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:** | HS Enterprises LLC | **MJ License #:** | | 17176 | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | State of Mind Cannabis Company | | | | |
| **Premises Address:** | 33508 Lincoln Ave, #C | | | | |
| **City:** | Seward | **State:** | Alaska | **ZIP:** | 99664 |



AMCO Received 11/6/2018

# 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:**

Each shipment of marijuana and marijuana products that arrives at State of Mind Cannabis Company retail store will be 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 a State of Mind Cannabis Company 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 will be 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:**

All the employees at State of Mind Cannabis Company will undergo training to identify people under the influence of alcohol, inhalants or other controlled substances. The employee will have control over who can enter if anyone appears to be under the influence will not be allowed in the retail store and asked to leave the premises. All measures will be taken to have the person removed from the premises.

**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;** [DB]

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

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

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

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

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?** ☐ ☑



AMCO Received 11/6/2018

# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## 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:**

The main counter will be glass display style. This will be accessed from the back, by the employees only. The marijuana in these display cases will be how it is packaged for sale, in the various sizes. On top of the display cases, will be samples, packaged per regulations, in see through, locked and sealed containers. The containers will be large enough as to deter theft. They will also have a small rubber cap, that can be temporarily removed, exposing vent holes for aroma. Will have a label stating, "not for sale". Once a customer decides on the product type they want, then they can choose from the pre-packaged quantities. After this is decided, the employee will retrieve the product and quantity from the storage area and meet the customer at the check out area.



AMCO Received 11/6/2018

# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## 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):**

Our customers will have the options to purchase prepackaged, weighed product that will be individually labeled. All products will be labeled and packaged in according to ACC 306.345, 306.470, 306.475, 306.565, 306.570.
All Sales will take place at the check out counter, where all prepackaged products are stored behind a secure area where only the State of Mind Cannabis Company employees will be able to access the area. All products will be weighed on a certified scale, all areas of the building will be under video recording. We utilize motion activated cameras and when people enter a restricted room, they are under video surveillance from start to finish. The store is equipped with video surveillance 24/7 to ensure accountability. All sales of cannabis will be in a opaque, resealable, child resistant containers or bags.

**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):**

Retail Sales Labels will include all the following clearly and easily displayed on every product.

Business Name: State of Mind Cannabis Company
License Number: 17176
Strain:
Batch/Lot Number:
Gross Weight:
Net Marijuana Weight:
Packaging Date:
Expiration Date:
THC: (% or mg depending on whether it's a product or flower).
Alaska Safety Warning: As per 3 AAC 306.345. Packaging and labeling
"Marijuana has intoxicating effects and may be habit forming and addictive."; (B) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (C) "There are health risks associated with consumption of marijuana."; (D) "For use only by adults twenty-one and older. Keep out of the reach of children."; (E) "Marijuana should not be used by women who are pregnant or breast feeding."

STATE OF MIND
CANNABIS CO.



AMCO Received 11/6/2018

Alaska Marijuana Control Board

# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## 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):**

State of Mind Cannabis Company employees verify a person purchasing cannabis, 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 must be an unexpired and unaltered, government issued ID. Other forms listed
Unexpired passport, driver's license, instruction permit, identification card of any state or territory of the United States, the District of Columbia, or a province or territory of Canada, identification card issued by a federal or state agency authorized to issue a driver's license or identification card. None of these items can be use if they are expired.

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.** [Initials]

## 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:**

Liquid waste will be disposed on-site via a waste water leach field system. Solid waste will be disposed of by either incineration or composting as prescribed by the AMCO.
All marijuana marked for disposal will be stored in a secured bin, separated from all other product and materials, until it can be rendered unusable. Once rendered unusable, marijuana will be securely stored until it can be disposed of. All locks will comply with the highest UL standards and only authorized personnel (David and/or Erin) will have access to the secured bins. Marijuana waste will be ground up and mixed with other compostable materials such as food waste, yard waste, vegetable oils, or non-compostable materials such as paper waste or cardboard. The mixture will be inspected by an employee of the facility to ensure it is no more than 10% marijuana waste. The compost station will be outside of the building, but within range of a video camera. See additional comments on page 6

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.** [Initials]

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

JOHN SCHWENKE NOTARY PUBLIC STATE OF ALASKA

Signature of licensee

David W. Hettick Sr

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 3/25/2020

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



AMCO Received 11/6/2018

# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

**(Additional Space as Needed):**

A marijuana establishment shall (1) in the marijuana inventory tracking system required under 3 AAC 306.730, give the board notice not later than three days before making the waste unusable and disposing of it; however, the director may authorize immediate disposal on an emergency basis; and keep a record of the final destination of marijuana waste made unusable. (d) Marijuana plant waste must be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other compostable or non-compostable materials. A marijuana establishment may use another method to make marijuana waste unusable if the board approves the method in advance. Material that may be mixed with the marijuana waste includes
(1) compostable materials including food waste, yard waste, vegetable based grease or oils, or other wastes approved by the board when the mixed material can be used as compost feedstock or in another organic waste method such as an anaerobic digester with approval of any applicable local government entity; or (2) non-compostable materials including paper waste, cardboard waste, plastic waste, oil, or other wastes approved by the board when the mixed material may be delivered to a permitted solid waste facility, incinerator, or other facility with approval of any applicable local government entity. (e) If marijuana or a marijuana product is found by, or surrendered to, a law enforcement officer including a peace officer or an airport security officer, the officer may dispose of the marijuana or marijuana product as provided in this section or by any method that is allowed under any applicable local ordinance.



AMCO Received 11/6/2018