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:	Matanuska Apothecary, LLC	**MJ License #:**	27222		
License Type:	Marijuana Product Manufacturing				
Doing Business As:	Matanuska Apothecary , LLC				
Premises Address:	11709 E. Palmer-Wasilla Hwy, Suite 710				
City:	Palmer	**State:**	Alaska	**ZIP:**	99645

Received by AMCO 5/14/2021

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:

All shipments of marijuana and marijuana product that arrives at Matanuska Apothecary's licensed premise will first be greeted by a designated member of staff and verify the transports manifest. Upon verification of the transporter and manifest the designated employee will sign the transporter in utilizing the visitors log. Once logged the designated employee will verify marijuana and marijuana product weights and totals against the METRC manifest to verify correct quantities. Any discrepancies will be logged in METRC and corrected. Once verified marijuana and marijuana product will be received. Once received marijuana and marijuana product will be stored properly on the license premise. All marijuana and marijuana products will be tracked in METRC from intake to its use in a manufactured product. Once marijuana product is created the batch will be stored in proper storing conditions considering the product type and a random sample batch will be sent for testing. Once passing testing results are received from the laboratory, marijuana and marijuana products will be packaged and prepared in compliance with regulations. Once packaged in accordance to regulation the product will be prepared for transfer by an agent of Matanuska Apothecary. All transfers will be entered into METRC and a transport manifest will generated. Once prepared for transfer marijuana product will be placed into a locked container along with testing results and a manifest will be adhered to the exterior of the shipment.

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:

Matanuska Apothecary will be using the following equipment, gases, solvents, chemicals, and other compounds in accordance with 3 AAC 306.555: CO2 extraction machine(s) with support equipment, rotary evaporator(s), vacuum oven(s), freezer(s), refrigerator(s), vacuum pump(s), ultrasonic bath(s), water/bead bath(s), water circulator(s), chiller(s), homogenizer(s), mixer(s), grinder(s), centrifuge(s), stir-plate(s), cold trap(s), scale(s), short path distillation equipment, filter(s), chromatography column(s), filtration column(s), air compressor(s), spray drier(s), rosin press(es), pressure-rated crystallization vessel(s), CO2, Heptane, Nitrogen, Ethanol, Isopropyl Alcohol, Mag-Sil, Activated Alumina, Bentonite Clays, Activated Carbon, Sodium Bicarbonate, Citric Acid, silica gels, molecular sieves, Sodium Chloride (NaCl), Diatomaceous Earth (Celite).

Received by AMCO 5/14/2021

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:

Matanuska Apothecary expects the following marijuana and marijuana waste at the manufacturing facility; contaminated or infected marijuana or marijuana products, marijuana or marijuana products deemed by the licensee or manager as unfit for sale or consumption for any reason, marijuana product that fails testing, marijuana plant waste created during the extraction process, marijuana and marijuana product that becomes expired, and other marijuana or marijuana product waste as determined by the MCB or director. Once marijuana and marijuana product is deemed waste, it will be separated from all other marijuana and marijuana products and securely stored in locked bins on the license premises and an email notification will be sent to enforcement at least 72 hours prior to rendering the waste unusable as well as recording the waste in METRC. All solid biomass waste and marijuana product waste will be ground in a grinder and then mixed with other solid compostables 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. Liquid marijuana waste such as concentrates will be mixed with at least equal parts of non-marijuana waste and the stored away from all other marijuana and marijuana products in locked containers on the premises, inside the facility in the locked waste container then transferred to the outdoor locked container once rendered unusable. The waste will then be picked up by the local waste truck and taken to the landfill. The logged information will be available to AMCO upon request, and securely stored.

Received by AMCO 5/14/2021

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:

Matanuska Apothecary will designate an employee who will be responsible for collecting a random sample from each production lot to be sent to the licensed testing facility. The designated employee will sign a statement certifying that the sample was randomly selected. A copy of the signed statement will accompany the sample to the testing facility and another copy will be filed on site as a business record. The sample will be transported to the testing facility by a Matanuska Apothecary agent. 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 then Matanuska Apothecary will ensure the products are kept cool and dry to prevent contamination or loss of efficacy. A copy of the testing results will be stored in the office on site as an official business record and will be made available to AMCO upon request.

Received by AMCO 5/14/2021

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;**

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

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.**

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

Signature of licensee

Caleb Saunders

Printed name of licensee

EMMA KEEFE
Notary Public
State of Alaska
My Commission Expires Dec 13, 2022

Notary Public in and for the State of Alaska

My commission expires: 12-13-22

Subscribed and sworn to before me this 11 day of May, 2021.

Received by AMCO 5/14/2021