Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

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

**Why is this form needed?**

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 Anchorage 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:** | Alternative Distributors, Inc. | **MJ License #:** | 35328 | | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | AK Smoke and Vape | | | | |
| **Premises Address:** | 570 E Benson Blvd, Suite 20 | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99503 |



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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:**

Each shipment of marijuana and marijuana product that arrives at AK Smoke and Vape will be inspected by a licensee or manager before it is accepted and added to the store inventory. To guarantee consistency, all shipments will be reconciled with the transport manifest, shipment labels, and packaging labels. All products will be weighed by an AK Smoke and Vape employee and reconciled with the weight listed on the manifest and labels. Any shipments with discrepancies will be rejected. Shipments that pass initial inspection will be accepted into the facility, entered into Metrc and the point-of-sale system, and added to the store's inventory storage or display cases (which remain locked and are not accessible to customers.) At the end of each business day, AK Smoke and Vape will reconcile the sale transactions from the point-of-sale software with the inventory on hand and with Metrc to ensure consistency and that any discrepancies are immediately addressed. Customers will be greeted near the store's entrance by an AK Smoke and Vape employee who will check their IDs and watch for signs of impairment. If cleared by the employee, customers can browse the retail sales floor and view the menu of available marijuana and marijuana products. Sales transactions will occur at the point-of-sale station, and once a sales transaction is complete, customers will be directed to the store exit. AK Smoke and Vape will train all employees on the importance of the limits on quantity sold per transaction and the exit packaging requirements set forth in the regulations.

## 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:**

AK Smoke and Vape will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are: (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty-one (21) years of age at the time of purchase, as evidenced by valid government-issued photo identification. All customers will enter the retail store, where an AK Smoke and Vape employee will check their ID. During this time, employees will be watching for signs of impairment. Continued on Page 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, except as allowed under 3 AAC 306.370.**



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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:**

AK Smoke and Vape will display all marijuana and marijuana products for sale within the restricted access area, unreachable to customers. Signage stating "Restricted Access Area" and "Visitors Must be Escorted" will be posted at the access points that lead to the restricted access area behind the sales counter. Marijuana and marijuana products will be displayed in locked display cases, on shelving along the wall behind the display case/point of sale counter, and in a cooler behind the display case/point of sale counter. Product displays will be in full view of a working video surveillance camera at all times that marijuana or marijuana product is stored in the display. Marijuana and marijuana products will be secured in a locked case at all times. All employees will be trained and regularly monitored to ensure compliance with the display and closing policies and that all product is secured and accounted for at all times. When customers have made their purchasing decisions, they will head to the point-of-sale counter. Continued on Page 6…


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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):**

AK Smoke and Vape will assign an employee to inspect all shipments of marijuana and marijuana products that arrive at the retail store. Shipments will be inspected for quality and consistency with the transport manifest, shipment labels, and regulatory compliance. Labels will be checked for: (1) name and license number of the manufacturing or cultivation facility; (2) production and/or batch number; (3) strain information; (4) net weight of the product; (5) packaging date and expiration date; and (6) testing lab name and license number. The transport manifest will be checked for: (1) name and license number of the providing entity; (2) delivery date; (3) start time and estimated arrival time; (4) strain and batch information; (5) delivery driver name and handler's card verification; (6) the weight of the products transferred; and (7) testing information. Once AK Smoke and Vape approve a delivery, the inventory will be accepted into the retail store, entered into Metrc, and stored on-site as an official business record. The transporting agent and AK Smoke and Vape will sign all paperwork and documents expressing that all information is correct and that the transfer occurred. AK Smoke and Vape will refuse to accept the transfer if the above information is incomplete or inaccurate.

**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:** AK Smoke and Vape **License No:** 35328
**Cultivator:** **License No:**
**Harvest Batch No:** **Package No:**
**Net MJ Weight:** **OZ ( g)** **Strain:**
**Testing Facility:** **License No: XXXXX**
**THC:** **THCA:** **CBD:** **CBDA:** **CBN:**
**Microbial Test:** **Fungicides:** **Pesticides:** **Herbicides:**
**Fertilizers:** **Soil Amendment:**
**Alaska Safety Warning:** 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):**

AK Smoke and Vape will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty-one (21) years of age at the time of purchase, as evidenced by a valid, government-issued photo identification or tribal card (tribal card must meet the regulatory standards). AK Smoke and Vape employees will greet all customers and check each customer's ID near the entrance to the retail store. No individual will be allowed to enter the sales floor and browse any selection without their photo ID being verified, regardless of how familiar the person is to the employee. Continued on Page 6…

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:**

AK Smoke and Vape will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality; (2) marijuana and marijuana products that reach their expiration date; (3) any other materials or containers in contact with marijuana products that risk contamination; (4) any other marijuana or marijuana product deemed as waste by AK Smoke and Vape, an assigned employee, or AMCO official. Marijuana waste will be stored away from all other products in a locked container on the premises, away from all other marijuana products and currency, and rendered unusable before leaving the store. A notice via email on a form prescribed by the board will be sent to AMCO before rendering the waste unusable. Marijuana waste will be rendered unusable by grinding the materials and mixing them with other compostable and non-compostable non-marijuana material, such as food waste, cardboard, paper, and yard waste; until the resulting mixture is no more than fifty percent (50%) of marijuana waste. AK Smoke and Vape will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, the reason for wastage, and the waste's final destination. AK Smoke and Vape may either incinerate the waste, compost the waste, contract a Muni waste truck, or have an assigned employee collect the waste mixture and dispose of it at the local waste station. All waste information will be recorded in the disposal log and securely stored as a business record, available to AMCO upon request.

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

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Jeff Benkert
Printed name of licensee

Signature of licensee


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**(Additional Space as Needed):**

3.1 Continued: If it is determined that a customer is impaired, that individual will be safely escorted from the premises. Law enforcement will be contacted for backup when necessary. Additionally, employees and management will exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. A manager will be on hand to help manage customer ingress and egress and ensure an adequate number of employees on the sales floor.

5.1 Continued: All edibles, concentrates, and flower will be stored behind the point-of-sale counter. Budtenders will take the customer's order and dispense it for sale from behind the counter; concentrates and edibles will all be pre-packaged and labeled. The flower will be sold either pre-packaged or "Deli" style. "Deli" style flower will be displayed in large containers behind the point-of-sale counter with the batch-labeled strains. Budtenders will take customer orders at the point-of-sale counter and weigh the flower using a certified scale. Once weighed to the desired amount, the budtender will register the purchase in the POS system, which will integrate with Metrc, seal the product into a child-resistant container, and print the packaging label. The pre-packaged products will be displayed in the display case located within the restricted access area. AK Smoke and Vape will also buy bulk marijuana and roll their pre-roll marijuana joints and package them in accordance with the regulations, and place them into pre-labeled mylar bags, pop-top tubes, joint boxes, etc. Any edibles requiring refrigeration will be stored in a refrigerator behind the point-of-sale counter in the restricted access area. Employees will ensure that each marijuana product is in fully opaque and child-resistant packaging before a customer exits the store.

7.1 Continued: Employees will be trained to identify forgeries and inconsistencies in IDs and utilize an ID guide to help recognize IDs from other states, countries, and federally recognized tribes. AK Smoke and Vape will schedule employees to help manage customer ingress and egress on the sales floor. The customer will be asked to leave if an ID is not in compliance. If the customer refuses to leave the retail store, law enforcement will be contacted to enforce AK Smoke and Vapes ID policy.



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