Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Solstice Holdings, LLC	**MJ License #:**	21709		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	Solstice Green				
Premises Address:	12663 West Westen Drive				
City:	Houston	**State:**	Alaska	**ZIP:**	99694

Mailing Address:	PO Box 872106				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Lisa Knight		
Main Phone:	907-203-9046	**Cell Phone:**	
Email:	lisa@solsticegreenak.com		

AMCO Received 5/14/2020

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Solstice Green's entire facility is not open to the public. The entire cultivation premises will be designated as a restricted access area and all entrance/exit doors are to remain locked at all times. Signs will be posted stating, "Restricted Access Area" "Visitors Must be Escorted" as well as signs stating, "No one under 21 years of age allowed." Also, signs stating "Video Surveillance in Progress." will be placed around the facility. Video surveillance cameras will be visible throughout the facility as well as around the exterior of the building to continuously monitor the premises and to deter any unauthorized individuals from attempting to access the facility.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

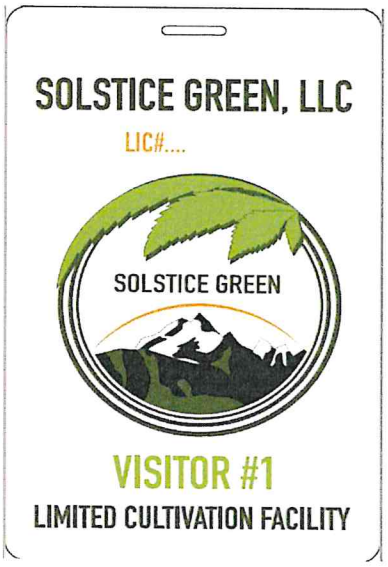
The Cultivation Facility will not be open to the general public. Any individual that wishes to visit the facility will need to have a pre- approved and pre-scheduled appointment made through the Licensees and potentially, when the cultivation gets of the ground, a facility manager (from here on out this potential position will be referred to as "Future Manager"). Any individual permitted entry to restricted access areas will be required to provide government issued photo identification (with exception of AMCO, AMCO Enforcement and Local Law Enforcement), and will be given a company-issued visitor badge to be displayed on their person at all times within the facility. The pre-approved visitor will sign into a log indicating the date, time in and time out of the restricted area, and purpose of the visit. The visitor's log will be kept and stored as official business records, and will be made available to AMCO and Enforcement upon request. Visitors will be limited to a ratio of 5 to 1 per supervising licensee or designated employee. All visitors will be escorted by either a licensee or designated employee at all times during their visit and must return the visitors badge when leaving the facility. Facility doors will be locked at all times from exterior but, can be easily opened internally for fire safety. Signs will be posted on the outside of the building saying "Restricted Access only, Visitors must be Escorted." Cameras will be visible and recording to defer any unwanted attempted access. Only Licensees/Designated employees and future manager will have keys.

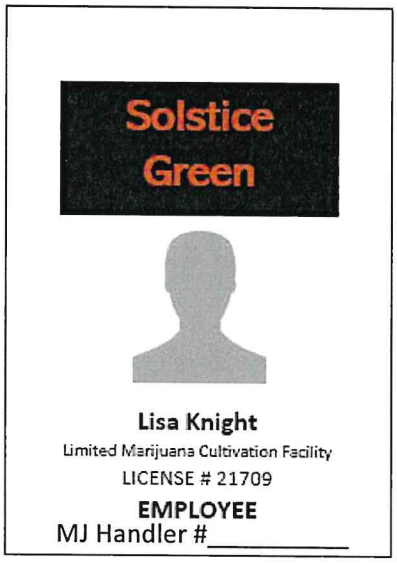
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Visitors to the facility, aside from emergency personnel, local government officials, AMCO/AMCO enforcement, or local law enforcement, must be pre-approved and pre-scheduled by either a licensee or "Future Manager" before access to the facility will be granted. Once a visitor has been properly approved and scheduled, they will be directed to enter through the only entrance to the facility where they will be met by either a licensee, designated employee or future manager. The visitor will be asked to produce a valid form of government issued, photo identification proving that they are at least 21 years of age and confirming their identity. The visitor will then sign into the visitor log recording their full name, date, time in and out of the facility and the purpose of their visit (optional). The visitor will be given a visitor badge to be clearly displayed on their person for the duration of the visit and returned upon exiting the facility. A Solstice Green licensee, designated employee or future manager will escort and actively supervise visitors at all times never to exceed a ratio of 5:1. When the visit is complete, all visitors must exit the premises. All visitor logs will be kept and stored as an official business record and will be be readily available to AMCO enforcement upon request.

AMCO Received 5/14/2020

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:





* or similar format and content

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The lighting fixtures of the cultivation facility will be designed and installed for both exterior lighting to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance. Additional lighting will be used both internally and externally to help increase picture quality and brightness for security related documentation. The camera system and lighting will be constantly calibrated to maximize the quality of any recorded images and to also discourage theft, loitering and/or trespassing. The lighting fixtures will be installed to insure there are no dark spots in the driveway or the entrance to the facility. Outdoor lighting will be weatherproof, vandal proof, kept clear of any obstructions and will ensure that a minimum 20 foot perimeter is well lit, especially at the entrance.

AMCO Received 5/14/2020

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Solstice Green will install a security alarm system that will cover all perimeter entry point and portals to deter and prevent unauthorized entrance into the facility this includes, but is not limited to; (a) Devices or a series of devices to detect unauthorized intrusion, which may include a signal system interconnected with a radio frequency method, such as; cellular or private ratio signals, or other mechanical or electronic device; (b) Exterior lighting to facilitate surveillance; (c) Electronic monitoring, including, without limitation: Video cameras which provides coverage of all entrances and exits from the building and which are capable of identifying any activity occurring in or adjacent to the building; a video camera in each restricted access room in the cultivation facility; a method for storing video recordings from the video cameras for at least 40 calendar days; sufficient battery back up for video cameras and recording equipment to support at least 1-2 hours of recording in the event of a power outage and, immediate automatic or electronic notification to alert local law enforcement and Licensees or future manager of an unauthorized breach of security at the facility. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, Lisa and/or Ashley and/or designated employee and/or future manager will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. Lisa and/or Ashley and/or designated employee and/or future manager will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Licensees or designated employee or future manager will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. In the event of an unauthorized breach, AMCO and enforcement will be notified, electronically, within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Video surveillance will continuously monitor all activity inside and outside the facility. Employees are required to perform weekly inventory counts to ensure the physical inventory match Metrc records. Weekly counts are documented as business records. If it is discovered or suspected that theft or diversion has occurred, employees will alert Lisa and/or Ashley (or future manager) immediately. Solstice Green has a zero tolerance policy towards theft or diversion/inversion. Employees will complete mandatory training in identifying theft or diversion. If it has been determined that an employee is caught stealing marijuana Solstice Green will notify local law enforcement immediately, comply with all law enforcement and AMCO directives, and provide the necessary information and records for a thorough investigation. Once a theft is reported, Lisa and/or Ashley (or future manager) will update the product records in Metrc, and in the physical inventory records so as to maintain accurate and complete accounting for all marijuana in the inventory. Continued on page 11..

3.7. Describe your policies and procedures for preventing loitering:

Solstice Green will put up signage stating, "No Loitering" and that the premises is under video surveillance will be prominently posted around the facility. Lisa and/or Ashley may take their dogs for a walk to perform routine, but unscheduled patrols of the premises to check for individuals with no official business on the property. In the future, Lisa or Ashley may assign this task to a designated employee or the potential future facility manager. Individuals found to be loitering on the premises will be met with a verbal request to exit the premises per the no loitering policy and if they do not comply, law enforcement will be contacted for back up.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. [illegible]

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. ✓

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. ✓

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. ✓

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). ✓

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Surveillance cameras will be positioned along the building with ample lighting, and checked regularly to prevent obstructions and to get the best facial image of anyone within twenty (20) feet of all access points. Video surveillance cameras will be placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors, growing, packaging and marijuana storage areas will have video coverage to clearly identify the faces of those present. Cameras at the external corners of the facility will record activity on each side of the building. The parking lot will have video coverage to identify vehicles. A failure notification system will be installed to provide audible and visual notification of any failure in the surveillance system so that it can be immediately resolved. During a power outage all video cameras and recording equipment will be able to run on emergency power with a battery backup system to ensure continued operation for at least 1-2 hours. Video surveillance footage will viewable by Lisa and Ashley (and/or future manager) via their cellular phones.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the secured office with backups on a cloud based system. The office will be accessible only by Lisa and Ashley (or future manager), and any authorized AMCO agents or law enforcement. The office will be locked at all times from the outside but easily opened from the inside for fire safety compliance. The door will be equipped with a commercial grade deadbolt and all keys will be clearly marked "Do not Duplicate". Lisa and Ashley (or future manager) will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO Enforcement and local law enforcement upon request.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [UK]

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** [UK]

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** [UK]

d. **records related to advertising and marketing;** [UK]

e. **a current diagram of the licensed premises, including each restricted access area;** [UK]

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** [UK]

g. **all records normally retained for tax purposes;** [UK]

h. **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;** [UK]

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** [UK]

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** [UK]

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records including operational and regulatory documents, recordings, surveillance, financial records, inventory and employment records, logs, manifests and communications will be stored on site in a locked cabinet in the secured office, for a minimum of 6 months. An electronic back up will be stored in "the cloud". All hard copy records will be transferred to digital media and as well stored in filing cabinets in a secured area within the facility, which will meet all security requirements of 3 AAC 306. A copy of all financial records may further be stored by Solstice Green's licensed CPA. All business records and surveillance video will be available to AMCO enforcement and local law enforcement upon request. Facility records will be managed by the licensees in accordance with standard retention policies to ensure that business records are stored in a consistent and searchable manner.

AMCO Received 5/14/2020

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc 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 cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. [LK]

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. [LK]

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. [LK]

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. [LK]

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. [LK]

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. [LK]

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Lisa, Ashley and any employees/manager of Solstice Green are required to have a current marijuana handler permit on or before the start date of employment and must keep it current for the duration of employment. Solstice Green's licensees (or future manager) will frequently check to verify that all employees continue to have current valid handlers' training and handler permits. Company training will include Solstice Green's internal policies and procedures, state statutes and regulations, municipal code, diversion prevention, cultivation techniques, sanitation and hygiene, METRC and safety protocols. Training will be arranged by Lisa and/or Ashley (or the future manager) at the beginning of employment and when updates are needed or when issues arise.

AMCO Received 5/14/2020

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [✓]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [✓]

7.3. I have policies to 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. [✓]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [✓]

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

A Metrc generated transport manifest will accompany all marijuana in transit. Solstice Green will send a copy of the manifest with products, and file an additional copy on the premises as a business record. The manifest will document the strain name, type of the product, batch number, weight, name of the transporter and handler's ID, time of departure and expected delivery, and the make, model, license plate of the transporting vehicle. The transport vehicle will travel directly between destinations without making any unnessassary or unscheduled stops, and marijuana will be sealed in not more than ten (10) pound containers inside a locked storage compartment within the unnecessary vehicle or bed of a truck for wholesale transactions and up to one ounce secured tamper-proof packages for re-sale by retailers without re-packaging. At no time during transit will marijuana be visible outside the vehicle. Cont'd on 11..

AMCO Received 5/14/2020

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. [UK]

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system 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. [UK]

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. [UK]

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

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. [UK]

8.7. When the marijuana establishment 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. [UK]

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. [UK]

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Solstice Green does not intend on having any signage on the facility containing the Business name or Logo.

AMCO Received 5/14/2020

Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Solstice Green may utilize the following medium types including but not limited to;

- Newspaper ads
- Radio ads
- Social Media to feature specific strains and Brand
- Magazine ads
- Sponsorship of Events
- Direct Industry emails/mailers
- Leaf Link or a similar platform

Advertisements will include each warning statement verbatim as they are listed in the regulations.

SOLSTICE GREEN

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Lisa Knight

Printed name of licensee

AIMEE ROCUSH My Commission NOTARY PUBLIC Expires 08-29-2023 STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 12th day of May, 2020.

AMCO Received 5/14/2020

(Additional Space as Needed):

3.6 Continued: Documentation related to any theft will be maintained as part of the business records for five (5) years and be available to AMCO or law enforcement agency's upon request. Licensee's will take steps to ensure that illegal conduct by any employee or visitor does not compromise the facilities license, or legitimate business operations. Only designated personnel will have access to marijuana storage areas. Continuous video surveillance will record and monitor the marijuana storage areas and individuals entering and exiting these areas.

8.1 Continued: The tamper-evident shipping container will have a label stating that a licensed testing facility has tested each batch in the shipment, and list: (1) the date of final testing; (2) the 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; (3) a statement listing the results of microbial testing; and (4) a statement listing the contaminants for which the marijuana was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Any packaging done at the facility will be performed in an area specifically set aside for packaging and monitored with 24 hour surveillance. Packaging will be uniform with labels secure and prominently displayed. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. After agents package marijuana they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a bar-code for the inventory control system. Plastic packaging will be heat-sealed without an easy-open tab, dimple, corner, or flap. Packaged marijuana will be stored in a secured area until ready for transport. All packaging will be inspected, accepted or rejected, and recorded in the log, and Lisa and/or Ashley (or future manager) will check all final packages to ensure that they will secure marijuana from contamination and not impart toxic or deleterious substances. Labels will include: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana. Solstice Green may contract with a third-party transport company and will ensure they have their marijuana handler permits.

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