

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: Mendocino
501 Low Gap Rd. Room 1020
Ukiah, CA 95482

From: (Public Agency): City of Fort Bragg
416 N. Franklin St.
Fort Bragg, CA 95437
(Address)

Project Title: Minor Use Permit & Cannabis Business Permit to Transport, Warehouse, & Reduce Bulk Cannabis for Wholesale/Retail Sale

Project Applicant: Mendocino, Inc.

Project Location - Specific:
546 South Main St. Fort Bragg, CA 95437 APN 018-020-48

Project Location - City: Fort Bragg Project Location - County: Mendocino

Description of Nature, Purpose and Beneficiaries of Project:
See attached

Name of Public Agency Approving Project: City of Fort Bragg

Name of Person or Agency Carrying Out Project: Drea Hypes, Mendocino, Inc.

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number: 15301 Class 1 and 15303
Statutory Exemptions. State code number:

Reasons why project is exempt:

This project is exempt from CEQA under section 15301 Existing Facilities and 15303 Conversion of Small Structures because there will be no substantial changes to the structure and the added uses are similar to the current use with the exception of the residence, which is exempt because it involves the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. There are no relevant exceptions to the exemption and there are no potential significant environmental impacts from this project. See Floor Plan and Statement of Operations attached.

Lead Agency
Contact Person: Sarah Peters Area Code/Telephone/Extension: 707-961-2823 x111

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Sarah Peters Date: 1-28-25 Title: Assistant Planner

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:

Re: Minor Use Permit 4-24 (MUP 4-24) & Cannabis Business Permit 2-24 (CBP 2-24) to Transport, Warehouse, & Reduce Bulk Cannabis for Wholesale/Retail Sale at 546 South Main St.

This project is exempt from CEQA under section 15301 Existing Facilities and 15303 Conversion of Small Structures because there will be no substantial changes to the structure and the added uses are similar to the current use with the exception of the residence, which is exempt because it involves the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. There are no relevant exceptions to the exemption and there are no potential significant environmental impacts from this project.

Background and Project Description:

The 7,140 Square Foot building, located at 546 S. Main St. has been utilized over the years by many different businesses, including: restaurants, retail, office and non-profit uses. It has also been vacant at various times for years at a time and is a difficult building to establish a successful business. On October 23, 2023, Use Permit 1-23, Cannabis Business Permit 1-23 and Variance 2-23 were issued to Drea and Gerald Hypes to operate Emerald Triangle, a retail cannabis dispensary, in this existing building. Emerald Triangle Cannabis, had previously been located at 500 S. Main St., but relocated to 546 S. Main St. after they obtained the 2023 entitlements. The applicants have noted that they showcase local Mendocino and Humboldt brands and have a 5 Star customer rating on Google.

Now that they are established at the new location at 546 S. Main St., Mendocino Inc. would like to add to their regulated operation so that they can create an “Emerald Triangle house blend.” To do so, they need additional State licenses to purchase, transport and repackage cannabis product. They also needed additional permitting from the City per ILUDC, Section 18.42.057(C)(4)(a) and (c). To reduce bulk cannabis into smaller containers for retail sale requires a MUP for Craft Cannabis Manufacturing as an accessory use. In addition to adding accessory uses, the applicant requested to convert a portion of the back section of the building into a private residence..

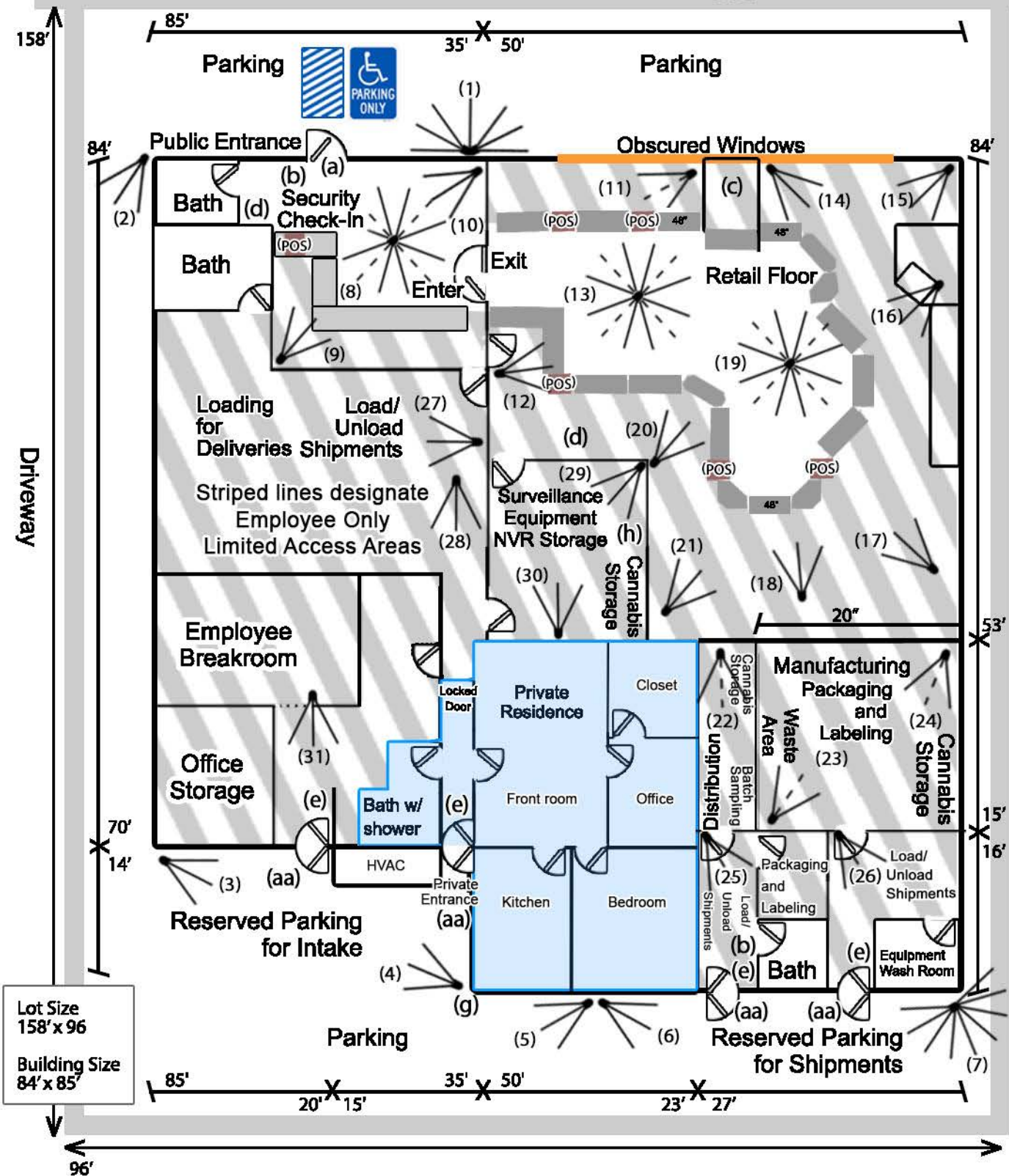
The project is the addition of accessory uses to an existing retail dispensary that will make it possible for creation of an “Emerald Triangle House Blend.” Indeed, many tourists come to Fort Bragg to acquire Cannabis and thus this use could be considered an enhancement to a primarily visitor serving use and is consistent with ILUDC Section 18.22.030(C)(4).The additional uses must also comply with the same operational requirements applicable to cannabis retail uses, and as such, were reviewed against ILUDC Section 18.42.057 – Cannabis Retail and deemed allowable.

See Floor Plan and Statement of Operations attached.

Emerald Triangle Cannabis C10-0001408-LIC



← 546 S. Main St - Fort Bragg →



ALARM SYSTEM

- (a) Front door Open sensor
- (b) Alarm panel w/siren
- (c) Glass break sensor
- (d) Motion detector
- (e) Back door Open sensor & security doors
- (f) Security Doors - Entry into retail floor
- (g) Back door Live Video surveillance
- (h) Video Monitors & NVR Video Storage

Security System Specifications

16-Channel HD Surveillance Camera System
1080P resolution (1920x1080) 75° - 360° viewing angles
High Definition Night Vision w/auto activation.
Network Video Recorder (NVR) with 24 inch monitor.
3TB Hard Drive On-site Storage
90 Day Recorded Cloud Storage
24/7 Recording with remote monitoring/viewing
Deep Sentinel Perimeter Surveillance

PRIVATE RESIDENCE

Boundary walls highlighted in blue.

ICONS:

- (aa) Two door entryway
Exterior security door and interior door.



VIDEO CAMERAS - Customer Areas

- (1) Front exterior: Omni 360 showing front door & parking lot
- (2) Exterior camera facing SouthEast towards South wall & carwash
- (3) Exterior camera facing NorthEast towards employee lot & back entrance
- (4) Exterior camera facing SouthWest towards employee lot & back entrance
- (5) Exterior camera facing SouthEast towards employee lot
- (6) Exterior camera facing NorthEast towards employee lot
- (7) Exterior camera overhead 360
- (8) Interior camera overhead 360 facing towards retail floor & POSs
- (9) Interior camera facing NorthWest toward retail floor & POSs
- (10) Interior camera facing SouthEast toward retail floor & POSs
- (11) Interior camera facing SouthEast towards retail floor & POSs

VIDEO CAMERAS - Limited Access Areas

- (12) Interior camera in Security Room w/Surveillance NVR Equipment
- (13) Interior camera facing East down Hallway
- (14) Interior camera recording Manufacturing Room
- (15) Interior camera recording Employee Entrance
- (16) Interior camera recording Loading/Unloading of Manufacturing Shipments
- (17) Interior camera recording Loading/Unloading for Retail Deliveries
- (18) Interior camera recording Loading/Unloading of Retail Shipments
- (19) Interior camera overhead 360
- (20) Interior camera facing NorthWest toward customer area and POSs
- (21) Interior camera facing NorthWest toward customer area and POSs
- (22) Interior camera facing East facing towards distribution warehouse
- (23) Interior camera facing NorthWest towards manufacturing floor
- (24) Interior camera facing SouthEast towards manufacturing floor
- (25) Interior camera facing NorthEast towards distribution warehouse
- (26) Interior camera facing NorthEast towards manufacturing labeling
- (27) Interior camera facing South towards retail delivery intake area
- (28) Interior camera facing East towards retail delivery intake halway
- (29) Interior camera facing SouthEast towards surveillance storage & office
- (30) Interior camera facing West towards surveillance storage & office
- (31) Interior camera facing East towards back entrance

MENDOCINO, INC
Cannabis Manufacturing SOPs
Updated: 10/7/24

Procurement:

Updated Aug 15th, 2024

1. The distributor driver enters the building through the backdoor to the manufacturing area.
2. Take driver over to intake area.
3. Check blue metric tags are matching to each item in the delivery.
4. Check that each case is the correct weight, strain, and present allergens as labeled on the container.
5. Affix blue metric tag to the case containing each cannabis package.
6. Use date gun to label invoice indexing number, date received, expiration date,
7. Pay cash for delivery.
8. Sign distributor's metric or reject appropriate packages and sign.
9. Ensure that driver has signed our driver arrival log and has written the amount we paid to day.
10. Escort the distributor driver out the backdoor into the back parking lot.

Bulk Cannabis Handling:

Updated: Aug 15, 2024

1. Ensure that cannabis package is affixed with metric blue tag or a contiguous container is affixed with the correct metric blue tag for both packages.
2. Use leg muscles and not back muscles to load the dolly with cannabis containers. Move all cannabis containers on the dolly to bulk cannabis storage in the manufacturing room. Place containers of the same metric blue tag next to one another in bulk storage.
3. Take down boxes by squatting down as you lower to prevent back strain.
4. Place the container on the benchtop for further processing.

**Trimming Bulk:
Updated 8/1/24**

1. Scoop bulk cannabis onto a tray for trimming. Only work with one batch of bulk cannabis at a time.
2. Hand sort buds that show significant leaves and stems to a second tray for trimming.
3. Buds that have no leaves shall be placed in a strain specific bin affixed with blue metric tag for further processing.
4. Remove leaves and stems from untrimmed buds and collect trimmings from buds in a separate container
5. Mark trimmed biomass as cannabis waste for correct disposal.
6. Empty trimmed buds into trimmed buds container for grinding.

Grind and Sieve - MENDOCINO, INC MANUFACTURING SOPs
Updated: Aug, 7th, 2024

1. Place trimmed buds in the electric grinder.
2. Cover with lid and set grind for 30 seconds.
3. Remove ground cannabis from the grinder and into the strain specific ready for pre-roll packing container.
4. Spray the inside of the electric grinder with 70% isopropyl alcohol and wipe it clean with a paper towel. Allow the alcohol to evaporate before use.

1g Pre-Roll Packing
Updated: Aug 7, 2024

1. Remove centrifuge inserts from centrifuge buckets.
2. Insert pre-roll papers into centrifuge-bucket-insert-slots on the benchtop.
3. Use wooden rod to ensure the papers and crutch are seated correctly in the insert bucket by poking down the tube from the top.
4. Use scoop to add ground cannabis to the top of the centrifuge insert and spread evenly.
5. Flatten top with scrapper to ensure even distribution.
6. Place inserts in centrifuge buckets and spin for 5 minutes at 500 x g
7. Remove inserts from centrifuge.
8. Add cannabis to top of inserts and use scrapper to remove excess cannabis from top of insert.
9. Reinsert centrifuge inserts and spin for 5 minutes at 500 x g
10. Remove inserts from the centrifuge and remove the bottom of the insert.
11. Use wooden rod to push against the crutch from the bottom and remove pre-rolls from the insert.
12. Empty pre-rolls onto a tray.
13. Place each preroll on a scale. A preroll is correctly packed when the scale reads 1g plus crutch and paper weight.
14. Place correctly packed prerolls in a bin labeled with the UID, strain/product name, and date for packaging.
15. Prerolls weighing under or over 1g + crutch and paper weight are placed in a separate bin labeled "under or over acceptable weight" in addition to labels of UID and strain/product name and date.
16. Remove cannabis contents from over or under wieighing prerolls and add back to the bin containing ground flower used to pack the current product in production.
17. Reuse paper and crutch if possible.

**Pre-roll packaging:
Updated Aug 7, 2024**

1. Place pre-roll into plastic child-resistant tube crutch side down and close tube.
2. Print and affix regulatory label containing the identity of the product, net weight of cannabis in the package, listed in both metric and U.S. customary units, the universal symbol black and white CA cannabis symbol, UID, our corporation's name "MENDOCINO, INC", our corporation's website address "emeraldtrianglecannabis.com", packaged date, the statement in bold capital letters "GOVERNMENT WARNING: THIS PACKAGE CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION." using zebra printer to the side of the tube.
3. Print and affix Primary panel label containing the product name, the net weight of the product in both metric and U.S. customary units.
4. Print and affix the informational label containing, product packaged date, ingredients list in descending order of predominance, a list of any allergens in product such as "Contains: etc.", instructions for use "DIRECTIONS: IGNIGHT & INHALE", UID, batch or lot number, and the font should not be smaller than 6 points. Labels made in zebra printer and placed on the side of tube.
5. Print and affix the cannabinoid content label containing THC and CBD mg per package, and total THC expressed as percentage by weight of package, any cannabinoid over five percent. Labels made in zebra printer and placed on side of tube.
6. Place tube in box for distribution.
7. Label box with product name, UID, and date of packaging.

1/8th oz (3.54g) Jar Filling and Packaging SOP:

Updated 8/24/24

1. Place trimmed buds in jar.
2. Attach lid.
3. Place jar on scale.
4. Place jars that read 3.54g plus jar and lid weight into a bin labeled with UID strain/product name, date, and tagged "for labeling".
5. Place jars that read over 3.54g plus jar and lid weight into a bin labeled "For emptying into trimmed cannabis", strain/product name, UID, and date.
6. Empty jars that weigh over or under 3.54 plus jar and lid weight into the correct strain/product, UID, and date-labeled bin used to fill the jar.
7. In new jar add different-sized buds to reach 3.54g plus jar and lid weight before placing the jar plus cannabis and lid in the bin with the correct strain/product, UID, date, and tag "for labeling".

1/8th oz Jarred Cannabis Labeling:

Updated: 8/24/24

1. Grab jar plus lid and 3.45g cannabis from bin labeled “for labeling”
2. Print and affix regulatory label containing the identity of the product, net weight of cannabis in the package, listed in both metric and U.S. customary units, the universal symbol black and white CA cannabis symbol, UID, our corporation’s name “MENDOCINO, INC”, our corporation’s website address “emeraldtrianglecannabis.com”, packaged date, the statement in bold capital letters “GOVERNMENT WARNING: THIS PACKAGE CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.” using zebra printer to the side of the jar.
3. Print and affix Primary panel label containing the product name, the net weight of the product in both metric and U.S. customary units.
4. Print and affix the informational label containing, product packaged date, ingredients list in descending order of predominance, a list of any allergens in product such as “Contains: etc.”, instructions for use “DIRECTIONS: IGNIGHT & INHALE”, UID, batch or lot number, and the font should not be smaller than 6 points. Labels made in zebra printer and placed on the side of jar.
5. Print and affix the cannabinoid content label containing THC and CBD mg per package, and total THC expressed as percentage by weight of package, any cannabinoid over five percent. Labels made in zebra printer and placed on side of jar.
6. Place jar in box for distribution.
7. Label box with product name, UID, and date of packaging.

1/8th oz Mylar Bag Filling and Packaging:

Updated: 8/24/24

1. Place trimmed buds in mylar bag.
2. Seal zip seal.
3. Place bag on scale.
4. Place jars that read 3.54g plus bag weight into a bin labeled with UID strain/product name, date, and tagged "for labeling".
5. Place bags that read over 3.54g plus bag weight into a bin labeled "For emptying into trimmed cannabis", strain/product name, UID, and date.
6. Empty bags that weigh over or under 3.54 plus bag weight into the correct strain/product, UID, and date-labeled bin used to fill bag.
7. In new bag add different-sized buds to reach 3.54g plus bag weight before placing the bag plus cannabis in the bin with the correct strain/product, UID, date, and tag "for labeling".

Mylar Bag Labeling:

Updated: 8/24/24

1. Grab bag and 3.45g cannabis from bin labeled “for labeling”
2. Print and affix regulatory label containing the identity of the product, net weight of cannabis in the package, listed in both metric and U.S. customary units, the universal symbol black and white CA cannabis symbol, UID, our corporation’s name “MENDOCINO, INC”, our corporation’s website address “emeraldtrianglecannabis.com”, packaged date, the statement in bold capital letters “GOVERNMENT WARNING: THIS PACKAGE CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.” using zebra printer to the side of the bag.
3. Print and affix Primary panel label containing the product name, the net weight of the product in both metric and U.S. customary units.
4. Print and affix the informational label containing, product packaged date, ingredients list in descending order of predominance, a list of any allergens in product such as “Contains: etc.”, instructions for use “DIRECTIONS: IGNIGHT & INHALE”, UID, batch or lot number, and the font should not be smaller than 6 points. Labels made in zebra printer and placed on the side of bag.
5. Print and affix the cannabinoid content label containing THC and CBD mg per package, and total THC expressed as percentage by weight of package, any cannabinoid over five percent. Labels made in zebra printer and placed on side of bag.
6. Place bag in box for distribution.
7. Label box with product name, UID, and date of packaging.

Fulfilling Distribution w/ Manufactured Products

Updated: 8/24/24

1. Gather products for distribution.
2. Create manifest with correct products for distribution.
3. Correspond MENDOCINO, INC distribution metric tags with each package.
4. Check that all packages have tags and are prepped for distribution pickup.
5. Print two copies of metric manifest. One for manufacturer and one for distributor.
6. Let distributor driver in front door.
7. Confirm with driver that all packages are present and are accompanied by a correct metric blue tag.
8. Allow driver to sign the manufacturer's manifest confirming correct pickup of packages outlined in manifest.
9. Allow driver to sign manufacturer's driver log and the amount paid today by driver.
10. Sign any paid-in-full eligible documents provided by the driver.
11. Allow driver to exit the front door and transport cannabis products into their vehicle.

Equipment cleaning SOP

Updated 8/1/24

1. Each piece of equipment is cleaned between production of different strains/product names and at the end of the day to prevent contamination.
2. Immediately clean all spills as they happen.
3. Locate log next to piece of equipment and note the date and time of cleaning.
4. For cleaning centrifuge, remove all inserts and place next to centrifuge on bench top.
5. Use spray bottle labeled "70% isopropyl alcohol" and spray inside of centrifuge buckets, rotor, and rotor housing and wipe clean with paper towel. Repeat until all residue is cleaned from surface.
6. For Utensils including scoops, scrapers, sieves, or other utensils that come in contact with cannabis in the production process remove all from production area for cleaning between strain/product names or at the end of the day.
7. Spray utensils with spray bottle labeled "70% isopropyl alcohol" and wipe surface clean with paper towel.
8. Repeat process until all residue is removed from utensil.
9. Return utensil to designated area in manufacturing floor for drying and reuse.
10. For electric grinder, remove large chunks of unused cannabis material with scraper and empty into bin labeled "for cannabis waste".
11. Spray bowl and blade of electric grinder with bottle labeled "70% isopropyl alcohol" and wipe surface clean with paper towel.
12. Repeat until all residue is cleaned from surface.
13. For trays, remove large chunks of cannabis with scraper in to bin labeled "for cannabis waste".
14. Spray trays with bottle labeled "70% isopropyl alcohol" and wipe clean with paper towel.
15. Repeat step until all residue is removed from surface.
16. For benchtops, use paper towel to sweep all unused cannabis chunks into bin labeled "for cannabis waste"
17. Spray benchtop with bottle labeled "70% isopropyl alcohol" and wipe surface clean with paper towel.
18. Repeat step until surface is clean.

Production and Staging Room Cleaning SOP

Updated: 8/24/24

1. Clean all spills in production and staging rooms immediately as they happen.
2. Note date and time of cleaning procedure on log located on the wall immediately before exiting the room door.
3. Sweep floor of staging room and production room at the end of each day.
4. Vacuum entrance mat at the end of each day.

Waste Management Plan SOP

Updated: 8/24/24

1. Gather bins label "for cannabis waste"
2. Note UID of each strain/product-specific cannabis waste bin.
3. Weight the contents in the bin.
4. Create manifest for the specific strain/product UID weighed amount in metric.
5. Confirm distributor waste pickup date.
6. Allow distributor driver through front door of staging area.
7. Confirm with driver the content of the manifest is correct weight, UID, and strain/product name.
8. Allow driver to sign manufacturer's manifest confirming receipt of cannabis products.
9. Allow driver to sign manufacturer's driver log confirming date, identity of driver, and identity of distributor's company.
10. Allow driver out the front door to load vehicle with cannabis product.

CEQA Quality Control Program:

Updated 8/24/24

The quality control program should be site specific and not be a direct copy of regulation.

How the building and equipment will be maintained.

(1) Grounds, building, and manufacturing premises standards, as specified in section 17209;

a. May include the following items: how the grounds will be maintained and how the interior of the building is maintained.

Grounds are maintained by monthly weed whacking and pulling. Door entrances include a floor mat for employees to wipe dirt off their feet before entering the building. Floor mat is vacuumed once a week.

Floors and the front door entrance are swept and mopped once a week or immediately when spills occur. Benchtops are cleaned once a week or immediately when spills occur.

(2) Equipment and utensil requirements, as specified in section 17210;

a. May include the following items: a list or pictures of equipment or utensils in addition to a description of what they are used for and how they are used and a list disclosing all cleaning, sanitizing and/or maintenance solvents/reagents in addition to what equipment or surfaces they are used for. This can include a list or pictures.

Hand trimmer:

Fiskars hand garden trimmer AA1223

Electric grinder:

Cuisinart Mini-PREP PLUS

Sifter:

Farberware 2000 micron seive

Scale:

Taylor Compact Mechanical Scale 500g

Centrifuge:

Hettich Rotina 380 Centrifuge

Scoops:

Plastic scoopes

Scrapers:
Plastic scrappers

Label maker:
ZEBRA ZD410 Direct Thermal Desktop Printer

Equipment is cleaned with compressed air and whipped with alcohol once a week or immediately when spills occur.

Utensils such as scoops and scrapers are cleaned at the end of the day before closing.

- (3) Personnel procedures, as specified in section 17211 and 17211.1;
 - a. May include the following items: disease control, employee cleanliness, personal protective equipment (PPE) procedures. Will need to provide an overview of training program(s) and how training is documented.

Employee cleanliness:

Employees must wash their hands after they enter the facility and before they leave the facility. Employees are not permitted to come to work if they have symptoms of a contagious disease. Employees displaying symptoms of a contagious disease must leave work and return when well.

PPE:

Employees enter the manufacturing staging room and remove all outdoor clothing such as raincoats and jackets. Employees have the option to change into comfortable underclothing before putting on a tyvek coverall with or can elect to put the coverall over their street clothes. Employees may enter the manufacturing area once coverall is worn. Coverall must be removed before entering the bathroom or leaving the building.

Nitrile gloves must be worn at all times when touching cannabis and equipment. Gloves are removed before exiting the manufacturing area and door knobs are never touched with gloved hands. Gloves are used once and never reused.

Training program:

A trainer will instruct the trainee about MENDOCINO, INC's emergency fire, injury, acute toxicity, evacuation, and dangerous individual SOPs as the first part of their training. The trainer will then instruct the trainee in MENDOCINO INC's pre-roll fabrication SOPs. These include bulk cannabis handling, trimming, grinding, sieving, paper roll packing, packaging, and labeling procedures. The trainee is then instructed in MENDOCINO INC's jarred flower

SOPs. These include bulk cannabis handling, trimming, packaging, and labeling procedures. The trainee will sign their name to show completion of training on each SOP document. Refresher trainings are conducted once a year. All manufacturing employees and supervisors sign and date their completion at the end of training or refresher course.

- (4) Cannabis product component procedures, as specified in section 17212; and
 - a. May include the following items: procedure for how product components will be sourced, received, handled, and stored. An SOP must be provided but is up to the licensee to maintain.

Manufacturing SOPs are provided as separate pdf documents attached to this packet.

MENDOCINO, INC
Cannabis Distribution SOPs
Updated: 10/7/24

Procurement from cultivation:

Updated: 10/7/24

1. Prepare deposit bag containing the amount to be paid on pick-up.
2. Load deposit bag into locking clipboard and walk to van.
3. Place deposit bag in lock box secured to the passenger side of van.
4. Set navigation to cultivation location.
5. Drive to cannabis cultivation location.
6. Park on-site in a secure location near the entrance door to the cultivation's procurement room.
7. Remove deposit bag from lockbox and transport money to cultivation procurement room in locking clipboard.
8. Enter cultivation procurement room.
9. Ensure manifest matches affixed blue Metrc tags and corresponding packages.
10. Ensure weight matches manifest for each package.
11. Ensure the purchase price is correct on invoice.
12. Pay for bulk cannabis.
13. Sign cultivation's copy of the Metrc manifest.
14. Request cultivator's intake employee signs paid in full invoice.
15. Load dolly with cannabis containers.
16. Load bulk cannabis into cage in van.
17. Lock cage and van door.
18. Enter vehicle driver side door and set navigation to next destination.
19. Drive away from location.

In transport:
Updated 9/5/24

1. Follow navigation to next destination.
2. Cage containing cannabis products will remain locked until reaching destination.
3. Lock box containing money in deposit bags will remain locked until arrival at delivery or pick-up location.
4. Do not open van's cage unless at delivery location.
5. Take rest and refuel breaks when needed.

Warehousing Cannabis Bulk and Cannabis Products:

Updated: 10/7/24

1. Park in back parking lot near distribution intake entrance at 546 S MAIN ST, FORT BRAGG.
2. Unload van onto dolly.
3. Transport containers to intake room.
4. Unload containers in intake room.
5. Affix label reading name of the cultivator or manufacturer that created the product or bulk, address of cultivator or manufacturer, license number of cultivator or manufacturer, date of entry into the distribution storage area at our building, UID, batch number, name of cannabis product or bulk strain inside the container, weight or quantity of units in the batch, best-by, sell-by, and expiration date of the cannabis product or cannabis bulk.
6. Use legs when lifting cannabis containers to prevent back strain.
7. Store bulk cannabis or cannabis products in stackable and foldable containers stacking only one container high per rack shelf.
8. Cannabis containers are stored in alphabetical order by brand and alphabetical order within a brand by strain or product name.

Loading Distribution Van for Delivery:

Updated: 10/7/24

1. Park delivery van near distribution entrance in back parking lot of 546 S MAIN ST, FORT BRAGG CA.
2. Create delivery manifests in Metrc track and trace system containing each delivery and each package in each delivery to be made on the route.
3. Ensure containers held in storage are the correct strain, batch, and UID as written on the manifest before removing from storage rack in warehouse.
4. Remove packages from plastic storage containers and place packages in transport containers specific to each delivery location on the route.
5. Load delivery transport containers onto dolly and transport to van.
6. Place containers that will be unloaded last on the route in the back of the van cage away from the cage door opening and delivery containers that will be unloaded first will be loaded near the cage door opening.
7. Close cage door opening and van back door.
8. Enter driver side door.
9. Set navigation to first delivery location on route.
10. Leave warehouse location.

Distribution Package Delivery:

Updated: 10/7/24

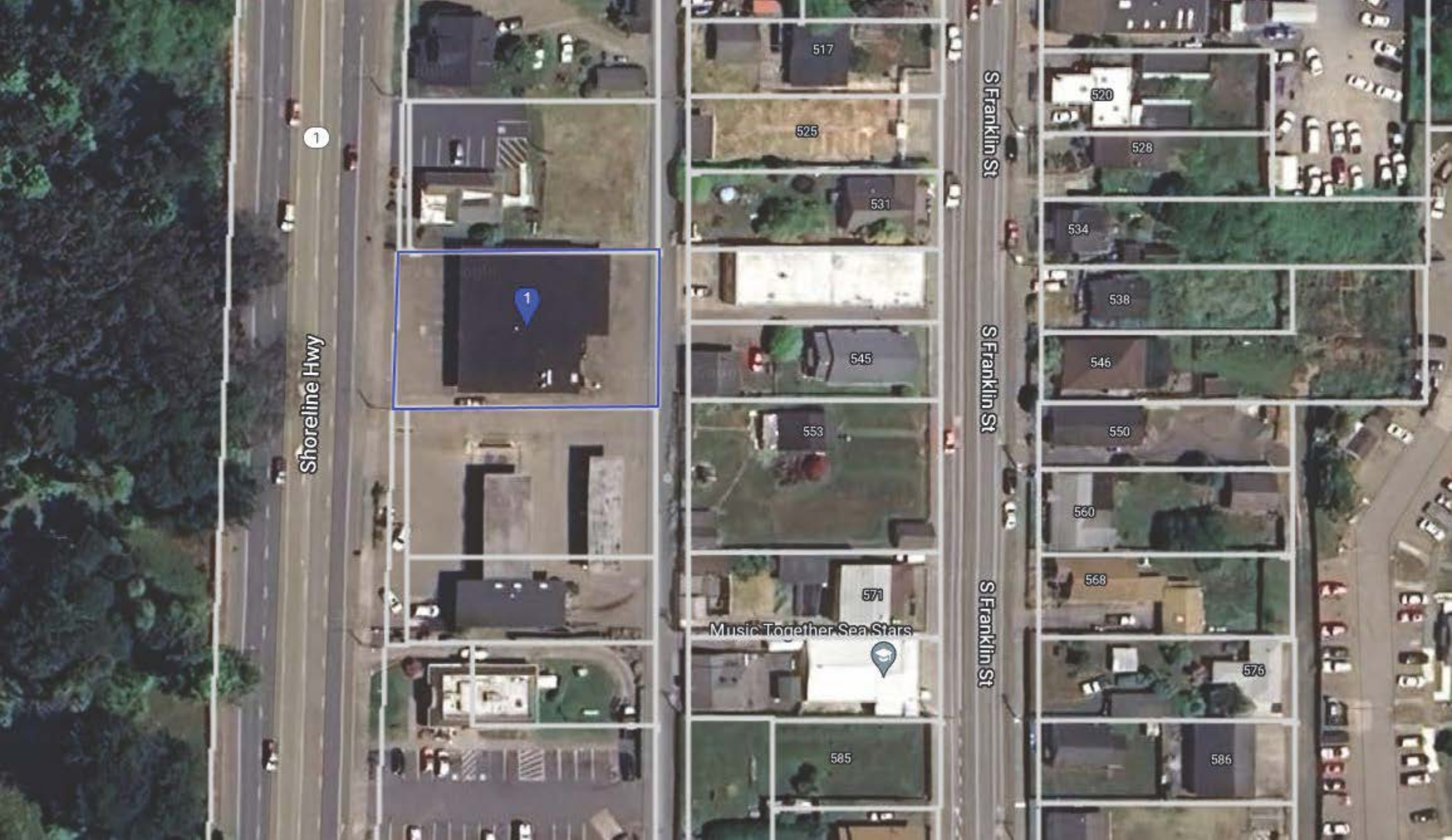
1. Park van in secure location near building's intake entrance.
2. Collect delivery paperwork in driver's seat including Metrc delivery manifest and invoice.
3. Sign intake employee's and your Metrc delivery manifest copies.
4. Exit vehicle and bring paperwork to employee working at intake or front desk of building if employee is not easily found.
5. Let employee at desk or intake know you arrived and are ready to unload the van.
6. Return to van.
7. Wait in van driver seat until location is ready to intake your delivery.
8. Unload delivery containers onto transport dolly.
9. Unload delivery containers in building's intake room and bring locking clipboard containing paperwork.
10. Hand Metrc delivery manifest and invoice to intake employee.
11. Help intake employee check-in packages and politely answer any questions.
12. Confirm that everything is checked in with intake employee and ask them to sign your copy of Metrc delivery manifest.
13. Count payment and confirm the correct amount.
14. Put cash or check in serialized deposit bag.
15. Fill out deposit bag with deposit amount, date, and your signature.
16. Fill out deposit bag pull-away tag and offer to intake employee.
17. Sign paid in full on intake employee's copy of invoice.
18. Sign additional paperwork provided by intake employee.
19. Place deposit bag and signed Metrc delivery manifest in locking clipboard and exit to parking lot.
20. Place deposit bag in lock box located in the passenger side of the van and lock it.
21. Secure dolly in van's cage and close door.
22. Enter the van's driver side door.
23. Program navigation to next location.
24. Drive away from delivery location.

Cannabis waste pick-up and disposal:

Updated: 10/11/24

1. Park van in secure location near entrance to cannabis waste pickup room at location.
2. Exit vehicle and walk to employee working at cannabis waste pickup room or front desk of building if employee is not easily found.
3. Let employee at desk or cannabis waste know you arrived and are ready for cannabis waste pickup.
4. Return to van.
5. Wait in van driver seat until location is ready for cannabis waste pickup
6. Unload transport dolly.
7. Bring transport dolly and locking clipboard to cannabis waste pickup room.
8. Ask cannabis waste pickup room employee to provide Metrc manifest for today's cannabis waste transportation.
9. Review contents of bins match the line items on Metrc manifest.
10. Check that weight matches manifest line items.
11. Sign cannabis waste provider employee's Metrc manifest copy.
12. Hand cannabis waste provider employee invoice for disposal.
13. Place payment in serialized deposit bag.
14. Offer filled-out deposit bag tag to cannabis waste provider employee.
15. Secure deposit bag and your Metrc manifest copy in lockable clipboard.
16. Load dolly with bins of cannabis waste.
17. Transport bins to van and load in dolly.
18. Lock cage and van backdoor.
19. Enter driver side door.
20. Secure deposit bag in van's passenger-side lockbox.
21. Activate mobile hotspot and connect laptop.
22. Create manifest in Metrc track and trace system.
23. Print manifest on wireless printer in van.
24. Set navigation to distribution warehouse at 546 S MAIN ST, FORT BRAGG CA.
25. Park near distribution warehouse entrance.
26. Unload cannabis waste into warehouse.
27. Secure deposit bag in warehouse safe.
28. Mark cannabis waste batches for disposal in Metrc track and trace on warehouse computer.
29. Combine 90% yard waste with 10% cannabis waste by weight.
30. Add cannabis waste combined with yard waste to blender for mixing.
31. Empty cannabis waste combined with yard waste into a closable stackable bin.
32. Secure cannabis waste combined with yard waste bins in the van's back cargo compartment inside cage.
33. Lock cage and close van backdoor.
34. Set navigation to Caspar Waste Transfer Station.
35. Drive yard waste combined with cannabis waste to Caspar Waste Transfer Station for yard waste disposal.

36. Drive van to employee at front gate of Caspar Waste Transfer Station.
37. Politely explain your yard waste contains cannabis waste at a 1:9 ratio by weight and you are disposing of it as yard waste.
38. Allow transfer station employee to inspect the van's back cargo area and confirm bins contain cannabis waste combined with yard waste at a 1:9 ratio.
39. Pay Caspar Waste Transfer Station employee for disposal fee in cash.
40. Receive receipt of payment for yard waste disposal.
41. Drive to yard waste disposal section at Caspar Waste Transfer Station.
42. Take photo of yard waste disposal area before cannabis waste combined with yard waste bins are emptied into yard waste disposal area.
43. Empty cannabis combined with yard waste bins into yard waste disposal area.
44. Take photo of yard waste disposal area after cannabis waste combined with yard waste bins are emptied into yard waste disposal area.
45. Place empty bins in back of van.
46. Lock van cage and close back door.
47. Drive away from Caspar Waste Transfer Station.



Shoreline Hwy



S Franklin St

S Franklin St

S Franklin St

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Music Together Sea Stars

