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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:	CDLW, INC	**MJ License #:**		29087	
License Type:	Retail Marijuana Store				
Doing Business As:	Alice's				
Premises Address:	12111 Horseshoe Drive, Suite 1				
City:	Eagle River	**State:**	Alaska	**ZIP:**	99577

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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:

Inbound marijuana and marijuana product shipments to Alice's will be meticulously inspected by management upon arrival. To ensure consistency, the shipment will be reconciled with the transport manifest, packaging labels, and shipping labels. Alice's will weigh the shipments using certified scales (in compliance with the Alaska Weights and Measures Act) and reconcile it with what is listed on the labels and recorded on the manifest. Shipments with any inconsistencies will be denied. If shipments pass inspection by management, they will be entered into Metrc and the point of sale (POS) system, and added to inventory storage or the display cases. At the conclusion of every business day, management will review and check all sales transactions from the POS system against both the available inventory and Metrc to maintain consistency, identify discrepancies, and quickly resolve issues. During a standard store visit, customers will enter through the main door into the store lobby, where they will meet an employee at the identification (ID) check-in window. The employee will intensively inspect customer IDs, looking for validity, identity confirmation, age, forgeries, and irregularities; additionally, employees will be given ID guides to help identify IDs from other states and countries. The employee at the check-in window will also observe customers for signs of impairment, instability, or suspicious behavior. Once cleared at the check-in window, customers will proceed to the retail floor where they will be greeted by the sales staff. During their store visit, customers will be able to ask staff questions, safely and securely view/smell product samples in tamper-evident sealed glass jars, peruse products in stock on display, and review a menu of products in stock on television screen(s) mounted behind the retail counters. Customers will purchase their items at a POS station, where IDs will be inspected once again before completing the transaction. Once customers have completed their purchases and no longer have a purpose inside the retail area, they will be guided to the building exit. If customers continue to loiter, staff will politely remind them of the "No Loitering" business policy and ask them to leave the premises. Employees will be trained to completely understand and strictly follow the regulations regarding quantity limits sold per transaction and exit packaging requirements.

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:

Alice's understands and accepts the responsibility to operate safely and to be very mindful of customer behaviors. Under no circumstances will Alice's ever sell, offer to sell, give, distribute, or deliver marijuana or marijuana product to any individual who is not physically on the licensed premises; under the influence of alcohol, inhalants, or controlled substances; or not at least twenty-one (21) years old at the time of purchase (as proven by a valid, government-issued photo ID). There will be signs on the entrance door, the check-in window, and sales counters stating that Alice's will not sell marijuana or marijuana products to any person under the influence of alcohol or other drugs. Entrants will access the store through the main door and enter the store lobby, where they will meet an employee at the ID check-in window. (Continued on Pg 6...)

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:

All marijuana and marijuana product will be on display, stored, and dispensed for sale inside the designated restricted access area behind the sales counters, inaccessible to customers. There will be signs at all access points leading to behind the counter stating, "Restricted Access Area - Visitors Must Be Escorted" (signs will meet all the same dimensions and color contrast as previously mentioned in Section 2.1 of the MJ-01 for this retail application). Pre-Packaged Marijuana and marijuana product will be viewable for customers in locked glass display cases, on shelving on the wall behind the sales counters, and in a cooler behind the sales counters (for perishable products). All displays will be in direct, clear view of continuously operating security cameras at all times. All staff will go through required training for display policies, opening and closing procedures, and securing and accounting for all product at all times. Television screen(s) mounted behind the sales counters will list the menu of available product. Once customers have decided on their purchasing choices, they will meet an employee at a POS station. Employees will take purchase orders and dispense the product for sale from behind the counter. Marijuana Bud/Flower, Edibles and concentrates will be pre-packaged and labeled. (Continued on Pg 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):

Management will always carefully examine every shipment of marijuana and marijuana product that arrives at Alice's. Management will check the shipments for quality control, congruence with the shipment labels and transport manifest, and regulatory compliance. Labels must contain the manufacturer's or cultivation facility's name and license number, production lot or batch number, strain details, product net weight (not including packaging), packaging date, expiration date (if applicable), testing lab's name and license number. The transport manifest must contain the providing facility's name and license number, transport date, start and estimated arrival times, strain and batch details, transporter's name and marijuana handler's permit verification, transported product weight, and testing details. After shipments are approved by management, they will be added into inventory and recorded into Metrc with all required information as set forth by AMCO. All shipment information will be both entered in Metrc and maintained on the premises as official business records. The transporter and the member of management reviewing the shipments both will complete all paperwork indicating that all information is correct and confirming the delivery transaction occurred. Management will deny shipments that do not comply with all AMCO requirements regarding packaging, labeling, transporting, and transferring marijuana and marijuana product. All marijuana and marijuana product will be packaged and labeled in compliance with AMCO regulations, with the labels containing Alice's name and license number, testing results, and required warnings (as indicated in 306.345(b)). Employees must ensure that marijuana and/or marijuana product are inside child-resistant packaging and placed in fully opaque exit packaging (such as a store-provided bag or the customer's purse, backpack, pocket, etc.) before customers exit the store with their purchase.

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: Alice's **License No:** 29087
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.

*Logo to be added

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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):

Alice's acknowledges its duty to the community to employ business practices and follow all regulations at all times in order to safely serve individuals who are of legal age to purchase marijuana and marijuana product and prevent individuals under the age of twenty-one (21) years old from accessing any part of the licensed premises and/or purchasing marijuana and marijuana product. Under no circumstances will Alice's ever sell, offer to sell, give, distribute, or deliver marijuana or marijuana product to any individual who is not at least twenty-one (21) years old at the time of purchase. Entrants will access the store through the main door and enter the store lobby, where they will meet an employee at the ID check-in window and produce a valid, government-issued photo ID for inspection. (Continued on Pg 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. [ ]

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:

Alice's will dispose of marijuana that has been deemed contaminated, infected, or rejected for quality purposes; marijuana and marijuana product that have reached expiration; materials and containers that have come into contact with contaminated marijuana or marijuana product; and any other marijuana or marijuana product identified as waste by management, MCB, AMCO Enforcement or the AMCO Director. Alice's will email a notice to AMCO Enforcement regarding the waste not more than three (3) days before rendering the waste unusable. Marijuana waste will be quarantined from all other product inside a locked container on the premises and will be rendered unusable before leaving the store for disposal. To process and render the waste unusable, the materials will be ground and mixed with other compostable and non-compostable non-marijuana material; such as food waste, cardboard, paper, and yard waste; until the ending mixture does not exceed fifty percent (50%) marijuana waste. A Waste Log will be maintained by management, which will track the waste type, disposal date, waste rendering process date, disposal reason, status, and final destination. The waste will then either be transported to a landfill/waste station by a Muni waste vehicle or by an Alice's staff member. Waste Logs will be securely stored and maintained as official business records, which will be accessible to AMCO upon request.

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. [ ]

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

Signature of licensee

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

Notary Public in and for the State of Alaska

Lonn Goldbeck
Printed name of licensee

My commission expires: 12/20/2023

Subscribed and sworn to before me this 30th day of April, 2021.

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(Additional Space as Needed):

3.1 Continued: The employee at the check-in window will not only intensively inspect customer IDs, but will also intently monitor for signs of impairment, per Alice's required employee trainings and procedures. If a person appears to be intoxicated at any time on the licensed premises (whether at the time of entry/ID inspection, product perusal, or purchase), staff will refuse all service & sale to said person and escort them safely from the premises. If necessary, law enforcement will be contacted to help enforce this policy. Staff will ensure impaired individuals escorted off the premises have a ride or taxi arranged for a safe departure. Alice's will exercise caution and compliance with sale limits per AMCO regulations. A member of management will always be ready to help customer ingress and egress, and to ensure there is enough staff on the retail floor.

5.1 Continued: All Marijuana sales including, but not limited to, Bud/Flower, edibles and concentrates will be monitored and in compliance with quantity limits sold per transaction regulations and verified using certified scales (in compliance with the Alaska Weights and Measures Act). All purchases will be registered in the POS system which automatically integrates with Metrc. Employees must ensure that pre-packaged marijuana, marijuana edibles and marijuana concentrates are placed inside fully opaque exit packaging (such as a store-provided bag or the customer's purse, backpack, pocket, etc.) before customers exit the store with their purchase.

7.1 Continued: The employee at the check-in window will closely review customer IDs, checking for smooth, uniform edges that do not separate or buckle; foil, holograms, or icons of state name, shape or crest that appear when tilted in the light; continuity between the customer's face and their ID photo; forgeries, and any other deviations; additionally, employees will be given ID guides to help identify IDs from other states and countries. The only acceptable forms of ID are unaltered, unexpired passports; unexpired, unaltered driver's licenses, instruction permits, or ID cards of any state or territory of the U.S., the District of Columbia, or province in Canada; and ID cards issued by a state or federal agency that is authorized to issue driver's licenses or ID cards. IDs will be checked again at the POS counter upon a customer's purchase. Alice's will refuse entrance or service and escort off the premises any individual who cannot produce a valid, government-issued photo ID for thorough inspection, regardless of how old they appear or how familiar they are to the employee. Law enforcement may be contacted to help enforce this policy.

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