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:	Michelle Jay Jones	**MJ License #:**	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		

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:

The Joint will maintain strict protocols for the intake, storage, sale and transfer of marijuana and marijuana products. All product deliveries will arrive through the secure entrance and will be verified against the METRC transfer manifest. Upon receipt, each package will be inspected for compliance with labeling and packaging requirements, entered into the METRC seed-to-sale tracking system, and logged into our POS system for redundancy. Products will then be stored in a locked, restricted-access storage area until they are ready to be displayed or sold. At no time will marijuana or marijuana products be left unsecured, and all inventory will remain subject to daily reconciliation and routine audits to ensure accuracy and prevent diversion.

A standard customer visit begins with age verification upon entry; only individuals 21 years of age or older with valid government-issued photo identification may enter. Once admitted, customers may browse the retail sales floor, where products are displayed in a locked case or behind counters to prevent unauthorized access. Trained budtenders will provide product information, answer questions, and assist with selection while ensuring all sales remain with the purchase limits. Once a purchase is made, staff will retrieve the product from secure storage, record the transaction in the POS system which will update METRC after every transaction, and complete the sale in compliance with state regulations. Customers then exit the facility. No consumption is permitted on premises, and staff will monitor both the interior and exterior areas of the establishment to discourage loitering or unlawful activity.

The Joint will conduct pre-rolling of marijuana joints in a designated restricted access area of the facility, separate from the retail sales floor and inaccessible to customers. Only trained and authorized employees who have been entered into METRC will be permitted to handle bulk flower and rolling materials. Marijuana will be weighed, portioned, and rolled using clean, rolling papers and compliant packaging, with all activity monitored under the facility's video surveillance system. Each finished joint will be immediately packaged, labeled and logged into METRC for tracking, ensuring accurate inventory management and preventing diversion. No marijuana will be left unsecured or outside of locked storage when not actively being rolled or packaged.

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

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.

A 24/7 digital video surveillance system will record all areas where marijuana is handled, displayed or sold as well as entrances, exits, and the exterior perimeter of the premises. Cameras will capture footage continuously with recordings securely retained for a minimum of 40 days. Surveillance access will be restricted to authorized personnel, and footage will be made available to AMCO or law enforcement upon request.

All marijuana and marijuana products will be displayed only within the retail sales area and secured in locked display cases or behind service counters. Customers will not have direct access to any product until a purchase decision is made, at which point an employee will retrieve the item from secured storage. The exterior door will be secured with commercial grade locks, and restricted areas will only be accessible to authorized employees. We will utilize a Ring Security System to monitor and protect the licensed premises. This system includes door and window sensors on all exterior points of ingress and egress, motion sensors in restricted access areas, and exterior cameras covering entrances and surrounding property. The system will be armed whenever the premises is closed for business, immediately altering both management and the 24/7 monitoring service of any unauthorized breach using the Ring app and surveillance cameras, notify law enforcement if necessary and respond promptly to secure the premises, inspect inventory, and complete a written incident report. The alarm system will be tested monthly to ensure reliability, with all inspection and incident records maintained for compliance.

To prevent unlawful access through the exterior window, all marijuana or marijuana products, and funds will be secured away from window areas, with one exception: a designated drive-through transaction window. This window will be constructed to meet safety requirements, equipped with reinforced glass, exterior lighting, and continuous video surveillance. The point-of-sale system will be located far enough inside the premises to ensure customers cannot reach the restricted area or access funds or marijuana directly. Employees will complete transactions by retrieving product form secure storage only after purchase has been finalized, then passing it through the drive-through window using tamper-evident, compliant packaging. No marijuana or funds will be left or stored near the window at any time, and the window will remain locked and inaccessible outside of business hours. In addition, staff will monitor the exterior of the premises, including the drive-through area, to discourage loitering and ensure compliance with licensee control of the exterior space.

All customers utilizing the walk-up or drive-through exterior window will be required to present valid, government-issued photo identification, and ID verification will be completed prior to every transaction to ensure the customer is 21 years of age or older. In addition, each exterior window entrance will be clearly posted with a sign stating "No one under 21 years of age allowed," which will be no less than 12 inches by 12 inches, with lettering at least one-half inch in height and in high contrast to the background, in compliance with 3 AAC 306.325.

Staff will monitor the exterior of the premises, including the drive-through area, to discourage loitering and ensure licensee control of the area immediately outside the exterior window at all times

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.	MJ
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.	MJ
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.	MJ

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:

Signs will be posted on the premises reserving the right to refuse service to persons who are under the influence of alcohol or drugs. When a customer enters the facility, the budtender will ask for proper identification. At that time the budtender will determine if the person is under the influence of alcohol or drugs. If they appear at all to be under the influence they will be asked to leave. Once out of the building, staff will monitor the exterior of the premises, including the drive-through area, to discourage loitering.

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.**	MJ
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.**	MJ
c. **Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;**	MJ
d. **Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or**	MJ
e. **Allow a person to consume marijuana or a marijuana product on the licensed premises, except as allowed under 3 AAC 306.370.**	MJ

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

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:

Marijuana and marijuana products will be displayed in compliance with 3 AAC 306.715. Products will be placed in locked, transparent display cases mounted on the wall or positioned within the retail area, visible to customers but inaccessible for direct handling. Displays will include either fully packaged product or representative sample containers with tamper-proof seals to ensure content cannot be consumed, tampered with, or removed by customers. All sales will be completed by employees retrieving product from secure storage at the time of purchase, and no marijuana or marijuana product will ever be left unattended or openly accessible in the public retail area. Deli-style service of marijuana flower will be offered, bulk flower will be stored securely in sealed containers within a restricted access area and will be handled by trained employees. When a customer selects a strain, an employee will measure the requested amount on a calibrated scale in full view of the customer, ensuring accuracy and transparency. The flower will then be placed into compliant, child-resistant, tamper-evident packaging, labeled according to Alaska regulations, and logged into Metrc and the POS system before provided to the customer. At no time will customers have access to bulk marijuana or unsealed product. Flower will also be on display in special, locked jars that will be housed in the glass display case where trained budtenders can pull to show to customers for them to examine. There will be 2 point-of-sale registers, one for the drive-through window and one for the main ingress area. Once marijuana and marijuana products are sold, staff will retrieve the product from secure storage, record the transaction and complete the sale in compliance with state regulations. Product will then be put in an opaque bag, and customers will exit the facility.

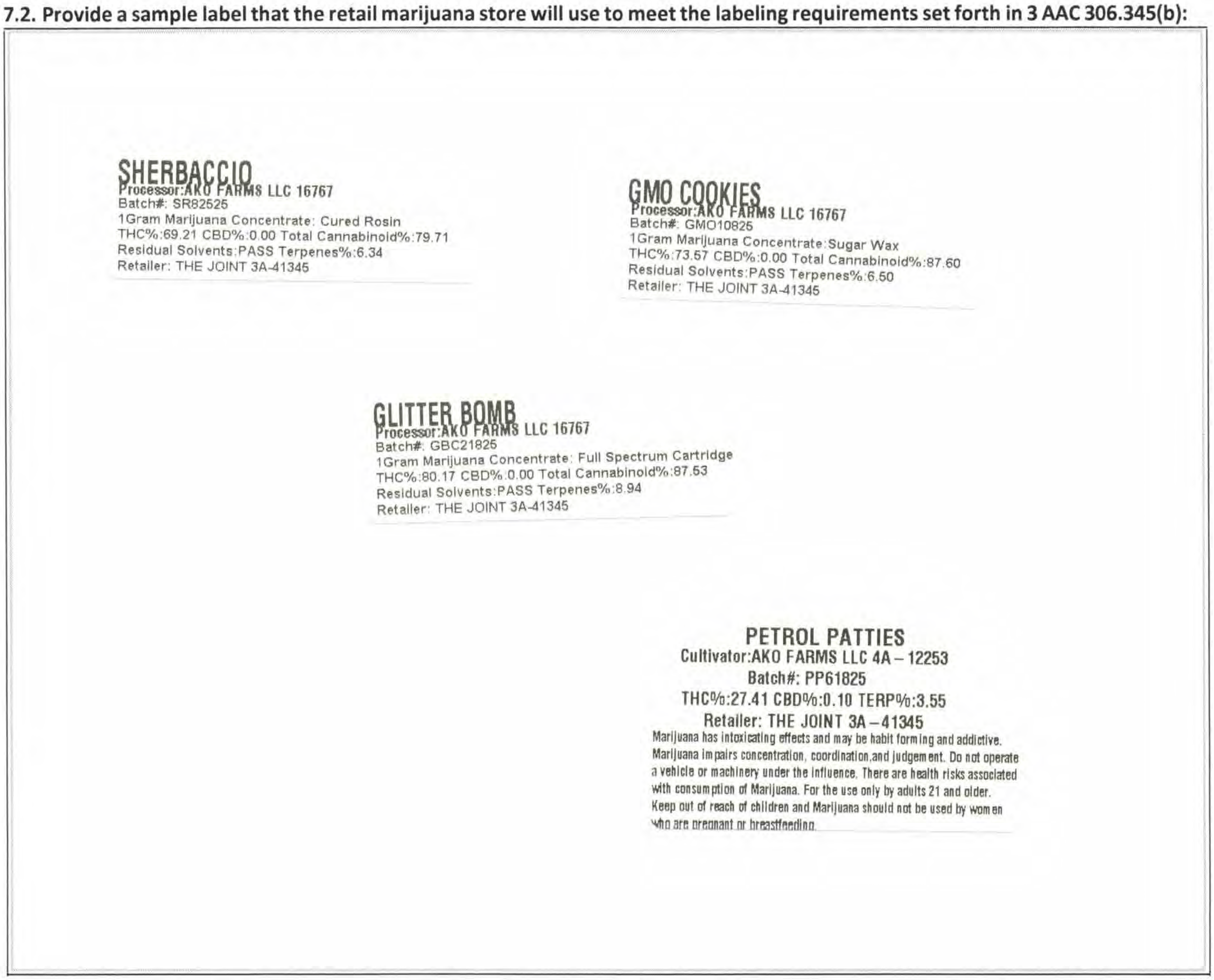
Section 7 – Exit Packaging and Labeling

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):

All marijuana products will be packaged and labeled in compliance with 3 AAC 306.345. All marijuana products will have the required labels providing all mandated identification and product test result information. All products will be received and accepted in the METRC inventory control system from a licensed marijuana manufacturing facility or marijuana cultivation. No product will be accepted that doesn't meet all requirements. All marijuana products sold on premises will be labeled with our company name, logo, and license number along with laboratory testing results and consumer warning statements.

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):



Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

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):

We will refuse to sell marijuana products to a person who does not produce a form of valid identification showing that a person is 21 years of age or older. Identification includes an unexpired passport, an unexpired, unaltered driver's license, instructor permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada. People can also use an identification card issued by a federal state agency authorized to issue a drivers license or identification card. All identification will be checked by a budtender when a customer enters the premises. There will also be a sign on the door stating, "NO ONE UNDER THE AGE OF 21 YEARS OLD."

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. MJ

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:

All marijuana waste, including expired marijuana and marijuana products, will be kept in a designated, locked and secured waste container located in a restricted access area until disposal. Marijuana waste will never be stored with usable inventory and will be clearly labeled "Marijuana Waste" to prevent accidental handling or sale. Marijuana and Marijuana products will be made unusable by grinding waste and mixing it with at least an equal amount of sawdust.

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. MJ

Michelle Jones
Printed name of licensee

Signature of licensee

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):