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

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:	Highliner Crafts LLC	**MJ License #:**	19532		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Highliner Crafts LLC				
Premises Address:	98 Kian St				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

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Form MJ-15: Operating Plan Change

Section 2 – Summary of Changes

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

Modifying the operating plan to allow for:

The ability to compost our plant waste as well as dispose.

The ability to use bottled C02 to augment the C02 levels in our grow room.

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. AB

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. AB

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.

Signature of licensee

Andrew Burton

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER

Notary Public in and for the State of Alaska.

My commission expires: 11/07/2024

Subscribed and sworn to before me this 18 day of August, 2021.

AMCO Director Review for Temporary Approval Pending Final MCB Decision: Approved [X] Disapproved [ ]

Carrie Craig

Printed name of Director

5/2/2022

Date

Signature of Director

AMCO
AUG 20 2021

Director Comments:

AMCO received 4/26/22

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Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation 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 4** 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 306.420(2).

What additional information is required for cultivation facilities?

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

- Prohibitions
- Cultivation plan
- Waste disposal
- Odor control
- Testing procedure and protocols
- Packaging and labeling

This form must be completed and submitted to AMCO's main office before any new or transfer application for a standard marijuana cultivation facility or limited marijuana cultivation 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:	Highliner Crafts LLC	**MJ License #:**		19532	
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Highliner Crafts LLC				
Premises Address:	98 Kian Street				
City:	Ketchikan	**State:**	Alaska	**ZIP:**	99901

AMCO received 4/26/22

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the flow of marijuana from seed or clone to harvest and transfer from your premises:

Some plants will be grown from seed, but the majority of the new starts will begin as clones cut from mother plants within the upper cultivation room. Seedlings and clone batches will be tracked in METRC via the immature plant tab. Once those plants graduate to the next phase they will be assigned METRC tags and updated in the software. When plant batches are ready, they will be moved from the upper cultivation room (veg room) to the lower cultivation room (flower room) and updated in METRC accordingly. The cultivation room will be augmented with co2 to facilitate faster plant growth and maturation. (see section 4.7 for additional c02 info). When a plant batch is ready to be harvested, the harvest batch will be chopped, weighed, logged into METRC, and hung to dry in the drying area. The soil is then reammended (see section 4.5 and 4.7 for additional information on soil and ammendments used) and recycled to be used again. After plants are properly dried they will be bucked down and cured in containers. The plant waste will be collected and weighed and properly logged into METRC and the MJ-25 waste log. The waste will be mulched and used as a soil top dress mulch, or otherwise composted and applied to the soil. Some waste may be properly mixed with shredded paper (minimum 50% ratio of shredded paper) and properly disposed of at the landfill. The cured bud will then be trimmed and processed, and package tags will be assigned in METRC. Test samples will be sent out for safety and potency testing. Once the products are properly tested, they will be sold or otherwise transferred to a retail or manufacturing facility. Transport manifests will be generated in METRC and accompany the products (including test samples) any time any marijuana products leave the licensed premises.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.405 and 3 AAC 306.410.

3.1. I certify that the marijuana cultivation facility will not: Initials

a. **sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation;** AG

b. **allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on the licensed premises or within 20 feet of the exterior of any building or outdoor cultivation facility; or** AG

c. **treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana.** AG

Section 4 – Cultivation Plan

Review the requirements under 3 AAC 306.420 and 3 AAC 306.430.

4.1. Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

The cultivation rooms are within the main facility, which is a two story 20' x 24' building. There are 2 designated cultivation rooms within the facility. The upstairs cultivation room is 140.0625 sq ft (13'6" x 10'4.5") and the lower cultivation room is 352.875 sq ft (13'7.5"x19' + 15'8"x6'). The total cultivation area of the 2 combined rooms is 492.9375 sq ft.

AMCO received 4/26/22

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

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

4.2. The proposed area(s) for cultivation are clearly identified on the Form MJ-02: Premises Diagram that is submitted with this application. AB

Answer "Yes" or "No" to the following question: Yes No

4.3. Will the marijuana cultivation facility include outdoor production? ☐ ☑

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground and how it is fully-enclosed by a physical barrier:

4.4. Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility, whether indoors or outdoors, cannot be observed by the public from outside the facility:

All cultivation will take place indoors. The cultivation areas have no windows or other means by which anyone could see inside. Locked doors and other security measures insure there will be no unauthorized entry or viewing. There are no windows on the main level for anyone to see into.

4.5. Describe the marijuana cultivation facility's growing medium(s) to be used:

Marijuana will be grown in organic soil such as (but not limited to) Emerald Rootz, Big Rootz, Fox Farms Organics, KIS Organics, or Pro-Mix. Soil will be re-ammended with composts and minerals and recycled / reused after each harvest. Clones will be rooted in rooting cubes (typically made of sphagnum peat moss) before being transplanted into soil.

4.6. Provide the complete product name and EPA registration # (if applicable) for each of the cultivation facility's pesticide and pest control product to be used. All proposed products must be on DEC's list of approved pesticides in the state of Alaska:

Highliner Crafts does not intend to use pesticides.

4.7. Describe all other fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used at the marijuana cultivation facility:

We do not use any synthetic fertilizers or chemicals. We sometimes use "microbial teas", mycorrhizal fungi, and other natural fertilizers such as guanos, bone meals, fish meals, earth worm castings, and composts. We utilize store bought natural fertilizer blends such as GreenGro Pridelands which includes crab meal, seabird guanos, oyster shell, alfalfa meal, volcanic ash, rock phosphate, fish bone meal, glacial rock dust, potash, langbeinite, zeolite, and kelp meal. We reuse and recycle our spent soil by ammending the old soil with natural fertilizers such as seabird guano, fertoz rock phosphate, earthworm castings, and trace minerals such as iron sulfate, boron, and manganese. Please see attached page for information on the augmented co2 systems.

AMCO received 4/26/22

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

4.8. Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

Water will be provided by a cistern/rain catchment system. Plants will be hand watered and any run off will be collected in trays and evaporated or reused. In the rare event that wastewater is created it will be run through an on-site reverse osmosis system and cleaned before reuse or disposal.

Section 5 – 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

5.1. The marijuana cultivation 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. AB

5.2. Describe how you will store, manage, and dispose of any solid or liquid marijuana waste, including wastewater generated during marijuana cultivation, 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:

All plant and water waste will be disposed of as per 3 AAC 306.740.
Solid waste material will be broken down and collected in labelled plastic bins inside the premises. Our harvest batches are small, so the waste is easily stored inside the licenses premises until it is ready to be disposed of. The waste information is properly recorded in METRC. AMCO will be given notice of any waste to be disposed of via the emailed MJ-25 form. Unless otherwise instructed by AMCO, the waste will be held for at least 3 days before rendering the waste unusable. The plant material will be run through an onsite electric chipper to grind the material down. If the waste material is to be disposed of, the ground plant waste will be mixed with shredded paper (the shredded paper will make up a minimum of 50% of the plant waste/paper waste mixture) and disposed of in accordance with 3 AAC 306.740(d)(2) at the Ketchikan Solid Waste facility. The rendered waste mixture will be removed and transported to the solid waste facility by one of the owners of the cultivation facility (all owners must have current and valid handler cards).
Some dried and ground plant waste will be kept onsite within the licensed premises and used as a mulch/top dress on the soil or ammended into the soil.

Plants will be watered exclusively with collected rain water from the roof / rain catchment system. No hydroponic or synthetic water waste will ever be produced in our facility.

AMCO received 4/26/22

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

Section 6 – Odor Control

Review the requirements under 3 AAC 306.430.

Answer "Yes" or "No" to the following question:	Yes	No
6.1. Have you received an exemption from your local government for the odor control requirement set forth in 3 AAC 306.430(c)(2)?	☐	☑

If "Yes", you must be able to certify the statement below. Read the following and then sign your initials in the box:	Initials
I am attaching to this form documentation of my odor control exemption from the local government.	☐

If "No" to question 6.1., describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

Highliner crafts will use ductless heat pumps to heat and cool the building. The air within the building will be recycled between 3 different areas and run through carbon filters at each point (1 in each grow room and 1 in the work storage area), which will scrub the air of any orders.

Section 7 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand and agree that the board or director will, from time to time, require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks.	AG
7.2. I will ensure that any individual responsible for collecting random, homogenous samples for required laboratory testing under 3 AAC 306.455 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.	AG

7.3. Describe the testing procedures and protocols the marijuana cultivation facility will follow:

The guidelines in 3 AAC 306.455 will be followed. A designated individual will collect a random sample from each harvest batch, and perform the necessary paperwork (statement). Samples will be transported by an owner or authorized employee to a licensed marijuana testing facility. The harvest batch being tested will be segretated and properly stored while awaiting the testing results. Records of the transaction will be stored in the secured restricted office area.

AMCO received 4/26/22

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

Section 8 – Packaging and Labeling

Review the requirements under 3 AAC 306.470 and 3 AAC 306.475.

Answer "Yes" or "No" to the following question:	Yes	No
8.1. Will the marijuana cultivation facility be packaging marijuana for a retail marijuana store to sell to a consumer without repackaging?	☑	☐

If "Yes", describe how the marijuana cultivation facility will ensure that the marijuana sold will meet the packaging requirements in 3 AAC 306.470, and provide a sample label that the facility will use to meet the labeling requirements set forth in 3 AAC 306.475:

In compliance with 3 AAC 306.470 and 3 AAC 306.475, the facility will package marijuana flower sold to a retail store in retail packages weighing 1oz or less (generally 3.5g or 7g). Each tamper evident package will contain a single strain / harvest batch, clearly identified on the retail label. Each package will be labelled with a tracking label that corresponds with the inventory tracking system. Each package will be labelled with the name of the testing facility used for that particular harvest batch, as well as the testing results. All soil amendments, fertilizers, and any other production aids used will be printed on the label. All the warnings listed in 3 AAC 306.475 (a) will be printed on the label.

See page 7 for sample label

Answer "Yes" or "No" to the following question:	Yes	No
8.2. Will the marijuana cultivation facility be packaging marijuana in wholesale packages?	☑	☐

If "Yes", describe how the marijuana cultivation facility will ensure that the marijuana sold will meet the packaging requirements in 3 AAC 306.470, and provide a sample label that the facility will use to meet the labeling requirements set forth in 3 AAC 306.475:

In compliance with 3 AAC 306.470 and 3 AAC 306.475, the facility will package marijuana flower sold to a retail store in wholesale (1-5lb) packages. Each tamper evident package will contain a single strain / harvest batch, clearly identified on the wholesale label. Wholesale packages sold to manufacturing facilities will be packaged in 1-5lb wholesale pacakges, but may include a mixture of strains as identified on the label. The label will also list the net weight, and a complete list of all pesticides, fungicides, and herbicides used. The wholesale package will be affixed with a tracking label that corresponds with the inventory tracking software, as well as a label containing all the testing results of that particular harvest batch (as described in 3 AAC 306.475 (e)).

See page 7 for sample label

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and AS 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

Signature of licensee

STATE OF ALASKA
NOTARY PUBLIC
SHARON E WAGNER

S.E. Wagner
Notary Public in and for the State of Alaska

ANDREW BURTON
Printed name of licensee

My commission expires: 11/07/2024

Subscribed and sworn to before me this 25 day of April, 2022.

AMCO received 4/26/22

Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

(Additional Space as Needed):

Section 4.7 continued:
The cultivation areas will be augmented with bottled CO2. The CO2 tank/regulator and controller will be properly stored and secured to the wall just inside the facility entrance, and just outside the lower cultivation room. The commercial grade CO2 tanks are rented from and delivered by a local welding supply store. Spent tanks will be removed and swapped out with filled tanks from the welding supply store. The tanks will be fitted with an industry specific regulator with a 40mm high pressure guage, 0-15 SCFH flow meter, CGA-320 inlet connection, and 4.2mm hose tail. The attached 4.2mm hose line will run into the cultivation area where it will "zig zag" across the grow room above the plant canopy at ceiling height. The CO2 levels will be controlled by an industry specific digital CO2 controller featuring "fuzzy logic" which precisely controls CO2 levels. This controller will monitor CO2 levels, but there will also be 2 additional CO2 monitors installed in the cultivation area, which will provide CO2 readings from multiple areas within the cultivation room. The readings will be displayed both inside and outside the cultivation area. A CO2 monitor will also provide readings and warnings via wifi/smart phone, so we can monitor the CO2 levels from anywhere with a computer or smart phone, and we can be notified via our smart phones any time the levels are not in the correct range. Warning systems will also be deployed to alert us any time the CO2 levels become too high for any reason. All workers at the facility (3 owners- we have no employees) will be properly trained and familiarized with all aspects of the CO2 system, tank, regulator, controller, and monitoring systems. All 3 of us will also receive the smart phone notifications. C02 emission levels will be monitored constantly, and regulator checks will be performed weekly.