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:	Bryant Thorp	**License Number:**	10037		
License Type:	Retail Marijuana Store				
Doing Business As:	Arctic Herbery				
Premises Address:	7107 Arctic Blvd				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

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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:

Preventing Purchases by Visibly Intoxicated Persons SOP
POLICY: A visibly intoxicated person leaving the premise with marijuana or marijuana product is the biggest threat for tragedy, violations, and civil suits.
PURPOSE: It is unlawful to sell marijuana or marijuana products to a visibly intoxicated person. SCOPE: The procedure applies to Arctic Herbery employees who retail marijuana
PROCEDURES:
A visibly intoxicated person is likely to display one or more of the following signs:
1.0: Slurred speech
1.1: Red glassy eyes which may have trouble staying open or wander 1.2: Trouble walking
1.3: Poor balance
1.4: Poor or no fine motor skills
1.5: Short attention or incoherence
1.6: "Falling-down drunk"

continued...

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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:

Refuse to sell marijuana or marijuana products to someone who you believe is visibly intoxicated: 2.0: Retail Clerk should be continuously evaluating the sobriety of each customer they wait on. 2.1: Speak to them. 2.2: Encourage a response. 2.3: Make personal contact. 2.4: If the person is visibly intoxicated, be brief, but clear that you cannot lawfully make the sale.
2.5: When refusing service to a visibly intoxicated person, double team, preferably with a member of management. 2.6: If you refuse a sale, advise them of your concern that they may not drive under the influence. 2.7: Attempt to get an alternative ride or call police.

CORRECTIVE ACTION: Terminate employee found not following the procedures in this SOP.

VERIFICATION AND RECORD KEEPING: The manager will verify that employees are following this SOP by visually observing the employees during all hours of operation.

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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:

Retail Space/Showroom/Display/Sales:
Arctic Herbery's retail space is 224 sq ft in space, it is an "age-restricted" area not "restricted access" area. It will be under full video surveillance at all times. When the customer walks in, they will be greeted and ID'd by a staff member or security guard. Once age is verified they will be allowed to browse the menu boards and available products. Products will be displayed in a way the public does not have direct access to inventor. Part of the back wall of the retail store will house an area for "other products" such as pipes or rolling papers. A food counter display as well as a large cooler will be located out of reach of the public to store perishables.
How Marijuana will be sold, Sales associate will verify ID, Sales associate will verify the customer is not intoxicated. Sales associate will enter the customers product into the tracking system, Sales associate will bag all marijuana products in an approved container, Sales associate will finalize the purchase.

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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):

All of Arctic Herbery's packaging and advertising will be consistent with state requirements: They will contain the following warnings: "Marijuana has intoxicating effects and may be habit forming and addictive." "Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence". "There are health risks associated with consumption of marijuana". "For use by adults 21 and older only. Keep out of the reach of children". "Marijuana should not be used by women who are pregnant or nursing".
All products will be packaged in opaque, resealable child-resistant packaging. This packages will be in one oz packages or less.
Any edibles that are sold at Arctic Herbery will be prepackaged by the manufacturer and verified for compliance by Arctic Herbery.
Labeling will include testing results to include potency and weight of the contents.

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

Product of Arctic Herbery (license #10037)
Silver Haze
Weight - 1.2g
THC - 17%
Terpenes - 2.6%

Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use by adults 21 and older only. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or nursing.

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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):

Preventing Underage Marijuana Purchases SOP
POLICY: You may not sell, furnish, give or deliver marijuana or marijuana products to a person under the age of 21 years-old
PURPOSE: To prevent underage marijuana purchases
SCOPE: The procedure applies to Arctic Herbery employees who retail marijuana
PROCEDURES:
1.0: Train employees on using the procedures in this SOP 1.1: Follow federal, state, and local rules and requirements. 1.2: Greet the consumer as they enter the restricted-access area. 1.3: Check their faces - does it match what one would expect for someone over 21 years-old? 1.4: Assess their clothing - is it trendy?
1.5: Assess acquaintances - did they accompany the person inside the restricted-access area or did they stay behind? 1.6: Remind consumers in the restricted-access area that the law requires them to card everybody upon purchase 1.7: Use signage to inform customers they will be checked.
Continued...

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

Bryan Thorp
Printed name

Subscribed and sworn to before me this 2nd day of March, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Jenie R. Sta. Maria
My Commission Expires 5-2-16

Jenie R. Sta Maria
Notary Public in and for the State of Alaska.

My commission expires: 5-2-16

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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):

Identifying Fake IDs
2.0: Request the ID be taken of wallets and covers. 2.1: Take physical control of the ID. 2.2: Only accept a state photo driving license; state non-driver ID card; a passport. 2.3: Do NOT accept a college or school ID, even if it has their date of birth; an ID NOT issued by a state or federal government agency; birth certificates or social security cards. 2.4: Check the back; look for poor photocopy quality or digitized lettering. 2.5: Look for wording that indicates it is not issued by branch of government. 2.6: Check for thickness, unevenly cut corners and bumpy surfaces indicating a picture has been replaced or hand cutting. 2.7: Check for color bleed on security features and font on the front of the ID card - all images should be crisp and clear. 2.8: Check the picture and physical information to see that it matches the person attempting to gain entrance or be served. 2.9: Pay special attention to the date of birth and confirm the individual is old enough and that it has not been altered. 2.10: Make sure the ID has not expired.
CORRECTIVE ACTION: Any Arctic Herbery employee not following this SOP will be immediately terminated.
VERIFICATION AND RECORD KEEPING: The manager will verify that employees are

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

Bryan Thorp
Printed name

Subscribed and sworn to before me this 2nd day of March, 2016.

STATE OF ALASKA
NOTARY PUBLIC
Jenie R. Sta. Maria
My Commission Expires 5-2-16

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(Additional Space as Needed):

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