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.

Section 1 – Establishment Information

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

Licensee:	Natures Releaf, LLC	**License Number:**	10589		
License Type:	Retail Marijuana Store				
Doing Business As:	NATURES RELEAF LLC				
Physical Address:	503 7th. Avenue				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99701
Designated Licensee:	Barbara Paschall				
Email Address:	paschallb@hotmail.com				

Section 2 – Attached Items

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

Attached Items:	Application forms: For Applicant- Barbara Paschall MJ-00, MJ-01, MJ-02 plus Premise diagram, MJ-03, MJ-07, MJ-08, MJ-09

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.

Licensee:	Natures ReLeaf,LLC	**License Number:**	10589		
License Type:	Marijuana Retail Store				
Doing Business As:	Natures ReLeaf, LLC				
Premises Address:	503 7th. Avenue				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Mailing Address:	503 7th. Avenue				
City:	Fairbanks	**State:**	ALASKA	**ZIP:**	99701

Primary Contact:	Barbara Paschall		
Main Phone:	907-460-2128	**Cell Phone:**	907-460-2128
Email:	paschallb@hotmail.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:

There will be signs 12x12 inches with 1/2 inch letters on a high contrast background posted at the entrance to the store that states:"No one under 21 years of age allowed."

We will require picture identification to ensure no one enters that is under 21 years of age.
There will be signs within the store at areas of restriction that say: "Restricted Access Area" such as the office area or storage areas.
Anyone entering the "Restricted Access Area" will be required to obtain a picture identification badge from an employee.

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

Customers will show picture ID to a camera and after an employee views the ID on the monitor and the customers meet requirements of being 21 years of age and older they will be buzzed into the store through a locked door, at which time they will be able to view product for sale through locked cabinets.
There will be no access to product by helping themselves; an employee will assist them in their purchase by showing them items they wish to view.
There will be barrel bolts installed on all display cases present in the store that hold product inventory.
All "Restricted Access Areas" will be visible by signs.
Anyone from an official agency that needs to tour the store and get into the "Restricted Access Areas" will first sign into the visitors log book and obtain a visitor identification badge from an employee. Visitors will be escorted." This store will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

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

Visitors will have to use the log-in book that is kept at the counter. All visitors are required to sign in and wear a name badge. Visitors will need to sign in every time they exit and re-enter if wishing to gain access to restricted areas. Visitors will only need to reprint name badge if it has expired.

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

Name badge with a photo- will be 3"x5" as follows;

Natures ReLeaf,LLC MJ Retail Store
503 7th Ave. Fairbanks, Alaska
License #10589

PHOTO HERE

Barbara Paschall
Owner/Operator

Expires September 2017

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

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

We will have photo sensitive lights to illuminate a twenty foot radius of all outside entrances and exits as well as windows. Lighting to be designed to come on when darkness falls so that video cameras will be able to capture high resolution images with discernible lighting.

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

An alarm system will be installed on all exterior doors and windows. If a door or window is penetrated or a motion detector tripped an audible alarm will sound, to be heard within a mile of the premises. And at the same time the system will notify manager and dispatch police to the premises.
Video surveillance will be installed with a camera recording system; the system will cover areas both interior and exterior of each entrance, and also restricted access areas and inside the selling floor all within the premises, 40 days of recorded video activity will remain archived in a secure, restricted access area (office)

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:

Management will arm the alarm system at the keyboard in the office. Once armed, the manager will have 60 seconds to vacate the building. The alarm system sensors will be active and alert the manager, police, and sound a 95 decibel (or greater) audible siren, if abridged. Alarm will be armed every time the building is vacant. It will be the manager on duty responsibility to arm the system prior to vacating the building.

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

All product will be weighed upon arrival at the retail shop.
Daily there will be hard-count inventory; upon opening, before shift change, after shift change, and again when we close, so periodic inventory four times a day.
Security cameras to capture and store video of selling floor of all product.
Doors to secured areas will be assessable by installed electronic access doors that use key-cards and badges, and record who's entering secure areas along with a time stamp.

Describe your policies and procedures for preventing loitering:

Signage will be displayed stating "No loitering on the Premises". We will require all patrons to immediately exit the parking area after conducting business in the retail store.

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 sensors will be employed in our business, one in the sales floor the other in the office. Two panic buttons as well will be in use, one in the sales floor behind the counter on the west wall, the other will be in the office next to the security camera monitors. Panic buttons will alert police to the event of an armed robbery and will be silent.

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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:

I would like to point out our place of business is approximately 1 city block from Fairbanks Police department main office in downtown Fairbanks.

1) Go to the building in automobile. 2) Park a safe distance away within line of sight of business. 3) Wait for police to arrive. 4) Provide access to business to police (if needed) while waiting outside of building for police to clear the building of any intruders. 5) Document the alarm notification. 6) Determine an action plan to prevent future intrusion alarms.

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:

Have exterior lighting to facilitate surveillance. Cameras will be placed at an angle to provide clear view of the area within 20 feet of each entrance both inside and outside. We will have a monitor at the register for viewing individuals approaching the premises door, and to view their picture ID before entrance into the licensed facility. We will hold the video footage for 40 days.

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 "restricted access area" (the office) will only be assessable by employees wearing a employee identification badge. We will allow access to other visitors of law enforcement, or agent of the board by first logging into visitor logbook which will record the name, date and time of visit, and then they will obtain a visitor badge.
Inside the "office" area will be a locked closet that will contain our video footage as well as our records. The licensed owner/operator or authorized employee of the retail store will be the only individuals that will be able to unlock the "video/records closet". This area will be off limits to everyone except law enforcement or an agent of the board other employees will not have access to our video/records closet.

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:

Natures ReLeaf LLC will use the State marijuana tracking system: Franwell"s Metric as well as MJ Freeway. All records accounting of each business transaction for the last six months and current year and for the following three years conducted at Natures ReLeaf,LLC will be kept on the premises. Daily record keeping of all transactions will be recorded on the computer and backed up daily to become part of the closing procedures of every day. All records to include: Daily accounting records, tax records, employee records, visitors logs, employee list with marijuana handler card information, business contact information for vendors, business contact for video surveillance system and security system, a current diagram of Natures ReLeaf,LLC to include restricted access areas, transportation records to include shipment information of marijuana and marijuana product, and all records of marijuana activity conducted at Natures ReLeaf,LLC. We will also maintain online storage with a company such as Carbonite. All records will be provided to the member of the board upon request.

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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:

Natures ReLeaf,LLC will be using the State of Alaska's required software Franwell's Metrc system to be integrated with MJ Freeway a Point of Sale tracking system: seed-to-sale tracking software that manages every plant, gram, and dollar. The software includes a program called "gram tracker" this has a built in CRM module that will facilitate ease of use with a swipe of the customers identification card. this will keep track of our inventory and what is sold in our retail store. The program also helps us better serve our customers by keeping track of their identification and their purchase history. This record management feature keeps all information fully confidential, protecting both our customers and our company. The CRM module also allows you to customize each order to their specific needs. Record the customers cannabis preference, favorite products, and more. Natures ReLeaf will be using certified scales that will be an integral part of the tracking system/POS system. We will maintain registration of the scales and inspection reports-all reports and records will be kept on-site of the licensed premises of Natures ReLeaf,LLC.

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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 potential employee will go through an interview process if the candidate seems to be a viable hire then they will need to get fingerprinting a back ground check, take an online class for a DEC food handlers card and go through a marijuana handlers card class. After all of the above items are done and cleared the the applicant will be hired at which time they will be trained for the position they were hired for to include some in house training of company policy regarding the handling procedures of marijuana, helping the customer,knowledge of the different strains of marijuana and marijuana products that Natures ReLeaf,LLC sales.

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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:

Nature ReLeaf LLC, will give the board a three day notice in the marijuana tracking system before we make the waste unusable and disposing of it, with the exception that the director authorizes immediate disposal on an emergency basis. We will dispose of any unusable marijuana products (solid or liquid) this licensed facility will render the product unusable by means of grinding it and /or mixing it with other compostable or non-compostable material. The compostable or non compostable material will be either food waste, vegetable based grease/oil or yard waste such as grass clippings. The material will then be delivered to a solid waste facility. We will keep an accounting record of all marijuana that is deemed unusable to include marijuana flower as well as edibles that this licensed retail store has.

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

For compostable materials it will be: food waste, yard waste (such as grass clippings). vegetable based grease or oils, when the board approves it to be used as compost feedstock or in an organic waste method. For non-compostable materials these will include; paper waste, cardboard waste, plastic waste,or oil. These will be delivered to an approved solid waste facility or other facility with the approval of my local government entity.

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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:

Natures ReLeaf ,LLC is a retail store that will not be growing or selling actual marijuana plants. If the "Bud" of the plant that we sell becomes unusable by any reason, then we will notify the board with a three day notice. Natures ReLeaf ,LLC will then deem the product not usable by grinding it and mixing it with either a compostable material such as: food waste, yard waste, vegetable based grease or oils.
Or we will use a non compostable material such as: paper waste, cardboard waste, plastic waste,or oil. If it is a product that is an edible and it is deemed unusable the the previous procedures will be used- either grind it with a compostable or non compostable material.

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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:

Natures ReLeaf, LLC will not be packaging and shipping product anywhere. The product will only be sold in our retail store. The product to be sold in child proof case that is approved by the State of Alaska marijuana control board.

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

Marijuana will be packaged in a sealed package and will be transported from the receiving facility in a locked, safe and secure storage compartment that is part of the motor vehicle or in a locked storage container that has a separate key or combination pad; and not be visible from outside the motor vehicle. In and are such as the trunk of the car. There will be a complete printed transport manifest present in the car with the marijuana product.

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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:

I will have a 4x6 foot sign attached to the building with Natures Releaf, LLC on the sign. The sign will be posted at the 7th avenue side of my business. I will have a smaller sign 2x3 foot posted on the building on the Lacey street side. The signs will be constructed of a combination of wood and plastic with painted block letters (the 4x6 sign will have 5 inch letters and the 2x3 sign will have 3 inch letters) and a contrasting darker paint color for the back ground. The name: Natures Releaf,LLC and the address and phone number will be shown on the sign.

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:

Natures ReLeaf,LLC will have an area that is entered and the customer will need to show picture identification to a camera, the employee will view the identification and if the customer is 21 years of age or older the customer will then be buzzed into the retail store through a locked and secured door. Then the employee will log the information on the customers Identification into the computer system. All the marijuana and marijuana product will be sold packaged in a State of Alaska marijuana board approved child safe container. The packaged marijuana will be labeled with these statements:"Marijuana has intoxicating effects and may be habit forming and addictive."; (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (3) "There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children."; (5) "Marijuana should not be used by women who are pregnant or breast feeding.

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.

Barbara Paschall
Signature of licensee

Barbara Paschall
Printed name

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

STATE OF ALASKA
NOTARY PUBLIC
Kara Bee
My Commission Expires November 20th, 2018

Kara Bee
Notary Public in and for the State of Alaska.

My commission expires: Nov, 20th 2018