Alcohol and Marijuana Control Office
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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	■	☐

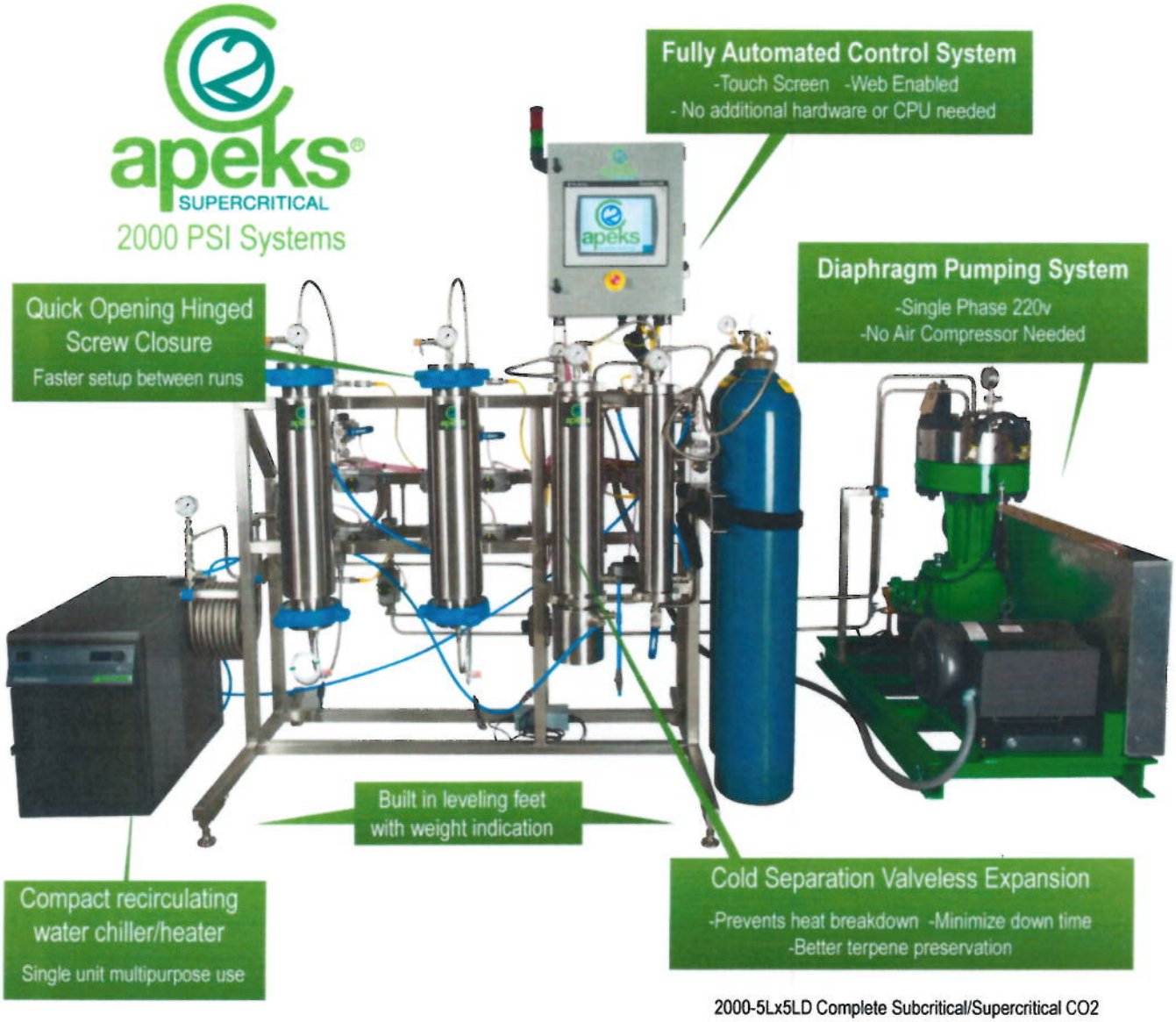
Section 3 – Equipment, Compounds, and Processes to be Used

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.
*see attached diagram on next page

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.



2000-5Lx5LD Complete Subcritical/Supercritical CO2 Extraction System

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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.

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Section 4 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520 - 3 AAC 306.525 and 3 AAC 306.560, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates CO2 Extracted Cannabis Oil
Type:	Vapor Cartridge Concentrate

Product Description: Details must include the color, shape, and texture.	Cannabis oil is clear to dark amber in color with a sticky fluid-like shape. Combined with state approved medium, .5 - 1 of material is then injected into vapor cartridges. Milligrams of THC vary based on THC content and amount of medium used. Milligrams and percentages of cannabinoids will be noted on all packaging.

Ingredients: This box is not applicable to marijuana concentrates	

Standard Production Procedure and Detailed Manufacturing Process:	Cannabis material is processed by the CO2 botanical extration machine to separate cannabinoids from plant material. Product is then winterized where it is combined with alcohol in a laboratory round bottom to futher remove any plant material, and later placed in a vacuum oven to remove trace amounts of CO2 and alcohol. Certain vapor cartridges will be

Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.	*please see figures on the page below

Figure 1
Vapor Cartridge

Figure 1.1
Vapor Cartridge

Figure 2
Vapor Cartridge Packaging

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Section 5 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520 and 3 AAC 306.565 – 3 AAC 306.570, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates Co2 Extracted Cannabis Oil
Type:	Vapor Cartridge

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Attached photos, drawings, or graphic representations are preferred.	Completed cartridge is placed in a 3 mil mylar bag that is silver on one side and clear on the other allowing the product to be visible. The bag is also child safety sealed and labeled with branding/product name. *please see figure 2 example on page above

Sample Labels: Provide sample labels showing how the labeling information required in 3 AAC 306.570 will be set out.	*see label on figure 2 on page above

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Section 4 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520 - 3 AAC 306.525 and 3 AAC 306.560, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates CO2 Extracted Cannabis Shatter
Type:	Shatter Concentrate

Product Description: Details must include the color, shape, and texture.	Cannabis shatter concentrate is clear - dark amber in color with a sticky, broken caramel-like appearance. Used for adding to flower product or vaporized on it's own using a "dab rig" for a quick, easy, and healthier consumer effect while using less product.

Ingredients: This box is not applicable to marijuana concentrates	

Standard Production Procedure and Detailed Manufacturing Process:	Cannabis material is processed throught the CO2 botanical extration machine. The wax is then combined with alcohol and winterized further removing remaining plant material. After winterization, product is placed in a vacuum oven to remove trace amounts of CO2 and alcohol. From there it is ready for packaging in small silicone containers in up to 1 gram

Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.	*please see figure 2 on page 3 for examples of shatter products

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Section 5 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520 and 3 AAC 306.565 – 3 AAC 306.570, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates CO2 Extracted Cannabis Shatter
Type:	Cannabis Shatter

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Attached photos, drawings, or graphic representations are preferred.	Up to 1 gram portions of shatter product are placed in small 1oz silicone containers. Those containers are then placed in 3 mil, tamper resistant mylar bags which have product branding information and all required state labels. *see figure 3 on page 3

Sample Labels: Provide sample labels showing how the labeling information required in 3 AAC 306.570 will be set out.	*see figure 3 on page 3

Figure 1
Wax/Shatter Silicone
Container

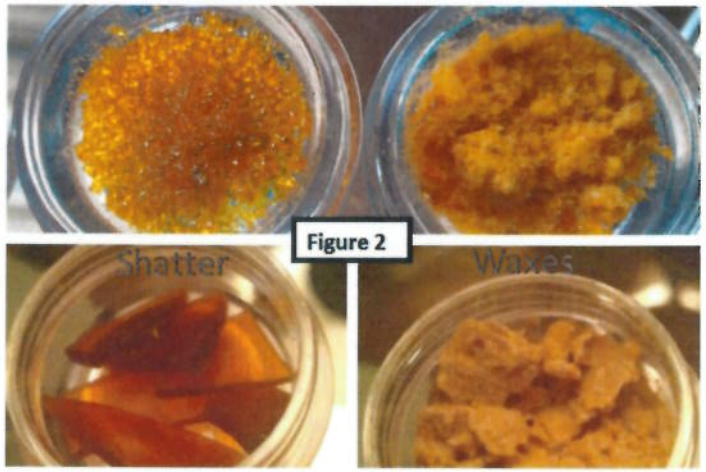

Figure 2

Figure 3
Mylar Bag for Silicone Packaging

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Section 4 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520 - 3 AAC 306.525 and 3 AAC 306.560, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates CO2 Extracted Cannabis Wax
Type:	Wax Concentrate

Product Description: Details must include the color, shape, and texture.	Cannabis wax concentrate is light-dark greenish brown in color with a sticky wax-like texture. Used for adding to flower product to smoke or vaporized on a "dab rig" or flower vaporizer. Product is in demand to allow cannabis users a healthier alternative to smoking while using far less product in a more convenient fashion.

Ingredients: This box is not applicable to marijuana concentrates	

Standard Production Procedure and Detailed Manufacturing Process:	Cannabis material is processed throught the CO2 botanical extraction machine to separate cannabinoids from plant material. This product is then placed in a vacuum oven to remove trace amounts of CO2. From there it is ready for packaging in small silicone containers up to 1 gram portion sizes.

Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.	*please see figure 2 on page 3 for examples of wax products

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Section 5 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520 and 3 AAC 306.565 – 3 AAC 306.570, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates CO2 Extracted Cannabis Wax
Type:	Cannabis Wax

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Attached photos, drawings, or graphic representations are preferred.	Up to 1 gram portions of wax product are placed in small 1oz silicone containers. Those containers are then placed in 3 mil, tamper resistant mylar bags which have product branding information and all required state labels. *see figure 3 on page 3

Sample Labels: Provide sample labels showing how the labeling information required in 3 AAC 306.570 will be set out.	*see figure 3 on page 3

Figure 1
Wax/Shatter Silicone
Container

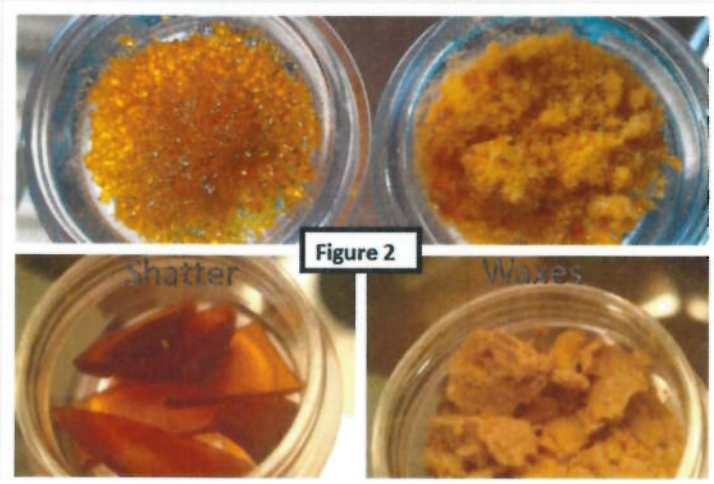

Figure 2

Figure 3
Mylar Bag for Silicone Packaging

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Section 4 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520 - 3 AAC 306.525 and 3 AAC 306.560, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates THC/Coconut Oil Capsules
Type:	Consumable Capsule / Supplement / Food Additive

Product Description: Details must include the color, shape, and texture.	Clear vegan capsule, filled with blend of organic coconut oil, 5mg of THC, variable amounts of CBD/CBG, and turmeric. Color will be natural yellow-orange due to turmeric content.

Ingredients: This box is not applicable to marijuana concentrates	450-480mg organic coconut oil, 5mg THC, 5-20mg CBD/CBG, 0-10mg turmeric, vegan capsule

Standard Production Procedure and Detailed Manufacturing Process:	CO2 extracted and distilated THC and CBD cannabinoids will be added to above ingredients. Each capsule will contain 500mg of product not exceeding 5mg THC per capsule. State testing of product will take place to ensure proper potency and contents of ingredients. Material will then be injected into capsules and bottled in small bottles in quantity of 10.

Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.	*see page 3

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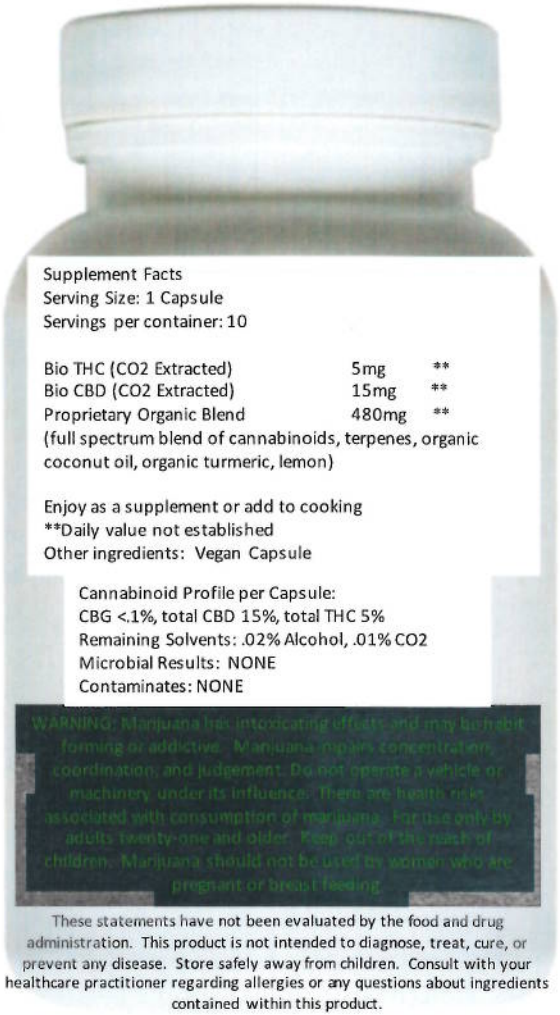
Section 5 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520 and 3 AAC 306.565 – 3 AAC 306.570, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	Top Hat Concentrates THC/Coconut Oil Capsules
Type:	Consumable Capsule / Supplement / Food Additive

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Attached photos, drawings, or graphic representations are preferred.	White, child proof, plastic pill bottle. *see page 3

Sample Labels: Provide sample labels showing how the labeling information required in 3 AAC 306.570 will be set out.	*see page 3



Supplement Facts
Serving Size: 1 Capsule
Servings per container: 10

Bio THC (CO2 Extracted)	5mg	**
Bio CBD (CO2 Extracted)	15mg	**
Proprietary Organic Blend	480mg	**

(full spectrum blend of cannabinoids, terpenes, organic coconut oil, organic turmeric, lemon)

Enjoy as a supplement or add to cooking
**Daily value not established
Other ingredients: Vegan Capsule

Cannabinoid Profile per Capsule:
CBG <.1%, total CBD 15%, total THC 5%
Remaining Solvents: .02% Alcohol, .01% CO2
Microbial Results: NONE
Contaminates: NONE

WARNING: Marijuana has intoxicating effects and may be habit forming or addictive. Marijuana impairs concentration, coordination, and judgement. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

These statements have not been evaluated by the food and drug administration. This product is not intended to diagnose, treat, cure, or prevent any disease. Store safely away from children. Consult with your healthcare practitioner regarding allergies or any questions about ingredients contained within this product.

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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