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Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

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:	North North Enterprises, LLC	**MJ License #:**	36527		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	DDIII				
Premises Address:	12548 W. Westen Drive, Suite C				
City:	Houston	**State:**	Alaska	**ZIP:**	99623

Mailing Address:	PO BOX 874423				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Donald Davisson		
Main Phone:	907-631-2110	**Cell Phone:**	907-631-2110
Email:	donniedavisson3@gmail.com		

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:

DDIII's proposed facility is located within their existing cultivation facility, neither facility is open to the public, therefore, the entire facility will be restricted access. Doors will remain locked at all times, accessible through commercial-grade locks. DDIII will train all employees on procedures and policies to prevent persons under the age of 21 from accessing the premises. DDIII has signs posted at all entries stating "No one under 21 years of age allowed" and "Restricted Access Area - Visitors Must be Escorted". The signs are at least 12 inches long and 12 inches wide with lettering that is least one-half inch in height and in high contrast with the background of the sign. Video surveillance cameras are in operation continuously and designed capture all activity around the exterior of the premises. Doors are equipped with audible alarms to prevent illegal or unauthorized access to the facility. Signs are posted informing visitors that they are under video surveillance. Visitors are required to show valid, government-issued, photo identification before being allowed into the licensed premises. Withe the exception of law enforcement, AMCO enforcement, or other authorized individuals, visitors must schedule appointments ahead of time in order to be admitted into the building. If necessary, law enforcement will be contacted to enforce this policy.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

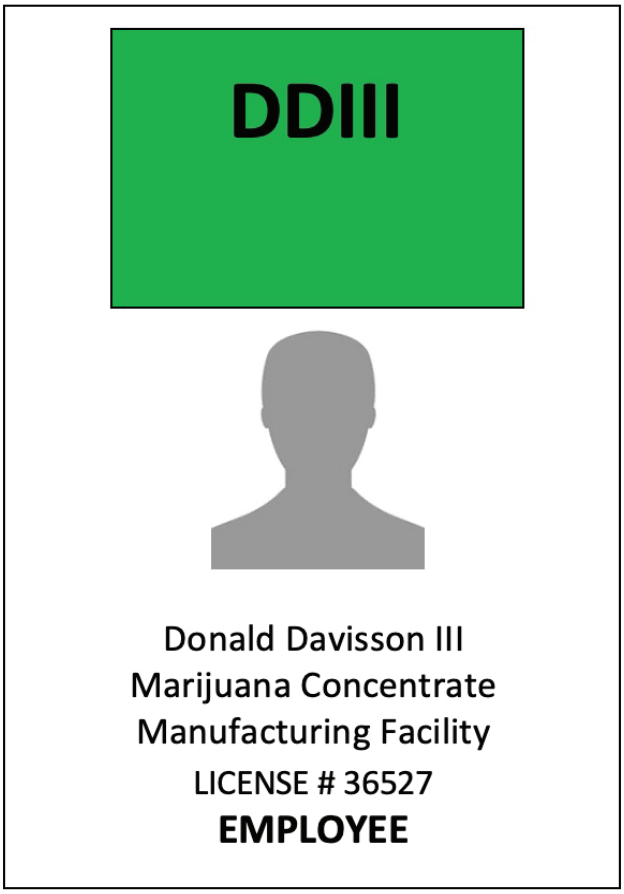
3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

DDIII will not be open to the public and all entrance/exit doors will remain locked at all times and will only be accessible through commercial-grade locks. Prominent signage will indicate that the premises are secured, monitored, and visitors must be escorted. The licensed premises will be designated as a restricted access area and equipped with an alarm system that provides real-time reporting to the licensees and managers' cell phones. The exterior of the facility is equipped with outdoor lighting to ensure the 24-hour video surveillance system captures approaching individuals and keeps the security signage visible to the public. Non-employees will not be allowed on the premises. Certain individuals, such as licensed retailers, contractors, security personnel, and consultants, will be granted escorted access by appointment only. All visitors must be scheduled by the licensees or staff managers (except for AMCO or enforcement personnel). DDIII will display signs stating, "No one under 21 years of age allowed," "All Visitors Must Be Escorted," and "Video Surveillance in Progress." Each visitor will be accompanied by a licensee or designated employee during their visit and required to wear provided visitor badges, which will be collected by a designated employee at the end of the visit. DDIII shall 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. Visitors must show identification as required by 3AAC 306.350, and then they will be given a badge that is distinctly different from an employee badge that must be worn and clearly displayed at all times while on the premises. Employee badges are on display at all times. Surveillance cameras will continuously monitor all activities within the restricted access areas and outside the premises. Distinct and apparent cameras will be placed throughout and around the facility to discourage people from attempting access, there will be no blind spots. The entire licensed premises will be equipped with a regulation-compliant alarm system. Motion detection lights that are connected to the camera system will be installed on the outside of the building to ensure access is limited to authorized personnel, and will deter unauthorized individuals from attempting to gain access. Access to the facility will not be granted to members of the public unless they have received prior approval, pre-scheduled their visit, and have a legitimate business reason for entering. However, AMCO or law enforcement personnel will always be granted unrestricted access to the facility.

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

With the exception of regulatory agents, AMCO Enforcement, or law enforcement all visitors must be pre-approved and pre-scheduled to enter the facility. Visitors will be required to show valid, government-issued photo identification, that shows that they are 21 years of age or older. Visitors will complete signing into the log and then they will be given a Visitor badge that is distinctly different from employee badges that must be clearly displayed on their person throughout the duration of the visit. The ratio of employees to visitors will not exceed 1:5. Visitors will conduct their business and leave the premises promptly once their purpose is fulfilled, they must return their visitor badges upon completion of their visit. Visitor logs will be stored as an official business recored and will be readily available for review by AMCO Enforcement and law enforcement. Employees will be required to display, in public view, on a cork-board or similar, employee ID badges that feature their photo, name, company name, logo and license number.

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:

DDIII will has commercial-grade exterior lighting installed to keep the premises well-lit and enhance security surveillance within a 20-foot radius from all entrances and exits ensuring any visitors can be recognized at 20' from any exterior door. The bright lighting assists the surveillance cameras in capturing activities at entry points. Fixtures will be shielded to prevent light pollution, and they will be mounted at an inaccessible height to prevent vandalism and obstruction. There are no blind spots. A designated employee will regularly check both indoor and outdoor lights at irregular intervals to ensure they are functioning properly and free from any obstructions or damage.

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:

DDIII has installed an approved alarm system in the approved cultivation facility which will be expanded upon to cover the proposed concentrate manufacturing area. The alarm system is being monitored by both a third party company and by the licensee. The alarm system will is capable of detecting any unauthorized intrusion or activity, and able to notify the licensee or local law enforcement, if necessary. Donnie will has access to the cameras and alarm system on his cell phone. The alarm system will be tested every six (6) months to ensure the equipment is working properly. In the event of an unauthorized breach or attempted breach, the alarm system will send an automatic, electronic alert to the licensee and/or local law enforcement. DDIII has motion detectors to monitor all areas of the building during closed business hours. Each morning the licensee or designated staff member, who ever is the first to arrive, will be responsible for disabling the alarm and examining all security cameras and recordings to ensure all equipment is running and operating correctly. The last DDIII staff member or the licensee, to leave the facility each night will be responsible for activating the alarm, any other security device and must make sure that all facility doors are locked. The licensee and staff members shall protect and preserve any evidence or area where the breach occurred, restricting access to the area and not disturbing anything until law enforcement arrives. Once law enforcement deems it safe to do so, the licensee or designated staff member will enter and assess the facility, look for any damages or theft, and then allow all employees to re-enter the facility. In the event of an unauthorized breach, AMCO and enforcement will be notified via email within 24 hours.

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

DDIII has a zero tolerance policy for diversion and inversion of marijuana. All marijuana (bud/flower/trim etc.), extracted oil and finalized products will be stored in the restricted access packaging area of the facility. All incoming bud/flower/trim etc., extracted oil and concentrates for final products and waste will be tracked in Metrc. All outbound orders will be cross-checked with Metrc and approved by the licensee or designated employee. Video cameras will continuously monitor all activity inside and outside the licensed premises. The Licensee or a designated employee will be required to complete weekly inventory counts to ensure all business records match Metrc generated reports. Weekly counts are documented and maintained as business records, and will be available to any AMCO Enforcement Official or local law enforcement officer who requests to view them. If it is suspected that a theft, inversion, or diversion has occurred, employees will notify the licensee immediately. Employees will be trained in spotting theft, diversion, and inversion of marijuana. If an employee has been determined to be stealing marijuana or marijuana product, law enforcement and AMCO will be notified immediately. Thefts will be recorded in Metrc and stored in the facility's business records. In addition, Donnie will randomly check video feed for potential diversion and/or inversion.

3.7. Describe your policies and procedures for preventing loitering:

Signs are posted stating a clear message that "No Trespassing" or "No Loitering" is permitted, and that the area is video monitored 24/7. Video surveillance of the exterior areas will be available to employees inside the facility. Standard policy is to notify law enforcement of any violation of these regulations or of any suspicious activity. Anyone caught loitering will be asked to leave. If they do not leave voluntarily, law enforcement will be contacted immediately to deal with the situation. In any event that law enforcement is contacted, AMCO enforcement will be notified electronically within 24 hours.

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.

DS DDI

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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. DS DDI

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. DS DDI

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

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). DS DDI

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:

All security cameras are positioned in such a manner as to get the most identifiable view of anyone within 20 feet of their line of sight at each entrance and along the exterior and interior of each Restricted Access Area. Cameras have been placed at a height of 12 feet to ensure unobstructed viewing of all product, plants and persons to make sure that all are captured on a maximum clear sight picture. Cameras are installed in growing, trimming, processing, curing, shipping/receiving for the cultivation facility that is co-owned and co-located and will be expanded to the concentrate manufacturing facility to cover all areas where marijuana or marijuana product is received, processed, packaged for testing, packaged for sale, quarantined, prepared for shipping, and the waste area and will have 360-degree coverage.

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 will be stored in a secured, locked cabinet in the licensed facilities shared office. The Cabinet will only be accessible by authorized personnel. Data will be stored on the security system's DVR for a minimum of forty (40) days, and will include a time and date stamp. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by authorized individuals only, to ensure there will be no data tampering. All recordings will be available 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)***;** DS DDI

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;** DS DDI

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

d. **records related to advertising and marketing;** DS DDI

e. **a current diagram of the licensed premises, including each restricted access area;** DS DDI

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

g. **all records normally retained for tax purposes;** DS DDI

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;** DS DDI

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

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

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 and surveillance records will be stored in the facilities shared office. Daily data back-ups of all product tracking and surveillance data will ensure continuity of daily operations in the event of an equipment failure. Electronic video storage is password protected to prevent any alterations. The security system will generate a daily open/close report by user. All systems are programmed with password lockout protection. The shared facility office housing all supporting security and camera equipment will be under 24/7 video surveillance in the licensed facility for both the cultivation and concentrates licenses. Additional back ups will be stored on local hard drives and on company computers. All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility, separate from all storage of marijuana and marijuana products. Only the licensee or a designated staff member will have access to the secured surveillance and record storage cabinet.

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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. DS DDI

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

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. DS DDI

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. DS DDI

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. DS DDI

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. DS DDI

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

All new employees will be initially trained on all company policies, procedures, and Metrc protocols. Refresher trainings will be provided at regular intervals and as needed. Employees will be trained and expected to understand all aspects of 3 AAC 306. Training will include internal policies and procedures, employee safety measures, personal hygiene, all DEC regulations regarding safety and sanitation and procedures in case of a recall (if applicable), diversion/inversion/theft prevention, manufacturing techniques, sanitation, Metrc software, state and federal statutes and regulations, and relevant City of Houston requirements. All employees will receive basic security training and how to react and implement in an emergency protocol. The licensees will ensure that current and up to date copies of all regulations specific to marijuana production and sales will be available to all employees. Employees will also be required to pass their food handler training course (if applicable), and be trained in cleaning, sanitation, personal hygiene, and safety protocols. All handler cards must be kept current for the duration of employment, copies of all current marijuana handler cards will be kept on file and management will ensure they do not lapse.

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. DS DDI

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. DS DDI

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. DS DDI

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). DS DDI

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:

All packaging materials to be sold to retail marijuana establishments for sale to consumers will be child-resistant and unappealing to children. All packaging done at the facility will be performed in a specific 24-hour surveillance monitored area and then packaged in a uniform fashion with secured, clearly displayed labels. Marijuana and marijuana products will be individually packaged immediately after manufacturing, and subsequent to positive third-party testing, further packaged with approved exterior packaging, health, and safety labeling methods. Marijuana concentrates will be stored in the secured, restricted-access, locked production, and packaging room in the facility with 24hr surveillance.
For all transports of marijuana products, DDIII will create a Metrc generated trip manifest. All trip manifests will be sent with the products, and an additional copy will be stored and filed on the premises as an official business record. The manifest documents will clearly have the strain name, type of product, batch number, weight, transporter's name and handler's ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana products will be in a sealed package or container not exceeding ten (10) pounds and then stored in a locked storage compartment within the transport vehicle. The vehicle will travel directly between destinations without making unnecessary stops and at no time during transit will marijuana products be visible. All marijuana product packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. DDIII understands that the transportation policies of marijuana and/or marijuana products applies to the co-located cultivation facility.

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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. DS DDI

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. DS DDI

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. DS DDI

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. DS DDI

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. DS DDI

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. DS DDI

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

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):

DDIII will not be posting any signs with a business name or logo on the facility.

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

DDIII may utilize the following medium types when distributing advertisements:

- Newspaper Ads
- Radio Ads
- Social Media (to feature specific strains)
- Magazine Ads
- Sponsorships & Fundraisers
- Website
- Online Platforms (such as Leaflinks, WeedMaps, etc.)

All advertisements will contain all AMCO required warning statements verbatim.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

DS

Donald Davisson III

Printed name of licensee

DocuSigned by:

Donnie Davisson III

Signature of licensee

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