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

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those 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(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Dankorage,LLC	**License Number:**	10306		
License Type:	Retail Marijuana Store				
Doing Business As:	Dankorage, LLC				
Premises Address:	2812 Spenard Rd				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99503

Mailing Address:	4621 E. 115th				
City:	Anchorage	**State:**	ALASKA	**ZIP:**	99516

Primary Contact:	Lily Bosshart		
Main Phone:	5127796019	**Cell Phone:**	9074410378
Email:	lilybosshart@gmail.com		

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Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

The entrance to our restricted access area will be located within the office at the back of the store. There will be a sign clearly posted on both the office door and the restricted access area door stating "Restricted Access". These doors will be locked at all times with only staff having access to these areas.

Describe your processes for admitting visitors into and escorting them through restricted access areas:

No one under 21 will enter the restricted access area for any reason, so all visitors will show identification before entering. They will be provided a brightly colored visitor badge and will sign a roster before being escorted into the area. There will be no more than 5 visitors to every 1 employee within the restricted access area. At no point will a visitor be left unattended in the restricted access area. At the end of the visit, the escorting employee will check that the restricted access area is clear of all visitors and lock the door behind them.

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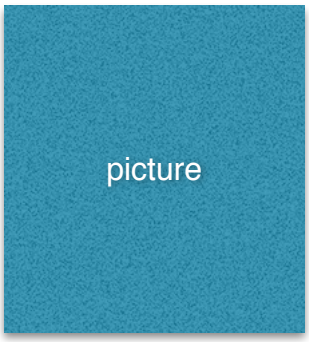
Describe your recordkeeping of visitors who are escorted into restricted access areas:

All restricted access areas are monitored by video cameras. This feed will be saved for 40 days and can be reviewed at anytime. There will also be a sign-in roster that all visitors will need to sign before entering the restricted access area. This log will be kept on the premises for a minimum of 2 years before being archived.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



Dankorage

Employee Name
Title

Handlers Permit Number

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Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

We will have bright led lighting in the entryway, along with on each corner of the building . These lights will provide more than adequate lighting so that all people entering and exiting the premises are easily identifiable and are clearly recorded on our video surveillance system.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

All exterior windows and doors are connected to a security system that alerts local law enforcement if any breach occurs. Three motion detectors are also connected to the security system. A key pad is located inside next to the main entrance door, and an owner or manager will have the code to arm and disarm the alarm.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

Part of the daily closing procedure for the store will entail arming the alarm system before locking up for the night. The person in charge of the store will enter the code and leave the building secure.

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Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

All product will be scanned and entered into our electronic tracking system upon entering the store. It will then immediately be stored in the restricted access area. After being purchased, the product will be gathered by an employee into an opaque child resistant bag, double checked for accuracy, and then handed through a small widow directly to the customer. Store policies and procedures are all designed to keep product exactly where it is supposed to be at all times. Employees will attend regular trainings to keep them aware of best practices in order to keep all product safe and secure. Adequate staffing will be maintained to ensure safety of product. Product will be in the secure storage area until purchased and only limited staff will be part of the check in procedures, but as an additional safety measure Staff lockers will be provided in the Office area. All staff will be required to lock their bag or purse in a locker before clocking in for the day. Only once they are clocked out and done for the day can they retrieve their bag. Staff that are working in the secure room for the day will be checked by management as they exit the room to ensure no diversion occurs. No bags, purses, or any other item that product could be stashed into will ever be allowed into the secure area.

Describe your policies and procedures for preventing loitering:

There will be no outdoor seating or lounge areas provided. Security cameras will be monitored throughout the day to ensure pedestrian traffic is flowing smoothly. Staff will be trained to politely, but firmly, ask any individuals who may be loitering on the premises to move along. If this is ineffective, local law enforcement will be called.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

Our restricted access area will be secured with a reinforced steel door that can only be accessed after clearing two other secure points of entry (the front door and the door leading into the office). When constructing the restricted access area, all steel bolts will be used. Sheet metal panels will be installed between studs and sheet-rock to create reinforced walls. The only full access point will be the secure steel door located within the back office. The store is covered by three motion detectors connected to the alarm system.

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Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

An agent for the store will meet law enforcement on location as soon as possible. They will follow any directives given to them by law enforcement and stay on site until the store is secure.

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	■	☐
Both the interior and exterior of each entrance to the facility	■	☐
Each point of sale area	■	☐

Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	■	☐
Clearly and accurately displays the time and date	■	☐
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	■	☐

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Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras will be placed on the interior and exterior of the main entrance. They will be sightly above the door jam so people entering and exiting are clearly identifiable. Lighting will also be installed with video clarity in mind. There will be a camera at the far end of the store interior to capture a broad view of all activity inside, along with cameras placed above the point of sale registers so all cannabis transactions are recorded. Cameras will be placed inside and outside the door to the restricted access area so that all activity within, along with anyone entering, will be recorded. Finally, there will be at least two other cameras on the exterior of the premises to record at least 20 feet in front of all entrances. All cameras will be unobstructed and checked regularly to ensure proper viewing angels.

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

All recording equipment will be housed within a locked cabinet inside the office, which is also a restricted area. Only owners or managers of the store will have access to the cabinet, and will facilitate access to law enforcement or members of the board as needed.

Location of Surveillance Equipment and Video Surveillance Records:	Yes	No
Surveillance room or area is clearly defined on the premises diagram	■	☐
Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area	■	☐
Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board	■	☐
Video surveillance records are stored off-site	■	☐

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Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:	Yes	No
All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	■	☐
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	■	☐
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	■	☐
Records related to advertising and marketing	■	☐
A current diagram of the licensed premises including each restricted access area	■	☐
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	■	☐
All records normally retained for tax purposes	■	☐
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	■	☐
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	■	☐

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A marijuana establishment is required to exercise due diligence in preserving and maintained all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All of our records will be stored electronically and backed up monthly to an external hard drive kept in the store office. They will also be archived off premises. All records and data will be kept on-site for a minimum of 6 months and then archived off-site for a minimum of 3 years. IT support will also be hired to effectively manage and store all records and data for Dankorage,LLC.

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Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:	Yes	No
A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used	■	☐
All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745	■	☐

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

We will be using the Metric tracking system as prescribed by the state. This system will allow full access to our tracking records by the board whenever needed. We will also be using Metric as our marijuana point of sale software so everything is integrated and streamlined.

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Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Hander Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	■	☐
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	■	☐

Describe how your establishment will meet the requirements for employee qualifications and training:

All employees will pass a full background check and be over the age of 21. All employees will obtain Marijuana Handlers Permits before starting employment and keep them valid. We will store all permits in a filing cabinet on-site and all employees will have their handlers permit number clearly printed on their ID badge. Staff meetings will be held monthly to keep everyone updated on any security or regulation requirements. All employees will complete a New Hire training session where they will learn how the store operates and how Dankorage meets every requirement the State has set for us. They will also learn why it's so important to meet this high standard each and every day. New hires will shadow experienced staff until they are fully capable of working alone.

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Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:	Yes	No
The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it	■	☐

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

Weekly inventory of product will be done to ensure the store is only selling fresh, non-expired items. The store will have a sealed trash receptacle located in a place free of temperature or humidity extremes where any marijuana waste will be stored until disposal. The receptacle will only be accessible to employees. Dankorage will give the board at least 3 days notice before making marijuana waste unusable. All marijuana waste will be rendered unusable by grinding the waste and mixing it with at least an equal amount of compost-able or non compost-able materials, as approved by the board, before it is disposed of. A record will be kept of the final destination of all disposed of product.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

When the waste is destined to be added to a compost pile, which is our preferred method of disposal, we will mix the ground marijuana waste with ground compostable materials at a ratio of at least 50/50. The compostable materials we will be using are food and yard waste and vegetable oil. If our business ends up producing other compostable waste, we will seek the boards approval before using it to dispose of our marijuana waste.
In the event that the marijuana waste will be disposed of in a permitted solid waste facility or incinerator, we will mix it with paper, cardboard, plastic, or oil waste. Any material that we would like to use for disposal will be submitted to the board for approval before use.

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Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Any marijuana waste will be rendered unusable by grinding the waste and mixing it with at least an equal amount of compost-able or non compost-able materials, as approved by the board, before it is disposed of. Marijuana waste will be stored in a specific and secure trash bin that contains no other waste. The board will be notified that we have waste to dispose of. After the 3 day notice period for the board has elapsed, all marijuana waste will be ground down to the finest size possible using a commercial grade food processor. This food processor will be used for waste disposal only and will be cleaned and sanitized after each use. Once ground down, the waste will be mixed with our compostable waste at no less than an equal ratio. This mixture will then be added to our store compost pile, currently located on my property at 4621 E. 115th Avenue, Anchorage, AK 99516. In the event that the store compost output exceeds my yards capacity, we will source a commercial compost company to deliver our waste to. The board will be notified in the event that this occurs.

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Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:	Yes	No
The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700	■	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle	■	☐
The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport	■	☐
During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport	■	☐
Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment	■	☐
When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received	■	☐
The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest	■	☐

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Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

To prepare marijuana or marijuana products for shipping we will use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana products being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A complete printed transport manifest will be kept with the marijuana or marijuana product at all times. The marijuana or marijuana product will be placed in a sealed package or container for transport. The vehicle used for transport will have locked and secure compartments designed for marijuana product. Marijuana packages may not be opened during transport. Transport vehicle must not make any unnecessary stops and must travel directly from the shipping establishment to the receiving establishment. Records will be kept of all transports made and received.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

Dankorage will be utilizing small box vans with secure one point entry rear boxes for transporting marijuana or marijuana product. Van boxes will be heavily padlocked at all times. Within the locked rear box marijuana or marijuana product will be stored in a locked and mounted storage box at all times during transport.

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Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

We will have three signs on our store; all of them will display our store name and logo. They are metal light boxes with our logo printed on a piece of Plexiglas and slid on the front. The sign on the front side of the store will be mounted to the wall above the main entrance. Its dimensions are 15ft 9in by 2ft. The sign on the west facing wall will be located in the top center of that building side. It's dimensions are 10ft by 2.5ft. Our third sign will be free standing, double sided, and mounted on top of a pole at the southeast corner of the building. Its dimensions are 6ft by 4ft. The bottom of the sign will be slightly above the buildings roof height.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:	Agree	Disagree
Is false or misleading	■	☐
Promotes excessive consumption	■	☐
Represents that the use of marijuana has curative or therapeutic effects	■	☐
Depicts a person under the age of 21 consuming marijuana	■	☐
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	■	☐

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No advertisement for marijuana or marijuana product will be placed:	Agree	Disagree
Within one thousand 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	■	☐
On or in a public transit vehicle or public transit shelter	■	☐
On or in a publicly owned or operated property	■	☐
Within 1000 feet of a substance abuse or treatment facility	■	☐
On a campus for post-secondary education	■	☐

Signage and Promotional Materials:	Agree	Disagree
I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)	■	☐
The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products	■	☐
All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)	■	☐

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Section 8 – Control Plan for Persons Under the Age of 21

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

We will have multiple procedures to ensure that no person under the age of 21 enters our store premises. First, there will be a highly visible sign posted clearly at the store entrance, stating that the premises is for those 21 and older. Next, we will have an employee at the door checking every customers ID before they enter the store, regardless of how old they may look. Once inside the store, all employees will be trained to be looking at every customer to ensure there is no one under age or intoxicated. If they have questions, employees will be encouraged to politely ask for ID from anyone in the store at any time. Finally, customers will be asked to provide ID again at the point of sale.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Lily Bosshart
Signature of licensee

Lily Bosshart
Printed name

Subscribed and sworn to before me this 11 day of July, 2016.

K. KNIEFEL
Notary Public
State of Alaska
My Commission Expires Apr 16, 2020

Notary Public in and for the State of Alaska.

My commission expires: 4/16/20