Alcohol and 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

Operating Plan Supplemental

Form MJ-05: Marijuana Product Manufacturing Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana product manufacturing facility license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 5** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the 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 and 3 AAC 306.520(3).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Equipment, compounds, and processes to be used
- Waste disposal
- Testing procedure and protocols
- Proposed marijuana concentrates and marijuana products
- Proposed product packaging and sample labels
- Prohibitions

This form must be completed and submitted to AMCO's main office before any new or transfer application for a marijuana product manufacturing facility or marijuana concentrate manufacturing facility license will be considered complete.

Section 1 – Establishment Information

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

Licensee:	ForgetMeNot Enterprises, Inc.	**MJ License #:**		13222	
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Southeast Essentials				
Premises Address:	8505 Old Dairy Rd, Suite 3				
City:	Juneau	**State:**	Alaska	**ZIP:**	99801

AMCO Received 5/20/2020

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 will be transfered from Green Valley Enterprises primarily, with other cultivators supplementing the inflow. Material and product will be tracked through METRC at every stage of processing until being packaged and transferred to Retailers.

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:

1. Bubble Bag Extraction - water, bags, ice, water and hand agitation.
2. CO2 Extraction - The Supercritical CO2 extraction process creates phase changes in carbon dioxide utilizing temperature and pressure. CO2 gas is used and is known as a "tunable solvent" making it extremely versatile for creating a multitude of end products by controlling temperature and pressure.
3. Rosin Press - hydrologically powered machines with heated plates to further refine and compress concentrate
4. Ethenol Based Extraction - Using EtOH Pro home extraction system.

Sous vide oven - for decarboxylation
Magnetic Stirring Hot Plate
Vacuum Freezer
Vacuum Oven
"Polinator Style" Trichome Extractor Machine

Ethanol
Terpenes
MCT Oil (Fractionated Coconut Oil or similar)

AMCO Received 5/20/2020

Section 4 – Waste Disposal

Review the requirements under 3 AAC 306.740.

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

4.1. The marijuana product manufacturing facility shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it.

4.2. Describe how you will store, manage, and dispose of any solid or liquid marijuana waste, including expired or outdated marijuana or marijuana product, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Marijuana product waste will be stored away from all other products in a locked container inside the facility and will be rendered unusable prior to leaving the facility for disposal. Waste will be rendered unusable by mixing in equal or greater amounts of bio-degradable matter such as wet paper/cardboard, dirt, coffee grinds or similar materials. Management will maintain a log on the status of all marijuana product waste, tracking the type of waste, the date of the disposal, the date it was rendered unusable, and the date it was transported to the waste station and by whom made the transport (any transport will be done by a manufacturing employee with a valid marijuana handler card). All marijuana labeled for disposal will be stored in a secured container, separated from all other products and materials, until it can be rendered unusable. The waste will be collected and disposed of once a week or as needed. Prior to destruction of marijuana, AMCO will be notified three days beforehand via email. The logged information will be available to AMCO at any time upon request, and securely stored.

AMCO Received 5/20/2020

Section 5 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.520 and 3 AAC 306.550.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:	Initials
5.1. I will ensure that any individual responsible for collecting random samples for required laboratory testing under 3 AAC 306.550 will prepare the necessary accompanying signed statement, provide the signed statement to the marijuana testing facility, and maintain a copy as a business record under 3 AAC 306.755.	☑

Answer "Yes" or "No" to the following question:	Yes	No
5.2. Will the marijuana product manufacturing facility be performing in-house testing (as defined under 3 AAC 306.990(b)(20)?	☐	☑

If "Yes" to 5.2, you must be able to certify the statement below. Read the following and then sign your initials in the box:	Initials
5.3. The area where in-house testing will occur is clearly identified on the Form MJ-02: Premises Diagram that is submitted with this application.	☐

5.4. Describe the testing procedures and protocols the marijuana product manufacturing facility will follow:

All products manufactured for sale will be based on AMCO approved product applications submitted by Southeast Essentials. Marijuana products will be manufactured exclusively with cannabis that has been submitted for and passed testing. Product samples for every batch of product(wholesale or retail) will be submitted for testing at an AMCO approved testing facility prior to any sales as per Marijuana Regulations - 3 AAC 306 (9.18.19).

AMCO Received 5/20/2020

Section 8 – Prohibitions

Review the requirements under 3 AAC 306.510.

8.1. I certify that the marijuana product manufacturing facility will not: Initials

a. **sell, deliver, distribute, or transfer any marijuana, marijuana concentrate, or marijuana product directly to a consumer, with or without compensation;** NB

b. **allow any person, including a licensee, employee, or agent, to consume marijuana, marijuana concentrate, or marijuana product on the licensed premises; or** NB

c. **manufacture or sell any product that is an adulterated food or drink, closely resembles a familiar food or drink item including candy, or is packaged to look like candy, or in bright colors or with cartoon characters or other pictures or images that would appeal to children.** NB

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

Signature of licensee

Norvin Perez
Printed name of licensee

COLLEEN MCKENZIE
Notary Public, State of Alaska
Commission # 191111001
My Commission Expires
November 11, 2023

Notary Public in and for the State of Alaska

My commission expires: 11·11·20

Subscribed and sworn to before me this 12 day of March, 2020.

AMCO Received 5/20/2020

(Additional Space as Needed):

License #_____

AMCO Received 5/20/2020