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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:	B2H LLC	**MJ License #:**		15019	
License Type:	Retail Marijuana Store				
Doing Business As:	The Tree House AK				
Premises Address:	341-d Boniface PKWY				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99504

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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:

Each shipment of marijuana and marijuana product that arrives at the Tree House AK retail store will be inspected by a member of the management team before it is accepted and added to the store's inventory. The shipment will be reconciled with the transport manifest, shipment labels and packaging labels to ensure consistency. All product will be weighed by The Tree House AK 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, 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. Customers will enter via the front entrance and will be ushered into the customer waiting/ID check area - this area is big enough to allow for customers to comfortable wait until a employee greets them at the security window (shown on the diagram number 1) and check their ID before been buzzed into the locked door that separates the retail show room area from the entry waiting area. Once inside the showroom, customers may browse the non-mj display cases and will be assisted by bud tenders who will be behind the counters that house marijuana product. All Tree House AK employees will be trained to observe the customers for signs of impairment. Customers, under the direct supervision of employees, would then be able to smell marijuana strains via a tethered smell jar and choose marijuana or marijuana product that is out of their reach only accessible by an properly credentialed agent of the company whom would assist them. Customers could browse the retail section of the store while enjoying a nice relaxing atmosphere. After the customer transaction is complete, and ask show on diagram 1, customers will exit via a separate entry exit into the "Exit Hall" and then will ultimately exit via the front entrance, see customer flow line on diagram .

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 customers will enter through the front entrance door and a designated agent will check the customers identification. The facility will have signs displayed on the front entrance door and on the door leading to the retail area stating that the facility will not sell marijuana products to any person under the influence of alcohol or other drugs. All facility employees will be trained to recognize the signs of impairment. If any agent suspects a customer of being impaired, the person will be asked to leave the premises and come back at a later date. If an individual inside the retail area appears to be impaired, the retail agents have the authority to refuse service to anyone, and have the customer removed from the premises. A manager and on-site security will escort the customer out of the facility and ensure that each removed individual has a ride or a taxi called for their safe departure.

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;**	NCK
b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;**	NCK
c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;**	NCK
d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or**	NCK
e. **allow a person to consume marijuana or a marijuana product on the licensed premises.**	NCK

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). VCH

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. VCH

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

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

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

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

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

Section 5 – Displays and Sales

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

During business hours, marijuana and marijuana products will be displayed in locked display cases and cabinets, in the RAA, out of the reach of customers and accessible only by an employee (with the exception of smell jars which a employee may present to a customer that will be a jar that is tethered to the counter). All employees will be monitored by video cameras and on-site security while working in the retail area to ensure compliance with company opening and closing procedures and all display policies, and to ensure that all product is accounted for at all times. Retail agents will be behind the counter at designated retail stations. All displays will be monitored by 24 hour video surveillance. Only products that are packaged and labeled in accordance with the state and local laws and regulations will be eligible for display and sale to the public. Marijuana or marijuana product will be either prepackaged in heat sealed bags in 1g, 3.5g, 7g, 14g and 1oz increments, or displayed in "deli" style glass jars labeled with the batch strains. For all purchases, the agent will weigh the selected flower strain at the retail station using a certified scale, register the purchase in the POS system, seal the product into a child-proof container, and print the packaging label. All products on the shopping floor will be for display only, and the retail agent will fulfill the purchase from behind the counter. The entire area will be monitored by video surveillance to capture all transactions and easily identify all parties.

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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):

The company will form a quality control unit (QCU), which will consist of designated members from management and ownership, tasked with inspecting and approving all marijuana products, packaging, and labeling prior to sale. When a delivery arrives to the facility, the daily manager will take photocopies of all paperwork involved in the transfer for the QCU to inspect. Marijuana products transported from cultivation or manufacturing facilities will be inspected for quality and consistency with the transport manifest and shipment labels. When edibles and concentrates are delivered from a manufacturer, the QCU will inspect for contamination, testing, and ensure consistency with the transport manifest and the label. Labels will be checked for: (1) name and license number of the providing entity: (2) production lot and batch number; (3) strain Information; (4) net weight of the product in the package (not including weight of packaging); and (5) packaging date and expiration date. 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, and (6) the weight of the products transferred. Once a delivery is approved, the inventory will be accepted into the facility, and entered into the POS metric tracking system with all mandatory information designated by the MCB. The shipment information will be both recorded in Metro and stored on-site as official business records. Both the transporting agent and the manager will sign the paperwork expressing that all information is deemed correct and the transfer took place.

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: The Tree House AK **License No: 15019**
Cultivator: **License No:**
Harvest Batch No: **Package No:**
Net Weight: **Strain:**
Testing Facility: **License No:**
THC: **THCA:** **CBD:** **CBDA:** **CBN:**
Microbial Test: **Fungicides:** **Pesticides:** **Herbicides:**
Fertilizers: **Soil Amendment:**

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.

*Logo to be added

123456789
Product:
B2H, LLC. 4a - 17120

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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):

At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time any employee of the facility suspects that a person on the premises is a minor, the employee will have the right to refuse access and/or sale, and will have the individual escorted off the premises. All customers and visitors will enter through one front entrance door. All entrants will be required to present a valid government-issued photo identification showing that they are twenty one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. All agents will be trained to feel and bend the edges of the card for a smooth, uniform edge that does not separate, buckle, or come unglued. The card will be tilted in the light to locate any foil, hologram, or icon of a state crest, shape, or name. The reception agent will have a 10x magnifying glass to inspect the card, and will compare the photo to the cardholder and ask verifying questions about the zip code and birth date. The facility will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear.

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. NCH

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:

The company has a disposal plan for marijuana waste and all products that do not meet state testing requirements or the company's internal quality standards for any reason (including defects found in products after the product has been accepted into the facility's metrc system, product returned by customers, product that has somehow been contaminated, etc). The Tree House AK will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality or fails to meet quality testing; (2) all packaging, labeling, containers, or other related materials which arrive at the facility with marijuana products that have been disqualified for quality: (3) expired marijuana products and (4) any other materials or containers in contact with marijuana products that risk contamination. Marijuana waste will be stored away from all other products in a locked container inside the facility, and will be rendered unusable prior to leaving the facility for disposal. Marijuana waste will be rendered unusable by grinding or mixing the materials with other compostable and non-compostable material such as, food waste, cardboard, paper, and yard waste; until the resulting mixture is no more than fifty percent (50%) marijuana waste. Management will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, and date that it was picked up by the disposal company. The final mixture will be securely stored in locked containers located inside the premises with locks in compliance with the highest UL standards.

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. NCH

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

Signature of licensee

Nicholas Holbrook
Printed name of licensee

VALERIE MASTOLIER
Notary Public
State of Alaska
My Commission Expires Jun 7, 2022

Notary Public in and for the State of Alaska

My commission expires: 6/7/22

Subscribed and sworn to before me this 25 day of July, 2018.

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(Additional Space as Needed):

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