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:	Herbal Outfitters, LLC	**License Number:**	10173		
License Type:	Retail Marijuana Store				
Doing Business As:	HERBAL OUTFITTERS, LLC				
Physical Address:	165 Fairbanks Drive				
City:	Valdez	**State:**	AK	**Zip Code:**	99686
Designated Owner:	Richard Ballow				
Email Address:	info@herbaloutfitters.green				

Section 2 – Attached Items

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

Attached Items:	
1	Form MJ-03
2	Sample label for labeling requirements

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:	Herbal Outfitters, LLC	**License Number:**	10173		
License Type:	Retail Marijuana Store				
Doing Business As:	Herbal Outfitters, LLC				
Premises Address:	165 Fairbanks Drive, Lower floor				
City:	Valdez	**State:**	ALASKA	**ZIP:**	99686

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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:

The procedure for preventing purchases by visibly intoxicated persons is as follows and is a portion of the employee manual.

1. A visibly intoxicated person is likely to display one or more of the following signs:
Slurred speech, red glassy eyes which may have trouble staying or wander, trouble walking, poor balance, poor to no fine motor skills, short attention span or incoherence.
2. An employee will refuse to sell marijuana or marijuana products to someone we believe is visibly intoxicated.
3. All employee's will continuously evaluate the sobriety of each customer they wait on by speaking to them and encouraging a response.
4. If the person is visibly intoxicated, be brief but clear that you cannot lawfully make the sale.
5. When refusing service to a visibly intoxicated person, double team, preferably with management.
6. Advise them of your concern that they may drive under the influence.
7. Attempt to get an alternative ride or call the police.
8. Management may terminate any employee found not following this procedure.

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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):

We may request approval of the board to permit consumption of marijuana or marijuana product in a designated area on our premise once regulations have been completed and we have determined that our premise can comply with all regulations.

Section 4 – Displays and Sales

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

Herbal Outfitters will create the atmosphere of a luxury retail store with elements of a fine vintage tobacco shop.
1. Approximately 20' of lighted glass display cases with locking backs, will house glass jars of different cannabis strains available for retail sale. They will also display additional marijuana products, glass pipes and other marijuana supplies. The display cases will also act as a POS counter where bud tenders will conduct sales keeping product out of the reach of customers.
2. The wall behind the display cases/counter will be outfitted in cherry wood slatwall that will match the display cases. This slatwall will hold marijuana products that have been packaged in such a way that they can hang from slatwall peg hooks.
3. A glass front refrigerator will also be placed behind the display cases/counter to display marijuana edibles that require refrigeration, again ensuring that all marijuana and marijuana products are kept out of the reach of customers.

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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):

Employee's of Herbal Outfitters shall be trained in the proper packaging of marijuana and marijuana products for cultivators as well as manufactures and visually ensure prepackaged products we offer for resale, follow all guidelines. Our POS/tracking system will produce a label for all prepackaged marijuana sold, that contains our Name and logo as well as our license number.
Employee's shall also be trained in the repackaging any wholesale marijuana purchased from a cultivator. Herbal Outfitters will use integrated certified scales in addition to our POS/tracking system to create a label that states our name and or logo, license number, and total estimated amount of THC. Labels will also contain all verbiage listed in 3 AAC 306.345 items (A) through (E)

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

We have been provided a sample label created by MJFreeway. The label is attached.

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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):

Employee's of Herbal Outfitters shall be trained in the proper packaging of marijuana and marijuana products for cultivators as well as manufactures and visually ensure prepackaged products we offer for resale, follow all guidelines. Our POS/tracking system will produce a label for all prepackaged marijuana sold, that contains our name and logo as well as our license number.
Employee's shall also be trained in the repackaging of any wholesale marijuana purchased from a cultivator. Herbal Outfitters will use integrated certified scales in addition to our POS/ tracking system to create a label that states our name and or logo, license number, and total estimated amount of THC. Labels will also contain all verbiage listed in 3 AAC 306.345 items (A) through (E). This label will be attached to an opaque, resealable, child-resistant package designed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use.

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

Retail Marijuana Store Name:
Alaska's Best Marijuana

Retail Marijuana Store Number:
D-098646

Transfer Date:
April 4, 2016

Lot Number
U-09847

Net Weight
12G

THC: 18.1 **THCA:** 5.2 **CBD:** 1.2 **CBDA:** 0.8 **CBN:** 1.2

Residual solvent testing result: Passed

Contaminants tested for: molds, mildew, filth, herbicides, pesticides. harmful chemicals

Warnings: 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 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):

The procedures for Herbal Outfitters employees to ensure visitors present valid ID is as follows:
1. Any valid form of ID will have a photograph that matches the person presenting it.
2. Request the ID be taken out of wallets or covers so you can take physical control of the ID.
3. A valid form of photographic identification includes
   (a) an unexpired, unaltered passport
   (b) an unexpired, unaltered driver's license, instruction permit, or ID card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada.
   (c) an identification card issued by a federal or state agency authorized to issue a driver's license or ID card
4. Pay attention to date of birth, confirm it has not been altered and the individual is old enough.
5. Check the back, look for poor photocopy quality or digitized lettering.
6. Look for wording that indicates it is not issued by a branch of government.
7. Check for thickness, unevenly cut corners and bumpy surfaces.
8. Check for color bleed on security features, all images should be crisp and clear.

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

Richard C Sallow
Printed name

Subscribed and sworn to before me this 14 day of APRIL, 2016.

NOTARY PUBLIC
SHARON BLAKE
STATE OF ALASKA
My Commission Expires July 27, 2017

1307259
Notary Public in and for the State of Alaska.

My commission expires: 07/27/2017

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(Additional Space as Needed):