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 Pot Shop	**MJ License #:**		30362	
License Type:	Retail Marijuana Store				
Doing Business As:	The Pot Shop				
Premises Address:	902 W. Northern Lights Blvd				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

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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:

The manager will open the store and perform all the safety checks on all equipment and prepare the store for the day. When new inventory arrives it will be placed in the cabinet and an inventory and manifest check will be done by the manager. Inventory will be by scheduled delivery and everything will be in place for this to happen quickly and done during low peak times of business. Management arrives to setup before we open so if we had to accept any large deliveries the process would be for them to deliver it before we open so they can easily be accepted. Once manifest is complete it will be entered into the computer system and employees will be able to stock it. When customers arrive they will be met at the door by a person who checks their ID and then lets them enter. Signs will immediately send the customer off to their left to a line on the left side of a rope partition. From here there will be 2 identical stations with sales associates. When it is slow only 1 can be used and the sales associate can also be the cashier. As it picks up 1 employee can be a sales associate and 1 can be a cashier. If we reach a point of high sales the design has a separate person on the cashier station. A total of 4 employees in the store with the manager holding the position of sales associate or cashier and never security. When a sales associate is done with helping a customer they will put their products in the inventory staging area and they will be directed to the cashier station waiting area. The cashier will turn around and grab their merchandise and check them out. Once a customer has made their choose care will be be taken to be sure smell jars and other inventory be put away and the display cases locked before the sales associate grabs the merchandise the customer choose and drops it at the inventory staging area. The inventory staging area will have numbered bins so the sales associate can say "If you please wait right here when it is your turn just tell the cashier you are number 2" The cashier of course starts the transaction by ensuring products in the tub are correct. Since checkout is quicker than shopping the flow will allow a tiny business to reach a reasonable size before we may be forced to relocate or expand. All smell jars will be stored in the corner of the room above the 2 compartment sink and will regularly cleaned and replaced since it has a hand washing sink directly next to it.

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:

Security will be directed to not allow intoxicated person into the building as well as each sales associate who will spend more time with the customer will be directed to look out for signs of intoxication. And lastly the sale clerk will also make the same check. Training and policies will be in place on how to handle these situations.

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;**	S.D.
b. **sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;**	S.O.
c. **offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;**	S.O.
d. **offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or**	S.O
e. **allow a person to consume marijuana or a marijuana product on the licensed premises.**	S.O.

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).	S.D.
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.	S.D.
4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).	S.D.
4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.	S.D.
4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:	
a. is false or misleading;	S.D.
b. promotes excessive consumption;	S.D.
c. represents that the use of marijuana has curative or therapeutic effects;	S.D.
d. depicts a person under the age of 21 consuming marijuana; or	S.D.
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.	S.D.
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;	S.D.
b. on or in a public transit vehicle or public transit shelter;	S.D.
c. on or in a publicly owned or operated property;	S.D.
d. within 1,000 feet of a substance abuse or treatment facility; or	S.D.
e. on a campus for postsecondary education.	S.D.

Section 5 – Displays and Sales

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

We have 2 separate identical sections, minus the refrigerated items but that will be easily accessible by both sections. Merchandise will be stocked on shelves behind the counter and in the locked display cases. Smell jars will be in the locked display cases and only presented upon customer request. We will sell both deli style and prepackaged products. A large portion of our products will be presented by menu to the customer so they can see pictures and details about the product from their side of the counter.

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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):

Products can not be sold without a printed barcode. All preprepared products of course will be verified before they are stocked. With the deli style the sales associate will put the qty the customer desires into a container and print a label for it containing all the required information in the label below. No merchandise can be sold without a barcode and that will ensure the label has been applied. A small laptop, a printer, and all required packaging will be in the exact same location in front of the sales associate with a description cheat sheet to ensure that even new employees package and label exactly to requirements. Any packaging that needs to be done after the sale will be done at a similar station with a cheat sheet at the cashier station.

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 Pot Shop
License # 30362
Strain:
Batch/Lot Number:
Gross Weight:
Net MJ Weight:
Packaging Date:
Expiration Date:
THC (% or mg depending on product)

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 ofchildren. Marijuana should not be used by women who are pregnant or breast feeding."

SKU# **BARCODE**

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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):

Nobody is allowed in the store that does that show valid photo id. They would not be able to check out. This is the importance of 1 entrance and in a small store it makes double checking very easy. We have also placed the cashier as close to the security station as possible with a video surveillance TV so any blind spots can be seen. This will ensure if under an extreme situation where a person was able to sneak past security without showing ID they would be seen by the cashier. When the security has to take a break or use the restroom they are temporarily replaced with one of the other employees and all employees are then directed to watch the tv screens and the doors to ensure nobody can even enter without valid ID. Employees will also be directed that if there is any question then are to ask for ID again at the checkout counter.

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. S.D.

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:

All products will be stored in the restricted area either stocked on the sales floor or locked in the cabinet. Various double checks like manager and employee in charge of stocking the product both checking the inventory count as well as weekly inventory counts and video surveillance monitoring used for training purposes will be our main focus on management of the products. Any products that are set to be disposed of for any reason will be in the product section of the cabinet with a log and the grinder, and a small bucket. Once it is logged notice will be given to the board on the form prescribed by the board and the log will be noted that the 3 day waiting period will begin.

After the store has been closed for business on a daily bases the log will be checked for products that have passed the 2 day waiting period. A small work table will be setup and all the product that have been stored for 3 days will be ground up on camera and mixed in with the filler and placed in a labeled trash bag and then marked as complete and labeled in the log. S.D.

All waste will be disposed of during business hours and will be scheduled to be placed in the dumpster the day before the trash pickup unless cabinet becomes too full. Our daily day to day will produce a sizable amount of extra paper that will be ran through a paper shredder regularly. In the storage room of the building we will store our extra mix of potting soil or mulch in case we have a large qty that needs disposal.

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. S.D.

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

This was a corrected page that happened to be the notarization page. The signature on the original page appears to be the same as the signature on this page. jps/amco

Signature of licensee

SCOT DUNNACHIE

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Received by AMCO 2.9.22

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(Additional Space as Needed):

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