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:	Top Hat Concentrates, LLC	**MJ License #:**			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

AMCO Received 3/11/2020

Alaska Marijuana Control Board

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Section 2 – Summary of Changes

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

Top Hat Concentrates would like to add a new extraction machine, Rosin Press (Rosin Press - NugSmasher X 3 Ton Rosin Press), to our approved equipment and extraction processes in our operating plan.

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. [ ]

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. [ ]

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

John Nemeth

Printed name of licensee

STATE OF ALASKA
OFFICIAL SEAL
Bruce Perry
NOTARY PUBLIC
My Commission Expires 11/01/2020

Notary Public in and for the State of Alaska.

My commission expires: 11/01/2020

Subscribed and sworn to before me this 5th day of March, 2020.

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

GLEN KLINKHART
Printed name of Director

3/19/2020
Date

Signature of Director

Director Comments:

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Operating Plan Supplemental

Form MJ-05: Marijuana Product Manufacturing Facility

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.

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Operating Plan Supplemental

Form MJ-05: Marijuana Product Manufacturing Facility

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.

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