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:	Eden Management Group, LLC	**MJ License #:**		20865	
License Type:	Retail Marijuana Store				
Doing Business As:	Uncle Herb's				
Premises Address:	360 Boniface Pkwy A5				
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 Uncle Herb's retail store will be inspected by a member of the management team or by Lloyd before it is accepted and added to the store's inventory. The shipmentwill be reconciled with the transport manifest, shipment labels and packaging labels to ensure consistency. All product will be weighed by Uncle Herb's 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 be greeted at the store's entrance by an Uncle Herb's employee who will check their identification and watch for signs ofimpairment. If cleared by ID checking employee, customers will enter the sales floor where they will be greeted by the
sales team. Customers will be able to ask questions, browse available products in the glass display cases and view a menu of available products. Sales transactions will take place at the point of sale station and once a sales transaction is complete, customers will be guided to the store exit. Uncle Herb's will train all employees on the importance of the limits on quantity sold per transaction and the exit packaging requirements set forth in the regulations.

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 employee 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. Continued

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

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).

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.

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

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

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

a. **is false or misleading;**

b. **promotes excessive consumption;**

c. **represents that the use of marijuana has curative or therapeutic effects;**

d. **depicts a person under the age of 21 consuming marijuana; or**

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.**

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;**

b. **on or in a public transit vehicle or public transit shelter;**

c. **on or in a publicly owned or operated property;**

d. **within 1,000 feet of a substance abuse or treatment facility; or**

e. **on a campus for postsecondary education.**

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 will be displayed in locked and secured display cases and cabinets which require employee assistance to access. 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 will be placed in the secured displays at opening, and will only be on display during business hours. Marijuana and marijuana products will be secured in a locked case at all times where customers may be present on the premises. Only marijuana that is packaged and labeled in accordance with all state laws and regulations, and in accordance with Uncle Herb's policies, will be placed in product displays and accessed for sale to the public. All employees will be trained and regularly monitored to ensure compliance with the display and closing policies, and that all product is secured and accounted for at all times. Continued.

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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 quality control unit (QCU) is responsible for inspecting and approving all marijuana and related products that will be sold. This includes all packaging, equipment, labeling, testing policies and results. The QCU will consist of selected members from the management and ownership team to ensure all aspects of the business are reviewed for total quality control. Cannabis products transported from retail, cultivation or manufacturing facilities will be inspected by an QCU agent for quality and consistency and the travel manifest documentation and shipment labels will be verified for accuracy. 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. 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. Continued..

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: Uncle Herb's License No: 20865
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.

123456789
Product:
Uncle Herb's 4a - 20865

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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 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; Continued

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:

Uncle Herb's 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. Uncle Herb's 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.

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

Signature of licensee

LLOYD H STASSNY

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 29 day of March, 2019.

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(Additional Space as Needed):

3.1 Continued: 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.

5.1 Continued: The facility will have education material positioned around the shopping area with product details and information. All sell-able edibles, concentrates, and flowers will be stored behind the check-out counter. All products on the shopping floor will be for display only. Cashiers will take the customer order and fulfill them from behind the counter. Concentrates and edibles will all be prepackaged and labeled. Flower will be sold in a hybrid system. Some will be prepackaged in heat sealed mylar bags. Other options will be "Deli" style. Large glass jars with batch labeled strains will be on display. If a customer wants that strain, the agent will weigh flower at the check-out counter using a certified scale. Once weighed to the desired amount, the agent will register the purchase in the POS system, seal the product into a child-proof container, and print the packaging label. The prepackaged products will be in secured bins on the shelves in the shopping area, or on hooks against the back wall behind the counter, well out of the reach of the customers. Any perishable edibles will be stored in a refrigerator, also securely placed behind the counter out of reach of the customers. Any non-marijuana inventory will be stored in bins on the shelves, on hooks against the back wall, or out on the shopping floor in a separate display case.

6.1 Continued: Once a delivery is approved by either the general manager or designated QCU employee, the inventory will be accepted into the retail facility and entered into Metrc with all the mandatory information designated by AMCO. The shipment notification information will be both recorded in Metrc and stored on-site as official business records. Both the transporting agent and the general manager will sign all paperwork and documents expressing that all information Is deemed correct and the transfer took place. Shall any of the above be missing or inaccurate, the general manager or QCU employee will reject the transfer.

7.1 Continued: and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. The entrance, lobby, display area, and all weighing, packaging, and check-out counters will be monitored by video surveillance at all times.

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