

Alaska Department of Natural Resources  
Division of Agriculture  
Plant Materials Center  
5310 S. Bodenburg Spur  
Palmer, AK 99645  
PHONE: (907) 745-4469 FAX: (907) 746-1568



## PROCESSOR APPLICATION

Application for processor registration subject to 11 AAC 40.300 – 11 AAC 40.335. **A person may not process industrial hemp from its raw form into any other form, unless the person has obtained a processor registration from the division.**

A processor registered with the Alaska Industrial Hemp Program may process industrial hemp, which includes “all means of converting, extracting, refining, altering, manufacturing, or turning industrial hemp into finished industrial hemp or an industrial hemp product ready for market.”

A processed industrial hemp product that is intended for human or animal consumption must be endorsed by the Division of Agriculture. A person seeking an endorsement for a product must file an application and pay a fee. The Division “may not endorse a product that contains delta-9-THC or a non-naturally occurring cannabinoid, including a cannabinoid made from an ingredient extracted from industrial hemp and modified beyond its original form.” Products intended for human or animal consumption also must meet or exceed the testing requirements of 11 AAC 40.600 – 11 AAC 40.665.

The completed applications may be filed electronically, mailed, or hand-delivered to the division. All associated fees must be submitted to the division at the time of application. 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. For the electronic mail submission of an application please send completed forms to [industrialhemp@alaska.gov](mailto: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. Bodenburg Spur, Palmer, AK 99645.

Please Choose <input type="checkbox"/> New Application OR <input type="checkbox"/> Renewal - Current Registration # _____			
Has a Notice of Violation, Stop Order, or Seizure been issued <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list date of occurrence _____			
Date		Company Contact Person	
Primary physical address of applicant	City	State	ZIP Code
Address (Mailing) of applicant <input type="checkbox"/> Same as physical	City	State	ZIP Code
Email Address		Telephone No.	
Are you applying as an individual or business entity residing in Alaska?			
<input type="checkbox"/> Individual (Complete Part A below, skip part B)			
<input type="checkbox"/> Business Residing in Alaska (Complete part B below, skip part A)			

<b>A1.</b> Name			
<b>A2.</b> Telephone No.		Email Address	
<b>A3.</b> Physical Address	City	State	ZIP Code
<b>A4.</b> Address (Mailing) <input type="checkbox"/> Same as physical	City	State	ZIP Code
<b>A6.</b> Signature of responsible applicant		Title	
<b>B1.</b> Name of business		Doing Business As (DBA)	
<b>B2.</b> Licensed by the state <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Business License #	Owners as identified on license	
<b>B3.</b> Ownership Structure <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Other, If other please list			
<b>B4.</b> Physical Address of retail store	City	State	ZIP Code
GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W	
<b>B5.</b> Address (Mailing) <input type="checkbox"/> Same as physical	City	State	ZIP Code
<b>B6.</b> Email Address		Retail Telephone No.	
<b>B8.</b> Signature of responsible applicant		Title	

**1)** Indicate the scope and focus of your hemp business operation (check all that apply).

- ☐ Grain Processing  
☐ Fiber Processing  
☐ Floral Material Processing

**2)** List the raw hemp material you plan to acquire for processing and from whom (If you have this information available at the time of application). Attach additional page(s) as necessary.

Raw Hemp Material (What types of hemp material are you processing)	
<b>1)</b>	
<b>2)</b>	
<b>3)</b>	
<b>4)</b>	

Seller or Supplier of the Hemp Material					
	Name	Phone number	Mailing business address	Email address	Registration Number
1)					
2)					
3)					

- 3) Provide a list of all the locations you wish to register with by completing the tables below in part a)  
Processing/Storage Locations.

**a) Processing/Storage Locations.**

- I. Fill out the requested information in the tables below. Attach additional page(s) as necessary.
- II. Attach a color copy map of each address. See the document titled “Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application” available on the Plant Materials Center Website.

Address 1	Processing/Storage Address		City	State	Zip Code	Own/Rent
				AK		
	Location ID*	Type of Structure**	GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W	
Building 1						
Building 2						
Building 3						

Address 2	Processing/Storage Address		City	State	Zip Code	Own/Rent
				AK		
	Location ID*	Type of Structure**	GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W	
Building 1						
Building 2						
Building 3						

\*Location ID: A unique identifier or common name for each building, as designated by the applicant.

\*\*Structure may be a warehouse, barn, metal building, etc.

- 4) If any of your processing or storage areas are own or leased from another person, indicate whether you have authorization from the owner allowing hemp to be on the property.

☐ Yes ☐ No ☐ Not Applicable, if “YES” complete the table below.

Name of owner / landlord	Property Physical Address	Phone number of owner / landlord

- 5) If you intend to extract cannabinoids and terpenoids from hemp, please indicate the proposed extraction process and describe a list of safety measures to protect employees, agents, and the public from the dangers associated with your proposed extraction.

**Non-hydrocarbon Extractions:**

- ☐ Cold or hot potable water filtration  
☐ Isopropyl alcohol or Isopropanol  
☐ Ethyl alcohol or ethanol  
☐ Carbon dioxide  
☐ Dry ice  
☐ Dry Shifting or sieve  
☐ Another method (Has to be pre-approved in writing by the division)

**Hydrocarbon Extractions:**

- ☐ N-butane  
☐ Isobutane  
☐ Propane  
☐ Heptane

### **Brief Writeup of Safety Measures**

- 6) You must dispose of excess industrial hemp or industrial hemp product waste in accordance with 11 AAC 40.665, unless the processor has received written authorization from the division to utilize industrial hemp waste, such as spent floral material, for another purpose. Please describe how you intend to make industrial hemp waste (stalks, leaves, stem, flowers, etc.) or industrial hemp product waste (products unfit for sale or consumption, expired hemp or hemp products, processing batches) unusable.

### **Brief Writeup of Disposal Measures**

By signing below, I attest that under penalty of unsworn falsification that 1) the application is true, correct, and complete; 2) the signatory has authority to bind the applicant; 3) the applicant has read and is familiar with AS 03.05.010, 03.05.076 – 03.05.100, and this chapter; and 4) the applicant has not been convicted of a felony described in AS 03.05.076(a)(3)(A) or (B). I understand that if the Division later determines that any of this information to be false or inaccurate, the registration may be suspended or revoked.

☐ By checking this box, I understand that a separate endorsement application for CBD products intended for human or animal consumption must be filed with the Division. Products that have not been endorsed through the Division cannot be offered for sale to consumers, even if I hold a processor registration. I'm also aware the Division may not endorse an industrial hemp product intended for human or animal consumption that contains delta- 9- THC or a non-naturally occurring cannabinoid, including a cannabinoid made from an ingredient extracted from industrial hemp and modified beyond its original form.

Name (print) of Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_

Business Name: \_\_\_\_\_

**REGISTRATION FEE:** PROCESSOR REGISTRATION IS \$50 NON-REFUNDABLE APPLICATION FEE AND \$50 (product not intended for human or animal consumption) or \$250 (product intended for human or animal consumption). **REGISTRATION FEE. Hold off on payment until you receive an invoice from us.**

Fee attached \_\_\_\_\_

Check all attachments below prior to submitting the application. The division will make a determination as to the completeness of the application and will notify each applicant that the application is complete, or if any additional information or submittals are necessary to complete the application.

☐ **REQUIRED:** A non-refundable new registration fee must be paid at the time of submittal of the application.

☐ **REQUIRED:** An annual Processor Registration fee must be paid at the time of submittal of the application

☐ **REQUIRED:** Maps, one per address – Processing Locations, Storage