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

Form MJ-15: Operating Plan Change

What is this form?

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, as required by 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type. **The required $250 change fee may be made by check, cashier's check, or money order.**

Please complete and submit with this form the pages of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. **All fields must be completed of any page for which you are requesting changes** – upon board approval, the submitted pages will replace those currently on file. If your current, approved operating plan is on the original version of the forms, you may be required to complete and submit the new operating plan forms in their entirety.

The form(s) that I am requesting board approval to change is:

- [x] **Form MJ-01:** Marijuana Establishment Operating Plan
- [x] **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- [ ] **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- [ ] **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- [ ] **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the director has given temporary approval or the Marijuana Control Board (MCB) has given final approval of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Lily A. Shimek, Joseph Shimek	**MJ License #:**		11547	
License Type:	Retail Store				
Doing Business As:	Cloudberry Cannabis				
Premises Address:	3307 Spenard Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

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Form MJ-15: Operating Plan Change

Section 2 – Summary of Changes

Provide a summary of the changes for which you are requesting approval.

The changes to the Operating Plan and Supplemental Operating Plan reflect the changes to the Premises Diagram submitted to AMCO already. Basically, those changes reflect changing the locations of the bathroom and office which were originally approved by the Board during licemsomg. These two rooms now are shown as having been "flipped" --- i.d. the bathroom is now on the west wall and the office is in the northeast corner of the retail area. This was done to afford better public access to the bathroom and better security and convenience for the secured office.

Also, since there have been substantial changes to MJ-01 and MJ-03 (adding new sections) it seemed appropriate to complete re-file the new forms MJ-01 and MJ-03 to respond to the changes in the form and regulations.

Section 3 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right: Initials

The proposed changes conform to all applicable public health, fire, and safety laws. [ ]

I understand that any temporary approval granted by the director is pending a final decision by the MCB; therefore, any investment I make, based upon temporary approval, is at my own risk. [ ]

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

Signature of licensee

Lily A. Shimek

Printed name of licensee

Notary Public
Aliya Carver
State of Alaska
Commission expires 10/13/2020
Commission # 161013008

Notary Public in and for the State of Alaska.

My commission expires: 10-13-2020

Subscribed and sworn to before me this 31 day of Dec, 2019.

AMCO Director Review for Temporary Approval Pending Final MCB Decision: Approved [X] Disapproved [ ]

GLEN KLINKHART

Printed name of Director

1-16-2020

Date

Signature of Director

Director Comments:

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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those 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(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Lily A. Shimek, Joseph Shimek	**MJ License #:**	11547		
License Type:	Retail Store				
Doing Business As:	Cloudberrry Cannabis				
Premises Address:	3307 Spenard Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

Mailing Address:	3307 Spenard Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

Designated Licensee:	Lily A. Shimek		
Main Phone:	907-350-8886	**Cell Phone:**	907-350-8886
Email:	kicker204@live.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Access to the store and restricted access areas will be governed by 306.710. There will be a front and rear door to the store. Each will be posted with signage "No Entry..." per 306.325.

Upon entry into the store the visitor will be required to show valid ID (as per 306.350). Our staff member (with Handler Permit) will verify the ID is unexpired, that the photo matches the visitor and that the ID does not show signs of having been altered or tampered with.

If there is any doubt about the match of ID and visitor, additional ID evidence will be requested.

If there is still doubt about the visitor's ID, the visitor will be asked to leave, and advised that failure to leave is a trespass which will cause the police to be called for assistance.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

All restricted access areas and rooms will be posted with signs clearly prohibiting entry into the Restricted Area per 306.710. The primary areas of restriction are behind the counters where product is stocked and/or shelved, and the staff/storage room and office.

For visitors seeking access to a Restricted Area, the procedures described in Section 3.2 (below) will be utilized.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Visitors will be admitted into Restricted Areas in accord with 306.710(c). Our staff member will have a current identification badge on his person. The visitor will be required to show valid ID per 306.350. The visitor's name, and the date and time will be entered into the Visitor Log, along with the initials of the staff member allowing entry. The visitor will then be issued a "Visitor ID " badge by the staffer.

The visitor will be accompanied by the staffer at all times within a Restricted Area. No more than 5 visitors shall be admitted and accompanied by each staff member at any one time.

The Visitor Log will be retained as a business record per 306.755.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Staff ID Badge

Cloudberry Cannabis

John Q. Doe
(staff member)

photo

Visitor Badge # XX

This badge must be worn at all times while you (Visitor) are within Restricted Access Areas.

Please return this badge to your Cloudberry escort when you exit the Restricted Area.

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Light (darkness triggered) sensitive exterior lights will be mounted on exterior of the premises to provide illumination of any person approaching the building.

In particular, exterior lights will be situated so as to provide illumination sufficient to afford the surveillance cameras at the entry doors, such that facial features of persons approaching the door will be discernible during hours of low light or darkness.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The alarm system has been installed by CISAlaska, a local security firm. Wireless motion and noise sensors placed in strategic locations, together with wireless door sensors at both exterior doors, provide assurance that an alarm will be triggered, when the system is "armed", if anyone enters through the doors or breaks a window, or moves about within the premises.

In addition, the alarm system includes several manually-activated silent alarms (i.e. "panic buttons"). These would be used ---with discretion --- during the course of robbery or other threat during store hours (when the alarm sensors are not armed). Staff will be advised to use the silent alarms only if confident the arrival of police would not make the situation more dangerous. First priority is to be given to personal safety of staff and customers, rather than preventing loss of property or money.

The alarm signal is sent to the contracted monitoring company, which is "on duty" 24/7. The monitor will notify police and the licensees of any unauthorized entry, sound or motion when the system is armed. Upon and intrusion notice, ore or more Cloudberry licensees or employees will proceed to the store and wait for the arrival of the police, then take instruction from them.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Staff will be informed of "zero tolerance" policy on diversion, and reminded that the METRC system provides extremely accurate tracking of inventory, and that all areas of the store, restricted and unrestricted, are under continuous surveillance. Upon discovery of a diversion, AMCO will be notified, then the licensees will review surveillance video to attempt a determination of the time and place of the diversion, and the identity of the person(s) involved. Staff violators will be terminated and the matter referred to the police for followup through criminal prosecution. If it appears from the video that a customer or visitor was responsible, their facial appearance in the surveillance video will be copied digitally and sent by text to the smart phones of all staff so they can refer to the image easily and unobtrusively when a possible suspect returns to the store.

3.7. Describe your policies and procedures for preventing loitering:

Staff will be counselled to be alert for loitering persons on or near the property, and to take action by politely explaining to the person that loitering is not permitted by the property owners "for security reasons". Loiterers will be asked to leave the premises/property, and clearly told that the police will be called to enforce the trespass laws if he/she does not leave promptly. If the loiterer refuses to leave the police will be call and assistance requested.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Form MJ-01: Marijuana Establishment Operating Plan

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Cameras are installed to record a good view of the general exterior of the premises, in addition to the exterior and interior cameras set up to get clear video of persons coming within 20 feet of an entry/exit door.

The interior camers will be placed to afford good coverage of all Restricted Access areas and the access to those areas, and all POS areas, per 306.720. In general, the cameras will provide a clear view --- adequate to identify -- of all persons wtihin the premises.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Surveillance recording equipment will be housed in the office, which is a locked and secure area as well as a Restricted Access area. Only licensees and authorized staff will have a key to the office. Cameras in the office will provide coverage of all activities in the office.

Stored video will be secured in the office and kept at least 40 days on-site, or longer if there is reason to believe older video would be of assistance to law enforcement or AMCO.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*;

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;**

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;**

d. **records related to advertising and marketing;**

e. **a current diagram of the licensed premises, including each restricted access area;**

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;**

g. **all records normally retained for tax purposes;**

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;**

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and**

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.**

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records, as specified by 306.755, will be kept in the secure office, the doors of which will be locked at all times when not occupied by an authorized person --- licensees and individually-authorized members of staff. The room is of course under surveillance and secured against break-in by the alarm system.

Additionally, all 306.475 paper records will be kept (within the office) in locked file cabinets, Electronic records will be backed up periodically onto external devices, and the storage devices secured in locked cabintes in the locked office.

All business records will be available on-site for inspection by AMCO agents and law enforcement personnel. Both paper documents and electronic records will be saved and secured for the current year and the three preceding calendar years.

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Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Licensees will be personally responsible for training of employees.
No person shall be allowed to work unless they have provided proof of and copies of that person's valid current Handler Permit.
All mployees will be trained in the basics of METRC, the requirements for retention of records, and appropriate responses to problems such as loitering, inadequate ID presented by customers, and the manner in which police assistance can be called.
The no-tolerance policy regarding diversion of marijuana either into or out of the licenses premises will be emphasized.
Authorized staff will be trained in the Visitor Log and Badge system and requirements for escort.
Depending on the scheduled duties of the employee, additional training may be needed to deal with the complications of receiving product, labelling product, weighing and packaging product, METRC data entries.
All employees will be trained to be alert to problems with product, such as proper storage and use of common hygiene in handling of product, such as handwashing (and avoiding contact with product will sick).

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [initials]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [initials]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [initials]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [initials]

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✔	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✔	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Preparation, packaging and labelling of product to be transported will comply with 306.345. Transport of such product will comply with 306.750. Transport will be by Cloudberry agents with a valid Handler Permit. Transport will be evidenced by a transport manifest and recorded in METRC. The manifest will comply with 306.750. Copies of all records related to the transport shall be retained and secured as business records under 306.755.

Transported product (with the transport manifest) will first be secured in a sealed container and placed in a locked fully enclosed trunk of the transport vehicle, out of sight. The delivery shall be accomplished in the manner described in the transport manifest, directly to the delivery sight without any unnecessary stops. The sealed container must now be opened until it has been delivered to the specified licensed premises.

Transport of product to a trade show for display by Cloudberry at the trade show will conform to the special requirements of 306.760.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

The initial signage will consist of two signs, neither of which exceeds 4800 square inches.
Each will be placed on the exterior front wall of the premises. Each will be facing the frontage road (Spenard Road).
The first sign will be illuminated letters spelling "Cloudberry Cannabis".
The second sign will be a metal illuminated cross.

We will be applying as well for a third sign which would be a monument-style vertical column placed in the parking area between the premises and the sidewalk along Spenard Road. Buildout and placement of this sign is contingent upon Municipality of Anchorage approval, which may not be legally possible at this time.

An illustration of the signage (Signs 1 and 2) is appended as Exhibit A. (p. 11 of 11 MJ-01)

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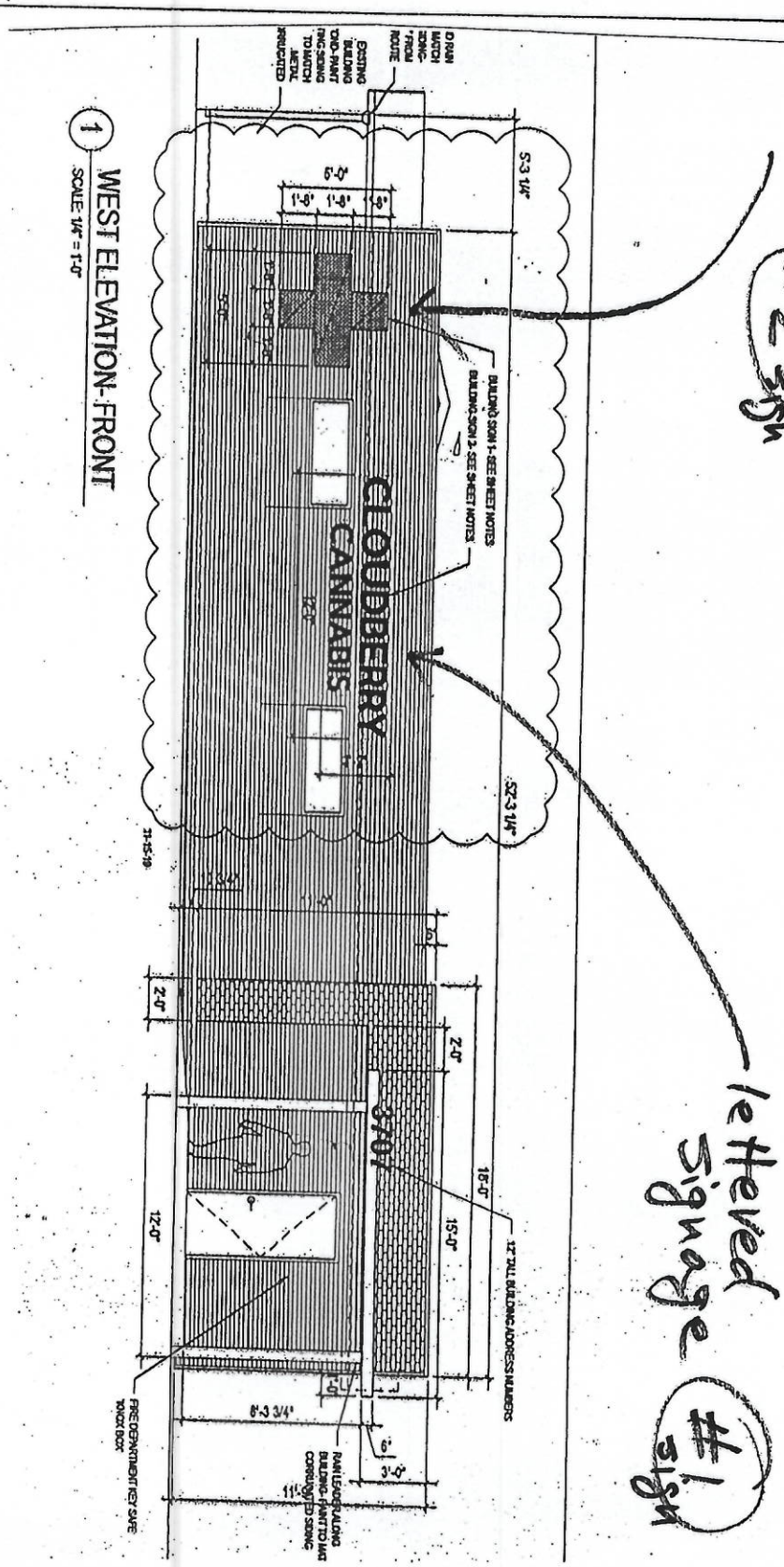
Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

Exh. A
signage



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Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

We will use radio, TV, newspapers, periodicals, magazines, internet marijuana websites (e.g. Weedmaps and similar venues), social media and text or email messages. Text or email ads will be consistent with the restrictions of 306.770(h) and (i).

All advertising will conform to the prohibitions of 306.770(f).

All advertising will include any required warning admonitions specified in 306.770(g).

Cloudberry does not have a logo distinct from its name and font style at this time; when one is developed it will conform to the restrictions of 306.770(e).

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

Signature of licensee

Lily Shimek

Printed name of licensee

Notary Public
Aliya Carver
State of Alaska
Commission expires 10/13/2020
Commission # 161013036

Aliya Carver

Notary Public in and for the State of Alaska

My commission expires: 10-13-2020

Subscribed and sworn to before me this 31 day of Dec, 2019.

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Anchorage, AK 99501
marijuana.licensing@alaska.gov
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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:	Lily A. Shimek, Joseph Shimek	**MJ License #:**		11547	
License Type:	Retail Store				
Doing Business As:	Cloudberry Cannabis				
Premises Address:	3307 Spenard Road				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

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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:

The transport agent of MJ product will be checked for a current Handler Permit, valid transport manifest and valid ID at the entry door. The transport agent will be logged in to the Visitor logbook, given a Visitor pass, and escorted to the Restricted Area staff room. The product delivered will be checked off against the transport manifest for accuracy and proper labelling. If there is a discrepancy the delivery will be refused. If the manifest matches the product delivered, it will be accepted and kept segregated in the staff room until it is entered into the METRC system by type, amount and verified weight as soon as possible. If the product in in bulk form the transporter's METRC tag will remain with the package until fully re-packaged, labellled, and entered into METRC by us for retail sale. The manifest will be kept as a business record.

Customers entering the store will be checked for valid ID before being allowed to shop for product or inspect or sniff product. All products sold will be processed will be packaged or enclosed per AMCO rules for exit from the store.

All sales will be recorded electronically to enable full upload to METRC at end of business day. Periodic internal audits will be undertaken to ensure that the METRC system record is in accord with our sales and POS-shown inventory, and then cross-checked against the physical inventory. Any dispcrepancies will be reported to AMCO and investigated by us to determine the cause of discrepancy.

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 will be cautioned prior to being employed to ensure they are sensitive to the requirement not to sell or otherwise provide product to anyone under the influence of alcohol, marijuana or any controlled substance. All staff will have been trained in detection of suspicious behavior and appearance by reason of Handler Permit certification and by in-store training.

Persons who are suspected of being intoxicated will be advised of the legal prohibition and asked to leave the premises. If necessary the person will be advised that refusal to leave is a trespass and that the police will be called if they don't leave.

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:

Product will be displayed behind the counters on shelves, or on the counters behind clear protective casing, or in locked glass display cases. Other product may by held underneath the counters for ease of access by staff. The areas behind the counters will be sealed off as Restricted Areas and signed accordingly. Sniff jars will be kept secured when not in use and will only be used by cusotmers while under the direct control of our staff.

Sales of properly labelled (per AMCO) product will be made at POS stations and the product transferred to the customer in AMCO approved packaging.

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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):

Staff will be trained to know and recognize AMCO-approved label requirements (306.345, .470, .475, .560 and .575) and to ensure they are present with any product sold.

Product must be packaged for exit from the store in opaque, resealable and child-resistant packaging per 306.345(a)(3), or otherwise conform to AMCO regulations now or hereafter in effect.

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):

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."

Retailer --- Cloudberry Cannabis
3307 Spenard Rd
Anchorage, AK 99502

Strain:
Cultivator: [name and license #]

Barcode ---
Net Weight --
METRC ID #

Harvest Batch# ---
Test: [THCA] % [THC] % [CBD} %
Test: Herbicide -none Fungicide -none Pesticide -none

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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 staff will be made familiar with the requirements of 306.350 and the specific forms of ID which are acceptable to show minimum age of 21. Staff will be informed that they must compare the photo on the ID with the person seeking entry, and the they must verify that the ID is unexpired and bears no evidence of tampering other than normal wear and tear. Staff will be told to ask for additional ID if there is any doubt about the validity of the ID offered. Staff will be told to refuse entry to anyone whose offered ID does not seem correct or authentic.

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. LS

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:

When we decide that product is "waste" we will notify AMCO (using approved form) 3 days in advance of our intended day of destruction. The waste product will be segregated from all other product and stored in a secured waste receptacle within a locked cabinet or safe in the (Restricted Area) office. Upon approval of destruction, the waste will be ground or shredded and mixed with shredded paper or cardboard of at least equal volume as the MJ waste product, and then dampened with water. MJ product in liquid form will be mixed with diluting water (in volume at least equal to the MJ waste liquid) and then mixed with shredded paper.

Once the MJ product has been rendered unusable it will be disposed of by putting it in our regular municipal waste container for pickup.

Upon disposal we will record in METRC the details of MJ waste destruction and destination.

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. LS

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

Signature of licensee

Lily Shimek
Printed name of licensee

Notary Public
Aliya Carver
State of Alaska
Commission expires 10/13/2020
Commission # 161013000

Aliya Carver
Notary Public in and for the State of Alaska

My commission expires: 10-13-2020

Subscribed and sworn to before me this 3 day of Dec, 2019.

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(Additional Space as Needed):

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