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:	Green Leaf Inc	**License Number:**	10067		
License Type:	Standard Marijuana Retail Facility				
Doing Business As:	Green Leaf				
Premises Address:	4612 Halibut Point Road				
City:	Sitka	**State:**	ALASKA	**ZIP:**	99835

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

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 customers will enter one main door into our Id check point. After age approval, Green leaf's bud tender will answer any questions, explain the store lay out and Green Leaf's point of sale process. During this interaction period, agents are trained to look for signs of impairment by listening to how the customer speaks, looking at their eyes, watching for impaired motor function, and watching out for wide mood swings. The facility will have very visible posted warning signs explaining that the establishment is not allowed to sell cannabis to anyone who is intoxicated. There will also be a designated area for all on-site consumption, and no outside marijuana will be permitted on the premises. If an agent suspects a customer of being intoxicated with any substance upon entrance, the customer will be asked to leave the premises and come back at a later date. If an individual enters before intoxication is detected, the bud tenders have the authority to refuse service to anyone, and to ask the customer to vacate the premises. A manager will be on hand to escort the customer off the premises.

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

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):

Signs will be posted within the internal shopping area and by the entrance door in lobby area explaining that, by law, no marijuana from outside may be brought in or consumed on the premises. Baristas in the consumption area will be trained on how to talk to and deal with customers in the event that they see an individual pulling out marijuana flower or products which were not purchased on property. The customer will be reminded of the law and asked to put their personal marijuana property in their vehicle. More than one offense will result in a ban of that individual from the facility.

Section 4 – Displays and Sales

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

Visual examples and sniff jars for inspection and smelling will be placed in secure containers. Trained bud tenders will be walking around, interacting with customers and advising them on products, and prices. All sellable edibles, concentrates, and flowers will be stored behind the counters. Cashiers will take the customers orders and fulfill them from behind the counter. Concentrates and edibles will all be prepackaged and labeled. Flower will be sold in a hybrid system. Some will be prepackaged in heat sealed mylar bags (smell proof) in increments ranging from 1 g- 1 oz. These bags will be pre-labeled. Other options will be "Deli" style. Large glass jars with batch labeled strains will be on display. If a customer wants that strain, the agent will weigh flower at the check-out counter using a certified scale. The product will be placed into a child-proof container, and the packaging label we be adhered. The prepackaged products will be out of reach. Any edibles will be stored in a refrigerator. All sellable marijuana products will be moved into the safe room for night storage after the retail store closes.

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

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.

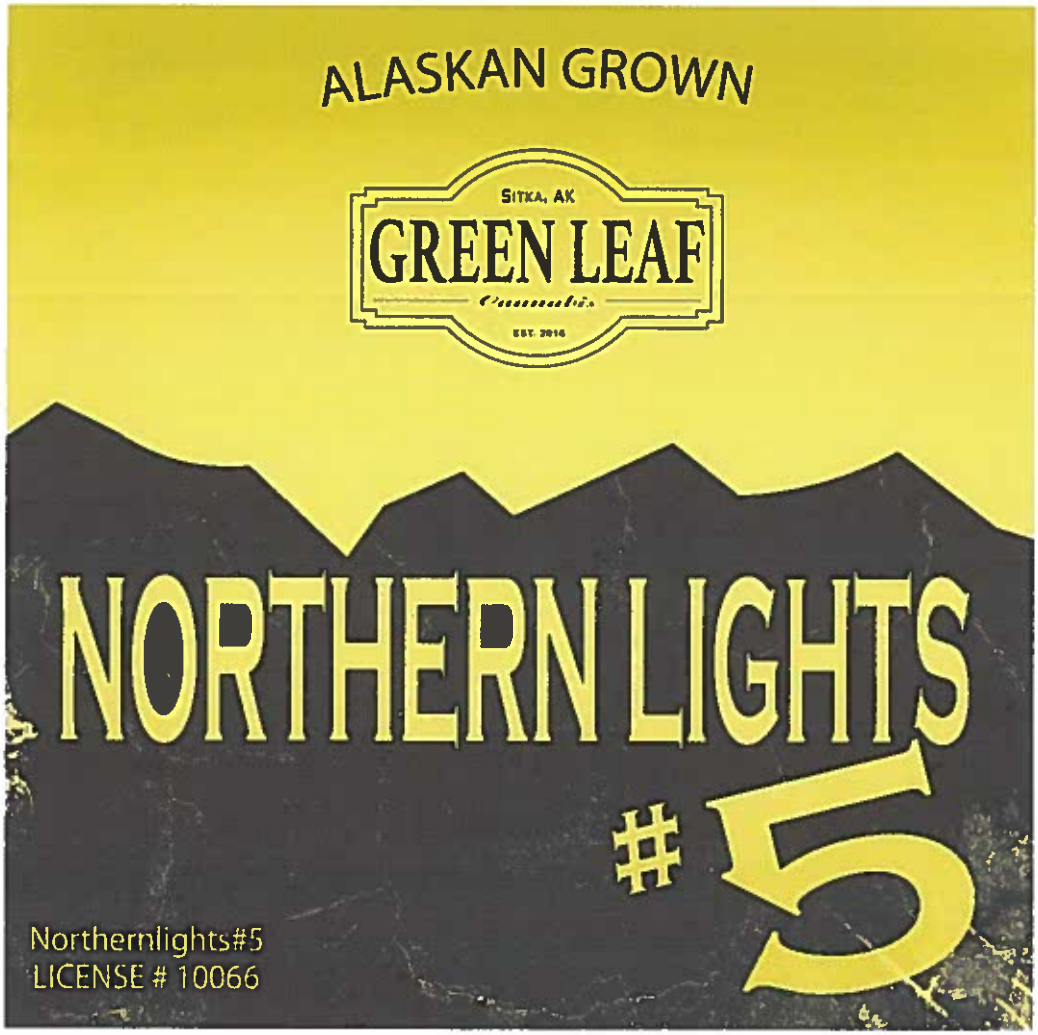
Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

See page 6

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

Northern Lights

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 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.


ALASKAN GROWN
SITKA, AK
GREEN LEAF
Cannabis
EST. 2016
NORTHERN LIGHTS
#5
Northernlights#5
LICENSE # 10066

WWW.GREENLEAFALASKA.COM

SITKA, AK

GREEN LEAF

Cannabis

EST. 2016

FOR USE BY ADULTS TWENTY ONE AND OVER

WARNING!

Marijuana has intoxicating effects and may be habit forming. Marijuana can impair concentration, coordination and judgment. Do not operate a vehichle or machinery under its influence. There may be health risks associated with consumption of marijuana. Marijuana should not be used by women who are pregnant or breast feeding.

KEEP OUT OF REACH OF CHILDREN

LICENSE # 10066

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

(Additional Space as Needed):

The company quality control unit is directly responsible for inspecting and approving all cannabis flower and products, and any other related products that will be sold. This includes all packaging, cannabis equipment, labeling, and testing policies and results. The QCU will consist of selected members from Management and Ownership to ensure all aspects of the business are reviewed for total quality control. Cannabis products transported from cultivation or manufacturing facilities will be inspected by a QCU agent for quality and consistency with the travel manifest documentation. Once approved, inventory will be entered into the POS metric tracking system with all mandatory information designated by the MC Board. Purchase order entry information will be store on a cloud server, and printed and stored as official business records. When cannabis-infused edibles and marijuana concentrates are delivered from a manufacturer, QCU will inspect the products for contamination, the travel manifest documentation consistency, and the label information. 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 travel manifest paperwork 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. The manager accepting the product will take photocopies of all paperwork involved in the transfer. Both the provider and the receiver of the marijuana products will sign paperwork expressing that all information is correct and the transfer took place.

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

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 customers will enter the main door into the reception area (no marijuana will be accessible in this area). Once an individual enters the facility into the reception area, a receptionist will greet the customer and check their government-issued ID for the age requirement. There will be an ID Guide at the desk to compare licenses for our customers from other states or countries. Agents will be trained to feel and bend the edges of the card. They should have a smooth, uniform edge, and the inside contents shouldn't separate, buckle, or come unglued. When the card is tilted in the light, there should be a foil or hologram that flashes. The icon should be a state crest, shape, or name. The receptionist will be given a 10x magnifying glass to read the microprint on the card that many states have. Fake IDs generally have a solid line instead of fine print. Agents will be instructed to study the cardholder to match the photo, and to ask questions about the zip code and birth date on the card.

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

AARON BEAN
Printed name

Subscribed and sworn to before me this 20 day of September, 2014.

STATE OF ALASKA
NOTARY PUBLIC
FLORIROSE P. DAVIS
My Commission Expires 08/09/2020

Notary Public in and for the State of Alaska.

My commission expires: 08/09/2020