

Healing Sun

Southern Humboldt Premium Cannabis

Cultivation Operating Procedures 2020



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Part 1: Purpose of this COP document

This document provides information to demonstrate compliance with County, State and Federal laws regarding the cultivation and transfer of cannabis and non-manufactured cannabis products to other licensed cannabis businesses. In addition, this document is intended as a manual for farm personnel, and provides the basis for farm operations and compliance. As such, the COP contains policies and procedures that go above and beyond cannabis cultivation laws and regulations. These additional suggested policies and procedures outlined herein are meant to be guidelines for operations and are not binding to the farm if not followed.

Part 2: Farm Review

2.1 Healing Sun

At Healing Sun, we aim to help heal the world with the inherent gifts of cannabis using only the power of the sun and clean water. The Healing Sun is more than a metaphor; it is a way of recognizing the natural processes that govern our world and to honor the many cultures in the past that respected the sun.

Healing Sun is a farm located in Whitethorn, Humboldt County, California. It is owned and operated by property owner Leif Stafslie. Our farm is approximately 105 acres and includes 16,800 sq. ft. of existing cultivation. Our cultivation areas include plants in raised beds, temporary hoop greenhouse structures, or fabric pots. Our land is mostly standing timber, with native grasses, some open prairie and shrubs.

The farm includes a 8' x 20' Storage Container used for dry storage of fertilizer, pesticides, and hazardous materials. A 40' x 40' Harvest Storage Building is used as the farms seasonal curing and processing facility. Another 8' x 20' Storage Container adjacent to the Harvest Storage Area is used for dry storage of finished product. The 20' x 24' Administrative Office is used for storage of records and paperwork. The 24' x 48' Processing Building will be used for processing and packaging of cured goods. A solar system provides the farms electricity, and a portable back-up generator is used as needed. See our map for further details. A family home on the site will not be used for cultivation.

Please Note: We currently have no employees. Some sections of the document are intended to be the guidelines used for future employees if and when they are hired.

2.2 Permitting Goals

STATE: ADULT-USE-MEDIUM MIXED-LIGHT TIER 1 LICENSE CCL18-0003632

COUNTY: APP #: 12072 ZONING CLEARANCE CERTIFICATE FOR INTERIM PERMIT

2.3 Site Summary

Please refer to **Appendix A** for the Premises Diagram.

SITE ADDRESS:

1000 Eubanks Rd. Whitethorn, CA 95589.

APN#: 220-082-020

PARCEL CENTROID LONGITUDE AND LATITUDE:

40.0880+ -123.9655.

EXISTING CULTIVATION BUILDINGS:

Office: Built 2012, 20' x 24' = 480 sq'

Processing: "Lower Facility" Built 2016, 24' x 48' = 1,152 sq'

Harvest and Misc. Storage: "Upper Facility" Built 2016, 40'x40',1600 sq'

Pesticide and Agricultural Chemical Storage - Metal Container: 8' x 20', 160 sq'

Trash Shed: Built 2012, approx. 8'x8', 96 sq'

Finished Goods Storage-Metal Shipping Container, 8' x 20' = 160 sq'

CURING, PROCESSING, PACKAGING AND STORING

UPPER FACILITY: PRE-FAB 40' x 40' METAL BUILDING 1600 SQ FT (2016)

LOWER FACILITY: PRE-FAB 24' x 48' METAL BUILDING 1152 SQ FT (2016)

CULTIVATION AREAS: (SEE SITE MAP FOR DETAILS)

AGGREGATE SQUARE FOOTAGE OF NON-CONTIGUOUS CANOPY AREA

Greenhouse 1: 20' x 60'-1,200 sq'

Greenhouse 2: 20' x 80'-1,600 sq'

Greenhouse 3: 20' x 80'-1,600 sq'

Greenhouses 4-8: (5) 20' x 100'-10,000 sq' total

Greenhouse 9: 20' x 120'-2,400 sq'

TOTAL: ~ 16,800 sq'

IMMATURE PLANT AREA:

GREENHOUSE 10: 20' X 95'-1,900 sq'

PARCEL SIZE: ±105 ACRES

ZONING: U (UNCLASSIFIED)

GENERAL PLAN DESIGNATION: RA40

WATER QUALITY:
WDID#:1B171395CHUM
TIER: 2

Part 3: Environment

3.1 Site Drainage & Erosion Control

Cultivation Legacy, Remediation. Our crop production land has been farm land for a number of years. There are no concerns about previous land use related to microbial or chemical contamination of crops. There are no feedlots or municipal water treatment facilities adjacent to our property. Crop land is not susceptible to flooding. The property has been inspected by a third party, High Tide Permaculture, and remediation efforts have been determined to limit the sediment discharge risk on the property.

Cultivation Area. The cultivation area has been inspected as well, is minimally sloped, and represents minimal erosion risk to the surrounding watershed. The cultivation area is inspected regularly for signs of erosion that would lead to sediment discharge. See our Water Resource Protection Plan (WRPP) for more information on the priority and type of triage required. Healing Sun fully intends to work through all triage recommendations contained in the WRPP, and in our 1600 Fish and Wildlife permit at completion.

Roads. Eubanks Road is a privately maintained dirt road. The farm gate is located 3/4 of a mile from Ettersburg Road. The suggested speed limit on our road is 4MPH. Vehicles are encouraged to drive at this rate of speed to prevent plumes of dust from contaminating nearby vegetation or waterways, and to avoid tire slippage and excess erosion. Four wheel drive is used in sections that can potentially cause wheel slip. Employees, if hired, will be encouraged to carpool to limit the amount of traffic on the road during seasonal peaks. Road discharge issues identified within the WRPP will be implemented as required.

Vehicles in the production areas Vehicles are allowed only on the roadways and headlands. All vehicles should be inspected for the following prior to entering the fields:

- interior and exterior cleanliness
- no broken or cracked plastic or glass windows, fixtures, covers, or other parts
- no dripping oil, anti-freeze, or other fluid, petroleum product, or automotive lubricant

Contamination hazards present, including food, pet hair, mold, or other items that could compromise the product. Inspect vehicle before loading product.

3.2 Soils and Spoils

We have reused our soil for 15 years. We amend it as required, and use cover crops in the winter. In the event of a soil issue, spoilage is piled, covered in tarps, and surrounded by swales and bails to prevent any discharge. It is then spread, seeded and mulched in the spring. In the event of soil contamination, the spoilage will be hauled to an appropriate facility depending on the contamination.

3.3 Water Quality

The farm water and discharge situation has been evaluated by High Tide Permaculture, 707-633-5403, and all necessary permits and registrations are complete. Our Water Resources Protection Plan was developed by Laura Hill Consulting. The farm is a Tier 2 cultivation site per the California Regional Water Quality Control Board North Coast Region Order No. 2015-0023 Waiver of Waste Discharge Requirements and General Water Quality Certification, *WDID#1B171395CHUM*. Our Water Resource Protection Plan (WRPP), discharge logs, permits, and site maps will be found in the Administration Office. Please see our WRPP for discharge mitigation and monitoring. See our site map for the location of the Office.

3.4 Water Sources

The water source currently consists of a permitted well (permit # 16/17-0837, March 07 2017). We have 33,600 gallons in storage tanks to ensure there is adequate storage for domestic use as well as fire prevention and cultivation. Our crops are irrigated by hand and low flow drip irrigation as needed. Water meters are installed throughout the sites to gather data on water use over time to better aid in water conservation planning.

| TABLE 1. MONTHLY WATER USE (gallons) | | | | | | | | | | | | |
|--------------------------------------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|-------|-------|
| Water Source | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Well | 4,733 | 4,733 | 4,733 | 4,733 | 4,733 | 9,708 | 21,887 | 31,497 | 30,702 | 12,383 | 4,733 | 4,733 |
| Storage | 0 | 0 | 0 | 0 | 9,296 | 21,632 | 8,272 | 0 | 0 | 0 | 0 | 0 |

Source: North Coast Regional Water Quality Control Board Appendix C Order No. R1-2015-0023 Annual Reporting Form 4/01/2018

Healing Sun’s practices are designed to protect the water quality and environment from adverse effects caused by overuse of water sources and/or waste discharges and to meet all applicable state and federal water and waste discharge requirements. All potential discharge locations are monitored and events are reported in our discharge, use and diversion logs and for annual reporting as well as:

- Before and after any significant alterations to stream crossings, roads, or other controllable sediment discharges.
- Prior to October 15 to ensure the site is ready for storm events.
- Following any rain fall event of 3 inches or more within 24hrs

We will test water used for irrigation, rinsing produce and mixing of topical sprays once per season for nitrates and total bacteria and these records will be kept on file in the water management plan. If any water test is outside our normal range, we do an observational review of the water source area to see if there are any obvious problems or situations that can be mitigated. We then take recommended actions to mitigate contamination and retest water as needed. All observational reviews are documented and any mitigation actions are documented in our **Water Source Testing Log (see Appendix F)**.

Appendix C contains best practices for water testing. Please see our WRPP for additional information

3.5 Waste Water

The family home and lower office currently serves as the bathrooms for the site. The septic applications have been submitted to the county for approval. The septic systems were reviewed or permitting by Mother Earth Engineering in July 2018.

In the event that portable toilets are contracted our spill policy is as follows:

Sanitation facilities that have been tipped over or are in any way not available for use should be noted immediately and dealt with in a manner that minimizes the risk of contaminating the produce and environment. In the case of a sanitation unit spilling or any other septic leakage occurring in or near field boundaries, the following clean-up steps will be performed:

1. Any affected produce is immediately disposed of in a covered waste bin.
2. The contaminated area will be marked off with caution tape or string.
3. Signs in appropriate languages will be posted at the perimeter prohibiting entry to the contaminated area.
4. People and animals will be kept out until the area is sufficiently decontaminated.
5. Any solid waste still resting on the surface will be collected, shoveled up, and removed to the waste bin.
6. Any affected permanent structures will be hosed off and disinfected with a dilute bleach solution.

7. The sanitation unit if used will be cleaned up and replaced by the company providing the units and maintenance services.
8. The spillage event and corrective actions will be written down in the **Field Sanitation Unit Service Log** and kept in our records.

3.6 Hazardous Materials

Hazardous materials such as: fertilizers, soil amendments, herbicides, fungicides, and pesticides, fuel used onsite for power generators and/or heating elements as well as cleaners and sanitizers and compressed gasses shall be stored in secure locations within the Metal Shipping Container, and will be inventoried and reported to the DEH, and C.E.R.S. if they are stored in quantities above 55 gallons for liquids, 500 pounds of solids, or 200 cubic feet for gasses.

Electrical Power. We currently use a solar array to provide electrical power to the home and other facilities. A small backup generator is used in the event that the solar array is not functioning properly.

List of farm machinery (fuel type):

Backhoe (diesel)
RTV/Side by Side (gasoline)
Backup Generator, 25kw (diesel, not used for cultivation)
Mowers (gasoline)
Water Pump (Gasoline)
Chain Saws/Lawn Trimmers (mixed oil/gasoline)

Equipment Maintenance. The farm equipment such as the backhoe or generator is generally serviced off site at licensed repair centers. In the event that a breakage requires servicing at the farm site, a licensed repair specialist will be called to service the equipment and will be responsible for removing any associated hazardous waste from the site. Smaller equipment such as the mowers or lawn trimmers will likely be serviced on site, and any associated hazardous waste will be stored in leak proof containers in the Storage Shed, and removed to a hazardous waste recycling facility within 30 days.

Gas and Petroleum. Diesel and gas are currently stored in a containment tank with catchment reservoirs.

Petroleum products of any kind may not be stored or used within the perimeter of the farm fields. Petroleum products in small containers must be kept in the Storage Shed in approved containers. All refueling must take place away from produce fields to minimize the risk of petroleum contamination to the fields or produce. All above ground tanks

shall be built in a manner that allow for containment of the tank contents in the event of a leak per safety standards. Any used oil, filters or other hazardous waste shall be stored in appropriate leak proof containers and taken to the hazardous waste facility at Eel River disposal, or the Cal Trans yard promptly.

Gas or Petroleum Spill. If gas or oil is spilled, immediate attention will be taken to stop the spill by turning off valves or plugging the source of the leak. If the source is a tank or any other kind of container and it is punctured, a wooden plug or a bolt will be used to prevent further leaking. After stopping the spill, the contaminated soil will be removed from the ground and contained in a bucket, pail, or other non-permeable container. All soil that has visible oil stains or petroleum odor will be dug out and contained. The contaminated soil will be disposed of in accordance with state law.

After the cleaning process is finished, personnel must submit a report of the incident describing what was spilled and the amount, how the spill was cleaned, and the steps that will be taken to prevent future spills. Illustrations or diagrams should be included to show the contaminated area, the excavation of the soil, and the kind of waste that was created. The spillage event and corrective actions will be written down in the **Field Sanitation Unit Service Log** and kept in our records at the Workshop.

Pesticide or fungicide spill. Wear protective gloves and face mask when cleaning up a spill. Record spill in **Field Sanitation Unit Service Log**.

Dry spills. (granular, dust, wettable, dispersible and soluble powder formulations)

1. Cover the spill with plastic or a tarp to prevent a breeze from moving the material.
2. Put weights on the cover.
3. Use a broom, dust pan or shovel to sweep up the spill while rolling back the tarp to expose only a small area at a time.
4. Place spillage in metal or plastic containers. Plastic bags may be used, but only as a last resort.
5. Secure and label the containers for later disposal. If at all possible, assess the volume of spilled material, review the label and application rates, and then apply as a legal application. Use of the product, though not necessarily for pest control, is legal and allows the material to breakdown under normal application conditions; thus, negating the possible need to handle the material as an expensive hazardous waste. If application is not possible, dispose of as a hazardous or non-hazardous waste.

Liquid spills.

1. Soak up the liquid with an appropriate absorbent. (sweeping compound, sawdust).
2. Use a broom to work the absorbent into the spill.
3. Gather the combined material and deposit it in a labeled plastic or metal container.

4. Contaminated soil may need to be removed. Soil should be packaged in labeled containers for later disposal. If at all possible, assess the volume of spilled material, review label and application rates, and then apply as a legal application. Use of the product, though not necessarily for pest control, is legal and allows the material to breakdown under normal application conditions; thus, negating the need to handle the material as an expensive hazardous waste. If application is not possible, dispose of the material as a hazardous or non-hazardous waste depending on the product.

3.7 Animals/Wildlife/Livestock

Wildlife. We share our environment with local wildlife. Wildlife includes deer, mice, birds, bear, snakes, skunks, raccoons, turkeys and more. Challenges from wildlife include mice and voles chewing on stalks and deer and bear breaching the perimeter fence. We do not use poisons or traps. We would be honored to discover a threatened species on our farm and would make accommodations as required. To our knowledge there are no such species present.

Livestock. We do not have livestock or manure lagoons. Our cultivation areas are not located near or adjacent to dairy or livestock manure ponds. Livestock animals are not allowed in or near sources of irrigation water.

Fence and Field inspections. Cultivation areas are monitored for presence and signs of wild and domestic animals entering the production areas. Daily, we do a field perimeter check to look for animal tracks and pathways, animal resting areas, or other signs of animals in the fields. Personnel are instructed to notify the farm manager if during their normal farming activities they notice signs of animals passing through or feeding in the production areas.

We record disturbances on our inspection and any actions taken in the **Fence Perimeter and Field Inspection Log (Appendix F)**.

Inspecting the fences and fields will include the following:

- ▶ Walking the fence line observing any places where the fence may be compromised or in need of repair. All repairs are noted in the **Fence Perimeter and Field Inspection Log**.
- ▶ Making sure there are no weaknesses or places where animals are clearly entering and exiting the fields.
- ▶ Visually inspecting the fields from the outside to see if there are any noticeable signs of animal presence. If animal presence is noted, affected sections of the field will be noted.

3.8 Light Pollution

All outdoor lighting used for security purposes is shielded, downward facing and will be motion-sensor lighting, therefore, the lights will only be used as needed. Light sources will comply with the International Dark Sky Association standards for *Lighting Zone 0* and *Lighting Zone 1*, and be designed to regulate light spillage onto neighboring properties resulting from backlight, uplight, or glare (BUG).

Juvenile plants within greenhouses may be under lights overnight for the purpose of increasing plant growth. In case lights are used for this purpose, we cover greenhouses at sundown with plastic covers that are impenetrable by light, and uncover them at sunrise. Light will not escape at a level that is visible from neighboring properties between sunset and sunrise as required by CMMLUO §314-55-4.11(v).

3.9 Cultural Resources

If buried archaeological or historical resources are encountered during construction or cultivation activities, Healing Sun personnel or contractor shall temporarily halt all work in the immediate area, and contact a qualified archaeologist to evaluate the materials. Prehistoric materials may include obsidian or chert flakes, tools, locally darkened midden soils, groundstone artifacts, dietary bone, and human burials. If human burial is found, state law requires that the County Coroner be contacted immediately. If the remains are found to be those of a Native American, the California Native American Heritage Commission will then be contacted by the Coroner to determine appropriate treatment of the remains. The applicant is ultimately responsible for ensuring compliance with this condition.

Part 4: Cultivation Plan

Flooring in the Greenhouses:HCC314-43.1.3.2 The greenhouse do not result in lot coverage exceeding 5 acres and do not have an improved floor or foot path that will preclude the agricultural use of the underlying soil.

4.1 Planting and Harvesting

All objects that come into contact with plants must be clean, in good working condition, and cleaned and/or sanitized on a regular basis. This includes, for example, hands, harvesting equipment (knives, pruners, etc); harvesting tote transportation equipment; bulk hauling vehicles; processing equipment (tables, tubs); and storage equipment.

Planting. Mother plants are kept in a vegetative state in the nursery. Clones are cut from the mothers. The clone plants are started in 5” square pots, and grown for three weeks until cuttings are available. Clone planting generally starts in February. The plants are usually grown up under supplemental lighting until mid-April when they are transplanted to the garden to go to flower. The nursery is then refilled, and new clones are grown up and prepared for long term planting in mid-July.

Immature plants are grouped in batches by strain and planting date per the traceability protocol in Section 7.1 of this document. Upon transferring plants into designated growing areas, Healing Sun personnel records plant UID information with their respective growing area on the **Planting Events log sheet** (see Appendix F). The data collected throughout the season is used to analyze yield and improve on future production.

Empty soil bags are stored in the metal storage container until transported to the local dump. Fertilization using OMRI Certified fertilizers and compost teas is accomplished via hand watering. When appropriate, drip irrigation is utilized. All pots should have water catchment trays underneath the pot to eliminate discharge and prevent water loss.

Harvesting. The harvest process starts by clipping two or three foot long sections of the mature plant. Small batches are then transported inside totes to the curing facility. The totes are labeled with the batch UID. Cannabis is harvested over several consecutive days, depending on the size of the area ready for harvest. Harvest information is recorded on the **Harvest events log** and required data is entered into State and County track and trace systems per section 7.1 of this document.

Harvest tools policy. Any tool used for harvesting produce, such as a shears or scissors, will be cleaned and/or disinfected daily. If this is not clean, that tool may not be used for harvesting. For sterilization we will use a cleaning basin and non-toxic cleaners. Cleaning history is kept on file in the **Harvest Tool and Container Cleaning Log (Appendix F)**.

Harvesting totes/containers. The harvest totes are kept in good repair and damaged ones are immediately discarded or repaired. Harvesting totes should be cleaned and disinfected before each harvest season and whenever needed. Each tote is numbered and individually identified and its cleaning history is kept on file in the **Harvest Tool and Container Cleaning Log**. Totes not in use will be stored in a clean and secure location.

Harvesting totes should not be used for carrying anything but cannabis. If something other than cannabis is placed in a harvesting tote, that tote must be cleaned or disinfected. Before moving cannabis from the field, excessive dirt and mud will be

removed from totes and pallets as much as possible. It is our **policy** that any product that is being moved from the field to the processing and storage house will be covered. All containers used for field packing are new, or sanitized plastic containers.

4.2 Pest Management

Rodents.

Indicators: chew marks at base of plants, or droppings found in production areas, dirt mounds from gophers etc..

We do not use rodenticides. Traps are placed in pest problem areas. Traps are checked daily by the farm manager or appointed personnel. Records are kept of the daily checks as well as any rodents that are found in the traps on the **Pest Management log (Appendix F)**. Any deceased rodents are disposed of in the trash using single use gloves.

All walls, doors, and windows in buildings are inspected. All windows are screened. Any holes are repaired to prevent pest and/or bird entrance into the buildings. Personnel are trained to report any signs of infestation in the field or processing and storage areas.

Pests.

Indicators: spotted or curled leaves, webs, fungus gnats or white flies.

All pesticides and fungicides are OMRI approved products.

We strongly believe that preventative measures are the best policy. We apply organic pesticide at the beginning of the growing season to help reduce the chance of infestation. Pesticide is never applied to flowering plants, when pollinators are present, or when high winds are present. Our practices ensure that pesticide does not reach surface or groundwater at any time.

If used, Healing Sun personnel records pesticide application in the **Pest Management log**. Refer to Table 4.2 below for type of pesticides used and amount applied annually. Any pesticide products along with the SDS documents are safely stored in the Storage Shed. Spills or leaks are cleaned up immediately (refer to section 3.5 Hazardous Materials for cleanup protocol).

Any uses of pesticide products shall be in compliance with the State pesticide laws and regulations enforced by the County Agricultural Commissioner's Office and the California Department of Pesticide Regulation, as well as CMMLUO.

Fungus Control.

Indicators: white powdery mildew, root rot, stem rot

We don't currently have problems with fungus due to preventative measures such as applying Plant Therapy essential oil preventative.

| TABLE 2. Pesticides and Fungicides | | | |
|------------------------------------|--|---------------------------------------|---|
| Type/Brand | Active Ingredients | Quantity Used Annually (gallons/year) | Frequency/Rate of Application (Depends on growth stage) |
| Plant Therapy | Soy Oil, Peppermint Essential Oil, Citric Acid | 10 | Bi-weekly up to every other day depending on need |
| | | | |

Any uses of fungicide products shall be in compliance with the State laws and regulations enforced by the County Agricultural Commissioner’s Office.

4.3 Waste Management

Solid Waste and Recycling. We aim to prevent vectors for disease, infestation, or nuisance with our facilities solid waste. Cultivation-related wastes including, but not limited to, empty soil/soil amendment/fertilizer/pesticide bags and containers, empty plant pots or containers, dead or harvested plant waste, and spent growth medium shall be stored in water tight storage containers in the 8’ x 12’ Trash Shed, and removed weekly if putrescible, and monthly otherwise.

Covered trash and recycling containers are placed throughout the farm in locations where trash may accumulate, but within the fenced areas to prevent bear access. Filled waste containers are stored within the storage trailer, and are self-hauled to the **Redway Transfer Station on Conservation Camp Rd, Redway, CA 95560.**

Cannabis Waste. In general, cannabis waste like stems and water leaves should be chipped and returned to the soil as a nitrogen and phosphorous additive. Otherwise organic matter from cannabis plants are composted in a designated area identified on plot plan. Compost will be handled and processed on site according to Title 14 of the California Code of Regulations at Division 7, Chapter 3.1 summarized in Appendix D.

Cannabis waste should be identified, weighed and tracked in the track-and-trace system per section 7.2 of this document. Healing Sun personnel will maintain accurate and comprehensive records regarding cannabis waste that account for, reconcile, and evidence all activity related to the generation or disposition of cannabis waste. Cannabis waste records will be stored in the Healing Sun records binder located in the Workshop.

In the case that composting on site is not possible due to legal constraints, cannabis waste should be stored in sealed containers in the Trash Shed with restricted access for Healing Sun personnel. Organic waste, which is not composted on site, shall be hauled by Healing Sun personnel to Redway Transfer Station on Conservation Camp Rd, Redway, CA 95560, or to a manned fully permitted composting operation or facility as identified in CDFA Cannabis Cultivation regulations section 8108.

Healing Sun personnel should obtain and retain a copy of a certified weight ticket, or receipt documenting delivery, prepared by a representative(s) of the solid waste facility receiving the self-hauled cannabis waste. Transportation of self-hauled cannabis waste shall only be performed by personnel of Healing Sun.

Part 5: Curing, Processing and Packaging

The Curing, Processing and Storage Facilities will be accessed by authorized personnel only. Traceability protocols and sanitation practices will minimize cross contamination between batches.

5.1 Curing Process

Plants are hung in the Harvest & Storage Building according to which license plants fall under in strain/lot specific batches on stainless steel wire and dried with fans to circulate the moist air. The traceability tags are hung with the batches to prevent disruption to the traceability protocols. Cured batches are bucked down (removing flower from stalk), then sealed into cleaned and labeled storage containers in the Metal Storage Container before processing.

5.2 Processing, Packaging & Labeling

Processing and packaging should occur at the Processing Area. Separate strains and plants will maintain traceability by batch processing and segregated staging in sealed totes.

Processing and packaging operations should be performed under clean and sanitary conditions, including all work surfaces and equipment. Only trained personnel should use processing equipment. People handling cannabis in processing and packaging operations will have access to premium quality facemasks, gloves, work surfaces and seating as well as hand washing stations.

Processing Cannabis. Due to the small size of the farm, and to minimize road use by processing personnel, plants are hand trimmed by family members, or a single person operable dry trimming machine is used to process the plants. Operators are trained in the safe use of the machines. The trimming machines or scissors are cleaned and sterilized between batches to limit cross contamination by different strains.

Packaging and Labeling Cannabis. The finished flowers are packaged and labeled per Chapter 12 Packaging and Labeling [26120-26121] of State BPC code as outlined below.

1. Cannabis and non-manufactured cannabis products are labeled and placed in a re-sealable, tamper-evident, child-resistant package which includes the harvest batch UID (described in section 7.2).
2. Packages and labels are not be made to be attractive to children.
3. All cannabis labels and inserts include the following information prominently displayed in a clear and legible fashion in accordance with the requirements, including font size, prescribed by the bureau or the State Department of Public Health (The following statements, in bold print):
 - a) For cannabis: **“GOVERNMENT WARNING: THIS PACKAGE CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.”**
 - b) For non-manufactured cannabis products: **“GOVERNMENT WARNING: THIS PRODUCT CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS PRODUCTS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. THE INTOXICATING EFFECTS OF CANNABIS PRODUCTS MAY BE DELAYED UP TO TWO HOURS. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS PRODUCTS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.”**
4. For packages containing only dried flower, the net weight of cannabis in the package.
5. Identification of the source and date of cultivation, the type of cannabis or cannabis product and the date of manufacturing and packaging.
6. The appellation of origin, if any.
7. List of pharmacologically active ingredients, including, but not limited to, tetrahydrocannabinol (THC), cannabidiol (CBD), and other cannabinoid content, the THC and other cannabinoid amount in milligrams per serving, servings per package, and the THC and other cannabinoid amount in milligrams for the package total.
8. Information associated with the unique identifier issued by the Department of Food and Agriculture.
9. Any other requirement set by the bureau or the State Department of Public

All packing containers used for packaging finished cannabis are new. Empty packing containers are covered and stored in the Workshop. Pallets and containers are kept in good condition; if broken or ripped they are disposed.

Processing Worker Health and Hygiene Policy. HEALING SUN personnel should wear clean clothing to work every day. When required, personnel will wear appropriate supplied clothing including hats, hairnets, aprons, and disposable gloves. No jewelry is

allowed in the packinghouse or packing facility with the exception of a plain wedding band (no stones allowed). Personnel areas including lunch and break areas are located in the Workshop and are kept clean. Under no circumstances will glass containers be allowed in the processing area.

General housekeeping. Only non-toxic food-grade cleaners may be used in cleaning processing and packaging surfaces. Sanitation chemicals have their own storage area separate from the processing line, and are marked on the building map.

Areas outside the processing facility are covered in gravel or wood chips and well-maintained. They are free of debris that could harbor pests and free of standing water. Garbage cans/dumpsters are covered and located away from entrances.

The processing and packaging facilities should be clean and orderly before and after use. Light bulbs are protected from breakage by either being in sleeves, covered, or be made of shatterproof material. Pipes, ducts, fans and ceilings are kept clean. At the end of each day, packing areas are dry swept. The grading, sorting, and packing lines are cleaned and sanitized as well. A thorough cleaning, including floors, will happen on a weekly basis or as needed and this will be recorded on the **Processing & Packaging Line Cleaning Log**.

Policy for product that hits the floor. If product falls or is dropped to the floor it may not be picked up and put back on the packing line and dropped produce should remain on the floor. Dirty product will be cleaned from the floor regularly. Product should be swept or pushed away from the packing line and shoveled into the clearly marked waste bins. Employees will wash their hands before returning to the packing line. The product in the waste bin should be emptied at the end of the day, or sooner, taken to the compost and logged per section 7.2 Track and Trace protocols.

Part 6. Storage and Transportation

6.1 Cannabis Storage

The packaged product should be securely stored in the Metal Shipping Container, in strain specific batches that maintain traceability. Items should be checked in and out of the container with a two party verification system which requires two members of the family to be present and to sign the **Cannabis Release Log (Appendix F)**.

Storage areas are kept clean, secure, and tidy. The general housekeeping policy for the storage area is the same as for the packinghouse areas, as is the pest and rodent control program.

6.2 Transportation of Cannabis

All delivery trucks and vehicles used to transport cannabis from Healing Sun to another licensee (for testing, or distribution) are inspected for odors and signs of unsanitary conditions before loading. If a vehicle is found to be unsanitary, it will be cleaned and sanitized before cannabis is loaded. All records of inspections and cleaning will be kept on the **Delivery Vehicle Cleaning and Inspection Log**.

Equipment used to carry potentially hazardous items including fertilizers or pesticides will not be used. Any contracted truck operators will be asked to state the last load that was hauled in the vehicle and provide a cleaning schedule for the vehicle before loading, as well as a log of previous loads. Cannabis will be loaded carefully so that risk of damage will be minimized.

Cannabis that is transported off Healing Sun premises will be documented on the **Shipping Manifest (see Appendix F)** and entered into the track and trace system per section **7.3 Commercial Traceability**. Shipping Manifest records will be kept for seven (7) years (refer to section 7.6 Records Retention). A shipping manifest shall accompany every transport of cannabis.

Part 7: Traceability, Records and Sales

7.1 Traceability General Procedures

Traceability requirements are subject to change. HEALING SUN will verify with the CDFR annually.

Loss of access to track and trace system and errors. Any errors that occur in the system are corrected within three business days. If by chance access to the track-and-trace system is lost, HEALING SUN personnel will maintain comprehensive records detailing all required inventory tracking activities conducted during the loss of access. Upon recovering access, all inventory tracking activities that occurred during the loss of access will be entered into the system within three (3) business days. Document the date and time when access to the system was lost and when it was recovered as well as the cause for each loss of access. During the time when access to the system is lost, cannabis or non-manufactured cannabis products may not be released to a distributor.

7.2 Field Traceability

1) Immature Plants

- a. State UID Procedure – immature plants are grouped in lots of up to 100 plants. Each lot of immature plants is assigned a UID. The lot UID label is maintained so as to be clearly visible and free of dirt and debris. Each individual immature plant in a lot is labeled with the corresponding UID number assigned to the lot, and shall be contiguous to one another.

Immature plants transferred from a licensed nursery, via a distributor to HEALING SUN will follow the same requirements above for UID labeling.

- b. State Reporting Requirement – Immature plant lot UID information is entered into the track and trace system within three (3) days of creation of the UID. If clones or seedlings are physically received or rejected by HEALING SUN personnel from another licensee, this transfer is reported in the track and trace system (refer to section 7.4 for required info to be entered).

2) Mature Plants

- a. State UID Procedure – Upon transferring plants to designated planting areas, each plant is given their own individual State UID label, attached to the main stem at the base of each plant using a tamper evident strap or zip tie. All labels will be clearly visible and free of dirt and debris. The label/tags remain on the plant until harvested or disposed of.
- b. State Reporting Requirement – Mature plants are reported in the track and trace system upon any change in disposition, including when the plants have flowered, and if plants are destroyed and disposed of (likely due to mold or bugs, rendering the plant unusable).

3) Harvested Cannabis

- a. State UID Procedure – Harvested cannabis plants are batched and assigned a unique harvest batch name which is associated with all the UIDs of each individual plant, or portion contained within the harvest batch.
- b. State Reporting Requirement – Each unique harvest batch name is entered in the track and trace system within three (3) days of harvest.

4) Cured and processed cannabis

- a. State UID Procedure – finished cannabis and non-manufactured cannabis products are labeled with UID's associated with the corresponding harvest batch name that they are derived from.
- b. State Reporting Requirement – Record the net weight of all cannabis once the majority of drying, trimming and curing activities have been completed, or

within sixty (60) calendar days from the initial harvest date, whichever is sooner.

5) Cannabis waste

- a. UID Procedure – Upon destruction or disposal of any cannabis or non-manufactured cannabis products, the applicable UIDs shall be retired in the track-and-trace system by the licensee within three (3) business days of the destruction or disposal and be performed in accordance with the licensee’s approved cannabis waste management plan.

Reporting Requirement – In addition to retiring UID’s for disposed cannabis (due to plant damage), Cannabis compost weight is to be reported in track and trace. Refer to section 4.3 for cannabis compost recording procedures.

7.3 Commercial Traceability

Each transfer of Cannabis or non-manufactured cannabis product between licensed entities is recorded and entered into the track and trace system.

STATE:

Cannabis transferred FROM HEALING SUN – All transfers of cannabis or non-manufactured cannabis products from HEALING SUN to another licensed entity is entered in the track and-trace system prior to the movement of the cannabis or non-manufactured cannabis product off the premises. **Refer to section 7.4 Sales Invoices and Receipt Requirements** for required information to be recorded and entered into track and trace.

Cannabis transferred TO HEALING SUN – All cannabis or non-manufactured cannabis products physically received or rejected by HEALING SUN from another licensed entity is entered in the track and trace system within twenty-four (24) hours of receipt or rejection of the products. **Refer to section 7.4 Sales Invoices and Receipt Requirements** for required information to be recorded and entered into track and trace.

7.4 Sales invoices and receipt requirements

HEALING SUN personnel should prepare a sales invoice for every sale or transport of cannabis or non-manufactured cannabis product to another licensee. Sales invoices and receipts may be retained electronically but must be readily accessible for examination by the Ag Department, other state licensing authorities, any state or local law enforcement authority, and the California Department of Tax and Fee Administration. Each sales invoice or receipt shall include the following (**See Appendix F for Sales Invoice form**):

** Required info to enter in Track and Trace system

- 1) ** Name, business address, and Ag Department issued license number of the seller;
- 2) ** Name, business address, and Ag Department issued license number of the purchaser;
- 3) ** Name and department issued license number of the distributor
- 4) ** Date of sale or transfer -- month, day and year RECEIVED by HEALING SUN;
- 5) Invoice or receipt number;
- 6) ** Weight or quantity of cannabis and non-manufactured cannabis products sold. Refer to Weighing protocol in section 7.5 below.
- 7) Cost to the purchaser, including any discount applied to the total price, shall be recorded on the invoice.
- 8) ** Estimated departure and arrival time and actual departure time;
- 9) ** Description for each item including strain or cultivar, and all of the applicable information below:
 - a) Plant;
 - b) Flower;
 - c) Leaf;
 - d) Shake;
 - e) Kief; and
 - f) Pre-rolls.
- 10) **UID's
- 11) Signature of the seller, or designated representative of the seller, acknowledging accuracy of the cannabis and non-manufactured cannabis products being shipped.
- 12) Signature of the purchaser, or designated representative of the purchaser, acknowledging receipt or rejection of the cannabis or non-manufactured cannabis products.
- 13)

7.5 Weighing

Cannabis or non-manufactured cannabis products are weighed for data input into the track and trace systems, when it is packaged for sale, and when it is bought or sold. In all of the above occurrences, weight of cannabis or non-manufactured cannabis products, is determined using a weighing device that is approved, tested and sealed pursuant to chapter 5 (commencing with section 12500) of division 5 of the Business and Professions Code, and registered with the county sealer consistent with chapter 2 (commencing with section 12240) of division 5 of the Business and Professions Code.

- 1) Weight. Wet weight and net weight shall be measured, recorded and reported in U.S. Customary units (e.g., ounce or pound); or International System units (e.g., kilograms, grams, or milligrams).
- 2) Count. For the purposes of this section count means the numerical count of the individual plants or units.

Weights and Measures Certification.

Anything entered into the state track and trace program will require a certified weigh scale and operator. We will make sure that our scales are certified and our operators

licensed through the Weighmaster program of the CDFA. Scale verifiability will be checked through email contact with the Ag Commissioner's office if needed and/or we will purchase the appropriate certifiable scales and take them to the County Ag Department to be calibrated and certified for commercial use. Different classes of scales will be used depending on the weight of individual selling units.

“The Weighmaster Enforcement program assures that commercial transactions based on quantities certified on a Weighmaster Certificate are accurate. The program licenses as Weighmasters, individuals or firms who weigh or measure bulk commodities and issue certificates of accuracy. Program activities include re weighing of vehicles and containers to verify the net weight statements on Weighmaster Certificates and routine as well as spot inspection of establishments involved in bulk sales.

1 Business and Professions Code (BPC) Division 5, Chapter 7 – Weighmasters, § 12730(f). 2 BPC Division 5, Chapter 7 – Weighmasters, § 12730(a) and (b).”

-CDFA

7.6 Record Retention

HEALING SUN personnel should keep and maintain the following records for at least seven (7) years from the date the document was created. Records will be securely stored in the Workshop and are available for review by the Ag Department upon request, or during regular business hours (8:00am – 5:00 pm PST).

1. Ag Department issued cultivation license(s);
2. Cultivation plan;
3. All records evidencing compliance with the environmental protection measures pursuant to sections 8304, 8305, 8306 and 8307 of Title 3, Food and Agriculture, Division 8, Cannabis Cultivation Chapter 1.
4. All supporting documentation for data or information input into the track-and-trace system;
5. All UIDs assigned to product in inventory and all unassigned UIDs. UIDs associated with product that has been retired from the track-and-trace system must be retained for six (6) months after the date the tags were retired;
6. Financial records, including but not limited to, bank statements, tax records, sales invoices, and sales receipts;
7. Personnel records, including each employee's full name, social security, or individual tax payer identification number, date of beginning employment, and date of termination of employment if applicable;
8. Records related to employee training for the track-and-trace system or other requirements of this Chapter. Records shall include, but are not limited to, the date(s) training occurred, description of the training provided, and the names of the employees that received the training;
9. Contracts with other state licensed cannabis businesses;
10. Permits, licenses, and other local authorizations to conduct the licensee's commercial cannabis activity;

11. Security records; and
12. Records associated with composting or disposal of cannabis waste.
13. Documentation associated with loss of access to the track-and-trace system prepared pursuant to section 8402 (d) of this Chapter.

Part 8. Security

The property has a keypad locked gate at the entrance to prevent vehicles from gaining access to the property when not in operation. See the map for location.

Personnel are trained to be advocates for security and safety by monitoring and reporting any unusual persons near the entry road, signs of persons such as boot prints, or unusual vehicles adjacent to the property.

In the event it is discovered that an unauthorized person has gained access to the property, personnel will ask the person to leave the property. If the person refuses to leave, authorities will be contacted to remove the intruder, and a police report will be filed.

The packaged product will be stored in a locked metal container, and each item will be checked in and out of the container by recording it on the **Cannabis Release Log (see Appendix F)**.

Relevant safety warnings will be printed on all packaging that leaves the farm (**see section 5.2 Labeling**). No minors are allowed in the cultivation, drying, or processing areas at any time.

Part 9: Personnel

Please Note: We currently have no employees. This section of the document is intended to be the guidelines used for future employees if and when they are hired.

In the event that employees are hired: We shall comply with all applicable federal, state, and local laws and regulations governing California Agricultural Employers, including: federal and state wage and hour laws, CAL/OSHA, OSHA, California Agricultural Labor Relations Act, and the Humboldt County Code (including the Building Code).

We will visibly post and maintain an emergency contact list which includes at a minimum:

EMERGENCY RESPONSE CONTACTS:

Operation manager contacts: Leif Stafslie, 707-496-6567

Life Threatening / Other Emergency – 9-1-1

Fire Department – 9-1-1

Garberville Fire Station – 707-923-2645

Humboldt County Sheriff's Department – 707-923-2761

Poison Control – 800-222-1222

Southern Humboldt Community Clinic – 707-923-3925

Frank R Howard Memorial Hospital– 707-459-6801

9.1 Personnel Training

All personnel receive training on an ongoing basis as new technologies are implemented and practices optimized. Refresher courses are provided as needed. Training includes instruction on all company policies related to worker health and hygiene and (where appropriate) training related to specific jobs as required by law (for example, equipment, vehicle licensing or training).

Safety training relevant to specific job functions may include:

- 1) Emergency action response planning as necessary;
- 2) Employee accident reporting and investigation policies;
- 3) Fire prevention and water locations;
- 4) Hazard communication policies, including maintenance of material safety data sheets (MSDS);
- 5) Materials handling policies;

- 6) Job hazard analyses; and
- 7) Personal protective equipment policies, including respiratory protection.

Employee training should be documented on the **Employee Training Log** (Appendix F). Documentation of training includes employee's printed name and signature, description of training, written materials or video/DVD, date, and name of person doing the training. Training will be provided in the language of the employees.

9.2 Health and Hygiene policy

Visitors. All visitors should sign in at the farm entrance and read a copy of farm policies regarding health and hygiene. Visitors are defined as anyone on the farm for more than 15 minutes to conduct farm related business, anyone who goes in plant production or processing areas. Visitors will wash their hands when entering the field or processing areas. Visitors are not allowed to touch plants or handle product without the permission of the farm manager, or owner. All visitors should sign in when arriving and sign out before leaving.

Hand washing and toilet facilities. A clean and well-maintained toilet and hand washing facility is provided for all family, employees and visitors at the family home. All toilet/restroom facilities are properly supplied with single-use towels. These facilities are checked on an ongoing basis. Restroom facilities are serviced and cleaned as needed. Monitoring, restocking, and cleaning are documented on the **Restroom Cleaning Logs** and are located in the folder chained to the wall outside the restroom. A copy of the log form can be found in Appendix F.

Hand washing. Everyone must wash their hands before beginning work and returning to work after taking breaks, going to the restroom, eating, smoking, or whenever their hands are dirty. Signs in English and employee languages are posted in restrooms, eating areas, and smoking areas to instruct employees to wash their hands before beginning and returning to work.

Toilets. Currently septic system linked toilets are in use. Flush toilets and sinks are located in the family home and are intended to be verified for a septic system permit.

Drinking Water Policy. Potable drinking water will be provided and available for visitors, family and personnel at the Administrative Office. In the future, the proposed Main Facility will serve this function. All personnel are notified of this policy.

9.3 Injury and Illness Policies

Injuries. If someone is injured at the farm, either in the packinghouse or in the field, the first aid kits are available for use in/at the Workshop and Storage Shed. The supplies are checked and updated monthly. History of refilling first aid kits are kept in the **First Aid Kit log**. A copy of the log form can be found in Appendix F.

All workers are instructed during training to deal with injuries immediately. This includes any cuts, abrasions, or other injury that happens while working. Employees must notify the farm manager or their supervisor and fill out an accident report. If the injury is critical or life threatening, employees are instructed to call 911 for proper care.

Blood and body fluid. If blood or other bodily fluid should come in contact with produce or in the field, immediate action must be taken.

If a person is not able to immediately deal with the contamination due to injury, that person must mark the area if able and immediately notify the farm manager or his/her supervisor who will take appropriate action.

If an employee is injured in the field or packinghouse, the farm manager or supervisor--after assuring the employee's safety--will immediately inspect the area where the injury happened to make sure no blood or bodily fluids have contaminated the area.

If there is blood in the field, all contaminated surfaces will be removed to a plastic bag with a shovel or gloved hands and placed in a trash can. All affected soil will be shoveled up around and under the area and will be removed. All affected produce will be discarded in a burn pile. All actions will be documented on the **Illness and Injury Form**. A copy of the log form can be found in Appendix F.

Illness. Any employee who is sick should notify the farm manager or his/her supervisor immediately and must not handle fresh produce. If an employee does not report his or her illness and is found to be sick by the farm manager or supervisor, the employee will be immediately dismissed from work and not allowed to return until they are symptom free.

- 1) The following symptoms prohibit an employee from working and handling fresh produce.
 - Diarrhea
 - Fever
 - Vomiting
 - Jaundice

- Sore throat with fever
- Lesions containing pus (including boils or infected wounds, however small) on the hand, wrist, or any exposed body part

2) If an employee has any of the conditions listed above, these conditions will be recorded on the **Illness and Injury Form** located with the first aid kits in the Workshop.

9.4 Personnel Safety and Security Empowerment

All personnel are instructed to share information they observe regarding safety and security. If employees see unusual individuals or situations, they should notify their supervisors so they can evaluate the situation. If employees notice pests or other safety issues, they are encouraged to share this information with their supervisors. Our company safety policy includes all employees and is companywide.

Safety during application of preventatives. Only trained individuals may apply regulated substances including plant protective sprays. Any and all uses of pesticides shall be in accordance with the state and local laws.

Clothing, Jewelry, and Cell Phone Policy. Employees should wear clean clothing to work every day. No jewelry is permitted in the field, around machinery, packinghouse, or packing facility with the exception of a plain wedding band (no stones allowed) and wrist watches. Cell phones are not allowed unless they are required for farm business. All cell phones will be stored in lockers or kept in a belt holster or pants pocket.

9.5 Policy on Taking Breaks

Breaks that include eating or smoking must be taken in areas away from cultivation, processing and packing. Breaks in the field are taken in areas not in production or near harvestable crops.

Short rest breaks are permitted in the field during production as long as workers are not eating or smoking. Lunch breaks can be taken in the forest, in cars which are parked outside of cultivation and production areas or in the proposed Main Facility when complete.

All personal items must be stored in designated areas in the storage container, field, or Main Facility. Under no circumstances will glass containers be allowed in the field or packinghouse.

Appendix A Site Plan (Premises Diagram)

Appendix B CULTIVATION SCHEDULE

APPENDIX C *Water Testing Procedures*

There is not a national irrigation water standard which sets minimum microbial levels allowable for irrigation water. You are taking water samples to establish a baseline and monitor for changes.

There are some commodity specific guidelines which give recommendations for water quality and can be used as a reference source for determining thresholds. If you are a member of a commodity group, please refer to their guidelines.

All irrigation water and water used to mix topical, pesticide, or protective sprays should be tested for generic *E.coli*, nitrates, and nitrites and the tests should be quantified. Depending on the source and the use, the frequency of testing will vary.

For post-harvest water, water must meet the US EPA Drinking Water Standard.

<http://water.epa.gov/drink/>

Total Coliforms (including fecal coliform and *E. coli*) maximum contaminant level goal (mclg) 0 (mg/l)². Coliforms are naturally present in the environment. Fecal coliforms and *E. coli* come from human and animal fecal waste.

Nitrates mclg 10 (mg/l)². Sources include runoff from fertilizer use, leaking septic tanks, or sewage.

Nitrites mclg 1 (mg/l)². Sources same as above.

Frequency. From municipal sources, obtain a copy of test results at least yearly from your county/municipality and keep it in your files. If you use well water, test at least, once per year during the growing season and more often if you are using well water for spraying. If you are using surface water, test at least 3 times per year during the growing season. Recommended sampling times include at planting, second at peak use time, and third at or near harvest. Wash and rinse water **MUST** be potable.

How to take a water sample. Contact your county environmental health department or a reputable lab to test your water. Follow their instructions for taking the sample and submitting the sample.

APPENDIX E Pre-existing cannabis prior to state license issuance and close out inventory procedures.

Track-and-Trace System Requirements for Product in Licensee Possession at the Time of Annual License Issuance

- 1) Within thirty (30) business days of receipt of initial UIDs ordered, the licensee shall enter into the track-and-trace system and assign and apply a UID to each pre-existing immature plant lot, each individual mature plant, and all non-manufactured cannabis products physically located on the licensed premises.
- 2) After the thirty (30) day time frame referenced in subsection (a) above expires, all cannabis at the licensed premises shall be entered into the track-and-trace system starting with seed, clone propagated onsite or purchased from a licensed nursery, or seedling purchased from a licensed nursery

Close out of physical inventory instructions

Licensee's shall close-out their physical inventory of all cannabis and non-manufactured cannabis products, and UIDs, if applicable prior to the effective date of any of the following changes to their license:

- (1) Voluntary surrender of a temporary license or annual license.
- (2) Expiration of an annual license.
- (3) Revocation of a license.

Close-out of physical inventory includes, but is not limited to, all of the following items:

- (1) Immature plants and their corresponding lot UID(s);
- (2) Mature plants and their corresponding plant UID(s);
- (3) Harvest batches and their corresponding UID(s);
- (4) Non-manufactured cannabis products and their corresponding UID(s); and
- (5) UIDs in the licensee's possession which have not been assigned in the track-and-trace system.

APPENDIX F *Log Sheets, Invoice, & Shipping Manifest*

Planting Events Log

Harvest Events Log

Harvest Tote/Tool Cleaning Log

Processing line cleaning log

Packaging Events Log

Cannabis Release Log

Sales Invoice / Sales Receipt

Shipping Manifest

Transport vehicle inspection cleaning log

Water source testing log

Pest and rodent control log

Field Sanitation Unit Service Log

Fence Perimeter and Field Inspection Log

Employee Training Log

Illness and injury report form

First Aid Kit Log

Restroom cleaning log

Planting Events Log

| Grow Area | Date | UID | Strain | Quantity | Notes |
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Harvest Events Log

| Grow Area | Date | UID | Strain | Wet Weight | Dry Weight | Notes |
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Harvest Tote and Tool cleaning log

| Tote # / Tool | Date | Cleaning method | Cleaned by |
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Processing line cleaning log

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Packaging Events Log

| BATCH UID | NAME/TYPE | WEIGHT/COUNT | DATE/TIME | LOCATION | SIGNATURE |
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Cannabis Release Log

| Batch/UID | Name/Type | Weight/ Count | Date & Time of release | Destination | Signature |
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DATE and TIME
RECEIVED

MAGIC PEOPLE UNITED

Sales-Transfer Invoice

INVOICE /RECEIPT #

FROM:

| NAME | ADDRESS | LICENSE # |
|------|---------|-----------|
| | | |

TO:

| NAME | ADDRESS | LICENSE # |
|------|---------|-----------|
| | | |

| DISTRIBUTOR NAME | LICENSE # |
|------------------|-----------|
| | |

| PLANT KIEF FLOWER | LEAF SHAKE PRE-ROLL | STRAIN | WEIGHT | COUNT | COST | UID |
|-------------------------|---------------------------|--------|--------|-------|------|-----|
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Signature of the seller, or designated representative of the seller, acknowledging accuracy of the cannabis and nonmanufactured cannabis products being shipped

SELLER SIGNATURE:

Signature of the purchaser, or designated representative of the purchaser, acknowledging receipt or rejection of the cannabis or nonmanufactured cannabis products

BUYER SIGNATURE:

SHIPPING MANIFEST

PLEASE USE PERMANENT INK FOR ALL ITEMS

| | | | |
|---------------------------------|--|-----------------------------|--|
| INVOICE/MANIFEST NUMBER: | | | |
| ATTACHED PAGE(S)? | <input type="checkbox"/> YES <input type="checkbox"/> NO | # OF ATTACHED PAGES: | |

| | | | |
|--|-----|--|--|
| ACTUAL DATE AND TIME OF DEPARTURE: | / / | | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| ESTIMATED DATE AND TIME OF ARRIVAL: | / / | | <input type="checkbox"/> AM <input type="checkbox"/> PM |

| SHIPPER INFORMATION | |
|-----------------------|--|
| STATE LICENSE # | |
| TYPE OF LICENSE | |
| BUSINESS NAME | |
| BUSINESS ADDRESS | |
| CITY, STATE, ZIP CODE | |
| PHONE NUMBER | |
| CONTACT NAME | |

| RECEIVER INFORMATION | |
|-----------------------|--|
| STATE LICENSE # | |
| TYPE OF LICENSE | |
| BUSINESS NAME | |
| DELIVERY ADDRESS | |
| CITY, STATE, ZIP CODE | |
| PHONE NUMBER | |
| CONTACT NAME | |

| DISTRIBUTOR INFORMATION | | | |
|-------------------------|--|---------------------------------|--|
| STATE LICENSE # | | DRIVER'S NAME | |
| BUSINESS NAME | | CA DRIVER'S LICENSE# | |
| STREET ADDRESS | | VEHICLE MAKE | |
| CITY, STATE, ZIP | | VEHICLE MODEL | |
| PHONE NUMBER | | VEHICLE LIC. PLATE # | |
| CONTACT NAME | | ACTUAL DATE AND TIME OF ARRIVAL | / / |
| | | | <input type="checkbox"/> AM <input type="checkbox"/> PM |

| PRODUCT SHIPPED DETAILS | | | | | | | | |
|---|---|----------------|--------------|--------------|---------------|-------------------------|-----------------------|--|
| SHIPPER COMPLETES ALL THE UNSHADED COLUMNS BELOW. RECEIVER COMPLETES <u>ONLY</u> THE SHADED COLUMNS BELOW | | | | | | | | |
| (Please attach additional pages, if needed) | | | | | | | | |
| UID TAG NUMBER (IF APPLICABLE) | ITEM NAME AND PRODUCT DESCRIPTION (INCLUDE WEIGHT OR COUNT) | QTY ORDERED | QTY REC'D | UNIT COST | TOTAL COST | RETAIL ONLY | | |
| | | | | | | UNIT RETAIL VALUE | TOTAL RETAIL VALUE | |
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| PRODUCT REJECTION | |
|--|--|
| <i>IF PRODUCTS ARE REJECTED, PLEASE CIRCLE THE ITEMS BEING REJECTED IN THE PRODUCT SHIPPED DETAILS SECTION ABOVE</i> | |
| REASON FOR REJECTION: | |

| PRODUCT RECEIPT CONFIRMATION | | | |
|--|--|---------------|--|
| <p>I CONFIRM THAT THE CONTENTS OF THIS SHIPMENT MATCH IN WEIGHT AND COUNT AS INDICATED ABOVE. I AGREE TO TAKE CUSTODY OF ALL ITEMS AS INDICATED RECEIVED ABOVE – AND WHICH ARE NOT CIRCLED. THE PRODUCTS CIRCLED ABOVE ARE REJECTED FOR DELIVERY AND REMAIN IN THE CUSTODY OF THE DISTRIBUTOR FOR RETURN TO THE SHIPPER AS INDICATED ON THIS FORM AND ALL ATTACHED PRODUCT DETAILS SHEET(S).</p> | | | |
| NAME OF PERSON RECEIVING AND/OR REJECTING PRODUCT: | | PHONE NUMBER: | |
| SIGNATURE OF PERSON RECEIVING AND/OR REJECTING PRODUCT: | | DATE SIGNED: | |

SHIPPING MANIFEST

PRODUCT DETAILS ATTACHMENT PAGE

PLEASE USE PERMANENT INK FOR ALL ITEMS

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|--------------------------------------|---|---------------|--|-------------|--|-------------|
| INVOICE/MANIFEST NUMBER ATTACHED TO: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">ATTACHED PAGE</td> <td style="width: 5%; padding: 5px;"></td> <td style="width: 5%; padding: 5px;">OF</td> <td style="width: 5%; padding: 5px;"></td> <td style="width: 50%; padding: 5px;">TOTAL PAGES</td> </tr> </table> | ATTACHED PAGE | | OF | | TOTAL PAGES |
| ATTACHED PAGE | | OF | | TOTAL PAGES | | |

PRODUCT SHIPPED DETAILS

SHIPPER COMPLETES ALL THE UNSHADED COLUMNS BELOW. RECEIVER COMPLETES ONLY THE SHADED COLUMNS BELOW

(Please attach additional pages, if needed)

| UID TAG NUMBER (IF APPLICABLE) | ITEM NAME AND PRODUCT DESCRIPTION | QTY ORDERED (Weight or Count) | QTY REC'D (Weight or Count) | UNIT COST | TOTAL COST | RETAIL ONLY | |
|-----------------------------------|--------------------------------------|--|--------------------------------------|--------------|---------------|-------------------------|--------------------------|
| | | | | | | UNIT RETAIL VALUE | TOTAL RETAIL VALUE |
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PRODUCT REJECTION

IF A PRODUCT(S) ARE REJECTED, PLEASE CIRCLE THE ITEMS BEING REJECTED IN THE PRODUCT SHIPPED DETAILS SECTION ABOVE

| | |
|-----------------------|--|
| REASON FOR REJECTION: | |
|-----------------------|--|

PRODUCT RECEIPT CONFIRMATION

I CONFIRM THAT THE CONTENTS OF THIS SHIPMENT MATCH IN WEIGHT AND COUNT AS INDICATED ABOVE.
 I AGREE TO TAKE CUSTODY OF ALL ITEMS AS INDICATED RECEIVED ABOVE – AND WHICH ARE NOT CIRCLED.
 THE PRODUCTS CIRCLED ABOVE ARE REJECTED FOR DELIVERY AND REMAIN IN THE CUSTODY OF THE DISTRIBUTOR FOR RETURN TO THE SHIPPER AS INDICATED ON THIS FORM.

| | | |
|---|--|---------------|
| THIS PRODUCT DETAILS ATTACHMENT PAGE IS ATTACHED TO INVOICE # | | |
| NAME OF PERSON RECEIVING AND/OR REJECTING PRODUCT: | | PHONE NUMBER: |
| SIGNATURE OF PERSON RECEIVING AND/OR REJECTING PRODUCT: | | DATE SIGNED: |

Transport vehicle inspection cleaning log

| Vehicle | Date inspected | Inspected by | Requires attention (Y/N) | Attention required | Correction completed by |
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Pest Management log

| Grow Area | Date | Pest type | Control measures/ product used | Quantity of product used |
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Field Sanitation Unit Service Log

| Location | Cause | Date | Requires attention (Y/N) | Attention required | Correction performed by |
|----------|-------|------|-----------------------------|--------------------|-------------------------|
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Fence Perimeter and Field Inspection Log

| Area inspected | Inspected by | Date | Requires attention (Y/N) | Attention required | Correction performed by |
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Employee Training Log

| Employee | Training completed | Date of training | Instructor | Completed (Y/N) | Instructor verification |
|-----------------|---------------------------|-------------------------|-------------------|------------------------|--------------------------------|
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Illness and injury report form

| Team member | Date | Nature of illness/injury | Reported to | Method of reporting | Expected time to be missed |
|-------------|------|--------------------------|-------------|---------------------|----------------------------|
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First Aid Kit Log

| Inspected by | Date | Kit complete (Y/N) | Items needed | Needed items replaced (Y/N) | Replaced by |
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Restroom cleaning log

| Inspected by | Date | Satisfactory (Y/N) | Cleaned by |
|---------------------|-------------|---------------------------|-------------------|
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APPENDIX G: SAFETY DATA SHEETS