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:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

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 & Contact Information

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

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Danish Gardens LLC | **MJ License #:** | 10313 | | |
| **License Type:** | Retail Marijuana Store | | | | |
| **Doing Business As:** | Danish Gardens LLC | | | | |
| **Premises Address:** | 2430 Cinnabar Loop | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99507 |

| | | | | | |
|---|---|---|---|---|---|
| **Mailing Address:** | 2430 Cinnabar Loop | | | | |
| **City:** | Anchorage | **State:** | Alaska | **ZIP:** | 99507 |

| | | | |
|---|---|---|---|
| **Designated Licensee:** | Dane Wyrick | | |
| **Main Phone:** | 907-250-9790 | **Cell Phone:** | 907-250-9790 |
| **Email:** | mrdane_ak@yahoo.com | | |



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## Section 2 – Control Plan for Persons Under the Age of 21

**2.1. 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:**

All Restricted areas will remain locked at all times. As well video surveillance systems will record all entries. Any persons entering the retail store will have their ID checked and cleared by a trained employee who will hold a valid and unexpired handler card. (with the exception of law enforcement, MCB, AMCO Enforcement or other duly authorized agents such as from the Anchorage Municipality or Health Dept.) A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

## Section 3 – Security

**Restricted Access Areas (3 AAC 306.710):**

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

Any and all visitors will be subject to permission of entry granted solely by licensees. There will be signs identifying all restricted access areas and alerting the public that no persons may pass into the restricted access areas unaccompanied by an authorized company agent. There will be visible cameras deterring members of the public from entering the restricted access areas - and there will be always a Danish Garden's employee (except when the store is closed during non-business areas) in the retail area and viewing the floor and will be trained to stop members from the public from entering the restricted access areas. All exterior doors will be locked during non-business hours and will be armed with a alarm sensor that will alert the 3rd party security company, licensees, and if necessary law enforcement in the event the alarm was triggered by unauthorized entrance by a member of the public.
Any and all visitors must present current and valid identification documents acceptable to State of Alaska requirements as well as allow Danish Gardens to record said documents and sign into the visitor logs.
Any and all visitors will be recorded on video surveillance at all times and will sign an acknowledgment form expressing consent of the security system and requirements. (with the exception of law enforcement, MCB, AMCO Enforcement or other duly authorized agents such as from the Anchorage Municipality or Health Dept.)
Any and all visitors will be escorted at all times by an authorized company official.
All visitors will be required to wear have in open display a Visitor Badge issued per visit for single use.
All visitors will sign in and out of the facility to include full name, address, time, date of entry, as well all entries and exits will be recorded on video surveillance.

**3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:**

All records of visitors will be retained by Danish Gardens in paper form where applicable, digital records stored on hard drive secured in facility security and monitoring room which is under 24/7 video surveillance as well as stored in 'The Cloud' media storage system. All records thereof will be retained for a period of no less than three calendar years from its inception.

In order to be escorted into restricted access areas, a visitor must be pre-scheduled by either a licensee, or a manager, with the exception of AMCO and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to sign in, and to provide valid, government issued, photo identification. Each visitor (with the exception of law enforcement, MCB, AMCO Enforcement or other duly authorized agents such as from the Anchorage Municipality or Health Dept.) will be issued a visitor badge and will be instructed to clearly display it on their person at all times while on the licensed premises and return the badge upon exit. A designated employee or licensee will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges.


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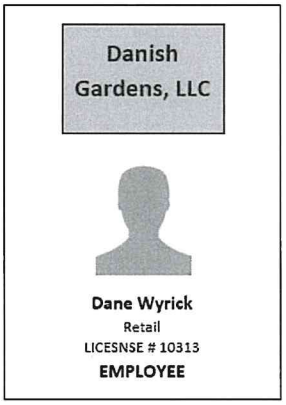
**3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:**

*or similar format and content



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

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

The building has perimeter lighting systems of HPS N MH exterior overhead lighting, providing a well lit and clear line of vision in darkness hours.

The licensees and/or management team will ensure light fixtures are installed in such a way to keep the exterior of the premises, signs and doors well lit and to allow surveillance cameras to clearly record individuals that are within twenty (20) feet from the entrance. Exterior lighting, as well as video surveillance recordings and cameras will be inspected frequently by the licensees and/or the management team to ensure that each light is functioning and there is sufficient lighting for surveillance. Additional lighting will be installed as/if needed.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**3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:**

A third party security provider will install alarm systems will be utilized on all points of entry to include but not limited to Ingress and egress, windows as well as all security and restricted areas.
Alarm systems will utilize motion sensors as well as surface disturbance technology.
Systems will include panic buttons for crime and or robbery notification
Alarms will be digital IP compatible for online monitoring.

The last employee or licensee to leave the retail store each night will activate the alarm system and the first employee or licensee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email.

**3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:**

The entire facility will be under continuous 24/7 video surveillance.
Personal oversized handbags will not be permitting without authorized employee search of said item prior to entry and upon exit of facility.
All Marijuana related products will strictly comply with traceability requirements.
Recording devices will not be permitted under any circumstances.
Employees hand book forbids any employees from removal of any item from this facility.
Any person found to be in the act of diversion will immediately be dismissed from employment with Danish Gardens will notify local law enforcement and AMCO enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. Licensee's and the general manager will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations.

**3.7. Describe your policies and procedures for preventing loitering:**

Our facility will be under 24/7 video surveillance monitoring.
As well sign-age will be clearly placed that prohibits loitering of any kind.
Any person believed to be loitering will be immediately asked to leave the premises by an authorized Danish Gardens employee.
In the event, the loiterer does not abate the premises upon request, Danish Gardens will immediately contact local law enforcement for assistance.
Any loiterer that requires law enforcement assistance to abate premises will be banned from all dealings with Danish Gardens.

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

**3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.** LW


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**Video Surveillance (3 AAC 306.720):**

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

**3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.** [initials]

**3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.** [initials]

**3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.** [initials]

**3.12. 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 where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).** [initials]

**3.13. 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 with night vision will be placed at all entry point ingress and egress locations.
Cameras will be located at top of wall positions where no obstructions of vision can occur. As well we will utilize overhead cameras with fish eye as well as zoom capable lenses.
Retail location will utilize full field of vision surveillance as well as direct point of sale surveillance and product security area
A backup of all surveillance recordings will be housed in an off site location. Video cameras with night vision will be placed at all entry point ingress and egress locations.

**3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance 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 Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:**

The housing unit area for the surveillance and alarm monitoring is secured in a hard surface room with access restricted locking mechanism as well as compliant video surveillance equipment.
Access keys will be made available to the board as well as local law enforcement.
The area is approximately 10'x12' with full overhead lighting with a solid wood door with steal frame and electronic locks.
A backup of all surveillance records will be housed at an off site location.


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## Section 4 – Business Records

Review the requirements under 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.

**4.1. I certify that the following business records will be maintained and kept on the licensed premises:** Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [WJ]

b. **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;** [WJ]

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** [WJ]

d. **records related to advertising and marketing;** [WJ]

e. **a current diagram of the licensed premises, including each restricted access area;** [WJ]

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** [WJ]

g. **all records normally retained for tax purposes;** [WJ]

h. **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;** [WJ]

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** [WJ]

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** [WJ]

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

All electronic records will be stored on their originating device and as well an electronic back up will be stored off site in a secured facility.
Further, all records will be stored online in 'The Cloud' for easy access.
All hard copy records will be transferred to digital media and as well stored in filing cabinets in a secured area within the facility.
A copy of all financial records will further be stored (as an additional back up) by our licensed CPA at his office in Anchorage, Alaska and on his digital media source.

Facility records will be managed by authorized agents in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner. Every 6 months the company will do a manual backup to an external hard drive. The hard drive will be locked in the record cabinet located in the office. Hard copies of documents will be kept for at least seven (7) years and the company has no intention of destroying any electronic copies of the business records.


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## Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

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

**5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.** [DJ]

**5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.** [DJ]

**5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.** [DJ]

## Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. 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, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

**6.1. 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.** [DJ]

**6.2. 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 licensed premises) when on the licensed premises.** [DJ]

**6.3. 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.** [DJ]

**6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):**

Prior to acceptance of an employees application, Danish Gardens will require applicant obtain and keep in good standing the required documentation approved by the state of Alaska for a Marijuana Handlers license.
Each license will be kept on file within our facility as well as a back up will be stored at an off site facility and as well said document will be transferred to a digital media form to be stored, on site/off site and in 'The Cloud'.

Further industry training will be provided at the expense of the employer, to include but not limited to safety, technology, outreach, equipment use and maintenance, etc.

Any and all state regulated training will be made mandatory by all Danish Gardens employees once those resources are made available. Licensees will ensure standard operating procedures and available to the employees and that all employees prior to commencing work read the SOPs and have the opportunity to have all questions answered. Any regulatory questions that licensees are unclear about will be passed on to the company's legal counsel for clarification and provided to the employees.

Prior to beginning work, employees will be expected to understand: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a marijuana handler (including obtaining a Marijuana Handler Permit from AMCO Enforcement after completing a state approved course prior to commencing employment) and to work in a marijuana establishment; (3) Danish Gardens standards, operational protocol, and best practices with regard to retail and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about our particular strains and marijuana related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which Danish Gardens is governed; and (9) retail-specific education. To ensure full coverage for each position, all employees will be cross-trained.


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## Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

| You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: | Initials |
|---|---|
| **7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.** | WD |
| **7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.** | WD |
| **7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.** | WD |
| **7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).** | WD |

| Answer "Yes" or "No" to each of the following questions: | Yes | No |
|---|---|---|
| **7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.** | ✓ | |
| **7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.** | ✓ | |

**7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):**

## Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

**8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:**

In the event that Danish Gardens transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.


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

**8.2. 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.** [DW]

**8.3. 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.** [DW]

**8.4. 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.** [DW]

**8.5. 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.** [DW]

**8.6. 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.** [DW]

**8.7. 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.** [DW]

**8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.** [DW]

## Section 9 – Signage and Advertising

**9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):**

A maximum of three signs will be installed on our facility. Each sign will be no more than 4,800 square inches

Our signs will feature our logo and business name 'Danish Gardens LLC'.

Danish Gardens LLC



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**9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):**

Business cards will be provided to retail customers upon purchase or at their request. A website describing our products and pictures of our products is in production. Newspaper ads may be published. At this time, we do not have any advertisement drafts other than the logo attached below.

Danish Gardens LLC

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Dane A Wyrick
Signature of licensee

DANE A WYRICK
Printed name of licensee

CHRISTINA THIBODEAUX
Notary Public
State of Alaska
My Commission Expires Mar 31, 2021

Christina Thibodeaux
Notary Public in and for the State of Alaska

My commission expires: March 31, 2021

Subscribed and sworn to before me this 11th day of June, 2018.



License #_____

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**(Additional Space as Needed):**


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