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:	High Cache Corporation	**MJ License #:**	40586
License Type:	Retail Marijuana Store		
Doing Business As:	High Cache		

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 High Cache will be inspected by a 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 a High Cache 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, High Cache will reconcile the sales 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 or at the drive-through window by a High Cache employee who checks their ID and watches for signs of impairment and drive-through vehicle passenger regulations. Internet or telephone orders will be paid for and picked up in person by the consumer placing the order. Customers utilizing the walk-up or drive-through exterior window will order from a menu. At the drive-through window, everyone in the vehicle must show ID and meet AMCO passenger regulations prior to receiving a menu or placing an order. Once drive-through customers ID's are verified, they will place their order, pay and drive away. Inside the retail store when a customer's ID is verified by an employee, 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. High Cache trains all employees on the importance of the limits on quantity sold per transaction and the exit packaging requirements set forth in the regulations.

AMCO Received 6.17.25

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.

High Cache will be accepting orders for the sale of marijuana and marijuana products through a walk-up/drive-through exterior window. The area immediately outside the exterior window is under High Cache Corporation's sole possession and does not include public streets, public sidewalks, or public parking lots. Internet or telephone orders will be paid for and picked up in person by the customer placing the order. All orders received through the walk-up or drive-through exterior window will be placed by the customer from a menu. At the drive-through window, everyone in the vehicle must show ID unless the person is the consumer's own child, grandchild, or ward who is not older than seven years of age seated or otherwise required by local or state law to be seated in a car seat or booster seat. High Cache trains all employees on the importance of the limits on quantity sold per transaction and the exit packaging requirements set forth in the regulations. High Cache will install a secure exterior window or metal slide out drawer that will be designed and installed in such a way that no customers would be able to reach in the window and access any marijuana, marijuana product or money. In the area behind the exterior/drive-through window, High Cache will have a panic button for emergencies. Video surveillance cameras will be placed in such a manner that all areas within the employee area that services the window and the exterior of the window will have full coverage to clearly display all internal and external handling, packaging and sale of marijuana and marijuana products, approaching persons/vehicles, capture all ID verification, capture the face of the driver of the vehicle and the rear (and front if applicable) license plate of any vehicle utilizing the drive-through. No marijuana or marijuana products will be displayed at the exterior drive-through window. Video surveillance will be stored for 40 days, date and time stamped and formatted for easy transfer to a flash drive or external hard drive if required by AMCO enforcement.

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:

High Cache 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 retail store where a High Cache 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. Continued on Page 6 ...

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.**

AMCO Received 6.17.25

Section 5 – Signage and Advertising

Review the requirements under 3 AAC 306.365 and 306.770. 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 post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.

5.2. 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 publicly owned or operated property;**

c. **Within 1,000 feet of a substance abuse or treatment facility.**

Section 6 – Displays and Sales

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

High Cache 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 will be displayed in locked display cases, on shelving along the wall behind the display case/point of sale counter, and in a cooler 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. High Cache will not display marijuana or marijuana products at the drive-through exterior window. All employees will be trained and regularly monitored to ensure compliance with the display and closing policies and that all product is secured and accounted for at all times. When customers have made their purchasing decisions, they will head to the point-of-sale counter or rang up at the point-of-sale at the drive-through. Continued on Page 6 ...

AMCO Received 6.17.25

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):

High Cache 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 normally difficult for adults to use properly; (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 High Cache 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: High Cache **License No: 40586**
Cultivator: Tundra Gold Corporation License No: 36155
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.

AMCO Received 6.17.25

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):

High Cache 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 a valid, government-issued photo identification or tribal card (tribal card must meet the regulatory standards). High Cache employees will greet all customers and check each customer's ID near the entrance to the retail store or in the drive-through. No individual will be allowed to enter the sales floor and browse any selection or be given a menu at the drive-through without verifying their photo ID, regardless of how familiar the person is to the employee. 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

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:

High Cache 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 High Cache, 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. A notice via email on a form prescribed by the board will be sent to AMCO Enforcement before rendering the waste unusable. 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%) marijuana waste. High Cache 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 wastage, and the waste's final destination. High Cache may incinerate the waste, compost it, contract a third party waste management service, 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.

Donnie Mincher Jr.
Printed name of licensee

Signature of licensee

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Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

Section 4.1 Continued: Additionally, employees and management will exercise strict diligence and compliance with the sale limits embodied in 3 AAC 306.355. A licensee or manager will be on hand to help manage customer ingress and egress and ensure an adequate number of employees on the sales floor.

Section 6.1 Continued: All edibles, concentrates, and flower will be stored behind the point-of-sale counter. Budtenders 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 budtender 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. The pre-packaged products will be displayed in the display case located within the restricted access area. High Cache 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. Any edibles requiring refrigeration will be stored in a refrigerator behind the point-of-sale counter in the restricted access area. Employees will ensure that each marijuana product is in fully opaque and child-resistant packaging before a customer exits the store.

Section 8.1 Continued: Employees will be trained to identify forgeries and inconsistencies in IDs and utilize an ID guide to help recognize IDs from other states, countries, and federally recognized tribes. High Cache will schedule employees to help manage customer ingress and egress on the sales floor. If an ID is not in compliance for any reason, the customer will be asked to leave. If the customer refuses to leave the retail store, law enforcement will be contacted to enforce High Cache's ID policy.

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