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:	THE GRASS STATION, LLC	**MJ License #:**	13949		
License Type:	RETAIL MARIJUANA STORE				
Doing Business As:	GRASS STATION 49				
Premises Address:	3505 AIRPORT WAY, SUITE A				
City:	FAIRBANKS	**State:**	Alaska	**ZIP:**	99709

Received by AMCO 1/28/19

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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:

The operations regarding Grass Station 49's marijuana/ marijuana products intake and flow will consist of the following:

Vendor Shipment Receiving (steps):
1. Check i.d. and Sign Transporter in using Grass Station 49 sign-in Sheet.
2. Check for manifest present and examine to make sure manifest is filled out properly.
3. Once step 2 is complete, and Grass Station employee is satisfied with the manifest, Start weighing and/or counting marijuana and/or marijuana products to ensure that everything is accounted for that is on the manifest.
4. Once all checks are done, and Grass Station 49 has made sure that everything is straight on the manifest and in the package, Authorized employee will sign manifest and accept the product in METRC, and add the product to the Grass Station 49 inventory system. In the event of the product and manifest not matching, the Grass Station 49 employee will sign the manifest as rejected, and the shipment will not be received through METRC. The transporter will then take the shipment back to its origin.

Marijuana Storage and Packaging(Steps):
1. If marijuana or marijuana products were bought in bulk(not prepackaged), the packaging crew will take the bulk marijuana out of its original package and prepare it to be stored until further break-down of product. All raw flower product will be stored in an airtight container and additionally stored in a fridge that is controlled at 65-68 degrees Fahrenheit to maintain/ensure product quality and prevent molding of the product.
2. When breaking down a batch of product, the product is always weighed before-hand to see that the starting weight matches what was brought in originally, or left over from the day before. There is a paper trail for each product, and every person that handles that specific product is documented. The product may then be weighed out in grams, quarter ounces, half ounces, and full ounces. The amount of each product created from that particular batch is documented on paper, and also in the Grass Station 49 inventory system, then later in METRC after the daily sales are uploaded.
3. Once packaged with all of the proper labels (seen in section 6.2 of this supplemental), the product is then counted and put in bins, ready for retail.
4. If product did not come in bulk and was prepackaged (and meets all labeling requirements), a count and inventory are done and the product is put into our inventory system, then put out for retail.
5. In addition to steps 1-4, this retail store may participate in Deli-style sales, where the bulk marijuana will be weighed and packaged at the sales counter.

Customer Visit to Retail (Steps):
1. Upon entering the public side of Grass Station 49, the customer is greeted and asked for identification, first thing.
2. If the person proves to be 21+ years of age or older, and the i.d. meets all requirements (not expired, photo i.d. matches person, i.d. card is not obstructed in any way, etc.), then the person may walk around and shop, using assistance from the bud-tender where needed. All marijuana products will be kept out of reach of the public and will be handled by the bud-tenders only, until the sale is made.
3. Upon the sale, the Point of Sale will account for everything being sold, limiting the bud-tender from selling over one ounce of marijuana or 5600mg of marijuana product in a single transaction. If the bud-tender checking the person out is different than that of the bud-tender who checked the person in, another i.d. check will be done before the sale.

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:

Grass Station 49 will ensure that no marijuana or marijuana products are sold to, given to, distributed to, or delivered to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance by observing the behavior of the individual while entering the building or during the identification process. Employees will be trained to watch out for strong oder of alcohol, inhalants and controlled substances. As well as possess the ability to spot incoherent actions and phrases.

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;** [initials]

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

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

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

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

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). [GH]

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. [GH]

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

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

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

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

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

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 be displayed and sold at grass station 49 using glass display cases that have functioning locks that only trained and competent staff of Grass Station 49 will have access to. We will also use slotted board which will be fastened behind the glass cases, on the wall out of customers reach and only accessible by Grass Station 49 employees. The marijuana and marijuana products will be sold using a METRC approved point of sale software. Daily sales will also be uploaded to METRC.

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):

Grass Station 49 will ensure that the marijuana products sold meet the packaging and labeling requirements of 3 AAC 306.345 and all other packaging and labeling requirements from 3 AAC 306.470, 3 AAC 306.475, 3 AAC 306.565, and 3 AAC 306.570. In order to comply and maintain compliance, Grass Station 49 will make sure all of the packages prepared for sale do not get sold unless they are in a sealed and opaque child resistant package. Also, the package will have the necessary warning label, our store logo, the estimated THC content, facility of origin, and the test facility/date. The package will not have any pictures or logos with cartoon characters, or anything along those lines that have the potential of targeting persons under the age of 21. No marijuana flower will be sold in a quantity higher than one (1) ounce. All marijuana flower, edibles, and concentrates will be packaged in compliance not to exceed any of the potency levels set out in 3 AAC 306.560. All paperwork from the cultivator or manufacturer will be reviewed, and the product inspected before it is put out for sale. Any issues with the paperwork or product such as testing results or manifests will be rejected and reported to AMCO enforcement. If product should come prepackaged, it will be inspected to make sure that it meets all packaging and labeling requirements before being put out for sale.

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):

When entering any Grass Station 49, the first thing that happens is an i.d. check. As soon as a person walks in, they are greeted and asked for an i.d. Upon examining the i.d., the bud-tender will look to see that the i.d card is government issued, and the photo and description matches the person in front of them, check for birth date to ensure person is 21+, check to see that the i.d. is not expired, and also check to see if the i.d. card could be rendered invalid due to damage. If the i.d. card or the person themself seems questionable, the bud-tender will then scan the card to validate.

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.

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:

Grass Station 49 will give the Marijuana Control Board notice not later than three days before making the marijuana waste unusable, and disposing of it. All marijuana waste from retail sales and packaging will be made unusable and non-salvageable by mixing and grinding the plant waste 50/50 with other compost-able material such as soil/dirt/manure. Then, the mixed material will be placed into a leak-proof container and stored in the secure restricted access storage area until it is removed from site by an authorized Grass Station 49 employee. Upon being removed from site, the container will be taken to the Fairbanks North Star Borough Solid Waste Facility. All marijuana waste will be recorded and assigned to specific METRC I.D. tags when applicable.

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.

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

Signature of licensee

Gary Evans

Printed name of licensee

JAIMIE RUSSO
My Commission
NOTARY PUBLIC
Expires 10-04-2022
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 10/04/2022

Subscribed and sworn to before me this 21 day of December, 2018.

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(Additional Space as Needed):