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:	Northern Emerald, LLC	**MJ License #:**	32759		
License Type:	Retail Marijuana Store				
Doing Business As:	Northern Emerald				
Premises Address:	2803 S. Old Glenn Hwy, Building #2				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

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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:

Incoming marijuana and marijuana product shipments will be carefully examined by a licensee or designated employee upon arrival and will be reconciled with the transport manifest, packaging labels, and shipping labels before it is officially accepted into Metrc inventory. Northern Emerald 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. 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 end of each business day, management will check all sales transactions from the POS system against both the available inventory and Metrc to maintain consistency, identify discrepancies, and immediately resolve issues. During a normal store visit, customers will enter through the main entrance where they will meet an employee who will check their ID. During inspection, the employee will intensively look for validity, identity confirmation, age, forgeries, and irregularities. The employee will also observe customers for signs of impairment, instability, or suspicious behavior. Once clearing ID check, 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 and smell product samples in tamper-evident sealed glass jars, peruse products in stock on display, and review a menu of products in stock. Customers will purchase their item(s) at a POS station, where IDs will be checked 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.

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:

Northern Emerald will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are: (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty-one (21) years of age at the time of purchase, as evidenced by valid government-issued photo identification. All customers will enter the retail store and have their ID checked by an employee who will be watching for signs of impairment. Continued on Page 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;** [IGL]

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

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

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

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

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). [illegible]

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. [illegible]

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

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

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

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

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

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 restricted access area behind the marijuana POS counter, inaccessible to customers. "Restricted Access Area" and "Visitors Must be Escorted" signage will be posted at all access points leading behind the counter. Marijuana and marijuana product will be viewable to customers in locked glass display cases, on shelving behind the POS counter and in a cooler behind the POS counter (for edible/perishable products). All displays will be in clear, direct view of continuously operating security cameras at all times. Menus of available products will either be on TV screens behind the counter or on physical menus available at the counter. Once customers have made their purchasing selections, they will meet an employee at a POS station. 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):

All shipments of marijuana and marijuana products that arrive at the Northern Emerald retail store will be inspected for quality and regulatory compliance, as well as consistency with the transport manifest and shipment labels. Labels will be checked for: (1) name and license number of the manufacturing or cultivation facility; (2) production lot and/or batch number; (3) strain information; (4) net weight of the product (5) packaging date and expiration date; and (6) testing lab name and license number. 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; (6) the weight of the products transferred; and (7) testing information. Once a delivery is approved by the Agent, the inventory will be accepted into the retail store's POS system and Metrc inventory, with all AMCO mandated information. The shipment information will be both recorded electronically in Metrc and stored as an official business record. Both the transporter and Northern Emerald will sign all paperwork documenting that the transfer is considered correct and complete. If any of the preceding information is missing or incorrect, the shipment shall be rejected.

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):

Produced By: Northern Emerald
License Number: 32759
Product Name: **Strain:**
Batch/Lot Number: **Gross Weight:** **Net MJ Weight:** **OZ(g)**
Best By Date: **Packaging Date:**
Tested By: **License Number:**
Total THC: **THCA:** **CBD:**
CBDA: **CBN:** **Total Terpenes:**
Microbial Test: **Pesticides:** **Herbicides:**
Fungicides:
Residual Solvent Test: **Contaminants Test Result:**
Retailer: **License Number:**

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 the 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 breastfeeding.

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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 customers and visitors will enter through the store entrance door(s). All entrants will be required to present valid government issued identification showing that they are twenty-one (21) years of age or older. No individual will be allowed to pass the ID check-in and enter the retail floor without their photo ID being verified, regardless of how familiar the person is to the employee(s) or how old they appear. 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. KM

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:

Northern Emerald will store, manage, and dispose of all solid and liquid waste with the highest standard of care to ensure compliance with all regulations. Marijuana that will be disposed of as waste includes: (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 Northern Emerald, or AMCO. 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, on a form prescribed by the board, will be sent to AMCO enforcement not later than three (3) days prior to rendering the waste unusable. Marijuana waste will be rendered unusable by grinding the 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. A waste log will be maintained as an official business record that will track: type of waste, material mixed, date of disposal, date it was rendered unusable, reason for wastage, and the final disposal destination. Like all business records, waste logs will be made available to AMCO upon request. Northern Emerald will either contract with a city waste disposal company or designate an Agent to take the waste to the local 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. KM

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

Signature of licensee

Keith Crocker

Printed name of licensee

ASHLEY FARNSWORTH
Notary Public
State of Alaska
My Commission Expires Aug 26, 2024

Notary Public in and for the State of Alaska

My commission expires: Aug 26, 2024

Subscribed and sworn to before me this 14 day of May, 2022

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(Additional Space as Needed):

3.1 Continued: If a customer is under the influence, the employee will contact the licensee or manager who will escort them off the licensed premises. Law enforcement will be contacted for back up when necessary. Additionally, employees and management will exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. A licensee or a manager will be on hand to assist with customer ingress and egress during peak hours and ensure that there are an adequate number of employees on the sales floor.

5.1 Continued: Employees will process the order and dispense the products for sale from behind the counter. Edibles and concentrates will be pre-packaged and labeled. Flower will be sold either pre-packaged or "Deli" style. "Deli" flower will be displayed behind the counter in glass jars separated and labeled by strain. If customers select to purchase "Deli" flower, employees will weigh the flower to the desired amount (in compliance with quantity limits sold per transaction regulations) using certified scales, register the purchase in the POS system which automatically integrates with Metrc, seal the weighed flower in a child-resistant container, print the packaging label, and affix the label on the container before dispensing to customers. Northern Emerald will also purchase bulk marijuana and roll pre-roll joints in house. Pre-rolls will be packaged in child-resistant, labeled, tamper-evident containers. Employees of Northern Emerald must ensure that marijuana and marijuana products are inside child-resistant packaging and placed in fully opaque exit packaging, such as a store provided bag or the customer's pocket, purse, backpack, tote, etc. before the customer exits the retail store with their purchase.

7.1 Continued: ...A valid form of identification includes: (1) an unexpired, unaltered passport; (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; (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card; and (4) a tribal identification card, issued by a federally recognized tribe, that has a photograph, signature, date of birth, and security features as identified by AS 28.15.111(a)(4). The entrance, lobby, display area, and all weighing, packaging, and check-out counters will be continuously monitored by video surveillance.