Notarize

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

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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:	Robin Thomas	**License Number:**	11119		
License Type:	Retail Marijuana Store				
Doing Business As:	Gudlief Organization				
Premises Address:	303-C West E. Street				
City:	Nome	**State:**	ALASKA	**ZIP:**	99762

Mailing Address:	P O Box 397				
City:	Nome	**State:**	ALASKA	**ZIP:**	99762

Primary Contact:	Robin Thomas		
Main Phone:	907 304 5054	**Cell Phone:**	
Email:	gudyul@gmail.com		

Amended 10-09-17 RT

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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:

Restricted area will have commercial locked steel door and signs stating that visitors MUST be escorted by an employee with Handler card. Exterior door will be locked and alarm activated when building is vacant.

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

Visitors will sign into a guest book with time and date and be escorted by employee. Visitors will be asked not to touch anything and wear protective glasses and foot coverings . No more than the allowed 5 visitors will be escorted at one time per employee. Signs will advise visitors that they must be 21 and there will be no smoking or loitering. Visitors will wear an ID badge that says VISITOR.

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

Records of visitations will be kept in guest book and kept on premises. Visitors will sign and date guest book.

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

See attached # 1+2

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EMPLOYEE

ATTACHMENT

1

Employee badge

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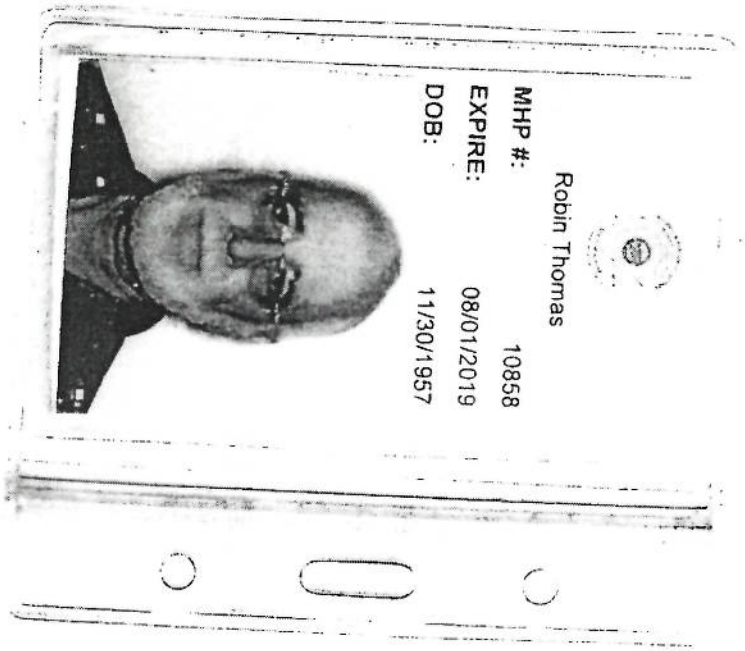
Attachment #2

Handler Badge



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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:

An exterior light will be turned on at all times. The light will be bright enough to illuminate the exterior entrance and a 20 foot perimeter of the exterior entrance.

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

The exterior door will have a noise alarm with key pad which will be activated when the building is vacant. There will also be an exterior security camera with 40 days recorded data. On the inside of the exterior door there will be 2 motion detectors. One from the security camera with push notifications to the owners cell phone and one beep alarm connected to the owners home office. The owners home office is on the same city lot as the cultivation building and has a good view of the cultivation exterior entrance. The cultivation building has only one exterior entrance and no windows.

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:

The door alarm has a noise activated key pad for off hours. There is only one door and no windows. The two motion detectors are located in the first room as you enter the building .

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

There will be security cameras in the retail area as well as in the cultivation area. The cultivation area will have a security door and restricted access signs.

The retail space will always have an employee with handler card present when the exterior door is unlatched to allow customers access to the retail space. The pre packaged marijuana products will will be kept behind the counter except for samples for looking and smelling in screened off containers.

Stored marijuana packages will be kept in the restricted area behind security doors with security cameras.

Employees will read and sign a diversion statement warning that any diversion will not be tolerated and employees will be subject to random searches.

Describe your policies and procedures for preventing loitering:

Signs on the interior and exterior will ask visitors and customers not to loiter. Loiterers will be firmly but politely asked to move away from the property

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:

Two motion detector cameras will be located in the retail for closed hours. There will always be two employees with cell phones on premises during store hours. Additional smart pressure switches may be added as needed. Internet in Nome is currently very dependable for upload speeds but fiber optics is coming soon which will open up a lot of smart tech for security and environmental alarms.

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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:

Currently there is no security service in Nome Alaska that works with the police. Police will be notified by calling 911 in the event of an emergency. In the event of a push notification of motion in off hours the owner will check on the building as the owner lives next door on the same property. If the owner is out of town the owner will have an employee check on the building. If there has been a breach the police will be notified.

If there is a serious problem with an uncooperative or hostile customer police will be notified by calling 911.

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:

Lorex security cameras will be placed in a location for clear view of restricted areas and retail points of sale. Only the secure bathroom , also used for secure video equipment storage , will not have a camera. No marijuana product will be stored in the bathroom.

The entrance will have an exterior rated camera with a clear view of 20 foot around the entrance.

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:

The video equipment will be stored in the secure employee bathroom behind locked , steel commercial door in a locked cabinet.

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 maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Required documentation, tax records and accounting will be kept on premises in the secure bathroom area for up to six months and in secure office area off premises for three years. Daily retail sales will be logged into METRC as well as daily totals entered manually into a hard copy accounting ledger. Daily POR data will be sent to an external hard drive.

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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:

Gudlief Organization will use MERTC software and services.

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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:

Gudlief will require that all employees have passed a handlers course and have a current copy of handlers card on file on premises.

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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:

Waste water will be flushed into the city sewer system. Gudlief organization is not aware of any required permits for this . Gudlief plans to work closely with the city and state on all regulations which may evolve concerning marijuana retail in Nome, Alaska.

~~Gudlief does not anticipate any marijuana waste but the event of spoilage or outdated product then the Marijuana will be logged as a destroy product and transported back to cultivation for composting on sight after the three day holding period~~. MJ product will be rendered unusable by mixing with compost ~~in compost bin in restricted area~~. or USED soil. Once rendered UNUSABLE, ~~in RETAIL~~ Mixture will be returned to CULTIVATION.
RT

NOTE: RETAIL and CULTIVATION are on SAME PREMISIS.

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

Compost material containing dirt , soil, microbes and bacteria will be mixed into the ground marijuana waste. Waste marijuana will be hand ground or chopped into powder to assist the composting.

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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:

Marijuana waste from the retail store space will be sent back to the restricted cultivation area to be hand ground or chopped with shears and mallets on cutting board to render into a powder to be mixed into a compost bin and rendered unfit for consumption by composting through microbial activity. This full digested compost will be used for cultivation in house or disposed into flower beds or vegetable gardens off premises.

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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:

Retail products will be packaged in glass or plastic containers of less than one ounce. Labels will include: SEE PAGE 19 of 19 / ATTACHMENTS 3 + 4

a). five warnings per regulation
1. MJ has intoxicating.... AND MAY BE HABIT FORMING AND ADDICTIVE
2. marijuana may impair... CONCENTRATION, COORDINATION AND JUDGEMENT DO NOT OPERATE VEHICLE OR
3. There are health issues... MACHINERY WHILE UNDER ITS INFLUENCE
4. For use by adults... ASSOCIATED WITH CONSUMPTION OF MARIJUANA TWENTY ONE AND OLDER. KEEP OUT OF REACH OF CHILDREN
5. MJ should not be used.... BY PREGNANT WOMAN WHO ARE PREGNANT OR BREAST FEEDING

b). lab name and results and what was not tested for including pesticides, microbes, contaminants etc

Wholesale to other retail store

c). Gudlief retail establishment name and license number and strain of MJ Date of packaging.

d). Metrc package label and tracking number

Gudlief retail marijuana store does not anticipate transporting any wholesale packages to other retail stores or transporting any lab testing packages.

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

Gudlief marijuana retail store does not anticipate any transport of Marijuana off premises except to return any spoiled product to the cultivation area. In the event of spoiled marijuana product, the product package would be weighed , logged into metrc as destroyed , labled as waste and returned to the cultivation restricted area in the same building.

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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:

On the exterior door:

Gudlief Cultivation Building
No minors allowed
No loitering
No smoking 50 feet
Appointments 304-5054

30 inces x 30 inches Sign: RESTRICTED ACCESS AREA VISITORS MUST BE EXCORTED

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:

Sign on door that states : No minors under 21 years allowed

Checking ID of all customers and visitors that appear underage.

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.

Signature of licensee

ROBIN THOMAS

Printed name

Subscribed and sworn to before me this 7th day of July, 2017.

BRYANT HAMMOND
Notary Public
State of Alaska
My Commission Expires Nov 19, 2019

Notary Public in and for the State of Alaska.

My commission expires: 11/19/19

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(Additional Space as Needed):

(5)
WARNINGS ON LABLES

1. Marijuana has intoxicating affects and May be habit forming and addictive.

2. Marijuana impairs judgement, concentration and coordination do not operate vehicles of machinery while under its' influence

3) There are Health risks associated with consumption of marijuana.

4) For use only by adults twenty-one and older. Keep out of reach of children

5) Marijuana should not be used by woman who are pregnant or breaste feeding.

See attachment #3

LABLES

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Attachment 3

Product of Gudlief Organization LLC
license 11119 and 10979.
Tested by CanTest lab for:
pesticide,fungi,microbe,chemicals:_____
Strain: net grams:
1. Marijuana has intoxicating effects
and may be habit forming and addictive.
2. Marijuana impairs concentration, coordination
and judgment. do not operate vehicle or
machinery while under it's influence.
3. There are health risks associated with
consumption of marijuana.
4. For use only by adults twenty-one
and older. Keep out of reach of children.
5. Marijuana should not be used by woman who
are pregnant or breast feeding.
Batch :
total THC: % CBD: % date / /

Gudlief Organization license 11119 and 10979.
Tested by CanTest lab
for:pesticide,fungi,microbe,chemicals:_____
Strain: net grams:
1. Marijuana has intoxicating effects
and may be habit forming and addictive.
2. Marijuana impairs concentration, coordination
and judgment. do not operate vehicle or
machinery while under it's influence.
3. There are health risks associated with
consumption of marijuana.
4. For use only by adults twenty-one
and older. Keep out of reach of children.
5. Marijuana should not be used by woman who
are pregnant or breast feeding.
Batch :
total THC: % CBD %: date / /

Gudlief Organization license 11119 and 10979
Tested by CanTest lab
for: pesticide,fungi,microbe,chemicals:_____
Strain: net grams:
1. Marijuana has intoxicating effects
and may be habit forming and addictive.
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and judgment. do not operate vehicle or
machinery while under it's influence.
3. There are health risks associated with
consumption of marijuana.
4. For use only by adults twenty-one
and older. Keep out of reach of children.
5. Marijuana should not be used by woman who
are pregnant or breast feeding.
Batch :
total THC: % CBD: % date: / /

Product of Gudlief Organization LLC
licenses 11119 and 10979
Tested by CanTest lab of Anchorage, AK for:
pesticide,fungi,microbe,chemicals :_____
Strain: net grams:
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total THC: % CBD: % date / /

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THC: % CBD % date / /

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Strain: net grams:
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Batch :
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Product of Gudlief Organization LLC.,
licenses 11119 and 10979. tested by CanTest lab for:
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Batch :
Total THC % CBD % date / /

Product of Gudlief Organization LLC
licenses 10979 and 11119 Tested by CanTest lab
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Strain: net grams:
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5. Marijuana should not be used by woman who
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Batch :
total THC: % CBD: % date / /

RECEIVED
OCT 10 2017
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

AMENDED 10-09-17 RT

Attachment #4

Gudlief LLC

RECEIVED
OCT 10 2017
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

Cultivator: Gudlief Organization Lic. # ~~10123~~ 10979

HB # BK 4/20

Cannabis Strain: Bubba Kush

Pesticides, Fungicides, Herbicides: none

Retailer: Gudlief Organization Lic. # 11119

Cannabis	
Indica	
Total THC:	X.XX%
THC:	X.XX%
THC-A:	X.XX%
Total CBD:	X.XX%
CBG-A:	X.XX%

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 reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

TESTING BY CANTEST LABS, ANCHORAGE AK

Produced by Gudlief Organization: Nome, Alaska 99762

Packaging and Labeling by JKD Brands, LLC

Net Weight: _____g (_____oz.)