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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:	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

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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 new starts will begin as clones cut from mother plants within the upper cultivation room. Clone starts and seedlings will complete their vegetative growth stage in the upper cultivation room. On a monthly basis, a new batch of matured vegetative plants will graduate to the lower cultivation room (flowering room). Two harvest batches will be growing in the flowering room at any given time. One harvest batch will be taken monthly, where it will move to the drying and curing process. This cycle will repeat itself, with the station changes and crop rotation occuring monthly. Cured and packaged product will be stored onsite upstairs until sold to retail stores and/or manufacturing facilities.

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;** AB

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** AB

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.** AB

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.

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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 soil such as (but not limited to) Emerald Rootz, Big Rootz, or Fox Farms Organic.

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:

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:

Highliner Crafts intends to exclusively use organic soils, and will not use any chemicals or gases to augment the growing process. Highliner Crafts will sometimes use "microbial teas" (mycorrhizal fungi) and other natural fertilizers such as Down To Earth All Purpose, which is derived from fish bone meal, blood meal, feather meal, alfalfa meal, rock phosphate, langbeinite, and kelp meal.

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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. PG

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 plant waste material will be broken down and collected in labelled plastic bins inside the premises. The AMCO board shall be given notice of any waste to be disposed of, and the waste shall be recorded in the inventory tracking system. Unless otherwise instructed by the board, the waste shall 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 plant material down. The ground solid plant waste will be mixed in a 1:1 ratio with paper waste and disposed of in accordance with 3 AAC 306.740.(d)(2) at the Ketchikan Solid Waste facility. The paper waste will be compsed of shredded office paper, which will be obtained from the University of Alaska SE.
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.

Received by AMCO 2.27.19

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 with be recycled between three different areas and run through carbon filters at each point (one in each grow room and one in the work / storage area), which will scrub the air of any odors.

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.	AB
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.	AB

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.

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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.

Walter Trent Headley JR.
Signature of licensee

COLLEEN CASTLE
NOTARY PUBLIC
State of Alaska
My Commission Expires June 22, 2022

Colleen Castle
Notary Public in and for the State of Alaska

Walter Trent Headley JR.
Printed name of licensee

My commission expires: 6/22/22

Subscribed and sworn to before me this 25 day of February, 2019.

Received by AMCO 2.27.19

License # 19532

(Additional Space as Needed):

Section 5.2:
Solid plant waste material will be broken down and collected in plastic bins inside the premises. The plant material will be run through an onsite electric chipper to grind the plant material down. The ground solid plant waste will be mixed in a 1:1 ratio with paper waste and disposed of in accordance with 3 AAC 306.740.(d)(2) at the Ketchikan Solid Waste facility. The paper waste will be compsed of shredded office paper, which will be obtained from the University of Alaska SE.
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 8.1: Retail Label

Highliner Crafts LLC
License #19532

White Durban Poison
Net Weight: 3.5g (0.124oz)

Cultivator: Highliner Crafts LLC
License # 19532
Harvest Batch: WDP119
Strain: White Durban Poison

METRC #: 3688750000364511 5AB
Testing Lab: ABC Lab License #: 12345
Testing Date: 02/05/2018
Fungicides: None Herbicides: None Pesticides: None
Cannabinoid Profile:
Total THC: XXXX% Total CBD: XXXX% THC: XXXX%
CBD: XXXX% THC-A: XXXX% CBD-A: XXXX%
CBN: XXXX%

Marijuana has intoxicating effects and may be habit forming and 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 21 and older. Keep out of reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

Section 8.2: Wholesale Label

Highliner Crafts LLC
License #19532

White Durban Poison
Net Weight: 1lb (16oz)

Cultivator: Highliner Crafts LLC
License # 19532
Harvest Batch: WDP119
Strain: White Durban Poison

METRC #: 3688750000364511 5AB
Testing Lab: ABC Lab License #: 12345
Testing Date: 02/05/2018
Fungicides: None Herbicides: None Pesticides: None
Cannabinoid Profile:
Total THC: XXXX% Total CBD: XXXX% THC: XXXX%
CBD: XXXX% THC-A: XXXX% CBD-A: XXXX%
CBN: XXXX%

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