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:	Enlighten Alaska, LLC	**License Number:**	10021		
License Type:	Retail Marijuana Store				
Doing Business As:	Enlighten Alaska, LLC				
Premises Address:	2600 Spenard Road				
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:

Enlighten Alaska will not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are:
1. Not physically on licensed premises;
2. Under the influence of an alcoholic beverage, inhalant, or controlled substance;
3. Not at least 21 years of age at the time of purchase, as evidence by an employee's examination of that customers Valid Identification (see Valid Identification Policy).

However, this shall not prohibit Enlighten Alaska from refusing to sell marijuana or marijuana product to any consumer pursuant to 3 AAC 306.310, therefore if a person appears visually impaired, Enlighten Alaska employees will be trained to refuse a customer the opportunity to purchase any marijuana product and ask the customer to leave the premises.

*Continued on EXHIBIT A.1 & A.2 – Supplementary Space Form (2 additional supplementary forms)

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(Additional Space as Needed):

EXHIBIT A.1 – CONTINUED FROM PAGE 2
LICENSE NO. 10021

Continued: 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:

Additionally, Enlighten Alaska employees and management shall exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. No customer, in a single transaction, shall be sold more than the following quantity of marijuana or marijuana product in a single transaction:
1. One ounce of usable marijuana;
2. Seven grams of marijuana concentrate for inhalation, or
3. Marijuana or marijuana products containing more than a total of 5600 milligrams of THC per single transaction with a customer. (306.355)

All Enlighten Alaska employees will be required to obtain a Marijuana Handlers Permit, as required by state regulations. In addition to the marijuana handler's permit, all employees will also be required to receive in-house training prior to employment start date. This comprehensive training module will include tools to target the prevention of marijuana or marijuana product sales to any consumers who are under the influence of alcohol, inhalants, or a controlled substance. Employee training requirements are listed on the additional space form attached hereto.

EMPLOYEE TRAINING REQUIREMENTS

Enlighten Alaska, LLC is committed to effectively training its workforce in multiple ways.
A. Before beginning work, each employee will receive a written job description and/or employment contract that will designate:
1. The employee's duties, authority, responsibilities, and required qualifications;
2. A list of immediate supervisors or other positions with supervisory authority over the employee;
3. Any employee positions over which the employee has supervisory authority;
4. An outline of the company's disciplinary action plan;
5. Information about the company's periodic employee performance evaluations; and
6. A list of the company's required trainings, including the written Emergency Action Plan and the Fire Prevention Plan.

*Continued on EXHIBIT A.2 Supplemental Space Form

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(Additional Space as Needed):

EXHIBIT A.2 – CONTINUED FROM SUPPLEMENTAL SPACE FORM
LICENSE NO. 10021

Continued: 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:

EMPLOYEE TRAINING REQUIREMENTS CONT:

B. Before an employee begins work, they must hold a valid Marijuana Handler Permit Card from the State of Alaska. (306.425/306.700)

C. Before an employee begins work, the employee will be trained by his or her immediate supervisor or by a designated training employee in:

1. All security measures for the prevention of theft products;
2. All security measures for the prevention of loss or diversion products;
3. All security measures to prevent distribution or sales of marijuana to anyone under the influence of an alcoholic beverage, inhalant, or controlled substance;
4. Procedures and responses to emergency situations, including robberies;
5. The written Emergency Action Plan.
6. The written Fire Prevention Plan
7. Alaska statutory and regulatory laws related to the marijuana industry, including AS 17.37, AS017.38, 3 AAC 306 and the penalty for an unlawful act by a licensee, an employee, or an agent of a marijuana establishment;
8. The different strains of marijuana;
9. The different methods of using marijuana- smoking, edible, tinctures, and topical;
10. The effects of consumption of marijuana and marijuana products;
11. Identifying persons impaired by the use of marijuana;
12. Intervention methods to prevent unlawful marijuana consumption;
13. Waste disposal policies; and
14. Food safety requirements. (306.700)

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Operating Plan Supplemental

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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:

Product Display:
A. Only authorized customers over the age of 21 years of age will be allowed into the retail area where marijuana or marijuana products are displayed.
B. Only marijuana that is packaged and labeled in accordance with all applicable Alaskan laws and regulations, and in accordance with Enlighten Alaska policies, will be placed in product displays. (306.310)
C. Product displays will utilize locked and secured cabinets or displays that do not allow customers to access marijuana or marijuana products without the assistance of an Enlighten Alaska Employee.
D. Product displays will be in full view of working video surveillance cameras at all times that marijuana or marijuana product is stored in the display. (306.720)
E. Product displays will only be utilized during business hours. Each morning the specified products will be removed from secure storage and placed in the display, and each evening any product left in the display will be placed back into secure storage.

All Enlighten Alaska employees shall be trained and regularly monitored to ensure compliance with the Company display and closing policies to ensure all product is secure and accounted for at all times.

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Operating Plan Supplemental

Form MJ-03: Retail Marijuana Store

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):

Packaging Requirements:
A. Marijuana Flower: all marijuana bud and flower sold to a customer shall be packaged for sale in a package:
1. Not exceeding one ounce;
2. That meets all labeling requirements of the Alaska Marijuana Control Board and the Labeling Requirements herein;
3. That does not have any printed images, including cartoon characters, that specifically target individuals under the age of 21; and
4. That protects the marijuana from contamination and will not impart any toxic or damaging substance to the marijuana. (306.345/306.470/360.475/360.355)

*Continued on EXHIBIT B.1, B.2 & B.3 Supplementary Space Form (2 additional forms to complete this section)

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

ENLIGHTEN
ALASKA

Enlighten Alaska, LLC Lic # 10021
KEEP OUT OF REACH OF CHILDREN
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 reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

Harvest Date: 06/16/16
Testing Facility: Anchorage Merry Jane Testing
Harvest Batch No: 000000
Net Weight: 3 grams
Potency Analysis: THCA 00, CBD 0.10%, THC 20.82%, TOTAL 20.92%
List of pesticides: none
Not tested for: Clorox, bleach, ammonium

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Operating Plan Supplemental

Form MJ-03: Retail Marijuana Store

(Additional Space as Needed):

EXHIBIT B.1 – CONTINUED FROM PAGE 4
LICENSE NO. 10021
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):

Packing Requirements Continued:

B. Marijuana Concentrates: all marijuana product sold to a customer shall be packaged for sale in a package:

1. That does not exceed 7 grams if it's a marijuana concentrate meant for inhalation;
2. That meets all labeling requirements of the Alaska Marijuana Control Board and the Labeling Requirements herein;
3. That does not have any printed images, including cartoon characters, that specifically target individuals under the age of 21; and
4. That protects the marijuana product from contamination and will not impart any toxic or damaging substance to the marijuana product. (306.345/306.565/360.355)

C. Edible Marijuana Product: In addition to the marijuana product packaging requirements above, a container or packaging for any edible marijuana product sold to a customer by Enlighten Alaska shall:

1. Not contain more than a total of 5600 milligrams of THC;
2. If the marijuana product contains multiple servings, the product itself shall have markings or demarcations clearly delineating each serving of the product. For liquid marijuana products with multiple servings the packing must indicate the number and size of individual servings. (306.345/306.565/360.355)

D. Potency Limits: Enlighten Alaska shall assure the following potency limits in packaging each product sold to a customer:

1. For a single serving of marijuana product, five milligrams active tetrahydrocannabinol (THC) or Delta 9;
2. In a single packaged unit of marijuana product to be eaten or swallowed, not more than ten servings, or fifty milligrams of active THC or Delta 9; the THC content must be homogenous, or evenly distributed throughout the marijuana infused product. (306.560)

E. Each package of marijuana or marijuana product shall be identified by a tracking label generated for tracking by Enlighten Alaska's Marijuana Inventory Control System. (306.345/360.475/360.570)

F. In addition to the above requirements, all marijuana or marijuana product sold to customers shall be packaged in opaque, re-sealable, child-resistant packaging when the purchaser leaves the legal premises; the packaging shall be designed or constructed to be significantly difficult for children under five years of age to open; but not normally difficult for adults to use properly. (360.345)

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(Additional Space as Needed):

EXHIBIT B.2 – CONTINUED FROM SUPPLEMENTAL PAGE
LICENSE NO. 10021
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):

Labeling Requirements:

A. Marijuana Flower: Enlighten Alaska shall affix a label containing the following information is affixed to the exterior of each marijuana package sold to a consumer.

1. The name and license number of the marijuana cultivation facility where the marijuana was grown;
2. The harvest batch number assigned to the marijuana in the package;
3. The net weight of the marijuana in the package, not including weight of the container, using a standard measure compatible with the inventory tracking system;
4. A complete list of all pesticides, fungicides, and herbicides used in cultivation of the marijuana; (306.345/360.475)

B. Marijuana Product: Enlighten Alaska shall affix a label containing the following information to each package of marijuana product sold to a retail store for resale to a consumer:

1. The name and license number of the marijuana products manufacturer;
2. The production lot number assigned to the product in the package;
3. The net weight of the product in the package, not including weight of packaging, using a standard of measure compatible with the inventory tracking system;
4. A cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to the highest percentage of concentration for each cannabinoid listed from every test conducted on that production lot within the last three months; (306.345/306.570)

A. All: In addition to labeling requirements provided in this section, Enlighten Alaska shall affix a label to each package of marijuana or marijuana product that:

1. Identifies Enlighten Alaska as the store selling the marijuana or marijuana product by name or distinctive logo;
2. Contains Enlighten Alaska's marijuana establishment license number; and
3. States the total estimated amount of THC in the labeled product, and
4. Contains the following statements:

i. "Marijuana has intoxicating effects and may be habit forming and addictive;"
ii. "Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence;"
iii. "There are health risks associated with consumption of marijuana;"
iv. "For use only by adults twenty-one and older. Keep out of reach of children" and
v. "Marijuana should not be used by women who are pregnant or breast feeding." (306.345/306.475/306.570)

*Continued on EXHIBIT B.3 Supplemental Space Form

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Operating Plan Supplemental

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(Additional Space as Needed):

EXHIBIT B.3 – CONTINUED FROM SUPPLEMENTAL PAGE
LICENSE NO. 10021
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):

Labeling Requirements continued:
D. With each package of marijuana or marijuana product sold, Enlighten Alaska shall disclose in writing the name of the licensed marijuana testing facility that performed any required test and the results of each required test. (306.345/306.475/306.570)
E. Enlighten Alaska shall not label marijuana or marijuana products as organic. (306.345/306.475/306.570)

Labeling Procedures

A. All products sold shall be labeled according to the Labeling Requirements section herein.
B. All labeling materials will be examined before use to ensure that they correctly identify the product name, Inventory Tracking System generated lot or batch number, and other required identification information as set out herein. A labeling product may only be used if all the information it contains is correct.
C. A representative sample of each newly labeled group of marijuana or marijuana product packaging will be collected at the completion of packaging by the supervising Enlighten Alaska employee. This sample will be visibly examined by this employee to ensure conformity with the marijuana or marijuana product's labeling. Marijuana or marijuana products that do not conform to their labeling must be repackaged. The employee will write a written report that shows:
1. The results of this examination
2. The employee's name as the person who performed the examination
3. The employee's initials
4. The date and time of the examination

D. All labels and labeling materials that differ in marijuana or marijuana product type, weight, testing results, or quantity will be stored separately with suitable identification. Access to these labels and labeling materials will be restricted to employees authorized to package marijuana and products.
E. Obsolete labels, labeling, and packaging materials will be segregated and disposed of within 48 hours of becoming obsolete.
F. Upon making a sale, the Enlighten Alaska employee will enter the sale into the Inventory Tracking System using the product's lot or batch number and examine the product to ensure that the label and Inventory Tracking System reflects the correct information.

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Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

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):

Retail Sales of Marijuana and Marijuana Products Policy

A. Enlighten Alaska will not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are:
1. Not physically on the licensed premises;
2. Under the influence of an alcoholic beverage, inhalant, or controlled substance;
3. Not at least 21 years of age at the time of purchase, as evidenced by an employee's examination of that customer's Valid Identification (see Valid Identification Policy). However, this shall not prohibit Enlighten Alaska from refusing to sell marijuana or marijuana product to any consumer. (306.310)

B. No single individual customer shall be sold more than the following quantity of marijuana or marijuana product in a single transaction;
1. One ounce of usable marijuana
2. Seven grams of marijuana concentrate for inhalation, or
3. Marijuana or marijuana products containing more than 5600 milligrams of THC in a single sales transaction, (306.355)

*Continued on EXHIBIT C - Supplemental Space Form

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

Jane B. Stinson
Printed name

Subscribed and sworn to before me this 20th day of June, 2016.

M. KIRSTEN GUSTAFSON NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 3-10-2020

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Operating Plan Supplemental

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(Additional Space as Needed):

EXHIBIT C – CONTINUED FROM PAGE 6
LICENSE NO. 10021
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):

In-Store Sales Process:

A. Before dispensing marijuana to a customer, an employee shall:
1. Require that the customer show a valid identification proving they are 21 or older (see valid identification policy). (306.310)
2. Offer any appropriate educational or support information.
3. Ensure that no single transaction is over the allowed legal amounts as specified herein. (306.355)

B. The employee will then enter each marijuana or marijuana products Inventory Tracking System number into the POS, calculate a total price which includes all taxes, and request that total price from the customer. (306.330)

C. Upon receiving the total price or greater, the Enlighten Alaska employee will enter the sale into Inventory Tracking System using the products lot or batch number and examine the product to ensure that the label and Inventory Tracking System reflects the correct information.

D. Finally, the employee will give the customer their change and their purchased items. All marijuana and marijuana product will be given in an opaque, non-descript bag.