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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:	AKGLD, LLC	**MJ License #:**	10933		
License Type:	Retail Marijuana Store				
Doing Business As:	ALASKA'S GREEN LIGHT DISTRICT				
Premises Address:	405 E. Northern Lights Blvd				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

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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:

Each shipment of marijuana and marijuana product that arrives at Alaska's Green Light District retail store is inspected by a member of the management team or designated employee before being accepted and added to the store's inventory. The shipment is reconciled with the provided transport manifest, shipment labels and packaging labels to ensure consistency. All product is weighed and reconciled with the weight listed on the manifest and labels. Any shipments with discrepancies are rejected. Shipments that pass initial inspection are accepted into the facility, entered into METRC and the point of sale software and added to the store's inventory storage or display cases. At the end of each business day, the management team reconciles the sale's transactions from the point of sale software with the inventory on hand and with METRC to ensure consistency and so that any discrepancies can be immediately addressed. Customers are greeted at the store's entrance by an Alaska's Green Light District employee who checks their photo identification and watches for signs of impairment. If cleared, customers enter the sales floor where they are greeted by the sales team. Customers can ask questions, view/smell samples of product in closed glass jars connected to the counter, browse available products in the glass display cases and view a menu of available products. Sales transactions take place at the point of sale station and once a sales transaction is complete, customers are guided to the store exit. All employees are trained on the importance of the limits on quantity sold per transaction and the exit packaging requirements set forth in the regulations.

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:

Alaska's Green Light District has implemented policies and procedures to ensure the retail store 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 enter one main door into the retail establishment where they are greeted by an employee who checks ID's. During this time, employees are watching for signs of impairment. If a person enters the premises exhibiting signs of impairment, employees are trained to recognize those signs, refuse all service and sale to that individual, and escort them safely from the premises. Law enforcement will be contacted for back-up when necessary. Additionally, employees and management exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. A manager will be on hand to help manage customer ingress and egress and ensure there is an adequate number of employees on the sales floor.

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;** [illegible]

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

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

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

e. **allow a person to consume marijuana or a marijuana product on the licensed premises.** [illegible]

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).

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.

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

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

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

- **a. is false or misleading;**
- **b. promotes excessive consumption;**
- **c. represents that the use of marijuana has curative or therapeutic effects;**
- **d. depicts a person under the age of 21 consuming marijuana; or**
- **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.**

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;**
- **b. on or in a public transit vehicle or public transit shelter;**
- **c. on or in a publicly owned or operated property;**
- **d. within 1,000 feet of a substance abuse or treatment facility; or**
- **e. on a campus for postsecondary education.**

Section 5 – Displays and Sales

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

All marijuana and marijuana products are displayed and dispensed for sales from the designated restricted access areas, unreachable to customers. Signage stating, "Restricted Access Area: Visitors Must Be Escorted" is posted at the access points that lead behind the counter. Marijuana and marijuana products are displayed in locked, glass display cases, on shelving along the wall behind the counter and in a cooler behind the counter. Product displays are in full view of a working video surveillance camera. Marijuana and marijuana products are secured in a locked case at all times. All employees are trained and regularly monitored to ensure compliance with the display and closing policies, and to ensure that all product is secured and accounted for at all times. When customers have made their purchasing decisions, they head to the point of sale counter. All edibles, concentrates, and flowers are stored behind the point of sale counter. Cashiers take the customer order and dispense for sales from behind the counter. Concentrates and edibles are pre-packaged and labeled. Flower is sold either pre-packaged or "Deli" style. "Deli" style flower is displayed in large glass jars (behind the point of sale counter) with batch labeled strains. Employees take customer orders at the point of sale counter and weigh the flower using a certified scale. Once weighed to the desired amount, the employee registers the purchase in the POS system which integrates with METRC, seals the product into a child-resistant container, and prints and affixes the packaging label. The prepackaged products are displayed in the glass display cases located within the restricted access area. The store also buys bulk marijuana and rolls their own pre-roll marijuana joints and packages them in accordance with the regulations and places them into pre-labeled mylar bags. Any edibles requiring refrigeration are stored in a refrigerator behind the point of sale counter in the restricted access area. Employees will ensure that each marijuana product is in fully opaque and child-resistant packaging before a customer exits the store with it.

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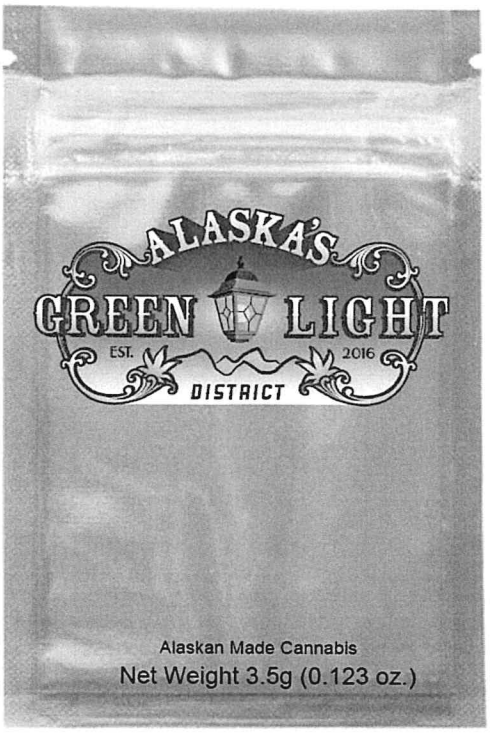
Section 6 – Exit Packaging and Labeling

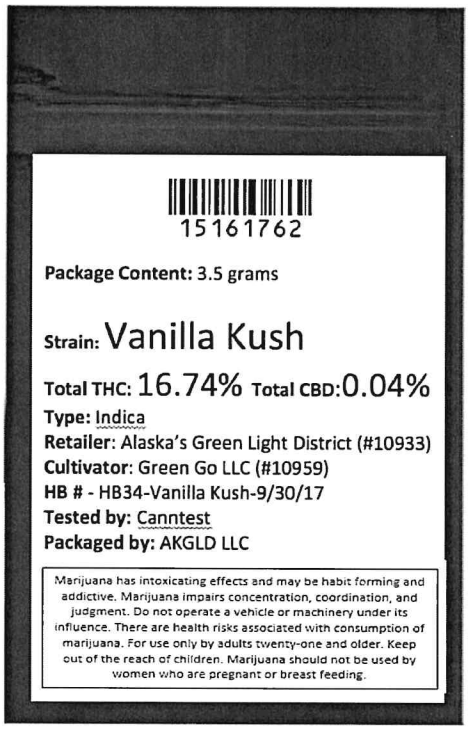
Review the requirements under 3 AAC 306.345.

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):

Designated employees and/or the general manager will inspect all shipments of marijuana and marijuana products that arrive at the retail store. Shipments will be inspected for quality and consistency with the transport manifest and shipment labels, and for regulatory compliance. Labels will be checked for: (1) name and license number of the manufacturing or cultivation facility; (2) production lot and/or batch number; (3) strain information; (4) net weight of the product (5) packaging date and expiration date; and (6) testing lab name and license number. 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; (6) the weight of the products transferred; and (7) testing information. Once a delivery is approved by either designated employees or the general manager, the inventory will be accepted into the retail facility and entered into Metrc with all required information. The shipment information will be both recorded in Metrc and stored on-site as official business records. CONTINUED ANSWER IMMEDIATELY BELOW

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):





Continued answer for section 6.1: Shall any of the above be missing or inaccurate, the general manager or designated employee will refuse the transfer. All marijuana and marijuana product that leaves the store with a consumer shall be packaged in packaging that meets the regulation of 3AAC306.345(a)(3) and shall meet the regulation by packaging the marijuana and/or marijuana product in an opaque, resealable, child resistant packaging - Jamie understands that child resistant means the packaging must be designed in a manner that makes the packaging difficult for a 5 year old child to be able to open but not normally difficult for an adult to open. Jamie will ensure that all bud tenders continue to follow this regulation and that if any product or marijuana is sold without leaving the store in a opaque, resealable, child resistant package, it is a violation against this retail license.

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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):

Alaska's Green Light District employees verify a person purchasing Marijuana or Marijuana products have one of the following forms of identification proving they are 21 years of age or older at the store entrance and again at the cash register before a transaction takes place. Photo identification has to be an unexpired and unaltered, government issued ID.
1) Passport
2) Driver's License
3) Instruction Permit
4) Identification card of any state or territory of the United States, the District of Columbia, or a province or territory of Canada.
5) Identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

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.

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:

Alaska's Green Light District expects the following marijuana waste at the retail store: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality; (2) marijuana and marijuana products that reach their expiration date; (3) any other materials or containers in contact with marijuana products that risk contamination (4) any other marijuana or marijuana product deemed as waste by the licensees, general manager, MCB or AMCO Director. Marijuana waste will be stored away from all other products in locked containers on the premises, and will be rendered unusable prior to leaving the store for disposal. A notice, via email, will be sent to AMCO enforcement not later than three days prior to rendering waste unusable. Marijuana waste will be rendered unusable by grinding the materials and mixing with other compostable and non-compostable non-marijuana material such as, food waste, cardboard, paper, and yard waste; until the resulting mixture is no more than fifty percent (50%) marijuana waste. Management will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, the reason it's being wasted, and the final destination. This information will be recorded in the disposal log and securely stored as a business record, available to AMCO upon request.

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.

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

Signature of licensee

James Millhouse

Printed name of licensee

DANIELLE R. TREMBLAY
My Commission Expires
NOTARY PUBLIC
Feb. 3, 2019
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 02/03/2019

Subscribed and sworn to before me this 31 day of May, 2018.

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