Alcohol and Marijuana Control Office
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Phone: 907.269.0350

**Alaska Marijuana Control Board**

# Form MJ-15: Operating Plan Change

**What is this form?**

This operating plan change form is required for all marijuana establishment licensees seeking to change a licensed marijuana establishment's existing operating plan, as required by 3 AAC 306.100. With this form, a licensee may request changes to as much or as little as desired of Form MJ-01 and/or the corresponding operating plan supplemental for the establishment's license type. **The required $250 change fee may be made by check, cashier's check, or money order.**

Please complete and submit with this form the pages of Form MJ-01 and/or the corresponding operating plan supplemental that contain sections that you are requesting to change. **All fields must be completed of any page for which you are requesting changes** – upon board approval, the submitted pages will replace those currently on file. If your current, approved operating plan is on the original version of the forms, you may be required to complete and submit the new operating plan forms in their entirety.

**The form(s) that I am requesting board approval to change is:**

- ☐ **Form MJ-01:** Marijuana Establishment Operating Plan
- ☐ **Form MJ-03:** Retail Marijuana Store Operating Plan Supplemental
- ☐ **Form MJ-04:** Marijuana Cultivation Facility Operating Plan Supplemental
- ☑ **Form MJ-05:** Marijuana Product Manufacturing Facility Operating Plan Supplemental
- ☐ **Form MJ-06:** Marijuana Testing Facility Operating Plan Supplemental

**This form must be completed and submitted to AMCO's main office prior to changing existing operations. The licensed establishment's operations may not be altered unless and until the director has given temporary approval or the Marijuana Control Board (MCB) has given final approval of the changes. Please note that licensees seeking to change operating plans for multiple licenses must submit a separate completed copy of this form for each license.**

## Section 1 – Establishment Information

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

| | | | | | |
|---|---|---|---|---|---|
| **Licensee:** | Herban Extracts, llc | **MJ License #:** | 14432 | | |
| **License Type:** | Marijuana Product Manufacturing Facility | | | | |
| **Doing Business As:** | Herban Extracts ,llc | | | | |
| **Premises Address:** | 14927 Kenai Spur Hwy. | | | | |
| **City:** | Kenai | **State:** | Alaska | **ZIP:** | 99611 |

AMCO Received 2/28/2020

Alaska Marijuana Control Board

# Form MJ-15: Operating Plan Change

## Section 2 – Summary of Changes

**Provide a summary of the changes for which you are requesting approval.**

We would like to add an homogenizing/emulsifying instrument to our extraction lab. MJ-05 page 3 changes reflect the operating plan change. MJ-05 page 3 also has the freeze dryer added to the list of equipment which was previously approved. We also would like to update the compounds used by adding food grade surfactant/emulsifier, natural flavors, citric acid, and food grade desiccant magnesium sulfate for trace water removal.

## Section 3 – Declarations

**Read each statement below, and then sign your initials in the corresponding box to the right:** Initials

The proposed changes conform to all applicable public health, fire, and safety laws. LC

I understand that any temporary approval granted by the director is pending a final decision by the MCB; therefore, any investment I make, based upon temporary approval, is at my own risk. LC

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

Lisa Coates
Signature of licensee

Lisa Coates
Printed name of licensee

CHRISTAL DAVID NOTARY PUBLIC STATE OF ALASKA My Commission Expires: 6/5/22

Notary Public in and for the State of Alaska.

My commission expires: 6/5/22

Subscribed and sworn to before me this 28 day of February, 2020.

**AMCO Director Review for Temporary Approval Pending Final MCB Decision:** Approved ☒ Disapproved ☐

James Hollscher 3-5-2020
Printed name of Director ACTING Date

Signature of Director

**Director Comments:**



License # 14432

AMCO Received 2/28/2020

## Section 2 – Overview of Operations

**2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake, flow, and transfer of marijuana, marijuana concentrate, and marijuana product at and from your premises:**

Marijuana flower and/or trim that is tracked in Metrc will be brought into the facility from state licensed cultivators only and will be inspected for quality, proper labeling, and manifest will be reviewed and verified that it is correct, thereafter, prior to product being accepted into the facility's Metrc it will be weighed on certified scales to ensure correct amount of flower and trim was delivered. Upon arrival it will be weighed and entered into Metrc. The marijuana will be stored in the facility until ready for CO2 or ethanol extraction. It will be weighed prior to extraction and some batches combined prior to extraction. The production batch produced will be weighed after extracting and refining. All will be tracked in Metrc. After the oil is refined a random sample will be taken, logged into Metrc, and properly transported to a licensed testing facility for certification. Once oil has been certified as salable, the oil will be packaged as vape cartridges, vape cartridge kits, syringes, pull and snap, wholesale oil, wholesale alcohol tincture, or fast-acting cannabis oil emulsion. All marijuana product leaving the licensed facility will have a trip manifest, be accompanied by an agent of the facility who holds a valid and current marijuana handler card, and will be tracked in Metrc. All products will only be delivered to other state licensed retailers or marijuana product manufacturers.
We will not sell, deliver, distribute or transfer any marijuana, marijuana concentrate, or a marijuana product directly to a consumer (as we do not hold a marijuana retail establishment license), with or without compensation, we are strictly a whole sale operation. We also will not allow any person, including the licensee, employee, or agent, to consume marijuana, marijuana concentrate, or a marijuana product on the licensed premises.

## Section 3 – Equipment and Compounds to be Used

Review the requirements under 3 AAC 306.555.

**3.1. Describe the equipment and solvents, gases, chemicals, and other compounds the marijuana product manufacturing facility will use to create marijuana concentrates:**

Equipment: Closed loop rotary evaporator, closed loop extractor instrument, vacuums, freezer, refrigerator, vacuum oven, lab oven, Buchner funnel, grinder, chillers, short-path distillation equipment, water bath, ultrasonic cleaner, scales certified by the Alaska Weights and Measurement Division, packaging material for packaging products, manual cartridge filling machine, label printer, freeze dryer, emulsifying homogenizer.

Solvents: CO2, food grade ethanol

Compounds: food-grade hemp oil, activated charcoal, food grade propylene glycol (for chillers), food grade surfactant/emulsifier, food grade natural flavors, food-grade citric acid, desiccant magnesium sulfate.

Gases: CO2