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:	Gudlief Organization, LLC	**MJ License #:**		11119	
License Type:	Retail Marijuana Store				
Doing Business As:	GUDLIEF ORGANIZATION				
Premises Address:	303-C West E. Street				
City:	Nome	**State:**	Alaska	**ZIP:**	99762

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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 and marijuana product shipments are received at the retail store, the contents, net weight and labeling will be inspected to ensure consistency with the transport manifest. If inconsistencies are found, the shipment will be rejected. If the shipment is accepted, the product information will be entered into METRC and the product will be added to the stores inventory or display. Bulk packages of marijuana will be re-packaged for sales to consumers by Gudlief Organization employees in designated restricted access areas and in accordance with 3 AAC 306. During business hours, a doorman will inspect photo identification of each customer while also watching for any suspicious activity such as diversion, loitering and signs of impairment. Sales clerks will provide customers with a daily menu listing the available products for that particular day and will be available to answer any questions the customer may have. Once a customer has made a purchasing decision, the sales transaction will take place at the cash register and the employee will dispense marijuana product from within the restricted access area. 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.
At the end of each business day, the management team will reconcile 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 are immediately addressed.

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:

The retail store will have a doorman as well as a retail clerk on duty. The doorman will inspect everyone entering the retail store for current and valid government-issued photo identification (ID) cards showing they are at least 21 years of age. During this process, the doorman will be able to determine if the person is currently clean and sober or appears to be under the influence of alcohol, inhalant or other controlled substance. The doorman will follow the company SOP's security guidelines by looking for clues such as slurred speech, off balance, red eyes, agitation, confusion, hysteria, dilated or rapid eye movement, bad breath, obvious injuries such as bleeding or hypothermia disorientation, falling asleep, incoherent, frustration, hyperactivity and or signs of mental instability. Any person in question will then be politely asked to leave the building and vacate the premises without loitering. If the person does not comply, local police will be notified.

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;** RT

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

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

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

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

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). RT

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. RT

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

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

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

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

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

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 will be displayed and dispensed for sales from within the designated restricted access areas, unreachable to customers. Signage that states, "Restricted Access Area: Visitors Must Be Escorted" will be prominently posted at the entrance to each restricted access area. Marijuana and marijuana products will be displayed in locked, glass display cases, on shelving along the wall behind the display case/point of sale counter and in a cooler behind the display case/point of sale counter. Product displays will be in full view of a working video surveillance camera at all times. Marijuana and marijuana products will be kept in designated restricted access areas at all times until a sales transaction is completed and the product is placed into compliant exit packaging. All employees will be trained and regularly monitored to ensure compliance with the company display and closing policies, and that all product is secured and accounted for at all times. Customers will be provided with daily menus so they can browse the day's available products. When customers have made their purchasing decisions, they will head to the point of sale counter. All edibles, concentrates, and flowers will be stored behind the point of sale counter, out of reach of customers. Cashiers will take the customer order and dispense for sales from behind the counter. Concentrates and edibles will all be pre-packaged and labeled. Flower will be sold either pre-packaged or "Deli" style. "Deli" style flower will be displayed in large glass jars (behind the point of sale counter) with batch labeled strains. Employees will take deli style customer orders at the point of sale counter and weigh the flower using a certified scale. Once weighed to the desired amount, the employee will register the purchase in the POS system, which integrates with METRC, seal the product into a child-resistant, opaque container, and print and affix the packaging label. The prepackaged products will be displayed in the glass display cases located within the restricted access area. The store may also buy bulk marijuana and roll their own pre-roll marijuana joints and package them in accordance with the regulations and place into pre-labeled mylar bags. Any edibles requiring refrigeration will be 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):

Retail packaging will be child-resistant, resealable and opaque using industry standard, heat sealed Mylar bags. Retail packaging (for bulk shipments received) will be done by employees after bulk packaging is made available from the locked, secure retail storage cabinet by a licensee/manager. Packages will be printed using generic, fill in type labels that will be completed with the proper information prior to being affixed to the packaging. Labeling information will include; business names and license numbers of cultivation and/or manufacturing facilities, Gudlief Organization name and license number, net product weight, batch number, testing results and the warning statements verbatim as they appear in the regulations.

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):

Retailer: Gudlief Organization **License No:** 11119
Cultivator: Gudlief Organization **License No:** 10979
Harvest Batch No: ECBD05.31.18 **Package No:** 3A405030001B5000000789
Net Weight: 3.5g Flower (0.124 oz) **Strain:** Hindu Kush
Testing Facility: XYZ Testing **License No:** 12345
THC: 12.87% **THCA:** 13.94% **CBD:** 0.1% **CBDA:** 0.03% **CBN:** 0.01%
Microbial Test: Passed **Fungicides:** None **Pesticides:** None **Herbicides:** None
Fertilizers: General Hydroponics **Soil Amendment:** None

Alaska Safety Warning: 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.

*or similar content and format

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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):

A doorman will be stationed at the retail store entrance at all times during customer hours to assist the retail clerk in sales and customer monitoring. The doorman will be inspecting everyone entering the retail store for current, unaltered, government issued ID cards that have a photo which looks like the ID card holder and proves they are at least 21 years of age. Any person that is under 21 years of age will be denied access to the retail store and asked to leave the premises. There will be a sign posted outside the retail store and inside the customer area stating 'No one under 21 years of age allowed'. The cashier will also ask to see ID's when customers are ready to make purchases to further ensure that each person's ID is checked prior to sales transactions taking place.

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. RT

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 amount of unusable or undesirable marijuana or marijuana product from the retail store will be rendered unusable on site before being disposed of. Undesirable/unusable product such as; moldy or outdated product or residual crumbs from finished bulk packages will be first weighed on a certified scale and then stored in a secure waste container in a padlocked cabinet within a designated restricted access area of the licensed premises. Net grams, date and employee information (name and handler permit#), reason for disposal and final destination of the waste will be documented into a waste log at this time. No less than 3 days after notifying AMCO via e-mail, the marijuana or marijuana product waste will be rendered unusable by grinding in a blender and then mixing with equal parts growing medium, soil, paper/cardboard waste, food waste or other compostable waste in a five gallon bucket. This action will be documented on camera and logged into Metrc. The waste log will be stored on site for six months and then moved off site in a secure space with other pertinent records for no less than 3 years.

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. RT

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

Signature of licensee

ROBIN THOMAS

Printed name of licensee

ALBERT JOHNSON NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 4-11-2020

Subscribed and sworn to before me this 28th day of June, 2018.

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(Additional Space as Needed):

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