Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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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:	Haley Essig	**MJ License #:**		17250	
License Type:	Retail Marijuana Store				
Doing Business As:	Pipe and leaf				
Premises Address:	3546 Airport Way				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

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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:

When marijuana product is received it will be entered into METRC. If it is prepackaged product it will be immediately stored in the vault. Wholesale product will be stored in the vault until it is ready to be packaged, after which it will be stored in the vault. At the beginning of each day, the area behind the counter will be stocked with product. At the end of each day inventory of this product will be taken and stored back into the vault. Some cannabis will be used for display, this cannabis will be stored back in the vault at the close of business each day.

A typical customer visit would involve first checking into the I.D. checking station, where they will also be given a menu of our product. When they enter our sales floor they will be greeted by a sales associate. The associate will show them a variety of display cases containing samples of cannabis, these display cases can be opened if the consumer wants to smell the product. If it is busy in the store, the sales associate will enter their order into a tablet that will be sent to the counter area where the customer will then be sent to pay and pick up their product. If it is not busy, the sales associate will take the customer to the counter space where the customer will pay and receive their product.

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:

There will be signs posted stating service will be refused to people who are under the influence of an alcoholic beverage, inhalant, or controlled substance.
The person at the I.D. checking stand will not allow entrance to people who are visibly under the influence of an alcoholic beverage, inhalant, or controlled substance
If at any time during the customer's visit, they show signs of being under the influence of an alcoholic beverage, inhalant, or controlled substance they will be refused service 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;** HE

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

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

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

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

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).	HE
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.	HE
4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).	HE
4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.	HE
4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:	
a. is false or misleading;	HE
b. promotes excessive consumption;	HE
c. represents that the use of marijuana has curative or therapeutic effects;	HE
d. depicts a person under the age of 21 consuming marijuana; or	HE
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.	HE
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;	HE
b. on or in a public transit vehicle or public transit shelter;	HE
c. on or in a publicly owned or operated property;	HE
d. within 1,000 feet of a substance abuse or treatment facility; or	HE
e. on a campus for postsecondary education.	HE

Section 5 – Displays and Sales

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

Marijuana flower will be displayed in small cylindrical cases with magnification and holes for smelling called cannapods, these cannapods will be secured to the display table to prevent theft. Marijuana concentrates will be under a locked glass display. Marijuana edibles will be displayed in a refrigerated display case at the checkout counter accessible only by employees. All marijuana sold will be prepackaged. The customer will have to go to the back of the sales floor to the counter to purchase and receive their packaged marijuana product. The marijuana product will always be in a child proof and opaque package before it leaves the store.

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Section 6 – Exit Packaging and Labeling

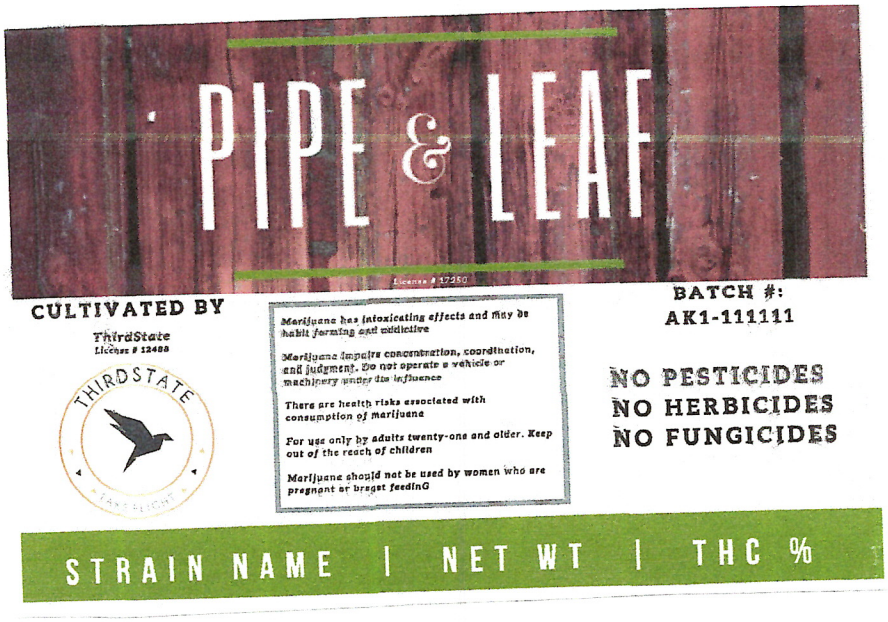
Review the requirements under 3 AAC 306.345.

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):

For wholesale flower, Pipe and Leaf will use child-resistant, opaque, resealable packaging including but not limited to mylar bags, plastic bottles and glass jars to repackage the product. Each individual container will not exceed one ounce of flower.
Pipe and Leaf will affix a label to each package of marijuana or marijuana product that has the Pipe and Leaf logo and license number, total estimated amount of THC in the labeled product, and contains the statements laid out in 3 AAC 206.345(b) section (3) A-E.

Pipe and Leaf will ensure all prepackaged marijuana bought from cultivators or manufacturers will be packaged and labeled in accordance with 3 AAC 306.470 and 3 AAC 306.475 and marijuana product in accordance with 3 AAC 306.565 and 3 AAC 306.570.

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):



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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):

Pipe and Leaf will only accept unexpired, unaltered passports; unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada; or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. The I.D. Checking stand at the front of the desk will have a paper showing all of the states' valid I.D. cards. Employees will be trained on how to spot false identification, how to find watermarks, etc.

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. HE

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:

Expired marijuana or marijuana product will be stored in a locked locker in the office. Through METRC, Pipe and Leaf will give the MCB no later than three days notice before rendering the waste unusable. To render the waste unusable it will be ground up and mixed with equal parts non-compostable materials such as paper waste, plastic waste, cardboard or oil and taken to the Fairbanks Land Fill the same day.

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. HE

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

Signature of licensee

"Official Seal" Notary Public Shanna L. Gilson State of Alaska Commission #171220007 Expires: 12/20/21

Notary Public in and for the State of Alaska

HALEY ESSIG
Printed name of licensee

My commission expires: 12/20/21

Subscribed and sworn to before me this 27th day of March, 2018.

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(Additional Space as Needed):

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