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:	Top Shelf Herbs of Alaska, LLC	**MJ License #:**		22150	
License Type:	Retail Marijuana Store				
Doing Business As:	Top Shelf Herbs of Alaska, LLC				
Premises Address:	901 Photo Avenue, Suite A				
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:

When an incoming transport of marijuana or marijuana product arrives at our facility, the transfer agent will be greeted and will have their marijuana handler permit checked by a staff member before being granted access to the facility. All visitors, including other licensees and transfer agents will be logged into the visitor log and issued a visitor pass to wear prior to entering the restricted areas of our facility. Every incoming transfer will be verified against the manifest; insuring package tags are with product and match product, and that the quantities and weights manifested are accurate. Once weights, quantities, and package tags are verified, the manifest will be signed and dated by the receiving manager on duty and the time of acceptance will be noted on the hard copy of the manifest and the transfer will be accepted into METRC. If any variance should exist between the manifested quantity and the actual quantity, every effort will be made to reach the licensee before accepting or rejecting any transfer. After the product has been entered into METRC, it will then be entered into the POS system. If the product is already prepackaged, it will be labeled and put into inventory to sell. If the product is not prepackaged, it will be weighed out on a certified compliant scale into 1g, 3.5g, 7g, 14g, 28g bags or made into pre-rolls. Any waste will be noted in waste logs as well, and reported to AMCO via email three days before destroying and disposing of the waste material. After packaging is completed, the products will be converted into the POS system and labeled with all the proper warnings and entered into inventory for sale. Upon a customer entering the store, a designated employee will check their state or government issued ID to make sure that the customer is at least 21 years old.

See continued response on page 6

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 persons who enter through the doors of the retail store will be met by a designated employee that will check their ID. All employees will be specially trained to look for and realize when a customer is already under the influence. We have the right to refuse service for any reason. If a customer appears to be under the influence, they will politely be asked to return at another time.

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;** CRJ

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

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

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

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

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?	☐	X

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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). CRJ

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. CRJ

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

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

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

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

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

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 and prerolls will be packaged in an opaque barrier bag that has been sealed and labeled in accordance with all state laws. Marijuana flower and prerolls will be hanging on a slat wall or in baskets hung on the slat wall behind the counter where only employees have access. Edibles and concentrates will be displayed in a locked cooler display case. Extra inventory will be stored in cabinets that remain behind the counter. There will be bud display containers located in the display cases and/or tethered to a display counter that customers will have the option to look at and smell. Each container will be protected by a screen and the containers will remain in monitored custody of the retail store during consumer inspection. At closing all product will be brought into the locked storage room and put into locked steel cabinets or a locked freezer or refrigerator. Products will be placed into opaque bags at the end of the sale if they are not already in opaque packaging.

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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):

Marijuana products will be placed in opaque resealable child resistant packaging and labeled with the following information: (1) identifies the retail marijuana store selling the marijuana product by name or distinctive logo and marijuana establishment license number; (2) states the estimated amount of total THC in the labeled product; (3) The cultivation license number; (4) The Package number; (5) the weight of the product; (6) and contains each of the following statements:
(A) "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.".

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):

Strain	Top Shelf Herbs of Alaska, LLC
THC: X%	Lic. #
CBD: X%	Cultivator:
Terpenes: X%	Cultivator Lic. #
HB#	HB Date:

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.

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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):

All employees will be specially trained to look for a valid form of photographic identification as required by 3 AAC 306.350(a) such as (1) an unexpired, unaltered passport; (2) an 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; (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.
They will also be trained to repeat the name they see on the ID and to look for any signs of a fake 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. CPL

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:

All marijuana products deemed unusable, expired, or contaminated will be stored away from all other marijuana products in a container clearly marked "Waste". The area in which the waste is stored and disposed of will have a security camera over the area. Prior to disposing any waste, we will give notice to the board, on form MJ-25, not later than three days before making the waste unusable and disposing of it and record it in the marijuana inventory tracking system. Waste will 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, including food waste, vegetable based grease or oils, or dirt. Then thrown into a trash bag and placed in a locked dumpster.

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. CPL

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

Signature of licensee

Chism Leimbach
Printed name of licensee

NOTARY PUBLIC
CHRISTIAN YAMBAO
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 3/21/21

Subscribed and sworn to before me this 21st day of October, 2019.

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(Additional Space as Needed):

2.1 Response Continued:
Once the age is verified, the customer will be guided into the retail area. Inside the retail store, customers will be able to browse the products, ask questions, view a menu, and see and smell the bud through bud display containers located in the display cases and/or tethered to a display counter. Each container will be protected by a screen and the containers will remain in monitored custody of the retail store during consumer inspection a locking display bud cube that is tethered to the counter. Before ringing up the customers items, the employee will check their ID one more time to ensure that they are 21 years or older. The product will be placed into AMCO complaint exit packaging before leaving the establishment. Upon payment, the product will be handed to the customer.

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