



Alaska Division of Agriculture Hemp Program

Application for New Registration

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Anyone wishing to participate in the Alaska Industrial Hemp Pilot Program must successfully complete the full application process with the Alaska Division of Agriculture and be issued an industrial hemp registration (Grower, Processor, or Retailer) from the division prior to processing industrial hemp.

Directions: Complete all parts of the following application and submit the application, the nonrefundable application fee, and all required attachments to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645. Application must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full application for your records.

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. 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.

Applicant Information

1) Applicant Name:

2) Primary Residential Address of Applicant:

3) Are you applying as an individual or as a business?

Check or Circle one:

- Individual (Complete Part A in this table below; skip Part B)
 Business Entity (Skip Part A; Complete Part B in this table)

A. If applying as an Individual or Sole Proprietorship complete section A below and skip Section B. If applying as a business entity skip Section A, complete Section B below.

A1. Name of Business (if applicable):

A2. Physical Address:

A3. Mailing Address	
A4. Email Address for Applicant:	
B. If applying as a Business, complete Section B below. Note: The business entity must be authorized and in good standing with the State of Alaska.	
B1. Name of Business:	
B2. Owners as identified in State of Alaska Corporate Database:	
B3. Licensed by State: <input type="checkbox"/> Yes <input type="checkbox"/> No	Business License #:
B4. Operates as one of the following: <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	
B5. Physical Address:	
B6. Mailing Address:	
B7. Email Address for Applicant:	
C. Contact Information for authorized person(s) or designee(s) who have signing authority.	
1- Name:	Title:
Cell Phone:	Email:
2- Name	Title:
Cell Phone:	Email:

4) Secondary Contact Persons. You may authorize two additional contacts that are able to receive all communications and send in reports when applicable. They will not have authority to make changes to the license. If you would like to add secondary contact person(s), complete the table below.

Name	Address	Email	Phone



Alaska Division of Agriculture Hemp Program

Application for Processor Registration

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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 and is operating under a registration subject to 11 AAC 40.300 - 11 AAC 40.335.

Directions: Complete all parts of the following application and submit the application, the Processor Registration fee, and all required attachments to Alaska Plant Materials Center Hemp Program, 5310 S. Bodenbug Spur, Palmer, AK 99645. Applications must be complete, accurate and legible. Follow all instructions in the document. Be sure to keep a copy of the full application for your records.

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 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.

Processor Registration

1) Applicant Name:

2) Physical description of processing facility:

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

- Grain Processing
- Fiber Processing
- Floral Material Processing

- 4) 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)					
1)					
2)					
3)					
4)					
Seller or Supplier of the Hemp Material					
	Name	Phone number	Mailing business address	Email address	Registration Number
1)					
2)					
3)					

- 5) Provide a list of all locations you wish to register 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
	Location ID*	Type of Structure**	GPS: Latitude Ex. 38° 9.919'N		GPS: Longitude Ex. 84° 49.276'W	
Building 1				AK		
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.

6) 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

7) 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

- 8) 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

Acknowledgments for Processor Registration

Please read each of the acknowledgments below and mark your understanding and acceptance of each statement by checking "Yes" or "No".

- 1) A person may not process industrial hemp unless the person has obtained a processor registration from the division in compliance with this chapter or is operating under a registration subject to 11 AAC 40.200 - 11 AAC 40.295.

Yes No

- 2) The three classes of industrial hemp registration are Grower Registration, Processor Registration and Hemp Retailer Registration. A person may hold a single registration or any combination of classes of registrations.

Yes No

- 3) A person under the age of eighteen (18) years of age shall not apply for or hold a grower, processor, or retailer registration.

Yes No

- 4) An industrial hemp processor registration is valid from the date it is issued until January 1st of the following year.

Yes No

- 5) Each new applicant shall submit the "Applicant Information for New Registrations" in addition to this form if applying for a processor registration.

Yes No

- 6) Acknowledge that the following fees will apply, in addition to the non-refundable application fee, if I am applying for a *Processor Registration*:

- a) Processor Registration Fee. Two different fee scales depending on if your product ***is*** intended for human or animal consumption or ***is not*** intended for human or animal consumption.
- b) Endorsement Fee for each industrial hemp product subject to 11 AAC 40.400 – 11 AAC 40.420 if the processor chooses to endorse an industrial hemp product processed beyond its raw form and intended for human or animal consumption.
- c) Modification of Registration. Defined as any change to the GPS coordinates at an existing address on the registrant's application, or for the addition of each GPS

coordinate at an address not already on the registrant's application. Registration can also be transferred in the event of a registrant's death, incapacity, or dissolution.

- d) Modification of Product Endorsement. Required for any change to labeling requirements of 11 AAC 420.
- e) Transportation Permit. Authorizes industrial hemp or industrial hemp products to be transported from one registrant to another registrant or from one property of a registrant to another property of a registrant.

Yes No

- 7)** Acknowledge that the division will deny an application for registration if the division finds the signatory is not authorized to sign the application or is ineligible to participate in the program under 11 AAC 40.030.

Yes No

- 8)** An applicant wishing to appeal the division's denial of a registration application may appeal the denial in compliance with 11 AAC 40.830.

Yes No

- 9)** Acknowledge that processors shall submit a Modification of Registration form, the appropriate fees based on the requested changes, and obtain prior written approval from the division before implementing any changes to the processing sites listed on the processor registration. Site changes shall be subject to a modification of registration surcharge in the amount established in 11 AAC 40.100.

Yes No

- 10)** Acknowledge that a written request for modification of the endorsement and the fee set out in 11 AAC 40.100(9) is required for any change to the labeling requirements of 11 AAC 40.420.

Yes No

- 11)** Agree that a registered industrial hemp processor may not sell, give, distribute, transfer, or offer to sell, give, distribute, or transfer any processed industrial hemp until each batch of processed hemp product has satisfied the requirements of 11 AAC 40.600 - 11 AAC 40.665.

Yes No

12) Agree to abide by processor privileges and prohibited acts as set forth in 11 AAC 40.305 as listed here:

- a) A registered processor is authorized to do the following:
 - i. purchase and store raw industrial hemp for processing at the locations identified in the processor registration
 - ii. process industrial hemp
 - iii. receive compensation for raw industrial hemp as permitted for registered growers under 11 AAC 40.205(a)(4)
 - iv. provide samples of processed industrial hemp or industrial hemp products to the division for sampling and testing
 - v. Recondition or re-extract the failing batch, but only as described at 11 AAC 40.325(b).
 - vi. conduct in-house testing for the processor's own use
 - vii. store processed hemp or hemp products at the locations identified in the processor registration
 - viii. transport industrial hemp or industrial hemp products in compliance with 11 AAC 40.710; and
 - ix. receive compensation for processed industrial hemp or industrial hemp products from a processor or retailer registered under 11 AAC 40.300 - 11 AAC 40.335 or 11 AAC 40.500 - 11 AAC 40.530.

- b) A registered processor may not:
 - i. receive compensation for processed industrial hemp or industrial hemp products from consumers without an industrial hemp retailer registration
 - ii. process or store industrial hemp in a structure that is primarily used for residential purposes
 - iii. purchase for processing any industrial hemp or industrial hemp product from a person who is not
 - a. registered with the division
 - b. registered or licensed by other states or qualifying entities that have implemented an industrial hemp pilot program in accordance with 7 U.S.C. 5940 (sec. 7606 of the Agricultural Improvement Act of 2014), or a United States Department of Agriculture approved industrial hemp program, authorized under 7 U.S.C. 1639q (sec. 10113 of the Agricultural Improvement Act of 2018); or
 - c. a lawful international source authorized in writing by the division

Yes No

13) A registered processor may only create hemp-based extracts utilizing the following method as outlined in 11 AAC 40.315 (1) and (2)

Yes No

14) Acknowledge that each individual batch of processed hemp must meet or exceed the testing requirements set out in 11 AAC 40.600 - 11 AAC 40.665 before the processed industrial hemp or industrial hemp product may be offered with or without compensation to a person or transported from the processing sites.

Yes No

15) Acknowledge that to satisfy the requirements of 11 AAC 40.600 – 11 AAC 40.665 testing must be completed by the division or by a testing facility authorized by the division at the expense of the registered processor before packaging, transporting, or making the hemp product available for sale.

Yes No

16) Acknowledge that before being transported in the state or offered with or without compensation to a consumer, any industrial hemp product processed beyond its raw form and intended for human or animal consumption must be endorsed by the division.

Yes No

17) A registered processor shall submit an application for endorsement of an introductory hemp product intended for human or animal consumption subject to 11 AAC 40.405.

Yes No

18) All processed hemp products intended for human or animal consumption shall be tested by the division or an authorized testing facility for delta-9-THC, and must test at or below 0.3 percent

Yes No

19) Acknowledge that processed hemp collected by the division or an authorized representative of the division for sampling will be tested for a quantitative determination of delta-9-THC by a method to be approved in writing by the division.

Yes No

20) Acknowledge that at the time of inspection, the division or the division's authorized representative will have complete and unrestricted access to all industrial hemp, industrial hemp materials, and industrial hemp products and all land, buildings, and structures listed on the application or registration used to process or store hemp or hemp products.

Yes No

- 21)** Consent to forfeiture and destruction of industrial hemp product's, without compensation, if:
- a) Products with test results greater than 0.3 percent delta-9-THC, and the processor chooses not to recondition or re-extract the failing batch.
 - b) If the sample taken from the batch is greater than 1.0 percent delta-9-THC.

Yes No

- 22)** Consent to random sampling and testing of industrial hemp product or sampling of suspected materials unannounced, at any time during the normal business hours of the registered processor. Any sample taken by the division is the property of the division.

Yes No

- 23)** Agree to keep records as set forth in 11 AAC 40.330 and make available for review by the division or authorized representative of the division within three business days of request.

Yes No

- 24)** Agree to submit production reports to the division on or before March 1st of the following registration year.

Yes No

- 25)** Acknowledge that a registrant shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during industrial hemp production or processing, in compliance with applicable federal, state, and local statutes, ordinances, regulations, and other law and follow the regulations set forth in 11 AAC.40.665.

Yes No

- 26)** Acknowledge that the division shall submit a list of registrants and information about approved processing operations to the Marijuana Control Board and the Department of Public Safety on at least an annual basis and to any peace officer upon request.

Yes No

- 27)** Agree that anytime a transportation permit is required, and hemp is in transit, the operator of the vehicle transporting industrial hemp shall always have a copy of the processor registration and the transportation permit in the operator's immediate possession. Documents shall be made available to the division, a representative of the division or peace officer upon demand.

Yes No

28) Acknowledge that the division will submit all notices of violation specific to industrial hemp or industrial hemp products in excess of 1.0 percent of delta-9-THC to the Marijuana Control Board and the Department of Public Safety.

Yes No

29) Agree that, upon request from the division, a representative of the division or peace officer, the processor shall immediately produce a copy of his or her grower registration for inspection.

Yes No

30) Acknowledge that the risk of financial or other loss shall be borne solely by the processor.

Yes No

Attachments

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 Locations.

I hereby verify and affirm that all the information contained in this application is true and accurate. I understand that if the Alaska Division of Agriculture later determines that any of this information to be inaccurate, the *Application for New Registration* and *Application for Processor Registration* may be **suspended or **revoked**.**

Signature of Applicant

Date

Printed Name

Title, if applicable