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:	The Mason Jar LLC	**MJ License #:**	28012		
License Type:	Retail Marijuana Store				
Doing Business As:	The Mason Jar LLC				
Premises Address:	613 & 619 W. Willoughby Avenue				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

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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:

Our goal is to have a successful retail store with a professional atmosphere. In addition to selling marijuana and marijuana products, we plan to sell an assortment of CBD products, paraphernalia (pipes, bongs, rolling papers, lighters, vape devices), and apparel that advertises our store. We aim to provide a large variety of high quality products.

Day-to-day operations will consist of packaging bulk flower into pre-weighed packages for individual sale, making and packaging prerolls for individual sale, serving customers, stocking and restocking shelves, cleaning/organizing the retail space, and any daily paper or computer work that is needed.

When marijuana or marijuana product is being delivered we will first verify the required transport manifest to accept the shipment. We will then take possession and begin the intake process by verifying the type, amount, weight, and tag numbers of the received shipment being accepted into our inventory. Marijuana and marijuana product will be packaged and labeled appropriately for individual sale. Small amounts of product will be on display and readily available for sale, with larger amounts stored in secure designated storage areas with restricted access. Refrigerated items will be stored accordingly and bulk flower will be stored in clean containers and in an appropriate environment to prevent the growth of mold.

A standard customer visit to the retail location would include being greeted by an employee upon entrance and valid identification verified immediately. The customer will then be offered assistance by a licensed marijuana handler in choosing the products they would like to purchase. Regulations on the limit of quantity of marijuana products sold will be strictly adhered to. After the customer completes their transaction, they will be expected to vacate the premises within a reasonable time.

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:

Any patron entering the premises who appears to be under the influence of an alcoholic beverage, inhalant, or controlled substance, or who makes a statement that they are under the influence, will be denied entry and asked to 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;**	DV
b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;**	DV
c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;**	DV
d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or**	DV
e. **allow a person to consume marijuana or a marijuana product on the licensed premises.**	DV

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). DL

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. DL

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

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

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

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

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

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 products will be behind the counter, either in a glass display case or on a wall display rack out of reach of customers. Only small quantities of each product will be on display, with the majority of inventory being kept in secure designated storage areas with restricted access.

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Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

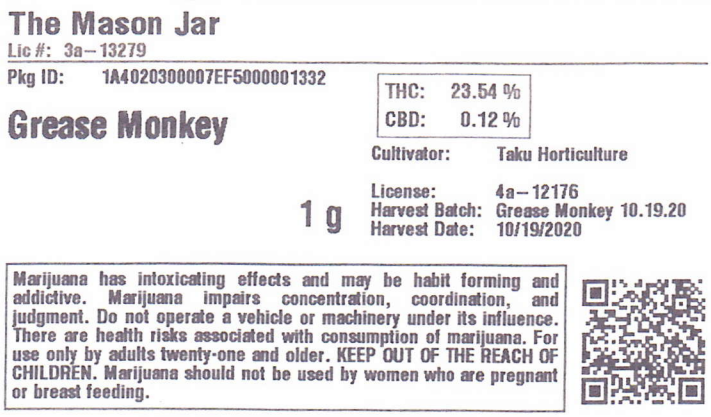
6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

All label information, warnings, particular verbiage, and weight/amount on labels will be reviewed when we receive product from vendors that they labeled themselves, to ensure all required information has been included. Product that is repackaged on site (flower and prerolls) will be labeled appropriately with our store name and license number, the cultivator's name and license number, the product name, the product weight, THC content, harvest lot number, harvest date, and the required warning information.

All marijuana will be packaged in opaque, resealable, child resistant bags. Bags will be sourced from a company that adheres to state regulations to ensure that all components of the packaging are met, per 3 AAC 306.345 (a)(3).

Items purchased will then be placed in brown paper shopping bags, obscuring the contents from view as the customer exits the store.

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):



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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 employees, who are all licensed marijuana handlers, will be trained to recognize the current valid forms of identification to ensure an approved ID is used for verification of an individual before access is granted into the premises. Entry to the store will be granted only after the customer ID has been verified.

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. DV

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:

Our marijuana packaging process will create small amounts of waste in the form of leaf, trim, and stems. Expired marijuana product is also considered waste. All waste will be recorded in a log book as well as the marijuana inventory tracking system (METRC) and stored in a designated bin in a secure packaging room. Before any waste is processed for disposal, AMCO will be notified via form MJ-25 Waste Disposal Notice no later than three days prior to making the waste unusable and disposing of it. Processing the waste for disposal involves grinding and mixing the waste with an equal ratio of compostable or non-compostable materials per Alaska Administrative Code: 3 AAC 306.740. Specifically, we will mix our waste with bleach to deem it unusable, and place it in a garbage container for pickup and transport to the CBJ landfill.

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. DV

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

Signature of licensee

Dennis Lavigne
Printed name of licensee

AMBER TURNER NOTARY PUBLIC STATE OF ALASKA My Commission Expires JULY 9, 2022

Amber Turner #180709005
Notary Public in and for the State of Alaska

My commission expires: July 9, 2022

Subscribed and sworn to before me this 15th day of December, 2020.

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