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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:	Thee Treasure Chest LLC	**MJ License #:**	16184		
License Type:	Retail Marijuana Store				
Doing Business As:	Thee Treasure Chest, LLC				
Premises Address:	1000 Water Street				
City:	Craig	**State:**	Alaska	**ZIP:**	99921

AMCO Received 12/27/2018

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:

Thee Treasure Chest will employ the most stringent policies and procedures to ensure strict compliance to the State of Alaska's Statues and Regulations. The company will develop an Employee Handbook detailing all the technical requirements for operation that will include the surveillance system, security, alarm system and the use of the Metrc system; delivery intake and flow of marijuana products; and packaging and sales.

Each shipment of marijuana and marijuana product that arrives at the retail store will be inspected by Thee Treasure Chest before it is accepted and added to the store's inventory. The shipments will be reconciled with the transport manifest, shipment labels and packaging labels to ensure consistency. All product will be weighed by Thee Treasure Chest and reconciled with the weight listed on the manifest and labels. Any shipments with discrepancies will be rejected. Shipments that pass initial inspection will be 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, either a licensee or member of 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 that any discrepancies are immediately addressed.

There will be at least two employees at the store during all business hours. One will be stationed at the door entrance and will check photo identification of patrons immediately upon arriving at the store entrance. The employee will check the authenticity of the identification, ensure the individual is at least 21 years of age and be on alert for signs of impairment. Once cleared at the security station, the patron will be allowed to proceed into the store to the product counter where the second employee will be stationed. All marijuana and marijuana product will be neatly displayed in a locking glass cabinet within the restricted access area which only employees have access. Sales transactions will occur at the POS station and will be under constant video surveillance. Once the transaction is complete, the patron will exit the premises. Store employees will be on the look-out for loitering and will follow company policies to prevent it.

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 key to not allowing access to any person under the influence is detection. All employees will be instructed and trained in the techniques to aid in detection to the greatest extent possible. Employees will be instructed to watch for any impairment and to engage the person who is suspected of being under the influence to confirm signs of impairment. All customers will enter one main door into our retail establishment where they will be greeted by an employee who will then check their ID. During this time, employees will be watching for signs of impairment. If a person enters the premises exhibiting signs of impairment, employees will be trained to recognize those signs, refuse all service and sale to that individual, and escort them safely from the premises. Law enforcement will be contacted for back-up when necessary. Additionally, employees and management will exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. Any person deemed to be impaired will not be sold any marijuana or marijuana product and will be 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;	KK
b. sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;	KK
c. offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;	KK
d. offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or	KK
e. allow a person to consume marijuana or a marijuana product on the licensed premises.	KK

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 12/27/2018

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

Section 5 – Displays and Sales

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

Marijuana and marijuana products will only be displayed, stocked for sales and dispensed for sales in designated restricted access areas, unaccessible to customers. The entrance to the restricted access area will have a sign stating "Restricted Access Area: Visitors Must Be Escorted". 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 that marijuana or marijuana product is stored in the display. Marijuana and marijuana products will be secured in a locked case at all times. All employees will be trained on the display and closing policies, and to be sure all product is secured and accounted for at all times. 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. 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 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 container, and print 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.

AMCO Received 12/27/2018

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):

All shipments of marijuana and marijuana products that arrive at the retail store will be inspected by a licensee and/or employee. Shipments will be inspected for quality and consistency with the transport manifest and shipment labels, and for regulatory compliance. Labels will be checked for: (1) name and license number of the manufacturing or cultivation facility; (2) production lot and/or batch number; (3) strain information; (4) net weight of the product (5) packaging date and expiration date; and (6) testing lab name and license number. The transport manifest will be checked for: (1) name and license number of the providing entity; (2) delivery date; (3) start time and estimated arrival time; (4) strain and batch information; (5) delivery driver name and handler's card verification; (6) the weight of the products transferred; and (7) testing information. Once a shipment passes this initial inspection, the inventory will be accepted into the retail facility and entered into Metrc with all mandatory information. The shipment information will be both recorded in Metrc and stored on-site as official business records. If any of the above is missing or inaccurate, the general manager will refuse the transfer.

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):

THEE
TREASURE CHEST

Retailer: Thee Treasure Chest **License No:** 16184
Cultivator: XYZ **License No:** 12345
Harvest Batch No: ECBD04.05.18 **Package No:** 3A405030001B5000000789
Net Weight: 3.5g Flower (0.124 oz) **Strain:** Wino
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.

123456789
Ice 3.5g Flower
Thee TreaChest 4a - 157SS

AMCO Received 12/27/2018

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):

Patrons will be stopped at the entrance door of the retail facility and asked to produce valid, government issued, photo identification. All employees will be trained in the recognition of fraudulent identification with the assistance of the latest published "ID Checking Guide" that provides a quick reference to ID's from all states and territories and the recognizable security features of each. Employees will be instructed to implement due diligence in assessing the authenticity of the identification presented and ensure that the identification meets standards as outlined in the latest guide.
Any individuals who do not produce a valid, government issued and unaltered photo identification proving they are at least 21 years of age will be refused entrance into the retail store.

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. KK

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:

Thee Treasure Chest anticipates the following waste at the retail store: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality; (2) marijuana and marijuana products that reach their expiration date; (3) any other materials or containers in contact with marijuana products that risk contamination (4) any other marijuana or marijuana product deemed as waste by the licensees, general manager, MCB or AMCO Director. Marijuana waste will be stored away from all other products in a locked container within the restricted access area of the licensed premises, and will be rendered unusable prior to leaving the store for disposal. Thee Treasure Chest will give AMCO at least a three day notice, via email (and in METRC once that feature is available), prior to rendering the waste unusable and disposing of it. The waste will then be rendered unusable by grinding the marijuana waste with a household blender and then mixing with commercially available, biodegradable horticultural mulch, used vegetable oil from a local restaurant and/or other non-marijuana wastes such as soil, yard waste, food waste, paper waste and cardboard waste so that the marijuana does not exceed fifty percent (50%). Once rendered unusable, the waste will be disposed of in the store's dumpster and picked up by the local waste station truck. Additionally, a record will be kept documenting the date of notification, the date of disposal, and the final destination of the marijuana waste.

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. KK

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

Signature of licensee

KIT KRAFT
Printed name of licensee

KASSI MACKIN Commission # 1603256007 NOTARY PUBLIC My Commission Expires 02-28-2020 STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 2/28/20

Subscribed and sworn to before me this 30th day of May, 2018

AMCO Received 12/27/2018

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(Additional Space as Needed):

AMCO Received 12/27/2018