Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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:	Island Girl Cannabis, LLC	**MJ License #:**	37930
License Type:	Retail Marijuana Store		
Doing Business As:	Island Girl Cannabis, LLC		

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:

Each shipment of marijuana and marijuana product that arrives at Island Girl Cannabis will be inspected by the licensee, designated employee, or manager before it is accepted and added to the store inventory. To ensure consistency, the shipment will be reconciled with the transport manifest, shipment labels, and packaging labels. All products will be weighed by an Island Girl Cannabis employee and reconciled with the weight listed on the manifest and labels. Any shipments with discrepancies will be rejected. Shipments that pass initial inspection will be accepted into the facility, entered into Metrc and the point-of-sale system, and added to the store's inventory storage or display cases. At the end of each business day, Island Girl Cannabis will reconcile the sale transactions from the point-of-sale software with the inventory on hand and with Metrc to ensure consistency and that any discrepancies are immediately addressed. Customers will be greeted near the store's entrance by an Island Girl Cannabis employee who checks their ID and watches for signs of impairment. Internet or telephone orders will be paid for and picked up in person by the consumer placing the order. Inside the retail store, when an employee verifies a customer's ID, customers can browse the retail sales floor and view the menu of available products. Sales transactions will take place at the point-of-sale station. Once a sales transaction is complete, customers will be politely directed to the store exit. A customer may also utilize the exterior window where they can pick up an online order, order through a QR Code or a 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 drive through customers will be asked if children in the car (if any) are under seven and if a guardian is present. Island Girl Cannabis trains all employees on the importance of the limits on quantity sold per transaction and the exit packaging requirements outlined in the regulations.

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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.

Island Girl Cannabis does not intend to keep any marijuana or marijuana product at the exterior window. Marijuana and marijuana product will be located behind the retail sales counter, out of reach of the exterior window. All exterior window orders will be made via Internet, by telephone or 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 used for exterior window pick ups is located on the counter behind the retail sales counter. At no time will currency, marijuana or marijuana product be accessible or visible by any person(s) utilizing the exterior window. Before completing a sale at the exterior window, Island Girl Cannabis employees shall physically view and inspect the customer's government issued photo ID, and verify, to the best of their ability, 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 3 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.	
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.	
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.	

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:

Island Girl Cannabis 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, including online and phone orders; (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 store or utilize the exterior window, where an Island Girl Cannabis employee will check their ID. During this time, employees will be watching for signs of impairment. If it is determined that a customer is impaired, that individual will be safely escorted from the premises. Law enforcement will be contacted for backup when necessary.

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.**	
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.**	
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, except as allowed under 3 AAC 306.370.**	

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).

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.

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

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

5.5. 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.**

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;**

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 6 – Displays and Sales

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

Island Girl Cannabis will display all marijuana and marijuana products for sale within the restricted access area, unreachable to customers. Signage that reads: "Restricted Access Area" and "Visitors Must be Escorted" will be posted at the access points that lead to the restricted access area behind the sales counter. Marijuana and marijuana products (including pre-packaged edibles and concentrates) will be displayed in locked display cases, on shelving along the wall behind the display case/point of sale counter, and in a fridge and/or freezer (depending) behind the display case/point of sale counter. Product displays will be in full view of a working video surveillance camera when marijuana or marijuana product is stored in the display. Marijuana and marijuana products will always be secured in a locked case. All employees will be trained and regularly monitored to ensure compliance with the display and closing policies and that all products are always secured and accounted for. When customers have made their purchasing decisions, they will head to the point-of-sale counter, where a bud tender will complete the sale. (Continued on Page 6)

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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):

Island Girl Cannabis will ensure that marijuana sold in the retail store will be packaged and labeled (1) to observe the limits on quantity sold; (2) products are not labeled as organic; (3) Manufacturers and Cultivators name, license number, production lot number or harvest batch number assigned to the product or flower packaged by cultivators for direct to consumers sales; (4) at the point of sale, marijuana or marijuana product is packaged in resealable, child-resistant packaging designed or constructed to be significantly difficult for children under five (5) years of age to open, but not ordinarily difficult for adults to use correctly; (6) unless already compliant, marijuana and/or marijuana product to be packaged in an opaque package for final retail sale; (7) marijuana and/or marijuana products labeled by Island Girl Cannabis that (a) includes the company name, product name, license number and logo; (b) states the estimated amount of total THC in the labeled product; (c) Contains each of the five warning statements - verbatim as they are listed in the regulations.

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: Island Girl Cannabis **License No**: 37930
Cultivator: **License No: XXXXX**
Harvest Batch No: **Package No**:
Net MJ Weight: **OZ (g)** **Strain:**
Testing Facility: **License No: XXXXX**
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):

Island Girl Cannabis will have an employee approach each and every customer that enters the licensed premises or utilizes the exterior window and request identification. Island Girl Cannabis will refuse to sell marijuana or marijuana product to a person who does not produce a form of valid photo identification showing that the customer is 21 years of age or older. Valid forms of identification are: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, instruction permit, or identification card of the state or territory of the United States, the District of Columbia, or a province or territory of Canada; (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card; or (4) a tribal identification card, issued by a federally recognized tribe, that has a photograph, signature, date of birth and security features identified by Alaska Statutes. Once identification has been verified, the customer will be free to view products and make purchases.

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.

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:

Island Girl Cannabis will be disposing of (1) marijuana that is identified as contaminated, infected, or 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 Island Girl Cannabis, an assigned employee, or AMCO official. Marijuana waste will be stored away from all other products in a locked container on the premises, away from all other marijuana products and currency, and rendered unusable before leaving the store. Marijuana waste will be rendered unusable by grinding the materials and mixing them 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%) of marijuana waste. Island Girl Cannabis will log waste in Metrc and maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, the reason for wastage, and the waste's final destination. Island Girl Cannabis may incinerate the waste, compost it, contract a City or Borough of Sitka Waste Management company, or have an assigned employee collect the waste mixture and dispose of it at the local waste station. All waste information will be recorded in the disposal log and securely stored as a business record, available 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

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.

Aaryn Licari

Printed name of licensee

Signature of licensee

(Additional Space as Needed):

6.1 Continued: Bud tenders will take the customer's order and dispense it for sale from behind the counter. Concentrates and edibles will all be pre-packaged and labeled. Flower will be sold either pre-packaged or "Deli" style. "Deli" style flower will be displayed in large containers behind the point-of-sale counter with the batch-labeled strains. Budtenders will take customer orders at the point-of-sale counter and weigh the flower using a certified scale. Once weighed to the desired amount, the bud tender will register the purchase in the POS system, which will integrate with Metrc, seal the product into a child-resistant container, and print the packaging label. Island Girl Cannabis will also buy bulk marijuana and roll their own pre-roll marijuana joints, package them per the regulations, and place them into pre-labeled mylar bags, pop-top tubes, joint boxes, or another MCB-approved packaging. Employees will ensure that marijuana and marijuana product sales are in child-resistant packaging and placed in fully opaque exit packaging (including; customers pocket, purse or similar) before a customer exits the store. The exterior window will not have any marijuana or marijuana product on display. All orders will be made online or off a menu.