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:	ForgetMeNot Enterprises, Inc.	**License Number:**	13217		
License Type:	Retail Marijuana Store				
Doing Business As:	Glacier Valley Shop				
Premises Address:	8505 Old Dairy Road, Suite 1				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

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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:

Glacier Valley Shop will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are: (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty one (21) years of age at the time of purchase, as evidenced by that consumer's government-issued identification. All customers will enter one main door into the retail area and will be greeted with a employee who is specifically designated to greet the customers and check their ID for the age requirement before allowing the customer to enter further into the retail area. If a person enters the premises exhibiting signs of impairment, Glacier Valley employees and agents will be trained to recognize those signs (to the best of their abilities), refuse all service and sale to that individual, and escort them safely from the premises. If an agent suspects a customer of being intoxicated with any substance upon entrance, the customer will be asked to leave and come back at a later date. Additionally, employees and management will exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. A manager and security personnel will be on hand to help manage customer ingress and egress.

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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/counters, wall hanging fixtures and cabinets, out of the reach of customers and accessible only by an employees. All employees will be monitored by video cameras 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. 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. Any extracts, edibles, or concentrates that need to be refrigerated will be in a refrigerated in a lockable fridge. 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 assign 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 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 designated member 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 AMCO. 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):

Retailer: Glacier Valley Shop
License Number: 13217
Strain:
Batch / Lot Number:
Gross Weight:
Net MJ Weight:
Packaging Date:
Expiration Date:
THC: (% or MG depending on whether its a product or flower)
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 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):

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 (no marijuana will be accessible in this area). 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 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

Norvin Perez

Printed name

Subscribed and sworn to before me this 1 day of July, 2017.

COLLEEN MCKENZIE
Notary Public, State of Alaska
Commission # 151111001
My Commission Expires
November 11, 2019

Notary Public in and for the State of Alaska.

My commission expires: 11.11.19

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(Additional Space as Needed):