



**Alaska Division of Agriculture
Hemp Program**

**Manufacturer/Processor Endorsement of
Hemp Products or Extracts Form**

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Please Choose:

NEW APPLICATION or RENEWAL - CURRENT REGISTRATION NUMBER _____

Name of Manufacturer/Processor:

Physical Address of where Hemp Products are Manufactured:

Mailing Address:

(If different than physical address)

Same as above

Legal Name of Owner:

Email Address:

(This is the primary means of communication for the hemp program. Program forms, deadline reminders and any other correspondence will be sent to this email address. It is the responsibility of the registrant to inform the hemp program of any changes to their registration)

Telephone Number:

Name and address of person whose name appears on the product label:

Manufacturer type(s):

Fiber

Flower

Seed

Other (please describe):

Do you only manufacture hemp that you have grown?

Yes

No

Note: Products containing hemp fiber or hemp seed oil are exempt from the endorsement registration fee, but these products must still be registered. The Division may exempt an industrial hemp product that is determined to be adequately regulated by a federal agency.

Registration Checklist:

Completed the Manufacturer/Processor Endorsement of Hemp Products Form

Completed the List of Products Manufactured

Included the Annual Product Endorsement Fee

Included Certificate of Analysis for each Product

Included color copy of each Product Label

Name of Responsible Applicant (print):	
Signature:	Date:
Date Received by Division:	Received By:
Date Endorsement Approval Sent by Division:	Approved or Denied:

The completed application may be filed electronically, mailed, or hand-delivered to the division. For the electronic mail submission of an application please send completed forms to industrialhemp@alaska.gov. To facsimile a completed application, send to 907-746-1568. To post mail a completed application, send to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645. The request must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full report for your records.

Please allow 5-10 days for the Division to review. Upon approval, an invoice will be sent by email requesting payment. Fees may be in the form of cash, check, money order or the applicant may contact the division at 907-745-4469 to pay electronically. After payment is received, the Division will send an endorsement approval notice and registration number by email.

List of Hemp Products Manufactured and Intended for Sale

List the industrial hemp product(s) you intend to endorse. This includes products manufactured in Alaska, another state, or another country. The person registering the industrial hemp product is responsible for the accuracy and completeness of the information submitted. Also required for registration of each product listed below; a complete copy of the label and certificate of analysis (COA), please see attached documentation of label and certificate of analysis requirements.

If additional room is needed, please add an attachment. If this section is not filled out, then your application will not be processed.

Product Type (Edible, topical, ingestible, etc.)	Full Name of Product	Brand	Origin of Raw Hemp Material used to manufacture final product (Name and Address)	State where final product is manufactured	White Labeled (Yes/No)	*Certificate of Analysis
Total Products _____ X \$100 per product = Total for all products submitted \$ _____						

*A COA will be required to be viewed by the consumer either on the product website or from a QR code on the product label. Indicate how the COA can be viewed.

Label and Certificate of Analysis Requirements

What materials are needed to apply?

- 1) A Product Label for each individual product. A scannable QR code on the product label is sufficient to show the information listed below. This information may also be included on a product insert, interior label, and/or hang tag.**

Each label must have:

- Product name
- Total quantity of the product by weight or volume
- Serving size or recommended dose
- List of ingredients
- Delta-9-THC warning statement (if the product is full spectrum or whole plant extract).

- 2) A Certificate of Analysis (COA) for each final product or batch. A COA is not required for hemp fiber products (rope, fiber, hempcrete, etc.) or hemp seed derived products (hemp seed oil) that do not contain cannabinoids.**

Each COA needs to have the following:

- Batch or Lot Identification number
- Date received
- Date of completion
- Method of analysis for each test conducted
- A picture of the container and substance in the container printed on the COA
- Cannabinoid profile by percentage of dry weight

Full testing must include all contaminants shown below or you will be asked to provide it after submission and delay registration. The testing limits can be found in 11 AAC 40.630 and 11 AAC 40.640 in the regulations:

- Cannabinoid and terpene potency
- Residual Solvents
- Microbials
- Mycotoxins
- Pesticides
- Heavy Metals
- Terpene Analysis- if terpene content is listed on the label, the packaging, or an advertisement.

Please email all product COAs, Labels, and packaging (boxes) in PDF Format. Failure to provide Applications, COAs and Labels will result in products not being reviewed. To update your product endorsement throughout the year (such as rebranding products or change to label), please email the new information to industrialhemp@alaska.gov and pay the \$100 modification fee.

This guidance is not meant to address every possible question about the endorsement process. If you have additional questions or would like to set up a meeting (zoom, teams, etc.) please email industrialhemp@alaska.gov. Furthermore, the Division of Ag. may need to contact you regarding questions we have about your endorsement application. It is imperative that you monitor the email address you provide on your application to ensure messages from the Division of Ag. do not get filtered as junk mail. When emailing, please enter a description in the subject line to help in directing the question or comment.