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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:	Extractly LLC	**MJ License #:**	25198		
License Type:	Marijuana Concentrate Manufacturing Facility				
Doing Business As:	Extractly LLC				
Premises Address:	21913 E Snowball Cir				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

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:

Raw product will be weighed with registered scales and documented. Product is then processed via one or more extraction methods, and then weighed, labeled, dated, and stored in a safe until test results are obtained. If test results are satisfactory, product will be packaged and labeled accordingly. If test results are unsatisfactory, product will be destroyed or processed further and tested again until satisfactory. All final product will be weighed and stored in a safe until transported to dispensaries or infused product manufacturing facilities.

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:

Closed Loop Butane Extractor
-Butane (Iso-Butane, N-Butane, Butane)
-Water hash extraction
-Water and ice
-Distillation
-Grain alcohol and propylene glycol
-MCT (Medium Chain Triglyceride) oil as a thinning agent if needed
-Commercial vacuum oven
-Rotary Evaporator
-Isopropyl alcohol as needed for cleaning/sanitizing

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. RR

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:

Extractly LLC anticipates the following marijuana plant and product waste at the manufacturing facility; (1) contaminated or infected marijuana or marijuana products (2) marijuana or marijuana products deemed by the Licensee as unfit for sale or consumption for any reason (3) marijuana product that fails testing (4) marijuana plant waste created during the extraction process (5) marijuana or marijuana product that becomes expired (6) other marijuana or marijuana waste determined as such by the MCB or its director. Once marijuana or marijuana product is deemed to be waste, it will be separated from all other marijuana and marijuana products and securely stored in locked bins on the licensed premises. An email notification will be sent to AMCO Enforcement at least three (3) days prior to rendering the waste unusable. All waste will be recorded in Metrc. All solid marijuana plant waste (plant matter waste from the extraction process, such as plant matter that is pressed/squeezed to extract oil) and marijuana product waste will be ground in a grinder and then mixed with other solid compostable waste such as; food waste, yard waste, vegetable based grease/oils, or non-compostable waste such as paper waste, plastic waste, cardboard waste, and soil until the mixture is no more than 50% marijuana waste. This waste mixture will then be stored, away from all other marijuana and marijuana products, in locked waste containers inside the facility and then transferred to the outdoor locked waste container. The waste will then be picked up by a local waste truck and taken to the landfill. The logged information will be securely stored and made available to AMCO at any time, upon request.

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.	RR

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:

Ryan or a designated employee will be responsible for collecting a random sample(s) from each production lot to be sent to a licensed testing facility. Ryan or the designated employee will sign a statement certifying that the sample(s) was randomly selected. A copy of the signed statement will accompany the sample to the testing facility and another copy will be filed as an official business record. The sample will be transported to the testing facility by either Ryan, a designated employee or a third party transport company, all of which will have valid marijuana handler permits. The remainder of the production lot will be segregated from all other marijuana and marijuana products in secure containers until the testing results are received. During the quarantine period, all product will be securely stored on-site and Extractly LLC will ensure the products are kept cool and dry to prevent contamination or loss of efficacy. A copy of the testing facility results will be stored as an official business record and will be made readily available to AMCO upon request.

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;** RR

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

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.** RR

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

Ryan Ruff

Signature of licensee

Official Seal
STATE OF ALASKA
Notary Public
Kristen Smith
Commission Expires:08/23/2021

Notary Public in and for the State of Alaska

Ryan Ruff

Printed name of licensee

My commission expires: 8/23/21

Subscribed and sworn to before me this 27 day of April, 2020.