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 the **Marijuana Establishment Operating Plan (Form MJ-01)**, 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 those 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 product manufacturing facilities?

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

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

This form must be submitted to AMCO's main office before any marijuana product manufacturing facility license application will be considered complete.

Section 1 – Establishment Information

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

Licensee:	Top Hat Concentrates, LLC	**License Number:**	10271		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	TOP HAT CONCENTRATES, LLC				
Premises Address:	2315 Industrial BLVD, Suite B				
City:	Juneau	**State:**	ALASKA	**ZIP:**	99801

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Section 2 – Prohibitions

Applicants should review 3 AAC 306.510 and be able to answer "Agree" to all items below.

The marijuana product manufacturing facility will not:	Agree	Disagree
Sell, deliver, distribute, or transfer any marijuana, marijuana concentrate, or a marijuana product directly to a consumer, with or without compensation	☒	☐
Allow any person, including a licensee, employee, or agent, to consume marijuana, marijuana concentrate, or a marijuana product on its licenses premises	☒	☐

The marijuana product manufacturing facility will not manufacture or sell any product that:	Agree	Disagree
Is an adulterated food or drink	☒	☐
Closely resembles a familiar food or drink item including candy	☒	☐
Is packaged to look like candy, or in bright colors or with cartoon characters or other pictures or images that would appeal to children	☒	☐

Section 3 – Equipment, Compounds, and Processes to be Used

Review the requirements under 3 AAC 306.555, and identify how the proposed premises will meet the listed requirements.

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

Solvent used by the botanical extraction machine will be CO2. Alcohol will be used as a cleaning solvent for this machine. The device itself is a closed loop, 5L botanical extractor. Same used in the cosmetics industry for fragrance and make-up production.
Alcohol is also used as a solvent in the winterization process to further remove any remaining plant material the extraction machine left behind. Through use of a laboratory vacuum oven, nearly all traces of these solvents are removed. Any trace elements will be tested for and noted on product labeling.
We will also have a Rosin Press, which utilizes heated extraction plates to squish plant matter and extract the oils and resins from raw marijuana plant material.

AMCO Received 3/11/2020

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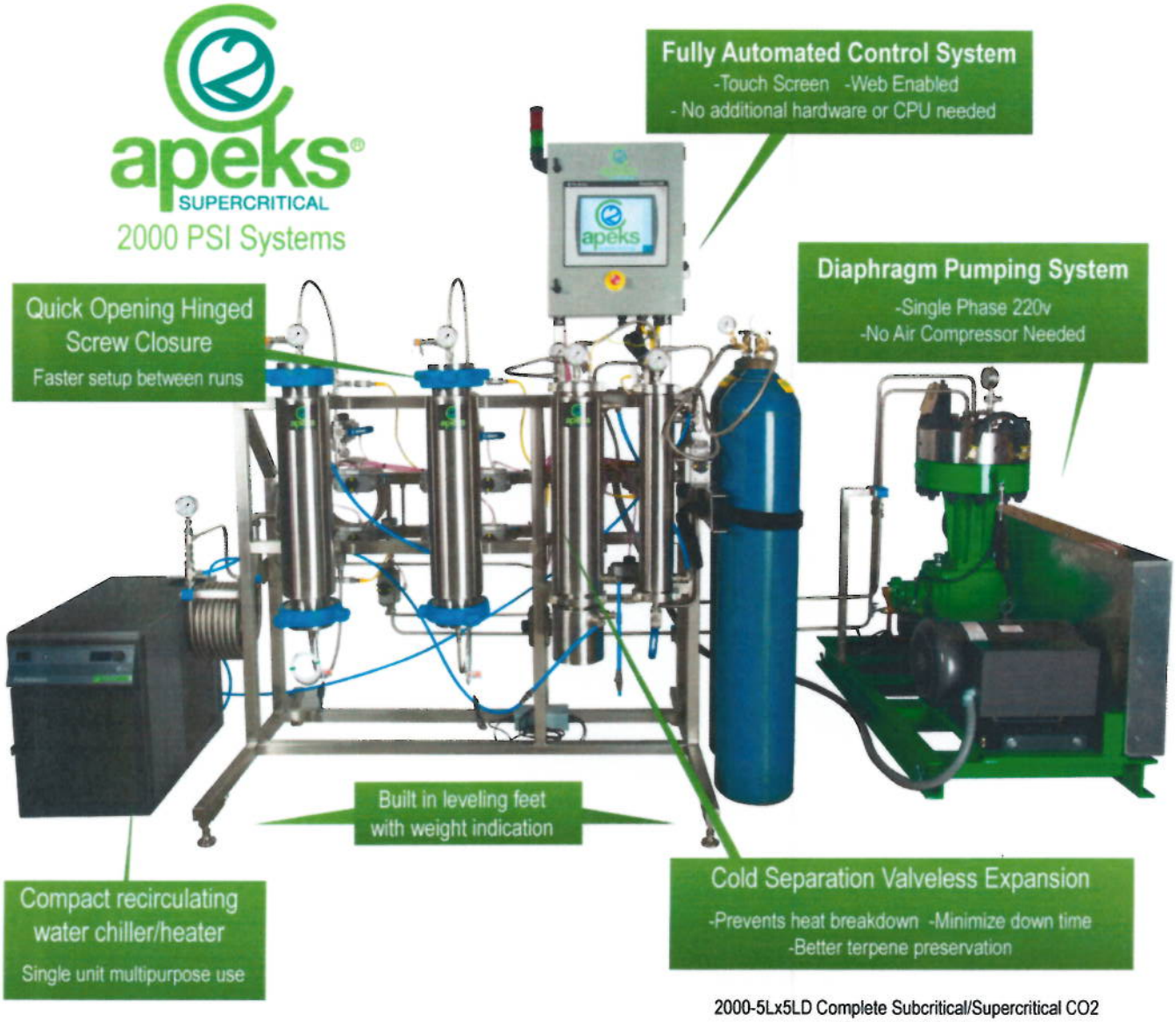
Describe the processes to be used to create marijuana concentrates:

Marijuana products purchased by Top Hat Concentrates, LLC for purpose of extraction must be state tested before purchase and the $15 per oz state tax paid. Upon arrival of tested product, it is weighed and logged into the Metrc system. From there up to 5lbs of material is placed into the canister on the closed loop Co2 extractor. The extraction machine uses the compressed CO2 gas to remove the cannabinoid crystals from the cannabis plant material. This process takes anywhere from 6-8 hours on the fully automated machine. From there 5-8 ounces of raw extracted cannabinoids are released from the final product canister. This product is then frozen and placed into the vacuum oven to remove any remaining trace Co2.

If shatter or vapor cartridges are being produced the extraction goes through a further process known as "winterization". This process uses a laboratory round bottom and alcohol to stabilize and remove any remaining plant material. After winterization the product is placed in a low tempurature (90-110 degrees F) vacuum oven to remove any remaining CO2 or alcohol. What's left is an almost clear substance that is cleaner and easily combined with state allowed mediums as described in section 3 AAC 306.555.

We will also have a Rosin Press, which utilizes heated extraction plates to squish plant matter and extract the oils and resins from raw marijuana plant material.

AMCO Received 3/11/2020



2000-5Lx5LD Complete Subcritical/Supercritical CO2 Extraction System

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Section 6 – Waste Disposal Plan

Review the requirements under 3 AAC 306.520, and identify how the proposed premises will meet the listed requirements.

Describe the marijuana product manufacturing facility's plan for disposal of any expired or outdated marijuana or marijuana product that is not sold or transferred to another licensed marijuana establishment:

If cannabis flower reaches its' one year expiration date or concentrates reach their 2 year expiration without being sold or transferred to retailer. The flower products will be logged as waste, wait the 3 day waiting period, and will be ground and disposed of like any other cannabis waste at the facility. Completed expired concentrates will be logged as wasted, stored for 3 days, removed from packaging and also combined with waste at a 50/50 ratio for proper state mandated disposal.

This is something that will rarely happen. Cannabis plant material will be processed in the order it was received. Preventing it from expiring. Concentrates produced for licensee's dispensary will be immediately transferred to dispensary after packaging. If product expires at the retail store they will be responsible for proper disposal of product.
Products produced for other cultivators will also be required to be delivered or picked up by their approved transport vehicle within 14 days of completion. Preventing expiring on our end and maintaining a low inventory of product on premises.

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Section 7 – Testing

The area where in-house testing will occur must be identified on the premises diagram, per 3 AAC 306.520(2). Yes No

Will the marijuana product manufacturing facility perform in-house testing (as defined in 3 AAC 306.990(b)(20))? ☒ ☐

Applicants should review 3 AAC 306.550 and be able to answer "Agree" to the item below.

The marijuana cultivation facility applicant has: Agree Disagree

Read and understands and agrees to the required laboratory testing set forth in 3 AAC 306.550 ☒ ☐

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

John S. Nemeth
Printed name

Subscribed and sworn to before me this 23 day of May, 2016.

STATE OF ALASKA
OFFICIAL SEAL
Amy F. Roemer
NOTARY PUBLIC
My Commission Expires 12/25/17

Amy F. Roemer
Notary Public in and for the State of Alaska.

My commission expires: 12/25/17