Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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:	Tip Top, LLC	**MJ License #:**	14359		
License Type:	Retail Marijuana Store				
Doing Business As:	Tip Top, LLC				
Premises Address:	233 E. 5th Avenue, Suite 1				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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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:

Marijuana shipments will be received through the employee entrance located at the rear of the premises. The on-duty manager will accept the shipment after taking the following steps:
1) Verify that the shipment is accompanied by a valid manifest generated by the marijuana tracking system; 2) Ensure that all marijuana and marijuana product is all properly labeled in accordance with State of Alaska regulations; 3) Conduct a physical inventory to ensure that the shipment exactly matches the manifest. Once a shipment is accepted it will immediately be placed in our secure storage area and entered into our inventory using METRC.

Retail customers will enter through the 5th Avenue entrance into our merchandise and informational area. The front door will be posted with "No One Under 21 Years of Age Admitted". Immediately inside the entrance, an employee will greet the customer, assess them for any sign of intoxication, and check that they have valid identification proving that they are at least 21 years of age. Any person showing signs of impairment or who is unable to satisfactorily prove that they are 21 or older will be refused admittance. All marijuana and marijuana product available for retail sale will be stored in locked display cases in the retail sales room located at the back right of the premises. Customers will access this room through another security point which will also serve as the retail marijuana checkout counter. Once inside the customer will be able to see the product displayed in glass cases but won't be able to remove it from the cases. A trained "budtender" will help each customer find a product suitable to their experience level and budget. Upon checking out with marijuana products, the customer will be required to show their identification again so that we can ensure that they are of legal age to purchase marijuana.

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:

Staff members will undergo training to recognize they symptoms of a person under the influence of alcohol, controlled substances and other intoxicants. At the point of entrance, while their ID's are being checked, patrons will be scrutinized by our staff. If there is any question at all as to an individuals sobriety, they will be denied entrance to our retail store.

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;** nc

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

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

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

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

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). nc

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. nc

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

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

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

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

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

Section 5 – Displays and Sales

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

Marijuana products will be housed in secure, locked display cases only accessible to employees. If the customer wishes to see a sample of the product, an employee will bring out a small amount in a glass jar for the customer to see and smell. All marijuana and marijuana product displayed for retail sale will be packaged and labeled as required under State of Alaska regulations. Upon check-out, customers will be required to show valid identification (for the 2nd time) proving that they are at least 21 years of age.

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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):

All marijuana products sold shall be placed in packaged in opaque, resealable, child-resistant packaging prior to our customers leaving the retail section of the store.

Every item of of marijuana or marijuana product which we sell will have a label containing the following information:
Our name, logo and license number and the estimated amount of THC in the product.
Additionally, each label will have the following text:
* "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.".

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):

See attached.

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Tip Top, LLC • AK License #14359

233 E. 5th Avenue, Suite 1, Anchorage, AK 99501 • 907-229-6364

Cultivator:_____**Lic. #**_____

Strain Name:_____
Batch/Lot #:_____
Gross Weight:_____
Net MJ Weight:_____
Packaging Date:_____
Expiration Date:_____
THC/CBD %:_____

Alaska Safety Warning:

Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgement. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana.
For use only by adults 21 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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Tip Top, LLC • AK License #14359

233 E. 5th Avenue, Suite 1, Anchorage, AK 99501 • 907-229-6364

Manufacturer:_____**Lic. #**_____

Product Name:_____
Batch/Lot #:_____
Gross Weight:_____
Net MJ Weight:_____
Packaging Date:_____
Expiration Date:_____
THC/CBD %:_____

Alaska Safety Warning:

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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):

Prior to entering the restricted area of the premises, each patron will be required to provide a Tip Top staff member with a valid photo ID. We will accept passports, valid US drivers licenses, valid Federal and State identification cards. Tip Top staff will undergo training to be able to properly identify altered of fake IDs. If there is any question as to the validity of a patron's ID the staff member will ask the manager on duty to double-check the ID; if the manager has any doubts as to the ID's validity, the patron will be refused entry.

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. N.C.

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 waste will be rendered unusable by grinding and mixing it with an equal amount of non-compostable waste paper. We will give the board 3 days notice before rendering marijuana waste unusable and disposing of it; we will account for all marijuana waste in our tracking system and keep a record of its final destination (a board approved waste facility).

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. N.C.

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

Signature of licensee

Nick Coltman

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Anthony Zielinski
My Commission Expires with office.

Notary Public in and for the State of Alaska

My commission expires: With office

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STATE OF ALASKA

Subscribed and sworn to before me this 5 day of December, 20 18.

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(Additional Space as Needed):

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