Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	Double Eagle Farms, LLC	**MJ License #:**	28947		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Double Eagle Cannabis				
Premises Address:	2920 N. Ross Street				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	PO Box 2511				
City:	Bethel	**State:**	Alaska	**ZIP:**	99559

Designated Licensee:	Jared Karr		
Main Phone:	907-545-4977	**Cell Phone:**	
Email:	kuskokush@gmail.com		

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

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

The entire Double Eagle Cannabis' cultivation facility will be designated as a restricted access area and not open to the public. Signs will be posted stating, "Restricted Access Area" "Visitors Must be Escorted", as well as signs stating, "No one under 21 years of age allowed." Double Eagle Cannabis will also have signs on the exterior of the facility stating "Video Surveillance in Progress". Signage will be at least twelve inches by twelve inches (12"x12"), with letters at least one-half inch (1/2") tall in high-contrasting color with the signs' background. Video surveillance cameras will be visible throughout the facility, as well as around the exterior perimeter of the building to continuously monitor the premises and to deter any unauthorized individuals from attempting to access the premises. Facility visitors must be able to produce valid, government-issued photo identification to prove they are twenty-one (21) years of age or older in order to access the facility. The only valid forms of ID are unexpired, unaltered passports; unexpired, unaltered driver's licenses, instruction permits, or ID cards from any state or territory of the United States, the District of Columbia, or a province in Canada; or ID cards issued by a federal or state agency authorized to issue driver's licenses or ID cards. Those who cannot produce a valid ID must be immediately escorted off the premises.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

Double Eagle Cannabis will have clear and legible signage indicating that the facility is a restricted access area. Surveillance cameras will be installed to monitor all areas of the facility inside and outside. All outer doors will remain locked at all times from outside the facility, but easily opened from inside the facility in case of an emergency. All employees are required to visibly wear ID badges and any visitors in the facility are required to visibly wear visitor badges through the duration of their visit. Visitors must be accompanied by a licensee or designated employees at all times during their visit. A licensee or designated employee will perform regular (but unscheduled) perimeter patrols to check for unauthorized persons on the licensed premises, and will request any said persons to vacate the premises immediately.

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

Visitors to Double Eagle Cannabis' facility, aside from emergency personnel, local government officials, AMCO/AMCO Enforcement, or local law enforcement, must be pre-approved and pre-scheduled by either a licensee or an authorized employee before access to the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the designated entrance to the facility where they will be met by either a licensee or authorized employee. The visitor will be asked to produce a valid, government-issued photo ID proving that they are at least twenty-one (21) years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose of their visit (if necessary). The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit and returned upon exiting the facility. A Double Eagle Cannabis licensee or employee will escort and actively supervise visitors at all times. Visitors shall never exceed a ratio of five (5) visitors per licensee/employee. When the visit is complete, all visitors must exit the premises. All visitor logs will be kept and stored as an official business record and will be readily available to AMCO and AMCO Enforcement upon request.

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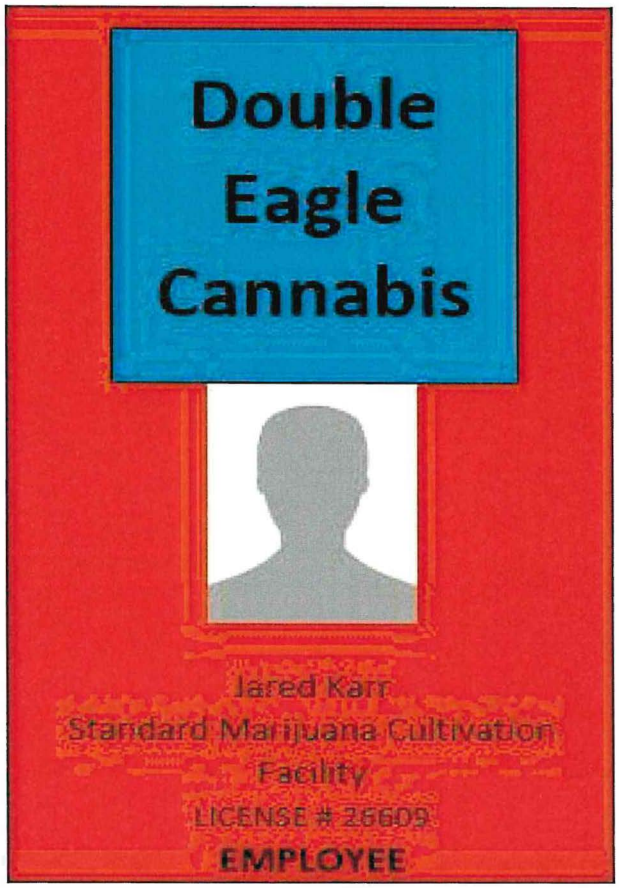
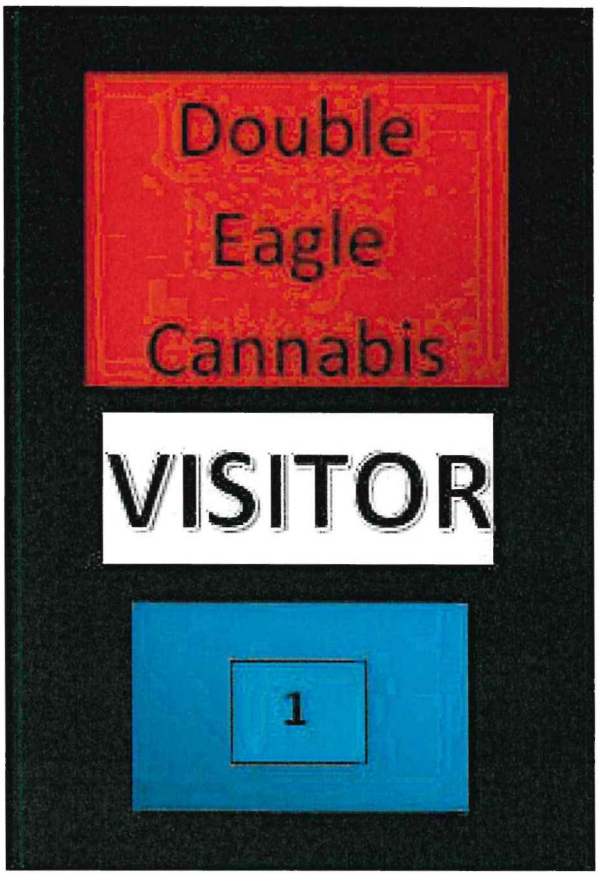
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





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

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

Double Eagle Cannabis will install commercial grade exterior lighting against the building and around the property. The exterior lighting will be positioned in such a way to keep the premises, signs and doors well lit and to ensure surveillance cameras are capable of recording a clear image of any individual within twenty feet (20 ft.) of any entrance to the licensed premises. All exterior lighting fixtures will be installed at an inaccessible height to deter vandalism and common obstructions. Flood light type bulbs will be used to ensure visibility and to discourage crime, while limiting any light pollution outside the licensed premises. Double Eagle Cannabis will ensure that an employee or licensee inspects the exterior lighting daily to ensure each light is functioning properly and positioned for optimum surveillance.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Double Eagle Cannabis will contract with a third-party security company to install the alarm system, manage the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the facility (activated during closed hours), as well as door sensors on each entrance door. If triggered, an automatic electronic alert will be sent to the security monitoring center, as well as the licensees' cell phones. This will also trigger an audible alarm to help deter potential intruders. Licensees will have access remotely to view the security footage live via their cell phones or other electronic devices. The alarm system will be active at all times that the facility is closed. The last employee to leave the cultivation facility each night will activate the alarm system and the first employee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of a security breach, the licensees, manager (if applicable) or designated employee will evacuate the building (if it's safe to do so and necessary) to a pre-planned safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Licensees, the manager (if applicable) or a designated employee will await and comply with all instructions from law enforcement. Once it is safe to return to the facility, employees will inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO Enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported electronically to AMCO Enforcement. If the facility has knowledge of evidence or circumstances that reasonably indicate theft, diversion or unexplained disappearance of marijuana or money from the licensed premises; or any unauthorized access to the licensed premises, the licensees will notify AMCO and AMCO Enforcement via email within twenty-four (24) hours.

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

All marijuana and marijuana product at the licensed premises is inspected to ensure the inventory count is accurate before the start and end of each business day and reconciled in Metrc. All inventory counts will be recorded and kept as business records. All marijuana will be stored in a restricted access area, which will be under 24-7 video surveillance. Surveillance cameras will have complete coverage of all the areas where marijuana is present. Any employee who has been caught diverting any form of marijuana will be dealt with promptly. Law enforcement and AMCO will be contacted immediately and all video surveillance with proof will be uploaded on an external hard drive as evidence.

3.7. Describe your policies and procedures for preventing loitering:

Double Eagle Cannabis' remote location will aid in the no loitering business policy. The exterior will be well lit and equipped with 24-hour video surveillance and "No Loitering" signs. Double Eagle Cannabis' employees will have a noticeable presence around the property to monitor for and deter loitering and unauthorized entrance. Any individuals found loitering outside the facility will be asked to leave the premises or law enforcement will be contacted. Once a visitor has completed their visit and no longer has a purpose on the property, an employee will be tasked with ensuring that the visitor leaves the property immediately. No visitor will be permitted to remain on the property after their visit has concluded.

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

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

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Video Surveillance (3 AAC 306.720):

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

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

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

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

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

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

Double Eagle Cannabis will install cameras to effectively maintain a line of sight over the entire inside and outside of the building. Cameras will also be placed over each point of sale system, on each interior and exterior entrance of the facility, and on all doors leading to restricted access areas. A third party security company will assist with camera placement throughout the facility to ensure full facility coverage. The facility will have a failure notification system installed to audibly and visibly alert of any surveillance system disruptions. During a power outage, all video cameras and recording equipment will run on emergency power with a battery backup system to ensure continued operation for at least one (1) hour. Lighting fixtures will also assist cameras in enhancing footage quality. Surveillance cameras and recordings will be inspected frequently by Double Eagle Cannabis to ensure that there are no obstructions, and that they are getting a clear recording that can adequately identify individuals both inside and outside the licensed premises, paying very close attention to a twenty foot (20 ft.) perimeter of any entrance to the facility.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the Camera/Safe Room with backups on a cloud-based system. The Camera/Safe Room will be accessible only by the licensees or designated employees (such as a manager) and any authorized AMCO agents or law enforcement. The Camera/Safe Room will have a security door which will remain locked at all times. The door will be equipped with a locking mechanism which a key or code will only be issued to authorized personnel. The licensees will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data alteration. Recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be available for upload to a separate hard drive in the event that it must be retained longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped and archived in a format that prevents tampering of the recorded image. Recordings and surveillance data will be accessible to AMCO, AMCO Enforcement and local law enforcement upon request.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

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

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

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** [ZK]

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

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

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

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

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

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** [ZK]

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

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

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

All business records, such as operational & regulatory documents, recordings, surveillance, financial books, inventory & employment records, logs, manifests, and communications will be stored securely on-site in the office and the Camera/Safe Room (recordings & surveillance as indicated in Section 3.14). Facility records will be managed by Double Eagle Cannabis in accordance with standard retention policies to ensure that business records are stored in a consistent and accessible manner. Records within the facility will be stored in the secured storage area, separate from all storage of marijuana products and currency. Hard copy business records will be kept for a minimum of five (5) years. Only ownership and designated employees will have access to the secured storage area and business records. All business records and surveillance video will be stored on-site for a minimum of six (6) months and will be available to AMCO Enforcement and local law enforcement upon request. Records older than six (6) months may be stored off-site.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

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

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

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

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

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

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

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

6.1. All licensees, and each 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.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

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

Double Eagle Cannabis will have a specific vetting policy prior to calling potential employees for interviews. Upon hiring of an individual that would be a good fit for the company, Double Eagle Cannabis will train all new hires on marijuana industry topics, safety precautions & procedures, Metrc usage, sanitation & hygiene, legal issues, and state, federal and local regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Licensees will personally present or arrange training up until a manager is placed within the facility, then the manager will personally handle all training. All new employees will be required to meet with the licensees (or manager) to learn the company's business practices and required standard of service. Double Eagle Cannabis will develop a new hire packet to give each cultivation employee that will discuss relevant cannabinoids in each marijuana plant, strains, ratios, marijuana benefits & risks, general Alaska marijuana laws & regulations, safety & security, diversion & inversion prevention, emergency response procedures, and state & federal statutes regarding confidentiality.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

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

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [ ]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [ ]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [ ]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [ ]

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

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

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

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

A Metrc-generated transport manifest will accompany all marijuana in transit. Double Eagle Cannabis will send a copy of the manifest with the products and file an additional copy on the premises as a business record. The manifest will contain the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model and license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops. Marijuana will be sealed in not more than ten (10) pound containers inside a locked storage compartment within the vehicle or truck bed for wholesale transactions and up to one (1) ounce containers for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. Continued on Page 11...

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

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. [ZK]

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. [ZK]

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. [ZK]

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. [ZK]

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. [ZK]

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. [ZK]

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

Double Eagle Cannabis does not intend to have any signs with the business name or logo on the exterior of the facility.

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

Double Eagle Cannabis may utilize the following medium types when distributing advertisments:

- Newspaper Ads
- Radio Ads
- Social Media to feature specific strains
- Magazine Ads
- Marijuana Platforms such as; leaflinks or weedmaps etc.
- Not-for-profit sponsorships of sporting events or concerts etc.

All advertisements will include each warning statement verbatim as they are listed in the regulations.

DOUBLE EAGLE CANNABIS

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

Signature of licensee

STATE OF ALASKA
NOTARY PUBLIC
Mercedes Curran
My Commission Expires Dec 20, 2023

Notary Public in and for the State of Alaska

Jared Karr
Printed name of licensee

My commission expires: 12/20/2023

Subscribed and sworn to before me this 16th day of April, 2021.

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(Additional Space as Needed):

8.1 Continued: The shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment and list: (1) the date of final testing: (2) the cannabinoid potency profile, expressed as a range of percentages that extends form the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically designated for packaging and monitored with 24-hour surveillance. Packaging will be consistent with securely-fastened and prominently displayed labels. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After facility agents package the marijuana, they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a bar-code for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected, and recorded in the log, and a licensee or designated employee will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Double Eagle Cannabis may contract with a third-party transport company, and will ensure they have their marijuana handler permits and they will diligently follow AMCO regulations at all times during transport.

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