Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Alaskabuds, LLC	**License Number:**	10094		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKABUDS, LLC				
Physical Address:	1005 E 5th Ave				
City:	Anchorage	**State:**	AK	**Zip Code:**	99501
Designated Licensee:					
Email Address:	alaskabuds@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-03

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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:	Alaskabuds, LLC	**License Number:**	10094		
License Type:	Marijuana Retail Store				
Doing Business As:	Alaskabuds, LCC				
Premises Address:	1005 E 5th Ave				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99501

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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 licensees,employees, and agents of a marijuana establishment who will be on the premises are required to attend a state approved marijuana handler permit education course. This course includes curriculum that teaches a person how to identify a person who is impaired. The employee must pass a written test and present the certificate of course completion to the director before receiving a marijuana handler permit.
When entering the retail store the customer will initially interact with an employee during the id verification process. This will be the first opportunity for Alaskabuds to determine if someone is impaired by alcohol, inhalant or controlled substance. Once the customer passes though this first check they will be interacting with other Alaskabuds employee's. Alaskabuds has created a policy that allows any employee at any point in the customers visit to refuse service to a customer if they believe the customer is impaired by alcohol, inhalant or controlled substance.

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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:

Marijuana will be displayed and sold in a manner that the public will not have access while on the premises. All marijuana products will be displayed in glass cases so the customer may view them. Products that are required to be kept in a temperature controlled environment will be displayed in refrigerated units that have glass doors for viewing. There will be both prepackaged and by weight sales that will be completed. Bud Tenders will assist each customer with their order. If the customer wants to smell a product the Bud Tender will remove the item to allow the customer a closer inspection. The Bud Tender will maintain physical possession of the marijuana at all times, the customer will not be allowed to touch the product. The Bud Tender will keep possession of the items the customer selects, placing them in a basket and providing them to the cashier once the order is complete. Once the cashier has a completed order they will scan each item to complete a sales transaction in the marijuana inventory tracking system in compliance with 3 AAC 306.730. The cashier will verify that the customers ID provided is in compliance with 3 AAC 306.350, each item is listed on the transaction report, the quantity does not exceed the amount allowed under 3 AAC 306.355, and all information required under 3 ACC 345.345 is printed on the labels. The cashier will then complete the transaction by placing items sold in a exit package that is opaque, resealable and child-resistant prior to giving the order to the customer so they can exit the retail area.

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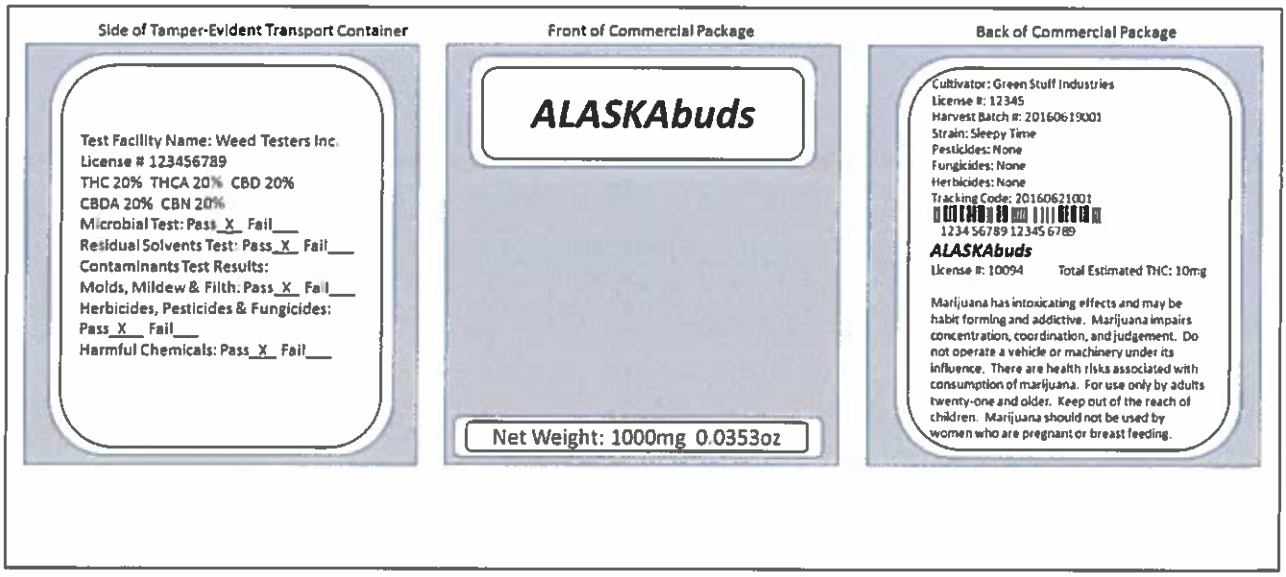
Section 5 – Exit Packaging and Labeling

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 marijuana shipments received packaged for either direct sale to customers or in bulk will be inspected for proper labeling. Alaskabuds has developed check sheets specifically for each type. The receiving manager will use the appropriate sheet to validate all of the required information is present and then sign the document certifying the labeling was complete. At that time the marijuana is entered into the inventory tracking system with the information required in 3 ACC 306.470. Any marijuana delivered to Alaskabuds that is not in compliance will be refused for delivery.
The inventory tracking system has a labeling module that has been been set up to meet the requirements outlined in the regulations. When the inventory is received into the tracking system the required information is also added. When items are packaged for customer sale the system automatically pulls the required information that was input at delivery and prints it on the label. The final inspection of labeling happens by the cashier when a sales transaction is completed. The cashier will inspect labeling to insure all required information is present prior to placing the product in the exit package.

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



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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):

All licensees,employees, and agents of a marijuana establishment who will be on premise of a marijuana establishment are required to attend a state approved marijuana handler permit education course. This course includes curriculum that teaches the person how to determine if a identification is valid. The employee must pass a written test and present the certificate of course completion to the director before receiving a marijuana handler permit.

There is one entrance into the facility for the general public that leads into the lobby area. When a customer enters this area there will be staff on site who will verify the customer presents a form of valid photographic identification in compliance with 3 AAC 306.350 showing the person is 21 years of age or older.

Identification will be checked a second time at the time of the sales transaction, the cashier will review the identification to ensure it is in compliance with 306.350.

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.

Tammy

Signature of licensee

Tammy Miller

Printed name

Subscribed and sworn to before me this 24th day of June, 2016.

Notary Public in and for the State of Alaska.

My commission expires:

NOTARY PUBLIC
DAVID J. BAKER
STATE OF ALASKA
My Commission Expires April 7, 2017

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(Additional Space as Needed):