# Business Handbook

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# Mission Statement and Vision

To be a thriving provider in the Alaskan Marijuana Industry, providing industry wide training, consulting and premium quality cannabis products to the great Alaskan People as well the friendly tourists. Leading the industry by example with excellent customer service and relations in a clean and professional environment.

## Company Description

GREEN Degree is an Alaskan founded company inspired by the beneficial properties of cannabis, GREEN Degree will strive to be the industries leader in: Training, Safety, Customer Service and Relations, Quality Control, Cleanliness, and Respectfulness.

## Products and Services

GREEN Degree will provide services and products including but not limited to: Marijuana Handler Permit training and certification, Premium grade marijuana and marijuana products. Growing and retail consulting. GREEN Degree is also a proud sponsor and supporter of local non-profit organizations

## Security

It is GREEN Degree's commitment to ensure safety and security to all visitors and employees as well as the public. GREEN Degree will do so by the following means of security:

### 1. Photo Identification Badges and Restricted Access Keycards

Every GREEN Degree employee will be issued a photo Identification badge and a restricted access keycard, and will be required to carry and visibly display the photo identification badge on their person at all times while on GREEN Degree premises. Employees may be required to show their badge to a Marijuana Control Board Officer, law enforcement, and other GREEN Degree members to verify their affiliation and purpose for being on the premises.

Photo identification badges and restricted access keycards will be issued upon the first day of employment. They can be obtained from management at GREEN Degree's main office. Photo identification badges and restricted access keycards will be issued to full-time and part-time employees.

All employees will receive training on procedures and policies upon hire.

The photo identification badge and restricted access keycard is the property of GREEN Degree's, administered through GREEN Degree management, and may be revoked or deemed invalid at any time by management. The photo identification badge and restricted access keycard may be used only by the individual to whom they were issued to. Employees may not "loan" their badge or keycard to anyone for any reason. If it is found that the employee has "loaned" their badge or keycard they will be terminated.

If an employee's photo identification badge or restricted access keycard is lost or stolen, that employee should report it immediately to management and a replacement badge and or keycard will be issued.

Employees who are required to display their photo identification badge and consistently do not, or who refuse to wear their photo identification badge will be terminated

Upon separation of employment with GREEN Degree, employees are required to return their employee photo identification badge and restricted access keycard. It is the manager's responsibility to ensure the employee's badge and keycard is returned before employee leaves premises on last day of employment

### 2. Restricted Access Areas

All restricted access area entries will have steel framed doors that are equipped with commercial grade locks and keycard access door strikes. Restricted access areas includes all areas where marijuana or marijuana product is cultivated, stocked, processed, tested, stored, cured, or dispensed, security rooms, and others if noted. Signs that read "Restricted Access Area. Visitors Must Be Escorted" will clearly be posted at every restricted access entrance. We will limit our number of visitors to no

more than 5 visitors per employee who is actively engaged in supervising those visitors. A person under 21 years of age may not enter any restricted access area. Any visitor to the restricted access area must and will:

- Be required to show identification to prove that person is 21 years of age or older before entering restricted access area.
- Obtain a GREEN Degree visitor identification badge before entering restricted access area.
- Be escorted at all times by a GREEN Degree employee while inside any restricted access area.

Each visitor wanting access to any restricted access area will be required to sign in, at the reception desk, on the Restricted Access Sign In Log Sheet that reflects their name and date of permitted entry into a restricted access area. At that time, the visitor will be asked to surrender photographic identification to the receptionist to verify that the name on the log sheet matches the name on the photographic identification. Once verified, the receptionist will issue a GREEN Degree visitors badge to the visitor and place the visitor's identification in the secure bullet resistant service window. At that time, employees inside the Marijuana Product Vending Room will be notified there is a visitor ready to be escorted into a restricted access area. When an employee is free to do so, they will then grab the visitor's identification from within the Marijuana Product Vending Room through the secure bullet resistant service window. Then they will proceed to the restricted access entry way of the Marijuana Product Vending Room to verify photographic identification is valid and will begin actively escorting the visitor in restricted access area. Employee will do so, at all times, until the visitor has been escorted back to the Reception and Waiting Area.

At the time of each visitors permitted entry to any restricted access area the receptionist will then log the time of each visitors entry on the Restricted Access Sign-In Log Sheet. It will be filed for record keeping at the end of every business day. Any visitor who refuses to follow these procedures and policies will be asked to leave the premises at once. Employees will receive training on procedures and policies upon hire.

**3. Security Alarm Systems**

All premises operated by GREEN Degree will maintain alarm systems in place at every exterior door and window with motion detectors where needed. The alarm system will be activated by management at all times during non-business hours. If the alarm system is disrupted for any reason and user does not enter correct access code into the system within 30 seconds it will then dispatch local authorities. All active employees will receive notification via email, text, and a phone call from a monitoring agency notifying them of the alarm. At that time, all active employees will then verify if the alarm is real or if it is a "false alarm" via group messaging. If the alarm is real, then management will wait for local authorities to investigate the alarm before allowing anyone to return to the premises. If the alarm is deemed as a "false alarm", then management will contact the local authorities and the monitoring company informing them that it was a "false alarm".

While employees are within GREEN Degree premises they will be equipped with a wireless handheld panic button. Employees will have the ability to activate this panic button in case of an emergency. When a panic button is activated, it will dispatch local authorities to the location and sound the burglar alarm inside the location.

When visitors and employees, aside from the designated Security Services Detail inside, hear any alarm become active they will be instructed by Security Services Detail to vacate premises if possible and wait for local authorities to arrive, unless the alarm is deemed false by management. At that time, management will notify local authorities and monitoring company that the alarm was a "false alarm". All employees will receive training on procedures and policies of entire system upon hire.

**4. Security Services Detail**

GREEN Degree will employ a trained, qualified, and designated Security Services Detail that will be within GREEN Degree premises during all business hours and will be in charge of security. This position's responsibilities includes but, is not limited to:

- Assisting visitors and employees in vacating the premises when any alarm is activated or it is deemed necessary by GREEN Degree management or any other employee to do so.
- Preventing loitering on or within GREEN Degree premises by policing premises and approaching individual who may have the intention of loitering and informing that individual loitering is not permitted on any premises operated by GREEN Degree. If an individual continues to loiter then Security Services Detail will respectively ask that individual to leave the premises and will escort that individual off the premises.
- Preventing diversion of marijuana or marijuana product by surveilling all visitors and employees for suspicious behaviors and or activities and acting on such behaviors or activities by investigating the nature of the issue at hand in a polite and controlled manor, and reporting to management immediately of any and all suspicious behaviors and or activities.
- Inspecting visitors photographic identifications immediately upon entry into the Reception and Waiting Area for authentication as well as verifying all visitors are 21 years of age or older. After doing so, Security Services Detail will take image recording of Identification with camera in reception area for records.
- Call law enforcement for assistance in any type of emergency. Security Services Detail will have full understanding of security policies and procedures and will receive training on procedures and policies upon hire

**5. Video Surveillance System and Camera Coverage**

GREEN Degree will maintain 3 megapixel, night vision capable surveillance camera recording system that covers the following areas of the premises: each restricted access area and each entrance to a restricted access area, both the interior and

exterior of each entrance to the facility, each point of sale area. Any area where marijuana is grown, cured, or manufactured, or where marijuana is destroyed, will have a camera in that room facing the primary entry door, and in adequate fixed positions, at a height which will provide a clear, unobstructed view of the regular activity without a sight blockage from any piece of equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times.

There will be sufficient exterior lighting to help facilitate surveillance at every entrance point to the licensed premises, and with every exterior surveillance camera.

Cameras will be placed in such way to produce a clear view, adequate enough, to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises.

All cameras will be linked to a DVR recording system that will preserve video data for a minimum of 40 days in a format that will be easily accessed for viewing. All recorded images will clearly and accurately display the time and date, and will be archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated.

All video surveillance records will be stored on a DVR system and will be housed in a lock box inside the storage area that is accessible only to GREEN Degree management, authorized employees, and law enforcement personnel including an agent of the Marijuana Control Board.

## Business Records

GREEN Degree will maintain and keep all business records within the licensed premises. All electronic records will be stored on a hard drive and will be backed up on a secondary device at the end of each business day, and all other business records will be filed at the end of each business day in a locked cabinet, residing in the storage room, in order to help preserve them without being lost or destroyed. All records will be in a format that is readily understood by a reasonably prudent business person. All business records include but are not limited to:

- All books and records necessary to fully account for each business transaction conducted under GREEN Degree licensing for the current year and three proceeding calendar years
- A current employee list setting out the full name and marijuana handler permit number of each employee who is employed with GREEN Degree
- The business contact information for the security alarm system monitoring company that monitors GREEN Degree premises
- All records related to advertising and marketing

- A current diagram of the licensed area including each restricted access area
- All Restricted Access Sign in Log Sheets
- All records normally retained for tax purposes
- All accurate and comprehensive Marijuana Tracking System Records
- All transportation records for marijuana and marijuana product
- A copy of each employees valid Marijuana Handlers Permit
- A copy of each employees valid Food Worker Card
- A record of the amount, date, and final destination of marijuana waste made unusable

## Marijuana Inventory Tracking

GREEN Degree will use a Franwell METRC (Marijuana Enforcement Tracking, Reporting, and Compliance) system for every transaction or transfer involving marijuana, marijuana product, or any type of marijuana related waste. METRC is a hosted, real-time system that uses serialized tags with barcode, human readable and Radio Frequency Identification (RFID) tags attached to every plant, and labels attached to wholesale packages to track marijuana inventory. Each tag is attached to a plant to facilitate tracking through different stages of growth, as well the drying and curing processes.

Whenever GREEN Degree originates the transport of any marijuana or marijuana product, the METRC system will be used to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

Whenever GREEN Degree originates the transport of any marijuana or marijuana product, the location manager, as well as, the transporter will ensure that a complete printed transport manifest on a form prescribed by the Marijuana Control Board will be kept with the marijuana or marijuana product at all times during transport.

Whenever GREEN Degree receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. Upon arrival of the marijuana tracking system it will be tested to ensure it is capable of sharing information with the system the board implements.

Marijuana delivered to or shipped from GREEN Degree premises will be weighed on a Ntep certified, legal for trade scale.

GREEN Degree will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by a completed transport manifest.

Upon arrival of the METRC system, it will be tested to ensure it is capable of sharing information with the system the board implements.

## Employee Qualifications and Training

Each individual seeking employment with GREEN Degree will be required to meet the following qualifications, prior to being considered for a position within GREEN Degree.

- Valid Marijuana Handlers Permit
- Valid Alaska Driver License
- Must be 21 years of age or older
- No prior felony convictions in the past 5 years

A new employee will be provided with a GREEN Degree Company Handbook and will receive approximately 3 days of training from a supervisor, or more if recommended by location manager.

All employees will be required to follow all GREEN Degree policies and SOP's (Standard Operating Procedures) and will be trained on how to do so upon hire.

## Waste Disposal

GREEN Degree will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, processing, testing, or retail sales, in compliance with applicable federal, state and local laws and regulations.

GREEN Degree will give the Marijuana Control Board at least 3 day notice in the marijuana inventory tracking system as required before making any waste unusable and disposing of it.

GREEN Degree will keep a record of the amount, date, and final destination of marijuana waste made unusable.

Marijuana plant waste including roots, stalks, leaves, stems, and any other waste determined by the Marijuana Control Board, will be rendered unusable for any purpose for which it was grown or produced before it leaves GREEN Degree premises, by grinding the marijuana plant waste and mixing it with at least an equal amount of used growing medium, that consists of coco coir, perlite, and plant starter cubes.

After marijuana plant waste is unusable it will be stored on GREEN Degree premises in sealed trash cans and will be disposed of at a local landfill at earliest convenience.

Liquid waste, including wastewater generated during marijuana cultivation, production, processing, testing, or retail sales will be drained into an on-site disposal septic system after being tested to verify it is safe to do so.

## Transportation and Delivery of Marijuana and Marijuana Products

GREEN Degree management will ensure any individual transporting any marijuana or marijuana product will have a valid marijuana handler permit in that individual's possession, at all times, during transport.

Whenever GREEN Degree originates the transport of any marijuana or marijuana product the METRC system will be used to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

GREEN Degree will prepare marijuana for transport or transfer to another marijuana establishment by placing marijuana in a sealed, tamper-evident shipping container, affixing a label in compliance with "Labeling" section of this handbook to the shipping container, and generating a transport manifest from GREEN Degree's METRC system.

The transport manifest must remain with the marijuana at all times while being transported, and a copy must be given to the licensed marijuana establishment that receives the shipment.

Whenever GREEN Degree originates the transport of any marijuana or marijuana product the location manager, as well as the transporter, will ensure that a complete printed transport manifest on a form prescribed by the Marijuana Control Board will be kept with the marijuana or marijuana product at all times during transport.

During transport, any marijuana or marijuana product will be in a sealed, tamper evident container and will be locked in a safe and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed, tamper evident package will not be opened during transport.

When GREEN Degree receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the METRC system to report the type, amount, and weight of marijuana or marijuana product received.

GREEN Degree will refuse to accept any shipment of any marijuana or marijuana product that is not accompanied by a transport manifest, that is opened or tampered

with, or that does not match the type, amount, and weight of marijuana or marijuana product of that on the transport manifest.

Before the transport of any marijuana or marijuana product it will be prepared for transit by being packaged in a sealed, tamper evident shipping container that will then be placed into a locked box that will then, be placed into a locked trunk of the transport vehicle, at that time it will be considered locked, safe, and secured for shipment. Neither the locked box, nor the sealed container will be opened during transport. Both the transport vehicle and the locked box will be equipped with a GPS tracking device incase marijuana or marijuana product becomes lost or stolen during transit, in which case the transporter will contact local law enforcement and manager as soon as possible informing them of situation details. Location manager will contact local law enforcement to give them GPS coordinates of both the transporting vehicle and the locked box containing the marijuana or marijuana product and will assist law enforcement in recovery of both.

## Signage and Advertising

GREEN Degree will use three signs that will identify the store by its business name, the following are dimensions, descriptions, and placements of each sign

- One sign that is 48 inches tall and 96 inches wide with the GREEN Degree company name and logo will be attached to the building's exterior.
- One sign that is 48 inches tall and 96 inches wide with the GREEN Degree company name and logo will be placed out on in the parking area.
- One sign that is 60 inches tall and 45 inches wide with the GREEN Degree company name and logo will be placed in one of the front windows.

All GREEN Degree premises will have a sign posted at each entry that says "No one under 21 years of age allowed". The sign will be at least 12 inches long and 12 inches wide, with letters at least one half inch in height in high contrast to the background of the sign.

All GREEN Degree premises will have a sign posted at each entrance to a restricted access that says "Restricted access area. Visitors must be escorted"

All GREEN Degree premises will have a sign posted at each entry that says "NOTICE PHOTO ID REQUIRED"

All GREEN Degree premises will have signs posted that says "No Loitering" and "WARNING SECURITY CAMERAS IN USE"

All GREEN Degree advertising for marijuana or any marijuana product will contain the following warnings

- "Marijuana has intoxicating effects and may be habit forming and addictive"
- "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence"
- "There are health risks associated with consumption of marijuana"
- "For use only by adults twenty-one and older. Keep out of reach of children"
- "Marijuana should not be used by women who are pregnant or breast feeding"

No advertisement published by GREEN Degree for marijuana or marijuana product will contain any statement or illustration that:

- Is false or misleading
- Promotes excessive consumption
- Represents that the use of marijuana has curative or therapeutic effects
- Depicts a person under 21 years of age consuming marijuana
- Includes an object or character, including a toy, a cartoon character or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana

No advertisement published by GREEN Degree for marijuana or marijuana product will be placed:

- Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under 21 years of age
- On or in a public transit vehicle or public transit shelter
- On or in a publicly owned or operated property
- Within 1000 feet of a substance abuse or treatment facility
- On a campus for post-secondary education

## Minor Consumption Control Countermeasure

GREEN Degree will have many ways to prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items. The following are some of GREEN Degree's Minor Consumption Control Countermeasures:

Any person who enters GREEN Degree premises will have their photographic identification checked by a Security Services Detail to ensure that is a valid form of identification and that the person is 21 years of age or older. Again by the receptionist if they want to gain access to any restricted access area as a visitor with an employee escorting them at all times, and a third time by the employee responsible for escorting them.

All marijuana or Marijuana product sold to a consumer by GREEN Degree will have a label that says "Keep out of reach of children".

All marijuana and marijuana products will be in sealed in opaque, and child proofed packaging before leaving GREEN Degree premises.

All GREEN Degree premises will have a sign posted at each entry that says "No one under 21 years of age allowed" The sign will be at least 12 inches long and 12 inches wide, with letters at least one half inch in height in high contrast to the background of the sign.

GREEN Degree will provide free educational factual based literature pamphlets on various marijuana topics

## Health and Safety

GREEN Degree will be inspected by our local fire department, a building inspector, or code enforcement officer to confirm that no health or safety concerns are present.

GREEN Degree will take all reasonable measures and precautions to ensure that any person who has an illness, an open sore or infected wound, or other potential source of infection may not come in contact with marijuana or a marijuana product while the illness or source of infection persists.

GREEN Degree will have adequate and readily accessible toilet facilities that are maintained in good repair and sanitary condition, as well as convenient hand-washing facilities with running water at a suitable temperature. It will be required that all employees wash or sanitize their hands. Effective hand-cleaning, sanitizing preparations, and drying devices will be provided.

While on duty, any person working in direct contact with marijuana or a marijuana product shall conform to good hygienic practices such as, maintaining adequate personal cleanliness; and washing hands thoroughly in an adequate hand-washing area

before starting work, after using toilet facilities, and at any other time when the person's hands may have become soiled or contaminated.

Management will ensure that any licensee, employee, or agent who is present at the marijuana cultivation facility and in contact with any marijuana wears clean clothing appropriate for the duties that person performs, wears protective apparel such as head, face, hand, and arm coverings as necessary to protect marijuana from contamination, and practices good sanitation and health habits.

The litter, waste, and rubbish will be properly removed and the equipment will be maintained to avoid contaminating any area where marijuana or marijuana products are sold, stored, or displayed which will also prevent causing odors or attracting pests.

Floors, walls, and ceilings will be constructed to allow adequate cleaning and will be kept clean and in good repair.

There will be adequate lighting inside the whole establishment.

The screening or other protection will adequately protect against the entry of pests.

Any building, fixture, and other facility will be maintained in sanitary condition. Any cleaning compounds or chemicals will be identified and stored safely to protect against contamination of marijuana or marijuana product and in compliance with any applicable local, state, or federal law.

Adequate sanitation principles will be used in any receiving, inspecting, transporting, and storing of marijuana or marijuana product.

All marijuana and marijuana products will be held in a way that prevents any undesirable microorganisms.

Management will ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

If reliable information about the age or storage conditions of marijuana or a marijuana product in our possession is not available, then a licensed marijuana testing facility will determine that the marijuana or marijuana products meets all applicable standards of moisture, potency, and contaminants.

If a disaster or accident occurs, there would be an inspection of the premises to make sure marijuana or marijuana product was not adversely affected.

## GREEN Degree Cultivation Operations

## Establishment Information

Licensee: Coman Farming Corporation License Number: 10170

License Type: Limited Marijuana Cultivation Facility

Doing Business As: GREEN Degree

Premises Address: 2301 South Knik-Goose Bay Road #1

City: Wasilla State: AK ZIP: 99654

## 1. Prohibitions

- GREEN Degree Cultivation Facility will not sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation
- GREEN Degree Cultivation Facility will not allow any person, including a licensee, employee, or agent to consume marijuana or marijuana product on its licensed premises or within 20 feet of the exterior of any building or outdoor cultivation facility
- GREEN Degree Cultivation Facility will not treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana

## 2. Growing Medium

GREEN Degree will utilize a growing medium that consists of 2 parts coco coir and 1 part perlite.

All seedlings and cuttings will be started in various types of starter cubes such as: Oasis Rootcubes, Grodan Mini Blocks, Rapid Rooter, and Root Riot by Clonex, depending on type of seed or cutting.

## 3. Fertilizers, Chemicals, Gases, Delivery Systems and CO2

GREEN Degree will provide all personal protective equipment needed to safely handle all chemicals, materials and products.

GREEN Degree will provide a MSDS (material safety data sheet) for every chemical agent within GREEN Degree premises.

GREEN Degree will use the entire "Advanced Floriculture Bloom Nutrients and Booster Range" AKA "Yellow Bottle" nutrient lineup that consists of 22 different products all of which are organic based.

Product list: Bloom Cal-Mag, Bloom Euro A & B Set, Bloom Final, Bloom Florigen, Bloom Flower A & B Set, Bloom Groigen, Bloom Grow A & B Set, Bloom Humate, Bloom Ooze, Bloom Organic Swtnr, Bloom Phat, Bloom PK, Bloom Pre, Bloom Roots, Bloom Sea Minerals, Bloom Seafuel, Bloom Seaweed, Bloom Silica, and Bloom Ultra.

Various types of rooting solutions such as: Clonex Rooting Compound, Woods Rooting Compound, and Hormex Rooting Compound will be used to help marijuana plant cuttings to start rooting.

Neem Oil will be used as a fungicide, insecticide, and miticide.

Automated carbon dioxide delivery systems will also be used in the Growing Spaces.

The Veg & Bloom area Co2 delivery system will consist of: Ares 10 Burner Co2 Generators, Atlas 7 Co2 PPM Monitor/Controllers, and an Atlas 6 Monitors with a Visible/Audible 80db Co2 alarm feature for safety, together all 3 components will be able to automatically control the Co2, keeping it at a safe operating range between 300 Co2 PPM-1500 Co2 PPM. If Co2 PPMs are to ever exceed a safe operating level, the Atlas 6 monitor will activate a visible and audible alarm. The Atlas 7 controller is equipped with a photocell allowing Co2 to only be generated during lighting hours.

The Starter Tents area Co2 delivery system will consist of a 20 pound Co2 tank equipped with a Co2 regulator hooked up to an Atlas 7 Co2 PPM Monitor/Controller, not allowing the Co2 PPM to exceed 1500 PPM.

## 4. Irrigation and Waste Water System

GREEN Degree will use a hydroponics dripper irrigation system.

Each grow table will have a water reservoir under it that will be equipped with its own water pump to feed the plants through a series of tubing and drip tips.

Each water reservoir will also be equipped with a PH, PPM, and Temperature meter to maintain a safe operating level of nutrients and alkalinity levels, and temperature.

Each water table will have a drain to collect all excess feed water and will be directed to a waste water reservoir, through a series of piping that will later be disposed of into the onsite septic system, after being tested to confirm it is safe to do so.

## 5. Waste Disposal

Waste water will be very minimal and will be disposed of into the onsite septic system after being tested to make sure it is safe to do so.

After marijuana plant waste is unusable it will be stored on GREEN Degree premises in a locked dumpster can and will be disposed of at a local landfill at earliest convenience.

All other general waste will be disposed of in compliance with applicable federal, state and local laws and regulations.

## 6. Odor Control

GREEN Degree will utilize a series of inline fans, ducting, scrubbers, and carbon filters to clean and circulate the air inside the cultivation area to reduce and minimize odor emitted by the marijuana and marijuana plants.

## 7. Testing Procedure and Protocols

Each feeding water reservoir will have its own PH & PPM meter installed, continuously monitoring to make sure proper PPM and PH levels are at a healthy operating level.

Runoff water will be inspected and tested daily to make sure proper PPM and PH levels are at a healthy operating level.

Growing medium will be visually inspected daily to prevent and deal with built up nutrient deposits and nutrient lock up.

All plants will be inspected daily to make sure there are no bugs or insects present.

The Growing Area will have multiple Co2, Temperature, and Relative Humidity monitors that will display each of those levels to make sure they are all at a safe and healthy operating level.

If any of the above levels are out of a safe and healthy operating level, proper precautions and measures will take place to amend the problem and put all levels back to a safe and healthy operating level.

## 8. Required Laboratory Testing

GREEN Degree will provide a sample of each harvest batch of marijuana produced at the facility to a marijuana testing facility, and will not sell or transport any marijuana until all laboratory testing is completed.

GREEN Degree will collect a random, homogenous sample for testing by segregating harvested marijuana into batches of individual strains of bud and flower, then selecting

a random sample from each batch in an amount required by the marijuana testing facility.

There will be a designated person responsible for collecting each sample and they will prepare a signed statement showing that each sample has been randomly selected for testing.

The designated individual will provide the signed statement to the marijuana testing facility, and will forward a copy to GREEN Degree management that will be maintained as part of business books and records.

Samples will be transported to the testing facility's licensed premises in compliance with GREEN Degree Transportation and Delivery of Marijuana and Marijuana Products procedures.

GREEN Degree will segregate the entire batch from which the testing sample was selected until the testing facility reports the results from its tests.

During this period of segregation, GREEN Degree will maintain the batch in a secure, cool, and dry location to prevent the marijuana from becoming contaminated or losing it's efficacy.

GREEN Degree will not sell or transport any marijuana from the segregated batch until the marijuana testing facility has completed its testing.

GREEN Degree will maintain the testing results as part of its business books and records.

## 9. Samples

GREEN Degree will provide a free sample of marijuana to a retail marijuana store packaged in a sample jar, containing not more than three and one-half grams of marijuana, and protected by a plastic or metal mesh screen to allow customers to smell the product before purchase.

For the purpose of negotiating a sale, GREEN Degree will not provide any one licensed retail marijuana store or marijuana product manufacturing facility with more than one ounce of marijuana, per month, free of charge.

## 10. Packaging of Marijuana

GREEN Degree will package its marijuana bud and flower for sale to a retail marijuana store either in a package not exceeding one ounce for resale to consumers, without additional handling, by the retail marijuana store, except to add the retail marijuana

store's own identifying name or logo and license number, or in a wholesale package not exceeding five pounds for re-packaging by the retail marijuana store.

For sale to a marijuana product manufacturing facility will be in a wholesale package not exceeding five pounds, consisting of a single strain or a mixture of strains as identified on the label.

While packaging marijuana for retail marijuana store to sell to a consumer, without repackaging, the packaging will not have printed images that specifically target individuals under 21.

The packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana.

Each package will be identified by a tracking label generated for tracking by the METRC system.

GREEN Degree will prepare marijuana for transport or transfer to another marijuana establishment by placing marijuana in a sealed, tamper-evident shipping container, affixing a label in compliance with "Labeling" section of this handbook to the shipping container, and generating a transport manifest from GREEN Degree's METRC system.

The transport manifest must remain with the marijuana at all times while being transported and a copy must be given to the licensed marijuana establishment that receives the shipment.

## 11. Labeling

When GREEN Degree packages marijuana for a retail store to sell to a consumer, without re-packaging, each item will have a label on the package that contains these statements: "Marijuana has intoxicating effects and may be habit forming and addictive;" "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence;" "There are health risks associated with consumption of marijuana;" "For use only by adults twenty-one and older. Keep out of the reach of children;" "Marijuana should not be used by women who are pregnant or breast feeding."

GREEN Degree may not label marijuana as organic.

With each harvest batch of marijuana sold, GREEN Degree will disclose in writing

- Each soil amendment, fertilizer, and other crop production aid applied to the growing medium or marijuana plant included in the batch, including any pesticide, herbicide, or fungicide that was used

- The name of the licensed marijuana testing facility that performed any required laboratory test and the results of each required laboratory test

To each package of marijuana sold to another marijuana establishment, a marijuana cultivation facility shall affix a label setting out

- The name and license number of the marijuana cultivation facility where the marijuana was grown
- The harvest batch number assigned to the marijuana in the package
- The net weight of the marijuana in the package, not including weight of the shipping container using a Ntep certified scale
- A complete list of all pesticides, fungicides, and herbicides used in cultivation of the marijuana

If GREEN Degree transports wholesale marijuana to another marijuana establishment for sale at retail, or for use in manufacturing a marijuana product, a label must be affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment.

The label must report the test results, including

- A cannabinoid potency profile, expressed as a range of percentages, that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed, from every test conducted on that strain of marijuana, from the same marijuana cultivation facility within the last three months
- A statement listing the results of microbial testing required
- A statement listing the results of residual solvent testing required under if applicable
- A statement listing any additional contaminants for which the product was tested for such as:

If GREEN Degree ships wholesale marijuana from a harvest batch that has not been tested for molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals, the label for that batch must include a statement identifying each contaminant for which that harvest batch has not been tested.

## GREEN Degree Retail Operations

## Establishment Information

Licensee: Kerby's Corporation License Number: 10178

License Type: Retail Marijuana Store

Doing Business As: GREEN Degree

Premises Address: 2301 South Knik-Goose Bay Road #1

City: Wasilla State: AK ZIP: 99654

## 1. Prohibitions

GREEN Degree will NOT:

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet

Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample

Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation

All persons employed at GREEN Degree will receive training on how to recognize the symptoms of intoxication or "under the influence" behavior brought about by either alcohol, inhalants, or other controlled substances.

Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)

If a GREEN Degree employee suspects that a person is under the influence of alcohol, inhalants or other controlled substances that employee will deny that person access to or purchase of any marijuana or marijuana product within GREEN Degree premises and will notify GREEN Degree Security Services Detail of the situation at hand, then that person will be asked to vacate GREEN Degree premises and will be escorted off premises by security.

If GREEN Degree Security Services Detail suspects any person on GREEN Degree premises or any person wanting to gain access to any restricted access area there

within, to be under the influence of alcohol, inhalants, or other controlled substances then that person will be asked to vacate premises and will be escorted off premises by security.

## 2. Recognizing Persons "Under the Influence"

The presence of an "under the influence" or drunken condition may be signaled by a wide variety of symptoms. If you are to spot potential danger, in time to protect yourself from it, you must be able to detect the inebriated or drugged individual with the help of possible indicators. Although they can vary widely from one person to the next and may appear very differently displayed on the same person on different occasions, the signs of being "under the influence" of alcohol, inhalants or controlled substances include but are not limited to the following:

- Loud, boisterous, perhaps profane language
- Clothing disarranged and soiled
- Watery, bloodshot eyes
- Either dilated or pinpoint pupils of the eyes
- Strong smell of alcohol on the breath and person
- Needlessly belligerent attitude, mannerisms, or speech
- Poor motor skills and balance
- Slurred, hard to understand speech
- Visible needle tracks on the body
- Alcohol, drugs, or drug paraphernalia in the subject's possession
- Presence of empty containers of drugs or alcoholic beverages
- Display of emotional extremes such as laughing or crying without apparent reason
- Abnormally passive or aggressive behavior
- Staggering, stumbling, lurching walk
- Hallucinations or delusions; bizarre actions
- Swaying or nodding when trying to stand still

- Difficulty performing "fine" tasks with the fingers such as extracting a driver's license from a wallet
- Difficulty in understanding or following instructions or explanations

## 3. On-Site Consumption

GREEN Degree will establish rules and procedures for the "On-Site Consumption Endorsement" when State of Alaska has finalized all rules and regulations on the endorsement

## 4. Exit Packaging and Labeling

Before receiving any marijuana from any marijuana cultivation facility, GREEN Degree management will ensure that each product is packaged and labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475

Before receiving any marijuana products from any marijuana manufacturing facility, GREEN Degree management will ensure that each product is packaged and labeled in compliance with 3 AAC 306.565 and 3 AAC 306.570

As a part of GREEN Degree's standard operating procedure, all marijuana or marijuana product sold at GREEN Degree will be packaged in opaque, resealable, child-resistant packaging when the purchaser leaves the retail section of the licensed premises.

As a part of GREEN Degree's standard operating procedure, a standardized pre marked packaging label will be affixed to each package of marijuana or marijuana product that identifies GREEN Degree by name, distinctive logo, and GREEN Degree's license number.

The label will state the total estimated amount of THC in the labeled product and will contain each of the following statements:

- "Marijuana has intoxicating effects and may be habit forming and addictive."
- "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."
- "There are health risks associated with consumption of marijuana."
- "For use only by adults twenty-one and older. Keep out of the reach of children."
- "Marijuana should not be used by women who are pregnant or breast feeding."

## 5. Description of Display and Sales

All marijuana and marijuana products will be displayed either inside glass display cases or on various types of shelving, behind service counters, both of which are only accessible to GREEN Degree employees.

If a visitor wants to see the marijuana or marijuana product closer a GREEN Degree employee will assist visitor by allowing the visitor to smell or get a closer look at the product.

If a visitor wants to handle marijuana or marijuana product to get a better look at the label or ingredients then a GREEN Degree employee will allow the visitor to handle only one product at a time. When the visitor is satisfied with his or hers review of the product it must be returned to the GREEN Degree employee before the visitor will be allowed to preview another product.

All marijuana buds and flowers will be displayed inside glass jars and will be housed inside the display cases during business hours. Visitors will not be allowed to touch any marijuana buds or flowers until after purchase to prevent contamination.

After a visitor has decided what they will purchase, a GREEN Degree employee will process their order at one of the point of sale service stations.

All marijuana or marijuana product sold at GREEN Degree will be packaged in opaque, resealable, child-resistant packaging when the purchaser leaves the retail section of the licensed premises.

GREEN Degree will have a valid Food Establishment Permit, at all times, during operations. The permit will not be transferred and will be conspicuously posted in public view within GREEN Degree premises. GREEN Degree management will post a copy of 18 AAC 31.020. in a area freely and easily accessible by employees for review by employees.

## 6. Photographic Identification Validation

Each visitor wanting access to any restricted access area will be required to sign in, at the reception desk, on the Restricted Access Sign In Log Sheet that reflects their name and date of permitted entry into a restricted access area. At that time, the visitor will be asked to surrender photographic identification to the receptionist to verify that the name on the log sheet matches the name on the photographic identification. Once verified, the receptionist will issue a GREEN Degree visitors badge to the visitor and place the visitor's identification in the secure bullet resistant service window. At that time, employees inside the Marijuana Product Vending Room will be notified there is a visitor ready to be escorted into a restricted access area. When an employee is free to do so, they will then grab the visitor's identification from within the Marijuana Product Vending

Room through the secure bullet resistant service window. Then they will proceed to the restricted access entry way of the Marijuana Product Vending Room to verify photographic identification is valid and will begin actively escorting the visitor in restricted access area. Employee will do so, at all times, until the visitor has been escorted back to the Reception and Waiting Area.

How to check photographic identification

- Examine in a well-lit area
- Tilt the ID under light to see all of the reflective seals and holograms flash
- Check the overall condition of the card – minors often use the expired license of a family member or friend
- Visually and manually confirm that the ID's size, weight and shape are normal and that the photo, lettering and lamination haven't been switched, altered or tampered with
- Check for uneven surfaces and edges as well as cuts or bubbles in the laminate

What to check:

- Does the person actually look old enough to be the person on the ID?
- Does the ID verify that the person is 21 years of age or older?
- If the colors are dull, faded or if the birth or expiry dates look scratched, or appear to have been tampered with – do not accept the ID
- Are the letters in the same font and same size of font?
- Beware of misspelled words or disclaimers
- Compare ID photo and description: height, weight, eye and hair color are the most likely and easiest to change, pay attention to the shape and size of the facial features.

What to do when the Person & ID Aren't a Real Match:

As a GREEN Degree employee it is your right and responsibility to ask for additional ID if you have any concerns about the identification that has been presented to you. If you still have doubts about the validity of the ID, you might want to consider asking the following questions:

- What is your birthday?

- How do you spell your middle name?
- What is your postal code?
- What is your street address?
- Ask the person to sign a blank sheet of paper and compare the signature to the one on the ID.
- Again, pay attention to body language and behavior