

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.

When establishing at the new location at 546 S. Main St., Mendocino Inc. added to their regulated operation in order to create an “Emerald Triangle House Blend.” To do so, they needed additional State licenses to purchase, transport and repackage cannabis product. They also needed a Minor Use Permit from the City per ILUDC, Section 18.42.057(C)(4)(a) and (c) due to the bulk cannabis product being reduced into smaller containers for retail sale. That accessory use was approved through Minor Use Permit 4-24, which was finalized on January 2, 2025. In addition to adding the accessory uses, the applicant requested to convert a portion of the back section of the building into a private residence.

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.

Now, MENDOCINO, Inc. is consolidating their licenses into one microbusiness license. That license encompasses all three business operations, including retail, distribution, and manufacturing. In reviewing the manufacturing procedures provided by MENDOCINO, Inc., the attached manufacturing procedures are non-solvent in nature and in compliance with the definition of Craft Cannabis Manufacturing located in ILUDC 18.100.010, which says:

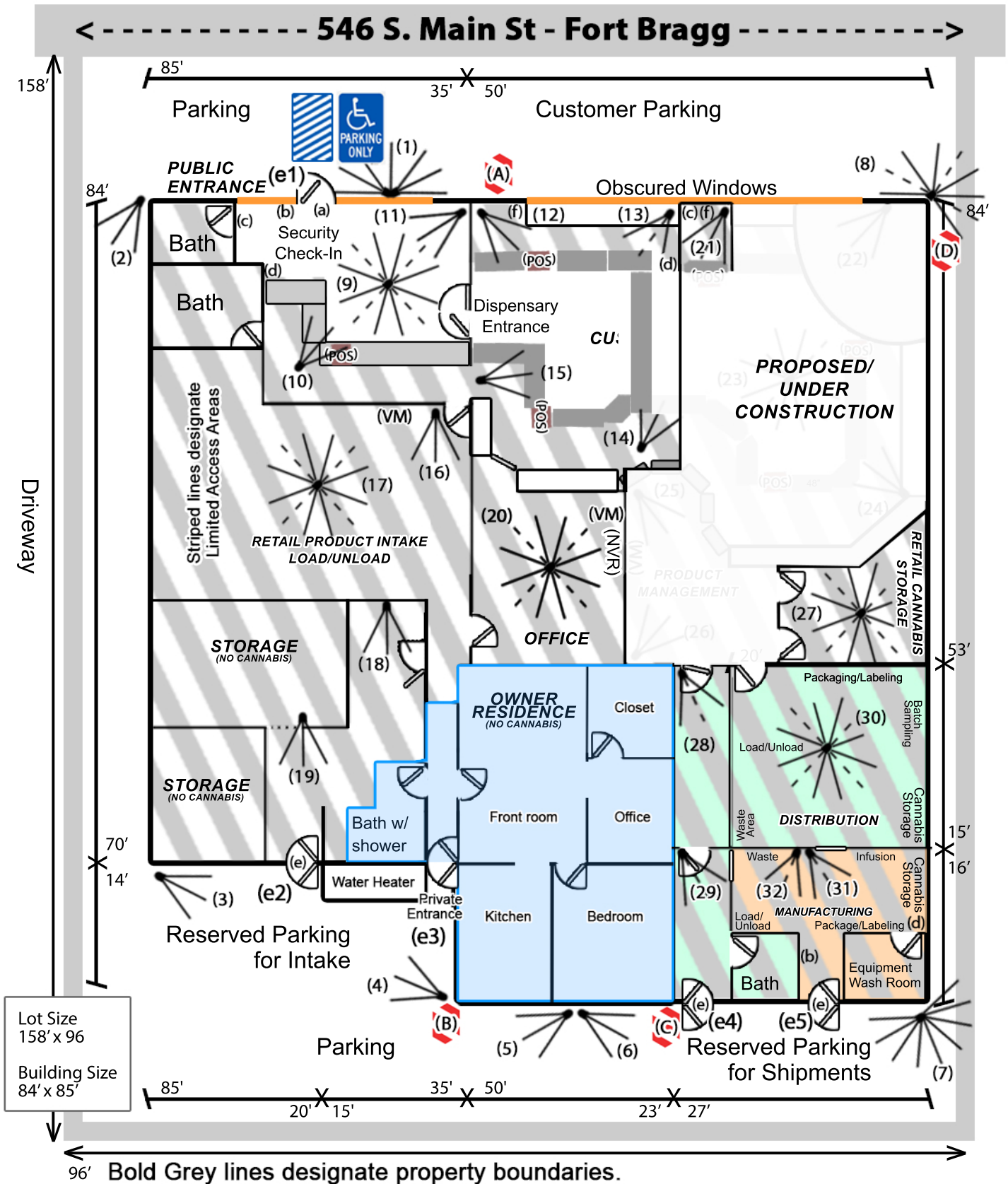
5. Craft Cannabis Manufacturing. Small scale, small batch manufacturing by hand, with or without the aid of small tools that may typically be found in other typical commercial businesses, including washing machines, blenders, cooking

equipment, nursery tools, dry sifters, vibrating screens, rosin presses, etc. Craft cannabis manufacturing does not involve volatile chemicals.

MENDOCINO, Inc.'s retail, distribution, and manufacturing procedures described in the attached Statement of Operations are all in compliance with City of Fort Bragg's Inland Land Use and Development Code and conditions of their Minor Use Permit.

See Floor Plan and Statement of Operations attached.

MENDOCINO, INC - DBA - (Current Configuration as of 7/01/2025)
Emerald Triangle Cannabis C10-0001408-LIC (Retail)
Emerald Triangle Cannabis C11-0001986-LIC (Distribution)
Emerald Triangle Cannabis DCC-10005052-LIC (Manufacturing)



Alley

MENDOCINO, Inc -DBA - Emerald Triangle Cannabis

<----- 546 S. Main St - Fort Bragg ----->

ALARM SYSTEM

- (a) Front door Open sensor & security doors
- (b) Alarm panel w/siren
- (c) Glass break sensor
- (d) Motion detector
- (e) Back door Open sensor
- (f) Open door sensor

(VM) Video Monitors

(NVR) NVR Video Storage

VIDEO MONITORS & NVR STORAGE

32-Channel HD Surveillance Camera System
1080P resolution (1920x1080) 105° - 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

24 HOUR SURVEILLANCE

Deep Sentinel Perimeter Surveillance



Live Guard Monitored
Voice Warning Commands
Siren Activation
Police Notification

- (A) 2 Cameras Monitoring Storefront
- (B) 1 Camera Monitoring Back Doors
- (C) 2 Cameras Monitoring Back Doors & Back Lot
- (D) 1 Camera Monitoring Exterior PG&E Access

ENTRANCES:

- (e1) Public/Customer Enter/Exit
- (e2) Employee & Intake Enter/Exit (Restricted Access)
- (e3) PRIVATE Entrance (Owner Only)
- (e4) Distribution Entrance (Restricted Access)
- (e5) Manufacturing Entrance (Restricted Access)

VIDEO CAMERAS - Exterior

- (1) Front exterior: 360 overhead recording front entrance & parking lot
- (2) Exterior camera recording SouthEast toward South wall & carwash
- (3) Exterior camera recording NorthEast toward intake parking & entrance
- (4) Exterior camera recording SouthWest toward intake parking & entrance
- (5) Exterior camera recording SouthEast toward employee/back lot
- (6) Exterior camera recording NorthEast toward employee/back lot
- (7) Exterior camera recording overhead 360 NorthEast Perimeter
- (8) Exterior camera recording overhead 360 NorthWest Perimeter

VIDEO CAMERAS - Check-In & Dispensary Entrance

- (9) Interior camera recording overhead 360, PUBLIC ENTRANCE, Phase 1
- (10) Interior camera recording NorthWest toward CHECK-IN, RETAIL & POSs
- (11) Interior camera recording SouthEast toward CHECK-IN, RETAIL & POSs

VIDEO CAMERAS - Existing Dispensary

- (12) Interior camera recording NorthEast toward Retail Floor & POSs
- (13) Interior camera recording SouthEast toward Retail Floor & POSs
- (14) Interior camera recording NorthWest toward Retail Floor & POSs
- (15) Interior camera recording North toward Retail Floor & POSs

VIDEO CAMERAS - Limited Access Areas - Back of House

- (16) Interior camera recording East toward hallway and Intake
- (17) Interior 360 camera recording above money counting & retail loading/unload
- (18) Interior camera recording East toward Entry/Exit Hallway
- (19) Interior camera recording East toward Entry/Exit Exterior Door
- (20) 360 overhead camera recording Office, NVR, Surveillance Monitors

VIDEO CAMERAS - Showroom (Proposed 3rd Phase)

- (21) Interior camera recording SouthEast toward vendor/demo and POSs
- (22) Interior camera recording SouthEast toward customer area and POSs
- (23) Interior 360 camera recording above Retail Floor & cartridges
- (24) Interior camera recording West toward Retail Floor & POSs

VIDEO CAMERAS - Limited Access Areas - (Proposed 3rd Phase)

- (25) Interior camera recording NorthEast toward Product Management
- (26) Interior camera recording NorthWest toward Product Management
- (27) 360 overhead camera recording Cannabis products storage
- (28) Interior camera recording hallway East toward Entry/Exit
- (29) Interior camera recording hallway East toward Entry/Exit Door
- (30) 360 overhead camera recording Distribution Operations
- (31) Interior camera facing NorthEast towards Manufacturing Operations
- (32) Interior camera recording SouthEast toward Load/Unload Shipments

KEY ICONS

- Two doors. Exterior security door and interior door. Always locked.

- One door. Always locked.

- One door. Unlocked during open hours.

- 360 Camera mounted overhead.

- Wide view directional camera.



OWNER RESIDENCE

Shaded in Blue. No direct access, owner must enter/exit apartment through private entrance.



Limited access areas.

- Grey stripes designate employee only.

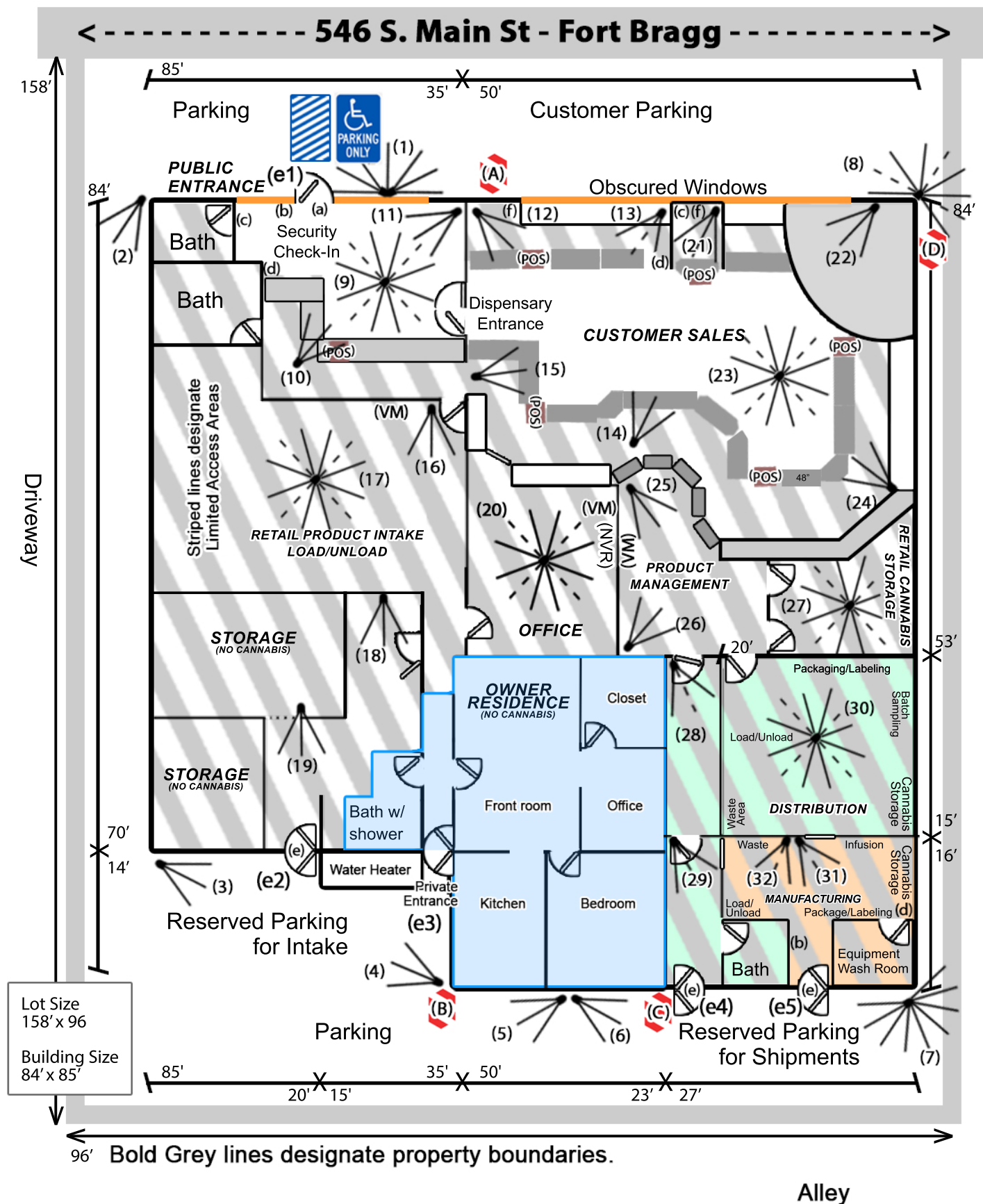
- Grey/Green stripes designates Distribution.

- Grey/Orange stripes designates Manufacturing.

- Display cases. Employee access only.



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MENDOCINO, Inc -DBA - Emerald Triangle Cannabis

<----- 546 S. Main St - Fort Bragg ----->

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MENDOCINO, INC
Cannabis Manufacturing SOPs
Updated 7/9/25

Manufacturing procurement:

Updated 7/9/25

1. The distributor driver enters the building through the backdoor to the manufacturing area.
2. Take driver over to intake area.
3. Check blue Metrc tags are matching to each item in the delivery.
4. Check that each case is the correct weight and strain as labeled on the container.
5. Affix blue Metrc 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 metrc or reject appropriate packages and sign.
9. Ensure that driver has signed our driver arrival log and has written the amount we paid today.
10. Escort the distributor driver out the back door into the back parking lot.

MENDOCINO, INC
Dry sieved kief extraction protocol
Updated 7/9/25

1. Line collection tray with parchment paper.
2. Place trim in fine mesh strainer.
3. Place mesh strainer over collection tray.
4. Use muscle massager against the side of the strainer's rim to vibrate trichombs through the mesh.
5. Dump used trim in collection bin for further hash processing.
6. Shake last bits of tricholmes into collection tray.
7. Repeat steps 2-6 until all trim is processed.
8. Tare a mason jar for kief storage on the scale.
9. Use plastic bread scraper to create a pile of kief in center of parchment paper.
10. Fold parchment paper to make a trough and transfer keif to mason jar.
11. Use small metal spatula to remove remaining kief off parchment paper into jar.
12. Weigh kief and seal jar.
13. Affix UID sticker to jar and label jar with "Dry sieved kief", strain name, date, and weight.
14. Place jar in +4C refrigerator for storage.

MENDOCINO, INC
Ice water hash extraction and packaging protocol
Updated: 7/9/25

Extraction:

1. Place 3 5-gallon metal drum in sink.
2. Place screen meshes in one 5-gallon metal drum with 25um first (on the bottom), 90um second, and 220um third.
3. Add three gallons of water and ice mixture to drum.
4. Add two pounds of trim to drum.
5. Attach paint mixer paddle to power drill.
6. Set power drill to drill mode and slowest speed.
7. Place paddle in water mixture.
8. Hold trigger down fully in mixture for 5 minutes while moving in slow figure-eight motions.
9. Remove 220um mesh bag from water, let drip, and place mesh bag in second 5-gallon metal drum.
10. Remove 90um mesh bag from water, let drip, and place mesh bag in third 5-gallon metal drum.
11. Add sheet of wax paper to freeze dryer tray.
12. Use plastic bread scraper to remove all hash from 90um bag and place hash on freeze dryer tray.
13. Use bread scraper to spread out hash as thin as possible on tray.
14. Use second bread scraper to remove hash from first bread scraper.
15. Insert freeze dryer tray into freeze dryer.
16. Set freeze dryer to -30F and 24 hours and press start.
17. Empty third 5-gallon drum into cannabis waste water reservoir.
18. Clean 90um mesh if no other runs of the same strain are left by spraying water into 90um mesh and washing residual biomass out into water reservoir.
19. Spray mesh with 70% ethanol and wipe clean with paper towel.
20. Place 90um mesh bag on wire rack to dry.
21. Remove 220um bag from residual water and let drip into second drum.
22. Place 220um bag in third drum and empty second drum water into first drum lined with 25um bag.
23. Insert 220um bag with biomass into mechanical press and cannabis waste water collector reservoir below.
24. Use mechanical press to remove water and collect in reservoir.
25. Empty biomass from 220um into lined cannabis waste bin with a third plastic bread scraper.
26. Clean 220um mesh if no other runs of the same strain are left by spraying water into 220um mesh and washing residual biomass out into cannabis waste water reservoir.
27. Spray mesh with 70% ethanol and wipe clean with paper towel.
28. Lift 20um mesh bag from the first drum and let drip.
29. Place 20um mesh bag and contaminants inside in mechanical press.

30. Press down on mechanical press to remove water from 20um bag and into cannabis waste water reservoir.
31. Remove contaminants from bag with third bread scraper.
32. Wash 20um mesh bag with water to remove contaminants into cannabis waste water reservoir.
33. Spray 20um mesh bag with 70% ethanol and wipe clean with paper towel and place on metal wire rack to dry.
34. Wash drum one, two, and three with water into cannabis waste water reservoir
35. Spray all drums with 70% ethanol and wipe clean with paper towel.
36. Place all drums upside down on wire rack to dry.
37. Remove particles from fine mesh strainer with third bread scraper and place particles in cannabis waste bin. Use fourth scraper to remove extra particles from third scraper.
38. Wash all bread scrapers with water into cannabis waste water reservoir.
39. Spray all bread scrapers with 70% ethanol and wipe clean with paper towel.
40. Set bread scrapers to dry on metal rack.
41. Place fine mesh strainer in deep basin sink and pour reservoir water into strainer to catch any remaining particles before waste water flows down the drain.
42. Repeat steps 1-39 until freeze dryer is full or plant material is all used.
43. Wait 24 hours and remove trays from freeze dryer.
44. Use bread scraper to separate hash from wax paper and mix into a fine powder.
45. Add hash to mason jar and seal lid.
46. Attach UID sticker and write date, strain type, and weight.
47. Place jar in -20C freezer for storage.

Packaging:

1. Remove hash from freezer.
2. Tare glass base packaging on scale.
3. Add 1g hash to glass base with small spatula.
4. Put on child-resistant lid.
5. Place glass container in small white box.
6. Print the primary panel label 2x4in using Zebra printer.
7. The label contains the product name, the net weight of the product in both metric and U.S. customary units, 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.", 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, cannabinoid content label containing THC and CBD mg per package, and total THC expressed as percentage by weight of package, and any cannabinoid over five percent.

8. Affix primary panel label to cover the opening of the box starting three-quarters the way down the top face, all the way down the front face, and one-quarter the way down the bottom.
9. Place small white box in larger cardboard box for storage and distribution.
10. Affix UID sticker to box.
11. Attach primary panel sticker to cardboard box side face to show the content of the box.
12. Place box in freezer such that the primary panel label and UID faces outward.

MENDOCINO, INC

Mechanical heated press rosin extraction and packaging protocol

Updated: 7/9/25

Extraction:

1. Set mechanical heated press to 180F.
2. Remove hash from freezer.
3. Use curved spatula to fill 20um rosin bag with hash up to 75% full.
4. Fold parchment paper around hash bag so that three out of four sides is left open.
5. Confirm heated press is warmed to 180F.
6. Place parchment paper and hash bag under press and push the begin press button.
7. Wait for press to complete cycle.
8. Remove parchment and hash bag from press.
9. Unfold parchment paper.
10. Remove rosin bag and dispose of in cannabis waste.
11. Lift rosin from parchment paper with small spatula.
12. Use heat gun to help remove rosin from spatula into mason jar.
13. Seal mason jar with lid and store at -20C.

Packaging 1g rosin:

1. Remove rosin from freezer.
2. Tare glass base packaging on scale.
3. Add 1g rosin to glass base with small spatula and heat gun.
4. Put on child-resistant lid.
5. Place glass container in small white box.
6. Print the primary panel label 2x4in using Zebra printer.
7. The label contains the product name, the net weight of the product in both metric and U.S. customary units, 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.", 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: IGNITE & INHALE", UID, batch or lot number, and the font should not be smaller than 6 points, cannabinoid content label containing THC and CBD mg per package, and total THC expressed as percentage by weight of package, and any cannabinoid over five percent.

8. Affix primary panel label to cover the opening of the box starting three-quarters the way down the top face, all the way down the front face, and three-quarters the way down the bottom.
9. Place small white box in larger cardboard box for storage and distribution.
10. Affix UID sticker to box.
11. Attach primary panel sticker to cardboard box side face to show the content of the box.
12. Place box in freezer such that the primary panel label faces outward and is easily seen.

MENDOCINO, INC
Infused flower fabrication and packaging protocol
Updated: 7/9/25

Fabrication:

1. Line large bowl with parchment paper.
2. Remove hash or kief from storage.
3. Spread 8g hash or kief in a thin layer on parchment paper.
4. Add 28g of similarly sized trimmed bud to tray.
5. Move tray to roll buds in concentrate until no concentrate is left at the bottom.
6. Pour infused flower into bin labled with UID, "Infused flower", strain name of flower and concentrate, manufactured date, and weight.

Packaging:

1. Print 4x6 primary panel labels for production batch.
2. Tare plastic scoop on scale.
3. Scoop about 3.5g of infused flower.
4. Place scoop on scale.
5. Add or remove buds with tweezer until weight is within 3.45g and 3.85g.
6. Add scoop of infused flower to open mylar bag.
7. Seal zipper.
8. Print 4x6in primary panel labels for production batch.
9. Affix 4x6in primary panel label containing product name, the net weight of the product in both metrc and U.S. customary units, the identity of the product, net weight of cannabis in the package, listed in both metrc 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.", 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, cannabinoid content label containing THC and CBD mg per package, and total THC expressed as percentage by weight of package, and any cannabinoid over five percent to the front of mylar bag.
10. Seal top of bag with automatic heat sealer.
11. Pack cardboard box for distribution.
12. Affix UID and primary panel label to side of cardboard box.
13. Place in storage so primary panel label and UID sticker faces out.

MENDOCINO, INC
1g Infused preroll protocol
Updated: 7/9/25

Fabrication:

1. Remove centrifuge inserts from centrifuge buckets.
2. Insert pre-roll papers and crutches 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. Line separate tray with parchment paper.
14. Remove hash (for hash infused) or kief (for kief infused) from storage and spread a thin layer parchment paper using a small metal spatula and bread scraper.
15. Place prerolls on concentrate tray and move tray side to side to roll prerolls in concentrate.
16. Tare scale with crutch and paper only.
17. Place each preroll on a scale.
18. Prerolls weighing under 0.975g or over 1.1g are placed in a separate bin labeled with “under or over acceptable weight”, UID, strain/product name, and date.
19. Prerolls weighting between 0.975g and 1.1g are placed in a separate bin labeled “correct weight 0.975g to 1.1g”, UID, strain/product name, and date.
20. Remove cannabis contents from over or under weighing prerolls and add back to the bin containing ground flower used to pack the current product in production.
21. Reuse paper and crutch if possible.

Packaging:

1. Print 2x4in Zebra label containing product name, the net weight of the product in both metric and U.S. customary units, 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

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2. Place preroll in tube crutch side down.
3. Seal lid.
4. Roll label around side of tube.
5. Add tamper-proof sleeve over top of tube and shrink with heat gun.
6. Place infused preroll in cardboard box for distribution.
7. Affix UID sticker to cardboard box.
8. Affix Zebra label to cardboard box.
9. Place on shelf in storage with labels facing out.

Fulfilling Distribution with Manufactured Products

Updated 7/9/25

1. Gather products for distribution.
2. Create manifest with correct products for distribution.
3. Correspond MENDOCINO, INC distribution metrc tags with each package.
4. Check that all packages have tags and are prepped for distribution pickup.
5. Print two copies of metrc 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 Metrc 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 7/9/25

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. For cleaning centrifuge, remove all inserts and place next to centrifuge on bench top.
4. Spray inside of centrifuge buckets, rotor, and rotor housing with 70% ethanol and wipe clean with paper towel. Repeat until all residue is cleaned from surface.
5. For Utensils including scoops, scrappers, 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.
6. Spray utensils with 70% ethanol and wipe surface clean with paper towel.
7. Repeat process until all residue is removed from utensil.
8. Return utensil to designated area in manufacturing floor for drying and reuse.
9. For trays, remove large chunks of cannabis with scraper into bin labeled "for cannabis waste".
10. Spray trays with 70% ethanol and wipe clean with paper towel.
11. Repeat step until all residue is removed from surface.
12. For benchtops, use paper towel to sweep all unused cannabis chunks into bin labeled "for cannabis waste"
13. Spray benchtop with 70% ethanol and wipe surface clean with paper towel.
14. Repeat step until surface is clean.

Production and Staging Room Cleaning SOP

Updated 7/9/25

1. Clean all spills in production and staging rooms immediately as they happen.
2. Sweep floor of staging room and production room at the end of each day.
3. Vacuum entrance mat at the end of each day.

Waste Management Plan SOP

Updated: 7/9/25

1. Gather bins label "for cannabis waste"
2. Note UID of each strain/product-specific cannabis waste bin.
3. Weigh 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. Pay cannabis waste disposal invoice.
11. Allow driver out the front door to load vehicle with cannabis waste.

CEQA Quality Control Program:

Updated 7/9/25

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 sieve

Scale:

Taylor Compact Mechanical Scale 500g

Centrifuge:

Hettich Rotina 380 Centrifuge

Scoops:

Plastic scoops

Small metal spatulas

Scrapers:

Plastic scrapers

Flat plastic bread scrapers

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: 7-9-25

Procurement from cultivation:

Updated 7/9/25

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 7/9/25

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 remained 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 7/9/25

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 7/9/25

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 7/9/25

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 7-9-25

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.

Bulk Cannabis Handling:

Updated 7-9-25

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 7/9/25

1. Scoop bulk cannabis onto a tray for trimming. Only work with one strain of bulk cannabis at a time.
2. Pull buds from untrimmed tray and remove sugar leaves and stems with shears over top of trim collection bin labeled with "Trim", UID, strain name, date, and weight.
3. Place trimmed buds in strain-specific bin labeled with "Trimmed buds", UID, strain name, date, and weight.

1/8th oz Mylar Bag Filling and Packaging:

Updated 7/9/25

1. Tare plastic scoop on scale.
2. Scoop about 3.54g of trimmed buds.
3. Place scoop with buds inside on scale.
4. Use tweezers to add or remove buds to a weight range between 3.54g and 3.85g. Lower is better.
5. Add buds to bag.
6. Seal zip.
7. Place bags into a bin labeled with UID, strain/product name, date, and tagged "for labeling".

Mylar Bag Labeling:

Updated: 7-9-25

1. Grab bag and 3.54g cannabis from bin labeled "for labeling".
2. Print and affix 4x6in primary panel 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", 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: IGNITE & INHALE", batch or lot number, cannabinoid content label containing THC and CBD mg per package, total THC expressed as percentage by weight of package, any cannabinoid over five percent, and the font should not be smaller than 6 points.
3. Run top of bag through automatic heat sealer.
4. Punch hole for hanging in the center of the bag just above the bottom of the heat seal.
5. Place bag in box for distribution.
6. Affix primary panel label to side of cardboard box next to UID, date of packaging, and item quantity in box.
7. Place on storage shelf so that labels face outward.

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

Updated 7-9-25

1. Tare plastic scoop on scale.
2. Scoop about 3.54g of trimmed buds into scoop.
3. Place scoop and buds on scale.
4. Add or remove buds until the scale reads between 3.54g and 3.89g lower is better.
5. Pour buds into jar and seal with childproof tamper-evident lid.
6. Place jars into a bin labeled with UID, strain/product name, date, and tagged "for labeling".

1/8th Jarred Cannabis Labeling:

Updated 7-9-25

1. Grab assembled jar from bin labeled "for labeling"
2. Print and affix 2x4in primary panel 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.", 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", batch or lot number, THC and CBD mg per package, and total THC expressed as percentage by weight of package, any cannabinoid over five percent, and the font should not be smaller than 6 points.
3. Place jar in cardboard box for distribution.
4. Label box with primary panel label, UID, and date of packaging.
5. Place in storage with labels facing out.

Grind trimmed buds
Updated 7/9/25

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 bin labeled with strain name, date, and UID.
4. Repeat steps 1-3 to grind all buds.
5. Spray the inside of the electric grinder with 70% ethanol and wipe it clean with a paper towel. Allow the alcohol to evaporate before use.
- 6.

1g Pre-Roll Packing
Updated: 7-9-25

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 scraper 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 scraper 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 preerolls 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, 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.

1g Pre-roll packaging
Updated: 7-9-25

1. Place pre-roll into plastic child-resistant tube crutch side down and close tube.
2. Print and affix 2x4in primary panel 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", ingredients list in descending order of predominance, a list of any allergens in product such as "Contains: etc.", instructions for use "DIRECTIONS: IGNITE & INHALE", batch or lot number, cannabinoid content label containing THC and CBD mg per package, total THC expressed as percentage by weight of package, any cannabinoid over five percent, and the font should not be smaller than 6 points.
3. Put a heat-shrink tamper-evident sleeve over top of tube and shrink with heat gun.
4. Place tube in box for distribution.
5. Label box with product name, UID, item quantity in box, and date of packaging.
6. Place box on storage shelf with UID and facing outward.

Equipment cleaning SOP

Updated 7/9/25

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. For cleaning centrifuge, remove all inserts and place next to centrifuge on bench top.
4. Spray inside of centrifuge buckets, rotor, and rotor housing with 70% ethanol and wipe clean with paper towel. Repeat until all residue is cleaned from surface.
5. For Utensils including scoops, scrappers, 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.
6. Spray utensils with 70% ethanol and wipe surface clean with paper towel.
7. Repeat process until all residue is removed from utensil.
8. Return utensil to designated area in distribution fabrication floor for drying and reuse.
9. For trays, remove large chunks of cannabis with scraper into bin labeled "for cannabis waste".
10. Spray trays with 70% ethanol and wipe clean with paper towel.
11. Repeat step until all residue is removed from surface.
12. For benchtops, use paper towel to sweep all unused cannabis chunks into bin labeled "for cannabis waste"
13. Spray benchtop with 70% ethanol and wipe surface clean with paper towel.
14. Repeat step until surface is clean.

Production and Staging Room Cleaning SOP

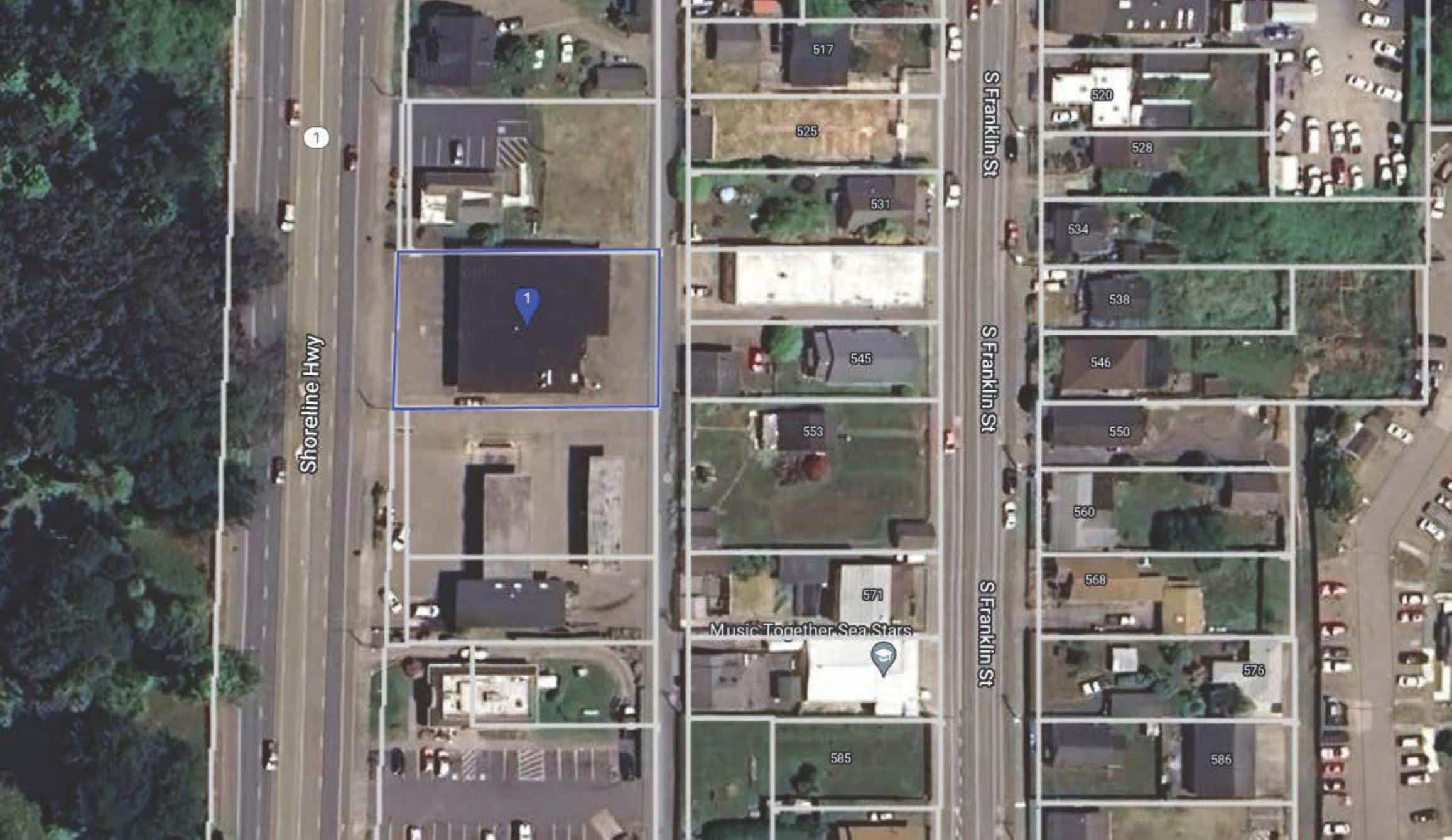
Updated 7/9/25

1. Clean all spills in production and staging rooms immediately as they happen.
2. Sweep floor of staging room and production room at the end of each day.
3. Vacuum entrance mat at the end of each day.

Waste Management Plan SOP

Updated: 7/9/25

1. Gather bins label "for cannabis waste"
2. Note UID of each strain/product-specific cannabis waste bin.
3. Weigh the contents in the bin.
4. Create manifest for the specific strain/product UID weighed amount in metric.
5. Follow protocol "Cannabis waste pickup and disposal"



Shoreline Hwy

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Music Together Sea Stars