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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:	Airport Way Trade Center LLC	**MJ License #:**	22809		
License Type:	Retail Marijuana Store				
Doing Business As:	Airport Way Best Bud				
Premises Address:	3598 Airport Way				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

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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:

When an incoming transfer of marijuana or marijuana product arrives at our facility, the transfer agent will be greeted and have their marijuana handler permit (MHP) checked by staff before being granted access to the facility. All transfers and verifications shall occur in the secure portion of our facility. All visitors, including other licensees and transfer agents, will be logged in our visitor log and will be issued a visitors badge to wear prior ro being granted access to enter the secure portion of the facility. Every incoming transfer will be verified against the manifest; ensuring package tags are with product and match product, and that the quantities and weights manifested are accurate. Once weights, quantities, and package tags have been verified, the manifest will be signed and dated by the recieving manager on duty and the time of acceptance will be noted on the hard copy of the manifest and the transfer will be accepted in METRC. If any variance should exist between the manifested quantity and the actual quantity, every effort will be made to reach the licensee before accepting or rejecting any transfer. Incoming marijuana or marijuana products recieved in bulk will be repacked phyiscally and within METRC and will accordingly be labeled before imported into our POS system and becoming available for sale. SEE CONT'D RESPONSE PG 6

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 staff at Airport Way Best Bud will be privately trained annually and prior ro hire in preventing purchase by intoxicated persons under the influence of alcohol, inhalents, controlled substances as well as spice and or other designer/synthetic drugs. In addition, all employees will have completed the state required marijuana handlers course, and passed the written examination in order to recieve their current handlers permit (MHP), renewals shall be required and verified. SEE CONT'D RESPONSE PG 6

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;** RB

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

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

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

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

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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). RB

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. RB

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

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

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

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

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

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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 at our facility will be displayed; A) Hanging on slat wall behind counters in restricted access area, and or B) In secured glass cases which only authorized personnel can access. Customers will not have free access to such display cases. No product is to be touched by anyone other than staff prior to sale. Customers, after having had ID verified and being buzzed into retail area will consult our retail staff as to which products they intend on purchasing, no customers shall be left unattended in retail area of store. All purchases will be done at designated point of sale (POS) system. Once payment is recieved the customer will be provided with their packaged, labelled product(s) and may exit the building. All products in that purchase will have labelling provided by either the originating licensed cultivation company or Airport Way Best Bud. The label will include the logo, store name, license number, THC levels (provided by licensed testing facility) and all warning statements required under 3 AAC 306.345. MAX 5 CUSTOMERS PER EMPLOYEE ON DUTY

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):

Marijuana product will be packaged in opaque, resealable, child resistant packaging as described in 3 AAC 306.345(a). Any and all products to be sold will comply with; 3 AAC 306.470, 3 AAC 306.475, 3 AAC 306.570 and 3 AAC 306.345(b). Upon reciept of any marijuana from a licensed cultivation facility, staff will be required to inspect such packaging to verify the labeling requirements described in 3 AAC 306.475(a) and 3 AAC 306.570(c). Staff shall also verify labeling information to ensure packaging and potency conforms to regulations set forth in 3 AAC 306.560. Airport Way Best Bud will utilize registered weight measuring scales in compliance with 3 AAC 306.745 and AS 45.75.080 to verify weights of product. Packaging to be resold from a cultivation facility without additional handling from our facility will not be in excess of one ounce in weight and will contain our company logo and license number. Wholesale purchases will be verified to not be in excess of five pounds of product for repacking.

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):

Response to Question 6.2: Sample Label

(1) "Marijuana has intoxicating effects and may be habit forming and addictive.";
(2) "Marijuana impairs concentration, coordination, and judgment.
Do not operate a vehicle or machinery under its influence.";
(3) "There are health risks associated with consumption of marijuana.";
(4) "For use only by adults twenty-one and older. Keep out of the reach of children.";
(5) "Marijuana should not be used by women who are pregnant or breast feeding."

(AWBB LOGO HERE)

Retailer: Airport Way Best Bud
Retailer License No. 22809

OG KUSH BUD 1.0 Grams
Harvest Batch No. A123456

BARCODE: (PRINTED HERE)
Cultivator: Some Alaska Grower LLC
Cultivator License No. AK12345

Net Wt: 1.0gram (0.03527396 OZ.)
Test: THCA:18.48%, THC 16.6%, CBD: .06%
METRC ID#: 1A1234567890

Received 3/5/2020

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 Aiport Way Best Bud (hereafter AWBB) empolyees will be trained in the recognition of valid and acceptable identification per SOA regulations governing acceptable forms of identification. See 3 AAC 306.350(a)&(b). Employees will take the following steps to ensure valid identification has been produced prior to any entry into retail store as follows: Make certain ID has not expired and person is over 21 years of age; request ID be removed from wallet or purse or anything with a cover over it; take physical control of the ID; check the date of birth; ensure ID has not been tampered with or altered; look for any material changes to ID. SEE CONT'D RESPONSE on pg. 6

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. RB

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:

Prior to deeming marijuana as waste, we will notify AMCO 3 days in advance in writing. Once the MCB has been notified, product awaiting disposal will be seperated and stored in our secure waste storage area. Our secure waste storage is secured and monitored in compliance with 3 AAC 306.715 and 3 AAC 306.720, utilizing commercial steel doors with key code locking mechanisms and high def surveillance cameras. Upon aproval, any marijuana waste, including expired marijuana products will be ground and mixed with organic material consisting of household waste, paper, food, coffee grounds, leaves, grass clipings etc. to produce a final waste product that is no more than 50% marijuana product. Once marijuana product is reconciled to be unusable for any and all intended purposes, we will transfer the waste to our onsite secured dumpster to await final disposal. Upon final disposal, we will record the final destination of the waste, pursuant to 3 AAC 306.740(c)(2) and store these records in our secure office in compliane with 3 AAc 306.755

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. RB

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

Signature of licensee

RICHARD BARNES
Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Sara Ann Taylor
My Commission Expires: 11/2/21

Notary Public in and for the State of Alaska

My commission expires: 11/2/2021

Subscribed and sworn to before me this 1st day of JANUARY, 2020.

(Additional Space as Needed):

2.1 RESPONSE CONT'D
Each time a bulk package is opened or repackaged, weights will be taken at the beginning and end of the process. Internal logs will be kept and variance(s) due to moisture loss will be kept in the log; adjusted, noted, and accounted for in METRC. Any waste will be noted in waste logs as well, and reported to AMCO via email three days before destroying and disposing of the waste material. Unpackaged quantities of bulk marijuana or mj product will remain locked in secure storage, consistent with our plan and our published policy + procedure (s). METRC package tags will remain physically attached to the vessel containing bulk marijuana associated with each tag. Incoming marijuana or mj product which has been prepackaged prior to it's arrival at our facility will have the labeling double checked for compliance before being made available for retail sale. Product will then be added to inventory within the point of sale system, and may have additional, POS specific labeling/sku added. Upon entering the establishment, a customer will immediately be asked to produce ID. Once their ID has been verified the customer will be "buzzed" into the retail area and they will select product from our menu, be given an opportunity to view the product before purchasing (staff will remain in control of product until it is paid for thru POS system). Product(s) will be placed in AMCO compliant exit packaging before leaving the facility. All sales will be entered through our point of sale (POS) system, and will be reported through METRC daily.
Each drawer will be closed at the end of each shift and the proceeds from each shift and day will be verified against accountability reports generated by our POS system. At the end of each day, that day will be closed out within the POS system. Within 24 hours of closure of a business day, our sales data will be uploaded to METRC. Routine internal audits will be conducted by licensee or manager; verifying accuracy between METRC, our POS and product on hand. Inventory of prepackaged products will occur each night at the close of the shift and/or each morning before opening on internal forms (shift report/turnover). Retail operations are anticipated to begin at 8:00am until as late as 1:00am Monday thru Saturday. Sunday Open 11:00am thru closing at 9:00pm.
3.1 RESPONSE CONT'D
Employees will look for signs of Impairment to include but not limited to:
- watery eyes, - slurred speach, - blood shot or red eyes, - glassy eyes which may have trouble staying open, - their gait and - coordination (lack of). This list is not exhaustive. If any of the above signs or any others are identified the individual will be asked to leave the premisis and no sale will occur. This facility implements and enforces a zero tolerance policy for non-compliant behavior on our licensed premisis (including our parking area). Our policy requires that all personnel be trained on how to identify a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance as set forth above. Any person(s) who are suspected of being in violation of 3 AAC 306.310(a)(2) will be asked (professionaly) to vacate the premisis, they will be advised that non compliance will result in possible trespassing charges and if neccesary local law enforcement will be contatcted.
7.1 RESPONSE CONT'D
AWBB traing materials (reference at counter) shall include color sample photos of ALL STATE (s) ID's to include Canadian Provincial ID's should any questions arise surrounding it's authenticity. If questions surround ID authenticity, age verification or document validity the person will not be admitted into the premisis and shall be asked to leave or return with a valid verifyable form of ID.

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