Alcohol and Marijuana Control Office
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https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

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

Licensee:	Highpothermia, LLC	**MJ License #:**		29084	
License Type:	Retail Marijuana Store				
Doing Business As:	Highpothermia				
Premises Address:	741 E 13th Ave				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99501

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

Marijuana and marijuana products will be transferred to this Retail Marijuana Store using a METRC manifest. Persons transporting transferred marijuana will be asked to verify age of 21+ years and provide Marijuana Handler's Card upon arrival to the facility and escorted to the back area where the manifest and package will be compared for accuracy. For each transfer the METRC tag #, weight, contents, and test results will be verified correct/incorrect and then accepted/rejected in METRC and signed by both the person transferring the marijuana or marijuana products and staff member of this proposed Retail Marijuana Store. Person transporting marijuana or marijuana products will be escorted and signed out of the facility. Copies of manifest, invoice and test results will be kept on-site as business records. Package will then we moved to secure storage by staff member.

Customers visiting this Retail Marijuana Store will be asked for Valid Photo ID upon arrival to the facility. Each person will be required to provide a valid/unaltered State Driver's License or ID Card, Passport, Military ID and staff member checking ID will compare the provided ID to the customer: type of ID, Date of Birth, Expiration Date, and Photo. If person is verified 21+ years of age they will be allowed to shop for products and purchase up to the 3AAC 306.355 limit on quantity sold.

Staff member will scan barcode of product for pre-packed items and ring up item for sale using Point of Sale system, Greenbits or similar system. For deli-style flower purchases the staff member will weigh out the flower and transfer that amount to opaque, resealable, child-resistant packaging. The required label will be affixed to the deli style packages and scanned to be purchased. Staff member will put purchased products in exit bag and affix receipt to outside of bag and give to customer to exit the facility.

See page 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:

Staff will be educated on signs/symptoms of persons who are inebriated or intoxicated. Any person attempting to enter the facility who is visibly demonstrating these signs will be asked to leave immediately.

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;** [DG]

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

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

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

e. **allow a person to consume marijuana or a marijuana product on the licensed premises.** [DG]

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?	☐	☑

License # 29084

Received by AMCO 5.8.21

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

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:

All Marijuana and Marijuana products will be kept for display either in enclosed glass display case in deli style glass jars or pre-packed in child resistant packaging and kept on the back counter, back wall or secured drawers all behind the counters and in full control of staff members. Concentrates will be kept in secured refrigerators behind the counter and in their original packaging from the concentrate manufacturer.

License # 29084

Received by AMCO 5.8.21

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

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

All marijuana or marijuana products sold will be packaged in opaque, resealable, child-resistant packaging and contain a label that identifies this retail store by name or distinctive logo. The estimated total THC percentage, 5 statement warning, name of product/strain, weight, and cultivator/manufacturer if applicable will also be present on the label. Deli-style flower will be weighed out in front of customer and transferred child proof dram or reusable glass* jar with child resistant lid. Label with required warnings, weight, product name/strain and cultivator will be printed and attached to packaging.

* or biodegradable plastic

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):

HIGHPOTHERMIA

License #29084

STRAIN NAME
Product Type
Cultivator:
Batch #:
Net Weight: g
Tested by:
THC %:
Total Active Cannabinoids:

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.

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

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):

This Retail Marijuana Store will refuse to sell marijuana or marijuana products to a person who does not produce a valid form of photographic identification showing that person is 21 years of age or older. Persons must produce a valid, unexpired, unaltered passport, state driver's license, instruction permit, or identification card of a state or territory of the US, the District of Columbia or a province or territory of Canada showing proof of age 21 years or older; in order to be allowed to purchase products in this store.

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. DG

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:

Any and all marijuana waste will be recorded and reported to AMCO a minimum of 3 days prior to being ground and combined with at least 50% compostable material to be made unusable. Unusable material will be disposed up in dumpster and taken to Municipality landfill by waste management company.

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. DG

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

Signature of licensee

Dana Giliam

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Karen L. Cassel
My Commission Expires: December 15, 2022

Notary Public in and for the State of Alaska

My commission expires: 12/15/2022

Subscribed and sworn to before me this 13 day of April, 2021.

License # 29084

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

2.1 continued
Marijuana and marijuana products will remain in inventory storage until packaged if necessary with the required labels and warnings. Marijuana and marijuana products ready for sale will be moved to the retail marijuana storage areas top be sold to consumers 21+ years of age. All bulk flower (deli-style) will be sold from the same METRC bulk package and each time a customer purchases a specific strain, the POS System (greenbits or similar) will minus the weight in grams sold to consumer each time a sale is made. Pre-rolls and pre-packs made from bulk flower will act in the same manner by minusing the amount of each pre-roll or pre-pack from that METRC batch.

Retail staff in between customers will package marijuana or produce pre-rolls under management direction. If needed, due to the small back area in the upstairs, retail staff may package or pre-roll marijuana in the lower level in a restricted access area.

License # 29084

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