; or	SH
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.	SH
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;	SH
b. on or in a public transit vehicle or public transit shelter;	SH
c. on or in a publicly owned or operated property;	SH
d. within 1,000 feet of a substance abuse or treatment facility; or	SH
e. on a campus for postsecondary education.	SH

Section 5 – Displays and Sales

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

In the front of the Treadwell Herb Company (THC) store, where customers enter and browse, no marijuana or marijuana products will be physically accessible to customers, only non-marijuana products (e.g. t-shirts, hats, cards, stickers, etc.). Marijuana and marijuana products will be displayed in glass cases and on the wall behind the secured counter area. Photos of products that are not on display in the secured areas will be posted or included in a menu-type sheet (e.g. items that are in a freezer or cooler that are not displayed to customers). If marijuana flower is offered for customers to smell (prior to purchasing), it will be contained appropriately in accordance with 3 AAC 306.325 (d).

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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):

Treadwell Herb Company (THC) will ensure that all marijuana sold by us is packaged and labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475, and any marijuana product sold by us is packaged and labeled in compliance with 3 AAC 306.565 and 3 AAC 306.570. All products sold by THC will be packaged in resealable, child-resistant packaging. If the packaging provided by our suppliers (marijuana producers in the State of Alaska) is not opaque, we will ensure that productes are placed into a THC provided opaque or in an opaque bag provided by the consumer prior to their leaving the store.

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):

Retailer – Treadwell Herb Company
AK License #33270

METRC: (Inventory ID #)

THC per serving and total per container (*if not already included on the product packaging*)

If not already included on the product packaging THC will have a label to include 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.

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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):

Treadwell Herb Company (THC) employees will be trained to check the identification of each customer upon their entry into the store. No individual who is under the age of 21 or who doesn't posess an appropriate form of identification will be allowed to purchased any items in the store, and will be politely asked to leave the premises. The State of Alaska acceptable forms of identification will be printed and posted in the employee areas of the store for easy reference.

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. JH

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:

In accordance with 3 AAC 306.740, Treadwell Herb Company will appropriately dispose of any marijuana or marijuana products that we have determined to be unfit for sale or consumption or that have expired. Disposal of the products will be recorded in the inventory system. Any products to be disposed of will be ground up and combined with compostable materials (at least and equal amount of food and yard waste) and will be put into a composting system on the property of the establishment, to be used in the soils for plants and shrubbery around the building. At least three days notice will be given to the AMCO Board prior to destroying any marijuana products.

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. JH

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

Julie A Hamilton
Signature of licensee

Julie A. Hamilton
Printed name of licensee

NICOLE PEGUES
Notary Public
State of Alaska
My Commission Expires Jun 16, 2025

Nicole Pegues
Notary Public in and for the State of Alaska

My commission expires: 6/16/2025

Subscribed and sworn to before me this 8th day of August, 2022.

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Treadwell Herb Company LLC, License #33270

MJ-03 Retail Supplemental

Section 8.1 Original Submission:

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:

In accordance with 3 AAC 306.740, Treadwell Herb Company will appropriately dispose of any marijuana or marijuana products that we have determined to be unfit for sale or consumption or that have expired. Disposal of the products will be recorded in the inventory system. Any products to be disposed of will be ground up and combined with compostable materials (at least and equal amount of food and yard waste) and will be put into a composting system on the property of the establishment, to be used in the soils for plants and shrubbery around the building. At least three days notice will be given to the AMCO Board prior to destroying any marijuana products.

Revised response to 8.1:

In accordance with 3 AAC 306.740, Treadwell Herb Company will appropriately dispose of any marijuana or marijuana products that we have determined to be unfit for sale or consumption or that have expired. Disposal of the products will be recorded in the inventory system. Any products to be disposed of will be ground up and combined with and equal amount of compostable materials and will be put into a composting system on the property of the establishment, to be used in the soils for plants and shrubbery around the building. At least three days' notice (or other number of days as prescribed by current regulations) will be given to the AMCO Board prior to destroying any marijuana products.

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(Additional Space as Needed):

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