Alcohol and Marijuana Control Office
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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 **Form MJ-01: Marijuana Establishment Operating Plan**, 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 the statutes and 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
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

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

Licensee:	The Mason Jar LLC	**MJ License #:**	13279		
License Type:	Retail Marijuana Store				
Doing Business As:	The Mason Jar LLC				
Premises Address:	2771 Sherwood Lane Unit E				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

Our goal is to have a successful retail store that has a professional atmosphere. In addition to selling marijuana and marijuana products we plan to have an assortment of apparel and novelty items (ex. hats, t-shirts, sweatshirts, lanyards, cups) as well as pipes, rolling material, lighters, containers, and vape material. We aim to always be learning and staying up to date on the new and best items in the industry.

Our day to day operations would consist of making any pre-rolled cones/joints, package pre-weighed marijuana for individual sales, assessing displayed inventory and adding where needed, cleaning/organizing the retail space and any daily paper or computer work, reports or review that is needed.

If we receive a delivery of marijuana or marijuana product we will first verify we have the required transport manifest to accept the shipment. We will then take possession and begin the intake process by entering the type, amount and weight of the received shipment in to the METRC system. We will also enter into our records all marijuana or marijuana product that we receive at our establishment. The majority of our marijuana and marijuana product will be kept in a locked room behind the counter with only a small percentage on display or readily available for sale. Any refrigerated items will be stored accordingly and bud/flower will be stored in a clean container and environment to prevent growth of mold or bacteria.

A standard customer visit to our retail store would include being greeted by an employee at our entrance who verifies proper identification to grant access to our establishment. Once inside a licensed marijuana handler, as becomes available, will ask to assist you in your purchase of a variety of products and options. Those items/products that have a regulated limit of sale will be adhered to. After you complete your transaction with any questions answered the expectation would be that you vacate the retail store in reasonable time.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.310.

3.1. 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 marijuana and marijuana products will only be available to purchase at the designated, approved site. All patrons will be asked to provide identification that meets regulation 3 AAC 306.350 before entering the store. If person(s) appear to be at all under the influence they will be denied entry and asked to leave.

3.2. I certify that the retail marijuana store will not: Initials

a. **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;** DL

b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;** DL

c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;** DL

d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or** DL

e. **allow a person to consume marijuana or a marijuana product on the licensed premises.** DL

Answer "Yes" or "No" to the following question:	Yes	No
3.3. Do you plan to request future approval of the Marijuana Control Board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	☐	☑

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Section 4 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

4.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a). DL

4.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products. DL

4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e). DL

4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365. DL

4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

- **a. is false or misleading;** DL
- **b. promotes excessive consumption;** DL
- **c. represents that the use of marijuana has curative or therapeutic effects;** DL
- **d. depicts a person under the age of 21 consuming marijuana; or** DL
- **e. includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.** DL

4.6. I certify that no advertisement for marijuana or marijuana product will be placed:

- **a. within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;** DL
- **b. on or in a public transit vehicle or public transit shelter;** DL
- **c. on or in a publicly owned or operated property;** DL
- **d. within 1,000 feet of a substance abuse or treatment facility; or** DL
- **e. on a campus for postsecondary education.** DL

Section 5 – Displays and Sales

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

All products will be behind counter in either a glass display case that is lockable or on a wall display rack out of reach of patrons. Only small quantities of each product will be out with the majority of inventory being kept in a locked restricted access room.

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Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

6.1. 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 required information, warnings, particular verbiage and weight/amount will be verified when we receive shipment unless repackaging ourselves which then would be verified as we package on-site. There will be a compiled checklist with all necessary packaging/labeling requirements that will aide us to ensure all components are accounted for. This will be verified before it is authorized to be on sales floor.

All marijuana will be packaged in opaque, resealable, child resistant bags. We will be sourcing these from a company that adheres to state regulations to ensure that all components of the packaging are met, per 3 AAC 306.345 (a)(3).

6.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

Cultivator: xxxxxxxxxxxxxxxxxxxxxxx
License # xxxxx
HB # Headband-20180420
Strain: Headband

Retailer: The Mason Jar
License # xxxxx

Cannabinoid Profile:

Total THC	xx.xx%	Total CBD	x.xx%
THC-A	xx.xx%	CBG-A	x.xx%

Total Terps: x.xx% xxx mg Total THC

Pesticides, Fungicides, Herbicides: none

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.

xxxxx

Produced by: xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxx, AK 99xxxx

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Section 7 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

7.1. 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, as required by 3 AAC 306.350(a):

There will be a security/doorman (who will have all the required certifications) that will have a list of current valid forms of identification to ensure an approved ID is used for verification of an individual before access is granted into premises. Entry to the store will only be allowed after person(s) have been verified.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

7.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area. DL

Section 8 – Waste Disposal

Review the requirements under 3 AAC 306.740.

8.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

As a retail store only, we expect to have little to no waste. If any, it would be small stems and leaves, or expired marijuana and/or marijuana products. These would be stored in a bucket in the locked packaging room. Before any waste is processed we will notify the board no later than 3 days before making the waste unusable and disposing of it. Once waste is processed we will put in garbage for disposal at the CBJ landfill.

We will be mixing the ground waste with an equal ratio of bleach or another state approved material such as vegetable based grease or oil, food or yard waste, and paper waste. All would be put in garbage container for pick up and transport to CBJ landfill.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

8.2. The retail marijuana store shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it. DL

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Dennis Lavigne

Printed name of licensee

STATE OF ALASKA
OFFICIAL SEAL
Susan Listberger
NOTARY PUBLIC
My Commission Expires 05/11/2021

Susan Listberger

Notary Public in and for the State of Alaska

My commission expires: 5/11/2021

Subscribed and sworn to before me this 6 day of September, 2018.

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(Additional Space as Needed):

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