Green Jar Standards of Operation Plan Procedures

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1. Security & Emergency Response Plan

Green Jar will be utilizing a high quality commercial security & video surveillance system equipped with glass break sensors, motion detectors, panic alarms, dome cameras and with proximity card readers installed and contracted by Cardoso IT Solutions, LLC, partnered with ALDER alarm monitoring. All data will be secured with a RAID5 configured NVR system with cutting edge video surveillance hard drives built for 24/7 surveillance for high definition security systems. All restricted access entry points will be equipped with a Linear Proxpad proximity card readers with all exterior entry points having additional commercial locks. Green Jars surveillance system data will be protected through a private server with a firewall to prevent tampering and provide extra security in maintaining all of Green Jar records and all information stored to be compliant with HIPPA Regulations as well as protecting all information being unknowingly transferred or tampered. Green Jar will use Vivotek 2MP Extreme Weather Remote Focus Dome Network Cameras on all exterior entries. Vivotek 2 MP Remote Focus Dome Network Cameras monitoring all of Green Jars License premise.

A. Employee Identification Badge

Prior to beginning employment with Green Jar each potential employee will complete a background check, have already obtained their Marijuana Handler Permit (MHP) and have it in their immediate possession as our first level of security and regulation compliance. All Green Jar employees are required to have in their possession their MHP as well as State Identification and their Green Jar Employee identification badge when on Green Jar's licensed premise. (*reference*, 3 AAC 306.715.) Employee badges will have employees name and position and photograph clearly printed and be worn at all times on location. All restricted access areas on Green Jar's licensed premise will have access control ProxPad key pad & proximity card readers that only an authorized Green Jar employee can gain access through using their Green Jar identification badge. All badges will be controlled through a central Green Jar server that allows licensee and managers to immediately terminate employee access in the case of emergencies and/or MHP expiration as well as prevents the issue of lost or stolen key cards. Green Jar will maintain employee records on

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location, which will include copies of all permits and certifications in both physical and electronic form. Once employees have completed all new hire testing and receive proper training with traceability systems, point of sales, and emergency response systems they will be authorized to work on Green Jar licensed premise.

As a part of Green Jar integrated security system each employee will have and wear a panic button on their person. Employees will be trained in the proper use of the panic and duress alarms and be educated in what the best course of action to take in emergency situations.

- ID badges are for regular full-time (FT) and part-time (PT) employees and will be issued with an expiration date correlated to the employee's marijuana handler permits (MHP). Upon expiration of their MHP they must renew their employee identification badge.
- ID badges for PT and temporary employees will be issued and will have an expiration date of 90 days.

The ID badge is the property of Green Jar, and may be revoked at any time due to inappropriate use. The ID badge may only be used by the individual to who it was issued to. Employees may not "loan" their ID badge to anyone for any reason.

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B. Security Alarm & Video Surveillance (*reference, 3 AAC 306.720.)*

During business hours' panic/duress alarms and video surveillance will be active. During the period of Green Jar closing for business and employees vacating the premise, exterior entry points be secured, glass break sensors and panic/ duress alarms will be continually active. During non-operational hours' glass break sensors, motion detectors, exterior lighting and video surveillance will be operational. All alarm systems and video surveillance will be operational 24/7 as well as continuously monitored. Green Jar has exterior lighting installed and maintained to the exterior of Green Jars licensed premise that facilitates surveillance by providing enough lumens to be able to identify a person 20ft from the licensed premise exterior entry points.

Video surveillance utilizing Vivotek 2MP Remote Focus Dome Network cameras will be maintained on restricted access areas as well as each entrance/exit to restricted access areas within the licensed premise. The video surveillance system utilized will be maintained and placed in a way that provides a clear view adequate to identifying an individual inside or outside the licensed premised, and within 20 feet of each entrance to the licensed premise. Vivotek 2MP Remote Focus Dome cameras will be placed in strategic positions that will record the entire license premise including the cameras themselves. This policy is to prevent cameras from being tampered with, and if they are tampered with there will be another camera B recording who is tampering with camera A. Both the interior and exterior of each entrance to the facility will be recorded. All of Green Jars licensed premise is equipped with Vivotek 2MP Remote Focus Dome cameras to monitor all licensed premise activity. Every entry access point to Green Jars licensed premise will be equipped and maintained with exterior lighting to facilitate security surveillance that will be able to identify an individual within 20 feet of entrances. Every point-of-sale area will be monitored with video surveillance and an integrated security alarm system will monitor all exterior doors, rooms and windows during non-business hours.

At all times, Green Jar will maintain a video surveillance system that will be operational continuously. Upon opening and closing, authorized employees of Green Jar will be required to check operational status of the video surveillance. If any security issues are found in the surveillance system, the employee will contact the dispensary manager and/or licensees immediately and all operations will be put on hold until the security system is back on and fully operational.

Surveillance recordings for Green Jar will be preserved for minimum of 40 days but will provide adequate storage for 55 days. The format in which the recordings will be saved will be in a manner that can be easily accessed for viewing at all times by the Alcohol & Marijuana Control Office (AMCO). 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 they can be readily be

authenticated. After 55 days, recordings may be erased unless Green Jar is aware or should know of any pending criminal, civil or administrative investigation for which the video recording may contain relevant information.

All Green Jar surveillance equipment and recording equipment will be housed in a locked and secure closet built into the main office on the licensed premise. Video surveillance will only be accessible by Green Jar Licensee, authorized employees, and to law enforcement personnel including an agent of AMCO. Surveillance will be maintained in the video surveillance closet at all times. Green Jar will also maintain its own private server with firewall to maintain data integrity and prevent tampering. Only licensees and managers of Green Jar have access to the main office.

Any area where marijuana waste is destroyed extras measures will be taken. Green Jar will have camera placement in the room facing the primary entry door, and in adequate fixed positions, at a height which will provide a clear, unobstructed view of the regular registered activity without a sight blockage from lighting, fixtures, or other equipment during waste disposal.

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C. Emergency Response

Green Jar has policies and procedures that are designed to protect the employees and customers while maintaining security for restricted access areas. Each employee of Green Jar will receive training in the use of the integrated security system and be given training by a 3rd party in how to be prepared for such security and emergency events.

Trained emergency response scenarios Green Jar employees will be trained in include but are not limited to;

- Robberies
- Theft
- Natural Disasters
- Hostage

- Medical
- Fire

In the event of a robbery Green Jar has established guideline to protect our employees as well as maintain public safety. The following guidelines are provided to help ensure safety and minimize loss to Green Jar. Unnecessary risks should never be taken.

- Cooperate with robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were and note specific objects touched by robbers.
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene.
- Employees should activate Panic and/or Duress alarms as soon as possible.
- Alaska State Troopers should be contacted as soon as it is safe.
- The robbery should not be discussed with anyone until the police arrive.
- Cooperation with the Alaska State Troopers or local police is of upmost importance.
- The employee should, above all else, remain calm and try to remember the details. Write them down. A form is kept on the license premise to aid in recalling details in the event of a robbery or theft.

During the event of the security alarm system activating or unauthorized breach, a licensee or employee will establish contact with local law enforcement as soon as possible by panic button or in the event they have access to telecommunications they will establish contact with local law enforcement by phone. Green Jar team members will access the security system through the main office computer or POS systems. All are

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integrated in the event a licensee or employee finds themselves in a security breach they will be able to communicate and cooperate with local law enforcement and be able to review what activated or who activated the security alarm system.

Once it has been determined what caused the security breach the employees will follow the instructions of local law enforcement and utilize the training they have received.

In the event customers are on the licensed premise, assuming there are no additional security threats outside, and no customers were witness to crime they will be asked to immediately leave the license premise. Employees will stick together and continue to communicate with local law enforcement until the emergency is over.

The safety of associates and customers is our biggest priority. This is why Green Jar requires our Green Jar team to be trained in emergency response. Green Jar is prepared with pre-determined protocols that prepare employees for the best course of action before, during and after an emergency.

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D. Security Locks

Green Jar uses only commercial grade, non-residential secure door locks as well as a proximity card readers on all exterior entry points to the licensed premise and will use a proximity card reader door locks on all interior restricted access areas. The exterior restricted access doors on the licensed premise will remain locked during all hours with the exception for; employees entering and exiting the restricted access areas, and; product with valid transcripts being transferred to Green Jar licensed premise. All exterior entry points to the licensed premise will remain locked and secured during closing hours. Green Jar will not be open for business, receive or transport any marijuana or marijuana product, or transport any marijuana waste for disposal between the hours of 5am and 8am.

E. Restricted Access Areas

Green Jar will restrict access to any part of the licensed premise where marijuana or marijuana product is stored, displayed, or sold. ProxPad proximity card readers will be used so that only authorized employees can gain access. Each entry point to Green Jar will be posted with all applicable signage that states “No one under 21 years of age allowed.”, “Restricted Access”, "Visitors must be escorted". The signage will not be less than 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.

Any area of Green Jar licensed premise where marijuana or and marijuana product is stocked for sale, or is being dispensed for sale behind a sales counter is a restricted access area. Green Jar will have signs posted and will be requiring the proper identification in the check in process before visitors will be actively escorted in restricted access areas. Restricted access areas in the retail portion of the licensed premise will be obstructed by counters and displays as well as a door posted with appropriate signage that can be moved by authorized employees and signed in visitor’s to allow access to the restricted access area. Behind the counter is restricted access that will have a door that leads into the rest of the licensed premise that will require an authorized employee to gain access. All visitors will be escorted by an authorized employee at all times while in restricted access zones. Individuals attempting to enter a restricted access area without supervision of an authorized employee will be asked to leave the premises immediately to avoid law enforcement involvement. (*reference*, 3 AAC 306.710.)

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1. Authorized Visitors

Green Jar maintains a visitor log book that will retain all authorized visitor information. All visitors are required to provide a valid ID. The visitor log book will maintain the following visitor information:

- Name
- Date
- Time
- Escorting employees name
- Visitor badge identification number
- Reason for access into restricted access areas

- Signature from the authorized visitor stating they understand the rules and regulations of the restricted access areas.
- Signature of the employee authorizing the temporary visitors pass stating they verified visitors valid identification and understand all rules such as, visitors must be actively escorted at all times and visitors are not authorized to touch any cannabis or cannabis product etc.

No more than 5 signed in visitors per authorized employee who is actively engaged in supervising those visitors will be allowed in restricted access areas. Restricted access areas of Green Jar will be marked by a sign that says "Restricted access area, Visitors must be escorted." (*reference*, 3 AAC 306.320.)

In Green Jars restricted access areas all licensees and employees of Green Jar will wear their employee identification badge that bears our employees name, position and photograph.

A person under the age of 21 may not enter any restricted access area. All visitors being checked into Green Jar licensed premise visitor log will be required to show valid identification to prove that the visitor is not under the age of 21; obtain a visitor identification badge before entering any restricted access area of Green Jar, and; be escorted at all times by the licensee and/or employee of Green Jar that is actively engaged with visitors. In the case of an authorized visitor found unescorted they will be asked to leave the licensed premise immediately. Management must be notified immediately after the authorized visitor is asked to leave the licensed premise. Green Jar management will look into the situation and will record a statement from the employee who authorized the visitor, and the employee who authorized the unescorted visitor will be held accountable. (*reference*, 3 AAC 306.330.)

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2. Marijuana Inventory Tracking System

Green Jar utilizes MJ Freeway marijuana tracking system. This system has program advantages that integrate with Alaska's regulations. MJ Freeway is implementing a marijuana tracking system that will be capable of sharing information with the system implemented by the AMCO to ensure all marijuana cultivated and sold in the state and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or clone with the cultivator through transfer to Green Jar licensed premise or disposal of the marijuana and marijuana product. (*reference*, 3 AAC 306.760.)

A. Receiving Procedures

All marijuana and marijuana product transferred to Green Jar will follow the following procedures;

- On arrival on Green Jar licensed premise and before marijuana is taken out of its locked container the transcript manifest will be verified to be accurate and valid.
- Immediately after verification the identification information for that batch of marijuana or marijuana product will be entered into Green Jar inventory tracking system.
- Once verification of transfer status and attached transcript manifest of marijuana contained in lock box and batch identification has been entered into the Green Jar inventory tracking system it may be opened and verified for accuracy of weights and type of marijuana being transferred.
- Next a Green Jar employee will conduct a quality control inspection of product that will be entered into the inventory tracking system.
- Once entered into Green Jars inventory system, the marijuana and marijuana product is ready to be stored and/or displayed for consumers or placed into the cannabis safe on the licensed premise by an authorized employee.
- Records will be retained as to how much weight and/or number of marijuana or marijuana product was taken out of vaulted storage

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for each strain and product put on display to prevent diversion of marijuana and marijuana products. If inconsistencies are found Green Jar employees will notify management immediately. Green Jar management will then open an investigation into the missing marijuana or marijuana product and will notify AMCO of the incident.

B. Scale Requirements & Procedures

The marijuana weight will be verified on a scale certified in compliance with AS 45.75.010 – AS 45.75.400 of the Alaska Weights and measures Act and compared to transcript record.

All scales used will be certified in compliance with AS 45.75.010 – AS 45.75.400 of the Alaska Weights and Measures Act. Green Jar will have at least 2 certified operational scales on licensed premises at all times. Documentation will be maintained and stored on licensed premise. Upon request by an agent or employee of the marijuana control board a copy of all scales certifications will be provided for the board to review.

If there is any indication that a scale may be inaccurate it will immediately be removed from operational use and will be inspected, repaired as needed or replaced, recalibrated and recertified by the State of Alaska before being operational again. All scales will be recertified yearly in accordance with the Alaska weights and measurements act. (*reference*, AS 45.75.080.)

At the end of each business day, after Green Jar has closed for business, a Green Jar employee, licensee or agent will reconcile each transaction from the stores point-of-sales system and current inventory to Alaska's Marijuana Inventory Tracking System.

C. Inventory Diversion Prevention

Green Jar has strict rules in regards to moving inventory to and from and throughout the licensed premised to effectively prevent diversion by employee, visitor or customer. Green Jar will be using video surveillance systems monitoring entrances, access doors and floor activity in all

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restricted access areas of the licensed premise as well as the exterior of the licensed property. Security system, video surveillance, motion sensors, safes, and glass break sensors will facilitate in preventing diversion of cannabis or cannabis products during nonoperational hours. The licensee and authorized employees will record all transitions of cannabis and cannabis products including date, time, and quantity and will perform daily reviews of records to ensure all records are accurate and accounted for. Employees and visitors may not keep personal bags, backpacks, purses, or containers of any kind in restricted access areas where cannabis and cannabis products will be kept.

Employees who just arrived for their scheduled shift will be permitted to take their personal belongings directly to the employee break room, where they are to be kept. A part of Green Jars employee diversion prevention plan is having surveillance of the whole licensed premised as well as having a strategically placed monitor in the employee break room to allow the employees of Green Jar to have full awareness that they are being monitored at all times and to facilitate in employee safety. As well as no photographs or videos may be taken by employees or visitors in restricted access zones to prevent any malicious activity. Visitors are never permitted to touch any cannabis or cannabis products or equipment for and reason, and will be escorted off the license premise if they do so. Only authorized employees will be moving cannabis and cannabis products through the licensed premise.

Any visitor or customers found attempting to divert cannabis and/or cannabis products will immediately be reported to local authorities. In the scenario of an authorized employee diverting cannabis or cannabis product, Green Jar has a no tolerance policy. Green Jar will terminate the employee immediately, notify AMCO, and local law enforcement and will prosecuted.

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3. Employee Qualification, Certification and Training.

A. Qualifications & Standards

Marijuana Retail Manager Job Description

Position Summary:

Supervise and manage the day to day operations of a retail marijuana store. Duties include, but not limited to; product ordering, inventory tracking/management, financial reporting, cash handling, developing and maintaining vendor relationships, customer service, sales, regulatory compliance, patient/customer education and information management, training and managing store employees, store upkeep and general maintenance, upholding high level of professionalism. Excellent customer service skills required; personable, outgoing, and must possess an ability to handle conflicts and situations as they arise.

Manager Duties & Responsibilities:

- Ensure product inventory is accurate, stocked and updated on a daily basis
- Ensure inventory transfers and transportation manifests are accurate and compliant with state regulations
- Place orders with vendors/wholesalers
- Create supply orders for store
- Monitor product deliveries
- Have vendor funds calculated and available for payments
- Create invoices
- Update patient paperwork; ensure documents are readily available
- Ensure menus are updated daily with current inventory and pricing
- Ensure promotions are accurate and merchandised to the company's standards
- Ensure nightly sales totals are accurate and accounted for
- Perform daily cash drops; complete accurate paperwork for Marijuana Enforcement Division

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- Familiar with MJ Freeway & MCB
- Upholds compliance and regulatory requirements at all times; maintains the reputation of the store
- Ensure hours of operation are in compliance with local laws
- Ensure product inventory is compliant with state regulations
- Secures merchandise through implementation of security systems and measures
- Protects employees and customers by providing a safe and clean store environment
- Manager is to be aware of employee performance and interactions with customers/patients
- Assign workers to specific projects such as cleaning or restocking
- Notify staff of new regulations, procedures and policies
- Create staff schedules; cover shifts as needed
- Educate and train staff on all current and new product

As a Green Jar Retail Manager; oversight of all current and future retail operations for Green Jar including but not limited to; store operations, merchandising, staffing, training, rewards, discipline, and evaluations. Oversight of purchases of all saleable products and supplies (containers, bags, etc.). Create and sustain vendor relationships in accordance with saleable products and supplies. Train, coach, and encourage success of budtenders. Execute and enforce compliance efforts and local Matanuska Borough and State regulations. Oversight of in-store marketing. POS updates for MJ Freeway. Perform inventory audits, assessments of productivity, and of new merchandise. Scheduling for the budtenders on a monthly basis including team member time-off requests. Oversight of in-store maintenance including but not limited to; HVAC, plumbing, repairs, snow, and technology. Complete reconciliation daily sales reporting for MCB and oversee all other reconciliation reporting performed. Training team members in excellent customer care and implement on all levels. Coordinate with marketing team on a daily basis to understand the success of promotions, coupon, etc. and to recommend future promotions and sales. Event coordination for in-store patient appreciation parties, holidays, 420, etc. Maintain accountability for all team members.

Requirements for Marijuana Retail Manager:

- Must be 21 years of age

- Alaskan residency
- Must already possess or be able to qualify to receive a Marijuana handler permit
- Minimum of 5 years retail management experience
- Must pass an extensive background check
- Excellent communication and customer care skills
- Organization and planning skills
- Supervisory/management experience
- Licensed notary highly preferred
- Proficient in inventory tracking and database utilization
- Must have reliable transportation

This job description is not all inclusive. In addition, Green Jar reserves the right to amend this job description at any time. Green Jar is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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Budtender Job Description

Position Summary:

The Budtender is responsible for providing a compassionate, quality, knowledgeable experience to all customers. The budtender will facilitate the day to day operation of the retail store, collaborating with Marijuana Retail Managers and affecting all strategies and tasks related to the facility, including customer education pertaining to federal and state marijuana laws, the various cannabis strains and cannabis product, and overall customer experience.

Budtender Duties & Responsibility:

- Verify that all customers are 21 years of age and over upon entry into licensed premise.
- Meeting and making a connection with customers, asking questions and listening to customer's needs, then giving options and informed advice on meeting those needs.
- Inspiring the customer to feel welcome, comfortable and informed during their visit to Green Jar
- Maintaining excellent housekeeping including sales floor, storage rooms, offices, parking lots etc.
- Learn and become familiar with cannabis tracking systems and procedures to ensure that all cannabis is tracked from arrival in store to exit with customer.
- Perform accurate daily inventory of product.
- Accurately maintain a cash till and cash handling procedures
- Maintain a professional attitude with sincerity and understanding for our customers' needs and concerns.
- Be educated in different consumption methods of cannabis and accurately communicate to consumers of all walks of life.
- Be knowledgeable of and perform sales procedures related to POS systems and understand traceability software.
- Develop product knowledge by learning about the science of cannabis and how it affects the mind and body.

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- Take care to fully explain proper dosing and warn of potential to over consume if not following recommended dosing.
- Be aware of current promotional events and sales
- Adhere to Loss Prevention and inventory control and compliance procedures with MCB regulation.
- Perform other duties as assigned
- Regular, dependable attendance and punctuality

Required Skills for Budtender position:

- Education/Experience: Previous retail sales experience of at least 1 year required. Must have Marijuana Handlers Permit prior to hire date and maintaining permit validity through employment with Green Jar LLC
- Communication Skills: Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with customers, peers, and management. Ability to communicate on the telephone with proper etiquette.
- Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and ratios. Must be able to make change in American monetary units.
- Reasoning Ability: Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the business. Ability to work as part of a team and take initiative independent of direct supervision.
- Physical Demands: This position involves constant moving, talking, hearing, reaching, grabbing and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves lifting at least 30 lbs.
- Other Skills: Enthusiastic, friendly, and energetic with a genuine desire to provide outstanding service.
- Work Hours: Available to work a variety of hours, which may include early mornings, evenings, weekends, and overnight shifts.

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B. Certification

Prior to beginning employment with Green Jar each potential employee will be background checked as well as already obtained their Marijuana Handlers Permit and have it in their immediate possession. A Green Jar pre-employment process will consist of two interviews. First interview being an initial introduction to Green Jar and gathering of information on the background of potential employee, followed by standard marijuana knowledge test to give the potential new employee an opportunity to demonstrate their knowledge of marijuana regulations and Alaska State laws. The second interview of the interviewing process will consist of an interview with at least one licensee present and consist of an orientation and an explanation of company values and upon being given an offer of employment they will start pre-employment paperwork and be given a copy of the Green Jar employee manual. Green Jars employees will begin employment with a comprehensive employment manual that will include all recent federal documents addressing cannabis legalization as well as up to date regulations that are applicable to their current employment position. And once again be tested upon the information that has been given to them as a part of their employment with Green Jar. Upon beginning employment with Green Jar employee badges will be made for the new employee immediately after pre-employment paperwork is signed. Green Jar employee badges will have the employees' name, position and photograph clearly printed and be worn at all times on licensed premise.

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C. New Employee Training

After pre-employment paperwork has been filled out and all proper identification has been verified to be valid and is in possession of the new employee they will begin training in customer care, traceability systems, point of sales, emergency response, and in the integrated security and video surveillance system.

Once Green Jar employees have all new hire employment testing completed and have receive proper training with our traceability system, point of sales, emergency response training, and the integrated security

and video surveillance systems they will be authorized to start employment on the Green Jar licensed premise.

D. Annual Employee Training

Annual training and education is a part of employment with Green Jar. At least once a year employees will be educated in the latest scientific studies on the plant. Annually employees will be trained in emergency response (robberies, theft, fire etc.) practices through a private security firm.

Green Jar employees are working in a highly regulated market with laws and regulations consistently changing. A part of being employed by Green Jar is demonstrating the ability and drive to continually adhere to laws and regulations pertaining to their employed position. When major regulation or laws change occurs a team meeting will be held prior to opening the licensed premise. All employees will be required to attend these team meetings.

E. Identification

Green Jar requires each licensee, (FT & PT) employees or agent of Green Jar who sells, checks identification of customers and visitors or transports marijuana or marijuana product to be in immediate possession of their valid marijuana handlers permit at all times when on the licensed premises of Green Jar or doing business as an agent. When an employee's marijuana handler permit is renewed a copy will be retained for Green Jar records.

All Green Jar employees must have on their person at all times valid state issued identification.

All licensees, employees or agents of Green Jar shall produce all forms of ID and permits upon request of an employee or agent of AMCO. Green Jar will also retain current records for all employees and licensees on location premise at all times.

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F. Prevention standards for unlawful sales

All Green Jar employees must be able to demonstrate their abilities to identify and intervene the following:

- Verification of customers age
- Identify a person impaired by consumption of marijuana
- How to determine valid identification
- How to retain fake identification
- How to intervene to prevent unlawful marijuana consumption; and
- The penalty for an unlawful act by a licensee or employee of Green Jar.

Training on how to identify and intervene will be reviewed annually with Green Jar employees. Green Jar standard is 100% compliance with local and state regulations. A part of maintaining ongoing employment with Green Jar is demonstrating the ability to recognize and adhere to state and local regulations. Green Jar maintains a time sensitive I.D. checking guide for United States and Canadian territories identifications to promote positive identification as well as preventing unlawful sales.

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1. Procedures for Identification & Intervention of intoxication
   Green Jar trains employees in preventing purchases by visibly intoxicated persons. It is unlawful to sell marijuana or marijuana products to a visibly intoxicated person. The following procedures are signs Green Jar employees look for in identifying visibly intoxicated persons;
   - Slurred speech
   - Red or blood shot eyes
   - Glassy eyes which may have trouble staying open or wander
   - Dilated Pupils
   - Dry Mouth
   - Dizziness and/or Trouble walking
   - Poor balance
   - Poor or no fine motor skills
   - Short attention or incoherence
   - “Falling down drunk”

Behavioral systems of marijuana impairment that Green Jar employee look for in identifying intoxicated persons;

- Anxiety
- Paranoia
- Lack of focus
- Mumbled or slurred speech
- Slowed reaction time
- Sleepiness

Employees will refuse to sell marijuana or marijuana products to someone who they believe is visibly intoxicated and will take the following procedures;

- Budtender should be continuously evaluating the sobriety of each customer they wait on
- Speak to them
- Encourage a response
- Make eye contact
- If the person is visibly intoxicated, be brief, but clear that you cannot lawfully make the sale
- When refusing service to a visibly intoxicated person, double team, preferably with a member of management
- If you refuse sale, advise them that driving under the influence is against the law.
- Attempt to get an alternative ride or call police.

Employees may not sell, furnish, give or deliver marijuana or marijuana products to a person under the age of 21 years old. Employees will take the following procedures to prevent underage marijuana purchases;

- Follow federal, state, and local rules and requirements
- Greet the consumer as they enter Green Jar license premise and immediately check identification to verify the customer is 21 years of age or older.
- Check their faces – does it match what one would expect for someone over 21 years of age?

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- Assess their clothing
- Assess acquaintances
- Remind consumer that the law requires them to card everybody upon purchase

Employees will confiscate all fake IDs and will utilize the following procedures to identify and retain fake IDs;

Identifying:

- Request the ID be taken out of wallets and covers
- Take physical control of the ID
- Only accept a state photo driving license; state non-driver ID card; a passport; or any federally recognized form of valid identification
- Do NOT accept a college or school ID, even if it has their date of birth; an ID NOT issued by a state or federal government agency: birth certificate or social security cards
- Check the back; look for poor photocopy quality or digitized lettering
- Look for wording that indicates it is not issued by a branch of government
- Check for thickness, unevenly cut corners and bumpy surfaces indicating a picture has been replaced or hand cut
- Check for color bleed on security features and font on the front of the ID card – all images should be crisp and cle
- Check the picture and physical information to see that it matches the person attempting to gain entrance or be served
- Pay special attention to the date of birth and confirm the individual is old enough and that it has not been altered
- Make sure the ID has not expired

Retaining:

- Tell the person why you are retaining their ID
- Notify law enforcement immediately that you have retained the ID
- Notify management that you have retained the ID
- Report the name and address of the business where the ID was retained
- Record the reason the ID was retained

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- Record the date and time the ID was retained
- Note if the picture on the ID card matched the person presenting the ID
- Note if the ID appeared to have been altered in any way and if so, how?
- Report the name and address of the employee retaining the ID card
- Provide any additional information or details you may have

During all standard operational procedures (SOP) the manager will verify that employees are following all SOP by visually observing the employees during all hours of operation.

G. Loitering Prevention

Employees are trained in the prevention of loitering customers. If a customer has been in the establishment and does not seem to be purchasing marijuana or marijuana product and/or has purchased marijuana or marijuana product and did not immediately leave the licensed premise they are consider to be loitering and they will be asked to leave the premise by a member of management. If the loitering individual does not respond law enforcement will be notified.

Green Jar has a zero tolerance policy concerning employees and regulation compliance. In the event an employee if found to have willfully violated State, local law or Green Jars policies and procedures the employee's employment contract with Green Jar will be terminated.

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4. Waste Disposal

Green Jar will store, manage and dispose of any solid or liquid waste generated by the license premise in compliance with federal, state and local laws and regulations following DEC regulation 18 AAC 60. *(reference*, 3 AAC 306.735.)

A. Waste Disposal Procedures

Green Jar will give AMCO 3 days (72 hours) notice in the marijuana inventory tracking system before making the marijuana or marijuana product unusable and disposing of it; as well as keep a record of the final destination of the marijuana waste made unusable in Green Jar inventory control system. Marijuana to be disposed of will be held for the durations of the 3 days (72 hours) in the waste disposal area. Employees will also maintain a written log book located in the Waste Disposal area.

Green Jar waste disposal area has camera placement in the room facing the primary entry door, and in adequate fixed positions, at a height which will provide a clear, unobstructed view of employees rendering marijuana waste unusable.

Marijuana plant waste, edibles and concentrates must be made unusable by grinding or submerging the marijuana waste and mixing it with at least an equal amount of other compostable or non-compostable materials. All Green Jar waste disposal procedures will be approved by AMCO prior to enacting.

- Marijuana flower will be rendered unusable in the designated waste disposal area by means of grinding marijuana flower into a fine grind and mixing with organic soil in a ratio of 1 part marijuana to 3 parts soil in a 5 gallon bucket that is capable of securely sealing and be prepared for transport to either a designated cultivator that will be able to add the marijuana that was rendered unusable into their own compost or to a designated disposal site approved by AMCO. Adequate measures will be taken to

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document the process from a Green Jar employee rendering marijuana unusable to transport to composting.

- Marijuana extractions and concentrates will be rendered unusable in the designated waste disposal area by means of mixing extracts and concentrates with a compostable material in a ratio of 1 part extract/concentrate to 3 parts compostable material in a 5 gallon bucket that is capable of securely sealing and be prepared to be transported to permitted waste disposal facility by the local health department.

- Marijuana edibles will be rendered unusable in the designated waste disposal area by means of mixing edible material with equal parts water hot water and mixed until unusable. Followed by equal parts organic soil in a large bucket capable of securely sealing and will be prepared for transport to permitted compost by AMCO or be prepared to be transported to permitted waste disposal facility by the local health department

B. Recall Action Plan

In the event of a recall Green Jar follows FDA Guidelines on recall strategy. A Public warning will immediately be posted in the retail store area to inform consumers of the recent recall. The affected marijuana and marijuana products will be placed into the Quarantine/Waste Disposal area and will remain there until further information has been received from AMCO in regards to the recall and procedures to be taken. If AMCO gives no instruction on recall strategy Green Jar will give notice of disposal. After 3 days (72 hours) an authorized Green Jar employee will dispose of the recalled marijuana or marijuana product.

Recall information will be posted 30 days after notice of the recall has been received.

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5. Transportation, Delivery and Receiving of marijuana and marijuana products

Green Jar licensees or employees may only transport marijuana product to another licensed marijuana retail store. (*reference*, # AAC 306.750.)

A. Transfer Procedure

When a Green Jar licensee or employee prepares transfers of marijuana or marijuana product to another licensed marijuana retail store, they will first document the transfer in Green Jars' inventory tracking system and generate the transport manifest. The authorized employee will record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of the departure and expected delivery, and the make, model and license plate number of the transporting vehicle. Green Jar will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana and marijuana product being transported and will generate the transport manifest.

Once marijuana is ready to be transferred to another marijuana retail license a Green Jar employee will weight and package product in an amount no larger than 5 pound package with a humidity packet to maintain proper storage conditions during transport, placed in an airtight, food safe, plastic containers and stored in a tamper evident security bin to protect the product from contamination and include its transport manifest. The licensee, employee or agent transporting marijuana or marijuana product will verify the marijuana and/or marijuana product to be accurate with the transport manifest prior to departure.

Shipments will be transported by an authorized licensee, employee or agent of Green Jar. Marijuana and marijuana product will be transported in a locked safe in a secure storage compartment that is fastened to the inside rear compartment of the vehicle transporting. The compartment will not be opened at any time during active transportation.

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B. Vehicle Transporting procedures

Any vehicle transporting marijuana or marijuana product will travel directly from Green Jar licensed premise to the receiving licensed retail premise and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at another licensed retail premise. The vehicle and employee transporting cannabis and/or cannabis product will be fully documented including the time of departure and arrival, route taken, and copy of the transport manifest will be retained for records. The cannabis and/or cannabis products will be kept in a secure lock box in the rear of the vehicle out of public sight. Only the employee will have access to the secured lock box. If there is any discrepancy in the times, dates, or quantities between time of departure and arrival and the licensed retail premise the authorized employee will be responsible and Green Jar will immediately take action to prevent diversion and investigate discrepancy in record. Local law enforcement will be notified if diversion has occurred.

When Green Jar receives marijuana or marijuana product transported to Green Jars licensed premise, Green Jar will use the marijuana inventory tracking system to report the time, date, type, amount, and weight of marijuana and marijuana product received. Green Jar employee will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

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C. Receiving Procedures

Marijuana and marijuana products will be delivered during non-peak business hours, preferably prior to opening or after closing to help maintain public and employee safety. The licensee, authorized employee or agent of Green Jar will be present for all deliveries. Deliveries will not be made at peak business hours to expedite the process of receiving and checking marijuana and marijuana products into the marijuana tracking system.

When Green Jar receives marijuana and marijuana product, Green Jar employees will immediately use the marijuana inventory tracking system to report the type, amount, and weight of marijuana and marijuana product received. Green Jar will refuse to accept any shipment of marijuana and marijuana product that is not accompanied by the transport manifest. Marijuana and marijuana product will only be accepted through the rear man-door during non-peak operational hours to expedite the process of receiving and reporting of marijuana and marijuana products on the Green Jar licensed premise. Green Jar wants to protect the consumer from any unnecessary events and this is one way Green Jar will maintain public safety in regards to shipments.

Green Jar will keep on premise records of all marijuana or marijuana product shipped from or received at the licensed premise for a minimum of three years.

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6. Signage and Advertisement

Green Jar will have no more than three signs identifying the store by Green Jars business name that is visible to the general public from the public right of way. Our signs may be placed in the store's window or attached to the outside of our licensed premise. The size of the sign may not exceed 4800 square inches. (*reference*, 3 AAC 306.360.)

A. Signs

Green Jar will have one sign affixed to the top of the building in the standard advertising position utilized by all neighboring businesses. We will affix another sign to the front of the building near the window and door that will be discreet and of smaller nature.

B. Advertisement

A Green Jar advertisement for marijuana or marijuana product will not 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 the age of 21 consuming marijuana, or
- Includes an object or character, including a toy, a cartoon character, or any other depiction designed to be appealing to children or other persons under the legal age, promoting consumption of marijuana.

Green Jar will not place an advertisement for marijuana or marijuana products;

- Within one thousand feet of the perimeter of any child-centered facility, including a school, daycare, or other facility providing services to children, a playground or recreation center, a public

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park, a library, or a game arcade that is open to persons under the age of 21.
- 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; or
- On a campus for post-secondary education.

Green Jar will not use giveaway coupons as promotional materials when advertising ourselves, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products.

All advertisements conduct by Green Jar will contain the following warnings:

- "This product has intoxicating effects and may be habit forming"
- "Marijuana can impair concentration, coordination, and judgment. DO not operate a vehicle or machinery under the influence of this drug."
- "There may be health risks associated with consumption of this product."
- "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."

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7. Underage Control Plan

One of Green Jars top priorities is the prevention of sale to underage consumers. Green Jar trains our employees in how identify underage customers and in the prevention of sales. Green Jar also trains employees in proper procedures in retaining a fake identification and how to intervene. All customer upon entering Green Jar licensed premise will be asked to provide ID to verify the consumers age.

A. Prevention of sale to underage customers

Employees may not sell, furnish, give or deliver marijuana or marijuana products to a person under the age of 21 years old. Employees will take the following procedures to prevent underage marijuana purchases;

- Follow federal, state, and local rules and requirements
- Greet the consumer as they enter Green Jar license premise
- Check their faces – does it match what one would expect for someone over 21 years of age?
- Assess their clothing
- Assess acquaintances
- Remind consumer in the restricted access area that the law requires them to card everybody upon purchase
- Use signage to inform customers they will be checked

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Employees will confiscate all fake IDs and will utilize the following procedures to identify and retain fake IDs;

1. Identifying Fake Identification

- Request the ID be taken out of wallets and covers
- Take physical control of the ID
- Only accept a state photo driving license; state non-driver ID card; a passport; or any federally recognized form of valid identification
- Do NOT accept a college or school ID, even if it has their date of birth; an ID NOT issued by a state or federal government agency: birth certificate or social security cards
- Check the back; look for poor photocopy quality or digitized lettering

- Look for wording that indicates it is not issued by a branch of government
- Check for thickness, unevenly cut corners and bumpy surfaces indicating a picture has been replaced or hand cut
- Check for color bleed on security features and font on the front of the ID card – all images should be crisp and clear
- Check the picture and physical information to see that it matches the person attempting to gain entrance or be served
- Pay special attention to the date of birth and confirm the individual is old enough and that it has not been altered
- Make sure the ID has not expired

2. Retaining Fake Identification

- Tell the person why you are retaining their ID
- Notify law enforcement immediately that you have retained the ID
- Notify management that you have retained the ID
- Report the name and address of the business where the ID was retained
- Record the reason the ID was retained
- Record the date and time the ID was retained
- Note if the picture on the ID card matched the person presenting the ID
- Note if the ID appeared to have been altered in any way and if so, how?
- Report the name and address of the employee retaining the ID card
- Provide any additional information or details you may have

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8. Business Records

Green Jar will maintain the following standards for business record keeping, in a format that is readily understood by a reasonably prudent business person, the following information (*reference*, 3 AAC 306.755.):

A. Books Maintained

Green Jar will preserve all books and records necessary to fully account for the business transactions conducted under its license for the current year and three preceding calendar years; records for the last six months will be maintained Green Jar's licensed premises; older records will be archived on or off premises;

- a current Green Jar employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at Green Jar;
- Green Jar's contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- Green Jar's records related to our advertising and marketing;
- a current diagram of Green Jar's licensed premises including each restricted access area;
- a log recording the name, and date and time of entry of each visitor permitted in a restricted access area;
- all records normally retained for tax purposes;
- accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed; and

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- A comprehensive transportation manifest record for marijuana and marijuana product transferred to Green Jar and from Green Jar.

B. Records Requests

Green Jar will provide any record required to be kept on the licensed premises to an employee of the board upon request. Any record kept off premise must be provided to the board's employees within three business days after a request for the record. Green Jar will exercise due diligence in preserving and maintaining all required records.

Green Jar will be exercising due diligence by utilizing a marijuana tracking system that is programed to document everything that is required under this section, and that is capable of integrating with the control systems the MCB board has put into place.

C. Record Preservation

Green Jar will prevent records and data from being lost or destroyed due to unforeseen circumstances by backing up end of day records onto an external HD stored on Green Jars private server as a part of our daily closing and reconciliation procedures.

Green Jar uses a 16-CH NVR equipped with 4 Western Digital 6TB SATA 6.0Gb/s 3.5" HDD built for 24/7 always-on, high definition security systems. Utilizing ALLFRAME Technology to improve ATA streaming to reduce errors, pixilation, and video interruption that can happen in video surveillance systems, stored in a secured cabinet in the main office for surveillance data alone. There is also another 4 6TB SATA 6.0gb/s for server security data retention. In order to prevent tampering and aid in record retention a ASUS RT-AC88U Wireless Router/Firewall is installed to prevent outside tampering.

Physical records will be maintained in a locked cabinet inside the main office, only accessible by licensees and authorized employees during

non-operational hours. A part of Green Jars closing procedures is for the closing manager on duty to collect and secure all physical records at end of day reconciliation. All record keeping documents during operational hours have designated locations where they are to be maintained and video surveillance has clear visibility of record keeping documents to prevent and identify tampering.

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9. Marijuana Display, Storage and Sales

A. Display

All marijuana and marijuana products will be displayed in a restricted access area of the retail sales floor behind a sale counter. Marijuana and marijuana product will be on shelves and in storage bins on the far side of the counter against an internally secured wall. Marijuana flower that is not already package and labeled for sale will be kept in airtight glass containers, with a relative humidity 62% cure packet to ensure proper product storage, with a silicon, water and air tight seals that are resistant to bacteria, mold and microorganisms. Only authorized employees will have access to behind the sale counter restricted access area. All marijuana products are to stay in the restricted access zone until marijuana is in full compliance with all labeling and packaging requirements. Once marijuana or marijuana product has been weighed, packaged, and labeled as required, it is ready to be sold to the customer. Once bagged in exit packaging and the sales transaction has been finalized the purchaser will be handed their purchases and will leave the licensed premise.

B. Storage

Green Jar will store and maintain marijuana flower in an airtight glass container when displayed for sales, with a relative humidity 62% cure packet and indicator card of humidity to help maintain control of the humidity to ensure proper product quality and to prevent the formation of mold or microorganisms, and a silicone water and air tight seal that is resistant to bacteria and mold, in a restricted access area of the retail license premise where only authorized employees have access to.

When cannabis is not on the sales floor it will be kept in the cannabis safe (of which only authorized management has access to) in either the glass container of which it has been properly stored in, a water tight sealable 5 gallon bucket and/or the original reseal able package the marijuana or marijuana product arrived in. Extra marijuana not being displayed for sale will be kept with a humidity packet and indicator to

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guarantee consistency of marijuana and prevent the growth of molds and other microorganisms.

Green Jar will have operational hours from 10am-10pm, 6 days a week, Sundays we will be closed. During non-operational hours, all marijuana and marijuana product will be inventoried and stored in the cannabis safe on the licensed premise where only authorized management has access to maintain security.

C. Sales

Marijuana products will be sold in pre-packaged opaque, re-sealable, child-resistant, labeled packaging that has all required information. Marijuana flower will be sold by weight and dispensed as ordered as well as pre-packaged for the customers who know what they would like to purchase already. We feel this is one of the most important aspects to providing the public the safest access to marijuana. The customer should be able to see if they would like what they are purchasing prior to the sales being finalized. The budtender will weigh the marijuana out in the customers view, using utensils to handle the marijuana and/or gloves to prevent contamination, using scales that will be furthest from the customer but still allow the customer to see the weight indicator. We will then show the customer the marijuana and ask if the product is to their liking. Upon agreement, labels will be adhered and placed on the exterior of the child resistant packaging the tamper safe seal will be adhered and the budtender will finalize the sales. We will also have plenty of product already packaged and labeled in different weight amounts ready for purchase to be able to serve customers who already know what they would like to purchase. This will increase our productivity during our peak hours and prevent loitering.

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D. Packaging & Labeling

Each package of marijuana or marijuana product sold to a consumer at Green Jar will be packaged in an opaque, re-sealable, child resistant

packaging with a tamper evident seal with the following information affix to the exterior of the packaging;

- "This product has intoxicating effects and may be habit forming"
- "Marijuana can impair concentration, coordination, and judgment. Do not operate a vehicle or machinery under the influence of this drug."
- "There may be health risks associated with consumption of this product."
- "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."

Marijuana flower:

- The name of the licensed marijuana testing facility that performed any required laboratory testing and result of each test.
- A cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration.
- The net weight of the marijuana or marijuana product in the package.
- The name of the licensed marijuana cultivation facility where the marijuana was grown

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Marijuana concentrate:

- The name of the licensed marijuana testing facility that performed any required laboratory testing and result of each test.
- The name of the licensed marijuana product facility where the marijuana product was produced.
- A cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration.
- The net weight of the marijuana or marijuana product in the package.

Manufactured marijuana product:

- The name of the licensed marijuana testing facility that performed any required laboratory testing and result of each test.
- The name of the licensed marijuana cultivation facility where the marijuana was grown.
- The name of the licensed marijuana product facility where the marijuana product was produced.
- The production lot number assigned to the marijuana products.
- A cannabinoid potency profile expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration.
- The net weight of the marijuana or marijuana product in the package.
- Marijuana products must indicate number of servings and have correlating markings or demarcations indicating servings as well as how many milligrams per serving.

Green Jar will be using clean glass containers and water tight resealable buckets to store all our marijuana and marijuana product. These storage containers where picked because of their ability to maintain marijuana and marijuana product safely and hygienically. Green Jar has proper washing basins to maintain clean hygienic containers and work space. Every time marijuana or marijuana product is cleared of a container it is Green Jars policy the container be cleaned and sterilized prior to reuse.

In the case of cross contamination between strains occurs all marijuana that was exposed will be logged and placed in waste disposal quarantine area, as well as notifying the AMCO, 72 hours prior to disposal.

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10. On-Site Consumption

Green Jar may apply for an on-site consumption endorsement in the future. However currently we have no plans to obtain this endorsement. Our biggest priority currently is to prove, in action, to our community, that we can be a positive establishment that will generate tax revenue to help with our community. Once regulations have been put into place we will revisit this topic as a Green Jar team.

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11. Daily Operational Procedures

A. Opening Procedures

Employees will enter the front of the building upon opening. Once inside employees will re-lock the entrance door until opening and immediately address the security system. It is Green Jar's policy that the security system is armed at all times outside of business hours, even if employees are at the licensed premise. Once doors are locked and the security system is rearmed, employees will immediately walk to the POS system, which for security purposes is located at the first point of entry into the restricted access point, and clock in. Once clocked in the authorized employee will check on the status of the video surveillance system immediately, if all is in operational order they will continue on, in the event the video surveillance system or security system has failed or has any issues the authorized employee will immediately contact a licensee and prior to any business being conducted the security system will be brought back to full operational order.

The authorized employee will proceed to check all closing reconciliation procedures and verify that reconciliation was accurate and performed properly. At this point the authorized employee may continue with daily operations of the licensed premise.

The authorized licensee or authorized employee will prepare for the business day by opening the cash vault and replacing the cash drawers into the retail drawers, after checking to verify that each till has been properly balanced. This is the point where any cash that is leaving the licensed premise will be prepared for transfer via armored transport with an agent of Green Jar.

Once all cash has been properly distributed, and the cash vault has been properly secured the authorized employee may gain access to the marijuana secured vault. Only one vault may be unsecured at any time. The authorized employee may take marijuana or marijuana product out and into the main restricted access areas where employees will prepare marijuana or marijuana products for display, sales and to be inventoried.

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Once all opening procedures have been accomplished, all vaults secured and security procedures have been followed the licensee and/or authorized employee may unlock the main exterior entrance and begin business.

B. Business Operational Hours

Employee's first priority at all times is maintaining public safety, they will greet and check each customer's ID upon entry. Once the customer age has been verified the employee may help the customer purchase marijuana and marijuana products and educate the consumer in Alaska State law as to where it is legal to partake in their purchase. In effort to maintain public safety Green Jar has had a rack card created that will provide the consumer with helpful knowledge of what our State and Local laws are and information in regards to transportation of the marijuana or marijuana product.

C. Closing Procedures

At the closing of each business day, once all customers have vacated the premise, the authorized employee will secure all exterior premise doors, arm the security system and begin reconciliation procedures. All cash from till drawers and drop safe will be brought back into the main restricted access area or main office. Once all legal tender is back in the office or restricted access area it will be accounted for, recorded, and stored in the cash vaults. Once reconciliation of all cash is accomplished the cash vault will be secured. Once end of day operations have been finalized the Green Jar licensed premise motion sensors will be armed and employees will exit the building.

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12. Cash Management Procedures

These are the procedures with respect to the handling, receiving, transporting and depositing of cash. The collection and control of cash at Green Jar are very important functions. Green Jar is primarily a cash handling business. Ideally, from a control perspective, the collection and controlling of cash should be centralized in one location; however, it is not always possible or practical. As a result, the collection of money is, for the most part, decentralized.

A. Retailer Cash Drawer Procedure

Before any cash handling operation or activity, approval of the activity must be authorized by a member of management.

1. Cash Handling Procedures

Cash drops will occur on a frequent basis, a safety deposit box will be located behind the sale counter between point of sales systems to provide employees a quick and safe way to deposit cash quickly and with as little time between the retail drawer and the deposit box. Cash Drawers start with $300, once cash drawer reaches $1000 the authorized employee will make a deposit into the safety deposit box located near the Point-of-Sales (POS) stations.

All Green Jar employees are responsible for exercising reasonable care and screening all cash transactions for counterfeit currency. If a questionable bill is received, Green Jar employees will contact the police.

Documentation for all cash handling is included within this SOP. Deposits that are not taken directly to the bank or other secured storage facility via armored car must be locked and secure in one of the cash vaults on the licensed premise.

2. Safe Keeping Cash

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Cash will be physically protected through the use of vaults, locked cash drawers, cash registers, and safety deposit boxes. It is the responsibility of each employee to make all necessary deposits to properly safeguard the cash in their area as well as promote public and employee safety through the use of deposits to minimize the total cash in cash drawers at any point.

Generally, any amount of cash in drawers that exceeds $1000.00 should be dropped into the safety deposit box located in the restricted access sale counter area. Only during closing hours will the safety deposit box be opened and all cash will be deposited into the cash vault in the main restricted access area before the store is locked down for the evening. Green Jar policy is that no cash may be out of the cash vaults when the premise in vacated for the night.

Cash pick-ups and transfers by armored vehicle will be coordinated for non-peak operational hours. Authorized employees should not conform to any regular time or day of the week for cash pick-ups. Such transfers should be irregular, subject to change without notice, with times known only to a select few.

3. Transfer of Accountability

Transfer of accountability must be recorded, (employee name, date, time and amount) if the deposit is not being transported by the person preparing the deposit. All transfer logs will be retained for a minimum of 3 years.

B. Receipt and Collection of Cash Procedures

1. Manual Processing

Incoming cash must be recorded through the Green Jar POS system that is integrated with the AMCO tracking system or on a pre-printed numerically controlled receipts for each transaction.

Cash collected should be balanced on a daily basis to sales/income recorded (per the log or ticket copies). Upon closing and as

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expeditiously as possible, the locked cashier drawers and safety deposit box contents are to be brought into the main restricted access area or main office and be balanced, reconciled, prepared (cash bands, etc.) and deposited into the cash safes.

2. Procedures for cash registered sales

All sales should be recorded through the cash register. The cash register provides:

a. a locked in record of the amount of fund entered on the register.

b. a printed receipt to be given to the customer.

The cash drawer in the register will always be locked unless a transaction is being processed.

All register totals should be balanced at the end of day (or upon change of shift).

Accountability over sales proceeds and change bank funds should be assigned to specific individuals, which means that each employee who operates out of the same cash register should be assigned his or her own cash drawer.

The cash register should be closed out and total cash receipts should be reconciled on a daily basis.

Overages and shortages will be fully documented.

All corrections should be made through the cash register.

C. Depositing Cash Procedures

The person making the bank deposit should be someone other than the person balancing the cash vault.

Enter employee name, date and time on the bank deposit log.

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Count your currency, listing totals by denomination on calculator. Wrap the currency strap around the bills. List the amount on the deposit slip.

Count all coins prepare in designated rolls and list on the bank deposit slip.

Run a check of all totals and enter total on bank deposit log.

The deposit slip is a two part form. The original will go in the deposit bag with the currency and coin. The duplicate is retained in the main office with the original balance log.

Place all currency and coin into deposit bag.

D. Cash Receipt Reconciliation Procedures

This section of the cash management operation explains procedures to ensure that all funds are properly deposited and recorded by reconciling daily operations and deposit to the Green Jar account statements.

F. Petty Cash Funds Procedures

Green Jar shall maintain petty funds. Only Store Managers have access to these funds and prior approval must be made by the employee seeking petty cash. A petty cash fund is a small amount of currency issued and held by the Store Manager to cover payments of day-to-day miscellaneous purchases and postage charges. The petty cash fund is not to be used to circumvent Green Jar cash management procedures and records keeping in regards to purchases and payments.

1. Established Petty Cash Fund

To open or increase a petty cash fund a Petty Cash payment form must be approved by the store manager and be submitted for approval to the accounting.

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Access to the petty cash fund will be limited to the store and assistant manager.

The petty cash fund will be locked in the cash vault and at no time should the funds be left in a unsecure area.

Any discrepancies in the fund are the responsibility of the Store Manager.

It is the responsibility of the Store Manager to follow Green Jar Policy and Procedures in maintaining the petty cash fund.

2. Fund Restrictions

Petty cash funds are to be maintained on an imprest basis, which means the amount of the fund remains constant. Cash and coin plus petty cash receipts in the fund should always equal the authorized amount of the fund.

No money may be loaned or borrowed from the fund for personal use.

The fund may not be used to cash personal checks.

Mishandling of fund may result in the prosecution of involved employees.

3. Petty Cash Fund Disbursements

Petty cash disbursements may be made for:

- Emergency purchases
- Freight, C.O.D.'s, postage due
- Authorized local travel
- Food purchases with proper documentation provided, including business purpose of the event or purchase.

4. Petty Cash Fund Replenishments

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- Petty Cash funds should be replenished on a regular basis. Receipts and petty cash-pay-out forms should be reconciled and reimbursed on a monthly basis.
- Reimbursements should not be made for receipts presented which are older than 90 days.

5. Reporting Overages and Shortages

Overages in the fund must be recorded and reconciled into the operating fund; shortages are to be repaid by the operation fund. Shortages must be fully documented in writing.

H. Cash Drawers

Cash drawer funds are authorized cash for the purpose of making change for cash sales.

1. Staff Cash Register Responsibilities

The staff are fully responsible for the safekeeping of the cash drawer funds and for its proper usage. The Green Jar staff must exercise caution in the administration and protection of the cash drawer assigned to the authorized employee.

Due to Marijuana being a federally scheduled drug Green Jar can only process transactions with cash. Because of this, we have a duty to provide clear instructions on how cash will be properly handled to protect our employees and maintain public safety.

Cash drops will occur on a frequent basis, a safety deposit box will be located behind the sale counter between point of sales systems to provide employees a quick and safe way to deposit cash quickly and with as little time between the retail drawer and the deposit box.

This deposit box will only be unlocked and cash transferred to the larger cash vault in the secured main office during nonoperational hours.
All drops will be recorded and recounted at the closing of the business day and will be accounted for.

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