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 **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:	Great Northern Retail Stores, Inc.	**MJ License #:**		11966	
License Type:	Retail Marijuana Store				
Doing Business As:	Great Northern Cannabis				
Premises Address:	541 W. 4th Ave.				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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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:

Marijuana will be delivered by licensed cultivation facilities through the rear door to the back office area, which is a restricted access area segregated from the public area of the store (see premises diagram). Incoming marijuana inventory will be verified against the accompanying manifest before it is accepted in Metrc. The inventory will then be uploaded to the Point of Sale (POS) system with a SKU number, and the menu will be updated. An appropriate quantity of the newly arrived marijuana will then be stocked for sale in a restricted access area. The remaining marijuana will be placed in a secure storage room in the back office area. A standard customer visit will entail the customer entering the facility through the main customer entrance at which point he or she will be asked for a valid photo ID to verify age. The customer may then browse the non-cannabis retail area or choose to enter the marijuana retail area, which is in a segregated part of the store separated by a wall and double doors. The double doors will only open from the non-cannabis side with an authorized employee badge, and customers may be asked to again present a valid photo ID before being badged into the marijuana retail area. See Attachment A for additional information.

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:

Great Northern Cannabis will utilize training and procedures to ensure that its retail marijuana store does not sell, give, distribute, or deliver marijuana or marijuana products to any person who is under the influence of an alcoholic beverage, inhalant, or controlled substance. Specifically, every retail store employee will receive training on how to recognize the signs of alcohol and drug intoxication, and it will be a violation of company policy to sell, give, distribute, or deliver marijuana or marijuana products to any person who is under the influence of alcohol or drugs. Employees will understand that a violation of the policy will be grounds for termination of employment. Due to the planned layout of the store, potential customers will be visually screened at two points: 1) the secured door between the non-cannabis and cannabis portions of the store and 2) the cannabis counter prior to completing a transaction. This built-in redundancy will prevent the sale and distribution of marijuana to anyone under the influence of alcohol or drugs as well as anyone under 21 years of age.

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;** SB

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

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

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

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

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). SB

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. SB

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

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

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

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

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

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 for sale will be secured behind counters or within locked display cases. Marijuana samples will be available in secured containers equipped with a screen and magnifying lens for smell and visual sampling. Marijuana products will also be displayed behind counters or within locked display cases. Customers will not have physical access to any marijuana or marijuana products without direct assistance from an employee. This approach will prevent shoplifting and/or diversion of marijuana or marijuana products, and it also ensures that each customer receives individual attention from a Great Northern employee. Each employee will be trained so that he or she can speak accurately about every product sold in the retail store. All transactions will be processed at the customer service counter where an employee will once again ask for a photo ID to verify age, collect payment, and ensure the marijuana or marijuana product leaves the store in a child-resistant and opaque package.

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Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

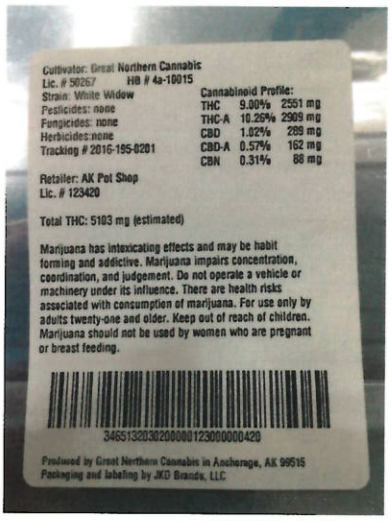
6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

The Great Northern retail marijuana store will utilize strict packaging and labeling policies that are consistent with 3 AAC 306.345 (a). No sale of marijuana bud/flower will exceed one ounce; and therefore, no packaged bud/flower will exceed one ounce. All packaging will include the company's name, logo, and license number as well as the total estimated amount of THC. Packaging used at the retail store will not include any images or cartoon characters that target individuals under 21 years of age. All packaging used by the retail store will be designed to protect the marijuana or marijuana product from contamination and not impart any toxic or damaging substance to the marijuana or marijuana product. All marijuana and marijuana product packaging will be labeled with the following warnings:

1) "Marijuana has intoxicating effects and may be habit forming and addictive."
2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
3) "There are health risks associated with consumption of marijuana"
4) "For use only by adults twenty-one and older. Keep out of the reach of children"
5) "Marijuana should not be used by women who are pregnant or breast feeding"

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):

Attached below are a few different labeling examples that meet the requirements of the regulations including 3 AAC 306.645(b).



Side of Tamper-Evident Transport Container

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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):

Under no circumstances will any person under 21 years of age or any person who does not produce a valid form of identification be permitted to enter the facility. 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 providence of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. See Attachment B for Additional Information.

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. SB

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:

Any marijuana waste including expired marijuana or marijuana products will be segregated into a different-colored and labeled bin, and securely stored in a storage room within the restricted access back office area. The waste will be weighed and entered properly into Metrc. The waste will then be held in quarantine for the duration of the three-day written notice to the board as required under 3 AAC 306.740(c). Upon expiration of the three-day period, the marijuana waste will be ground up and mixed with saw dust, paper, cardboard, vegetable oil, or a comparable material to render it unusable. The amount of marijuana in the mixture will not exceed 50%. Once rendered unusable, the waste will be bagged and placed in a secured dumpster for delivery to the local landfill. All waste management activities will be documented and maintained in the business records.

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. SB

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

Stephen W. Brashear
Signature of licensee

Stephen W. Brashear
Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Tara L. Moore
My Commission Expires: 7/9/19

Tara L. Moore
Notary Public in and for the State of Alaska
My commission expires: 7/9/19

Subscribed and sworn to before me this 20th day of June, 2018.

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Attachments

ATTACHMENT A: Provide an overview of your proposed facility's operations

ATTACHMENT B: 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).

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(Additional Space as Needed):

Attachment A: Provide an overview of your proposed facility's operations (continued).

Upon entering the marijuana retail portion of the store, customers will be able to browse the menu, which will be displayed on large flat screen monitors attached to the wall. In addition, customers will be able to visually observe marijuana products in secured display cases and interact with staff (e.g. ask questions). At the Point of Sale (POS), customers under the supervision of a budtender will be able to smell different strains of marijuana through secure sample pods equipped with a sniff screen. Customers will select the products they wish to purchase, and the budtender will process the transaction. All customers will be asked for a valid photo ID at the POS before the transaction is processed. The facility operational plan is designed such that each customer will be required to present a valid photo ID at least twice per visit. The intent of such redundancy is to further ensure that nobody under the age of 21 years is allowed to access marijuana or marijuana products.

At the POS, the budtender will process the transaction and ensure that any marijuana or marijuana product only leaves the store in a child resistant and opaque package. The customer will then exit the premises. This process will continue throughout the day for each customer. At closing time, the staff will ensure that no customers remain in the store. The entrance will be locked, and staff will follow standard closing procedures. The floors will be mopped, the cash registers will be counted down, the marijuana and marijuana products will be secured, the employees will clock out, and the supervisor on duty will arm the security system and exit the premises.

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(Additional Space as Needed):

Attachment B - 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) (Continued):

All employees will be thoroughly trained to recognize the inconsistencies of a forged identification, and will be given a guidebook to help verify identification cards from other states and countries. Great Northern will take controlled access a step further by dividing its store into front and rear portions. The front portion will serve as a waiting area where customers will only have access to non-marijuana products (e.g. apparel, books, coffee mugs, accessories, etc.). The rear portion of the premises will be the retail marijuana store. The two portions will be separated by a wall and a set of double doors. The double doors will only open from the non-marijuana side with an authorized electronic badge held by the responsible employee. The double doors will also be monitored by an employee to ensure that nobody attempts to enter the retail marijuana store without age verification when a customer exits. In addition to the strict access control, all employees that work the cash registers will be trained to check photo identification for purposes of age verification. Every customer will be required to present a valid form of photo identification at the cash register before completing a transaction. Based on this approach, every customer entering the retail marijuana store will be required to present a valid form of photo identification at least twice - once to enter the marijuana retail store and again at the counter to complete a purchase. The division of the retail marijuana store and the non-marijuana area in combination with the redundancy in checking valid photo identification will ensure that persons under the age of 21 years do not gain access to the licensed marijuana retail store or the marijuana sold therein.

Routine internal audits, extensive employee training, company policies and procedures, and 24-hour camera surveillance will all be used to verify our compliance with the regulations.

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