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:	RDA Enterprise LLC	**License Number:**	13613		
License Type:	Retail Marijuana Store				
Doing Business As:	Puffin AK				
Premises Address:	200 W 68TH AVE, Unit A1				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99518

Received by AMCO 12.11.17

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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 Puffin AK customers enter through one main entry door into the retail store where they will be greeted by an employee, located behind a wall with a glass window, who will check photo ID's and watch for signs of impairment. The customer will place their ID into a drawer under the window for the employee to inspect. Employees will be trained to recognize the signs of impairment and refuse service to that individual and escort them from the premises. If needed, employees will contact law enforcement for assistance. Puffin AK will implement policies and procedures to prevent the retail store from selling, offering to sell, giving, distributing or delivering marijuana or marijuana products to any individuals 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 valid government-issued photo identification. Additionally, employees will exercise strict diligence and compliance with the sale limits set forth in 3 AAC 306.355.

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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:

A TV display screen and a locked glass display case will allow customers to view available products. Management will ensure that only marijuana and marijuana products that are packaged and labeled in compliance with state and municipal laws and regulations will be available for sales to the public. A budtender will be behind the shatter and bullet-proof glass window at all times to answer customer questions, dispense for sales from behind the counter and ensure no customers attempt to access the restricted access areas. All marijuana and marijuana products will be pre-packaged and labeled. Once a purchase is made, the employee will register the purchase in the POS system which integrates with metrc, seal the product into an opaque, child-resistant container (if needed), and print the packaging label. The prepackaged products will be stocked for sales within the restricted access area, behind the POS counter/glass window. The store will also buy bulk marijuana and roll their own pre-roll marijuana joints and package them in accordance with the regulations and place into pre-labeled mylar bags. Any edibles requiring refrigeration will be stored in a refrigerator behind the point of sale counter within the restricted access 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):

A designated Puffin AK employee will inspect and approve all marijuana and marijuana products that will be sold at the retail store. The inspection and approval will include all packaging, equipment, labeling, and testing policies and results. Marijuana products transported from cultivation (including the co-located cultivation facility also owned by Ana and Maclovia) or manufacturing facilities will be inspected by the designated employee for quality, consistency and compliance with the required travel manifest documentation. Once approved, inventory will be entered into METRC with all mandatory information designated by AMCO. Purchase order entry information will be stored on the server, and printed and stored as official business records. When marijuana-infused edibles and marijuana concentrates are delivered from a manufacturer, the designated employee will inspect the products for labeling compliance and the travel manifest documentation for consistency. Labels will be checked for: (1) name and license number of the licensed establishment; (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 licensed establishment; (2) delivery date; (3) start time and estimated arrival time; (4) strain and batch information; (5) delivery driver name and handler permit verification; and (6) the weight of the products transferred. The employee 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. All marijuana bud and flower sold to a customer shall be packaged for sale in a package not exceeding one (1) ounce. All marijuana product sold to a customer shall be packaged for sale in a package not to exceed seven (7) grams for marijuana concentrate meant for inhalation. The packages will meet all labeling requirements of the state and the municipality.

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

Retailer: Puffin AK
License Number: 13613
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):

Puffin AK 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 valid government-issued photo identification. All customers will enter through a single entrance into the retail store where a Puffin AK employee will check photo ID's and watch for signs of impairment. The customer will place their ID into a drawer under the window for the employee to inspect and verify age. Employees will be trained to identify forgeries and inconsistencies in ID's and will utilize an ID guide to help recognize ID's from other states and countries. If the ID is in compliance, the customer will be allowed to make purchases. If the ID is not in compliance for any reason, the customer will be asked to leave and law enforcement will be contacted if necessary.

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

Ana Hall
Printed name

Subscribed and sworn to before me this 6th day of July, 2017.

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska.

My commission expires: March 31, 2021

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(Additional Space as Needed):

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