Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
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 the **Marijuana Establishment Operating Plan (Form MJ-01)**, 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 those 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
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application will be considered complete.

Section 1 – Establishment Information

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

Licensee:	BAM Greeneries, Inc.	**License Number:**	10302		
License Type:	Standard Marijuana Retail Facility				
Doing Business As:	THE HOUSE OF GREEN				
Premises Address:	3105 Minnesota Dr.,Upper Level				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

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Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer "Agree" to all items below.

The retail marijuana store will not:	Agree	Disagree
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	■	☐
Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet	■	☐
Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample	■	☐
Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation	■	☐
Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)	■	☐

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 customers will enter through the front entrance door and a designated agent will check the customers identification. The facility will have signs displayed on the front entrance door and on the door leading to the retail area stating that the facility will not sell marijuana products to any person under the influence of alcohol or other drugs. All facility employees will be trained to recognize the signs of impairment, and the reception agent will inspect all entrants while they answer questions, explain the store lay out and process. If any agent suspects a customer of being impaired, the person will be asked to leave the premises and come back at a later date. If an individual inside the retail area appears to be impaired, the retail agents have the authority to refuse service to anyone, and have the customer removed from the premises. A manager and on-site security will escort the customer out of the facility and ensure that each removed individual has a ride or a taxi called for their safe departure.

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Section 3 – On-site Consumption

	Yes	No
Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	☐	☒

If "Yes", describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

Section 4 – Displays and Sales

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

During business hours, all marijuana products will be displayed in display cases and cabinets, out of the reach of customers and accessible only by an employee. All employees will be monitored by video cameras and on-site security while working in the retail area to ensure compliance with company opening and closing procedures and all display policies, and to ensure that all product is accounted for at all times. Retail agents will be walking around, interacting, and educating customers on the displayed products and the prices. All displays will be monitored by 24 hour video surveillance. Only products that are packaged and labeled in accordance with the state and local laws and regulations will be eligible for display and sale to the public. Marijuana or marijuana product will be either prepackaged in heat sealed bags in 1g, 3.5g, and 7g increments, or displayed in "deli" style glass jars labeled with the batch strains. For all purchases, the agent will weigh the selected flower strain at the check-out counter using a certified scale, register the purchase in the POS system, seal the product into a child-proof container, and print the packaging label. When customers have made their purchasing decisions, they will then head to the check-out counter with a retail agent. All products on the shopping floor will be for display only, and the retail agent will fulfill the purchase from behind the counter. The check-out counter will be monitored by video surveillance to capture all transactions and easily identify all parties.

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Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

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):

The company will form a quality control unit (QCU), which will consist of designated members from management and ownership, tasked with inspecting and approving all marijuana products, packaging, and labeling prior to sale. When a delivery arrives to the facility, the daily manager will take photocopies of all paperwork involved in the transfer for the QCU to inspect. Marijuana products transported from cultivation or manufacturing facilities will be inspected for quality and consistency with the transport manifest and shipment labels. When edibles and concentrates are delivered from a manufacturer, the QCU will inspect for contamination, testing, and ensure consistency with the transport manifest and the label. Labels will be checked for: (1) name and license number of the providing entity; (2) production lot and batch number; (3) strain Information; (4) net weight of the product in the package (not including weight of packaging); and (5) packaging date and expiration date. 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; and (6) the weight of the products transferred. Once a delivery is approved, the inventory will be accepted into the facility, and entered into the POS metric tracking system with all mandatory information designated by the MCB. The shipment information will be both recorded in Metrc and stored on-site as official business records. Both the transporting agent and the manager will sign the paperwork expressing that all information is deemed correct and the transfer took place.

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

Business Name:
License Number:
Strain:
Batch / Lot Number:
Gross Weight:
Net MJ Weight:
Packaging Date:
Expiration Date:

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 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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Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

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):

Employees will have access to the Marijuana Alaska Regulations and will review the packaging and labeling requirements. Labels will be checked for: (1) name and license number of the providing entity; (2) production lot and batch number; (3) strain Information; (4) net weight of the product in the package (not including weight of packaging); and (5) packaging date and expiration date. Employees will ensure that no item reaches the facility's display shelf that portrays any cartoons, or other characters that would entice a child to play with or consume the product, ensure it does not resemble any familiar looking candy or pictures that look like candy on the packaging. The Facility will also ensure that any product that is purchased by a consumer does not leave in a package that is not child resistant (whether that be exit packaging or resistant product individual item packaging).

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

Business Name:
License Number:
Strain:
Batch / Lot Number:
Gross Weight:
Net MJ Weight:

THC & CBD %:
Packaging Date:
Expiration Date:

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 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 6 – Security

Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

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, per 3 AAC 306.350(a):

At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time any employee of the facility suspects that a person on the premises is a minor, the employee will have the right to refuse access and/or sale, and will have the individual escorted off the premises. All customers and visitors will enter through one front entrance door. All entrants will be required to present a valid government-issued photo identification showing that they are twenty one (21) years of age or older. A valid form of identification includes: (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 States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. All agents will be trained to feel and bend the edges of the card for a smooth, uniform edge that does not separate, buckle, or come unglued. The card will be tilted in the light to locate any foil, hologram, or icon of a state crest, shape, or name. The reception agent will have a 10x magnifying glass to inspect the card, and will compare the photo to the cardholder and ask verifying questions about the zip code and birth date. The facility will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Mike Dillard
Printed name

Subscribed and sworn to before me this 27th day of July, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Michael Cassel
My Commission Expires: November 19, 2018

Notary Public in and for the State of Alaska.

My commission expires: 11/19/18