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Alaska Marijuana Control Board

Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

Why is this form needed?

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
- Walk-up or drive-through exterior window pick-up service

This form must be completed and submitted to AMCO's Anchorage 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:	Pipe and Leaf, LLC	**MJ License #:**	17250
License Type:	Retail Marijuana Store		
Doing Business As:	Pipe and Leaf: Premium Alaskan Cannabis		

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:

When marijuana product is received it will be verified with the shipments manifest and entered into Metrc. If it is prepackaged product it will be immediately stored in the vault. Wholesale product will be securely stored until it is ready to be packaged. At the beginning of each day, the area behind the counter will be stocked with product. At the end of each day inventory of this product will be taken and stored back into the vault. Some cannabis will be used for display, this cannabis will be stored back it the vault at the close of business each day.
A typical customer visit would involve first checking into the I.D checking station, where they will also be given a menu of our product. When they enter our sales floor they will be greeted by a sales associate. The associate will show them a variety of display cases containing samples of cannabis, these display cases can be opened if the consumer wants to smell the product. If it is busy in the store, the sales associate will enter their order into a tablet that will be sent to the counter area where the customer will then be sent to pay and pick up their product. If it is not busy, the sales associate will take the customer to the counter space where the customer will pay and receive their product. A customer may also come to the side of the exterior pickup window where they can pick up an online order or order through a QR code or digital menu. All adults in the vehicle will be ID'd to ensure nobody between the ages of 7 and 21 are in the vehicle. All consumers will be asked if all children in the care are under the age of 7 and if the guardian is present.

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Section 3 – Exterior Window Service Operating Plan

3.1. Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.

Pipe and Leaf does not intend to keep any marijuana or marijuana products at the exterior window. Marijuana and marijuana products will be located behind the retail sales counter (see diagram). All exterior window orders will be made via Internet or by telephone or through a QR code menu that will be handed to an exterior window customer after ID verification. Cameras will be strategically placed outside the exterior window to capture the license plate of the vehicle approaching the window, capture ID verification and the full sales transaction. Inside the exterior window area, cameras will be placed to ensure that the area is fully covered including; the POS system, window, marijuana and marijuana product storage and sales transactions through the window. The POS system(s) used for exterior window pick ups are located behind the retail sales counter. At no time will currency, marijuana or marijuana product be accessible by any person(s) utilizing the exterior window. Before completing a sale at the exterior window, Pipe and Leaf employees shall physically view and inspect the customer's government issued photo ID, and verify that each person in the vehicle under the age of 7 or over the age of 21. If children age 7 or under are in the vehicle, employees will ask if the child(ren) are the customer's own child, grandchild, or ward.
The exterior window is located to minimize compromises to security. No transfers to the exterior window are necessary as the window is located behind the retail sales counter.
All interactions at the exterior window will be recorded and video records will be stored in compliance with AAC 306.720.

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:	Initials
I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises.	DS HE
I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots.	DS HE
I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720.	DS HE

Section 4 – Prohibitions

Review the requirements under 3 AAC 306.310.

4.1. 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:

There will be signs posted stating service will be refused to people who are under the influence of an alcoholic beverage, inhalant, or controlled substance. The person at the I.D checking stand will not allow entrance to people who are visibly under the influence of an alcoholic beverage, inhalant, or controlled substance. If at any time during the customer's visit, they show signs of being under the influence of an alcoholic beverage, inhalant or controlled substance they will be refused service and asked to to leave.

4.2. 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; or in violation of 3 AAC 306.380.	DS HE
b. Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet; other than as permitted under 3 AAC 306.380.	DS HE
c. Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;	DS HE
d. Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or	DS HE
e. Allow a person to consume marijuana or a marijuana product on the licensed premises, except as allowed under 3 AAC 306.370.	DS HE

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Section 5 – 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

5.1. 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). DS HE

5.2. 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. DS HE

5.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e). DS HE

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

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

- **a. Is false or misleading;** DS HE
- **b. Promotes excessive consumption;** DS HE
- **c. Represents that the use of marijuana has curative or therapeutic effects;** DS HE
- **d. Depicts a person under the age of 21 consuming marijuana; or** DS HE
- **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.** DS HE

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

Section 6 – Displays and Sales

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

Marijuana flower will be displayed in small tamper-evident sealed, cylindrical cases with magnification and holes for smelling called cannapods, these cannapods will be secured to teh display table to prevent theft. Marijuana concentrates will be under a locked glass display Marijuana edibles will be displayed in a refrigerated display case at the checkout counter accessible only by employees. The customer will have to go to the back of the sales floor to the counter to purchase and receive their packaged and labeled marijuana product. The marijuana product will always bee in a child proof and opaque package before it leaves the store. The exterior pick up window will not have any marijuana on display. All orders will be made online or off a menu.

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Section 7 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

7.1. 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):

Pipe and Leaf's licensees or employees will inspect all shipments of marijuana and marijuana product that arrives at the retail store. Shipments ill be inspected for quality and consistency with the transport manifest and shipment labels, and for regulatory compliance. 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 product transferred, and (7) testing information. Once a delivery is approved by either the licensee(s) or employee, the inventory will be accepted into the retail facility and entered into Metrc with all mandatory information designated by AMCO. The shipment information will be both recorded in Metrc and stored on-site as an official business record. Both the transporting agent and the licensee or manager will sign all paperwork and documents expressing that all information is deemed correct and the transfer took place. Shall any of the above be missing or inaccurate, the licensee(s) or employee will refuse the transfer.

7.2. 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: Pipe and Leaf: Premium Alaskan Cannabis
License No:
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.

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Section 8 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

8.1. 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):

Pipe and Leaf will only accept unexpired, unaltered passports; unexpired, unaltered driver's license, instruction permit, or identification card of a stat or territory of the United States, the District of Columbia, or a province or territory of Canada; or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card or tribal card meeting AMCO regulations. The ID checking stand at the front desk and exterior window will have a paper showing all of the states' valid ID cards. Employees will be trained on how to spot false identification, how to find watermarks etc.

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 video surveillance and camera recording system for the licensed premises covers each point-of-sale area. DS HE

Section 9 – Waste Disposal

Review the requirements under 3 AAC 306.740.

9.1. 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:

Pipe and Leaf will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality, (2) marijuana or marijuana product that reach their expiration date, (3) any other materials or containers in contact with marijuana product that risks contamination, (4) any other marijuana or marijuana product deemed as waste by Pipe and Leaf licensees or employees, MCB, AMCO Enforcement, or the AMCO Director. Marijuana waste will be stored in a locked locker in the office away from all other products. Waste will be rendered unusable by grinding or mixing the materials with compostable or 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. Pipe and Leaf 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. Waste logs will be stored as an official business record and recorded in Metrc. Waste will be taken to the Fairbanks Landfill the same day that it's wasted.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification. DS HE

Haley Essig
Printed name of licensee

DocuSigned by: Haley Essig CC5796A1C64C420...
Signature of licensee

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):