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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:	BAM Greeneries, Inc.	**MJ License #:**	28093		
License Type:	Retail Marijuana Store				
Doing Business As:	The House of Green				
Premises Address:	9410 Old Seward Hwy				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99515

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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 The House of Green will be inspected by the on-site manager before being accepted and added to the store's inventory. The shipment will be reconciled with the transport manifest, shipment labels and packaging labels to ensure consistency. All product will be weighed by the on-site manager 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 sales software and added to the store's inventory storage or display cases. At the end of each business day, the on-site manager will reconcile the sales 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 agent of The House of Green who will check their identification and watch for signs of impairment. If cleared by ID check, customers will enter the sales floor where they will be greeted by the sales team. Customers will be able to ask questions, view menus and browse available products. Sales transactions will take place at the point of sale station. Once a sales transaction is complete, customers will be guided to the store exit. The House of Green 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 customer's 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, and the reception agent will inspect all entrants while they answer questions, explain the store layout and process. 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. If an individual inside the retail area appears to be impaired, the retail agents have the authority to refuse service to anyone, and to have the customer removed from the facility. Agents will ensure that each removed individual has a ride or a taxi called for their safe departure.

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;** SV

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

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

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

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

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). SV

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. SV

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

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

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

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

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

Section 5 – Displays and Sales

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

During business hours, all marijuana products will be displayed in display cases and cabinets, out of the reach of customers and accessible only by employees. All employees will be monitored by video cameras and the on-site manager while working in the retail area to ensure compliance with opening and closing procedures and all display policies, and to ensure that all product is accounted for at all times. Retail agents will be walking around, interacting, and educating customers on the displayed products and prices. All displays will be monitored by 24-hour video surveillance. Only products that are packaged and labeled in accordance with the state and local laws and regulations will be eligible for display and sale to the public. Marijuana or marijuana product will be either pre-packaged in compliant packaging, or displayed in "deli-style" glass jars labeled with the batch strains. Continued on page 6...

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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 company will form a quality control unit (QCU), which will consist of designated members from management and ownership, tasked with inspecting and approving all marijuana products packaging and labeling prior to sale. When a delivery arrives to the facility, the daily manager will take photocopies of all paperwork involved in the transfer for the QCU to inspect. Marijuana products transported from cultivation or manufacturing facilities will be inspected for quality and consistency with the transport manifest and shipment labels. When edibles and concentrates are delivered from a manufacturer, the QCU will inspect for contamination, testing, and to ensure consistency with the transport manifest and the label. Labels will be checked for: (1) name and license number of the providing entity; (2) production lot and batch number; (3) strain information; (4) net weight of the product in the package (not including weight of packaging); and (5) packaging date and expiration date. 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; (5) delivery driver name and handler's card verification; and (6) the weight of the products transferred. Once a delivery is approved, the inventory will be accepted in to the POS Metrc tracking system with all mandatory information designated by the MCB. The shipment information will be both recorded in Metrc and stored on-site as official business records. Both the transporting agent and the manager will sign the paperwork expressing that all information is deemed correct and the transfer took place. These documents will be maintained as business records.

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: **The House of Green** **License No:** 28093
Cultivator: **License No:**
Harvest Batch No: **Package No:**
Net MJ Weight: **OZ(g)** **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.

** Or Similar Format

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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):

At no time will a person under the age of twenty-one (21) be permitted to remain on the premises. If at any time any facility employee suspects that a person on the premises is under the age of twenty-one, the employee will have the right to refuse access and/or sale, and will have the individual immediately escorted off the premises. All customers and visitors will enter through a single front entrance door. All entrants will be required to present a valid government-issued photo identification showing that they are twenty-one years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; Continued on page 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. SV

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:

The House of Green will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality; (2) marijuana and marijuana products that reach their expiration date; (3) any other materials or containers in contact with marijuana products that risk contamination; (4) any other marijuana or marijuana product deemed as waste by ownership, manager, MCB, AMCO enforcement or AMCO director. Marijuana waste will be stored away from all other products in a locked container on the premises, and will be rendered unusable prior to leaving the store for disposal. A notice, via email, will be sent to AMCO enforcement not later than three (3) days prior to rendering waste unusable. Marijuana waste will be rendered unusable by grinding the marijuana material and mixing it with other compostable and non-compostable non-marijuana 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, the reason for disposal, and the final 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. SV

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

STATE OF ALASKA
NOTARY PUBLIC
Mercedes Curran
My Commission Expires Dec 20, 2023

Signature of licensee

Notary Public in and for the State of Alaska

Steve Voth

Printed name of licensee

My commission expires: 12/20/2023

Subscribed and sworn to before me this 21st day of April, 2021.

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5.1 Continued: For deli-style purchases, the agent will weigh the selected flower strain at the check-out counter using a certified scale, register the purchase in the POS system, seal the product into a child-resistant container, and print the packaging label. When customers have made their purchasing decisions, they will then head to the check-out counter with the retail agent. All products on the shopping floor will be for display only, and the retail agent will fulfill the purchase from behind the counter. The check-out counter will be monitored by video surveillance to capture all transactions and easily identify all parties. All products sold will be placed in fully opaque exit packaging or the customer's opaque purse, pocket, backpack, etc. prior to exiting the retail store.

7.1 Continued: (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; and (3) an identification card issued by a federal or state agency authorized to issue a Driver's license or identification card. All facility agents will have an ID guide on hand to help recognize IDs from other states and countries. Additionally, employees will be trained to check the edges of the card for a smooth, uniform edge that does not separate, buckle, or come unglued; to tilt the card in the light to locate any foil, hologram, or icon of a state crest, shape, or name; to carefully compare the photo to the cardholder; and to check for forgeries and any other inconsistencies. The facility will refuse entrance to all persons who fail to produce valid photo identification, regardless of how old they appear.

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