Alcohol & 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

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

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

Licensee:	Top Tier Gardens, LLC	**License Number:**	17916		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	TOP TIER GARDENS, LLC				
Physical Address:	408 North O'Daniel Circle				
City:	Meadow Lakes	**State:**	AK	**Zip Code:**	99623
Designated Licensee:	Andrew Hurst				
Email Address:	toptiergardens01@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-04 Marijuana Cultivation Facility - Top Tier Gardens Revised

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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Alaska Marijuana Control Board

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:	Top Tier Gardens, LLC	**MJ License #:**	17916		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Top Tier Gardens, LLC				
Premises Address:	408 North O'Daniel Circle				
City:	Meadow Lakes	**State:**	Alaska	**ZIP:**	99623

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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:

TTG will be starting from seed or clone, and growing seeds into mothers, and clones into plants for blooming. After plants reach a designated height in grow they will be moved to the bloom room. When they have finished blooming they will be harvested and dried, at which it point it will be weighed and packaged properly using the state approved metric system, and prepared for wholesale, and delivered by secure lock box by a licensed Marijuana Handler to licensed dispensaries.

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;** AH

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** AH

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.** AH

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:

There will be 3 - 220 square foot rooms with 160 square foot under cultivation in each room, totaling 480 square feet.

Footage beyond 499 square feet will not be used for cultivation.

While the total area exceeds 500 square feet, the specific areas to be used for cultivation totals less that 499 square feet.

See drawings in MJ-02.

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Alaska Marijuana Control Board

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. AH

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:

No - N/A

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 growing operations will be conducted indoors in a restricted area behind interior doors with no windows.

The facility is located in a rural, isolated area. There is no public access within several hundred feet of the facility.

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

A variation of soil-less mediums including peat, coco fiber, perlite, rockwood, water, etc. will be used.

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

Azaguard (EPA# 70299-17) and Ortho tree and shrub spray (EPA# 70051-75-239), which are on the DEC's approved list of pesticides as of May 2018.

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

Fertilizers: A variation of hydroponic nutrients.
Delivery system is H2O (water).
Gasses: Co2 using a Co2 generator.
Delivery system is airborn.

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

200 gallons of water in 3 rooms for 600 gallons total per week. 20% runoff at each watering, comes to approx. 500 gallons per month of waste water.

Timer-automated watering systems to be implemented.

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. AH

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:

Waste generated by the growing operation will be disposed of by grinding and composting per the regulations; the types of waste listed below.

After the required written 3 day notice via email; the disposal methods, are as follows:
- Marijuana waste will be reported to the State via the METRC tracking system, three days prior to the waste being rendered unusable, it will be stored for the 3 day waiting period in the designated trash bags/bins, in the storage area, in the restricted area, then will be recycled or delivered to a permitted solid waste facility, all in compliance with applicable law.
- Liquid waste, will be disposed of either in the septic system (as will wastewater) or sprinkled on outdoor gardens, all in accordance with applicable law.
- Liquid and solid waste will be stored for the 3 day waiting period in the restricted area in appropriate containers until disposal.

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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.	N/A ~~AH~~

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:

This facility is located in a rural, isolated area far from public access. Carbon filters and ozone generators will be used as necessary.

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.	AH
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.	AH

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

1.) Test of nutrients and Ph levels of the water system will be conducted on a continuous basis.
2.) The cultivation areas will be manually monitored daily for mold, temperature, water use, humidity, growth rate, etc.
3.) Regular soil tests, and water testing will be conducted periodically.
4.) No testing of marijuana will be done on-site. All product testing will be conducted by a licensed independent third party at the testing facility. Process will include:
(1) collect a random, homogenous sample for testing by segregating harvested marijuana into batches of individual strains of bud and flower, then selecting a random sample from each batch in an amount required by the marijuana testing facility;
(2) designate an individual responsible for collecting each sample; that individual shall
(a) prepare a signed statement showing that each sample was randomly selected for testing;
(b) provide the signed statement tot he marijuana testing facility; and
(c) maintain a copy as a business record under 3 AAC 306.755; and
(3) transport the sample to the marijuana testing facility's licensed premises in compliance with 3 AAC 306.750. The parent batch will be labeled and stored until the testing results for that batch are received.
5.) If and when the Board or director chooses our facility for "random" testing according to 3 AAC 306.465. The facility will immediately contact an approved/licensed marijuana testing facility to schedule the testing facility to collect the required samples, in order to comply with the Board/directors's request and 3 AAC 306.465.

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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:

If contract is obtained for wholesale without repackaging. TTG will package marijuana to a retail marijuana store, either (A) in a package not exceeding one (1) ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own label: (i) identifying name or logo; and (ii) license number; or TTG will package marijuana for a retail marijuana store to sell to a consumer without repackaging, the packaging will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. In addition, the packaging must protect the product from contamination and may not impart any toxic or damaging substance to the marijuana. Each package prepared in compliance with 3AAC 306.470 will be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system.

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:

TTG will provide Wholesale Packaging each package will not exceeding five pounds for repackaging by the retail marijuana store; or (2) to a marijuana product manufacturing facility in a wholesale package; and consisting of a single strain or a mixture of strains as identified on the label. Each package prepared in compliance with 3AAC 306.470 will be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system. A marijuana cultivation facility shall prepare marijuana for transport or transfer to another marijuana establishment by (1) placing marijuana packaged in compliance with (a)-(c) of this section within a sealed, tamper-evident shipping container; (3) generating a transport manifest from the marijuana cultivation facility's marijuana inventory tracking system; the transport manifest must remain with the marijuana at all times while being transported, and a copy must be given to the licensed marijuana establishment that receives the shipment.

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

Andrew D. Hurst

Printed name of licensee

Whitney A. Parsley

Notary Public in and for the State of Alaska

My commission expires: March 1, 2020

Subscribed and sworn to before me this 3rd day of January, 2019.

WHITNEY A PARSLEY
Notary Public, State of Alaska
My Commission Expires
March 1, 2020

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WHOLESALE & LABEL TO RETAILERS

Top Tier Gardens, LLC 12/31/18
907-351-3455
Lic. #17916, XXXXX

<Strain Info>
Net Weight XXX
Batch ID. XXX
Fertilizer: ABCEDDD
Pesticides: Azaguard (EPA #70299-17) &
Ortho Tree and Shrub Spray (EPA# 70051-75-239)

Top Tier Gardens Lic# 17916 Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgment. 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 (21) and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breastfeeding

Top Tier Gardens Tested On YYYY-MM-DD

THC	X.XX%	CBD	X.XX%
THCA	X.XX%	CBDA	X.XX%
DTHC	N/T	CBN	N/T

Testing Facility <Facility Name> Lic.# XXXXX.
Cultivation Facility Top Tier Gardens. Lic.# 17916

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WHOLESALE LABEL TO ANOTHER CULTIVATION FACILITY

Top Tier Gardens, LLC 12/31/18
907-351-3455
Location: 408 North O'Daniel Circle, Meadow Lakes, AK 99623
Lic. #17916, XXXXX
Tracking # XXXX

<Strain Info>
Net Weight XXX
Batch ID. XXX
Fertilizer: ABCEDDD
Pesticides/Fungicides/Herbicides: Azaguard (EPA #70299-17) &
Ortho Tree and Shrub Spray (EPA# 70051-75-239)

Top Tier Gardens Tested On YYYY-MM-DD

THC	X.XX%	CBD	X.XX%
THCA	X.XX%	CBDA	X.XX%
DTHC	N/T	CBN	N/T

Results of all testing detail - including microbial, &
Residual solvent testing. & listing of contaminants
which were tested for (i.e. molds, mildew, pesticides,
and any harmful chemicals) all in accordance with
3AAC 306.645

Testing Facility <Facility Name> Lic.# XXXXX.
Cultivation Facility Top Tier Gardens. Lic.# 17916

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