Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	The Grass Station, LLC	**License Number:**	10869		
License Type:	Retail Marijuana Store				
Doing Business As:	GRASS STATION 49				
Physical Address:	1326 Cushman St.				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99701
Designated Licensee:	Gary Evans				
Email Address:	skinnygmc@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Form MJ-01: Marijuana Establishment operating Plan -Example of Identification Badge

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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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.

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License Type:	Retail Marijuana Store				
Doing Business As:	Grass Station 49				
Premises Address:	1326 Cushman Street				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Mailing Address:	814 Goldmine Trail				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99712

Primary Contact:	Gary Evans		
Main Phone:	(907)-460-0398	**Cell Phone:**	(907)-460-0398
Email:	skinnygmc@gmail.com		

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Form MJ-01: Marijuana Establishment Operating Plan

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 Grass Station LLC DBA Grass Station 49, will prevent unescorted members of the public from entering restricted access areas by use of proper signage in the required areas of the retail facility both inside and out. Grass Station 49 will have the proper security system installed that is required by the State Of Alaska. All exterior windows will have security bars installed on the inside of the windows as well as a security mesh on the outside of the windows. Exterior doors will have cameras on both the inside and out, as well as a buzzer on each door to allow entrance. For the interior restricted areas such as the office areas and security room as well as the product storage room, locking doors with cameras both inside and outside of the door will be in place. For behind the counters and registers, flapper doors and chains will be installed as well as cameras in all corners and a competent employee will be present during open business hours to help ensure that no unescorted members of the public enter any restricted access areas unless they have completed the proper visitor sign in procedure and have on their person, a visible and legible visitors pass as well as accompanied by a trained and competent employee of Grass Station 49.

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

Grass Station 49's process for admitting visitors and escorting them through restricted access areas will be as follows.

-check visitors identification to ensure they are over the age of 21

-require visitor to sign a sign in sheet stating their first and last name, birth date, as well as date and time they visited said restricted area.

-visitor then is required to wear a badge that is visible stating they are a visitor

-visitor will be accompanied by a competent Grass Station 49 employee

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

Grass Station 49's record keeping of Visitors being escorted through restricted areas will consist of a sign in sheet with the proper letter head stating which restricted area the visitor is entering. The sign in sheet will require the visitors printed and signed full name, their birth date, and the date and time at which the restricted access area was entered by the visitor.

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

see attached example of identification 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:

Grass Station 49's lighting will facilitate our surveillance system via flood lights which are installed next to the exterior video surveillance cameras. The lights will be triggered via motion sensor, light switch, and or when the security system is triggered due to a trespasser.

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

The alarm system that Grass Station 49 will be using is known as Statewide Security Network. This alarm system will cover doors, windows, motion sensors, and glass breaking sensors for all glass windows and doors. There will also be a key pad access on front main door, as well as wireless cell phone monitoring capabilities. The security system is also capable of up to 45 days of video storage, and the hard drive is in a security lock box only accessible by manager on duty.

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 security system that Grass Station 49 will be using has motion sensors as well as glass shatter sensors on all exterior doors and windows that will be armed, ready and wirelessly monitored via Statewide Security Network which is a third party monitoring system. This security system meets the state of Alaska security requirements that are expected when doing business in commercial marijuana retail.

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

Grass Station 49's policies and procedures for preventing diversion of marijuana or marijuana products will consist of keeping all marijuana products in glass cases in which only the bud tenders and upper management has access too.

Describe your policies and procedures for preventing loitering:

Grass Station 49's policies and procedures to prevent loitering consist of using proper signage around building.

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:

The alarm system that Grass Station 49 will be using is known as Statewide Security Network. This alarm system will cover doors, windows, motion sensors, and glass breaking sensors for all glass windows and doors. There will also be a key pad access on front main door, as well as wireless cell phone monitoring capabilities. The security system is also capable of up to 45 days of video storage, and the hard drive is in a security lock box only accessible by manager on duty. Panic button will be present at each register as well.

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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:

If the security system has alerted local law enforcement, Grass Station 49's appropriate staff will meet the authorities on the premises so that the security system can be disengaged, and building unlocked so that the local authorities can see what triggered the alarm as well as look for any potential dangers and or hazards.

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 are placed on both sides of the main entrance on the inside of the store within ten feet of the door. There is also a third camera in the same room as the main door in the far corner covering the rest of the room. In the second section of the store as seen in the floor plan and security plan there are two more interior cameras in opposing corners covering he entire room. There is also a video camera outside of the main entrance facing the door with in ten feet. All cameras provide 24/7 video surveillance.

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 area that will only be accessible to authorized personnel and under 24/7 video surveillance, law enforcement and or an agent of the board is a small closet known as the quarantine room, witch has a locking door to prevent un-authorized personnel from accessing. Inside the quarantine room the security hard drive will be located in its own steel lock box only accessible by authorized personnel.

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:

Grass Station 49 will exercise due diligence in preserving and maintaining all required records by using Quickbooks software and backing any and all documentation via external hard drives and surge protectors for all computers.

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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:

The marijuana tracking system that Grass Station 49 plans to use is called BIO TRACK. Bio Track is synced to the state of Alaska alcohol an marijuana control board.

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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:

Each and every employee of Grass Station 49 will be 21 years of age or older as well as posses a marijuana handlers permit. They will be briefed and trained on all Alaska customer service laws and regulations pertaining to the handling of marijuana product and safety procedures.

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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:

Wastewater Disposal - The Grass Station, LLC, doing business as Grass Station 49 is located within Fairbanks city limits therefor the building is tied into the city of Fairbanks water and sewer.

All marijuana and marijuana products will be stored in Grass station 49s restricted access storage room with proper ventilation and temperature so pests or insects are not attracted, until all required testing and METRC tracking procedures have been completed. Once all procedures are completed, authorized personnel will transfer inventory from the secure storage area to the locked display cases where only authorized personnel have access to marijuana and marijuana products, where they will then be sold. All marijuana waste from retail sales will be made unusable and unsalvageable by mixing and grinding plant waste with other compostable material such as manure and hay. Then the compostable mixture will be placed into a leak proof container and stored in the secure restricted access storage facility until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility. All non compostable marijuana products including cardboard, paper or plastic material will be ground and mixed together with cat litter then placed in a leak proof container and stored in the restricted access storage facility until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility

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

The material that Grass Station 49 will use to dispose of and grind with compostable marijuana and marijuana product remnants will be hay and manure. Then the mixture will be placed in a leak proof container and stored in the restricted access storage area until it is removed from site by authorised personnel and transported via the bed of a pick up truck to the Fairbanks North Star Borough solid waste facility

The material that Grass Station 49 will use to dispose of and grind with non-compostable marijuana and marijuana product remnants such as paper, plastic and card board is cat litter.Then the mixture will be placed in a leak proof container and stored in the restricted access storage area until it is removed from site by authorised personnel and transported via the bed o a pick up truck to the Fairbanks North Star Borough solid waste facility.

The process for both compostable and non compastable marijuana and marijuana products utilized by Grass Station 49 will render both ground up mixtures unusable and unsalvageable for any purpose before they are removed from the premises by authorized personnel via a truck bed and disposed of at the Fairbanks North Star Borough solid waste facility.

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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:

The Grass Station, LLC doing business as Grass Station 49 will ensure that marijuana waste will be rendered unusable for any other purpose other than what it was grown or produced for before it leaves the marijuana establishment by grinding all compostable marijuana and marijuana products with hay and manure. Then the unusable mixture will be placed in a leak proof container and stored in the locked, restricted access storage facility until it is removed by authorized personnel via the bed of a pick up truck where it is then transported to the Fairbanks North Star Borough solid waste facility. Non compostable marijuana and marijuana products such as plastic, paper and cardboard will be ground up with cat litter. The mixture will then be placed into a leak proof container and stored in the locked, restricted access storage facility until it is removed by authorised personnel via the bed of a pick up truck where it is then transported to the Fairbanks North Star Borough solid waste facility.

The procedures that Grass Station 49 plan to use, to dispose of marijuana waste will only be performed once the waste is reflected on the METRC system and the board is notified no later than three days unless granted permission by the director for immediate disposal in an emergency situation.

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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:

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. There will also be a printed manifest documenting pick up and delivery dates, locations and times as well as the weight, type and amount of marijuana. All of which is tracked by the marijuana tracking system that Grass station 49 will be using known as Bio Track.

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

The type of safe that Grass Station 49 will be using is a steel lock box which is bolted inside the vehicle and is tamper resistant. The container will not be within direct reach of the driver and the driver is not to deviate from pre determined route unless in case of serious emergency.

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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:

Grass Station 49 intends to have three separate signs all of which will be the same size of 4,800 square inches. Each sign will be attached to the building.

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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Form MJ-01: Marijuana Establishment Operating Plan

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:

Grass Station 49 will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items by use of proper signage which is 12"x12" with lettering that is atleast half inch in height with high contrast to the background. Proper ID carding will be performed by a competent member of the Grass station 49 staff who has been properly trained on how to evaluate and confirm an ID. On premises there will also be ID scanning software that will be operated by a trained and competent employee of Grass Station 49.

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

GARY S. EVANS
Printed name

Subscribed and sworn to before me this 8 day of November, 2016.

Pamela D. Throop NOTARY PUBLIC STATE OF ALASKA

Notary Public in and for the State of Alaska.

My commission expires: 12/17/2016

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(Additional Space as Needed):