



Massachusetts Cannabis Control Commission

Marijuana Cultivator

General Information:

License Number: MC281392
Original Issued Date: 07/24/2019
Issued Date: 08/12/2021
Expiration Date: 09/24/2022

ABOUT THE MARIJUANA ESTABLISHMENT

Business Legal Name: Mass Yield Cultivation LLC

Phone Number: 413-446-5802
Email Address: massyieldcultivation@gmail.com

Business Address 1: 8-10 Commercial Street
Business City: Pittsfield
Business State: MA
Business Zip Code: 01201
Business Address 2:
Mailing Address 1: 8-10 Commerical Street
Mailing City: Pittsfield
Mailing State: MA
Mailing Zip Code: 01201

CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES (DBES)

Certified Disadvantaged Business Enterprises (DBEs): Not a DBE

PRIORITY APPLICANT

Priority Applicant: no
Priority Applicant Type: Economic Empowerment Priority
Economic Empowerment Applicant Certification Number:
RMD Priority Certification Number:

RMD INFORMATION

Name of RMD:
Department of Public Health RMD Registration Number:
Operational and Registration Status:
To your knowledge, is the existing RMD certificate of registration in good standing?:
If no, describe the circumstances below:

PERSONS WITH DIRECT OR INDIRECT AUTHORITY

Person with Direct or Indirect Authority 1

Percentage Of Ownership: 33.34
Percentage Of Control: 33.34

Role: Owner / Partner **Other Role:**
First Name: Tim **Last Name:** Mack **Suffix:**
Gender: Male **User Defined Gender:**
What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French), Hispanic, Latino, or Spanish (Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian)
Specify Race or Ethnicity:

Person with Direct or Indirect Authority 2

Percentage Of Ownership: 33.3 **Percentage Of Control:** 33.3

Role: Owner / Partner **Other Role:**
First Name: Sonia **Last Name:** Barile **Suffix:**
Gender: Female **User Defined Gender:**
What is this person's race or ethnicity?: Decline to Answer
Specify Race or Ethnicity:

Person with Direct or Indirect Authority 3

Percentage Of Ownership: 33.3 **Percentage Of Control:** 33.3

Role: Owner / Partner **Other Role:**
First Name: Michael **Last Name:** Osterer **Suffix:**
Gender: Male **User Defined Gender:**
What is this person's race or ethnicity?: White (German, Irish, English, Italian, Polish, French)
Specify Race or Ethnicity:

ENTITIES WITH DIRECT OR INDIRECT AUTHORITY

No records found

CLOSE ASSOCIATES AND MEMBERS

No records found

CAPITAL RESOURCES - INDIVIDUALS

Individual Contributing Capital 1

First Name: Tim **Last Name:** Mack **Suffix:**
Types of Capital: Monetary/Equity, Debt **Other Type of Capital:** **Total Value of the Capital Provided:** \$120000 **Percentage of Initial Capital:** 100
Capital Attestation: Yes

CAPITAL RESOURCES - ENTITIES

Entity Contributing Capital 1

Entity Legal Name: Berkshire Hydroponics LLC **Entity DBA:**
Email: berkshirehydroponics@gmail.com **Phone:** 413-446-5802
Address 1: 30 Lombard Street **Address 2:**
City: Pittsfield **State:** MA **Zip Code:** 01201
Types of Capital: Monetary/Equity, Debt **Other Type of Capital:** **Total Value of Capital Provided:** \$120000 **Percentage of Initial Capital:** 100
Capital Attestation: Yes

BUSINESS INTERESTS IN OTHER STATES OR COUNTRIES

No records found

DISCLOSURE OF INDIVIDUAL INTERESTS

Individual 1

First Name: TIM Last Name: MACK Suffix:
Marijuana Establishment Name: Potency LLC fka Krypies LLC Business Type: Marijuana Retailer
Marijuana Establishment City: PITTSFIELD Marijuana Establishment State: MA

Individual 2

First Name: SONIA Last Name: BARILE Suffix:
Marijuana Establishment Name: Potency LLC fka Krypies LLC Business Type: Marijuana Retailer
Marijuana Establishment City: PITTSFIELD Marijuana Establishment State: MA

Individual 3

First Name: MICHAEL Last Name: OSTERER Suffix:
Marijuana Establishment Name: Potency LLC fka Krypies LLC Business Type: Marijuana Retailer
Marijuana Establishment City: PITTSFIELD Marijuana Establishment State: MA

MARIJUANA ESTABLISHMENT PROPERTY DETAILS

Establishment Address 1: 8-12 COMMERCIAL STREET

Establishment Address 2:

Establishment City: Pittsfield Establishment Zip Code: 01201

Approximate square footage of the Establishment: 5600 How many abutters does this property have?: 20

Have all property abutters have been notified of the intent to open a Marijuana Establishment at this address?: Yes

Cultivation Tier: Tier 02: 5,001 to 10,000 sq. ft. Cultivation Environment: Indoor

FEE QUESTIONS

Cultivation Tier: Tier 02: 5,001 to 10,000 sq. ft. Cultivation Environment: Indoor

HOST COMMUNITY INFORMATION

Host Community Documentation:

Document Category	Document Name	Type	ID	Upload Date
Certification of Host Community Agreement	Community Outreach Meeting Attestation - Mass Yield Cultivations.pdf	pdf	5b0c25edad75cc3d99a99d58	05/28/2018
Certification of Host Community Agreement	Executed Host Community Agreement - Mass Yield Cultivations.pdf	pdf	5b0c2600ddfb91046e6110ae	05/28/2018
Community Outreach Meeting Documentation	Berkshire Eagle Notice of Meeting 5-8-18.pdf	pdf	5b7ecbc9185bb22d71066118	08/23/2018
Community Outreach Meeting Documentation	Attestation Form - Community Outreach.pdf	pdf	5b7ecd1eb60ce4391d87ed06	08/23/2018
Certification of Host Community Agreement	Host Community Agreement Certification Form - Mass Yield Cultivations 2.pdf	pdf	5b7ecd8c4e62492d8f344961	08/23/2018
Plan to Remain Compliant with Local Zoning	PLAN TO ENSURE COMPLIANCE WITH LOCAL CODES, ORDINANCES AND BYLAWS OF THE MUNICIPALITY.pdf	pdf	5b7efddbaa953e3937b5a1d2	08/23/2018
Community Outreach	Notice to Abutters & Signatures of delivery.pdf	pdf	5b9684c80d95792d85f43f77	09/10/2018

Meeting Documentation				
Community Outreach Meeting Documentation	Notice to abbutters that was signed for and filed with the municipality.pdf	pdf	5baa4239f081906304afdef7	09/25/2018
Community Outreach Meeting Documentation	community outreach meeting 5-4-18.pdf	pdf	5baa423fce07c1630e0e459b	09/25/2018

Total amount of financial benefits accruing to the municipality as a result of the host community agreement. If the total amount is zero, please enter zero and provide documentation explaining this number.: \$1

PLAN FOR POSITIVE IMPACT

Plan to Positively Impact Areas of Disproportionate Impact:

Document Category	Document Name	Type	ID	Upload Date
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY.pdf	pdf	5b3290278d1e3843f1b0055f	06/26/2018
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY.pdf	pdf	5b8557884e62492d8f344d64	08/28/2018
Plan for Positive Impact	POSITIVE IMPACT ON THE COMMUNITY 4-18-19.pdf	pdf	5cb8c3016b08e34c763291e2	04/18/2019

ADDITIONAL INFORMATION NOTIFICATION

Notification: I Understand

INDIVIDUAL BACKGROUND INFORMATION

Individual Background Information 1

Role:	Other Role:
First Name: Tim	Last Name: Mack Suffix:
RMD Association: Not associated with an RMD	
Background Question: yes	

ENTITY BACKGROUND CHECK INFORMATION

No records found

MASSACHUSETTS BUSINESS REGISTRATION

Required Business Documentation:

Document Category	Document Name	Type	ID	Upload Date
Articles of Organization	LLC paperwork - 2018 - Mass Yield.pdf	pdf	5af311f69a67bb11cc7e469c	05/09/2018
Department of Revenue - Certificate of Good standing	Certificate of Good Standing - Mass Yield Cultivations.pdf	pdf	5b0c2ee64acea511a8369a30	05/28/2018
Secretary of Commonwealth - Certificate of Good Standing	Certificate of Good Standing MA Sec of State - Mass Yield.pdf	pdf	5b1182189eb86611ea7d4a4c	06/01/2018
Bylaws	MYC LLC Operating Agreement - Bylaws.pdf	pdf	5b844bc5377423394139451c	08/27/2018

Certificates of Good Standing:

Document Category	Document Name	Type	ID	Upload Date
Department of Revenue - Certificate of Good standing	DOR Certificate of Good Standing 5-15-2020 - MYC LLC.pdf	pdf	5ec3e4e5504715348b1e2b9e	05/19/2020

Department of Unemployment Assistance - Certificate of Good standing	DUA Certificate of Good Standing 5-13-2020 - MYC LLC.pdf	pdf	5ec3e4f27dc041349281757e	05/19/2020
Secretary of Commonwealth - Certificate of Good Standing	Certificate of Good Standing - MA SEC of State 5-14-2020 - MYC.pdf	pdf	5ecbe7591cd17834bad64368	05/25/2020
Secretary of Commonwealth - Certificate of Good Standing	MYC MA Sec of State Certificate of Good Standing-7-14-21 - MYC LLC.pdf	pdf	60f69593504b25036f7590c7	07/20/2021
Department of Unemployment Assistance - Certificate of Good standing	MYC MA DUA Certificate of Good Standing 7-12-2021.pdf	pdf	60f6959d629ad9037af22449	07/20/2021
Department of Revenue - Certificate of Good standing	MYC MA DOR Certificate of Good Standing 7-15-2021.pdf	pdf	60f695a523f3f9033f37873b	07/20/2021

Massachusetts Business Identification Number: 001321903

Doing-Business-As Name:

DBA Registration City:

BUSINESS PLAN

Business Plan Documentation:

Document Category	Document Name	Type	ID	Upload Date
Proposed Timeline	Project Timeline.pdf	pdf	5b3293b9cb211e5050f103d5	06/26/2018
Plan for Liability Insurance	Plan to Obtain Liability Insurance.pdf	pdf	5b3295505246fb5032ddf1db	06/26/2018
Business Plan	Mass Yield Cultivation LLC Business Plan .pdf	pdf	5b3295be63f5ba502c344655	06/26/2018
Plan for Liability Insurance	Plan to Obtain Liability Insurance.pdf	pdf	5b7ecf53cea8212d4c7b54ee	08/23/2018
Proposed Timeline	MYC Renewal Timeline 05 26 2020.pdf	pdf	5ecd7a127d78332d19fc998d	05/26/2020
Plan for Liability Insurance	MYC Plan Liability Ins and DEC Page.pdf	pdf	60f697cd84f3fe0296c442ee	07/20/2021

OPERATING POLICIES AND PROCEDURES

Policies and Procedures Documentation:

Document Category	Document Name	Type	ID	Upload Date
Dispensing procedures	Dispensing Procedures & Packaging.pdf	pdf	5b33d1dd63f5ba502c34474e	06/27/2018
Diversity plan	Diversity Plan.pdf	pdf	5b33d1e85246fb5032ddf2f3	06/27/2018
Inventory procedures	Inventory Procedures.pdf	pdf	5b33d1f153361a503c1d5c62	06/27/2018
Maintaining of financial records	Maintaining of Financial Records.pdf	pdf	5b33d1fd719dca5046294d09	06/27/2018
Personnel policies including background checks	Personnel policies & background checks.pdf	pdf	5b33d206cb211e5050f104eb	06/27/2018
Policies and Procedures for cultivating.	Policies & Procedures for Cultivating.pdf	pdf	5b33d20edb987f505ab2a407	06/27/2018
Prevention of diversion	Prevention of Diversion.pdf	pdf	5b33d21907462b506437a6ff	06/27/2018
Quality control and testing	Quality Control & Testing.pdf	pdf	5b33d222480890506ed9ba84	06/27/2018
Record Keeping procedures	Record Keeping Procedures.pdf	pdf	5b33d22b63f5ba502c344752	06/27/2018
Restricting Access to age 21	Restricting Access to Age 21 & Older.pdf	pdf	5b33d2335246fb5032ddf2f7	06/27/2018

and older				
Security plan	Security Plan.pdf	pdf	5b33d23a53361a503c1d5c66	06/27/2018
Storage of marijuana	Storage of Marijuana.pdf	pdf	5b33d241719dca5046294d0d	06/27/2018
Qualifications and training	Training and Qualifications.pdf	pdf	5b33d24acb211e5050f104ef	06/27/2018
Transportation of marijuana	Transportation of Marijuana .pdf	pdf	5b33d253db987f505ab2a40b	06/27/2018
Storage of marijuana	Storage of Marijuana.pdf	pdf	5b7ecf8718807b2d67c4014a	08/23/2018
Personnel policies including background checks	Personnel policies & background checks 2 .pdf	pdf	5b7ecfcc0d95792d85f42c1b	08/23/2018
Record Keeping procedures	Record Keeping Procedures.pdf	pdf	5b7ecfe95e9b3d2d528a7ad0	08/23/2018
Security plan	Security Plan.pdf	pdf	5b7f07d8d389b22d7bd63fdd	08/23/2018
Qualifications and training	Training and Qualifications.pdf	pdf	5b801e2f5a6f093923e500cd	08/24/2018
Diversity plan	Diversity Plan.pdf	pdf	5b8059465a6f093923e5016f	08/24/2018
Diversity plan	Diversity Plan 4-18-19.pdf	pdf	5cb8c33e36e3e844f3b519de	04/18/2019
Inventory procedures	MYC Renewal Inventory Procedures UPDATED 05 26 2020.pdf	pdf	5ecd7a4c1cd17834bad646a7	05/26/2020
Record Keeping procedures	MYC Renewal Record Keeping Procedures UPDATED 05 26 2020.pdf	pdf	5ecd7a73f16b5934c591cadc	05/26/2020
Security plan	MYC Renewal Security Plan UPDATED 05 26 2020.pdf	pdf	5ecd7a870f6f0d34840b54c2	05/26/2020
Qualifications and training	MYC Renewal Training and Qualifications UPDATED 05 26 2020.pdf	pdf	5ecd7a9f504715348b1e3bf3	05/26/2020
Maintaining of financial records	MYC Renwal Maintaining of Financial Records UPDATED 05 26 2020.pdf	pdf	5ecd7aa87dc04134928185dc	05/26/2020
Personnel policies including background checks	MYC Renwal Personnel policies & background checks UPDATED 05 26 2020.pdf	pdf	5ecd7ac05f1314349d5fa9cf	05/26/2020
Prevention of diversion	MYC Renwal Prevention of Diversion UPDATED 05 26 2020.pdf	pdf	5ecd7acc5fa02a2d3651f211	05/26/2020
Quality control and testing	MYC Renwal Quality Control & Testing UPDATED 05 26 2020.pdf	pdf	5ecd7adbce51fd2d12e5f479	05/26/2020
Restricting Access to age 21 and older	MYC Renwal Restricting Access to Age 21 & Older UPDATED 05 26 2020.pdf	pdf	5ecd7aeb0f96d32d20671af6	05/26/2020
Storage of marijuana	MYC Renwal Storage of Marijuana UPDATED 05 26 2020.pdf	pdf	5ecd7af98caba634a843b065	05/26/2020
Transportation of marijuana	MYC Renwal Transportation of Marijuana UPDATED 05 26 2020.pdf	pdf	5ecd7b05f16b5934c591cae0	05/26/2020
Diversity plan	MYC Renewal REVISED Diversity Plan 05 25 2020.pdf	pdf	5ecd7b360f6f0d34840b54c6	05/26/2020
Policies and Procedures for cultivating.	MYC Renewal Policies & Procedures for Cultivating w Engineer Letter UPDATED 05 26 2020.pdf	pdf	5ecd7f53504715348b1e3bff	05/26/2020
Storage of marijuana	6. MYC 2021 Storage and Waste Disposal.pdf	pdf	60f72a80ddf0e402a8711154	07/20/2021
Security plan	4. MYC 2021 Safety and Security Plan.pdf	pdf	60f72a81aa87100331f66f3c	07/20/2021
Restricting Access to age 21 and older	3. MYC 2021 Plan for Restricting Access.pdf	pdf	60f72a828d6c3f02b7d1e3a5	07/20/2021

Separating recreational from medical operations, if applicable	2. MYC 2021 Separating Recreational from Medical.pdf	pdf	60f72a83fb983a0274aafe25	07/20/2021
Transportation of marijuana	7. MYC 2021 Shipping, Receiving and Transportation.pdf	pdf	60f72ab2ddf0e402a8711158	07/20/2021
Quality control and testing	9. MYC 2021 Quality Control, Product Safety and Testing.pdf	pdf	60f72ab43678b8028bd46ba0	07/20/2021
Dispensing procedures	10. MYC 2021 Retail Establishment Procedures.pdf	pdf	60f72ab5aa87100331f66f40	07/20/2021
Personnel policies including background checks	11. MYC 2021 Personnel Policies.pdf	pdf	60f72ab68d6c3f02b7d1e3a9	07/20/2021
Record Keeping procedures	12. MYC 2021 Recordkeeping.pdf	pdf	60f72ae1504b25036f75944c	07/20/2021
Maintaining of financial records	13. MYC 2021 Financial Recordkeeping.pdf	pdf	60f72ae2629ad9037af22815	07/20/2021
Qualifications and training	15. MYC 2021 Qualifications and Trainings.pdf	pdf	60f72ae4da52e3026d464692	07/20/2021
Policies and Procedures for cultivating.	18. MYC 2021 Cultivation.pdf	pdf	60f72b491159b60338d50c67	07/20/2021
Prevention of diversion	5. MYC 2021 Plan for Prevention of Diversion.pdf	pdf	60f82cbf23f3f9033f378c86	07/21/2021
Inventory procedures	8. MYC 2021 Inventory Procedures 07 22 2021.pdf	pdf	60f9cc79996a07084e65fd2a	07/22/2021

ATTESTATIONS

I certify that no additional entities or individuals meeting the requirement set forth in 935 CMR 500.101(1)(b)(1) or 935 CMR 500.101(2)(c)(1) have been omitted by the applicant from any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

I understand that the regulations stated above require an applicant for licensure to list all executives, managers, persons or entities having direct or indirect authority over the management, policies, security operations or cultivation operations of the Marijuana Establishment; close associates and members of the applicant, if any; and a list of all persons or entities contributing 10% or more of the initial capital to operate the Marijuana Establishment including capital that is in the form of land or buildings.: I Agree

I certify that any entities who are required to be listed by the regulations above do not include any omitted individuals, who by themselves, would be required to be listed individually in any marijuana establishment application(s) for licensure submitted to the Cannabis Control Commission.: I Agree

Notification: I Understand

I certify that any changes in ownership or control, location, or name will be made pursuant to a separate process, as required under 935 CMR 500.104(1), and none of those changes have occurred in this application.: I Agree

I certify that to the best knowledge of any of the individuals listed within this application, there are no background events that have arisen since the issuance of the establishment's final license that would raise suitability issues in accordance with 935 CMR 500.801.: I Agree

I certify that all information contained within this renewal application is complete and true.: I Agree

ADDITIONAL INFORMATION NOTIFICATION

Notification: I Understand

COMPLIANCE WITH POSITIVE IMPACT PLAN

Progress or Success Goal 1

Description of Progress or Success: 1. MYC has not held the education and training sessions on hydroponic and soil gardening. MYC is not operational although an educational session is scheduled for Fall 2021.

2. Social Equity Priority Programs:

- a. 20% of MYC service providers, suppliers, contractors, builders, and vendors will be local businesses in Pittsfield and North Adams; and
- b. 20% of MYC employees will be residents of Pittsfield and North Adams for employment opportunities.

54.55% of MYC's service providers, suppliers, contractors, builders, and vendors are from Pittsfield, an Area of Disproportionate Impact (ADI).
32.00% are minority- or women-owned or operated businesses.

77.78% of MYC's staff are from Pittsfield, an ADI. 33.3% of MYC's staff are women.

Progress or Success Goal 2

Description of Progress or Success: 1. MYC has not held the education and training sessions on hydroponic and soil gardening. MYC is not operational although an educational session is scheduled for Fall 2021.

2. Social Equity Priority Programs:

- a. 20% of MYC service providers, suppliers, contractors, builders, and vendors will be local businesses in Pittsfield and North Adams; and
- b. 20% of MYC employees will be residents of Pittsfield and North Adams for employment opportunities.

54.55% of MYC's service providers, suppliers, contractors, builders, and vendors are from Pittsfield, an Area of Disproportionate Impact (ADI).
32.00% are minority- or women-owned or operated businesses.

77.78% of MYC's staff are from Pittsfield, an ADI. 33.3% of MYC's staff are women.

COMPLIANCE WITH DIVERSITY PLAN

Diversity Progress or Success 1

Description of Progress or Success: Mass Yield Cultivation LLC (hereinafter "MYC") has recently hired employees as they have undergone their post provisional license inspection.

MYC's management, upon initial request for licensure, was 100% white and male. Upon this renewal of its Provisional License, MYC is 33% female owned and operated.

MYC currently has nine (9) employees, of those, three (3) are women and seven (7) are from Pittsfield, MA. MYC is located in Pittsfield, and it is an Area of Disproportionate Impact (ADI).

MYC has engaged 25 vendors. Of those vendors, eight (8) are woman- or minority-owned or operated, and twelve (12) are from Pittsfield, MA. MYC is located in Pittsfield, an ADI.

Employees

77.78% of MYC LLC employees are from an ADI, Pittsfield.

33.33% of MYC LLC employees are women.

Vendors

54.55% of MYC LLC vendors are from an ADI, Pittsfield.

32.00% of MYC LLC vendors are woman- or minority-owned or operated businesses.

HOURS OF OPERATION

Monday From: 7:00 AM Monday To: 5:00 AM

Tuesday From: 7:00 AM Tuesday To: 5:00 PM

Wednesday From: 7:00 AM Wednesday To: 5:00 PM

Thursday From: 7:00 AM Thursday To: 5:00 PM

Friday From: 7:00 AM	Friday To: 5:00 PM
Saturday From: 8:00 PM	Saturday To: 5:00 AM
Sunday From: 8:00 AM	Sunday To: 1:00 PM

Community Outreach Meeting Attestation Form

The applicant must complete each section of this form and initial each page before uploading it to the application. Failure to complete a section will result in the application being deemed incomplete. Instructions to the applicant appear in italics. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(1).

I, Tim Mack, (*insert name*) attest as an authorized representative of Mass Yield Cultivation LLC (*insert name of applicant*) that the applicant has complied with the requirements of 935 CMR 500 and the guidance for licensed applicants on community outreach, as detailed below.

1. The Community Outreach Meeting was held on May 15, 2018 (*insert date*).
2. A copy of a notice of the time, place, and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was published in a newspaper of general circulation in the city or town on May 8, 2018 (*insert date*), which was at least seven calendar days prior to the meeting. A copy of the newspaper notice is attached as Attachment A (*please clearly label the newspaper notice in the upper right hand corner as Attachment A and upload it as part of this document*).
3. A copy of the meeting notice was also filed on May 7, 2018 (*insert date*) with the city or town clerk, the planning board, the contracting authority for the municipality, and local licensing authority for the adult use of marijuana, if applicable. A copy of the municipal notice is attached as Attachment B (*please clearly label the municipal notice in the upper right-hand corner as Attachment B and upload it as part of this document*).
4. Notice of the time, place and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was mailed on May 7, 2018 (*insert date*), which was at least seven calendar days prior to the community outreach meeting to abutters of the proposed address of the Marijuana Establishment, and residents within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town. A copy of one of the notices sent to abutters and parties of interest as described in this section is attached as Attachment C (*please clearly label the municipal notice in the upper right hand corner as Attachment C and upload it as part of this document; please only include a copy of one notice and please black out the name and the address of the addressee*).

5. Information was presented at the community outreach meeting including:
 - a. The type(s) of Marijuana Establishment to be located at the proposed address;
 - b. Information adequate to demonstrate that the location will be maintained securely;
 - c. Steps to be taken by the Marijuana Establishment to prevent diversion to minors;
 - d. A plan by the Marijuana Establishment to positively impact the community; and
 - e. Information adequate to demonstrate that the location will not constitute a nuisance as defined by law.

6. Community members were permitted to ask questions and receive answers from representatives of the Marijuana Establishment.

Host Community Agreement Certification Form

The applicant and contracting authority for the host community must complete each section of this form before uploading it to the application. Failure to complete a section will result in the application being deemed incomplete. Instructions to the applicant and/or municipality appear in italics. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(1).

Applicant

I, Tim Mack, (*insert name*) certify as an authorized representative of Mass Yield Cultivation LLC (*insert name of applicant*) that the applicant has executed a host community agreement with The City of Pittsfield (*insert name of host community*) pursuant to G.L.c. 94G § 3(d) on May 15, 2018 (*insert date*).



Signature of Authorized Representative of Applicant

Host Community

I, Linda Tyer, (*insert name*) certify that I am the contracting authority or have been duly authorized by the contracting authority for The City of Pittsfield (*insert name of host community*) to certify that the applicant and The City of Pittsfield (*insert name of host community*) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on May 15, 2018 (*insert date*).



Signature of Contracting Authority or
Authorized Representative of Host Community

RECREATIONAL ADULT USE HOST COMMUNITY AGREEMENT

This HOST COMMUNITY AGREEMENT ("Agreement") is entered into as of [May 18, 2018] ("Effective Date") by and between [Mass Yield Cultivation] with its main office presently located at [8 – 12 Commercial Street, Pittsfield MA 01201] herein referred to as (Mass Yield Cultivation) and the City of Pittsfield ("CITY"), a municipal corporation validly existing under the laws of the Commonwealth of Massachusetts, with a principal place of business at 70 Allen St, Pittsfield, MA 01201. Collectively, Mass Yield Cultivation and the CITY may be referred to as "Parties".

RECITALS

WHEREAS, the Massachusetts Cannabis Control Commission ("CCC") has granted, or is expected to grant, Mass Yield Cultivation a license to operate a Marijuana Cultivator ("MC") at a property located at [8 – 12 Commercial Street], Pittsfield, MA 01201 ("Premises").

WHEREAS, Mass Yield Cultivation, upon being granted an Approval to cultivate by the CCC and all other required permits, licenses and approvals from the CITY to begin cultivation of adult-use marijuana in compliance with 935 CMR 500, agrees to pay certain community impact fees to the CITY in order to provide financial resources to be used for the betterment of the CITY as determined by the City in its sole discretion.

WHEREAS, section 25 of Chapter 55 of the Acts of 2017, styled "An Act to Ensure Safe Access to Marijuana", provides that "[a]n agreement between a . . . medical marijuana treatment center and a host community may include a community impact fee for the host community, provided, however that the community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the establishment and shall, in no event, amount to more than 3 percent of the gross sales of the establishment or be effective for longer than 5 years."

WHEREAS, section 25 of Chapter 55 of the Acts of 2017 further provides that "[a]ny cost to a city or town imposed by the operation of marijuana establishment shall be documented and considered a public record as defined by clause Twenty-sixth of section 7 of chapter 4 of the General Laws."

NOW THEREFORE, in consideration of the provisions of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Mass Yield Cultivation offers and the CITY accepts this Agreement in accordance with M.G.L. c. 44, § 53A, and the Parties hereby agree as follows:

1. Host Community Fees. The parties stipulate and agree that the CITY will incur additional expenses and impacts upon the CITY's road system, law enforcement, fire protection services, inspectional services, permitting services and public health services. Accordingly, in order to mitigate any such impacts upon the CITY and use of CITY resources, Mass Yield Cultivation shall pay fees to the CITY, on a biannual basis, as follows:

- (a) for cultivators in state license tier 1 – 3, an amount equal to Ten Thousand Dollars (\$10,000); or
- (b) for cultivators in state license tier 4 – 7, an amount equal to Thirty Thousand Dollars (\$30,000); or
- (c) for cultivators in state license tier 8 – 11, an amount equal to Fifty Thousand Dollars (\$50,000);

The initial payment of the Host Community Fee to the CITY shall be made on or before the first of July or January, whichever occurs first, following the end of the first six (6) months from the day Mass Yield Cultivation commences business operations from the Premises. Thereafter, Host Community Fee payments shall be made to the CITY on or before the first of July and the first of January each year. Mass Yield Cultivation shall notify the CITY when it commences business activities within the CITY at the Premises. The Host Community Fee shall continue being paid by Mass Yield Cultivation to the CITY, until Mass Yield Cultivation ceases business operations at the Premises or upon the expiration of Five (5) years after the Execution Date, whichever is earlier. While the purpose of the Host Community Fee is to assist the CITY in addressing any public health, safety or other effects or impacts the Premises may have on the CITY, the CITY may expend all such fees at the CITY's sole and absolute discretion.

2. Local Preference. Except for senior management positions, Mass Yield Cultivation commits to hiring the majority of its employees from the local communities, to the extent permitted by law. In addition to the direct hiring, Mass Yield Cultivation will work in a good faith, legal and non-discriminatory manner to hire local vendors, suppliers, contractors and builders from the Pittsfield area where possible.
3. Property Taxes. Except as provided in section 44 of Chapter 55 of the Acts of 2017, at all times during the Term of this Agreement, all property, both real and personal, owned or operated by Mass Yield Cultivation shall be treated as taxable, and all applicable real estate and personal property taxes for that property shall be paid either directly by Mass Yield Cultivation or by its landlord to the CITY, and Mass Yield Cultivation shall not object to or otherwise challenge the taxability of such property and shall not seek a non-profit exemption from paying such taxes. Notwithstanding the foregoing, (i) if real or personal property owned or operated by Mass Yield Cultivation is determined to be non-taxable or partially non-taxable, a determination of which the Mass Yield Cultivation agrees not to seek at any time during this Agreement or (ii) if Mass Yield Cultivation is determined to be entitled or subject to exemption with the effect of reducing or eliminating the tax which would otherwise be due if not so exempted, then Mass Yield Cultivation shall pay, as an additional fee to the CITY, an amount which when added to the taxes, if any, paid on such property, shall be equal to the taxes which would have been payable on such property at fair cash value and at the otherwise applicable tax rate, if there had been no abatement or exemption ("Additional Fee"). Such Additional Fee payments shall be in addition to all payment obligations owed by Mass Yield Cultivation under Section 1 of this Agreement.

4. Right to Re-Open.

(a) In the event that Mass Yield Cultivation enters into a host community agreement or other similar agreement with another municipality in the Commonwealth of Massachusetts that contains financial terms more beneficial to such municipality than this Agreement provides to the CITY, taking into consideration the marketplace, number of other operating adult-use marijuana facilities and customers in the municipality as compared to the CITY, Mass Yield Cultivation agrees to reopen this Agreement and, in good faith, negotiate an amendment that fairly adjusts the Host Community Fee set forth in this Agreement to reflect any such better terms.

(b) If, during the term of this Agreement, the Host Community Fees imposed upon Mass Yield Cultivation under this Agreement are determined to exceed the costs imposed upon the CITY by the operation of the Premises, then the CITY agrees to reopen this Agreement and, in good faith, negotiate an amendment that fairly adjusts the Host Community Fee such that the fee is reasonably related to the costs imposed upon the CITY due to Mass Yield Cultivation's operation of the Premises.

5. Permits and Licenses. The Parties agree that this Agreement and all terms, conditions and requirements contained herein, are subject to, and conditioned upon Mass Yield Cultivation obtaining the required registrations, permits and licenses to operate adult-use marijuana establishment at the Premises. If, for any reason, Mass Yield Cultivation is unable to obtain the required permits and licenses to operate, this Agreement shall be null and void and neither Party shall have any further obligations under this Agreement.

6. Omitted.

7. Term. This Agreement shall go into effect on the Effective Date and shall terminate in the event that Mass Yield Cultivation ceases its MC operations in the CITY or Mass Yield Cultivation's MC license is revoked by the CCC. This Agreement shall terminate upon the occurrence or existence of the appointment of a trustee, receiver or other custodian for any substantial part of Mass Yield Cultivation's assets, or if Mass Yield Cultivation petitions for, permits or suffers insolvency, bankruptcy, liquidation or a winding up of its business or assets. Furthermore, in accordance with section 25 of Chapter 55 of the Acts of 2017, this Agreement shall terminate no later than Five (5) years after the Execution Date. In the event of termination, payments due in that Six (6) month period shall be prorated based on the number of days of operation during said Six (6) month period.

8. Local Authority. This Agreement does not waive, limit, control, govern or in any way describe the legal authority of any CITY board, commission, committee, officer or official to regulate, authorize, restrict, inspect, investigate, enforce against, or issue, deny, suspend or revoke any permit, license or other approval with respect to, Mass Yield Cultivation, the Premises or any MC thereon; nor does it waive, limit, control, govern or in any way describe the legal authority of the Pittsfield Police Department to investigate, prevent or take action against any criminal activity with respect to Mass Yield

Cultivation, the Premises or any MC thereon. Nothing in this Agreement presumes, implies, suggests or otherwise creates any promise either that Mass Yield Cultivation shall obtain or retain any or all local permits, licenses and other approvals that are required in order to operate an MC at the Premises, or that the CITY shall be required to support or assist in any application for the same. The CITY, by entering into this Agreement is not thereby required or obligated to issue such permits and approvals as may be necessary for the MC to operate in the CITY, or to refrain from enforcement action against Mass Yield Cultivation and/or the Premises for violations of the terms of said permits, approvals and or applicable statutes, ordinances and regulations. The CITY acknowledges that Mass Yield Cultivation may now or in the future enjoy certain rights under the laws of the Commonwealth, and in further consideration of the payments contemplated under this Agreement the CITY agrees that it will refrain from imposing any restrictions on Mass Yield Cultivation's exercise of any rights that may arise solely under such laws. Notwithstanding any other provision of this Section 8, the CITY hereby acknowledges that Mass Yield Cultivation's obligations under this Agreement are contingent upon Mass Yield Cultivation's successful and timely operation of its business, and the CITY therefore agrees to promptly provide Mass Yield Cultivation with a certificate of occupancy for the entirety of the Premises upon Mass Yield Cultivation's substantial completion of the permitted work at the Premises.

9. Common Agreement. No MC or marijuana establishment shall sell or otherwise distribute within the CITY adult-use marijuana or adult-use marijuana infused products, including any products containing or consisting of THC or CBD, unless and until such MC or marijuana establishment has entered into a Host Community Agreement with the same terms, conditions and restrictions as appear within this Agreement. For the avoidance of doubt, the CITY agrees and acknowledges that it will impose upon any MC or marijuana establishment operating within the CITY the same financial and other obligations set forth in this Agreement.
10. Notices. Any and all notices or other communications required or permitted under the Agreement by either Party to the other shall be in writing and delivered by mail, postage prepaid, return receipt requested, by registered or certified mail, or by other reputable delivery service.

(a) Notice to Mass Yield Cultivation shall be delivered to:

[8 – 12 Commercial Street Pittsfield, MA 01201]

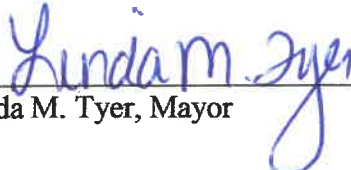
(b) Notice to CITY shall be delivered to:

City of Pittsfield
Mayor's Office
70 Allen St
Pittsfield, MA 01201

11. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter of this Agreement. This Agreement may not be changed verbally, and may only be amended by an agreement in writing signed by both Parties.
12. No Rights in Third Parties. This Agreement is not intended to, nor shall it be construed to, create any rights in any third parties.
13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
14. Severability. If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible and the remaining provisions of this Agreement will remain in full force and effect, unless to do so would result in either Party not receiving the benefit of its bargain.
15. Successors. This Agreement shall be binding upon and shall inure to the benefit of the Parties, their respective heirs, executors, administrators and assigns.
16. Assignment. Neither Party may assign this Agreement without the prior written consent of the other Party.
17. Acknowledgement. The individuals signing below have full authority to do so by the entity on behalf of which they have signed.


IN WITNESS WHEREOF the parties hereto have caused this Agreement to be duly executed as of the Execution Date set forth above.

CITY OF PITTSFIELD



Linda M. Tyer, Mayor

[MASS YIELD CULTIVATION LLC]



[Tim Mack] [5/15/18]

NOTICE OF COMMUNITY OUTREACH MEETING

Notice is hereby given that Mass Yield Cultivation LLC and Kryples LLC, will hold a **Community Outreach Meeting on May 15, 2018 at the Berkshire Athenaeum Central Library, 1 Wendell Ave, Pittsfield MA 01201 between 9:30 AM and 10:30 AM** to discuss the proposed siting of an adult use marijuana establishment in the City of Pittsfield

Mass Yield Cultivation LLC and Kryples LLC intend to apply for a license to operate for the following : Adult-use marijuana establishments and retail sales of marijuana to be located at 1450 East Street Suite 2 Pittsfield MA and 10-12 Commercial St., Pittsfield MA in accordance with M.G.L. c 94 G and The Massachusetts Cannabis Control Commission's regulations at 935 CMR 500.000 et seq.

Topics to be discussed at the meeting will include but not limited

Public Notices

to

- 1.) The types of adult use marijuana establishment to be located at the proposed address
- 2.) Plans for maintaining a secure facility
- 3.) Plans to prevent diversion to minors
- 4.) Plans to positively impact the community
- 5.) Plans to ensure the establishment will not constitute a nuisance to the community

Interested members of the community are encouraged to ask questions and receive answers from members of Mass Yield Cultivation LLC and Kryples LLC.

A copy of this notice has been published in the local newspaper at least 7 calendar days prior to the meeting and filed with the Town Clerk of Pittsfield. This notice will also be mailed at least 7 calendar days to the abutters of the addresses of the marijuana establishment, owners of land directly opposite of public or private street or way, and abutters to the abutters of 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list.

Mass Yield Cultivation LLC
and Kryples LLC
Timothy Mack
President
05/04/18

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NOTICE OF MORTGAGE SALE

Tuesday, May 8, 2018

Public Notices	Public Notices	Public Notices	Business Rentals	Help Wanted	\$100 and Under
<p>of adult use marijuana nt to located at the ddress. or maintaining a secure to prevent diversion to</p>	<p>P.O. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carisbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401)</p>	<p>Town of Lenox Zoning Board of Appeals Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of Shanien Realty Corp, dba Hoff's, for property at 90 Main Street in the</p>	<p>PITTSFIELD, Elm Street, 1,200 sf retail space in busy shopping center. Prime location. 845-638-6600</p>	<p>OLD FORGE HIRING UP FOR THE SUMMER!! Now Hiring: •Dishwasher •Kitchen Assistants •Fry Cook</p>	<p>AUTHENTIC BRASS bed. Full size. Excellent condition. \$100. 413-458-3839 BAMBOO POLES: 12' long will cut to size. \$3 each. 413-298-3759. BIKE CARRIER Three bicycle.</p>

Tuesday, May 8, 2018

Public Notices	Public Notices	Public Notices	Business Rentals	Help Wanted	\$100 and Under
<p>to 1) The types of adult use marijuana establishment to located at the proposed address. 2) Plans for maintaining a secure facility 3) Plans to prevent diversion to</p>	<p>P.O. 275 West Natick Road, Suite 500 Warwick, RI 02886 Attorney for U.S. Bank Trust National Association, not in its individual capacity but solely as Owner Trustee for Carisbrook Asset Holding Trust Present Holder of the Mortgage Telephone: (401)</p>	<p>Town of Lenox Zoning Board of Appeals Notice is hereby given that the Lenox Zoning Board of Appeals will hear the Special Permit petition of Shanien Realty Corp, dba Hoff's, for property at 90 Main Street in the</p>	<p>PITTSFIELD, Elm Street, 1,200 sf retail space in busy shopping center. Prime location. 845-638-6600</p>	<p>OLD FORGE HIRING UP FOR THE SUMMER!! Now Hiring: •Dishwasher •Kitchen Assistants •Fry Cook</p>	<p>AUTHENTIC BRASS bed. Full size. Excellent condition. \$100. 413-458-3839 BAMBOO POLES: 12' long will cut to size. \$3 each. 413-298-3759. BIKE CARRIER Three bicycle.</p>

Community Outreach Meeting Attestation Form

The applicant must complete each section of this form and initial each page before uploading it to the application. Failure to complete a section will result in the application being deemed incomplete. Instructions to the applicant appear in italics. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(1).

I, Tim Mack, (*insert name*) attest as an authorized representative of Mass Yield Cultivation LLC (*insert name of applicant*) that the applicant has complied with the requirements of 935 CMR 500 and the guidance for licensed applicants on community outreach, as detailed below.

1. The Community Outreach Meeting was held on May 15, 2018 (*insert date*).
2. A copy of a notice of the time, place, and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was published in a newspaper of general circulation in the city or town on May 8, 2018 (*insert date*), which was at least seven calendar days prior to the meeting. A copy of the newspaper notice is attached as Attachment A (*please clearly label the newspaper notice in the upper right hand corner as Attachment A and upload it as part of this document*).
3. A copy of the meeting notice was also filed on May 7, 2018 (*insert date*) with the city or town clerk, the planning board, the contracting authority for the municipality, and local licensing authority for the adult use of marijuana, if applicable. A copy of the municipal notice is attached as Attachment B (*please clearly label the municipal notice in the upper right-hand corner as Attachment B and upload it as part of this document*).
4. Notice of the time, place and subject matter of the meeting, including the proposed address of the Marijuana Establishment, was mailed on May 7, 2018 (*insert date*), which was at least seven calendar days prior to the community outreach meeting to abutters of the proposed address of the Marijuana Establishment, and residents within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town. A copy of one of the notices sent to abutters and parties of interest as described in this section is attached as Attachment C (*please clearly label the municipal notice in the upper right hand corner as Attachment C and upload it as part of this document; please only include a copy of one notice and please black out the name and the address of the addressee*).

5. Information was presented at the community outreach meeting including:
 - a. The type(s) of Marijuana Establishment to be located at the proposed address;
 - b. Information adequate to demonstrate that the location will be maintained securely;
 - c. Steps to be taken by the Marijuana Establishment to prevent diversion to minors;
 - d. A plan by the Marijuana Establishment to positively impact the community; and
 - e. Information adequate to demonstrate that the location will not constitute a nuisance as defined by law.
6. Community members were permitted to ask questions and receive answers from representatives of the Marijuana Establishment.

Host Community Agreement Certification Form

The applicant and contracting authority for the host community must complete each section of this form before uploading it to the application. Failure to complete a section will result in the application being deemed incomplete. Instructions to the applicant and/or municipality appear in italics. Please note that submission of information that is “misleading, incorrect, false, or fraudulent” is grounds for denial of an application for a license pursuant to 935 CMR 500.400(1).

Applicant

I, Tim Mack, (*insert name*) certify as an authorized representative of Mass Yield Cultivation LLC (*insert name of applicant*) that the applicant has executed a host community agreement with The City of Pittsfield (*insert name of host community*) pursuant to G.L.c. 94G § 3(d) on May 15, 2018 (*insert date*).



Signature of Authorized Representative of Applicant

Host Community

I, Linda Tyer, (*insert name*) certify that I am the contracting authority or have been duly authorized by the contracting authority for The City of Pittsfield (*insert name of host community*) to certify that the applicant and The City of Pittsfield (*insert name of host community*) has executed a host community agreement pursuant to G.L.c. 94G § 3(d) on May 15, 2018 (*insert date*).



Signature of Contracting Authority or
Authorized Representative of Host Community

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

PLAN TO ENSURE COMPLIANCE WITH LOCAL CODES, ORDINANCES AND BYLAWS OF THE MUNICIPALITY

Mass Yield Cultivation LLC has been working the City of Pittsfield from the onset of this project. Nathaniel Joyner who is the permitting coordinator for the City of Pittsfield and Tim Mack have created an ongoing relationship, in which, Mass Yield Cultivation LLC/Tim Mack will continue to expand to the extent necessary. Mass Yield Cultivation has been given the approval from the City of Pittsfield, to open the proposed facility.

Mass Yield Cultivation LLC ensures all local codes, ordinance and bylaws of the municipality will be adhered to. The Commonwealth and City create the guidelines and laws for this industry. Mass Yield Cultivation intends on staying current and compliant by making sure they are aware of any current laws, as well as ones that may not be in existence at this time. An Attorney has been hired in order to make sure all legal requirements of Mass Yield Cultivation LLC are compliant with all City/State laws and regulations. All requirements below will be followed.

In the approval letter from the city, it requires the following:

1. The applicant would be subject to all other federal, state and local rule and regulations not specifically covered by the granting of a site plan review.
2. All lightning must be downward facing and not trespass off site.
3. A backflow preventer must be installed prior to receiving a Certificate of Occupancy.
4. The required on-site parking must be striped and clearly defined on-site prior to receiving a certificate of occupancy.
5. An executed host agreement shall be received by the Department of Community Development staff prior to the issuance of building permits.

The zoning regulations for the city - section of city code is provided below:

SECTION 7.735 -- MARIJUANA CULTIVATION, MANUFACTURING, PROCESSING; MARIJUANA TESTING AND RESEARCH IN I-L, I-G, C-W-S, OR L-D-I ZONING DISTRICTS. [Added 4-10-2018 by Ord. No. 1202]

- A. Purpose. The intent of this section is to address local siting and land use concerns in relation to the legalization of medical and recreational marijuana in the commonwealth following ballot initiatives in 2012 and 2016. The granting of a site plan approval by the City of Pittsfield does not supersede state or federal laws or preempt an applicant from complying with all relevant state and federal laws.
- B. Applicability. Site plan review under this section shall be required for any principal or accessory use or combination of uses which also involves the cultivation, manufacturing and processing and/or laboratory testing and research of marijuana and marijuana-derived products in a I-L, I-G, C-W-S, L-D-I Zoning District.
- C. Performance standards.
 - (1) No marijuana cultivation, manufacturing, processing use or laboratory testing and research use shall be located within 500 feet (measured from edge of building or occupied space to edge of building or occupied space) of any public or private school providing education in kindergarten or any of grades 1 through 12, any public playground, or licensed day care.
 - (2) Applications for site plan review shall include a project impact statement which addresses potential impacts of the use on traffic, on-site parking, stormwater runoff, lighting, and landscaping.

Mass Yield Cultivation LLC

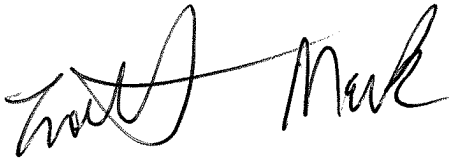
Mass Yield Cultivation facility will be located at 12 Commercial Street, just off of East Street in Pittsfield. We are applying for the tier one cultivation license (up to 5000sqft canopy). We will be building out the facility in two stages. The first stage will be two bloom rooms 15 x 20 ft, which will have 12 led lights in each room. Each room will harvest 5-6 times per year and produce 24- 36lbs per harvest. Once those two room are operational, we will start the second stage by adding two bloom rooms 15 x 60 ft each with 45 led lights in each room with the potential to produce 90 -135lbs per room per harvest. The front door and windows of the facility will be replaced with shatter proof glass and installing bars to prevent anyone one from entering the facility. The yard itself will eventually be fenced in with 24hr surveillance. Surveilling the property inside and out.

The operation will include a cultivation crew with approximately 4-6 employees to start. Once the business is off the ground, we plan to increase the staff by adding up to an additional 10 full time employees. We are committed to employing Pittsfield residents in are facility. Only staff, inspectors and vendors will be allowed on the property at any time. Our business should have little to no negative impact on the community or the surrounding area.

Thank you for your consideration. If you have any other questions please don't hesitate to contact me at MassYieldcultivation@gmail.com or you can reach me on my cell 413-446-5802.

Sincerely

Timothy mack

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1450 East St
Retail

ID	Owner 1	Owner 2	Owner 3	Owner Address	Owner City	Owner State	Owner Zip
K100011008	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011009	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011010	SHIRE CITY APPLES LLC			703 W HOUSATONIC ST #120	PITTSFIELD	MA	01201
K100011011	HUTTON DOUGLAS E&SLATTERY CHARLES H III	DBA HUTTON-SLATTERY ASSOCIATES	% F W WEBB COMPANY	160 MIDDLESEX TPKE	BEDFORD	MA	01730
K100011012	VIRGILIO PROPERTIES LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011013	BERKSHIRE GAS COMPANY THE			PO BOX 1388	PITTSFIELD	MA	01202
K100011015	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011016	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011017	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011019	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K110001015	PENN CENTRAL COMPANY	%CONRAIL	PROPERTY TAX DEPT	PO BOX 8499	PHILADELPHIA	PA	19101
K110001016	BERKSHIRE COMMUNITY ACTION COUNCIL INC			1531 EAST ST	PITTSFIELD	MA	01201
K110001020	CSX TRANSPORTATION-TAX DEPT (J910)			500 WATER ST	JACKSONVILLE	FL	32202
K110002002	PITTSFIELD WELDING SUPPLY INC			1484 EAST ST	PITTSFIELD	MA	01201
K110002003	TENNESSEE GAS TRANSMISSION CO-DIV	% TAX DEPT INC		PO BOX 4372	HOUSTON	TX	77210
K110002004	ARACE LOUIS	ARACE ANNA		83 BLYTHEWOOD DR	PITTSFIELD	MA	01201

Commercial
St Grow

ID	Owner 1	Owner 2	Owner 3	Owner Address	Owner City	Owner State	Owner Zip
K100010033	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011003	M CALLAHAN INC			PO BOX 526	PITTSFIELD	MA	01202
K100011005	PITTSFIELD 1400 EAST STREET LLC			19 QUINCY AVE	QUINCY	MA	01269
K100011006	DIMASSIMO JOSEPH A	DIMASSIMO ELIZABETH A		1410 EAST ST	PITTSFIELD	MA	01201
K100011008	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011009	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA	01201
K100011010	SHIRE CITY APPLES LLC			703 W HOUSATONIC ST #12	PITTSFIELD	MA	01201
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K110001020	CSX TRANSPORTATION-TAX DEPT (J910)			500 WATER ST	JACKSONVILLE	FL	32202

Community outreach meeting notification received

1. Anthony's Auto Electronics Thomas Hartford
2. Stash's Working Supply
3. Tonal Rehab & Pilates Ki Sz
4. Shawn M. Chidow
5. Jimmy Laurent
6. Chris R. Paris
7. [Signature]
8. Ally # 5/7/18 Premier Supply Broker
45 Commercial St
9. Paul J. [Signature] Granite City Electric
10. [Signature]
11. B. Davis (Torco.)
12. MA [Signature] ESPRESO H INC.
13. Sheri [Signature]
14. Steven [Signature]
15. Jan [Signature] LOSTANAL CO.
16. T. Kelly
17. F. Brown

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Mass Yield Cultivation LLC

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K110002002	PITTSFIELD WELDING SUPPLY INC			1484 EAST ST	PITTSFIELD	MA	01201
K110002003	TENNESSEE GAS TRANSMISSION CO-DIV	% TAX DEPT INC		PO BOX 4372	HOUSTON	TX	77210
K110002004	ARACE LOUIS	ARACE ANNA		83 BLYTHEWOOD DR	PITTSFIELD	MA	01201

Commercial
St. Grow

ID	Owner 1	Owner 2	Owner 3	Owner Address	Owner City	Owner Zip
K100010033	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA 01201
K100011003	M CALLAHAN INC			PO BOX 526	PITTSFIELD	MA 01202
K100011005	PITTSFIELD 1400 EAST STREET LLC			19 QUINCY AVE	QUINCY	MA 01269
K100011006	DIMASSIMO JOSEPH A	DIMASSIMO ELIZABETH A		1410 EAST ST	PITTSFIELD	MA 01201
K100011008	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA 01201
K100011009	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA 01201
K100011010	SHIRE CITY APPLES LLC			703 W HOUSATONIC ST #12	PITTSFIELD	MA 01201
K100011011	HUTTON DOUGLAS E&SLATTERY CHARLES H III	DBA HUTTON-SLATTERY ASSOCIATES	% F W WEBB COMPANY	160 MIDDLESEX TPKE	BEDFORD	MA 01730
K100011016	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA 01201
K100011017	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA 01201
K100011019	DELALBA HOLDINGS LLC			20 COMMERCIAL ST	PITTSFIELD	MA 01201
K110001015	PENN CENTRAL COMPANY	%CONRAIL	PROPERTY TAX DEPT	PO BOX 8499	PHILADELPHIA	PA 19101
K110001020	CSX TRANSPORTATION-TAX DEPT (J910)			500 WATER ST	JACKSONVILLE	FL 32202

Community outreach meeting notification received

1. Anthony's Auto Electronics Thomas Hartford
2. Wesley's Working Supply
3. Tonal Rehab & Pilates Ki Sz
4. Shawn M. Chidao
5. Jimmy Laurent
6. Chris R. Davis
7. [Signature]
8. 5/7/18 Premier Supply Broker
45 Commercial St
9. Grandee Get Electric
10. [Signature]
11. B. Davis (Torco)
12. ES Prescott Inc.
13. Sheri Esposito
14. Steven Depina
15. Jan Libo Forestal Co.
16. T. Kelly
17. F. Brown

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Notice of Community outreach meeting

Notice is hereby given that Mass yield Cultivation LLC and Krypies LLC. Will hold a community outreach meeting on **May 15,2018 at the Berkshire Athenaeum Central library 1 Wendell Ave Pittsfield Ma 01201 between 9:30am and 10:30 am to discuss the proposed siting of an adult use marijuana establishment in the town of Pittsfield**

Mass Yield Cultivation LLC and Krypies LLC intend to apply for a license to operate for the following: Adult use marijuana establishments and retail sales of marijuana to be located at 1450 East street suite 2 Pittsfield Ma and 10-12 commercial St. Pittsfield Ma in accordance with M.G.L C94g and The Cannabis Control Commissions regulations at 935 CMR 500.000et seq.

Topics to be discussed will include but not limited to

- 1.) The types of adult use marijuana establishment to located at the proposed address**
- 2.) Plans for maintaining a secure facility**
- 3.) Plans to prevent diversion to minors**
- 4.) Plans to positively impact the community**
- 5.) Plans to ensure the establishment will not constitute a nuisance to the community**

Interested members of the community are encouraged to ask questions and receive answers from members of Mass Yield Cultivation LLC and Krypies LLC.

A copy of this notice has been published in the local newspaper at least 7 calendar days prior to the meeting and filed with the town clerk of Pittsfield this notice will also be mailed at least 7 calendar days to the abutters of the addresses of the marijuana establishment, owners of land directly opposite of public or private street or way, and abutters to the abutters of 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list.

Mass Yield Cultivation LLC and Krypies LLC

Timothy Mack

President

5/4/18

Katherine J Bierwas

From: Sonia Orenstein <Sonia@davidorenstein.com>
Sent: Thursday, July 22, 2021 11:14 AM
To: Joyner, Nathaniel
Cc: Katherine J Bierwas
Subject: Mass Yield Cultivation MC281392

Good Morning Nate,

I hope you are doing well. Mass Yield Cultivation is currently submitting our provisional license renewal application. The Cannabis Control Commission requires us to get a response from the municipality stating, what costs, if any, were incurred by the City of Pittsfield for Mass Yield Cultivation's provisional license?

I appreciate your help with this and look forward to hearing back from you.

Best regards,

Sonia Orenstein Barile

David L. Orenstein CPA & Associates
150 Pittsfield Road – Suite E1
Lenox, MA 01240
413-447-1900 ext. 102

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

POSITIVE IMPACT ON THE COMMUNITY

Mass Yield Cultivation LLC is a start-up marijuana cultivation entity, applying for licensing. Mass Yield Cultivation is an entity that anticipates receiving licensing from the Commonwealth of Massachusetts to bring a marijuana cultivation facility to Pittsfield. Pittsfield is an area of disproportioned impact. Tim Mack is the owner of this entity and currently owns a successful garden equipment and supply company named Berkshire Hydroponics. Tim has had a lifetime of gardening experience and anticipates creating a positive impact for Pittsfield and The Berkshires.

Mass Yield Cultivation is an equal opportunity employer and will be hiring ten to fifteen people, once the facility is completed and running at full capacity. Mass Yield Cultivation is committed to hiring female and minority growers and employees. All employees hired will be experienced and have ties to the community. All employees will be educated and trained to run an efficient and compliant facility.

Mass Yield Cultivation plans on giving back a significant amount of financial resources to Pittsfield and the surrounding communities. Our business plan reserves 5% of gross sales to go back into the community in various ways. This 5% is in addition to the required host community agreement amounts that maybe due.

Mass Yield Cultivation will work with the community in various ways to help make the legalization of adult use marijuana a successful, compliant and safe industry. Since, this legalized industry is so new to the Commonwealth, Mass Yield Cultivation, knows there will be a variety of opportunities to help positively impact both the community and the state!

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

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Hydroponics Education & Training

MYC LLC would like to either start a non-profit organization or team up with an existing non-profit organization to provide education on the hydroponic method of farming/gardening. Hydroponics is a method of growing plants without soil using mineral nutrient solutions in a water solvent. Hydroponics is a dirt-free, space saving, water effective method of growing soilless. Classes to teach this method would be structured to help those interested. Bringing education to the community on hydroponics is important to the industry, as individuals may want to learn and prepare for careers to work within the field. The classes would be hands on where the participants can learn to grow and create a community garden to feed the needy. The purpose of the non-profit would be to educate and give back by creating a program that encompasses many positive impacts on the community.

Veterans PTSD Initiative

Mass Yield Cultivation LLC will create a program for Veteran's with PTSD. To educate how Marijuana can be used for relief from PTSD. The veterans need to be cared for in ways that have not been allowed in the past. Marijuana's medicinal benefits have been proven to help with PTSD. MYC LLC with the guidance from a licensed medical practitioner will educate Veterans on the types of Marijuana products and their uses, along with ways to legally obtain the products. Mass Yield Cultivation LLC will also work with the local veteran's groups to help teach veteran's the skills needed to work within the industry. Mass Yield Cultivation LLC will link up with local veteran associations in the community to bring this initiative and education to the people.

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

Other Social Equity Programs & Education

MYC LLC is committed to the community and is currently researching different ways to give back to the community. Some of the programs MYC LLC would like to start, have received negative feedback. Not because the programs themselves are an issue but because marijuana is still illegal on a federal level. Many in the community would like to have these programs but are not allowed to participate because of the illegality at the federal level.

Some of the plans that encountered barriers were as follows:

- Donations to the police department to start a program in the schools similar to DARE. To educate children on Marijuana.
- A high school program to teach Hydroponics to students for careers within the industry as part of the vocational programs.
- Scholarships to students who have been affected by disproportionate criminalization of racial and ethnic minorities.

Initial research has led MYC LLC, that programs to do with children are a barrier at this time. Giving back to a community almost always involves children's programs.

As state above, MYC LLC is committed to continually finding ways to implement programs to positively effect the community for many years to come.

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

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MYC LLC would like to either start a non-profit organization or team up with an existing non-profit organization to provide education on the hydroponic method of farming/gardening. Hydroponics is a method of growing plants without soil using mineral nutrient solutions in a water solvent. Hydroponics is a dirt-free, space saving, water effective method of growing soilless. Classes to teach this method would be structured to help those interested. Bringing education to the community on hydroponics is important to the industry, as individuals as individuals 21 years old and older may want to learn and prepare for careers to work within the field. The classes would be hands on where the participants can learn to grow and create a community garden to feed the needy. The purpose of the non-profit would be to educate and give back by creating a program that encompasses many positive impacts on the community. This program would require participants are 21 years and older and in accordance with state laws.

Veterans PTSD Initiative

Mass Yield Cultivation LLC will create a program for Veteran's with PTSD (21 years old or older). To educate how Marijuana can be used for relief from PTSD. The veterans need to be cared for in ways that have not been allowed in the past. Marijuana's medicinal benefits have been proven to help with PTSD. MYC LLC with the guidance from a licensed medical practitioner will educate Veterans on the types of Marijuana products and their uses, along with ways to legally obtain the products. Mass Yield Cultivation LLC will also work with the local veteran's groups to help teach veteran's the skills needed to work within the industry. Mass Yield Cultivation LLC will link up

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

with local veteran associations in the community to bring this initiative and education to the people.

Other Social Equity Programs & Education

MYC LLC is committed to the community and is currently researching different ways to give back to the community. Some of the programs MYC LLC would like to start, have received negative feedback. Not because the programs themselves are an issue but because marijuana is still illegal on a federal level. Many in the community would like to have these programs but are not allowed to participate because of the illegality at the federal level.

Money has been allocated in our business plan, to give 5% of gross sales back to the community. Portions of the 5% will be allocated to the various programs. Plans to disburse money will be on a monthly, quarterly or annually basis depending on the program.

Some of the plans we intend on initiating are as follows:

- Donations to the police department will be given twice a year. The police department will determine where the money is spent.
- An education program to teach Hydroponics to students 21 years or older for careers within the industry as part of the vocational programs.
- Scholarships to students 21 years or older who have been affected by disproportionate criminalization of racial and ethnic minorities.

As state above, MYC LLC is committed to continually finding ways to implement programs to positively effect the community for many years to come.

MYC acknowledges that specifically named organizations will be contacted and will confirm they can receive the donation we plan on making or will work with the proposed establishment in the furthering of its goals. A letter from all organizations that will be receiving donations will be included or attached to our Diversity Plan. Any actions taken, or programs instituted, by the applicant will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws. The applicant will adhere to the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; Any actions taken, or programs instituted, by Mass Yield Cultivation will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

Measurement & Accountability

MYC LLC's goals for positive impact on the community will be measured by the results of the various methods. Such as:

- Diversity in the workplace will be measured by the actual employees hired.
- Programs to educate veterans' - either marijuana use or skills to work in the industry will be measured by actual events, trainings and the response to those events will be documented.
- Hydroponics education & training will also be measured by the actual events, trainings and opportunities held by Krypies LLC.
- Any and all positive impact programs held by Krypies will be measurable by the means necessary for that particular program.



William Francis Galvin
Secretary of the
Commonwealth

The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

April 11, 2018

TO WHOM IT MAY CONCERN:

I hereby certify that a certificate of organization of a Limited Liability Company was filed in this office by

MASS YIELD CULTIVATION LLC

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **April 9, 2018.**

I further certify that said Limited Liability Company has filed all annual reports due and paid all fees with respect to such reports; that said Limited Liability Company has not filed a certificate of cancellation or withdrawal; and that said Limited Liability Company is in good standing with this office.

I also certify that the names of all managers listed in the most recent filing are: **NONE**

I further certify, the names of all persons authorized to execute documents filed with this office and listed in the most recent filing are: **TIMOTHY MACK**

The names of all persons authorized to act with respect to real property listed in the most recent filing are: **NONE**



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin
Secretary of the Commonwealth

D

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

**Limited Liability Company
Certificate of Organization
(General Laws Chapter 156C, Section 12)**

Federal Identification No.: _____

- (1) The exact name of the limited liability company:

Mass Yield Cultivation LLC

- (2) The street address of the office in the commonwealth at which its records will be maintained:

30 Lombard Street
Pittsfield, MA 01201

- (3) The general character of the business:

Forming LLC to apply for marijuana licensing.

- (4) Latest date of dissolution, if specified: _____

- (5) The name and street address, of the resident agent in the commonwealth:

NAME

ADDRESS

Timothy Mack

30 Lombard Street
Pittsfield, MA 01201

- (6) The name and business address, if different from office location, of each manager, if any:

NAME

ADDRESS

The LLC will have no managers.

- (7) The name and business address, if different from office location, of each person in addition to manager(s) authorized to execute documents filed with the Corporations Division, and at least one person shall be named if there are no managers:

NAME

ADDRESS

Timothy Mack

30 Lombard Street
Pittsfield, MA 01201

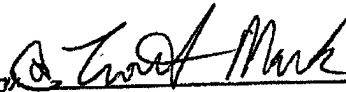
- (8) The name and business address, if different from office location, of each person authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property recorded with a registry of deeds or district office of the land court:

NAME

ADDRESS

- (9) Additional matters:

Signed by (by at least one authorized signatory):



Consent of resident agent:

I Timothy Mack

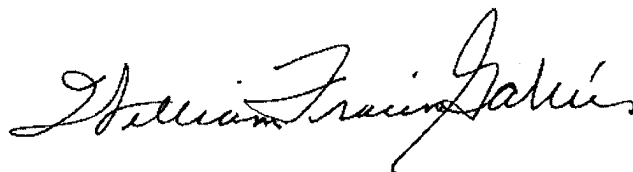
resident agent of the above limited liability company, consent to my appointment as resident agent pursuant to G.L. c 156C § 12*

*or attach resident agent's consent hereto.

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

April 09, 2018 09:32 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized initial 'W'.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



MASS YIELD CULTIVATION LLC
30 LOMBARD ST
PITTSFIELD MA 01201-5550

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, MASS YIELD CULTIVATION LLC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

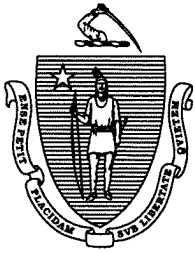
If you have questions, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

May 3, 2018

TO WHOM IT MAY CONCERN:

I hereby certify that a certificate of organization of a Limited Liability Company was filed in this office by

MASS YIELD CULTIVATION LLC

in accordance with the provisions of Massachusetts General Laws Chapter 156C on **April 9, 2018.**

I further certify that said Limited Liability Company has filed all annual reports due and paid all fees with respect to such reports; that said Limited Liability Company has not filed a certificate of cancellation or withdrawal; and that said Limited Liability Company is in good standing with this office.

I also certify that the names of all managers listed in the most recent filing are: **NONE**

I further certify, the names of all persons authorized to execute documents filed with this office and listed in the most recent filing are: **TIMOTHY MACK**

The names of all persons authorized to act with respect to real property listed in the most recent filing are: **NONE**



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

**LIMITED LIABILITY COMPANY OPERATING AGREEMENT
OF
Mass Yield Cultivation LLC**

This Single-member LLC Operating Agreement represents Mass Yield Cultivation LLC that was formed in the State of Massachusetts on April 9th 2018, hereinafter known as the "Company".

Tim Mack of 30 Lombard Street, Pittsfield, Massachusetts, 01201 is recognized as the sole member of the Company (the "Member(s)").

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

1. Name and Principal Place of Business

The name of the Company is Mass Yield Cultivation LLC with a principal place of business at Mass Yield Cultivation LLC, 30 Lombard Street, Pittsfield, Massachusetts, 01201. The mailing address shall be the same address as the principal office location.

2. Registered Agent

The name of the Registered Agent is Tim Mack with a registered office located at 30 Lombard Street, Pittsfield, Massachusetts, 01201 for the service of process as of April 9th 2018. This may change at any time by the Company filing an amendment with the Secretary of State, or respective office, in the State of Massachusetts.

3. Formation

The Company was formed on April 9th 2018, when the Member(s) filed the Articles of Organization with the office of the Secretary of State pursuant to the statutes governing limited liability companies in the State of Massachusetts (the "Statutes").

4. Purpose

The purpose of the Company is to apply for a marijuana cultivation license. Once license is approved, the LLC shall formally change its purpose to marijuana cultivator.

5. Term

The term of the Company shall be perpetual, commencing on the filing of the Articles of Organization of the Company, and continuing until terminated under the provisions set forth herein.

6. Member(s) Capital Contributions

The Member(s) will not be making an initial Capital Contribution to the LLC.

7. Distributions.

The Member may make such capital contributions (each a "Capital Contribution") in such amounts and at such times as the Member shall determine. The Member shall not be obligated to make any

Capital Contributions. The Member may take distributions of the capital from time to time in accordance with the limitations imposed by the Statutes.

A "Capital Account" for the Member's shall be maintained by the Company. The Member's Capital Account shall reflect the Member's capital contributions and increases for any net income or gain of the Company. The Member's Capital Account shall also reflect decreases for distributions made to the Member and the Member's share of any losses and deductions of the Company.

8. Books, Records and Tax Returns

The Company shall maintain complete and accurate books and records of the Company's business and affairs as required by the Statutes and such books and records shall be kept at the Company's Registered Office and shall in all respects be independent of the books, records and transactions of the Member.

The Company's fiscal year shall be the calendar year with an ending month of December. The Member intends that the Company, as a single member LLC, shall be taxed as a Sole Proprietorship in accordance with the provisions of the Internal Revenue Code.

9. Bank Accounts

All funds of the Company shall be deposited in the Company's name in a bank account or accounts as chosen by the Member(s). Withdrawals from any bank accounts shall be made only in the regular course of business of the Company and shall be made upon such signature or signatures as the Member(s) from time to time may designate.

10. Management of the Company

The business and affairs of the Company shall be conducted and managed by the Member(s) in accordance with this Agreement and the laws of the State of Massachusetts.

Tim Mack, as sole member of the Company, has sole authority and power to act for or on behalf of the Company, to do any act that would be binding on the Company, or incur any expenditures on behalf of the Company. The Member shall not be liable for the debts, obligations or liabilities of the Company, including under a judgment, decree or order of a court. The Company is organized as a "member-managed" limited liability company. The Member is designated as the initial managing member.

11. Ownership of Company Property

The Company's assets shall be deemed owned by the Company as an entity, and the Member shall have no ownership interest in such assets or any portion thereof. Title to any or all such Company assets may be held in the name of the Company, one or more nominees or in "street name", as the Member may determine.

Except as limited by the Statutes, the Member may engage in other business ventures of any nature, including, without limitation by specification, the ownership of another business similar to that operated by the Company. The Company shall not have any right or interest in any such independent ventures or to the income and profits derived therefrom.

12. Dissolution and Liquidation

The Company shall dissolve and its affairs shall be wound up on the first to occur of (i) At a time, or upon the occurrence of an event specified in the Articles of Organization or this Agreement. (ii) The determination by the Member that the Company shall be dissolved.

Upon the death of the Member, the Company shall be dissolved. By separate written documentation, the Member shall designate and appoint the individual who will wind down the Company's business and transfer or distribute the Member's Interests and Capital Account as designated by the Member or as may otherwise be required by law.

Upon the disability of a Member, the Member may continue to act as Manager hereunder or appoint a person to so serve until the Member's Interests and Capital Account of the Member have been transferred or distributed.

13. Indemnification

The Member (including, for purposes of this Section, any estate, heir, personal representative, receiver, trustee, successor, assignee and/or transferee of the Member) shall not be liable, responsible or accountable, in damages or otherwise, to the Company or any other person for: (i) any act performed, or the omission to perform any act, within the scope of the power and authority conferred on the Member by this agreement and/or by the Statutes except by reason of acts or omissions found by a court of competent jurisdiction upon entry of a final judgment rendered and un-appealable or not timely appealed ("Judicially Determined") to constitute fraud, gross negligence, recklessness or intentional misconduct; (ii) the termination of the Company and this Agreement pursuant to the terms hereof; (iii) the performance by the Member of, or the omission by the Member to perform, any act which the Member reasonably believed to be consistent with the advice of attorneys, accountants or other professional advisers to the Company with respect to matters relating to the Company, including actions or omissions determined to constitute violations of law but which were not undertaken in bad faith; or (iv) the conduct of any person selected or engaged by the Member.

The Company, its receivers, trustees, successors, assignees and/or transferees shall indemnify, defend and hold the Member harmless from and against any and all liabilities, damages, losses, costs and expenses of any nature whatsoever, known or unknown, liquidated or unliquidated, that are incurred by the Member (including amounts paid in satisfaction of judgments, in settlement of any action, suit, demand, investigation, claim or proceeding ("Claim"), as fines or penalties) and from and against all legal or other such costs as well as the expenses of investigating or defending against any Claim or threatened or anticipated Claim arising out of, connected with or relating to this Agreement, the Company or its business affairs in any way; provided, that the conduct of the Member which gave rise to the action against the Member is indemnifiable under the standards set forth herein.

Upon application, the Member shall be entitled to receive advances to cover the costs of defending or settling any Claim or any threatened or anticipated Claim against the Member that may be subject to indemnification hereunder upon receipt by the Company of any undertaking by or on behalf of the Member to repay such advances to the Company, without interest, if the Member is Judicially Determined not to be entitled to indemnification as set forth herein.

All rights of the Member to indemnification under this Agreement shall (i) be cumulative of, and in addition to, any right to which the Member may be entitled to by contract or as a matter of law or equity, and (ii) survive the dissolution, liquidation or termination of the Company as well as the death, removal, incompetency or insolvency of the Member.

The termination of any Claim or threatened Claim against the Member by judgment, order, settlement or upon a plea of *nobo contendere* or its equivalent shall not, of itself, cause the Member not to be entitled to indemnification as provided herein unless and until Judicially Determined to not be so entitled.

14. Miscellaneous

This Agreement and the rights and liabilities of the parties hereunder shall be governed by and determined in accordance with the laws of the State of Massachusetts. If any provision of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement, which shall remain in full force and effect.

The captions in this Agreement are for convenience only and are not to be considered in construing this Agreement. All pronouns shall be deemed to be the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require. References to a person or persons shall include partnerships, corporations, limited liability companies, unincorporated associations, trusts, estates and other types of entities.

This Agreement, and any amendments hereto may be executed in counterparts all of which taken together shall constitute one agreement.

This Agreement sets forth the entire agreement of the parties hereto with respect to the subject matter hereof. It is the intention of the Member(s) that this Agreement shall be the sole agreement of the parties, and, except to the extent a provision of this Agreement provides for the incorporation of federal income tax rules or is expressly prohibited or ineffective under the Statutes, this Agreement shall govern even when inconsistent with, or different from, the provisions of any applicable law or rule. To the extent any provision of this Agreement is prohibited or otherwise ineffective under the Statutes, such provision shall be considered to be ineffective to the smallest degree possible in order to make this Agreement effective under the Statutes.

Subject to the limitations on transferability set forth above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and to their respective heirs, executors, administrators, successors and assigns.

No provision of this Agreement is intended to be for the benefit of or enforceable by any third party.

IN WITNESS WHEREOF, the Member(s) have executed this Agreement on April 9th 2018.

The Member(s) of Mass Yield Cultivation LLC

A handwritten signature in black ink, appearing to read "Tim Mack", is written over a horizontal line.

Tim Mack

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

PLAN FOR OBTAINING LIABILITY INSURANCE

Mass Yield Cultivations has already contacted two insurance brokers in Berkshire County who are helping to secure the liability insurance required. Applications to Cannasure and CannGen RT have been submitted through a broker. These insurance companies offer insurance within this industry. We have already received our surety bond through Hudson Insurance Company.



Mass Yield Cultivation LLC

Description

Mass Yield Cultivation LLC is applying for a cannabis cultivation license and will be conducting business from a 5,600-sq. ft. growing facility in Pittsfield, Massachusetts.

The company will have the ability to vegetate up to 4,800 plants and flowers concurrently, will grow up to 25 different strains of marijuana, and will have the ability to grow from seedling to finished product.

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Executive Summary

Company Summary

Mass Yield Cultivation LLC is a new company which is intending to penetrate into the cannabis cultivation market in Massachusetts. Mass Yield Cultivation is applying for a cultivation license and intends to start with one greenhouse/warehouse that is 5,600 sq. ft. located at 8-12 Commercial Street, Pittsfield, MA 01201. Mass Yield Cultivation intends to start its growing business as soon as licensed.

Mass Yield Cultivation LCL is organized as a Limited Liability Company (LLC)/Corporation and will be led by Tim Mack, who will serve as CEO/Owner.

Mass Yield Cultivation LLC is a company that will be built on a solid foundation. From our inception, we have decided to recruit only qualified people to man various job positions in our company. Mass Yield Cultivation LLC will seek to leverage on their expertise to build our business brand as a premiere cannabis cultivator within the United States.

Main Goals

- ✓ Getting the Massachusetts Cannabis Grower license and to build a successful commercial cultivation facility.
- ✓ To be fully compliant with all state and local municipalities and be primed and ready for national expansion as federal laws adjust and evolve to the benefit of the cannabis industry.

Mission

- ✓ To grow one of the best cannabis products, to establish an innovative cannabis growing brand with affordable prices to dispensaries and manufacturers of Massachusetts.

Products & Services

Mass Yield Cultivation LLC will have the ability to vegetate up to 4,800 plants and flowers concurrently, will grow up to 25 different strains of marijuana, and will have the ability to grow from seedling to finished product. Mass Yield Cultivation LLC will dry and process all cannabis flowers into labeled/inventoried vacuum sealed bags before delivery.

Objectives

- Year 1: Securing the license to start cultivation in state Massachusetts.
- Year 3: Brand and distribute our product line throughout Massachusetts.
- Year 5: The Mass Yield Cultivation brand is now a trusted and consistent brand.

Market Opportunities

60% of the U.S. population now lives in states that have legalized some form of cannabis use and sales, illustrating the rising acceptance of cannabis nationwide and highlighting the industry's immense potential for future growth.

The passage of initiatives in California, Nevada, Massachusetts, Maine, Florida, Arkansas, Montana, North

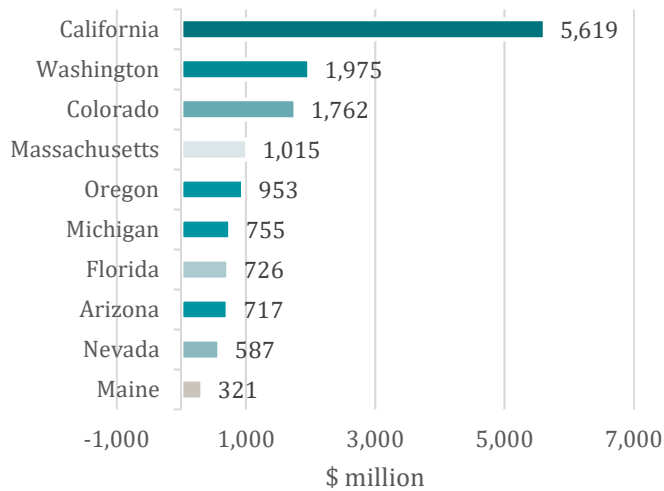


Figure 1. Medical and recreational cannabis sales in top states, 2020

Dakota, and West Virginia will add \$7.4 billion to the 2021 market forecast bringing the overall market projection for legal adult-use and medical sales in North America to \$24.5 billion by 2021. That brings the compound annual growth rate (CAGR) to 28%.

In 2016, Massachusetts residents voted to legalize recreational cannabis. While cannabis is technically legal at the moment, recreational sales are not yet allowed. State legislators are presently tasked with creating the framework for dispensaries to begin selling recreational

marijuana.

The Massachusetts recreational cannabis market is expected to become a \$1 billion industry by 2020. Research from multiple marijuana data and investment firms predict Massachusetts can become such a travel destination. If correct, an influx of tourists to Massachusetts can expand the economic impact of this legislation far beyond simply the marijuana industry.

Regulated recreational cannabis sales are set to begin in Massachusetts in July 2018.

Already, 28 entities have applied for 51 business licenses, including 15 retail stores, and the Cannabis Control Commission has begun to review those applications. The review process includes a background check and a 60-day window during which the municipality in which the business hopes to locate must certify that the applicant has met all local requirements.

Executive Summary

Start-up Summary

Tim Mack is sole owner of Berkshire Hydroponics. Berkshire Hydroponics is a successful gardening and equipment supply company. A combination of Tim Mack and Berkshire Hydroponics will fund this business.

Table 1. Start-up expenses, \$

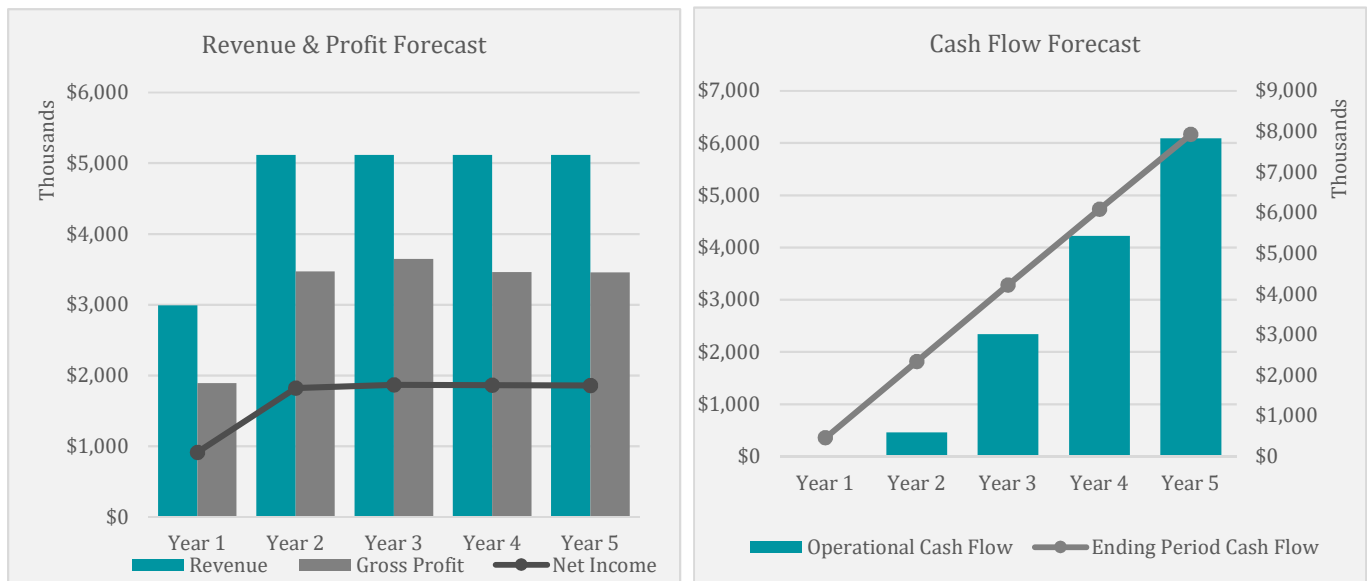
\$	Quarter 1	Quarter 2	Quarter 3	Quarter 4
CAPEX				
Land & Development	0	0	0	0
Building for Cultivation, build out	35,000	0	0	0
Growing Equipment	42,500	42,500	42,500	85,000
Lighting System	81,000	40,500	40,500	81,000
Alarm & Security System	7,500	0	0	0
Monitoring - Video & Camera System	12,500	0	0	0
Computer System	10,000	0	0	0
Other	0	0	0	0
Other	0	0	0	0
Other	0	0	0	0
OPEX				
COGS - Cost of Goods Sold	60,490	278,947	512,220	512,220
G&A Expenses - Initial & General Costs	27,240	12,240	12,240	12,240
G&A Expenses - Cultivation	24,540	26,703	30,935	30,935
SG&A Expenses - Marketing & Sales Expenses	2,400	7,200	7,200	7,200
Salaries & Benefits	17,198	17,198	17,198	17,198
SG&A Expenses - Misc.	1,959	2,307	2,519	2,519
Total	322,327	427,595	665,311	748,311

Executive Summary

Financial Summary

Mass Yield Cultivation LLC will fund its startup costs largely through personal savings/investments.

From a total investment of approximately \$525,000, Mass Yield Cultivation LLC is expected to generate nearly \$5.1 million in gross revenues with net income of nearly \$1.9 million in Year 2, its first full year of operations.



After the first year of operations, it is expected that Mass Yield Cultivation LLC will be able to trim expenses through realizing business efficiencies, gaining operational experience and industry knowledge.

Direct and Indirect Social Impacts

Mass Yield Cultivation LLC will create more than eight to twelve new jobs in county with salaries eventually being over \$750,000 Mass Yield Cultivation intends 3% of sales will be allocated to the schools and different community programs.

	Year 1	Year 2	Year 3	Year 4	Year 5
Federal Tax	473,028	898,741	898,741	898,741	898,741
State Tax	337,877	641,958	641,958	641,958	641,958
Community programs	89,712	153,468	153,468	153,468	153,468

Market Overview



Mass Yield Cultivation LLC

Market Overview

Spending on legal cannabis worldwide is expected to hit \$57 billion by 2027. The recreational market will cover 67% of the spending; medical marijuana will take up the remaining 33%.

Tom Adams, editor-in-chief of ArcView Market Research and managing director for BDS Analytics, writes in the introduction: "... the expansion of medical cannabis markets can be expected to lead to broader public acceptance, "setting the stage for the eventual move to adult-use legalization" and that this model "will drive the world market, excluding the United States and Canada, to grow at 35% annually to \$10.5 billion by 2027, as a key part of the \$57 billion overall market."

The largest group of cannabis buyers will be in North America, going from \$9.2 billion in 2017 to \$47.3 billion a decade later. The largest growth spread, however, is predicted within the rest-of-world markets, from \$52 million spent in 2017 to a projected \$2.5 billion in 2027.

According to the report: "The Road Map to a \$57 Billion Worldwide Market"¹:

- The initial decision by many U.S. states and Canada to create medical-only cannabis regulations prompted many other countries to act similarly while California's and Canada's willingness to legalize adult recreational use triggered a second wave of laws internationally to increase access to medical cannabis.
- South America has some of the most liberal medical cannabis programs. Led by Brazil, Argentina, Peru and Uruguay, the South American medical cannabis market may grow from \$125 million in 2018 to \$776 million in 2027.
- Germany is poised to be the leader of the European cannabis market, and Italy is expected to be second with \$1.2 billion in sales by 2027. Overall, however, the European cannabis market is not expected to grow as stridently as its potential suggests.
- Australia's legal cannabis market is forecast to grow from \$52 million in 2018 to \$1.2 billion in 2027, the 5th largest in the world.
- Israel has a small population and a long history of legal medical marijuana use. It continues as a leader with years in the development of cannabis pharmaceuticals.

¹ <https://arcviewgroup.com/research/reports/>

North American Cannabis Market

Although the federal government still considers the use of cannabis a criminal offence, more than half the states of America have legalized it in some form. Most states sell it only for medical purposes, often broadly defined. But eight states – Alaska, California, Colorado, Maine, Nevada, Massachusetts, Oregon and Washington – have gone further, legalizing the recreational use. Legal weed is more high-priced than the black-market variety, but it is better value: three times more potent and only about 50% more expensive².

Legal cannabis sales reached \$9.2 billion in North America in 2017, according to a new report from cannabis industry analysts ArcView Market Research, in partnership with BDS Analytics. That represents an unprecedented 33% increase over 2016.

The report further predicts the entire legal cannabis market to reach \$24.5 billion in sales – a 28% annual growth rate by 2021 – as more states legalize cannabis for recreational use and existing markets mature.

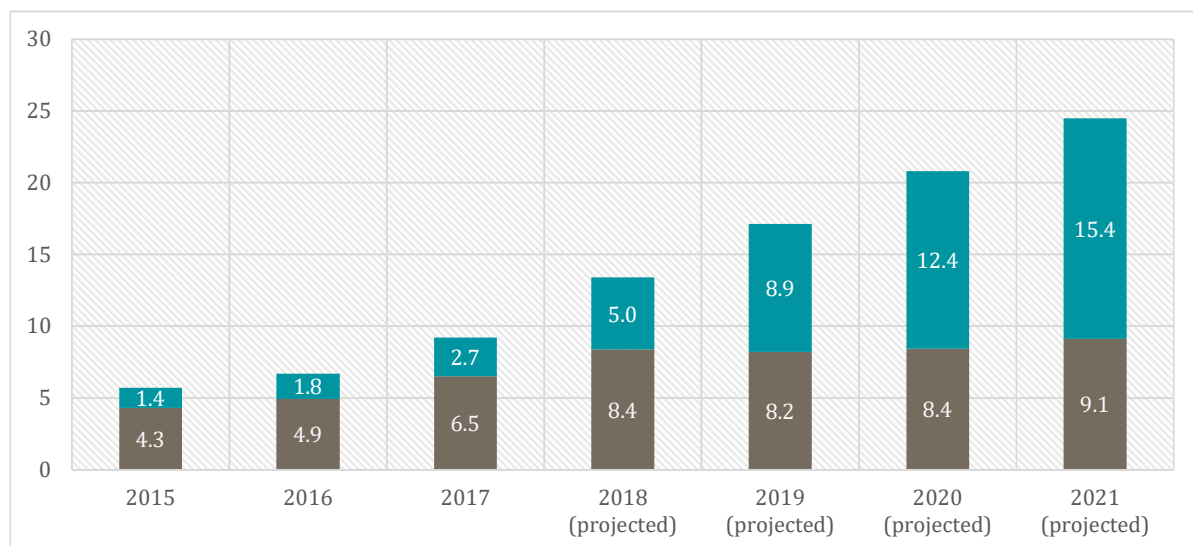


Figure 2. Medical and recreational cannabis sales forecast, billion \$

² <http://www.economist.com/blogs/graphicdetail/2016/02/daily-chart-10>

The U.S. Cannabis Market

60% of the U.S. population now lives in states that have legalized some form of cannabis use and sales, illustrating the rising acceptance of cannabis nationwide and highlighting the industry's immense potential for future growth.

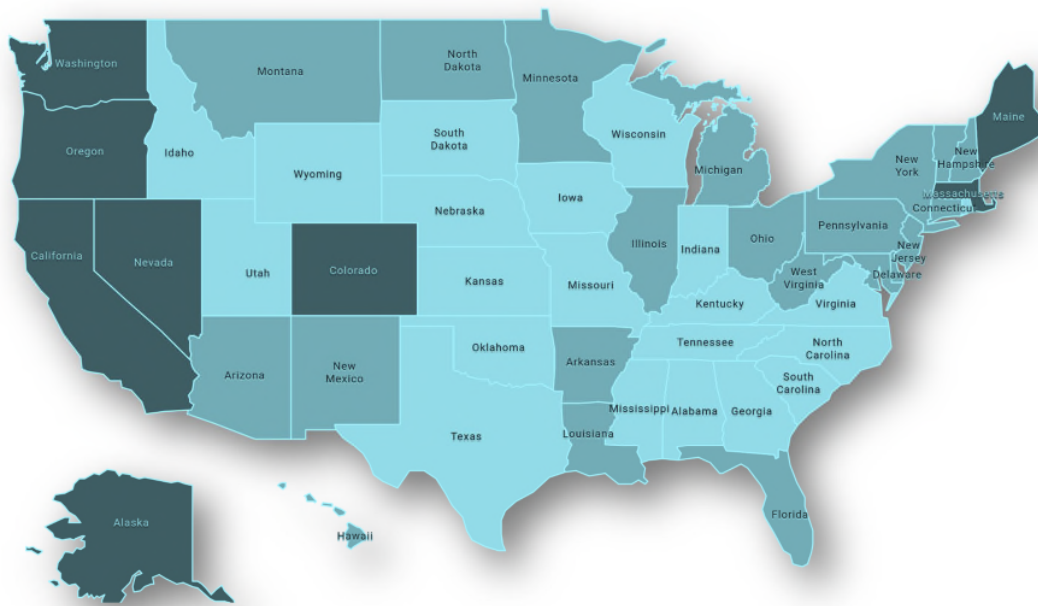
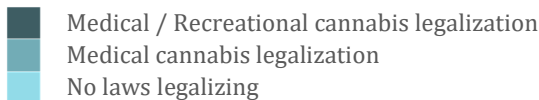


Figure 3. U.S. legalization map



As at January 2018, there are 30 States that now allow cannabis for medical use, 16 States allow Cannabidiol (CBD), 9 States and the District of Columbia now allow for recreational cannabis use.

There are 9,397 active licenses for cannabis businesses in the U.S., according to Ed Keating, chief data officer for Cannabiz Media, which tracks cannabis licenses. This includes cultivators, manufacturers, retailers, distributors, deliverers and test labs.

The industry employed 121,000 people in 2017. If cannabis continues its growth trajectory, the number of workers in that field could reach 292,000 by 2021, according to BDS Analytics.

According to research firm Cowen & Co the U.S. legal cannabis industry is expected to reach \$75 billion in sales by 2030.³

³ <https://www.bloomberg.com/news/articles/2018-04-04/cannabis-sales-forecast-suggests-it-may-surpass-soda-by-2030>

Pricing Benchmarks

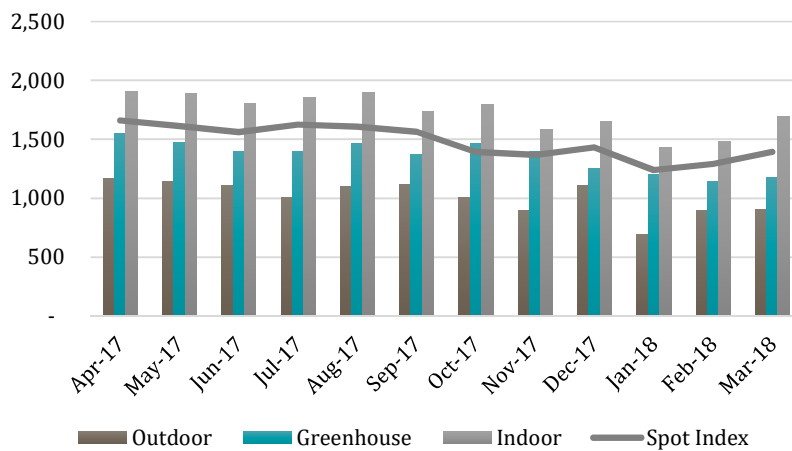


Figure 4. U.S. Wholesale flower prices, \$/pound 2017-2018

Analysis of monthly nationwide wholesale rates for cannabis flower in state-legal markets in 2017 shows remarkable steadiness.

While the average wholesale price has been highest in April in 2017, the highest monthly rate observed in 2016 was \$2,059, in May, with the weekly peak price for 2016 occurring late that month as well. So far, this year, the highest weekly U.S. Spot price

was observed in the week ending March 31st, at \$1,682 per pound, roughly two months ahead of when 2016's peak rate was documented.

2017 closed with a more modest rise in the U.S. Spot than has been observed in prior years. Furthermore, anticipated disruption due to the imposition of regulation on the major markets of California and Michigan has not resulted in dramatic price fluctuations in those states to this point. Increasingly, it appears market participants believe that the transition to licensed, regulated systems in those states will be a gradual process, at least through the first half of 2018.

The U.S. Cannabis Spot Index averaged \$1,562 per pound in 2017, a decline of 13% from the average of \$1,789 per pound in 2016

- ✓ 2016 U.S. Spot Index average = \$1,789
- ✓ 2017 U.S. Spot Index average = \$1,562

The seasonal impact of the fall harvest remains undeniable, driving prices to their annual low in November the last two years

- ✓ 2016 low was \$1,386 on November 11th
- ✓ 2017 low was \$1,368 on November 17th

The volume of wholesale flower sold in the U.S. cannabis market grew 22% in 2017

- ✓ Estimated 3.0 million pounds in 2016
- ✓ Estimated 3.7 million pounds in 2017

The U.S. wholesale market for cannabis flower was \$5.7 billion in 2017

- ✓ 77% the size of the U.S. wholesale wheat market of \$7.4 billion

Target Market

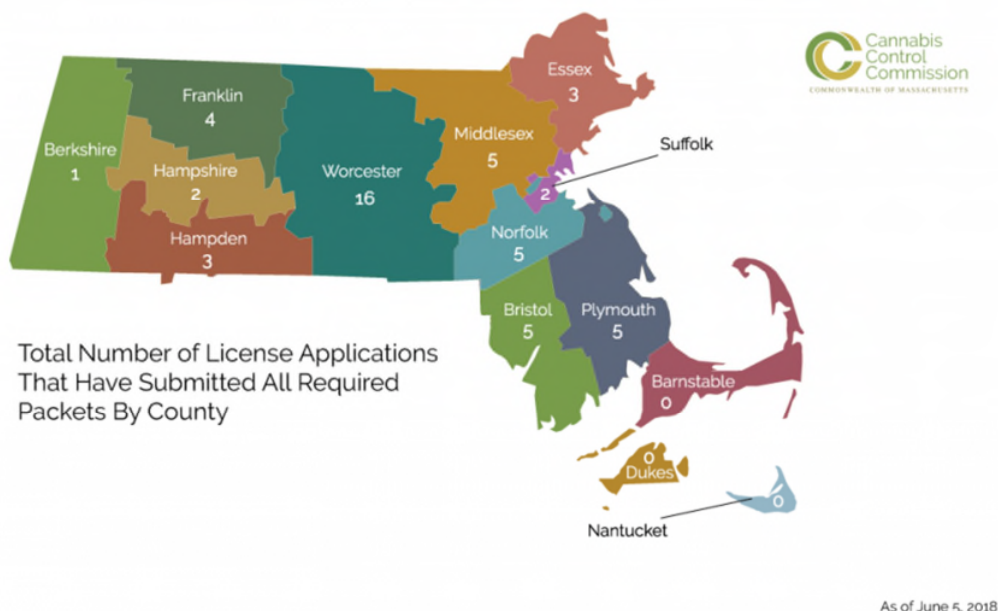
On December 28, 2016, the Massachusetts state legislature voted to delay sales of recreational marijuana for six months. Originally, licensing for cannabis shops was set to begin on January 1, 2018, under the measure, but the delay set by legislators moved the date to July 1, 2018. Legislators cited needing more time to tinker with the measure as the reason for enacting the delay. Personal use, possession, and cultivation of marijuana all became legal on December 15, 2016.

Right now, there are 34,816 (up from 19,000 in early 2016) people who have gotten medical cannabis cards that allow them to use weed legally to treat a variety of ailments. They are served by 10 dispensaries. It is expected over 700,000 customers potentially interested in using of a recreational cannabis.

Massachusetts cannabis market only in recreational part is expected to become a \$1 billion industry by 2020. Research from multiple marijuana data and investment firms predict Massachusetts can become such a travel destination. If correct, an influx of tourists to Massachusetts can expand the economic impact of this legislation far beyond simply the marijuana industry.

Cannabis Taxes

Under the new law, recreational marijuana will be taxed 17 to 20 percent. The baseline tax is 17 percent, which is determined from a combination of a 6.25 percent sales tax and a 10.75 percent special excise tax on adult use. But cities and towns can choose to add a three percent tax on top of the 17 percent, tallying up to a 20 percent tax on retail cannabis.



Recreational Licensing

In total, 108 prospective marijuana businesses have submitted at least one "packet" of the application to the CCC and 51 have submitted all four necessary packets, including 18 for a cultivation and 12 for a manufacturing. The review process includes a background check and a 60-day window during which the municipality in which the business hopes to locate must certify that the applicant has met all local requirements.

Worcester County had 16 applications, Middlesex, Norfolk, Bristol and Plymouth counties all had 5 applications each, Suffolk County, which includes Boston, had two applications, and Berkshires County had a single application.

Cannabis Control Commission (CCC) Deadlines

<i>March 15, 2018</i>	CCC shall promulgate rules and regulations for the issuance of licenses.
<i>April 1, 2018</i>	Accept applications for licenses.
<i>April 1-15, 2018</i>	Review applications of operating medical establishments and businesses that demonstrate experience in or business practices that promote economic empowerment in communities disproportionately impacted, for grant or denial of license.
<i>May 1, 2018</i>	Independent Testing Laboratory regulations and rules promulgated. Regulations for Nantucket and Duke counties promulgated.
<i>June 1, 2018</i>	CCC received first applications including 51 the most completed to review.
<i>July 1, 2018</i>	Retail cannabis stores may be open

SWOT Analyses

S	W	O	T
<ul style="list-style-type: none">• New cultivation technologies will allow significantly decrease electricity bills and increase profit while competitive prices• Extensive industry knowledge• Proven, disciplined management team	<ul style="list-style-type: none">• Product liability / legal issues• Enhanced risk of banking / financial / IRS scrutiny• Crop loss possibility due to pests, heat, human error, etc.• Difficulties with finding employees. Location is a bit remote and not much depth in local workforce• High energy consumption	<ul style="list-style-type: none">• High growth industry• Growing interest and demand for natural, alternative medicine• Trend toward greater cannabis legalization, including the use of cannabis for recreational purposes• Global Market	<ul style="list-style-type: none">• A significant drop in wholesale pricing• Enforcement of federal law• Possible cannabis law changing• Indicators of a slowed global economy• Large companies entering the market

Marketing & Sales Strategy



Mass Yield Cultivation LLC

Marketing & Sales Strategy

Marketing Plan

Because cannabis is illegal under federal law, state governments and online advertising platforms are placing strict rules on how companies can market their products.

Google, Facebook and Twitter all have advertising policies that restrict the promotion of the sale of cannabis. Google's policy prohibits ads that promote "substances that alter mental state for the purpose of recreation." Facebook restricts any "illegal, prescription, or recreational drugs." And Twitter bans "illegal drugs" as well as substances that cause "legal highs." Instagram and Facebook have decided to go a step further by removing pages of cannabis related businesses.

The most effective strategies for legal marijuana companies are direct marketing at industry conferences and other events, building communities around marijuana -related concerns such as health and wellness. The marketing and sales strategy of Mass Yield Cultivation LLC will be based on generating long-term personalized relationships with manufactures and dispensaries.

Marketing and advertising campaign includes:

- Meeting with manufactures and dispensaries
- E-mail Marketing
- Advertising and articles in the thematic Magazines, including:
 - Cannabis Now
 - 420 Magazine
 - Marijuana Venture
 - MG Magazine
- Business events and conferences
- Business and industry associations
- Brand development
- Brochures
- Website development with search engine optimization
 - Keywords
 - Fresh content
- Cannabis industry platforms and directories.

Marketing & Sales Strategy

Table 2. Cannabis business directories

WEEDMAP https://weedmaps.com/	Marijuana dispensary finder on the planet. With over 7,750 listings throughout the U.S., Canada, and Europe.	WeedMaps has 7.96 million total visits each month.
LEAFY https://www.leafly.com/	Leafy is a cannabis information resource for finding the right strains and products. Services include: cannabis finder, online store, branding, doctors' portal.	Leafy has 226.27 thousand total visits each month.
https://www.cannasaver.com/	Canna-Saver is website for cannabis and related coupons, devoted to medical marijuana deals and savings. Offers a constant flow of deals and savings from the top cannabis and medical marijuana retailers.	Cannasaver has 310.04 thousand total visits each month.
http://cannabiscouponcodes.com/	Website with cannabis coupon codes.	Cannabiscouponcodes has 81.49 thousand total visits each month.

Competition

In every business there is competition, however, we believe we possess several strengths that will allow us to remain visible on Mass Yield Cultivation LLC radar at all times. The recreational cannabis industry is known to be highly competitive in the U.S and in most parts of the world. The industry is growing and there are alternative ways through which clients can obtain their recreational cannabis.

In this industry, most of the competitive dynamics center around the quality of cannabis cultivated, the service offered, the location where the cultivation will be done. The branding of Mass Yield Cultivation LLC plays a significant role. Even though competition is stiff especially from the big, well-backed enterprises, smaller enterprises can still get their fair share of the market if they stay true to the competitive dynamics. It is a fact that small cannabis cultivation operations will always struggle with larger based cannabis cultivation operations when it comes to pricing power and brand recognition, hence the reason why smaller based operations will always go out of their ways to deliver excellent client service. It is through top-notch client service that they can secure a fair share of the available market.

Target Customers

Main customers are dispensaries and manufactures of edible products.

Marketing & Sales Strategy

Sales Forecast

Assumptions

As growing stage will start from month 1, sales are projected to be started from month 4 and they will significantly increase from the second year.

Mass Yield Cultivation LLC intends to cultivate indoors all-around year



Table 3. Sales Forecast for first three years, \$

	\$	1m	2m	3m	4m	5m	6m
Year 1		0	0	0	300,000	0	0
		7m	8m	9m	10m	11m	12m
Year 1		426,300	426,300	426,300	426,300	426,300	426,300
		1m	2m	3m	4m	5m	6m
Year 2		426,300	426,300	426,300	426,300	426,300	426,300
		7m	8m	9m	10m	11m	12m
Year 2		426,300	426,300	426,300	426,300	426,300	426,300
		1m	2m	3m	4m	5m	6m
Year 3		426,300	426,300	426,300	426,300	426,300	426,300
		7m	8m	9m	10m	11m	12m
Year 3		426,300	426,300	426,300	426,300	426,300	426,300

Operating Plan



Mass Yield Cultivation LLC

Operating Plan

While most businesses in any industry try to keep startup costs as low as possible, that isn't necessarily the best way to proceed when opening a grow. Creating a cost-efficient cultivation site often involves investing in technology and processes that may result in a big near-term hit.

Yields and quality of plants grown under artificial lights mostly depend on:

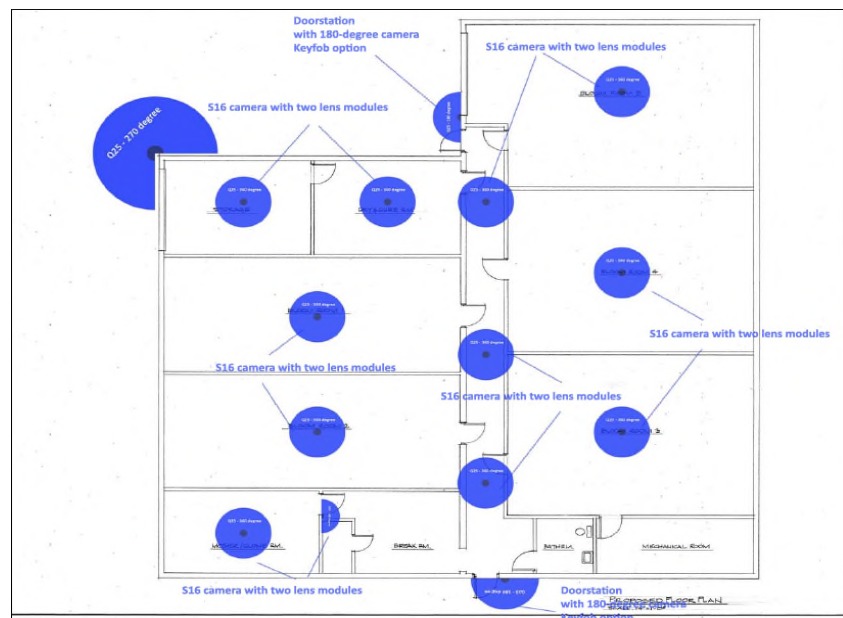
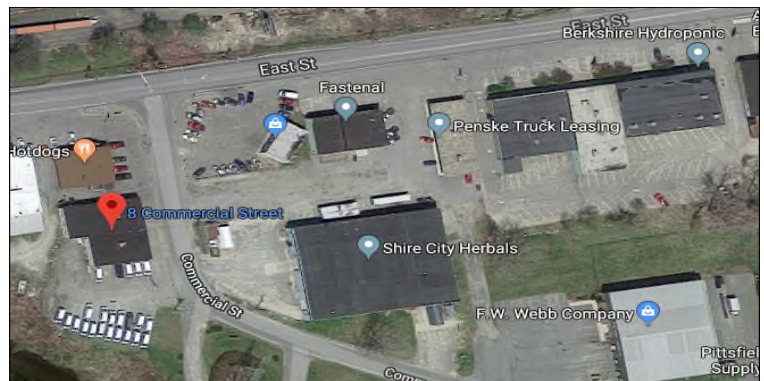
1. the seed variety,
2. whether the plants are grown from seeds or clones,
3. after how many days of growing the plants are put into flowering, and
4. the optimization of the climatic conditions of the grow-room.

Cultivation Facility

The cultivation premises will be located in a 5,600-sq. ft. building and will be adequate to house and grow up to 4,800 plants.

Our cultivation & processing area will include:

- Mother Room & Cloning
- Vegetative Growth Rooms
- Flowering Rooms
- Drying & Trim Rooms
- Curing Rooms
- Packaging Rooms



Our company will grow from seeds/clones of the following strains:

To be determined.

Warehouse Design

- A. A warehouse environment provides with maximum control, and therefore the most reliable consistent cannabis crops can be produced in a properly designed warehouse grow room.
- B. Without natural light, warehouse grow rooms depend on intelligent grow lights which need to replicate the parts of the sunlight spectrum that the marijuana plants need at each stage of growth. Lighting is a key component in an integrated system.
- C. Air filtration and circulation systems are essential for controlling heat buildup and eliminating exhaust odors. It is critical that the air circulation in a marijuana warehouse is designed in conjunction with the grow lights because lighting systems emit large amounts of heat.
- D. There are various irrigation systems for growing cannabis appropriate for growing in a warehouse: including drip irrigation, hydroponic flood benches, or trough benches.
- E. The irrigation system should be designed in conjunction with a nutrient management system for maximizing the production yield of the cannabis plants.
- F. Environmental computer. The computer control systems for a cannabis warehouse control and monitor all the nutrients, lights, air circulation, and irrigation needs of the plants
- G. De-humidification to optimize growing environment.
- H. Computer controlled CO2 injection and monitoring.

Mass Yield Cultivation LLC will use vertical stacked rolling benches / growing tables which are highly recommended for any commercial cannabis grow operation. They provide up to 75% more plant space by eliminating the need for a dedicated aisle. With a crop, as valuable as marijuana, this directly equates to much higher profits and maximum space efficiency.

Main features:

- Aluminum extruded sides and ends
- Miter cut corners
- Hot dipped galvanized steel stands
- Aluminum cross members
- Snap together fittings
- Threaded rods for adjustment up to 12"
- Top quality plastic or aluminum flood trays
- 13 gauge expanded metal bench tops
- 2" diameter rolling tubes



Phases of Production

- Germination of seeds, gendering plants, male/female, or feminized plants (10 weeks)
- 1st stage: taking and rooting clones (2 weeks)
- 2nd stage: clone/vegetation (1-2 weeks)
- 3rd stage: flowering (8-10 weeks)
- 4th stage: processing/trimming (3 days)
- 5th stage: drying and curing (11-14 days)
- Total elapsed time: approximately 15 weeks

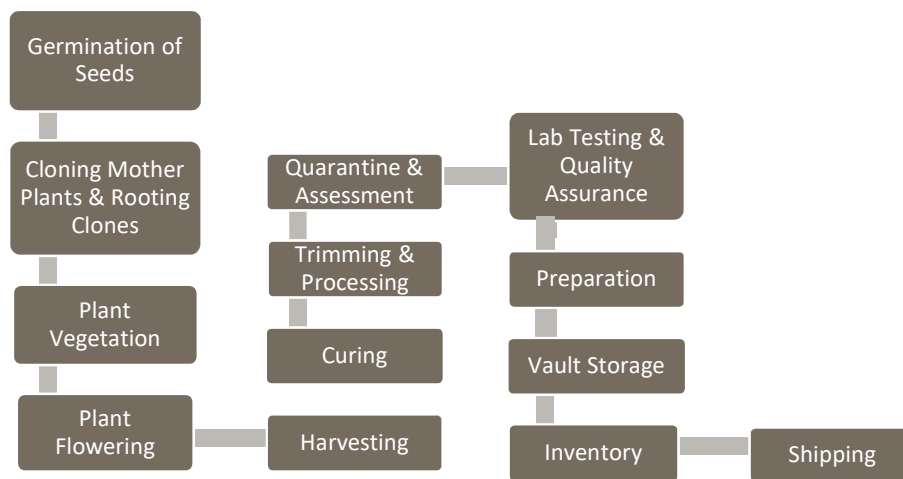


Figure 6. Phases of Production - Cultivation

Physical Security Plan

We will continuously monitor state, city and county regulations to ensure we remain compliant with all security and alarm requirements.

Hours of Operation

During regular business hours, our premises will be accessible on request to an identified inspector. Outside of regular business hours, our premises will be accessible on request to an identified inspector who has reason to believe a violation has occurred.

Premises Access

- All external doors and gates will be secured by commercial locks rated to ANSI grade 1 or similar standards and materials will be available on-site for inspection to verify the security rating.
- During not operating hours, all usable marijuana, harvested plants, and finished product will be stored indoors on the premises in a secure area with all entries secured with a steel door in a steel frame or the equivalent and commercial locks.

- When not operating, all exterior doors, windows, or other points of ingress/egress will be locked.

Premises Alarm & Monitoring

- The premises will have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry.
- The alarm system will be capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation.
- The alarm system will provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises.
- The alarm system will provide a mechanism to contact law enforcement by one or more of the following methods:
 - At least two “panic buttons” are installed on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
 - Mobile “panic buttons” are carried by all license representatives on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
 - An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement.

Video Surveillance

1. The premises will be equipped with a video surveillance system.
2. Cameras will cover all areas where any marijuana items (including plants and waste) will be present at any time including pathways where product will be moved, without any “blind spots”
3. Cameras will cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions.
4. All cameras will record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions.
5. All cameras will cover areas where marijuana items will be present and all cameras covering the surveillance area record at a minimum of 10 frames per second.
6. All cameras will cover exterior non-limited access areas record at a minimum of 5 frames per second.
7. The surveillance room will contain a list of personnel authorized to access the surveillance system.
8. We will keep a log of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access.
9. The surveillance system will include a monitor capable of viewing video from any camera, a digital archiving device, and a printer.
10. The surveillance system will have a backup battery that will provide at least one hour of continuous recording in event of any power failure.
11. An authorized representative will receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system.
12. All required recordings, including the backups of the surveillance area recordings kept for 90 days with a method to store video longer than 90 days if requested.

Transportation

1. Cannabis items will be transferred only between licensed premises by a licensee or licensee representative.
2. An individual authorized to transport cannabis items will have a valid Driver's License.
3. Mass Yield Cultivation LLC intends to:
 - Keep marijuana items in transit shielded from public view;
 - Use a vehicle for transport that is:
 - Insured at or above the legal requirements in Massachusetts;
 - Capable of securing (locking) the cannabis items during transportation;
 - Equipped with an alarm system; and
 - Capable of being temperature controlled if perishable marijuana items are being transported.
 - Use CTS, generate a printed transport manifest that accompanies every transport of cannabis items that contains the following information:
 - The name, contact information of a licensee representative, licensed premises address and license number of the licensee transporting the cannabis items;
 - The name, contact information of the licensee representative, licensed premises address, and license number of the licensee receiving the delivery;
 - Product name and quantities (by weight or unit) of each cannabis item contained in each transport, along with the UIDs for every item;
 - The date of transport and approximate time of departure;
 - Arrival date and estimated time of arrival;
 - Delivery vehicle make and model and license plate number; and
 - Name and signature of the licensee's representative accompanying the transport.
4. Company will generate the manifest of this rule at least 24 hours in advance of initiating transportation.
5. All cannabis items will be packaged in shipping containers and labeled with a UID tag prior to transport.
6. Company will be able to provide a copy of the transport manifest to each licensed premise receiving the inventory described in the transport manifest.
7. Company will be able to provide a copy of the printed transport manifest and any printed receipts for marijuana items delivered to law enforcement officers or other representatives of a government agency if requested to do so while in transit.
8. Mass Yield Cultivation LLC will contact the Commission immediately, or as soon as possible under the circumstances, if a vehicle transporting cannabis items is involved in any accident that involves product loss.
9. Company will provide temperature control for perishable marijuana items during transport.
10. Company will notify the Commission in advance of the location of every stop at an unlicensed location that exceeds two hours in duration and will make the vehicle and its contents available for inspection upon the request.

Packaging and Labeling

Company will conduct the following regulations for packaging and labeling:

1. Cannabis packages and labels shall not be made to be attractive to children.
2. All cannabis product labels shall include the following information, prominently displayed and in a clear and legible font:
 - a. Manufacture date and source.
 - b. The statement "SCHEDULE I CONTROLLED SUBSTANCE."
 - c. The statement "KEEP OUT OF REACH OF CHILDREN AND ANIMALS" in bold print.
 - d. The statement "THE INTOXICATING EFFECTS OF THIS PRODUCT MAY BE DELAYED BY UP TO TWO HOURS."
 - e. The statement "THIS PRODUCT MAY IMPAIR THE ABILITY TO DRIVE OR OPERATE MACHINERY. PLEASE USE EXTREME CAUTION."
 - f. For packages containing only dried flower, the net weight of medical cannabis in the package.
 - g. A warning if nuts or other known allergens are used.
 - h. List of pharmacologically active ingredients, including, but not limited to, tetrahydrocannabinol (THC), cannabidiol (CBD), and other cannabinoid content, the THC and other cannabinoid amount in milligrams per serving, servings per package, and the THC and other cannabinoid amount in milligrams for the package total.
 - i. Clear indication, in bold type, that the product contains medical cannabis.
 - j. Identification of the source and date of cultivation and manufacture.
 - k. Any other requirements set by the bureau.
 - l. Information associated with the unique identifier issued by the Department of Food and Agriculture pursuant to Section 11362.777 of the Health and Safety Code.
3. Only generic food names may be used to describe edible cannabis products.

Tracking Solution

Company intends to use special seed-to sales tracking solution for the cannabis cultivation business, which allows licensed operators to remain compliant while helping to identify key data points to streamline and optimize inventory management at each phase of the operation:

- (A) Custom Compliance-Focused Reporting
- (B) Track Waste, Destruction, Account for Conversion and Moisture Loss
- (C) Real-Time Product and Strain Recalls
- (D) Easily Track Clones Back to Mothers
- (E) Transport Manifests with All Required Info, including Transport Product with Ease
- (F) Compliance-Focused Labels

The solution also includes the following modules:

Yield Forecasting – Monitoring and analyzing the harvest data to optimize for larger yields.

Grower-Centric – Customizing workflows to support the weighing of multiple plant by-products (wet or dry), plus multiple data collection points and ability to grade product quality upon curing.

Analyze Efforts – Monitoring Pesticides and Nutrients applied, log Strain Notes detailing light and watering cycles, plus review Past Harvest Data to optimize your future yields.

Proposed Cash Handling Procedure

Paper Controls

Paper controls include forms and other documentation that are originated, reviewed, and approved throughout the process. Total cash receipts, per the sales receipts, should be reconciled to deposits at least daily, if not at each shift change for retail locations. Cash receipts should be placed in a locked bank deposit bag with the count sheet and sales receipts.

In addition, access to cash funds should be restricted and always involve two or more personnel. All count team members should be present before the count of the daily deposits begins, and no one else should be allowed in the area while the count is conducted.

Physical & Electronic Safeguards

A key physical safeguard is electronic surveillance of the facility, especially where transactions occur and cash is stored. Other physical controls include using safes or vaults and establishing proper control over access to bank bag keys. Another option is to have an ATM on location for use by customers.

Cameras will be in all areas where cash transactions take place, cash is counted, and cash is stored. Each camera will be capable of focusing on and zooming in on these areas, and all cameras will be monitored.

Organizational Structure



Mass Yield Cultivation LLC

Organizational Structure

Mass Yield Cultivation LLC is a business that will be built on a solid foundation. From the outset, we have decided to recruit only qualified people to man various job positions in our company. We are quite aware of the rules and regulations governing the cannabis industry of which marijuana growing falls under which is why we decided to recruit experienced and qualify employees as foundational staff of the organization. We hope to leverage on their expertise to build our business brand to be well accepted in the United States.

These are the positions that will be available at Mass Yield Cultivation LLC:

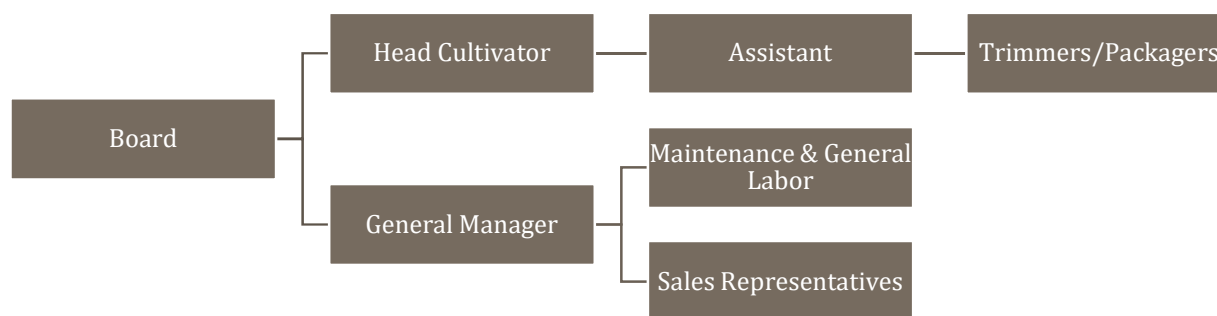


Figure 7. Organizational structure

Table 4. Personnel plan

Position	Year 1	Year 2	Year 3	Annual Salary
Operating Director	1	1	1	60,000
Master Grower	2	2	2	96,000
Assistant to master grower	1	1	1	33,000
Plant maintenance and general labor	1	1	1	33,000
Admin and Logistics Personnel	1	1	1	33,000
Security	1	1	1	33,000

Training Plans

1. Train employees at time of hire on business operations and compliance.
2. Train employees regularly after hire.
3. Training plan and training log will be available for inspection on the licensed premises.
4. Any person entering data into the Cannabis Tracking System (CTS) first be trained by the CTS administrator for the license.
5. All individuals will be required to have a valid Marijuana Worker Permit complete the required training and maintain their permit while working on behalf of the Licensee.

Financial Plan



Mass Yield Cultivation LLC

Organizational Structure

Direct and Operating Expense Breakdown

Direct Costs

Table 5. Direct costs, \$

\$	Year 1	Year 2	Year 3	Year 4	Year 5
Cultivation Electricity	142,076	187,464	187,464	187,464	187,464
Cultivation Water	3,553	4,536	4,536	4,536	4,536
Cultivation Labor	184,000	240,000	240,000	240,000	240,000
Growing Solutions	33,600	40,320	40,320	40,320	40,320
Seeds/Clones	73,920	80,640	80,640	80,640	80,640
Trimming & Packaging	3,226	4,838	4,838	4,838	4,838
Storage & Transport	8,332	14,112	14,112	14,112	14,112
Lab testing (0.5% of the total batch size weighing no more than 10 pounds)	22,176	33,264	33,264	33,264	33,264
Other Direct Cultivation Costs					
Grow Light Bulbs	10,925	10,925	10,925	10,925	10,925
Other Supplies	9,918	4,959	4,959	4,959	4,959
Other costs	0	0	0	0	0
Taxes					
Cultivation Taxes	810,915	1,540,699	1,540,699	1,540,699	1,540,699
Total	1,299,092	2,157,226	2,157,226	2,157,226	2,157,226

Organizational Structure

Operating Expenses

Table 6. Operating costs, \$

\$	Year 1	Year 2	Year 3	Year 4	Year 5
G&A Expenses - Initial & General Costs					
Legal Fees & Licensing for setting up	15,000	0	0	0	0
Website/Ecommerce platform development	2,500	2,500	2,500	2,500	2,500
Licensing, renewal	0	35,941	36,472	37,003	37,535
Professional fees, Insurance	48,960	49,694	50,429	51,163	51,898
Other general expenses	0	0	0	0	0
G&A Expenses - Cultivation					
Building Renting	48,000	48,720	49,440	50,160	50,880
Building Maintenance, including utilities (non-production)	5,760	5,846	5,933	6,019	6,106
Equipment Maintenance	4,320	4,385	4,450	4,514	4,579
Administrative expenses, including phone and internet	10,080	10,231	10,382	10,534	10,685
Inventory Control Systems, Security & Other Software Services	30,000	30,450	30,900	31,350	31,800
Community Service (% of sales)	89,712	153,468	153,468	153,468	153,468
SG&A Expenses - Marketing & Sales Expenses					
Marketing Expenses, including PR, Branding, Online and Offline advertising	24,000	29,232	29,664	30,096	30,528
SG&A Expenses - Misc.	13,042	16,601	16,733	16,865	16,997
Salaries & Benefits	68,790	72,230	75,669	79,108	82,548
TOTAL	291,374	387,068	390,371	393,672	396,976

Organizational Structure

Profit & Loss Forecast

Business's revenue is projected to grow significantly for the first two years' timeframe. The yearly projections are in the table below:

Table 7. Income Statement, \$

	\$	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Revenue		2,990,400	5,115,600	5,115,600	5,115,600	5,115,6600
COGS - Cost of Goods Sold		1,301,013	1,905,810	1,915,135	1,924,460	1,933,785
Gross Profit		1,689,387	3,209,790	3,200,465	3,191,140	3,181,815
% of revenue		56%	63%	63%	62%	62%
SG&A Expenses						
G&A Expenses - Initial & General Costs		66,460	88,135	89,401	90,666	91,933
G&A Expenses - Cultivation		187,872	253,100	254,573	256,045	257,518
SG&A Expenses - Marketing & Sales Expenses		24,000	29,232	29,664	30,096	30,528
Senior Management Salaries & Benefits		68,790	72,230	75,669	79,109	82,548
SG&A Expenses - Misc.		13,042	16,601	16,733	16,865	16,997
Total SG&A Expenses		360,164	459,298	466,040	472,781	479,524
Operating Income (EBITDA)		1,329,223	2,752,991	2,736,925	2,720,859	2,704,793
% of revenue		44%	54%	54%	53%	53%
Depreciation and Amortization		33,344	36,376	36,376	36,376	36,376
Earnings Before Interest & Taxes (EBIT)		1,295,879	2,716,615	2,700,549	2,684,483	2,668,417
Interest Expense		0	0	0	0	0
Earnings Before Taxes (EBT)		1,295,879	2,716,615	2,700,549	2,684,483	2,668,417
Income Tax		565,547	1,135,881	1,131,191	1,126,502	1,121,812
Net Income		730,332	1,580,734	1,569,358	1,557,981	1,546,605
% of revenue		2%	31%	31%	31%	31%

Organizational Structure

Cash Flow Statement

The cash flow projections show that business will have sufficient cash to support the activity. The following table presents a view of projected cash flow of the business.

Table 8. Cash Flow Statement, \$

	\$	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Net Income		730,332	1,580,735	1,569,358	1,557,982	1,546,605
Cash Flow from Operations						
Depreciation		33,344	36,376	36,376	36,376	36,376
Change in Receivables		-213,150	0	0	0	0
Change in Inventory		-114,431	0	0	0	0
Change in Accounts Payable		74,986	1,500	1,000	1,000	100
Total Cash Flow from Operations		-158,191	454,541	459,551	465,655	474,639
Cash Flow from Investing						
Capital Expenditures (CAPX)		-525,000	0	0	0	0
Other		0	0	0	0	0
Total Cash Flow from Investing		-525,000	0	0	0	0
Cash Flow from Financing						
Revolver Issuance / (Repayment)			0	0	0	0
Long-Term Debt Issuance / (Repayment)		0	0	0	0	0
Paid in Capital		0	0	0	0	0
Drawings (profit share)		0	0	0	0	0
Total Cash Flow from Financing		0	0	0	0	0
Total Change in Cash		-13,919	1,618,611	1,606,734	1,595,358	1,583,981
Beginning Period Cash		125,000	111,081	1,729,692	3,336,426	4,931,784
Ending Period Cash		111,081	1,729,692	3,336,426	4,931,784	6,515,765

Organizational Structure

Balance Sheet

The balance sheet shows healthy growth of net worth and strong financial position.

Table 9. Balance Sheet, \$

	\$	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Assets						
Current Assets						
Cash		79,262	1,696,555	3,302,677	4,897,423	6,480,792
Receivables		213,150	213,150	213,150	213,150	213,150
Inventory		114,431	114,844	114,844	114,844	114,844
Total Current Assets		406,843	2,024,549	3,630,672	5,225,417	6,808,786
Long Term Assets						
Property Plant & Equipment (PPE), gross		375,799	375,799	375,799	375,799	375,799
Accumulated Depreciation of PPE		-33,344	-69,720	-106,096	-142,471	-178,847
PP&E, net		342,455	306,080	269,704	233,328	196,953
Total Assets		749,298	2,330,629	3,900,376	5,458,746	7,005,739
Liabilities						
Current Liabilities						
Accounts Payable		74,986	75,582	75,970	76,359	76,747
Accrued Expenses		0	0	0	0	0
Total Current Liabilities		74,986	75,582	75,970	76,359	76,747
Long Term Liabilities		74,986	75,582	75,970	76,359	76,747
Total Liabilities		74,986	75,582	75,970	76,359	76,747
Equity						
Paid-in Capital/Drawings		0	0	0	0	0
Retained Earnings		674,312	2,255,047	3,824,405	5,382,387	6,928,992
Current Period Retained Earnings		674,312	2,255,047	3,824,405	5,382,387	6,928,992
Total Equity		674,312	2,255,047	3,824,405	5,382,387	6,928,992
Total Liabilities and Equity		749,298	2,330,629	3,900,376	5,458,746	7,005,739

Appendix



Mass Yield Cultivation LLC

Cultivation Site Description. A general description of the proposed cultivation site, including the street address, parcel number, the total square footage of the site, the total square footage of marijuana canopy, and the characteristics of the surrounding area.

Floor plan. A scaled floor plan for each level of each building that makes up the cultivation site, including the entrances, exits, walls, and cultivation areas. The floor plan must be professionally prepared by a licensed civil engineer or architect.

Site plan. A scaled site plan of the cultivation site, including all buildings, structures, driveways, parking lots, landscape areas, and boundaries. The site plan must be professionally prepared by a licensed civil engineer or architect.

A cultivation site shall comply with the following requirements:

A. Entrances. All entrances into the buildings on the cultivation site shall be locked at all times with entry controlled by the marijuana cultivation managers and staff.

B. Main entrance and lobby. The cultivation site shall have a building with a main entrance that is clearly visible from the public street or sidewalk. The main entrance shall be maintained clear of barriers, landscaping, and other obstructions. Inside of the main entrance, there shall be a lobby to receive persons into the site and to verify whether they are allowed in the cultivation areas.

C. Cultivation area. All cultivation areas in any building on the cultivation site shall be separated from the main entrance and lobby and shall be secured by a lock accessible only to managers and staff of the marijuana cultivation permittee.

D. Transport area. Each building with a cultivation area shall have an area designed for the secure transfer of marijuana from the cultivation area to a vehicle for transportation.

E. Storage area. Each building with a cultivation area shall have adequate storage space for marijuana that has completed the cultivation process or is otherwise not being cultivated. The storage areas shall be separated from the main entrance and lobby and shall be secured by a lock accessible only to managers and staff of the marijuana cultivation permittee.

Security plan. A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the cultivation site. The security plan must be prepared by a qualified professional.

A cultivation site shall comply with the following security requirements:

A. A marijuana cultivation permittee shall comply with the security plan that is approved by the city manager, which plan may include building specifications, lighting, alarms, and state-licensed security personnel.

B. Each security plan approved by the city manager must include the following:

1. Security surveillance cameras. Security surveillance cameras and a video recording system must be installed to monitor all doors into the buildings on the cultivation site, the parking lot, loading areas, and all exterior sides of the property adjacent to the public rights of way. The cameras and recording system must be of adequate quality, color rendition, and resolution to allow the identification of any individual present on

Organizational Structure

the cultivation site. The recording system must be capable of exporting the recorded video in standard MPEG formats to another common medium, such as a DVD or USB drive.

2. Security video recording and retention. Video from the security surveillance cameras must be recording at all times (24 hours a day, seven days a week) and the recording shall be maintained for at least 30 days. The video recordings shall be made available to the city upon request.

3. Alarm system. Professionally and centrally-monitored fire, robbery, and burglar alarm systems must be installed and maintained in good working condition. The alarm system must include a private security company that is required to respond to every alarm.

C. A marijuana cultivation permittee shall report to the city police department all criminal activity occurring on the cultivation site.

Lighting plan. A lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the use.

Odor control. A detailed plan describing the air treatment system, or other methods that will be implemented to prevent odors generated from the cultivation and storage of marijuana from being detected outside the buildings on the cultivation site.

A marijuana cultivation permittee shall prevent all odors generated from the cultivation and storage of marijuana from escaping from the buildings on the cultivation site, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings.

Compliance with the Planning and Development Code. A copy of a valid conditional use permit approved by the city for the proposed location.

Statement of owner's consent. Written consent of the owner or landlord of the proposed site to operate a marijuana cultivation business, specifying the street address and parcel number.

Price list. A list of the most recent prices for all products and services provided by the applicant.

Mass Yield Cultivation LLC

8-12 Commercial Street
Pittsfield, MA 01201

PLAN FOR OBTAINING LIABILITY INSURANCE

Mass Yield Cultivations has already contacted two insurance brokers in Berkshire County who are helping to secure the liability insurance required. Applications to Cannasure and CannGen RT have been submitted through a broker. These insurance companies offer insurance within this industry. The policy to be obtained will include general and product liability insurance coverage of no less than \$1 million per occurrence and \$2 million in aggregate, annually. The deductible for each policy will be no higher than \$5,000 per occurrence.

Mass Yield Cultivation has already received our surety bond through Hudson Insurance Company.

MASS YIELD CULTIVATION LLC
8-12 Commercial Street
Pittsfield, MA 01201

PLAN FOR OBTAINING LIABILITY INSURANCE

Attached is the liability declaration sheet for Mass Yield Cultivation Liability insurance. Product liability insurance will be obtained once operational.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/04/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Charles River Insurance Brokerage, Inc. 5 Whittier St. 4th Floor Framingham MA 01701		CONTACT NAME: Judy Wehrlin PHONE (A/C No. Ext): (508) 656-1400 E-MAIL ADDRESS: jwehrlin@charlesriverinsurance.com FAX (A/C No): (508) 656-1499	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
		INSURER A: Obsidian Specialty Insurance C 16871	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Cert ID 8186 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Products Claims Made GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TBD	05/03/2021	05/03/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 A \$2500 deductible applies to Liability coverage

CERTIFICATE HOLDER

Cannabis Control Commission

Union Station

2 Washington Square

Worcester MA 01604

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy Wehrlin

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ACORD 25 (2016/03)

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MASS YIELD CULTIVATION LLC

DIVERSITY PLAN

POLICIES AGAINST DISCRIMINATION

Mass Yield Cultivation is committed to a workplace that does not discriminate and provides a safe environment for employees to work. Below is a summary of our Anti-Discrimination Policy and Anti-Harassment Policy.

Diversity Plan

Mass Yield Cultivation is an "equal opportunity employer." We will not discriminate and will take measures to ensure that our policies remain against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, creed, color, national origin, or sex.

Additionally, we will exhibit evidence of diversity and inclusion by including minority persons and veterans in Mass Yield Cultivation workforce.

Anti-Harassment Policy

Mass Yield Cultivation is committed in all areas to providing a work environment that is free from harassment. Harassment based on an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or human resources. Once the matter has been reported, it will be promptly investigated, and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Mass Yield Cultivation will take any and all claims of harassment seriously. All claims of harassment reported will be logged and investigated. Any employee determined to engage in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

MASS YIELD CULTIVATION LLC RECORD KEEPING PRACTICES

MAINTENANCE OF FINANCIAL AND BUSINESS RECORDS

The purpose of this policy is to outline recordkeeping requirements in the rules to ensure Mass Yield Cultivation remains in compliance and records are accurate and transparent. The Licensee of Mass Yield Cultivation will maintain records that clearly reflect all financial transactions and the financial conditions of the business.

I. Procedure

The following records will be kept and maintained for a duration of three years and will be made available for inspection if requested by an employee of the Commission.

- a. Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase.
- b. Bank statements for any accounts relating to the licensed business.
- c. Accounting and tax records related to the licensed business.
- d. Documentation of all financial transactions related to the licensed business.
 - i. Contracts
 - ii. Agreements for services performed
 - iii. Agreements for services received
 - iv. All employee records to include training.

MASS YIELD CULTIVATION LLC
PERSONNEL POLICIES INCLUDING BACKGROUND CHECK

WORKFORCE/OPERATIONS SECURITY

Making sure that our routine operations follow secure procedures is as important as physically securing each facility and having emergency response procedures in place. Consistent, proactive operational security policies and procedures greatly reduce the likelihood that emergencies will arise.

Staffing Structure and Current Employee Roster

We expect to employ at least 8-10 at the cultivation facility. For any positions that have already been filled, we provide the names and biographies of the persons hired.

Background Screening

We will perform background checks on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purposes of the Marijuana Program as an “excluded felony offense.” Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

1. Mass Yield Cultivation will ensure employees are at least 21 years of age.
2. Mass Yield Cultivation will obtain age of applicant on each employee
3. application.
4. A copy of applicant’s valid, unexpired Massachusetts driver’s license will be made and attached to each employment application.
5. If employee will be working in capacity of “transporter”, a copy of current auto insurance will be placed in employee and verified that insurance meets states minimum standard.
6. A Level 2 criminal background check including the disqualifying offense
7. Individuals will submit a full set of fingerprints to the department, vendor, entity, or agency authorized for processing by the state which may be forwarded to the FBI

Personnel Records

We will maintain personnel records for each employee, agent, or volunteer that includes:

- Application,
- Documentation of all required training,
- A signed statement from the individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters, and
- Record of any disciplinary action taken against employee at any time during employment.
- These personnel records will be maintained for a period of at least six months past the end of the individual’s affiliation with us.

MASS YIELD CULTIVATION LLC
QUALITY CONTROL AND TESTING

QUALITY ASSURANCE/CONTROL AND CHEMICAL ANALYSIS OF ACTIVE INGREDIENTS

As part of its quality control plan, Mass Yield Cultivation will employ rigorous methods to prevent pest infestation and adulteration of plants with mold, bacteria, or other contaminants.

Mass Yield Cultivation will routinely screen for contaminants and pests and immediately quarantine any affected batches. Grow rooms and processing rooms will be sterile facilities. Employees will adhere to sanitation standards for medical laboratories. Employees handling plants will be clean-scrubbed and dressed in full sanitary lab attire. Precise climate control will minimize the risk of plant disease or insect infestation.

Creating an environmentally friendly and user-safe product means avoiding as much as possible the use of chemical fertilizers and pesticides. This can be best achieved by using preventive measures and growing conditions:

- limiting amount of human traffic and equipment brought into the facility that can be used as vehicles for pests and contaminants;
- isolation of compromised plants and quarantining them in designated mitigation area;
- abidance with clean room policies and clearances;
- adherence to site cleanliness and sanitary practices;
- environmental control to minimize introduction and growth of pests through a closed growing environment;
- production of products free of heavy metals;
- separation of cultivation areas to prevent cross-contamination;
- systematic pruning to prevent accumulation of decaying plant matter that could provide favorable growth conditions for pests;
- introduction of predator species that naturally prey on unwanted pests; and
- selecting pest resistant strains.

There are also remediation methods that can avoid or minimize the need for harsh pesticides:

- application of botanically-based, organic pesticides, fungicides, miticides and insecticides of low toxicity and short environmental persistence;
- remediation methods that include eradicating mold, bacteria, pests and diseases;
- ultraviolet disinfection to control biological contaminants; and
- alternative methods of remediation including CO₂ overdose and Radionics.

In short, we will prefer using non-pesticidal methods of pest control such as natural predators, organic miticides, and CO₂ enrichment. When we do resort to pesticides, we will use only organic compounds that are safe for use on products intended for human consumption. We will keep strict records of the cultivation history of every batch, including any pest or disease control measures taken.

Every batch of marijuana is tested for pests, molds, and other contaminants. We will also analyze its cannabinoid profile and determine its potency. Any marijuana found to be unusable, whether

MASS YIELD CULTIVATION LLC QUALITY CONTROL AND TESTING

because of compromised quality, excess THC, or any other reason, will be segregated for disposal or, where this is possible, for alternate use in processing marijuana-infused products.

The Cultivation facility will maintain these quality control records in its secure database for five (5) years and make them available for review by the Department on request. We will also provide the Department on request with samples of the Cultivation facility's marijuana inventory sufficient in quantities to enable the Department to conduct its own analyses.

PESTICIDES

Mass Yield Cultivation will use Plant Therapy as a pesticide. Neem Oil is mainly composed of glycerides of palmitic, stearin, and linoleic acids. Neem Oil is similar to Palm Oil. Both oils deposit stearin at low temperatures and especially after they solidify. This process is repeated with each cycle of freezing and thawing. Neem Oil has a high wax content and therefore clouds at 16 C (60.8 F) and tends to solidify at 12 C (53.6 F). At temperatures below 5 C (41 F), Neem Oil is solid and on thawing will deposit stearin. This can be filtered out if needed.

It is also normal to find creamy globules of fatty acid deposits in Neem Oil stored at room temperature. These will melt on thawing.

Ahimsa Organics Neem Oil is independently verified to be free of any pesticides or harmful levels of any metals.

For Mass Yield Cultivation – we use the following procedure for Neem Oil:

1. Mix 1 oz. neem with 1 to 1.3 gallons water, using 1/2 -2 tsp. soap or another emulsifier to mix thoroughly.
2. If the water is cold, use a little warm water (DO NOT USE HOT WATER - it can destroy the properties of the oils) to thoroughly emulsify the oil and then add the remaining water and agitate well.
3. Make sure the oil is completely emulsified before spraying.
4. If there is oil floating on top add more soap or emulsifier as needed. Spray with full leaf coverage for healthy plants. Repeat sprays every 7-10 days for 4 - 5 weeks if needed.
5. Do not apply directly to water bodies. Neem Oil in large quantities can be toxic to fish and aquatic invertebrates.

RETURN AND RECALL PROTOCOLS

Marijuana may be returned to our facility for several reasons:

- it is no longer needed by the distributor
- it is found to be defective by the patient or recreational user
- it has been recalled by the cultivation facility due to quality concerns with the associated batch

Product No Longer Needed or No Longer Licit. If marijuana is returned because it is no longer needed or by the distributor or the distributor's license expires or is revoked, then pending verification that it was in fact sold by our facility, the distributor will receive a receipt indicating the type, date, and amount of returned marijuana.

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Product Returned as Unsatisfactory. Mass Yield Cultivation believes that a customer-friendly return policy is essential to all aspects of our operation. We would like to be made aware as soon as possible of any product safety issues that have escaped our screening process so that we can promptly analyze and correct the problem. An unaccepting attitude toward product returns will only discourage reporting of quality concerns and encourage diversion for monetary gain. We will serve our mission better by supporting the return of products that patients or recreational user find unsatisfactory. Our goal is to develop a policy that neither discourages nor incentivizes returns.

Any products returned for quality reasons are weighed and sent for inspection and analysis. If evidence of pests, contamination, or other defects is found, the inventory tracking system will identify all products derived from the same plant or batch (regardless whether they are still in our cultivation facility or have been dispensed to a distributor), allowing us to do wider testing and remediate, protect, or dispose of inventory as needed and recall products when necessary.

Distributors will be informed of our return policies and rules both verbally and in writing when making a purchase at our cultivation facility. We will make sure they understand that

- to return products, they must first make, in advance, an appointment specifically for this purpose,
- marijuana damaged by improper storage by the patient may be returned, but shall not be replaced,
- the marijuana must have in fact been purchased at our facility and have been the most recent purchase made by the distributor

Recalled Marijuana. We will work to develop a responsible policy on compensating distributors for recalled products

DISPOSAL AND DESTRUCTION PROTOCOLS

Marijuana may be destroyed under the following circumstances:

- if it goes unused, as when a variety is produced in a quantity that exceeds actual user demand, and it is also not wanted by other dispensaries,
- if it is found by internal quality control assessments to be infected or contaminated or fails to meet other quality control standards,
- if it is recalled due to batch-related quality control concerns,
- if it is returned by a distributor because
 - it was found to be defective,
 - if it is no longer needed by the user,
 - if Mass Yield Cultivation's license expires without being renewed or is revoked.

Procedures for Destroying Marijuana. Mass Yield Cultivation LLC will work with local law enforcement to develop policies and procedures for the lawful destruction of marijuana. Our first choice is to turn medically unusable marijuana over to local law enforcement for destruction. We would arrange for them to take possession of it on certain specially or regularly arranged days.

Our second choice is to process defective marijuana and plant by-products in-house by degrading then into a wholly unusable form: grinding and soiling marijuana waste with non-consumable solid

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QUALITY CONTROL AND TESTING**

wastes. In this form, marijuana waste can be disposed of at a Pittsfield and Massachusetts approved waste facility.

Whenever marijuana is turned over to the police for destruction, an inventory record is generated indicating:

- the control numbers associated with the marijuana turned over for destruction,
- the reason it was turned over for destruction,
- the names and signatures of the law enforcement officials receiving the marijuana,
- the amount turned over, and
- the date and time it was turned over.

The Inventory Control Agent must be present for the inventory transfer and must, along with at least one other employee acting as witness, sign a printed record of inventory transfer, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

Whenever marijuana is destroyed on site an inventory record is generated indicating:

- the control numbers associated with the marijuana destroyed,
- the reason it was destroyed,
- the manner in which it was destroyed,
- the amount destroyed,
- the date and time it was destroyed, and
- those present during the destruction.

The Inventory Control Agent must be present for all on-site destruction and must, along with at least one other employee acting as witness, sign a printed record of disposal, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

TESTING REQUIREMENTS

LABORATORY TESTING

All marijuana and marijuana products, including edibles will be tested in a Marijuana Testing Laboratory prior to being dispensed. It is the purpose of the policy to outline how Mass Yield Cultivation will remain in compliance with the Commonwealth of Massachusetts Testing Standards.

I. Procedure

- a. Test the processed marijuana using a marijuana testing laboratory before it is dispensed.
- b. The results will be verified and signed by two marijuana treatment center employees.
- c. The employees will evaluate that the test results indicate the following:
 - i. That low-THC cannabis meets the definition of low-THC cannabis
 - ii. The concentration of tetrahydrocannabinol meets the potency requirements
 - iii. The labeling of the concentration of tetrahydrocannabinol and cannabidiol is accurate
 - iv. The marijuana product is safe for human consumption and free from contaminants that are unsafe for human consumption.

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- d. Mass Yield Cultivation will allow the department to select a random sample from edibles available for purchase in a dispensing facility which shall be tested to determine that the edible meets the potency requirements of this section, is safe for human consumption, and the labeling of the tetrahydrocannabinol and cannabidiol concentration is accurate.
- e. Mass Yield Cultivation will not charge the department for the sample.
- f. Mass Yield Cultivation will not use laboratories that are not licensed by the Commonwealth of Massachusetts's DPH.

PRODUCT RECALLS

Mass Yield Cultivation will recall edibles, including all edibles made from the same batch of marijuana, which fail to meet the potency requirements, which are unsafe for human consumption, or for which the labeling of the tetrahydrocannabinol and cannabidiol concentration is inaccurate.

TESTING SAMPLES

Mass Yield Cultivation will retain records of all testing and samples of each homogenous batch of marijuana for at least 9 months.

LABORATORY AUDITS

As required, Mass Yield Cultivation will contract with a licensed marijuana testing laboratory to perform audits on our standard operating procedures, testing records, and samples. The results will be provided to the department to confirm that the marijuana or low-THC cannabis meets the requirements that the marijuana or low-THC cannabis is safe for human consumption.

CANNABINOIDS TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

- A. The laboratory shall test for and report measurements for the following cannabinoids:
 - 1. THC;
 - 2. THCA;
 - 3. CBD;
 - 4. CBDA;
 - 5. CBG; and
 - 6. CBN.
- B. For harvest-batch samples, a laboratory shall report, to 3 significant figures, the concentration in milligrams per gram (mg/g) dry-weight sample of the cannabinoids listed in subsection (a). The laboratory shall report this information in the certificate of analysis.
- C. For harvest-batch samples, a laboratory shall also calculate the dry-weight percent of cannabinoids listed in subsection (a) that are detected in the sample in the following way:
 - 1. Dry-weight percent THC = wet-weight percent THC / (1 – percent moisture / 100).
 - 2. Dry-weight percent CBD = wet-weight percent CBD / (1 – percent moisture / 100).
 - 3. Dry-weight percent THCA = wet-weight percent THCA / (1 – percent moisture / 100).
 - 4. Dry-weight percent CBDA = wet-weight percent CBDA / (1 – percent moisture / 100).
 - 5. Dry-weight percent CBG = wet-weight percent CBG / (1 – percent moisture / 100).

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6. Dry-weight percent CBN = wet-weight percent CBN / (1 – percent moisture / 100).
- D. For samples from manufactured cannabis batches, a laboratory shall report, to 3 significant figures, the concentration in milligrams per gram (mg/g) of the cannabinoids listed in subsection (a). The laboratory shall report this information in the certificate of analysis.
- E. A laboratory may test for and provide test results for additional cannabinoids if requested to do so by the requester of the laboratory testing.
- F. For the purposes of cannabinoid potency testing of manufactured cannabis products, the laboratory shall report that the sample “passed” cannabinoid potency testing if the concentration of THC does not exceed the labeled potency of THC, plus or minus 15 percent. A cannabis product fails potency testing if the amount or percentage of THC exceeds the labeled concentration of THC, plus or minus 15 percent.
- G. For the purposes of cannabinoid potency testing of manufactured cannabis products, the laboratory shall report that the sample “passed” cannabinoid potency testing if the concentration of CBD does not exceed the labeled concentration of CBD, plus or minus 15 percent. A cannabis product fails potency testing if the amount or percentage of CBD exceeds the labeled concentration of CBD, plus or minus 15 percent.

RESIDUAL SOLVENT TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation Residual Solvents and Processing Chemicals, Encore Laboratories will adhere to the following:

- A. A laboratory shall analyze samples of manufactured cannabis batches for residual solvents and processing chemicals. A laboratory does not need to analyze for residual solvents and processing chemicals in dried flower, kief, and hashish samples.
- B. The laboratory shall analyze the concentration of residual solvents present in each sample of manufactured cannabis batches in accordance with the table in subsection.
- C. For the purposes of residual-solvent testing, the laboratory shall report that the sample “passed” residual-solvent testing if the concentrations of residual solvents are at or below the following residual solvents and processing chemicals action levels:

Chemical Name	CAS No.	Action Level for Medical Cannabis Goods Meant for Inhalation (ppm)	Action Level for All Other Medical Cannabis-Infused Goods (ppm)
1,2-Dichloroethane	107-06-2	2	5
Acetone	67-64-1	750	5000
Acetonitrile	75-05-8	60	410
Benzene	71-43-2	1	2
Butane	106-97-8	800	5000
Chloroform	67-66-3	2	60
Ethanol	64-17-5	1000	5000
Ethyl acetate	141-78-6	400	5000
Ethyl ether	60-29-7	500	5000
Ethylene oxide	75-21-8	5	50

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Heptane	142-82-5	500	5000
Hexane	110-54-3	50	290
Isopropyl alcohol	67-63-0	500	5000
Methanol	67-56-1	250	3000
Methylene chloride	75-09-2	125	600
Naphtha	8030-30-6	400	400
Pentane	109-66-0	750	5000
Petroleum ether	8032-32-4	400	400
Propane	74-98-6	2100	5000
Trichloroethylene	79-01-6	25	80
Toluene	108-88-3	150	890
Total xylenes (ortho-, meta-, para-)	1330-20-7	150	2170

RESIDUAL PESTICIDE TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A testing laboratory shall test all samples for residual pesticides.

- A. Medical cannabis goods must not contain levels of pesticides above those listed in the below table.
- B. The laboratory shall report the levels detected in parts per million (ppm) to 3 significant figures in the certificate of analysis. If a sample is found to contain pesticides above the allowable amount listed in the tables in subsection (b), the sample “fails” pesticide testing. If the sample fails pesticide testing, the batch fails laboratory testing and may not be released for retail sale.

Category 2 Pesticides	Edible Cannabis Products (ppm)	Dried Cannabis Flowers (ppm)	All Other Processed Cannabis (ppm)
Abamectin	0.02	0.02	0.02
Acephate	0.02	0.02	0.02
Acequinocyl	0.27	0.1	0.02
Acetamiprid	0.01	0.01	0.01
Aldicarb	0.01	0.01	0.01
Azoxystrobin	0.01	0.01	0.01
Bifenazate	1	0.1	0.1
Bifenthrin	0.01	0.01	0.01
Boscalid	0.01	0.01	0.01
Captan	1	0.7	0.05
Carbaryl	0.01	0.01	0.01

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Carbofuran	0.01	0.01	0.01
Chlorantraniliprole	0.02	0.02	0.02
Chlordane	0.01	0.01	0.01
Chlorfenapyr	0.01	0.01	0.01
Chlorpyrifos	0.02	0.02	0.02
Clofentezine	1.3	0.1	0.04
Coumaphos	0.01	0.01	0.01
Cyfluthrin	0.01	0.01	0.01
Cypermethrin	1	1	0.5
Daminozide	0.01	0.01	0.01
DDVP (Dichlorvos)	0.02	0.02	0.02
Diazinon	0.01	0.01	0.01
Dimethoate	0.01	0.01	0.01
Dimethomorph	0.01	0.01	0.01
Ethoprop(hos)	0.01	0.01	0.01
Etofenprox	0.01	0.01	0.01
Etoxazole	0.46	0.1	0.05
Fenhexamid	1.7	0.1	0.08
Fenoxycarb	0.01	0.01	0.01
Fenpyroximate	0.5	0.1	0.1
Fipronil	0.01	0.01	0.01
Flonicamid	0.4	0.1	0.1
Fludioxonil	0.02	0.02	0.02
Hexythiazox	0.25	0.1	0.1
Imazalil	0.01	0.01	0.01
Imidacloprid	0.02	0.02	0.02
Kresoxim-methyl	3.6	0.1	0.02
Malathion	0.01	0.01	0.01
Metalaxyl	0.01	0.01	0.01
Methiocarb	0.01	0.01	0.01
Methomyl	0.01	0.01	0.01
Methyl parathion	0.01	0.01	0.01
Mevinphos	0.01	0.01	0.01
Myclobutanil	0.02	0.02	0.02
Naled	0.01	0.01	0.01
Oxamyl	0.026	0.5	0.2
Paclobutrazol	0.01	0.01	0.01
Pentachloronitrobenzene	0.03	0.1	0.1
Permethrin	2.5	0.5	0.02
Phosmet	0.12	0.1	0.02
Piperonyl butoxide	63	3	3
Prallethrin	0.5	0.1	0.02
Propiconazole	0.02	0.02	0.02

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Propoxur	0.02	0.02	0.02
Pyrethrins	0.7	0.5	0.5
Pyridaben	4.4	0.1	0.02
Spinetoram	0.5	0.1	0.04
Spinosad	0.29	0.1	0.02
Spiromesifen	20	0.1	0.1
Spirotetramat	10	0.1	0.1
Spiroxamine	0.01	0.01	0.01
Tebuconazole	0.01	0.01	0.01
Thiacloprid	0.01	0.01	0.01
Thiamethoxam	0.01	0.01	0.01
Trifloxystrobin	25	0.1	0.02

MICROBIOLOGICAL IMPURITIES TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A testing laboratory shall test all samples for microbiological impurities. For the purposes of microbiological testing, the laboratory shall report that the sample “passed” microbiological-impurity testing if the following are not detected:

1. Shiga toxin-producing *Escherichia coli*: not detected in 1 gram;
2. *Salmonella* spp.: not detected in 1 gram.
- A. The laboratory shall report whether the strains listed in subsection (A) are detected or are not detected in 1 gram. The laboratory shall report this information in the certificate of analysis. If the strains are detected, the batch fails laboratory testing and may not be released for retail sale.
- B. A laboratory is also required to test for the pathogenic *Aspergillus* species *A. fumigatus*, *A. flavus*, *A. niger*, and *A. terreus* in all medical cannabis goods intended for consumption by inhalation, including but not limited to dried flower, kief, hashish, oil, and waxes.
 1. (1)For the purposes of pathogenic *Aspergillus*-species testing, the laboratory shall report that the sample “passed” if the concentrations of the following *Aspergillus* species are not detected:
 1. *Aspergillus fumigatus*: not detected in 1 gram;
 2. *Aspergillus flavus*: not detected in 1 gram;
 3. *Aspergillus niger*: not detected in 1 gram; and
 4. *Aspergillus terreus*: not detected in 1 gram.
 2. If a pathogenic *Aspergillus* species is detected in a sample under (c)(1), the sample fails microbiological-impurity testing, and the batch fails laboratory testing and may not be released for sale. The laboratory shall report the results in the certificate of analysis.
- C. The laboratory may test for and provide test results for additional microorganisms if requested by the requester of the laboratory testing.

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WATER ACTIVITY AND MOISTURE CONTENT TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A laboratory shall analyze a dried flower harvest-batch sample to determine its water-activity level. If the water activity is at or below 0.65 Aw, the sample “passes” water-activity testing.

- A. A laboratory shall analyze solid and semi-solid edible cannabis products to determine its water-activity level. If the water activity is at or below 0.85 Aw, the sample “passes” water-activity testing.
- B. The laboratory shall report the water-activity level of the sample in Aw to 2 significant figures. The laboratory shall report this information in the certificate of analysis.
- C. A laboratory shall analyze a dried flower harvest-batch sample to determine its moisture content. If the moisture content is at 5.0% to 13.0%, the sample “passes” moisture-content testing.
- D. The laboratory shall report the moisture content in percentage to the nearest tenth of one percent, by weight, of the dry sample. The laboratory shall report this information in the certificate of analysis.
- E. The laboratory may provide additional information on moisture content and water activity results if the laboratory determines it is important or if requested by the requester of the laboratory testing.
- F. If a harvest-batch sample “fails” water-activity or moisture-content testing, the harvest batch may be returned to the cultivator or person holding title for further drying and curing unless prohibited by these regulations. The harvest batch will then need to be retested for all tests required in this chapter.

FILTH AND FOREIGN MATERIAL TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A laboratory shall analyze all samples for filth and foreign material present in the sample. “Filth and foreign material” includes but is not limited to hair, insects, feces, packaging contaminants, and manufacturing waste and by-products.

- A. The laboratory shall report that the sample “passed” filth and foreign material testing if the concentration of filth and foreign material is at or below the filth and foreign material action levels in the following table:
- B. The laboratory shall report in the certificate of analysis whether the sample “passed” or “failed” filth and foreign-material testing. If it fails filth and foreign-material testing, the batch fails laboratory testing. A harvest batch that fails must be destroyed unless it can be remediated. Failed manufactured cannabis batches must be destroyed.

Defect	Action Level
Mold or foreign material	Average of 5% or more by weight
Mammalian excreta	Average of 1 mg or more per pound

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HEAVY METALS TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

The laboratory shall analyze all samples for concentrations of the following heavy metals:

1. Arsenic (As);
 2. Cadmium (Cd);
 3. Lead (Pb); and
 4. Mercury (Hg).
- A. The laboratory shall report the concentration of each heavy metal listed in subsection (a) in micrograms per gram ($\mu\text{g/g}$) in the certificate of analysis. The laboratory shall report that the sample “passed” heavy-metal testing if the concentrations of heavy metals listed in subsection below the following heavy metal action levels.
- B. The laboratory may test for and may provide test results for additional metals if the instrumentation detects additional metals in the samples or if requested by the requester of the laboratory testing.

Heavy Metal	Action Level for Medical Edible Cannabis Products, Suppositories, Sublingual Products, and Other Manufactured Products ($\mu\text{g/g}$)	Action Level for All Inhaled Medical Cannabis Goods ($\mu\text{g/g}$)	Action Level for Topical and Transdermal Medical Cannabis Goods ($\mu\text{g/g}$)
Cadmium	0.5	0.2	5
Lead	0.5	0.5	10
Arsenic	1.5	0.2	3
Mercury	3	0.1	1

TERPENES TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

If the cultivator’s, manufacturer’s, or distributor’s product labeling says that the sample contains discrete terpenes, the laboratory shall test for those terpenes. The testing laboratory shall report to one-hundredth of a percent the concentration in percentage in the certificate of analysis.

- A. The laboratory shall also report a terpene measurement for a terpene requested to be tested for by the requester of the laboratory test.

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

Record Keeping Transparency

Mass Yield Cultivation will adhere to the following standards as outlined by the Commonwealth of Massachusetts:

1. All records related to commercial cannabis activity shall be maintained for a minimum of seven years.
2. Mass Yield Cultivation will allow licensing authorities to examine the records of a licensee and inspect the premises of a licensee as the licensing authority, or a state or local agency, deems necessary to perform its duties under this division. All inspections and examinations of records shall be conducted during standard business hours of the licensed facility or at any other reasonable time. Licensees shall provide and deliver records to the licensing authority upon request.
3. Mass Yield Cultivation shall keep records identified by the licensing authorities on the premises of the location licensed. The licensing authorities may make any examination of the records of any licensee. Licensees shall also provide and deliver copies of documents to the licensing authority upon request.
4. Mass Yield Cultivation understands that if a licensee, or its agent or employee, that refuses, impedes, obstructs, or interferes with an inspection of the premises or records of the licensee pursuant to this section, has engaged in a violation.
5. Mass Yield Cultivation understands that they are responsible for compliance to these policies. If an agent or employee of a licensee, fails to maintain or provide the records required pursuant to this section, the licensee shall be subject to a citation and fine per individual violation.

ORDER FULFILLMENT

6. A cloud-based inventory and customer management system will be used to collect and fulfill orders. It will serve as a client tracking mechanism, and cannabis products will only be sold to licensed marijuana dispensaries across the state.
7. The Order Fulfillment system will retain records in accordance with all state guidelines and track the movement of cannabis product from the cultivator to the distributor or manufacturer. Ideal systems will create and store the transportation manifests.

MASS YIELD CULTIVATION LLC
RESTRICTING ACCESS TO AGE 21 AND OLDER

Limited Access to Minors

Prevent minors entering any portion of Mass Yield Cultivation licensed premises unless minor has a legitimate business purpose. Mass Yield Cultivation does not allow minors on the premises. The licensed premises have signs that read “No Minors permitted. All persons present a valid, current driver’s license or a personal identification card with a picture that has date of birth clearly visible on the card.

- I. Procedure
 - a. Mass Yield Cultivation will verify that consumer has a valid, unexpired government-issued photo identification and verify that the consumer is 21 years of age or older by viewing:
 - i. Passport
 - ii. Driver License or State issued Identification Card which may be issued in Massachusetts or by any other state as long as the license has picture of the person.
 - iii. United States military identification card.
 - iv. Any other identification card issued by a state that bears a picture of persons, the name of the person, the person’s date of birth and a physical description of the person.
 - b. The licensed premises have signs placed outside the entry of the premises and at point of sale that read “No Minors Permitted Anywhere on the Premises”.
 - c. Exceptions to this rule is if a person is under 21 years of age who has a legitimate business purpose for being on the licensed premises. This individual may be on the premises for a limited period of time in order to accomplish the legitimate business purpose and is accompanied by employee or authorized personnel. This could be a minor who has to be on the premises to make a repair.

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Training and Drills

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana Cultivation
- Harvesting and Trimming of Marijuana

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement

Program Manager Responsibilities

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the start-up checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

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- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.
- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

All Managers and Team Leads

Mass Yield Cultivation recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the

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Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.

- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
 - Verbal warning and retraining for first offense
 - Written warning for second offense (place copy in employee's personnel file)
 - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.
 - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

Code of Safe Work Practices

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** - Mass Yield Cultivation LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.

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6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.
8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.
10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. In the Event of a Robbery - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Emergency Management

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

Emergency Communication/Response

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Mass Yield Cultivation will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be

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followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.

Emergency Exit Protocol

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Mass Yield Cultivation, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

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Access for Emergency Response Units:

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

Security Scenarios and Response

Scenario	Response
Robbery	<ul style="list-style-type: none">• In the event of a robbery, all employees should remain calm and cooperate with the robber.• If they are able to access the security system unnoticed without risk to their safety, they should do so.• If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.
Data Breach	<ul style="list-style-type: none">• If a data breach is identified, the IT partners who manage the network should be contacted.• Employees should identify what data was stolen and understand specifically what information was lost in the breach.• Change all passwords.• Contact relevant financial institutions if banking information is compromised.
Theft	<ul style="list-style-type: none">• If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breeches.• In the event that marijuana product is missing, it should be reported to the local authorities.
Workplace Accident	<ul style="list-style-type: none">• In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.
Chemical Contact with Eyes	<ul style="list-style-type: none">• Individuals should immediately proceed to the eyewash station to begin rinsing procedures.• In the event of critical injury, 911 should be dialed for emergency medical assistance.• The supervisor should be contacted to investigate.
Chemical Spill on a Person	<ul style="list-style-type: none">• Individuals should immediately proceed safety shower to begin rinsing procedures.• In the event of critical injury, 911 should be dialed for emergency medical assistance.• The supervisor should be contacted to investigate.
Fire	<ul style="list-style-type: none">• In the event of a fire, employees should refer the Fire Plan located in Section 5 of this document. Generally speaking, employees should assist any person in immediate danger to safety• Activate the building fire alarm system or notify the fire department by dialing 911• Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.

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	<ul style="list-style-type: none">• The building should be evacuated
Power Outage	<ul style="list-style-type: none">• The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7
Gas Leak or Chemical Spill	<ul style="list-style-type: none">• Alarm should be sounded, 911 dialed, and the building evacuated.
Active Shooter	<ul style="list-style-type: none">• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.• As employees are able, the alarm should be sounded, and building evacuated

Employee Health: Personal Hygiene

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
 - Before eating food
 - Before and after treating a cut or wound
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching an animal, animal feed, or animal waste
 - After touching garbage
-
- How?
 - Wet hands with clean running water (warm or cold) and apply soap.
 - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
 - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse hands well under running water.
 - Dry hands using a clean towel or air dry.
 - Hand sanitizers are not effective when hands are visibly dirty.
 - How should you use hand sanitizer?
 - Apply the product to the palm of one hand.
 - Rub your hands together.
 - Rub the product over all surfaces of your hands and fingers until your hands are dry.
 - Gloving is not a substitution for handwashing.
 - All personnel shall follow the color coding system for frocks and aprons
 - white long jackets are to be used in the raw prep room
 - blue long jackets are to be used in the kitchen
 - lab workers must use scrubs
 - All personnel must follow the following guidelines
 - hair must be covered at all times when out on the production floor
 - no jewelry may be worn on any part of the arms or hands

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- any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe
- all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
- clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
- Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.
-

Disease Control

Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

1.5 WORKFORCE/OPERATIONS SECURITY

Making sure that our routine operations follow secure procedures is as important as physically securing each facility and having emergency response procedures in place. Consistent, proactive operational security policies and procedures greatly reduce the likelihood that emergencies will arise.

1.5.1 Staffing Structure and Current Employee Roster

We expect to employ at least 8-10 at the cultivation facility. For any positions that have already been filled, we provide the names and biographies of the persons hired.

1.5.2 Background Screening

We will perform background checks on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purposes of the Marijuana Program as an “excluded felony offense.” Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

1. Mass Yield Cultivation will ensure employees are at least 21 years of age.
2. Mass Yield Cultivation will obtain age of applicant on each employee
3. application.
4. A copy of applicant’s valid, unexpired Massachusetts driver’s license will be made and attached to each employment application.
5. If employee will be working in capacity of “transporter”, a copy of current auto insurance will be placed in employee and verified that insurance meets states minimum standard.
6. A Level 2 criminal background check including the disqualifying offense
7. Individuals will submit a full set of fingerprints to the department, vendor, entity, or agency authorized for processing by the state which may be forwarded to the FBI

1.5.3 Personnel Records

We will maintain personnel records for each employee, agent, or volunteer that includes:

- Application,
- Documentation of all required training,
- A signed statement from the individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters, and
- Record of any disciplinary action taken against employee at any time during employment.
- These personnel records will be maintained for a period of at least six months past the end of the individual’s affiliation with us.

1.5.4 Training and Drills

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana Cultivation
- Harvesting and Trimming of Marijuana

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement.

1.5.5 Business Hours

Our cultivation facility shall not be open to the general public. The cultivation facility will operate 12 hours a day. We shall permit only a registered director, officer, member, incorporator, agent, manager, employee, or government or law enforcement official on the registered premises of our cultivation center.

1.5.6 Security of Keys and Key Codes Policy

Policy to describe procedure for the distribution and securing of keys/key codes provided by licensee and/or authorized representatives to employee and the procedure to be followed upon termination of employment to security to the licensed premises. It is the Policy of Mass Yield Cultivation to maintain the security of all keys and or key codes to any enclosed area. The licensee and / or authorized representative of Mass Yield Cultivation may provide a key(s) and/or key codes to designated employees. Upon termination, key shall be surrendered and key codes voided to main security upon the licensed premises.

I. Procedure

- a. Licensee and or authorized representative of Mass Yield Cultivation may distribute keys and/or key codes to designated employees. These keys or key codes are to be used exclusively for the opening of exterior and interior doors at the opening of each business day and to secure the premises at the close of each business day.
- b. When a key or key code is distributed to an employee, the “Key/Key Code Distribution” form will be completed, updated for any changes, and kept in the employee’s file and a copy placed in “Key/Key Code Distribution file”. This form timed and dated form is signed by the employee acknowledging the receipt of key, explicit use of key/codes and policy to contact management immediately for all lost or stolen keys.
 - i. Employee agrees to use key exclusively for intended purpose and will not share key with other employees without exclusive permission by Licensee in the event of an unusual circumstance.
 - ii. Employee will attempt to have a duplicate made.
 - iii. Employee understands that there will be a periodic inspection to assure employees possess keys assigned and none are lost.
 - iv. Employee agrees to keep unique key code confidential and will not share key codes with other employees.
 - v. The sharing of keys or key codes may lead to immediate termination
- c. Should an employee in possession of a key terminate employment without surrendering the key to the licensee or authorized, a lock smith will be called and shall change the key cylinder to all exterior/interior doors with the intent to be completed by the close of said business day. Key codes will be voided.
- d. Keys shall be kept on a secure ring and to remain in the possession of the licensee/authorized representative during business hours.

1.5.7 Workplace Safety and Accident Prevention

A Workplace Accident and Injury Reduction Program will be put in place to ensure the appropriate controls are in place to maintain internal safety. A Program Manager will be identified and will have authority and responsibility for the overall implementation and execution of the program. All Managers and Team Leads will be charged with maintaining safe working conditions thru the policy described below.

1.5.7.1 Program Manager Responsibilities

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the start-up checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.
- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.
- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.

- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

1.5.7.2 All Managers and Team Leads

Mass Yield Cultivation recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.
- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
 - Verbal warning and retraining for first offense
 - Written warning for second offense (place copy in employee's personnel file)
 - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.

- Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

1.5.7.3 Code of Safe Work Practices

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** – Mass Yield Cultivation LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.
8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher

will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. In the Event of a Robbery - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

1.5.8 Emergency Management

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

Emergency Communication/Response

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Mass Yield Cultivation will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.

Emergency Exit Protocol

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Mass Yield Cultivation, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.

- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

Access for Emergency Response Units:

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

1.5.8.1 Security Scenarios and Response

Scenario	Response
Robbery	<ul style="list-style-type: none"> • In the event of a robbery, all employees should remain calm and cooperate with the robber. • If they are able to access the security system unnoticed without risk to their safety, they should do so. • If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.
Data Breach	<ul style="list-style-type: none"> • If a data breach is identified, the IT partners who manage the network should be contacted. • Employees should identify what data was stolen and understand specifically what information was lost in the breach. • Change all passwords. • Contact relevant financial institutions if banking information is compromised.
Theft	<ul style="list-style-type: none"> • If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breeches. • In the event that marijuana product is missing, it should be reported to the local authorities.
Workplace Accident	<ul style="list-style-type: none"> • In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.
Chemical Contact with Eyes	<ul style="list-style-type: none"> • Individuals should immediately proceed to the eyewash station to begin rinsing procedures. • In the event of critical injury, 911 should be dialed for emergency medical assistance. • The supervisor should be contacted to investigate.

Chemical Spill on a Person	<ul style="list-style-type: none"> • Individuals should immediately proceed safety shower to begin rinsing procedures. • In the event of critical injury, 911 should be dialed for emergency medical assistance. • The supervisor should be contacted to investigate.
Fire	<ul style="list-style-type: none"> • In the event of a fire, employees should refer the Fire Plan located in Section 5 of this document. Generally speaking, employees should assist any person in immediate danger to safety • Activate the building fire alarm system or notify the fire department by dialing 911 • Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire. • The building should be evacuated
Power Outage	<ul style="list-style-type: none"> • The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7
Gas Leak or Chemical Spill	<ul style="list-style-type: none"> • Alarm should be sounded, 911 dialed, and the building evacuated.
Active Shooter	<ul style="list-style-type: none"> • Employees should Run/Escapes, hide if escape is not possible, and Fight as a last resort. • As employees are able, the alarm should be sounded, and building evacuated

1.5.9 Employee Health: Personal Hygiene

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
 - Before eating food
 - Before and after treating a cut or wound
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching an animal, animal feed, or animal waste
 - After touching garbage
-
- How?
 - Wet hands with clean running water (warm or cold) and apply soap.
 - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
 - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse hands well under running water.
 - Dry hands using a clean towel or air dry.
 - Hand sanitizers are not effective when hands are visibly dirty.
 - How should you use hand sanitizer?
 - Apply the product to the palm of one hand.
 - Rub your hands together.
 - Rub the product over all surfaces of your hands and fingers until your hands are dry.
 - Gloving is not a substitution for handwashing.
 - All personnel shall follow the color coding system for frocks and aprons
 - white long jackets are to be used in the raw prep room
 - blue long jackets are to be used in the kitchen
 - lab workers must use scrubs
 - All personnel must follow the following guidelines
 - hair must be covered at all times when out on the production floor
 - no jewelry may be worn on any part of the arms or hands
 - any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe
 - all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
 - clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
 - Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.
 -

Disease Control

Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

MASS YIELD CULTIVATION LLC

RECORD KEEPING PROCEDURES

MAINTENANCE OF FINANCIAL AND BUSINESS RECORDS

The purpose of this policy is to outline recordkeeping requirements in the rules to ensure Mass Yield Cultivation LLC remains in compliance and records are accurate and transparent. Mass Yield Cultivation LLC will maintain records that clearly reflect all financial transactions and the financial conditions of the business.

I. Procedure

The following records will be kept and maintained for a duration of seven years. These records will be made available for inspection if requested by an employee of the Cannabis Control Commission (CCC) or the Commonwealth of Massachusetts Department of Revenue.

- A. Records will be kept in a manner that allows the records to be produced for the Commission in a hard copy or electronic form
- B. Documentation of all financial transactions related to the licensed business.
 - i. Bank statements
 - ii. Sales Invoices
 - iii. Receipts
 - iv. Tax Records
 - v. All records required by the Commonwealth of Massachusetts Department of Revenue.
- C. Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase.
- D. Personnel Records including:
 - i. Employee's full name,
 - ii. Social security or individual tax payer identification number
 - iii. Date employment begins
 - iv. Date of termination of employment if applicable
- E. Training Records including:
 - i. Content of the training provided
 - ii. Name of the employees that received training
 - iii. The date in which the employee received track and trace training
- F. Contract regarding commercial cannabis activity
 - i. Agreements for services performed
 - ii. Agreements for services received
- G. Permits for operation
 - i. Seller's Permit
 - ii. Local Authorization to conduct the licensee's commercial cannabis activity
- H. Security Records
 - i. Incident logs

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

- I. Destruction of Cannabis
 - i. Any records related to the destruction of cannabis products
- J. Track and Trace
 - i. Any documents required to support the track and trace system
- K. Any other relevant documents in connection with the licensed commercial cannabis business

TRACKING AND RECORDKEEPING OF DAILY OPERATIONS

Daily operations are defined by critical transitions: opening for business, harvesting or packaging plants, acquiring, selling, delivering, or disposing of inventory, closing for the day, etc. The inventory tracking system will be designed to enable us to document inventory status/flow for each critical transition event:

- I. Procedure:
 - a. Those involved in handling the inventory must identify themselves to the system with a secure authentication procedure (e.g., a unique employee password or electronically-readable ID).
 - b. The type of transition event will be indicated and the inventory is identified by electronic reading of its tracking number.
 - c. The system automatically aggregates inventory by the types of transitions through which it passes (all sales, all deliveries, etc.) and by time of day (e.g., the disposition of any and every product at 3:00pm: being harvested, in transit, sold, etc.).
 - d. The following events will be tracked:
 - i. Beginning Inventory,
 - ii. Inventory Receipts
 - iii. Sales,
 - iv. Disbursements,
 - v. Deliveries
 - vi. Returns,
 - vii. Disposals, and
 - viii. Closing Inventory.
 - e. Where applicable (e.g., whenever loose inventory is being handled), authorized personnel will determine the weight of the product, entering it into the system. In this way the flow of inventory through our facility is fully documented in real time.

MASS YIELD CULTIVATION LLC

RECORD KEEPING PROCEDURES

TIME AND ATTENDANCE

Krypies LLC administrates time and attendance via a time and attendance system. General Managers should use the scheduling tool <http://wheniwork.com/> to create employee schedules.

I. Procedure

- a. The employee is setup to utilize the Time Clock function in a time and attendance system by the General Manager via the Administration / User Administration function
- b. Employee logs on to time and attendance system with their credentials and then logs in again under the Time Clock tab. The system tracks their hours based on when they log in for their shift and when they log out.
- c. Exceptions to the time clock are documented on a Time Clock Exception Form and must be approved by the Team Lead on-duty. Exception forms are forwarded to the General Manager for inclusion in payroll administration.

PAYROLL

Krypies LLC utilizes (to be determined) for payroll processing. Our payroll process is run every two weeks:

I. Procedure

- a. Subscribe to the payroll system and setup your club and employees online via their instructions.
- b. Every two weeks run the Time Clock report in time and attendance system per the date range for the pay period.
- c. General Manager audits, makes any needed manual entries, and approves payroll report.
- d. COO audits and inputs the approved report into the payroll system, adjusts for overtime, bonus, spiff payments and corrections to previously payroll periods.
- e. Checks and direct deposit receipts are overnighted from payroll company to Krypies LLC. Delivery requires a signature.
- f. Checks are signed by the COO and they, along with direct deposit receipts, are enveloped and secured in a locked location for distribution.
- g. Manual checks are handed out to employees personally or by mail as are direct deposit receipts.

ACCOUNTING

Accounting practices are done in accordance with GAAP rules. Krypies LLC uses both internal resources as well as outside professional services to maintain integrity, transparency, and compliance.

The General Manager and COO retain primary responsibility and accountability for establishing internal controls and secure, accurate financial information to appropriate outside services. It is expected that accurate records are maintained in time and attendance and QuickBooks. Additionally, lockable filing cabinets and control of hardware and software access to financial information.

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

Finally, a CPA firm is contracted for general accounting services based on references, types / sizes of business' in the firm's current client base, and their fee structures.

SALES AND CASH MANAGEMENT

- I. Procedure
 - a. Sales and Cash Management
 - i. Team Lead or Management member is responsible for Cash Handling
 - ii. Print Register Reports out of POS SYSTEM and balance all cash drawers to \$400 as part of evening closing procedures
 - iii. Reconcile daily cash, checks, and gift card amounts to Register Reports
 - iv. Put bagged cash, checks, gift cards and their associated Register Reports in safe
 - b. Daily Sales Reporting
 - i. Designated Team Lead or Manager is responsible for daily sales reporting
 - ii. Reconcile daily cash, checks and gift card amounts to the Register Reports to validate previous night's closing activities
 - iii. Print day's Revenue Report, Deposit Report, and Sales by Category Report from time and attendance system
 - iv. Daily Sales Template (Excel Spreadsheet)
 1. Enter sales by revenue categories time and attendance system Revenue Report
 2. Enter sales tax calculations from time and attendance system Revenue Report
 3. Enter Cost of Goods Sold by revenue categories from time and attendance system Sales by Category Report
 4. Enter Credit Card, Drawer Cash, and Gift Card transactions from the Deposit Report (report any over/under cash amounts)
 5. Save completed Daily Sales Template, by date, to Krypies LLC shared drive, Daily Reports
 6. Utilizing the Daily Sales Report Spreadsheet, make daily journal entry into QuickBooks
 - v. Designated Team Lead or Manager fills out deposit slip noting the day's reporting date and makes daily bank deposit

MONTH END TASKS

- I. Procedure
 - a. Provide the following items to accounting firm
 - b. Ongoing access to Daily Sales Reports (Cloud)
 - c. PAYROLL SYSTEM Summary Report for both pay periods (Chan & Holdings)
 - d. POS Report w/categories added (Online Sales)
 - e. Bank statements (Chan & Holdings)
 - f. Month end physical inventory report (POS SYSTEM)
 - g. Memberships Report for the month (POS SYSTEM)
 - h. Approve and publish monthly financial report to Board Members

MASS YIELD CULTIVATION LLC

RECORD KEEPING PROCEDURES

Record Keeping Transparency

Mass Yield Cultivation will adhere to the following standards as outlined by the Commonwealth of Massachusetts:

1. All records related to commercial cannabis activity shall be maintained for a minimum of seven years.
2. Mass Yield Cultivation will allow licensing authorities to examine the records of a licensee and inspect the premises of a licensee as the licensing authority, or a state or local agency, deems necessary to perform its duties under this division. All inspections and examinations of records shall be conducted during standard business hours of the licensed facility or at any other reasonable time. Licensees shall provide and deliver records to the licensing authority upon request.
3. Mass Yield Cultivation shall keep records identified by the licensing authorities on the premises of the location licensed. The licensing authorities may make any examination of the records of any licensee. Licensees shall also provide and deliver copies of documents to the licensing authority upon request.
4. Mass Yield Cultivation understands that if a licensee, or its agent or employee, that refuses, impedes, obstructs, or interferes with an inspection of the premises or records of the licensee pursuant to this section, has engaged in a violation.
5. Mass Yield Cultivation understands that they are responsible for compliance to these policies. If an agent or employee of a licensee, fails to maintain or provide the records required pursuant to this section, the licensee shall be subject to a citation and fine per individual violation.

ORDER FULFILLMENT

6. A cloud-based inventory and customer management system will be used to collect and fulfill orders. It will serve as a client tracking mechanism, and cannabis products will only be sold to licensed marijuana dispensaries across the state.
7. The Order Fulfillment system will retain records in accordance with all state guidelines and track the movement of cannabis product from the cultivator to the distributor or manufacturer. Ideal systems will create and store the transportation manifests.

MASS YIELD CULTIVATION LLC TRAINING AND QUALIFICATIONS

Qualification and Intended Trainings for Agents

Mass Yield Cultivation LLC will train every employee in accordance with the Commonwealth of Massachusetts laws and regulations. A responsible vendor training solution will be obtained and implemented after license approval. The program will be an accepted vendor training method per Massachusetts requirements and shall adhere by the following:

Marijuana Establishment Agent Training.

(a) Marijuana Establishments shall ensure that all marijuana establishment agents' complete training prior to performing job functions. Training shall be tailored to the roles and responsibilities of the job function of each marijuana establishment agent, and at a minimum must include a Responsible Vendor Program under 935 CMR 500.105(2)(b). At a minimum, staff shall receive eight hours of on-going training annually.

(b) Responsible Vendor Training.

1. On or after July 1, 2019, all current owners, managers and employees of a Marijuana Establishment that are involved in the handling and sale of marijuana for adult use at the time of licensure or renewal of licensure, as applicable, shall have attended and successfully completed a responsible vendor program to be designated a "responsible vendor."
2. Once a licensee is designated a "responsible vendor," all new employees involved in the handling and sale of marijuana for adult use shall successfully complete a responsible vendor program within 90 days of hire.
3. After initial successful completion of a responsible vendor program, each owner, manager, and employee involved in the handling and sale of marijuana for adult use shall successfully complete the program once every year thereafter to maintain designation as a "responsible vendor."
4. Administrative employees who do not handle or sell marijuana may take the "responsible vendor" program on a voluntary basis.
5. Marijuana establishments must maintain records of responsible vendor training program compliance for four years and make them available to inspection by the Commission and any other applicable licensing authority upon request during normal business hours.

Certification Training Program Standards.

- a. No owner or employee of a responsible vendor program shall have an interest in a licensed Marijuana Establishment;
- b. Program providers shall submit their programs to the Commission every two years for approval as a responsible vendor program;
- c. The program shall include at least two hours of instruction time;
- d. The program shall be taught in a real-time, interactive classroom setting where the instructor is able to verify the identification of each individual attending the program and certify completion of the program by the individual identified;
- e. The program provider shall maintain its training records at its principal place of business during the applicable year and for the following three years;
- f. The provider shall make the records available for inspection by the Commission and any other applicable licensing authority upon request during normal business hours;

MASS YIELD CULTIVATION LLC
TRAINING AND QUALIFICATIONS

- g. The program shall provide written documentation of attendance and successful passage of a test on the knowledge of the required curriculum for each attendee;
- h. Attendees who can speak and write English must successfully pass a written test with a score of 70% or better;
- i. Attendees who cannot speak or write English may be offered a verbal test, provided that the same questions are given as are on the written test and the results of the verbal test are documented with a passing score of 70% or better; and
- j. Program providers shall solicit effectiveness evaluations from individuals who have completed their program.

7. Certification Training Class Core Curriculum.

- a. Discussion concerning marijuana's effect on the human body. Training shall include:
 - i. Marijuana's physical effects based on type of marijuana product;
 - ii. The amount of time to feel impairment;
 - iii. Visible signs of impairment; and
 - iv. Recognizing the signs of impairment.
- b. Diversion prevention and prevention of sales to minors, including best practices;
- c. Compliance with all tracking requirements; and
- d. Acceptable forms of identification. Training shall include:
 - i. How to check identification;
 - ii. Spotting false identification;
 - iii. Medical registration cards issued by the DPH;
 - iv. Provisions for confiscating fraudulent identifications; and
 - v. Common mistakes made in verification.
- e. Other key state laws and rules affecting owners, managers, and employees, which shall include:
 - i. Local and state licensing and enforcement;
 - ii. Incident and notification requirements;
 - iii. Administrative and criminal liability;
 - iv. License sanctions and court sanctions;
 - v. Waste disposal;
 - vi. Health and safety standards;
 - vii. Patrons prohibited from bringing marijuana onto licensed premises;
 - viii. Permitted hours of sale;
 - ix. Conduct of establishment;
 - x. Permitting inspections by state and local licensing and enforcement authorities;
 - xi. Licensee responsibilities for activities occurring within licensed premises;
 - xii. Maintenance of records;
 - xiii. Privacy issues; and
 - xix. Prohibited purchases and practices.
- f. Such other areas of training determined by the Commission to be included in a responsible vendor training program.

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Training and Drills

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana Cultivation
- Harvesting and Trimming of Marijuana

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement

Program Manager Responsibilities

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the start-up checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program. Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.
- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees

MASS YIELD CULTIVATION LLC TRAINING AND QUALIFICATIONS

are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.

- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

All Managers and Team Leads

Mass Yield Cultivation recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.
- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace

MASS YIELD CULTIVATION LLC TRAINING AND QUALIFICATIONS

Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.

- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
 - Verbal warning and retraining for first offense
 - Written warning for second offense (place copy in employee's personnel file)
 - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.
 - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

Code of Safe Work Practices

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** - Mass Yield Cultivation LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.
5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.

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8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.
10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. In the Event of a Robbery - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Emergency Management

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

Emergency Communication/Response

Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Mass Yield Cultivation will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

MASS YIELD CULTIVATION LLC TRAINING AND QUALIFICATIONS

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.

Emergency Exit Protocol

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Mass Yield Cultivation, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

Access for Emergency Response Units:

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TRAINING AND QUALIFICATIONS

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

Security Scenarios and Response

Scenario	Response
Robbery	<ul style="list-style-type: none">• In the event of a robbery, all employees should remain calm and cooperate with the robber.• If they are able to access the security system unnoticed without risk to their safety, they should do so.• If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.
Data Breach	<ul style="list-style-type: none">• If a data breach is identified, the IT partners who manage the network should be contacted.• Employees should identify what data was stolen and understand specifically what information was lost in the breach.• Change all passwords.• Contact relevant financial institutions if banking information is compromised.
Theft	<ul style="list-style-type: none">• If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breeches.• In the event that marijuana product is missing, it should be reported to the local authorities.
Workplace Accident	<ul style="list-style-type: none">• In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.
Chemical Contact with Eyes	<ul style="list-style-type: none">• Individuals should immediately proceed to the eyewash station to begin rinsing procedures.• In the event of critical injury, 911 should be dialed for emergency medical assistance.• The supervisor should be contacted to investigate.
Chemical Spill on a Person	<ul style="list-style-type: none">• Individuals should immediately proceed safety shower to begin rinsing procedures.• In the event of critical injury, 911 should be dialed for emergency medical assistance.• The supervisor should be contacted to investigate.
Fire	<ul style="list-style-type: none">• In the event of a fire, employees should refer the Fire Plan located in Section 5 of this document. Generally speaking, employees should assist any person in immediate danger to safety• Activate the building fire alarm system or notify the fire department by dialing 911• Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.• The building should be evacuated

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Power Outage	<ul style="list-style-type: none">• The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7
Gas Leak or Chemical Spill	<ul style="list-style-type: none">• Alarm should be sounded, 911 dialed, and the building evacuated.
Active Shooter	<ul style="list-style-type: none">• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.• As employees are able, the alarm should be sounded, and building evacuated

Employee Health: Personal Hygiene

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
 - Before eating food
 - Before and after treating a cut or wound
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching an animal, animal feed, or animal waste
 - After touching garbage
-
- How?
 - Wet hands with clean running water (warm or cold) and apply soap.
 - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
 - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse hands well under running water.
 - Dry hands using a clean towel or air dry.
 - Hand sanitizers are not effective when hands are visibly dirty.
 - How should you use hand sanitizer?
 - Apply the product to the palm of one hand.
 - Rub your hands together.
 - Rub the product over all surfaces of your hands and fingers until your hands are dry.
 - Gloving is not a substitution for handwashing.
 - All personnel shall follow the color coding system for frocks and aprons
 - white long jackets are to be used in the raw prep room
 - blue long jackets are to be used in the kitchen
 - lab workers must use scrubs
 - All personnel must follow the following guidelines
 - hair must be covered at all times when out on the production floor
 - no jewelry may be worn on any part of the arms or hands
 - any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe

MASS YIELD CULTIVATION LLC TRAINING AND QUALIFICATIONS

- all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
- clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
- Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.
-

Disease Control

Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

MASS YIELD CULTIVATION LLC

DIVERSITY PLAN

VISION STATEMENT:

Mass Yield Cultivation LLC values all employees and believes everyone should have an equal chance to succeed, thereby increasing the organizations capacity to achieve its mission.

MASS YIELD CULTIVATION'S COMMITMENT TO DIVERSITY MANAGEMENT

Our goal is for all employees to support the diversity management plan and its objectives. MYC LLC is committed to being the employer of a highly-qualified, diverse, dedicated, and effective workforce. Pursuing the commitment will require being open to new ways of thinking about employee motivation and staff development.

INTRODUCTION

It is the policy of MYC LLC to foster equal opportunity for all employees and to promote principles of diversity management that will enhance the level of effectiveness and efficiency of its programs. The concept of diversity management is a strategic business objective that seeks to increase organizational capacity in a workplace where the contributions of all employees are recognized and valued. MYC LLC's goal is to build a high-performing, diverse workforce based on mutual acceptance and trust. It is also MYC LLC's policy to select the best qualified applicant for the job, regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

Senior management supports the development of a Comprehensive Diversity Management Plan to guide diversity management initiatives and the development of appropriate measures to document how well MYC LLC is achieving its diversity management objective. The Comprehensive Diversity Management Plan represents a structured approach to ensure continued progress in reaching its diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission.

DIVERSITY MANAGEMENT AT MYC LLC

The goal of diversity management is to enable all employees to reach their full potential in pursuit of the organization's mission. This includes fostering an environment where diversity is commonplace and enhances execution of the agency's objectives. Diversity management means creating a workplace where differences in heritage, background, style, tradition and views are valued, respected and used to increase organizational capacity. As the workforce becomes more diverse and the environment more open to new ideas and ways of thinking, organizations have found that employees and teams become more effective in processing information, solving problems, and contributing to the organization's mission.

MASS YIELD CULTIVATION LLC DIVERSITY PLAN

To enhance MYC LLC's ability to carry out its mission, the company will make diversity management a priority for all executives, managers, and employees. Our goal is for all employees to support the Comprehensive Diversity Management Plan and its objectives. MYC LLC is committed to being the employer of a highly-qualified, diverse, dedicated, and effective workforce. Pursuing this commitment will require being open to new ways of thinking about employee motivation and staff development.

The agency is committed to the following objectives:

- Building a talented, dedicated, diverse workforce;
- Educating the workforce regarding diversity management principles;
- Improving communication throughout;
- Motivating employees to reach their highest potential and to make their greatest contribution to MYC LLC;
- Encouraging employees to offer their views and suggestions toward achieving program and organizational goals without threat of retribution;
- Respecting and appreciating individual differences;
- Creating and maintaining an inclusive approach to all systems, policies, and practices; and
- Selecting the best qualified applicant for the job, regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factors.

Role of Leadership

(Managers and Supervisors) Leaders are responsible for leading change, fostering desired behaviors, and ensuring that:

- Organizational systems, policies, and practices support the vision and are responsive to change;
- The workplace is inclusive; and
- Managing diversity principles are integrated into the operations of the organization.

Role of All Employees

- Support the principles of diversity management;
- Respect others, including differences and similarities in views, styles, backgrounds, etc.; and
- Fully participate in the agency's efforts to foster greater organizational effectiveness and efficiency through the application of the principles of diversity management.

MASS YIELD CULTIVATION LLC DIVERSITY PLAN

INITIAL APPROACH

This Comprehensive Diversity Management Plan represents MYC LLS's initial approach to establish comprehensive diversity management goals and measures, and allows for periodic review of agency accomplishments to determine future focus areas. The Plan is based on the best information currently available about MYC LLC's internal environment and will be reevaluated every 3 years, or as needed.

DIVERSITY MANAGEMENT STRATEGY AND LINKS TO KEY PLANNING

A Top-Down Business Imperative

The principles of diversity management are embedded in MYC LLC's Strategic Plan and Organizational Values. The schematic below shows the integration of diversity management into MYC LLC's key systems. This integration provides the means to bring diversity management into the core of the agency's business, daily operations, and planning processes. Attachment 1 summarizes areas where MYC LLC's key systems reflect the principles of diversity management



MASS YIELD CULTIVATION LLC DIVERSITY PLAN

GOALS AND MEASURES

The plan goals, along with the performance measures that will be tracked at the agency level, are as follows:

Goal 1 — Recruit diverse employees at all levels.

Outcome Measure - Diversity of new hires at MYC LLC compares favorably to relevant to the commonwealth's labor market (based on Massachusetts economic data programs availability data).

Goal 2 — Develop and retain diverse employees by promoting an environment that values differences.

Outcome Measure 1 - The agency's retention rate by demographic group compares favorably with external retention rates.

Outcome Measure 2 - Employee satisfaction survey results by demographic group compare favorably to survey results of MYC LLC's total workforce.

Goal 3 — Increase the diversity of employees in senior and managerial positions.

Outcome Measure - Consistent with applicable law, representation of minorities and women in senior level and managerial

LINKS TO KEY PLANNING SYSTEMS

Diversity management links to the following MYC LLC key planning systems are explained in more detail below:

MYC LLC's Organizational Values

MYC LLC's Organizational Values serve as a guide to decision-making and individual conduct. They indicate qualities MYC LLC endorses and how MYC LLC will conduct critical work efforts as well as how it will value and treat its employees. Each of the values embodies the diversity management and inclusion initiatives.

Integrity ... in our working relationships, practices and decisions. Excellence ... both in our individual and collective actions.

Service ... to the public, and others who are affected by our work.

Respect ... for individuals' roles, diversity, and viewpoints.

Cooperation ... in the planning, management, and work of the agency.

Commitment ... to protecting the public health and safety.

Openness ... in communications and decision making.

MASS YIELD CULTIVATION LLC DIVERSITY PLAN

Strategic Plan

The Strategic Plan includes five goals: Safety, Security, Openness, Effectiveness, and Management Excellence. Of these, the Management Excellence Goal provides for the use of innovative recruitment strategies, leadership development, enhanced management accountability, creation of a discrimination-free environment, and support for training and development of staff.

Performance Plan

The MYC LLC Performance Plan incorporates the diversity workforce goals of sustaining a high-performing, diverse workforce and achieving a level of workplace diversity that compares favorably with the relevant Commonwealth labor market.

Affirmative Employment Plan

The MYC LLC Affirmative Employment Plan includes four Guiding Principles that embody the principles of diversity management. They include:

- Creating a working environment that is free of discrimination, including harassment, and is accessible to individuals with disabilities;
- Ensuring that agency policies, processes, and procedures provide all employees the opportunity to participate in mission accomplishments, and to compete fairly and equitably for career enhancement and advancement;
- Employing a competent and highly skilled workforce, consistent with the national labor market, and enabling employees to accomplish the agency's mission by providing support, tools, and a positive environment; and
- Recognizing, appreciating and valuing diversity, thereby establishing trust, respect, and concern for the welfare of all employees within the agency

The plan builds on the Guiding Principles of the Affirmative Employment Plan and specifically details those actions that management needs to take to make diversity and inclusion a reality at MYC LLC.

Human Capital Strategic Plan

The agency has established several human capital goals which are embodied in the Human Capital Strategic Plan. The following goals link to the CDMP:

- Develop the agency's current and future leaders.
- Strengthen managerial and supervisory accountability for setting individual and organizational performance expectations and for providing timely and complete feedback.
- Foster a work environment that is free of discrimination & provides opportunities for all employees to optimally use their diverse talents in support of the MYC LLC's mission and

MASS YIELD CULTIVATION LLC DIVERSITY PLAN

goals.

Use innovative recruitment, development, and retention strategies to achieve a high quality, diverse workforce with the skills needed to achieve our mission

Office Operating Plan

The office operating plans include activities that management plans to achieve during the fiscal year consistent with the MYC LLC's Performance Plan and Strategic Plan. The operating plans take the overall goals in the Strategic Plan and specify actions that will be taken to accomplish the goals. Several areas are delineated in the operating plans to highlight the diversity and inclusion initiatives

EXAMPLES OF EEO AND DIVERSITY MANAGEMENT STRATEGIES

STRATEGIES — Examples of diversity management strategies are provided for office consideration. Strategies implemented by offices should contribute to the agency's success in diversity management.

GOAL 1.0 - Recruit diverse employees at all levels

STRATEGIES:

- Use diverse panel members to evaluate candidates for vacancies, when possible.
- Strengthen and develop relationships with targeted groups (e.g., minority populations) at historically minority colleges/universities and professional organizations and identify other institutions with large diverse populations.
- Continue to serve as liaison with students and employees, and encourage them to apply for development programs.
- Continue to review and modify recruitment strategies for identifying and attending minority and women job fairs.

GOAL 2.0 - Develop and retain diverse employees by promoting an environment that values differences.

STRATEGIES:

- Communicate strategies to clarify links between diversity management strategies and mission accomplishment.
- Support skills and training needs assessments and the development and implementation of individual development plans (IDPs) consistent with mission priorities and workforce goals.
- Conduct an organizational assessment to determine organizational strengths and areas

MASS YIELD CULTIVATION LLC DIVERSITY PLAN

for improvements related to diversity management principles.

- Develop action plans to address any improvement areas identified in the employee satisfaction survey results or based upon office-specific organizational assessment.
- Enhance mechanisms (e.g., discussion groups, staff meetings) where managers and employees can express their ideas and concerns on diversity and work environment issues. Use facilitated support as needed.
- Where appropriate, incorporate best EEO & diversity management practices.
- Support continuous development of managerial leadership, technical, and administrative talent to ensure organizational continuity.

GOAL 3.0 - Increase the diversity of employees in senior and managerial positions.

STRATEGIES:

- Support participation of qualified employees in internal and external leadership and executive development programs.
- Provide staff with meaningful career planning, mentoring, and developmental opportunities for exposure to senior management.
- Conduct survey to determine where there may be concerns or problems with fairness in recruitment, developmental opportunities, appraisals, promotions, and awards.
- Identify and address perceived barriers to advancement opportunities.
- Ensure that employees are given challenging assignments to develop executive core qualifications.
- Attract a pool of more diverse applicants for senior positions.
- Select the most qualified candidate regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

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MYC LLC acknowledges that specifically named organizations will be contacted and will confirm they can receive the donation we plan on making or will work with the proposed establishment in the furthering of its goals. A letter from all organizations that will be receiving donations will be included or attached to our Diversity Plan. Any actions taken, or programs instituted, by the applicant will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws. The applicant will adhere to the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; Any actions taken, or programs instituted, by Mass Yield Cultivation LLC will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

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DIVERSITY PLAN

goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission.

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DIVERSITY PLAN

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DIVERSITY PLAN

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STRATEGIES:

- Communicate strategies to clarify links between diversity management strategies and mission accomplishment.
- Support skills and training needs assessments and the development and implementation of individual development plans (IDPs) consistent with mission priorities and workforce goals.
- Conduct an organizational assessment to determine organizational strengths and areas

MASS YIELD CULTIVATION LLC DIVERSITY PLAN

for improvements related to diversity management principles.

- Develop action plans to address any improvement areas identified in the employee satisfaction survey results or based upon office-specific organizational assessment.
- Enhance mechanisms (e.g., discussion groups, staff meetings) where managers and employees can express their ideas and concerns on diversity and work environment issues. Use facilitated support as needed.
- Where appropriate, incorporate best EEO & diversity management practices.
- Support continuous development of managerial leadership, technical, and administrative talent to ensure organizational continuity.

GOAL 3.0 - Increase the diversity of employees in senior and managerial positions.

STRATEGIES:

- Support participation of qualified employees in internal and external leadership and executive development programs.
- Provide staff with meaningful career planning, mentoring, and developmental opportunities for exposure to senior management.
- Conduct survey to determine where there may be concerns or problems with fairness in recruitment, developmental opportunities, appraisals, promotions, and awards.
- Identify and address perceived barriers to advancement opportunities.
- Ensure that employees are given challenging assignments to develop executive core qualifications.
- Attract a pool of more diverse applicants for senior positions.
- Select the most qualified candidate regardless of race, national origin, gender, age, disability, religion, sexual orientation, or any other non-merit factor.

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

ADDENDUM FOR RENEWAL:

Pursuant to the 935 CMR 500 et. al. Regulations that were adopted on November 1, 2019, Mass Yield Cultivation, LLC is modifying its Record Keeping Procedures to reflect the changes approved by the Cannabis Control Commission.

ORIGINAL MAINTENANCE OF FINANCIAL AND BUSINESS RECORDS

The purpose of this policy is to outline recordkeeping requirements in the rules to ensure Mass Yield Cultivation LLC remains in compliance and records are accurate and transparent. Mass Yield Cultivation LLC will maintain records that clearly reflect all financial transactions and the financial conditions of the business.

I. Procedure

The following records will be kept and maintained for a duration of seven years. These records will be made available for inspection if requested by an employee of the Cannabis Control Commission (CCC) or the Commonwealth of Massachusetts Department of Revenue.

- A. Records will be kept in a manner that allows the records to be produced for the Commission in a hard copy or electronic form
- B. Documentation of all financial transactions related to the licensed business.
 - i. Bank statements
 - ii. Sales Invoices
 - iii. Receipts
 - iv. Tax Records
 - v. All records required by the Commonwealth of Massachusetts Department of Revenue.
- C. Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase.
- D. Personnel Records including:
 - i. Employee's full name,
 - ii. Social security or individual tax payer identification number
 - iii. Date employment begins
 - iv. Date of termination of employment if applicable
- E. Training Records including:
 - i. Content of the training provided
 - ii. Name of the employees that received training
 - iii. The date in which the employee received track and trace training
- F. Contract regarding commercial cannabis activity
 - i. Agreements for services performed
 - ii. Agreements for services received

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

- G. Permits for operation
 - i. Seller's Permit
 - ii. Local Authorization to conduct the licensee's commercial cannabis activity
- H. Security Records
 - i. Incident logs
- I. Destruction of Cannabis
 - i. Any records related to the destruction of cannabis products
- J. Track and Trace
 - i. Any documents required to support the track and trace system
- K. Any other relevant documents in connection with the licensed commercial cannabis business

TRACKING AND RECORDKEEPING OF DAILY OPERATIONS

Daily operations are defined by critical transitions: opening for business, harvesting or packaging plants, acquiring, selling, delivering, or disposing of inventory, closing for the day, etc. The inventory tracking system will be designed to enable us to document inventory status/flow for each critical transition event:

- I. Procedure:
 - a. Those involved in handling the inventory must identify themselves to the system with a secure authentication procedure (e.g., a unique employee password or electronically-readable ID).
 - b. The type of transition event will be indicated and the inventory is identified by electronic reading of its tracking number.
 - c. The system automatically aggregates inventory by the types of transitions through which it passes (all sales, all deliveries, etc.) and by time of day (e.g., the disposition of any and every product at 3:00pm: being harvested, in transit, sold, etc.).
 - d. The following events will be tracked:
 - i. Beginning Inventory,
 - ii. Inventory Receipts
 - iii. Sales,
 - iv. Disbursements,
 - v. Deliveries
 - vi. Returns,
 - vii. Disposals, and
 - viii. Closing Inventory.
 - e. Where applicable (e.g., whenever loose inventory is being handled), authorized personnel will determine the weight of the product, entering it into the system. In this way the flow of inventory through our facility is fully documented in real time.

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

TIME AND ATTENDANCE

Krypies LLC administrates time and attendance via a time and attendance system. General Managers should use the scheduling tool <http://wheniwork.com/> to create employee schedules.

- I. Procedure
 - a. The employee is setup to utilize the Time Clock function in a time and attendance system by the General Manager via the Administration / User Administration function
 - b. Employee logs on to time and attendance system with their credentials and then logs in again under the Time Clock tab. The system tracks their hours based on when they log in for their shift and when they log out.
 - c. Exceptions to the time clock are documented on a Time Clock Exception Form and must be approved by the Team Lead on-duty. Exception forms are forwarded to the General Manager for inclusion in payroll administration.

PAYROLL

Krypies LLC utilizes (to be determined) for payroll processing. Our payroll process is run every two weeks:

- I. Procedure
 - a. Subscribe to the payroll system and setup your club and employees online via their instructions.
 - b. Every two weeks run the Time Clock report in time and attendance system per the date range for the pay period.
 - c. General Manager audits, makes any needed manual entries, and approves payroll report.
 - d. COO audits and inputs the approved report into the payroll system, adjusts for overtime, bonus, spiff payments and corrections to previously payroll periods.
 - e. Checks and direct deposit receipts are overnighted from payroll company to Krypies LLC. Delivery requires a signature.
 - f. Checks are signed by the COO and they, along with direct deposit receipts, are enveloped and secured in a locked location for distribution.
 - g. Manual checks are handed out to employees personally or by mail as are direct deposit receipts.

ACCOUNTING

Accounting practices are done in accordance with GAAP rules. Krypies LLC uses both internal resources as well as outside professional services to maintain integrity, transparency, and compliance.

The General Manager and COO retain primary responsibility and accountability for establishing internal controls and secure, accurate financial information to appropriate outside services. It is expected that accurate records are maintained in time and attendance and QuickBooks. Additionally, lockable filing cabinets and control of hardware and software access to financial information.

MASS YIELD CULTIVATION LLC RECORD KEEPING PROCEDURES

Finally, a CPA firm is contracted for general accounting services based on references, types / sizes of business' in the firm's current client base, and their fee structures.

SALES AND CASH MANAGEMENT

- I. Procedure
 - a. Sales and Cash Management
 - i. Team Lead or Management member is responsible for Cash Handling
 - ii. Print Register Reports out of POS SYSTEM and balance all cash drawers to \$400 as part of evening closing procedures
 - iii. Reconcile daily cash, checks, and gift card amounts to Register Reports
 - iv. Put bagged cash, checks, gift cards and their associated Register Reports in safe
 - b. Daily Sales Reporting
 - i. Designated Team Lead or Manager is responsible for daily sales reporting
 - ii. Reconcile daily cash, checks and gift card amounts to the Register Reports to validate previous night's closing activities
 - iii. Print day's Revenue Report, Deposit Report, and Sales by Category Report from time and attendance system
 - iv. Daily Sales Template (Excel Spreadsheet)
 1. Enter sales by revenue categories time and attendance system Revenue Report
 2. Enter sales tax calculations from time and attendance system Revenue Report
 3. Enter Cost of Goods Sold by revenue categories from time and attendance system Sales by Category Report
 4. Enter Credit Card, Drawer Cash, and Gift Card transactions from the Deposit Report (report any over/under cash amounts)
 5. Save completed Daily Sales Template, by date, to Krypies LLC shared drive, Daily Reports
 6. Utilizing the Daily Sales Report Spreadsheet, make daily journal entry into QuickBooks
 - v. Designated Team Lead or Manager fills out deposit slip noting the day's reporting date and makes daily bank deposit

MONTH END TASKS

- I. Procedure
 - a. Provide the following items to accounting firm
 - b. Ongoing access to Daily Sales Reports (Cloud)
 - c. PAYROLL SYSTEM Summary Report for both pay periods (Chan & Holdings)
 - d. POS Report w/categories added (Online Sales)
 - e. Bank statements (Chan & Holdings)
 - f. Month end physical inventory report (POS SYSTEM)
 - g. Memberships Report for the month (POS SYSTEM)
 - h. Approve and publish monthly financial report to Board Members

MASS YIELD CULTIVATION LLC

RECORD KEEPING PROCEDURES

Record Keeping Transparency

Mass Yield Cultivation will adhere to the following standards as outlined by the Commonwealth of Massachusetts:

1. All records related to commercial cannabis activity shall be maintained for a minimum of seven years.
2. Mass Yield Cultivation will allow licensing authorities to examine the records of a licensee and inspect the premises of a licensee as the licensing authority, or a state or local agency, deems necessary to perform its duties under this division. All inspections and examinations of records shall be conducted during standard business hours of the licensed facility or at any other reasonable time. Licensees shall provide and deliver records to the licensing authority upon request.
3. Mass Yield Cultivation shall keep records identified by the licensing authorities on the premises of the location licensed. The licensing authorities may make any examination of the records of any licensee. Licensees shall also provide and deliver copies of documents to the licensing authority upon request.
4. Mass Yield Cultivation understands that if a licensee, or its agent or employee, that refuses, impedes, obstructs, or interferes with an inspection of the premises or records of the licensee pursuant to this section, has engaged in a violation.
5. Mass Yield Cultivation understands that they are responsible for compliance to these policies. If an agent or employee of a licensee, fails to maintain or provide the records required pursuant to this section, the licensee shall be subject to a citation and fine per individual violation.

ORDER FULFILLMENT

6. A cloud-based inventory and customer management system will be used to collect and fulfill orders. It will serve as a client tracking mechanism, and cannabis products will only be sold to licensed marijuana dispensaries across the state.
7. The Order Fulfillment system will retain records in accordance with all state guidelines and track the movement of cannabis product from the cultivator to the distributor or manufacturer. Ideal systems will create and store the transportation manifests.

MASS YIELD CULTIVATION LLC
TRAINING AND QUALIFICATIONS

ADDENDUM FOR RENEWAL:

Pursuant to the 935 CMR 500 et. al. Regulations that were adopted on November 1, 2019, Mass Yield Cultivation, LLC is modifying its Training and Qualification Plan to reflect the changes approved by the Cannabis Control Commission.

ORIGINAL Qualification and Intended Training for Agents

Mass Yield Cultivation LLC will train every employee in accordance with the Commonwealth of Massachusetts laws and regulations. A responsible vendor training solution will be obtained and implemented after license approval. The program will be an accepted vendor training method per Massachusetts requirements and shall adhere by the following:

Marijuana Establishment Agent Training.

(a) Marijuana Establishments shall ensure that all marijuana establishment agents' complete training prior to performing job functions. Training shall be tailored to the roles and responsibilities of the job function of each marijuana establishment agent, and at a minimum must include a Responsible Vendor Program under 935 CMR 500.105(2)(b). At a minimum, staff shall receive eight hours of on-going training annually.

(b) Responsible Vendor Training.

1. On or after July 1, 2019, all current owners, managers and employees of a Marijuana Establishment that are involved in the handling and sale of marijuana for adult use at the time of licensure or renewal of licensure, as applicable, shall have attended and successfully completed a responsible vendor program to be designated a "responsible vendor."
2. Once a licensee is designated a "responsible vendor," all new employees involved in the handling and sale of marijuana for adult use shall successfully complete a responsible vendor program within 90 days of hire.
3. After initial successful completion of a responsible vendor program, each owner, manager, and employee involved in the handling and sale of marijuana for adult use shall successfully complete the program once every year thereafter to maintain designation as a "responsible vendor."
4. Administrative employees who do not handle or sell marijuana may take the "responsible vendor" program on a voluntary basis.
5. Marijuana establishments must maintain records of responsible vendor training program compliance for four years and make them available to inspection by the Commission and any other applicable licensing authority upon request during normal business hours.

Certification Training Program Standards.

- a. No owner or employee of a responsible vendor program shall have an interest in a licensed Marijuana Establishment;
- b. Program providers shall submit their programs to the Commission every two years for approval as a responsible vendor program;
- c. The program shall include at least two hours of instruction time;
- d. The program shall be taught in a real-time, interactive classroom setting where the

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instructor is able to verify the identification of each individual attending the program and certify completion of the program by the individual identified;

- e. The program provider shall maintain its training records at its principal place of business during the applicable year and for the following three years;
- f. The provider shall make the records available for inspection by the Commission and any other applicable licensing authority upon request during normal business hours;
- g. The program shall provide written documentation of attendance and successful passage of a test on the knowledge of the required curriculum for each attendee;
- h. Attendees who can speak and write English must successfully pass a written test with a score of 70% or better;
- i. Attendees who cannot speak or write English may be offered a verbal test, provided that the same questions are given as are on the written test and the results of the verbal test are documented with a passing score of 70% or better; and
- j. Program providers shall solicit effectiveness evaluations from individuals who have completed their program.

7. Certification Training Class Core Curriculum.

- a. Discussion concerning marijuana's effect on the human body. Training shall include:
 - i. Marijuana's physical effects based on type of marijuana product;
 - ii. The amount of time to feel impairment;
 - iii. Visible signs of impairment; and
 - iv. Recognizing the signs of impairment.
- b. Diversion prevention and prevention of sales to minors, including best practices;
- c. Compliance with all tracking requirements; and
- d. Acceptable forms of identification. Training shall include:
 - i. How to check identification;
 - ii. Spotting false identification;
 - iii. Medical registration cards issued by the DPH;
 - iv. Provisions for confiscating fraudulent identifications; and
 - v. Common mistakes made in verification.
- e. Other key state laws and rules affecting owners, managers, and employees, which shall include:
 - i. Local and state licensing and enforcement;
 - ii. Incident and notification requirements;
 - iii. Administrative and criminal liability;
 - iv. License sanctions and court sanctions;
 - v. Waste disposal;
 - vi. Health and safety standards;
 - vii. Patrons prohibited from bringing marijuana onto licensed premises;
 - viii. Permitted hours of sale;
 - ix. Conduct of establishment;
 - x. Permitting inspections by state and local licensing and enforcement authorities;
 - xi. Licensee responsibilities for activities occurring within licensed premises;
 - xii. Maintenance of records;
 - xiii. Privacy issues; and
 - xix. Prohibited purchases and practices.
- f. Such other areas of training determined by the Commission to be included in a

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responsible vendor training program.

Training and Drills

Security and emergency response training is only part of the comprehensive training required for all employees. Training will also cover:

- Marijuana laws and regulations,
- Personal safety, fire safety, and crime prevention
- Basics of Marijuana Cultivation
- Harvesting and Trimming of Marijuana

Employees will be tested on training content and must pass the test by their third attempt in order to remain employed. All staff will also go through periodic refresher seminars, as well as new training on any policy updates or changes in procedure. All emergency procedures will be rehearsed in periodic drills.

In addition to training and periodic drills, all employees will receive official Company reference material, written in plain English and presented in an easy-to-use outline format, explaining all our operational, safety, and security policies and protocols.

In developing our official safety and security policies, we will consult with local law enforcement. We will also work with local police to develop effective ongoing employee training seminars and practices. Especially in developing our policies and training procedures on crime prevention and security threat response, we will seek the involvement of local law enforcement

Program Manager Responsibilities

The Program Manager will be responsible for ensuring the complete and thorough implementation of all internal safety procedures related to employees. Below is a summary of the Program Manager's Responsibilities.

- **Complete Start-Up Checklist** – Create a start-up checklist of safety hazards to monitor and determine the correct method for compliance. Perform all of the tasks identified on the start-up checklist.
- **Track Corrective Actions to Completion** - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.
- **Injury Reporting and Recording** – All injuries and fatalities will be reported in accordance with OSHA and Massachusetts State Law.
- **Notify Accident Investigator** - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the Accident Investigations folder.
- **Team lead and Manager Safety Training** - Ensure that all team leads and managers are aware of their responsibilities under this Workplace Accident and Injury Reduction Program.

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Ensure that all team leads and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

- **New Employee Safety Training** - Provide employees with a copy of the Code of Safe Practices and perform all of the training required. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). File the completed form in the [Safety Training] folder.
- **Start-up Safety Training** - Ensure that all employees receive initial safety training when this Workplace Accident and Injury Reduction Program are first established.
- **Hazard, Control and Personal Protective Equipment Changes** - Update this Workplace Accident and Injury Reduction Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use.
- **Perform Annual Review** - Review the effectiveness of this program every year by completing the Program Review Checklist. Report the results of the review to the General Manager and place the completed checklist in the [Program Reviews] file.
- **Disseminate Internal Safety Inspections** - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review
- **Disseminate External Safety Inspections** - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.
- **Disseminate Accident Investigations** - Provide the safety committee with the results of any accident/near miss investigations, which weren't performed by the committee itself for review.
- **Maintain Workplace Accident and Injury Reduction Program Files** - Ensure that all documentation generated by this program is properly filed.
- **File Safety Inspections** - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

All Managers and Team Leads

Mass Yield Cultivation recognizes that safety falls on the community. Therefore, in addition to the Program Manager, all managers and team leads will be required to adhere to the following program to ensure that the workplace remains safe and the appropriate monitoring and disciplinary mechanisms are in place.

This section identifies who is responsible for implementing each element of this Workplace Accident and Injury Reduction Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

- **Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

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- **Follow-up on Unsafe Condition Reports** - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Workplace Accident and Injury Reduction Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Workplace Accident and Injury Reduction Program Manager. Inform the Workplace Accident and Injury Reduction Program Manager in writing when appropriate corrective actions are implemented.
- **Enforce Code of Safe Practices** - Discipline employees who do not comply with the Code of Safe Practices or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:
 - Verbal warning and retraining for first offense
 - Written warning for second offense (place copy in employee's personnel file)
 - Suspension without pay or termination for subsequent offenses Refusal to Perform Dangerous Work and Reporting Dangerous Conditions.
 - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.
- **Imminent Hazards** - In the event of an imminent hazard, which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Workplace Accident and Injury Reduction Program Manager.
- **Process Changes** - Notify the Workplace Accident and Injury Reduction Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Workplace Accident and Injury Reduction Program may need to be updated to accommodate the process changes.

Code of Safe Work Practices

Below is the Code of Safe Work Practices that will be provided to all employees.

1. **Follow All Safety Rules** - All employees must work safely and follow all safety rules.
2. **Workplace Accident and Injury Reduction Program Available** – Mass Yield Cultivation LLC will have a written Workplace Accident and Injury Reduction Program that describes in detail the policies and procedures which are used to provide a safe work place.
3. **Report Unsafe Conditions or Actions** - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.
4. **Report all Injuries** - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally. Do not disturb or cleanup the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

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5. **Don't Work When Impaired** - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs are strictly prohibited.
6. **Housekeeping** - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible.
7. **No Horseplay** - Horseplay is forbidden.
8. **Threats and Violence are Prohibited** - Violence, threats of violence, and physical intimidation are prohibited. Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Workplace Accident and Injury Reduction Program Manager, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.
9. **Fire Extinguishers** - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.
10. **Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.
11. **Computer Ergonomics** - Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a footrest if their feet don't rest flat on the ground. Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
12. **Minimize monitor glare** - Employees should arrange their workspace so that there is not excessive glare on their monitor screen from lights or windows.
13. **Follow Security Procedures** - Employees must strictly follow all security procedures. Report any security lapses to your supervisor immediately.
14. In the Event of a Robbery - Remain calm.
15. **Inspect Power Cords** - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Report all problems with electrical equipment to your supervisor.
16. **Additional Information** - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area. Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Emergency Management

Define the standards for Emergency Communication and define how personnel should respond to an emergency.

Emergency Communication/Response

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Emergency situations and disasters can range from fires, robbery, injury, and severe weather, to security breaches and vandalism. Mass Yield Cultivation will have an emergency response team who will manage all aspects of the given emergency. Initial emergency protocols are should always be followed first (security system activated, 911 called, etc.). Once an emergency is identified, the team will be responsible for communication to leadership, employees, and the community. The responsibilities for emergency communications are outlined below:

- Launch immediately after an emergency is identified.
- Provide a brief to senior management on the situation.
- Identify and brief the company spokesperson of the situation.
- Employee contacts will be stored in a single location and we will utilize a phone tree to cascade down relevant information to employees.
- Communicate situation information and procedural instructions to employees and other stakeholders.
- Communicate with employee families and the local community.
- Continually adapt to changing events associated with the emergency.

Emergency Exit Protocol

In the event of an emergency, the building may require evacuation. Situations requiring evacuation could be, but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Power line failure
- Active Shooter/Hostage situation
- Hazardous chemical spill/and or release
- Flooding
- Fire alarm

Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Mass Yield Cultivation, Police Officer, or Fire Department personnel.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Elevators should never be used during an emergency evacuation situation.
- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.
- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be pre-determined by an office manager or supervisor.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

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- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.
- Do not return to an evacuated building unless told to do so by emergency personnel.

Access for Emergency Response Units:

All Emergency Personnel will have access to all ingress and egress emergency entrance and exits at all hours of the day. If emergency units need to enter location during Off Hours, facility surveillance system has the ability to unlock doors through a wireless operating system.

Security Scenarios and Response

Scenario	Response
Robbery	<ul style="list-style-type: none">• In the event of a robbery, all employees should remain calm and cooperate with the robber.• If they are able to access the security system unnoticed without risk to their safety, they should do so.• If they cannot access the security system, then they should continue to cooperate until the robber leaves. At that point, immediately activate the security system and/or dial 911.
Data Breach	<ul style="list-style-type: none">• If a data breach is identified, the IT partners who manage the network should be contacted.• Employees should identify what data was stolen and understand specifically what information was lost in the breach.• Change all passwords.• Contact relevant financial institutions if banking information is compromised.
Theft	<ul style="list-style-type: none">• If theft is identified, it should be immediately reported to a supervisor for investigation. The supervisor should identify what is missing and review security footage for breeches.• In the event that marijuana product is missing, it should be reported to the local authorities.
Workplace Accident	<ul style="list-style-type: none">• In the event of a critical workplace accident, the alarm should be sounded right away and dial 911. After this, the workplace accidents should immediately be reported to a supervisor.
Chemical Contact with Eyes	<ul style="list-style-type: none">• Individuals should immediately proceed to the eyewash station to begin rinsing procedures.• In the event of critical injury, 911 should be dialed for emergency medical assistance.• The supervisor should be contacted to investigate.
Chemical Spill on a Person	<ul style="list-style-type: none">• Individuals should immediately proceed safety shower to begin rinsing procedures.• In the event of critical injury, 911 should be dialed for emergency medical assistance.• The supervisor should be contacted to investigate.
Fire	<ul style="list-style-type: none">• In the event of a fire, employees should refer the Fire Plan located in Section 5 of this document. Generally speaking, employees should assist any person in immediate danger to safety• Activate the building fire alarm system or notify the fire department by dialing 911

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	<ul style="list-style-type: none">• Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out. You should always be certain that you will not endanger yourself or others when attempting to put out a fire.• The building should be evacuated
Power Outage	<ul style="list-style-type: none">• The building will be equipped with back-up power so that the facility equipment and security systems will be on at all times 24/7
Gas Leak or Chemical Spill	<ul style="list-style-type: none">• Alarm should be sounded, 911 dialed, and the building evacuated.
Active Shooter	<ul style="list-style-type: none">• Employees should Run/Escape, hide if escape is not possible, and Fight as a last resort.• As employees are able, the alarm should be sounded, and building evacuated

Employee Health: Personal Hygiene

The purpose of this Policy is to define the standards for Employee Personal Hygiene. All persons coming into contact with food must wash their hands following CDC recommendations.

- Before, during, and after preparing food
 - Before eating food
 - Before and after treating a cut or wound
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching an animal, animal feed, or animal waste
 - After touching garbage
-
- How?
 - Wet hands with clean running water (warm or cold) and apply soap.
 - Rub hands together to make a lather and scrub them well; be sure to scrub the backs of hands, between fingers, and under nails.
 - Continue rubbing hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - Rinse hands well under running water.
 - Dry hands using a clean towel or air dry.
 - Hand sanitizers are not effective when hands are visibly dirty.
 - How should you use hand sanitizer?
 - Apply the product to the palm of one hand.
 - Rub your hands together.
 - Rub the product over all surfaces of your hands and fingers until your hands are dry.
 - Gloving is not a substitution for handwashing.
 - All personnel shall follow the color coding system for frocks and aprons
 - white long jackets are to be used in the raw prep room
 - blue long jackets are to be used in the kitchen
 - lab workers must use scrubs
 - All personnel must follow the following guidelines

MASS YIELD CULTIVATION LLC TRAINING AND QUALIFICATIONS

- hair must be covered at all times when out on the production floor
- no jewelry may be worn on any part of the arms or hands
- any earrings must be contained within the hair covering. No earrings may dangle past the bottom of the earlobe
- all necklaces must be tucked into the neckline of clothing. No part of the necklace may be visible
- clothing worn under coats must be in good working order and must not have appliques or other construction that could come loose and fall into the product. Clothing must cover body hair.
- Clothing and coats must be changed as necessary to prevent creation of unsanitary conditions.
-

Disease Control

Personnel are not allowed to work on product if they present conditions that would harm or adulterate the finished product. Any evidence of infectious disease including, but not limited to, fever, open lesions, upper or lower respiratory infections, upper or lower gastrointestinal infections, on any person on the production floor is not allowed.

MASS YIELD CULTIVATION LLC MAINTENANCE OF FINANCIAL RECORDS

ADDENDUM FOR RENEWAL:

Pursuant to the 935 CMR 500 et. al. Regulations that were adopted on November 1, 2019, Mass Yield Cultivation, LLC is modifying its Maintenance of Records to reflect the changes approved by the Cannabis Control Commission.

ORIGINAL MAINTENANCE OF FINANCIAL RECORDS

The purpose of this policy is to outline recordkeeping requirements in the rules to ensure Mass Yield Cultivation remains in compliance and records are accurate and transparent. The Licensee of Mass Yield Cultivation will maintain records that clearly reflect all financial transactions and the financial conditions of the business.

I. Procedure

The following records will be kept and maintained for a duration of three years and will be made available for inspection if requested by an employee of the Commission.

- a. Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase.
- b. Bank statements for any accounts relating to the licensed business.
- c. Accounting and tax records related to the licensed business.
- d. Documentation of all financial transactions related to the licensed business.
 - i. Contracts
 - ii. Agreements for services performed
 - iii. Agreements for services received
 - iv. All employee records to include training.

MASS YIELD CULTIVATION LLC
PERSONNEL POLICIES INCLUDING BACKGROUND CHECK

ADDENDUM FOR RENEWAL:

Pursuant to the 935 CMR 500 et. al. Regulations that were adopted on November 1, 2019, Mass Yield Cultivation, LLC is modifying its Personnel Policies, including Background Check, to reflect the changes approved by the Cannabis Control Commission.

ORIGINAL PERSONNEL POLICIES INCLUDING BACKGROUND CHECK

WORKFORCE/OPERATIONS SECURITY

Making sure that our routine operations follow secure procedures is as important as physically securing each facility and having emergency response procedures in place. Consistent, proactive operational security policies and procedures greatly reduce the likelihood that emergencies will arise.

Staffing Structure and Current Employee Roster

We expect to employ at least 8-10 at the cultivation facility. For any positions that have already been filled, we provide the names and biographies of the persons hired.

Background Screening

We will perform background checks on all employees, volunteers, principals, directors, and board members. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purposes of the Marijuana Program as an “excluded felony offense.” Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

1. Mass Yield Cultivation will ensure employees are at least 21 years of age.
2. Mass Yield Cultivation will obtain age of applicant on each employee
3. application.
4. A copy of applicant’s valid, unexpired Massachusetts driver’s license will be made and attached to each employment application.
5. If employee will be working in capacity of “transporter”, a copy of current auto insurance will be placed in employee and verified that insurance meets states minimum standard.
6. A Level 2 criminal background check including the disqualifying offense
7. Individuals will submit a full set of fingerprints to the department, vendor, entity, or agency authorized for processing by the state which may be forwarded to the FBI

MASS YIELD CULTIVATION LLC
PERSONNEL POLICIES INCLUDING BACKGROUND CHECK

Personnel Records

We will maintain personnel records for each employee, agent, or volunteer that includes:

- Application,
- Documentation of all required training,
- A signed statement from the individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters, and
- Record of any disciplinary action taken against employee at any time during employment.
- These personnel records will be maintained for a period of at least six months past the end of the individual's affiliation with us.

**MASS YIELD CULTIVATION LLC
QUALITY CONTROL AND TESTING**

ADDENDUM FOR RENEWAL:

Pursuant to the 935 CMR 500 et. al. Regulations that were adopted on November 1, 2019, Mass Yield Cultivation, LLC is modifying its Quality Control and Testing to reflect the changes approved by the Cannabis Control Commission.

ORIGINAL QUALITY CONTROL AND TESTING PLAN

**QUALITY ASSURANCE/CONTROL AND CHEMICAL ANALYSIS OF ACTIVE
INGREDIENTS**

As part of its quality control plan, Mass Yield Cultivation will employ rigorous methods to prevent pest infestation and adulteration of plants with mold, bacteria, or other contaminants.

Mass Yield Cultivation will routinely screen for contaminants and pests and immediately quarantine any affected batches. Grow rooms and processing rooms will be sterile facilities. Employees will adhere to sanitation standards for medical laboratories. Employees handling plants will be clean-scrubbed and dressed in full sanitary lab attire. Precise climate control will minimize the risk of plant disease or insect infestation.

Creating an environmentally friendly and user-safe product means avoiding as much as possible the use of chemical fertilizers and pesticides. This can be best achieved by using preventive measures and growing conditions:

- limiting amount of human traffic and equipment brought into the facility that can be used as vehicles for pests and contaminants;
- isolation of compromised plants and quarantining them in designated mitigation area;
- abidance with clean room policies and clearances;
- adherence to site cleanliness and sanitary practices;
- environmental control to minimize introduction and growth of pests through a closed growing environment;
- production of products free of heavy metals;
- separation of cultivation areas to prevent cross-contamination;
- systematic pruning to prevent accumulation of decaying plant matter that could provide favorable growth conditions for pests;
- introduction of predator species that naturally prey on unwanted pests; and
- selecting pest resistant strains.

There are also remediation methods that can avoid or minimize the need for harsh pesticides:

- application of botanically-based, organic pesticides, fungicides, miticides and insecticides of low toxicity and short environmental persistence;
- remediation methods that include eradicating mold, bacteria, pests and diseases;
- ultraviolet disinfection to control biological contaminants; and
- alternative methods of remediation including CO₂ overdose and Radionics.

MASS YIELD CULTIVATION LLC QUALITY CONTROL AND TESTING

In short, we will prefer using non-pesticidal methods of pest control such as natural predators, organic miticides, and CO₂ enrichment. When we do resort to pesticides, we will use only organic compounds that are safe for use on products intended for human consumption. We will keep strict records of the cultivation history of every batch, including any pest or disease control measures taken.

Every batch of marijuana is tested for pests, molds, and other contaminants. We will also analyze its cannabinoid profile and determine its potency. Any marijuana found to be unusable, whether because of compromised quality, excess THC, or any other reason, will be segregated for disposal or, where this is possible, for alternate use in processing marijuana-infused products.

The Cultivation facility will maintain these quality control records in its secure database for five (5) years and make them available for review by the Department on request. We will also provide the Department on request with samples of the Cultivation facility's marijuana inventory sufficient in quantities to enable the Department to conduct its own analyses.

PESTICIDES

Mass Yield Cultivation will use Plant Therapy as a pesticide. Neem Oil is mainly composed of glycerides of palmitic, stearin, and linoleic acids. Neem Oil is similar to Palm Oil. Both oils deposit stearin at low temperatures and especially after they solidify. This process is repeated with each cycle of freezing and thawing. Neem Oil has a high wax content and therefore clouds at 16 C (60.8 F) and tends to solidify at 12 C (53.6 F). At temperatures below 5 C (41 F), Neem Oil is solid and on thawing will deposit stearin. This can be filtered out if needed.

It is also normal to find creamy globules of fatty acid deposits in Neem Oil stored at room temperature. These will melt on thawing.

Ahimsa Organics Neem Oil is independently verified to be free of any pesticides or harmful levels of any metals.

For Mass Yield Cultivation – we use the following procedure for Neem Oil:

1. Mix 1 oz. neem with 1 to 1.3 gallons water, using 1/2 -2 tsp. soap or another emulsifier to mix thoroughly.
2. If the water is cold, use a little warm water (DO NOT USE HOT WATER - it can destroy the properties of the oils) to thoroughly emulsify the oil and then add the remaining water and agitate well.
3. Make sure the oil is completely emulsified before spraying.
4. If there is oil floating on top add more soap or emulsifier as needed. Spray with full leaf coverage for healthy plants. Repeat sprays every 7-10 days for 4 - 5 weeks if needed.
5. Do not apply directly to water bodies. Neem Oil in large quantities can be toxic to fish and aquatic invertebrates.

RETURN AND RECALL PROTOCOLS

Marijuana may be returned to our facility for several reasons:

- it is no longer needed by the distributor
- it is found to be defective by the patient or recreational user

MASS YIELD CULTIVATION LLC QUALITY CONTROL AND TESTING

- it has been recalled by the cultivation facility due to quality concerns with the associated batch

Product No Longer Needed or No Longer Licit. If marijuana is returned because it is no longer needed or by the distributor or the distributor's license expires or is revoked, then pending verification that it was in fact sold by our facility, the distributor will receive a receipt indicating the type, date, and amount of returned marijuana.

Product Returned as Unsatisfactory. Mass Yield Cultivation believes that a customer-friendly return policy is essential to all aspects of our operation. We would like to be made aware as soon as possible of any product safety issues that have escaped our screening process so that we can promptly analyze and correct the problem. An unaccepting attitude toward product returns will only discourage reporting of quality concerns and encourage diversion for monetary gain. We will serve our mission better by supporting the return of products that patients or recreational user find unsatisfactory. Our goal is to develop a policy that neither discourages nor incentivizes returns.

Any products returned for quality reasons are weighed and sent for inspection and analysis. If evidence of pests, contamination, or other defects is found, the inventory tracking system will identify all products derived from the same plant or batch (regardless whether they are still in our cultivation facility or have been dispensed to a distributor), allowing us to do wider testing and remediate, protect, or dispose of inventory as needed and recall products when necessary.

Distributors will be informed of our return policies and rules both verbally and in writing when making a purchase at our cultivation facility. We will make sure they understand that

- to return products, they must first make, in advance, an appointment specifically for this purpose,
- marijuana damaged by improper storage by the patient may be returned, but shall not be replaced,
- the marijuana must have in fact been purchased at our facility and have been the most recent purchase made by the distributor

Recalled Marijuana. We will work to develop a responsible policy on compensating distributors for recalled products

DISPOSAL AND DESTRUCTION PROTOCOLS

Marijuana may be destroyed under the following circumstances:

- if it goes unused, as when a variety is produced in a quantity that exceeds actual user demand, and it is also not wanted by other dispensaries,
- if it is found by internal quality control assessments to be infected or contaminated or fails to meet other quality control standards,
- if it is recalled due to batch-related quality control concerns,
- if it is returned by a distributor because
 - it was found to be defective,
 - if it is no longer needed by the user,
 - if Mass Yield Cultivation's license expires without being renewed or is revoked.

MASS YIELD CULTIVATION LLC QUALITY CONTROL AND TESTING

Procedures for Destroying Marijuana. Mass Yield Cultivation LLC will work with local law enforcement to develop policies and procedures for the lawful destruction of marijuana. Our first choice is to turn medically unusable marijuana over to local law enforcement for destruction. We would arrange for them to take possession of it on certain specially or regularly arranged days.

Our second choice is to process defective marijuana and plant by-products in-house by degrading then into a wholly unusable form: grinding and soiling marijuana waste with non-consumable solid wastes. In this form, marijuana waste can be disposed of at a Pittsfield and Massachusetts approved waste facility.

Whenever marijuana is turned over to the police for destruction, an inventory record is generated indicating:

- the control numbers associated with the marijuana turned over for destruction,
- the reason it was turned over for destruction,
- the names and signatures of the law enforcement officials receiving the marijuana,
- the amount turned over, and
- the date and time it was turned over.

The Inventory Control Agent must be present for the inventory transfer and must, along with at least one other employee acting as witness, sign a printed record of inventory transfer, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

Whenever marijuana is destroyed on site an inventory record is generated indicating:

- the control numbers associated with the marijuana destroyed,
- the reason it was destroyed,
- the manner in which it was destroyed,
- the amount destroyed,
- the date and time it was destroyed, and
- those present during the destruction.

The Inventory Control Agent must be present for all on-site destruction and must, along with at least one other employee acting as witness, sign a printed record of disposal, which will be kept as a hard copy or electronically as a scanned facsimile for not less than five (5) years.

TESTING REQUIREMENTS

LABORATORY TESTING

All marijuana and marijuana products, including edibles will be tested in a Marijuana Testing Laboratory prior to being dispensed. It is the purpose of the policy to outline how Mass Yield Cultivation will remain in compliance with the Commonwealth of Massachusetts Testing Standards.

- I. Procedure
 - a. Test the processed marijuana using a marijuana testing laboratory before it is dispensed.
 - b. The results will be verified and signed by two marijuana treatment center employees.
 - c. The employees will evaluate that the test results indicate the following:

MASS YIELD CULTIVATION LLC QUALITY CONTROL AND TESTING

- i. That low-THC cannabis meets the definition of low-THC cannabis
 - ii. The concentration of tetrahydrocannabinol meets the potency requirements
 - iii. The labeling of the concentration of tetrahydrocannabinol and cannabidiol is accurate
 - iv. The marijuana product is safe for human consumption and free from contaminants that are unsafe for human consumption.
- d. Mass Yield Cultivation will allow the department to select a random sample from edibles available for purchase in a dispensing facility which shall be tested to determine that the edible meets the potency requirements of this section, is safe for human consumption, and the labeling of the tetrahydrocannabinol and cannabidiol concentration is accurate.
 - e. Mass Yield Cultivation will not charge the department for the sample.
 - f. Mass Yield Cultivation will not use laboratories that are not licensed by the Commonwealth of Massachusetts's DPH.

PRODUCT RECALLS

Mass Yield Cultivation will recall edibles, including all edibles made from the same batch of marijuana, which fail to meet the potency requirements, which are unsafe for human consumption, or for which the labeling of the tetrahydrocannabinol and cannabidiol concentration is inaccurate.

TESTING SAMPLES

Mass Yield Cultivation will retain records of all testing and samples of each homogenous batch of marijuana for at least 9 months.

LABORATORY AUDITS

As required, Mass Yield Cultivation will contract with a licensed marijuana testing laboratory to perform audits on our standard operating procedures, testing records, and samples. The results will be provided to the department to confirm that the marijuana or low-THC cannabis meets the requirements that the marijuana or low-THC cannabis is safe for human consumption.

CANNABINOIDS TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

- A. The laboratory shall test for and report measurements for the following cannabinoids:
 1. THC;
 2. THCA;
 3. CBD;
 4. CBDA;
 5. CBG; and
 6. CBN.
- B. For harvest-batch samples, a laboratory shall report, to 3 significant figures, the concentration in milligrams per gram (mg/g) dry-weight sample of the cannabinoids listed in subsection (a). The laboratory shall report this information in the certificate of analysis.

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- C. For harvest-batch samples, a laboratory shall also calculate the dry-weight percent of cannabinoids listed in subsection (a) that are detected in the sample in the following way:
1. Dry-weight percent THC = wet-weight percent THC / (1 – percent moisture / 100).
 2. Dry-weight percent CBD = wet-weight percent CBD / (1 – percent moisture / 100).
 3. Dry-weight percent THCA = wet-weight percent THCA / (1 – percent moisture / 100).
 4. Dry-weight percent CBDA = wet-weight percent CBDA / (1 – percent moisture / 100).
 5. Dry-weight percent CBG = wet-weight percent CBG / (1 – percent moisture / 100).
 6. Dry-weight percent CBN = wet-weight percent CBN / (1 – percent moisture / 100).
- D. For samples from manufactured cannabis batches, a laboratory shall report, to 3 significant figures, the concentration in milligrams per gram (mg/g) of the cannabinoids listed in subsection (a). The laboratory shall report this information in the certificate of analysis.
- E. A laboratory may test for and provide test results for additional cannabinoids if requested to do so by the requester of the laboratory testing.
- F. For the purposes of cannabinoid potency testing of manufactured cannabis products, the laboratory shall report that the sample “passed” cannabinoid potency testing if the concentration of THC does not exceed the labeled potency of THC, plus or minus 15 percent. A cannabis product fails potency testing if the amount or percentage of THC exceeds the labeled concentration of THC, plus or minus 15 percent.
- G. For the purposes of cannabinoid potency testing of manufactured cannabis products, the laboratory shall report that the sample “passed” cannabinoid potency testing if the concentration of CBD does not exceed the labeled concentration of CBD, plus or minus 15 percent. A cannabis product fails potency testing if the amount or percentage of CBD exceeds the labeled concentration of CBD, plus or minus 15 percent.

RESIDUAL SOLVENT TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation Residual Solvents and Processing Chemicals, Encore Laboratories will adhere to the following:

- A. A laboratory shall analyze samples of manufactured cannabis batches for residual solvents and processing chemicals. A laboratory does not need to analyze for residual solvents and processing chemicals in dried flower, kief, and hashish samples.
- B. The laboratory shall analyze the concentration of residual solvents present in each sample of manufactured cannabis batches in accordance with the table in subsection.
- C. For the purposes of residual-solvent testing, the laboratory shall report that the sample “passed” residual-solvent testing if the concentrations of residual solvents are at or below the following residual solvents and processing chemicals action levels:

Chemical Name	CAS No.	Action Level for Medical Cannabis Goods Meant for Inhalation (ppm)	Action Level for All Other Medical Cannabis-Infused Goods (ppm)
1,2-Dichloroethane	107-06-2	2	5
Acetone	67-64-1	750	5000
Acetonitrile	75-05-8	60	410

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Benzene	71-43-2	1	2
Butane	106-97-8	800	5000
Chloroform	67-66-3	2	60
Ethanol	64-17-5	1000	5000
Ethyl acetate	141-78-6	400	5000
Ethyl ether	60-29-7	500	5000
Ethylene oxide	75-21-8	5	50
Heptane	142-82-5	500	5000
Hexane	110-54-3	50	290
Isopropyl alcohol	67-63-0	500	5000
Methanol	67-56-1	250	3000
Methylene chloride	75-09-2	125	600
Naphtha	8030-30-6	400	400
Pentane	109-66-0	750	5000
Petroleum ether	8032-32-4	400	400
Propane	74-98-6	2100	5000
Trichloroethylene	79-01-6	25	80
Toluene	108-88-3	150	890
Total xylenes (ortho-, meta-, para-)	1330-20-7	150	2170

RESIDUAL PESTICIDE TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A testing laboratory shall test all samples for residual pesticides.

- A. Medical cannabis goods must not contain levels of pesticides above those listed in the below table.
- B. The laboratory shall report the levels detected in parts per million (ppm) to 3 significant figures in the certificate of analysis. If a sample is found to contain pesticides above the allowable amount listed in the tables in subsection (b), the sample “fails” pesticide testing. If the sample fails pesticide testing, the batch fails laboratory testing and may not be released for retail sale.

Category 2 Pesticides	Edible Cannabis Products (ppm)	Dried Cannabis Flowers (ppm)	All Other Processed Cannabis (ppm)
Abamectin	0.02	0.02	0.02
Acephate	0.02	0.02	0.02
Acequinocyl	0.27	0.1	0.02
Acetamiprid	0.01	0.01	0.01

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Aldicarb	0.01	0.01	0.01
Azoxystrobin	0.01	0.01	0.01
Bifenazate	1	0.1	0.1
Bifenthrin	0.01	0.01	0.01
Boscalid	0.01	0.01	0.01
Captan	1	0.7	0.05
Carbaryl	0.01	0.01	0.01
Carbofuran	0.01	0.01	0.01
Chlorantraniliprole	0.02	0.02	0.02
Chlordane	0.01	0.01	0.01
Chlorfenapyr	0.01	0.01	0.01
Chlorpyrifos	0.02	0.02	0.02
Clofentezine	1.3	0.1	0.04
Coumaphos	0.01	0.01	0.01
Cyfluthrin	0.01	0.01	0.01
Cypermethrin	1	1	0.5
Daminozide	0.01	0.01	0.01
DDVP (Dichlorvos)	0.02	0.02	0.02
Diazinon	0.01	0.01	0.01
Dimethoate	0.01	0.01	0.01
Dimethomorph	0.01	0.01	0.01
Ethoprop(hos)	0.01	0.01	0.01
Etofenprox	0.01	0.01	0.01
Etoxazole	0.46	0.1	0.05
Fenhexamid	1.7	0.1	0.08
Fenoxycarb	0.01	0.01	0.01
Fenpyroximate	0.5	0.1	0.1
Fipronil	0.01	0.01	0.01
Flonicamid	0.4	0.1	0.1
Fludioxonil	0.02	0.02	0.02
Hexythiazox	0.25	0.1	0.1
Imazalil	0.01	0.01	0.01
Imidacloprid	0.02	0.02	0.02
Kresoxim-methyl	3.6	0.1	0.02
Malathion	0.01	0.01	0.01
Metalaxyl	0.01	0.01	0.01
Methiocarb	0.01	0.01	0.01
Methomyl	0.01	0.01	0.01
Methyl parathion	0.01	0.01	0.01
Mevinphos	0.01	0.01	0.01
Myclobutanil	0.02	0.02	0.02
Naled	0.01	0.01	0.01
Oxamyl	0.026	0.5	0.2

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Paclobutrazol	0.01	0.01	0.01
Pentachloronitrobenzene	0.03	0.1	0.1
Permethrin	2.5	0.5	0.02
Phosmet	0.12	0.1	0.02
Piperonyl butoxide	63	3	3
Prallethrin	0.5	0.1	0.02
Propiconazole	0.02	0.02	0.02
Propoxur	0.02	0.02	0.02
Pyrethrins	0.7	0.5	0.5
Pyridaben	4.4	0.1	0.02
Spinetoram	0.5	0.1	0.04
Spinosad	0.29	0.1	0.02
Spiromesifen	20	0.1	0.1
Spirotetramat	10	0.1	0.1
Spiroxamine	0.01	0.01	0.01
Tebuconazole	0.01	0.01	0.01
Thiacloprid	0.01	0.01	0.01
Thiamethoxam	0.01	0.01	0.01
Trifloxystrobin	25	0.1	0.02

MICROBIOLOGICAL IMPURITIES TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A testing laboratory shall test all samples for microbiological impurities. For the purposes of microbiological testing, the laboratory shall report that the sample “passed” microbiological-impurity testing if the following are not detected:

1. Shiga toxin-producing *Escherichia coli*: not detected in 1 gram;
2. *Salmonella* spp.: not detected in 1 gram.
- A. The laboratory shall report whether the strains listed in subsection (A) are detected or are not detected in 1 gram. The laboratory shall report this information in the certificate of analysis. If the strains are detected, the batch fails laboratory testing and may not be released for retail sale.
- B. A laboratory is also required to test for the pathogenic *Aspergillus* species *A. fumigatus*, *A. flavus*, *A. niger*, and *A. terreus* in all medical cannabis goods intended for consumption by inhalation, including but not limited to dried flower, kief, hashish, oil, and waxes.
 1. (1)For the purposes of pathogenic *Aspergillus*-species testing, the laboratory shall report that the sample “passed” if the concentrations of the following *Aspergillus* species are not detected:
 1. *Aspergillus fumigatus*: not detected in 1 gram;
 2. *Aspergillus flavus*: not detected in 1 gram;
 3. *Aspergillus niger*: not detected in 1 gram; and
 4. *Aspergillus terreus*: not detected in 1 gram.

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2. If a pathogenic *Aspergillus* species is detected in a sample under (c)(1), the sample fails microbiological-impurity testing, and the batch fails laboratory testing and may not be released for sale. The laboratory shall report the results in the certificate of analysis.
- C. The laboratory may test for and provide test results for additional microorganisms if requested by the requester of the laboratory testing.

WATER ACTIVITY AND MOISTURE CONTENT TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A laboratory shall analyze a dried flower harvest-batch sample to determine its water-activity level. If the water activity is at or below 0.65 Aw, the sample “passes” water-activity testing.

- A. A laboratory shall analyze solid and semi-solid edible cannabis products to determine its water-activity level. If the water activity is at or below 0.85 Aw, the sample “passes” water-activity testing.
- B. The laboratory shall report the water-activity level of the sample in Aw to 2 significant figures. The laboratory shall report this information in the certificate of analysis.
- C. A laboratory shall analyze a dried flower harvest-batch sample to determine its moisture content. If the moisture content is at 5.0% to 13.0%, the sample “passes” moisture-content testing.
- D. The laboratory shall report the moisture content in percentage to the nearest tenth of one percent, by weight, of the dry sample. The laboratory shall report this information in the certificate of analysis.
- E. The laboratory may provide additional information on moisture content and water activity results if the laboratory determines it is important or if requested by the requester of the laboratory testing.
- F. If a harvest-batch sample “fails” water-activity or moisture-content testing, the harvest batch may be returned to the cultivator or person holding title for further drying and curing unless prohibited by these regulations. The harvest batch will then need to be retested for all tests required in this chapter.

FILTH AND FOREIGN MATERIAL TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

A laboratory shall analyze all samples for filth and foreign material present in the sample. “Filth and foreign material” includes but is not limited to hair, insects, feces, packaging contaminants, and manufacturing waste and by-products.

- A. The laboratory shall report that the sample “passed” filth and foreign material testing if the concentration of filth and foreign material is at or below the filth and foreign material action levels in the following table:
- B. The laboratory shall report in the certificate of analysis whether the sample “passed” or “failed” filth and foreign-material testing. If it fails filth and foreign-material testing, the

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batch fails laboratory testing. A harvest batch that fails must be destroyed unless it can be remediated. Failed manufactured cannabis batches must be destroyed.

Defect	Action Level
Mold or foreign material	Average of 5% or more by weight
Mammalian excreta	Average of 1 mg or more per pound

HEAVY METALS TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

The laboratory shall analyze all samples for concentrations of the following heavy metals:

1. Arsenic (As);
 2. Cadmium (Cd);
 3. Lead (Pb); and
 4. Mercury (Hg).
- A. The laboratory shall report the concentration of each heavy metal listed in subsection (a) in micrograms per gram ($\mu\text{g/g}$) in the certificate of analysis. The laboratory shall report that the sample “passed” heavy-metal testing if the concentrations of heavy metals listed in subsection below the following heavy metal action levels.
- B. The laboratory may test for and may provide test results for additional metals if the instrumentation detects additional metals in the samples or if requested by the requester of the laboratory testing.

Heavy Metal	Action Level for Medical Edible Cannabis Products, Suppositories, Sublingual Products, and Other Manufactured Products ($\mu\text{g/g}$)	Action Level for All Inhaled Medical Cannabis Goods ($\mu\text{g/g}$)	Action Level for Topical and Transdermal Medical Cannabis Goods ($\mu\text{g/g}$)
Cadmium	0.5	0.2	5
Lead	0.5	0.5	10
Arsenic	1.5	0.2	3
Mercury	3	0.1	1

TERPENES TEST STANDARDS

In compliance with Massachusetts State Law regulations, 935 CMR 500. Section 500.160: Testing of Marijuana and Marijuana Products, Mass Yield Cultivation will adhere to the following:

MASS YIELD CULTIVATION LLC
QUALITY CONTROL AND TESTING

If the cultivator's, manufacturer's, or distributor's product labeling says that the sample contains discrete terpenes, the laboratory shall test for those terpenes. The testing laboratory shall report to one-hundredth of a percent the concentration in percentage in the certificate of analysis.

- A. The laboratory shall also report a terpene measurement for a terpene requested to be tested for by the requester of the laboratory test.

MASS YIELD CULTIVATION LLC
RESTRICTING ACCESS TO AGE 21 AND OLDER

ADDENDUM FOR RENEWAL:

All employees and registered agents must be 21 years of age or older. 935 CMR 500.029 or 500.030.

All visitors must be 21 years of age or older. 935 CMR 500.002

ORIGINAL PLAN SUBMITTED

Limited Access to Minors

Prevent minors entering any portion of Mass Yield Cultivation licensed premises unless minor has a legitimate business purpose. Mass Yield Cultivation does not allow minors on the premises. The licensed premises have signs that read "No Minors permitted. All persons present a valid, current driver's license or a personal identification card with a picture that has date of birth clearly visible on the card.

I. Procedure

- a. Mass Yield Cultivation will verify that consumer has a valid, unexpired government-issued photo identification and verify that the consumer is 21 years of age or older by viewing:
 - i. Passport
 - ii. Driver License or State issued Identification Card which may be issued in Massachusetts or by any other state as long as the license has picture of the person.
 - iii. United States military identification card.
 - iv. Any other identification card issued by a state that bears a picture of persons, the name of the person, the person's date of birth and a physical description of the person.
- b. The licensed premises have signs placed outside the entry of the premises and at point of sale that read "No Minors Permitted Anywhere on the Premises".
- c. Exceptions to this rule is if a person is under 21 years of age who has a legitimate business purpose for being on the licensed premises. This individual may be on the premises for a limited period of time in order to accomplish the legitimate business purpose and is accompanied by employee or authorized personnel. This could be a minor who has to be on the premises to make a repair.

MASS YIELD CULTIVATION LLC
2020 Renewal Application
REVISED DIVERSITY PLAN

Mass Yield Cultivation LLC (hereinafter “MYC LLC”) is in Pittsfield, which is designated as an Area of Disproportionate Impact (hereinafter “ADI”). MYC LLC is committed to hiring and retaining a diverse, dedicated, and productive workforce. MYC LLC will promote equity among all demographics, including Minorities, Women, Veterans, people with disabilities, and LGBTQ+.

Goals:

1. MYC LLC will recruit and hire 20% of its workforce from individuals that are minorities, women, veterans, people with disabilities, and LGBTQ+, giving priority to those from Pittsfield and North Adams, the ADIs local to MYC LLC;
2. Retain individuals that are minorities, women, veterans, people with disabilities, and LGBTQ+, by providing them the working environment that values differences and supports diversity;
3. Ensure the success of individuals who are minorities, women, veterans, people with disabilities, and LGBTQ+, by providing them with the tools necessary for their success and pathways to grow within the company, and the Cannabis industry; and
4. Contract with businesses owned by individuals that are minorities, women, veterans, people with disabilities, and LGBTQ+, giving priority to those from Pittsfield and North Adams, when possible, for necessary products and services.

Programs:

1. Recruit new employees who are minorities, women, veterans, people with disabilities, and LGBTQ+, through recommendations from existing employees, the Immigration Center, the Elizabeth Freeman Center (domestic violence/sexual assault services), MassHire Berkshire Career Center, the Berkshire Stonewall Community Coalition, and Veteran’s organizations in Berkshire County, as well as at job fairs and career centers that focus on individuals that fall in the above-listed demographics, giving priority to those from ADIs.
2. Encourage employees to offer their views and suggestions toward improving MYC LLC’s systems, policies, and practices that support individuals that fall in the above-listed demographics, without fear of retribution, through quarterly surveys. Summarized results will be distributed to employees for further comment, discussion with management, and, if appropriate, implementation.

3. MYC LLC will compensate employees for their time to attend, and the fees associated with participating in at least one Northeastern Cannabis “event” per year, where they may attend presentations, view exhibits, network with other Cannabis establishment employees and will offer the attendees the opportunity to share their feedback with management.
4. Identify potential partner businesses that are owned by individuals who fall in the above-listed demographics through participation in Cannabis events and organizations.

Measurements:

1. When Recruiting, MYC LLC will:
 - a. maintain copies of the flyers/posters;
 - b. track the number of flyers/posters distributed;
 - c. track the number of locations focused on reaching minorities, women, veterans, people with disabilities, and LGBTQ+ ;
 - d. record the dates and times of each recruitment activity;
 - e. track number of participants at each activity who seek information from MYC LLC; and
 - f. request the participants at job fairs and recruiting events seeking information from MYC LLC voluntarily state whether they are minorities, women, veterans, people with disabilities, and/or LGBTQ+.
2. When hiring, MYC LLC will:
 - a. track the number of employees hired who are minorities, women, veterans, people with disabilities, and LGBTQ+;
 - b. track how these employees were recruited; and
 - c. track the retention of employees who are minorities, women, veterans, people with disabilities, and LGBTQ+.
3. When surveying employees, MYC LLC will:
 - a. maintain copies of the survey documents and summaries; and
 - b. identify which suggestions were implemented as a result of the surveys.
4. When employees are offered the opportunity to attend a Massachusetts Cannabis event, MYC LLC will:
 - a. track the number of employees who participate in each event;
 - b. survey the employees who participated in each event, identifying the number and types of presentations and networking opportunities they attended at the event;
 - c. summarize feedback provided by the employee attendees; and
 - d. track any changes as a result of the suggestions.
5. MYC LLC will identify, in their vendor database, the companies identify as owned or employ those who are minorities, women, veterans, people with disabilities, and LGBTQ+, and, when possible, will:
 - a. contract with those companies for necessary products and services;
 - b. track the number of companies whose owners minorities, women,

- veterans, people with disabilities, and LGBTQ+; and
 - c. track the amount spent with each of those companies, individually and in total, on a quarterly basis.
6. MYC LLC will review all plans on a quarterly basis to ensure their success in achieving their stated goals. Modifications to improve success will be tracked and implemented, as necessary, to achieve MYC LLC's stated goals.

MYC LLC acknowledges and is aware, and will adhere to, the requirements set forth in 935 CMR 500.105(4) which provides the permitted and prohibited advertising, branding, marketing, and sponsorship practices of every Marijuana Establishment; and any actions taken, or programs instituted, will not violate the Commission's regulations with respect to limitations on ownership or control or other applicable state laws.

**Plan for Restricting Access to MYC's Cultivation to
Persons Age Twenty-one (21) and Older**

Pursuant to 935 CMR 500.110(1)(a) and MYC's Safety and Security Plan, no individuals under the age of twenty-one (21) shall be permitted in any of MYC's Marijuana Establishments. Pursuant to 935 CMR 500.030(1), all board members, directors, employees, executives, managers, and employees of MYC shall be registered Marijuana Establishment Agents, and all such individuals shall be twenty-one (21) years of age or older. Pursuant to 935 CMR 500.110(1)(a) and MYC's Safety and Security Plan, MYC shall not admit visitors, vendors, or contractors under the age of twenty-one (21) to MYC's cultivation facility.

Acceptable identification documentation is a valid, unexpired, government-issued driver's license/ID, passport, passport card, a United States military identification card, or any other identification card issued by a state or the federal government that bears a picture of the person, their name, their date of birth and their physical description. Individuals presenting identification which appears to be forged and/or tampered with shall not be admitted to MYC's cultivation facility.

**Training Required for Every MYC Marijuana Establishment Agent and
Responsible Vendor Certification Required for Every Agent Involved in
the Handling and Sale of Marijuana**

Pursuant to 935 CMR 500.105(2)(a), MYC shall ensure that all Marijuana Establishment Agents complete training prior to performing their job functions. Training shall be tailored to the roles and responsibilities of the job function of each Marijuana Establishment Agent, and at a minimum must include a Responsible Vendor Training Program under 935 CMR 500.105(2)(b). Agents responsible for tracking and entering product into the Seed-to-Sale SOR shall receive training in a form and manner determined by the Commission. At a minimum, each MYC Marijuana Establishment Agent shall receive eight hours of on-going training annually.

Additionally, MYC Marijuana Establishment Agents involved in the handling and sale of Marijuana shall be required to successfully complete, at minimum, a Responsible Vendor Training Program under 935 CMR 500.105(2)(b) within ninety (90) days of hire, and shall successfully complete the program once every year thereafter to maintain designation as a "Responsible Vendor".

Written Procedures Required to Ensure that Individuals Under Twenty-one (21) Years of Age are Not Admitted to MYC's Facilities, and to Prevent Diversion of Marijuana to Individuals Younger than Twenty-one (21) Years of Age.

In accordance with 935 CMR 500.105(1), MYC has developed and will maintain a set of detailed written operating procedures, including, but not limited to those required by statute and Commission regulations, and which specifically include the above processes to ensure that individuals under twenty-one (21) years of age are not admitted to MYC's facilities.

Additionally, in accordance with 935 CMR 500.105(1)(p), MYC has developed and will maintain a set of detailed written policies and procedures to prevent the diversion of Marijuana.

MYC Shall Not Engage in any Marketing, Advertising, Branding or Sales Practices Targeted to Individuals Under Twenty-one (21) Years of Age

Pursuant to 935 CMR 500.105(4)(b), MYC shall not engage in any prohibited marketing, advertising or branding practices, including, but not limited to: advertising, marketing and branding by means of television, radio, internet, mobile applications, social media, or other electronic communication, billboard or other outdoor advertising, or print publication, unless at least eighty-five percent (85%) of the audience is reasonably expected to be twenty-one (21) years of age or older as determined by reliable and current audience composition data; advertising, marketing, and branding that utilizes statements, designs, representations, pictures or illustrations that portray anyone younger than twenty-one (21) years of age; advertising, marketing, and branding including, but not limited to, mascots, cartoons, brand sponsorships and celebrity endorsements, that is deemed to appeal to a person younger than twenty-one (21) years of age.

In accordance with 935 CMR 500.105(4)(a)(7), any marketing, advertising and branding materials for public viewing shall include the statement: "Please Consume Responsibly" in a conspicuous manner on the face of the advertisement, as well as a minimum of two (2) of the following warnings in their entirety in a conspicuous manner on the face of the advertisement:

- a. "This product may cause impairment and may be habit forming.";
- b. "Marijuana can impair concentration, coordination and judgment. Do not operate a vehicle or machinery under the influence of this drug.";

- c. "There may be health risks associated with consumption of this product.";
- d. "For use only by adults 21 years of age or older. Keep out of the reach of children.";
- e. "Marijuana should not be used by women who are pregnant or breastfeeding."

Parties at MYC Responsible for Ensuring that the Above is Enforced

Once MYC has achieved a sufficient volume of sales to justify the hiring of a Compliance Manager, the Compliance Manager shall be responsible for ensuring that MYC's Marijuana Establishment Agents receive the required training and maintain the required certifications.

The Compliance Manager shall also be responsible for developing, implementing and updating MYC's written operating procedures and written policies and procedures, developing, implementing and updating training in support of those policies and procedures, and maintaining records of each Marijuana Establishment Agent's training.

In accordance with 935 CMR 500.105(2)(b), the Compliance Manager shall also maintain records of Responsible Vendor Training Program compliance on a rolling four (4) year basis, and make them available to inspection by the Commission and any other applicable licensing authority on request during normal business hours.

Additionally, in accordance with 935 CMR 500.105(1) and 935 CMR 500.105(1)(p), the Compliance Manager shall be responsible for developing and maintaining a set of detailed written operating procedures, which shall specifically include the above processes, to ensure that individuals under twenty-one (21) years of age are not admitted to MYC's facilities and to prevent the diversion of Marijuana.

In accordance with 935 CMR 500.105(4)(a)(5), 935 CMR 500.105(4)(b), and 935 CMR 500.150(1)(b), the Compliance Manager shall be responsible for reviewing and approving all marketing, advertising, and branding materials for public viewing, as well as all edible products, to ensure their conformance with the above.

Until MYC achieves a sufficient volume of sales to justify the hiring of a Compliance Manager, the MYC senior manager on site shall perform the duties of the Compliance Manager.

MYC's Plan for Separating Recreational from Medical Operations

MYC LLC is not applying for a medical license under 935 CMR 501.101. As a result, MYC LLC will not be cultivating medical marijuana.

MYC's Marijuana and Marijuana Product Quality Control Processes, Product Safety Plans, and Testing Procedures

MYC LLC ("MYC") has developed marijuana and marijuana product quality control processes, product safety plans and testing procedures to ensure that MYC is compliant with all regulatory and legal requirements, including, but not limited to 935 CMR 500.101(1)(c), sanitary practices in compliance with 105 CMR 300.000: Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements, 105 CMR 590.000: State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments, 310 CMR 7.00: Air Pollution Control, M.G.L. c. 94G, § 4(a½)(xxiv) and (xxvi), 935 CMR 500.105, 935 CMR 500.130, 935 CMR 500.160, and 21 CFR 1.908(c) and that protect the safety of our customers, our surrounding community and our employees.

Pursuant to 935 CMR 500.105(3), MYC has developed the following requirements for the handling of marijuana:

MYC shall process marijuana in a safe and sanitary manner. MYC shall process the leaves and flowers of the female marijuana plant only, which shall be:

1. Well cured and free of seeds and stems;
2. Free of dirt, sand, debris, and other foreign matter;
3. Free of contamination by mold, rot, other fungus, pests and bacterial diseases and satisfying the sanitation requirements in 105 CMR 500.000: Good Manufacturing Practices for Food, and if applicable, 105 CMR 590.000: State Sanitary Code Chapter X: Minimum Sanitation Standards for Food Establishments;
4. Prepared and handled on food-grade stainless steel tables with no contact with bare hands; and
5. Packaged in a secure area.

MYC shall also comply with the following sanitary requirements:

1. Any marijuana establishment agent whose job includes contact with marijuana or non-edible marijuana products, including cultivation, production, or packaging, is subject to the requirements for food handlers specified in 105 CMR 300.000: Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements;
2. Any marijuana establishment agent working in direct contact with preparation of marijuana or non-edible marijuana products shall conform to sanitary practices while on duty, including:
 - a. Maintaining adequate personal cleanliness; and
 - b. Washing hands thoroughly in an adequate hand-washing area before starting work, and at any other time when hands may have become soiled or contaminated.
3. Hand-washing facilities shall be adequate and convenient and shall be furnished with running water at a suitable temperature. Hand-washing facilities shall be located in MYC's cultivation

facility where good sanitary practices require employees to wash and sanitize their hands, and shall provide effective hand-cleaning and sanitizing preparations and sanitary towel service or suitable drying devices;

4. There shall be sufficient space for placement of equipment and storage of materials as is necessary for the maintenance of sanitary operations;
5. Litter and waste shall be properly removed, disposed of so as to minimize the development of odor and minimize the potential for the waste attracting and harboring pests. The operating systems for waste disposal shall be maintained in an adequate manner pursuant to 935 CMR 500.105(12);
6. Floors, walls, and ceilings shall be constructed in such a manner that they may be adequately kept clean and in good repair;
7. There shall be adequate safety lighting in all processing and storage areas, as well as areas where equipment or utensils are cleaned;
8. Buildings, fixtures, and other physical facilities shall be maintained in a sanitary condition;
9. All contact surfaces, including utensils and equipment, shall be maintained in a clean and sanitary condition. Such surfaces shall be cleaned and sanitized as frequently as necessary to protect against contamination, using a sanitizing agent registered by the US Environmental Protection Agency (EPA), in accordance with labeled instructions. Equipment and utensils shall be so designed and of such material and workmanship as to be adequately cleanable;
10. All toxic items shall be identified, held, and stored in a manner that protects against contamination of marijuana products. Toxic items shall not be stored in an area containing products used in the cultivation of marijuana. The Commission may require MYC to demonstrate the intended and actual use of any toxic items found on the premises;
11. MYC's public water supply shall be sufficient for necessary operations;
12. Plumbing shall be of adequate size and design, and adequately installed and maintained to carry sufficient quantities of water to required locations throughout MYC's facilities. MYC's plumbing shall properly convey sewage and liquid disposable waste. There shall be no cross-connections between the potable and wastewater lines;
13. MYC shall provide its employees with adequate, readily accessible toilet facilities that are maintained in a sanitary condition and in good repair;
14. Products that can support the rapid growth of undesirable microorganisms shall be stored in a manner that prevents the growth of these microorganisms;
15. Storage and transportation of finished products shall be under conditions that will protect them against physical, chemical, and microbial contamination as well as against deterioration of finished products or their containers; and
16. All vehicles and transportation equipment used in the transportation of marijuana and marijuana products or edibles requiring temperature control for safety must be designed, maintained, and equipped as necessary to provide adequate temperature control to prevent the

marijuana, marijuana products or edibles from becoming unsafe during transportation, consistent with applicable requirements pursuant to 21 CFR 1.908(c).

In addition to the general operational requirements for MYC required under 935 CMR 500.105, pursuant to 935 CMR 500.130, MYC has developed the following additional requirements for the handling of marijuana products:

1. MYC shall meet all applicable environmental laws, regulations, permits and other applicable approvals including, but not limited to, those related to water quality and quantity, wastewater, solid and hazardous waste management and air pollution control, including prevention of odor and noise pursuant to 310 CMR 7.00: Air Pollution Control, and use additional best management practices as determined by the Commission in consultation with the working group established under St. 2017, c. 55, § 78(b) or applicable departments or divisions of the EOEEA to reduce energy and water usage, engage in energy conservation and mitigate other environmental impacts.
2. MYC, when selling or otherwise transferring marijuana and marijuana products to another marijuana establishment, shall provide documentation of its compliance, with the testing requirements of 935 CMR 500.160, and the standards established by the Commission for the conditions, including temperature controls, necessary to protect marijuana and marijuana products against physical, chemical, and microbial contamination, as well as against deterioration of finished products during storage and transportation.
3. In addition to the written operating policies required under 935 CMR 500.105(1), MYC shall maintain written policies and procedures for the production and/or distribution of marijuana and marijuana products, as applicable, which shall include, but not be limited to:
 - a. Methods for identifying, recording, and reporting diversion, theft, or loss, and for correcting all errors and inaccuracies in inventories. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(8);
 - b. Policies and procedures for handling voluntary and mandatory recalls of marijuana and/or marijuana products. Such procedures shall be adequate to deal with recalls due to any action initiated at the request or order of the Commission, and any voluntary action by MYC to remove defective or potentially defective marijuana and/or marijuana products from the market, as well as any action undertaken to promote public health and safety;
 - c. Policies and procedures for ensuring that any outdated, damaged, deteriorated, mislabeled, or contaminated marijuana and/or marijuana products are segregated from other products and destroyed. Such procedures shall provide for written documentation of the disposition of the marijuana and/or marijuana products. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(12);

- d. Policies and procedures for transportation. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(13);
- e. Policies and procedures to reduce energy and water usage, engage in energy conservation and mitigate other environmental impacts. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(15);
- f. Policies and procedures for the transfer, acquisition, or sale of marijuana and/or marijuana products between marijuana establishments;
- g. Policies and procedures for maintaining a product catalog identifying all types of marijuana products actively manufactured at the facility. The catalog shall include a description of the product, photograph or illustration, packaging design, and dosage amounts, including expected cannabinoid profile.

Quality Control

MYC shall comply with the following sanitary requirements:

1. Any MYC agent whose job includes contact with marijuana or nonedible marijuana products, including cultivation, production, or packaging, is subject to the requirements for food handlers specified in 105 CMR 300.000, and all edible marijuana products shall be prepared, handled, and stored in compliance with the sanitation requirements in 105 CMR 500.000, and with the requirements for food handlers specified in 105 CMR 300.000.
2. Any MYC agent working in direct contact with preparation of marijuana or nonedible marijuana products shall conform to sanitary practices while on duty, including:
 - a. Maintaining adequate personal cleanliness; and
 - b. Washing hands thoroughly in an adequate hand-washing area before starting work, and at any other time when hands may have become soiled or contaminated.
3. MYC's hand-washing facilities shall be adequate and convenient and shall be furnished with running water at a suitable temperature. Hand-washing facilities shall be located in MYC's production areas and where good sanitary practices require employees to wash and sanitize their hands, and shall provide effective hand-cleaning and sanitizing preparations and sanitary towel service or suitable drying devices;
4. MYC's facility shall have sufficient space for placement of equipment and storage of materials as is necessary for the maintenance of sanitary operations;
5. MYC shall ensure that litter and waste is properly removed and disposed of so as to minimize the development of odor and minimize the potential for the waste attracting and harboring pests. The operating systems for waste disposal shall be maintained in an adequate manner pursuant to 935 CMR 500.105(12);
6. MYC's floors, walls, and ceilings shall be constructed in such a manner that they may be adequately kept clean and in good repair;

7. MYC's facility shall have adequate safety lighting in all processing and storage areas, as well as areas where equipment or utensils are cleaned;
8. MYC's buildings, fixtures, and other physical facilities shall be maintained in a sanitary condition;
9. MYC shall ensure that all contact surfaces, including utensils and equipment, shall be maintained in a clean and sanitary condition. Such surfaces shall be cleaned and sanitized as frequently as necessary to protect against contamination, using a sanitizing agent registered by the US Environmental Protection Agency (EPA), in accordance with labeled instructions. Equipment and utensils shall be so designed and of such material and workmanship as to be adequately cleanable;
10. All toxic items shall be identified, held, and stored in a manner that protects against contamination of marijuana products;
11. MYC shall ensure that its water supply is sufficient for necessary operations, and that such water supply is safe and potable;
12. MYC's plumbing shall be of adequate size and design, and adequately installed and maintained to carry sufficient quantities of water to required locations throughout the marijuana establishment. Plumbing shall properly convey sewage and liquid disposable waste from the marijuana establishment. There shall be no cross-connections between the potable and waste water lines;
13. MYC shall provide its employees with adequate, readily accessible toilet facilities that are maintained in a sanitary condition and in good repair;
14. MYC shall hold all products that can support the rapid growth of undesirable microorganisms in a manner that prevents the growth of these microorganisms; and
15. MYC shall store and transport finished products under conditions that shall protect them against physical, chemical, and microbial contamination, as well as against deterioration of finished products or their containers.

MYC's vehicles and transportation equipment used in the transportation of marijuana products or edibles requiring temperature control for safety shall be designed, maintained, and equipped as necessary to provide adequate temperature control to prevent the marijuana products or edibles from becoming unsafe during transportation, consistent with applicable requirements pursuant to 21 CFR 1.908(c).

MYC shall ensure that MYC's facility is always maintained in a sanitary fashion and shall comply with all applicable sanitary requirements.

MYC shall follow established policies and procedures for handling voluntary and mandatory recalls of marijuana products. Such procedures are sufficient to deal with recalls due to any action initiated at the

request or order of the Commission, and any voluntary action by MYC to remove defective or potentially defective marijuana products from the market, as well as any action undertaken to promote public health and safety. In the effort of preventing such recalls, MYC will include its agents on a voluntary basis as part of our internal sampling protocol:

Pursuant to 935 CMR 500.120(14), MYC will ensure product quality and make a determination whether to make product available to sell. This sampling process, along with the data obtained from independent lab testing requirements will be the cornerstone of our QC process and will ensure our product quality and aid in our cultivar selection.

These samples:

1. May not be consumed on the licensed premise
2. May not be sold to any other licensee or consumer
3. Shall pass all required testing required by the commission
4. Shall be limited per calendar month to:
 - a. Four grams per strain of Marijuana flower and no more than seven strains of Marijuana flower
5. Shall maintain compliance and recordkeeping with all other provisions set forth in 935 CMR 500.120(14)

Any inventory that becomes outdated, spoiled, damaged, deteriorated, mislabeled, or contaminated shall be disposed of in accordance with the provisions of 935 CMR 500.105(12), and any such waste shall be stored, secured, and managed in accordance with applicable state and local statutes, ordinances, and regulations.

MYC shall process marijuana in a safe and sanitary manner. MYC shall process the leaves and flowers of the female marijuana plant only, which shall be:

- Well-cured and generally free of seeds and stems;
- Free of dirt, sand, debris, and other foreign matter;
- Free of contamination by mold, rot, other fungus, and bacterial diseases;
- Prepared and handled on food-grade stainless steel tables; and
- Packaged in a secure area.

All edible products shall be prepared, handled, and stored in compliance with the sanitation requirements in 105 CMR 590.000: Minimum Sanitation Standards for Food Establishments.

Testing

In compliance with 935 CMR 500.160(1), MYC shall not sell or otherwise market marijuana or marijuana products that are not capable of being tested by Independent Testing Laboratories, except as otherwise allowed under 935 CMR 500.000: Adult Use of Marijuana.

Pursuant to 935 CMR 500.160(1) testing of MYC's Marijuana Products shall be performed by an Independent Testing Laboratory in compliance with protocol(s) established in accordance with M.G.L. c. 94G, § 15 and in a form and manner determined by the Commission including, but not limited to, the Protocol for Sampling and Analysis of Finished Medical Marijuana Products and Marijuana-infused Products and any applicable guidance documents on the CCC website or METRC bulletins.

Pursuant to 935 CMR 500.160(1), testing of environmental media (e.g., soils, solid growing media, and water) shall be performed in compliance with the Protocol for Sampling and Analysis of Environmental Media for Massachusetts Registered Medical Marijuana Dispensaries published by the Commission, and any applicable guidance documents on the CCC website or METRC bulletins..

Pursuant to 935 CMR 500.160(2), MYC's marijuana shall be tested for the cannabinoid profile and for contaminants, as specified by the Commission, including, but not limited to, mold, mildew, heavy metals, plant growth regulators, and the presence of pesticides. The Commission may require additional testing, and MYC may conduct additional testing for marketing or quality control purposes.

Pursuant to 935 CMR 500.160(4), MYC has a written policy for responding to laboratory results that indicate contaminant levels are above acceptable limits established in the protocols identified in 935 CMR 500.160(1).

Pursuant to 935 CMR 500.160(4)(a), MYC's policy includes, but is not limited to:

1. notifying the Commission within 72 hours of any laboratory testing results indicating that the contamination cannot be remediated and disposing of the production batch.
2. notifying the Commission of any information regarding contamination as specified by the Commission or immediately upon request by the Commission.

Pursuant to 935 CMR 500.160(4)(b), MYC's policy requires the notification referred to above be from both MYC and the Independent Testing Laboratory, separately and directly.

Pursuant to 935 CMR 500.160(4)(c), MYC's policy requires the notification from MYC describe a proposed plan of action for both the destruction of the contaminated product and the assessment of the source of contamination.

Pursuant to 935 CMR 500.160(5), MYC shall maintain the results of all testing for no less than one year. Testing results shall be valid for a period of one year. Marijuana or marijuana products with testing dates in excess of one year old shall be deemed expired and may not be dispensed, sold, transferred or otherwise conveyed until retested.

Pursuant to 935 CMR 500.160(6), seeds sold by MYC are not subject to the above testing provisions.

Pursuant to 935 CMR 500.160(7), clones are subject to these testing provisions, but are exempt from testing for metals.

Pursuant to 935 CMR 500.160(8), all transportation of marijuana and marijuana products to and from Independent Testing Laboratories providing marijuana testing services shall comply with 935 CMR 500.105(13).

Pursuant to 935 CMR 500.160(10), any excess marijuana and/or marijuana products shall be disposed in compliance with 935 CMR 500.105(12), either by the independent testing laboratory returning the excess marijuana and/or marijuana products to MYC for disposal, or by the independent testing laboratory disposing of it directly.

Quality Control Standard Operating Procedures

MYC shall implement standard operating procedures (SOPs) relating to quality control processes to ensure product quality and safety. Once MYC's volume justifies the appointment of a Quality Assurance Manager, MYC shall appoint same, who shall be responsible for the development, implementation, oversight and updating, as necessary, of MYC's quality control processes.

In the interim, MYC's founder, Tim Mack, shall personally oversee MYC's on-site quality control processes, with the assistance of management staff. MYC's quality control and product safety processes shall incorporate employee, community, and customer product quality and safety considerations and shall require strict adherence in MYC's daily activities. In addition to analyzing test data, quality control shall also be determined by consistency of process which may be tracked and evaluated at any time by the senior manager on duty for any process in the facility.

MYC's extensive quality control processes address a myriad of product safety requirements including, but not limited to, employee training requirements, proper equipment usage and equipment maintenance protocols, sanitation standards, cultivation protocols, component and product handling and storage, quality control testing, child-resistant packaging, product inserts, label disclosures and product traceability requirements.

MYC's SOPs shall be updated as often as necessary to ensure compliance with the laws and regulations that govern MYC. MYC's founder, Tim Mack, or his designate, with the support and input of his managers, shall be personally responsible for updating MYC's SOPs to incorporate any additions or amendments to the laws and regulations affecting MYC, as well as incorporating any guidance or directives published by regulatory agencies as they apply to MYC.

All employees shall be required to have proper training on the SOPs applicable to their duties. Each employee shall be required to demonstrate their understanding of the critical processes which apply to their duties and responsibilities. Additionally, all third-party contractors shall be required, by contract, to perform their duties in compliance with MYC's policies and procedures and regulatory agency regulations.

Any employee or contractor who fails to perform their duties in compliance with MYC's policies and procedures and regulatory agency regulations shall be reprimanded and/or terminated, depending on the severity of the offense. All employees and contractors shall be required, as a condition of employment and/or contract, to report any observed compliance issues to the appropriate MYC manager.

MYC's Personnel Policies including Background Checks

MYC has established policies and procedures regarding recordkeeping and record retention in order to ensure the maintenance, safekeeping, and accessibility of critical documents.

To ensure confidentiality, written personnel records shall be stored in a locked area designated for record retention. Electronic records will be password protected and shall be stored on the MYC server, in on-site and off-site backup, and in the cloud, as necessary. All written and electronic records shall be available for inspection by the Commission upon request in compliance with 935 CMR 500.105(1).

The Personnel (Staffing) Records will be kept in compliance with 935 CMR 500.105(9)(d), including but not limited to, written and/or electronic records of:

- Job descriptions for each agent, as well as organizational charts consistent with the job descriptions;
- Personnel records for each marijuana establishment agent. Such records shall be maintained for at least twelve (12) months after termination of the agent's affiliation with MYC and shall include, at a minimum, the following:
 - All materials submitted to the Commission pursuant to 935 CMR 500.030(2);
 - Documentation of verification of references;
 - The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision;
 - Documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters;
 - Documentation of periodic performance evaluations;
 - A record of any disciplinary action taken; and
 - Notice of completed Responsible Vendor Training Program and in-house training for Marijuana Establishment Agents required under 935 CMR 500.105(2).

MYC's Written Operating Policies and Procedures are in compliance with 935 CMR 500.105, and include, but are not limited to:

- MYC is an alcohol, smoke, and drug-free workplace, pursuant to 935 CMR 500.105(1)(k);
- Any MYC agent or employee shall be immediately terminated, pursuant to 935 CMR 500.105(1)(m), who has:
 - Diverted marijuana, which shall be reported to law enforcement authorities and to the Commission;

- Engaged in unsafe practices with regard to MYC’s operations, which shall be reported to the Commission; or
- Been convicted or entered a guilty plea, plea of nolo contendere, or admission to sufficient facts of a felony drug offense involving distribution to a minor in the Commonwealth, or alike violation in any other jurisdiction.
- MYC's job descriptions comply with 935 CMR 500.105(9)(d)(1);
- Background Checks: All agents, employees, and owners of MYC will undergo a detailed background investigation by the Cannabis Control Commission (“CCC”) and/or MYC, prior to being granted access to a MYC facility or beginning work duties;
- MYC’s Staffing plan is in compliance with 935 CMR 500.105(9)(d) and 935 CMR 500.105(1)(i):
 - Until licensed and in full operation, not all positions detailed below will be filled. Instead, a limited number of individuals will assume the responsibilities of the unfilled positions. The job descriptions for potential positions are provided below.
 - CULTIVATION (INDOOR) STAFFING PLAN:
 - Initially, four (4) individuals and eventually up to fifteen (15) employees, including a Director of Cultivation, a Cultivation Manager, Cultivation Associates, and other personnel.

Job Descriptions in compliance with 935 CMR 500.105(9)(d)(1):

Chief Executive Officer: The CEO, under the supervision of the Board of Directors, the CEO is responsible for the safety and security of MYC’s owners; employees; agents; visitors, vendors, and contractors while on MYC property; MYC’s property, facilities, assets, inventory, raw materials, equipment, and waste; MYC’s host community, as affected by MYC. The CEO is also responsible for the development, implementation, administration, maintenance, and management of MYC’s Policies and Procedures. In addition, the CEO shall be responsible to:

- With the Chief Financial Officer, ensure that MYC performs and maintains the records of the required background checks, in accordance with M.G.L c. 6 § 172, 935 CMR 500.029, 935 CMR 500.030, 803 CMR 2.00: Criminal Offender Record Information (CORI), and 935 CMR 500.105(9)(d)5.
- With the CFO, ensure that MYC is in compliance with 935 CMR 500.105(1).
- With the CFO, ensure that MYC is in compliance with 935 CMR 500.105(2)(a) and (2)(b).
- With the CFO, ensure that MYC is in compliance with 935 CMR 500.105(8).
- Ensure that MYC is in compliance with 935 CMR 500.110(1) or (2), 935 CMR 500.110(4) to 935 CRM 500.110(7), and 935 CMR 500.110(9) and (10).
- Ensure that MYC is in compliance with its Plan for Restricting Access to Age 21 or Older and update that plan as necessary.
- Ensure that MYC is in compliance with its Safety and Security Plan and update that plan as necessary.

- Ensure that MYC is in compliance with its Plan for Prevention of Diversion and update that plan as necessary.
- Ensure that MYC is in compliance with its Storage and Waste Disposal Plan and update that plan as necessary.
- Ensure that MYC is in compliance with its Shipping, Receiving and Transportation Plans and update those plans as necessary.
- Ensure that MYC is in compliance with its Inventory Procedures and update those procedures as necessary.
- Ensure that MYC is in compliance with its Qualifications and Intended Trainings for Owners, Managers and Marijuana Establishment Agents and update as necessary.
- Ensure that MYC is in compliance with all safety and security requirements contained in the relevant CMRs and in MYC policies and procedures which are not referenced above and update MYC's policies and procedures as necessary.
- Develop, implement and update health and safety policies, procedures, programs and responsibilities for MYC employees.
- Train the employees in the health and safety policies, procedures, programs and responsibilities for security staff.
- With the Chief Financial Officer, assist management in developing, implementing, updating and training staff in health and safety policies, procedures, and programs for their respective areas, ensure those policies, procedures, and programs are implemented and followed, including, but not limited to conducting regular and random health and safety checks.
- Hire, train, oversee, promote, discipline, and terminate staff, with the assistance of the Chief Financial Officer.
- Perform any and all other duties, as needed.

Senior Manager on Duty: The duties and responsibilities identified below will be performed by the Senior Manager on Duty. The Senior Manager on Duty monitors MYC's security systems, including but not limited to the alarm and surveillance systems, and monitors and maintains the access control systems, ensures that only authorized individuals are permitted access to MYC's facilities by verifying ID cards and other forms of identification. In addition, the Senior manager on Duty performs the following duties and any and all other duties, as assigned:

- Investigate, communicate, and provide leadership in the event of an emergency, such as an intrusion, fire, or other threat that jeopardizes MYC staff, agents, customers, visitors, vendors, and contractors and MYC's host community.
- Respond to and investigate security situations and alarm activations; clearly document any incidents in written reports.
- Oversee the entrance to MYC's facilities and verify the credentials of each person seeking access to MYC facilities.

- Manage the flow of staff, agents, customers, visitors, vendors, and contractors, including maintaining the visitor log and issuing and collecting visitor badges.
- Escort authorized visitors, vendors, and contractors while in restricted access areas.
- Answer routine inquiries.
- Perform security and health and safety checks at designated intervals and at random.
- Escort MYC agents, employees, visitors, vendors and contractors from MYC's facility to their vehicles during non-business hours.

Chief Financial Officer: The Chief Financial Officer (CFO) is responsible for implementing inventory controls, maintaining inventories of in-process and finished marijuana and marijuana products using the METRC system on a day-to-day basis, as well as performing and/or overseeing the performance of the shift, daily, weekly, monthly, quarterly and annual inventory counts. The CFO is also responsible for maintaining inventories of raw materials, supplies, equipment, and physical assets. The CFO is responsible for labeling, tracking, and reporting on inventories of in-process and finished marijuana, as well as of raw materials, supplies, equipment, and physical assets. Further, the CFO is responsible for maintaining all records relating to MYC's inventory. Additionally, the CFO, along with the other Managers, is also responsible for ensuring the Commission's storage and waste disposal requirements are implemented and maintained. CFO shall perform any and all other duties, as necessary. In addition, the CFO shall be responsible to:

- Ensure that MYC is in compliance with 935 CMR 500.105(8).
- Ensure that MYC is in compliance with 935 CMR 500.105(9), and (13).
- Ensure that MYC is in compliance with its Plan for Prevention of Diversion and update that plan as necessary.
- Ensure that MYC is in compliance with its Storage and Waste Disposal Plan and update that plan as necessary.
- Ensure that MYC is in compliance with its Shipping, Receiving and Transportation Plans, and update that plan as necessary.
- Ensure that MYC is in compliance with its Inventory Procedures and update those procedures as necessary.
- Develop, implement, and update health and safety policies, procedures, programs, and responsibilities for the inventory associates.
- Train associates in the health and safety policies, procedures, programs, and responsibilities for the inventory associates.
- Hire, train, oversee, promote, discipline, and terminate associates, with the assistance of the CEO, Director of Cultivation, and Managers.

Human Resources Manager: MYC's CFO will perform the duties of the Human Resources (HR) Manager and will support the senior management and the line managers to ensure effective implementation of all personnel policies and procedures for MYC, including MYC's hiring processes. The CFO will develop, implement, update, and enforce MYC's Personnel Policy Manual, and will ensure that MYC adheres to the policies herein. Until such time as MYC's

businesses have grown large enough to support the hiring of an HR Manager, the HR responsibilities will be handled by the CFO, or her designee. Additionally, the CFO will:

- Ensure that MYC is in compliance with 935 CMR 500.105(1).
- Ensure that MYC is in compliance with 935 CMR 500.105(2)(a) and (2)(b).
- With the CEO, ensure that MYC performs and maintains the records of the required background checks, in accordance with M.G.L c. 6 § 172, 935 CMR 500.029, 935 CMR 500.030, 803 CMR 2.00: Criminal Offender Record Information (CORI), and 935 CMR 500.105(9)(d)5.
- Oversee hiring, training, promotions, management, disciplinary actions and terminations of MYC personnel.
- Ensure that MYC is in compliance with the Diversity Plan submitted to the Commission, and update that plan as necessary.
- Ensure that MYC is in compliance with the Plan to Positively Impact Areas of Disproportionate Impact submitted to the Commission and update that plan as necessary.
- Develop, implement and update trainings, training policies and training schedules for MYC's employees.
- With the CEO, assist the management staff in developing, implementing, updating and training staff in health and safety policies, procedures, and programs for their respective areas, ensure those policies, procedures and programs are implemented and followed, including, but not limited to conducting regular and random health and safety checks.
- Ensure compliance with any and all workplace laws, rules, and regulations, including but not limited to state and federal anti-discrimination statutes and Equal Employment Opportunity Commission (EEOC) requirements; state and federal leave laws and regulations; state and federal workplace safety laws and regulations, state and federal workers compensation laws and regulations; state and federal minimum wage requirements; and any and all other applicable local, state, or federal employment laws, rules, or regulations.
- Perform any and all other duties, as directed by senior management.

Director of Cultivation and Cultivation Manager: MYC's will be responsible for the operations and maintenance of MYC's Indoor and Outdoor (future) Cultivation facilities. The Director of Cultivation and Cultivation Manager are also responsible for all post-harvest handling of marijuana. They ensure a steady flow of marijuana to meet MYC's needs. They will be responsible for the: operation and maintenance of MYC's trim room and drying room; marijuana packaging; and pre-rolled joints and packaging of pre-rolled joints.

Additionally, the Director of Cultivation and Cultivation Manager will:

- Ensure that MYC is in compliance with the Policies and Procedures for Cultivation submitted to the Commission and update those policies and procedures as necessary.
- Ensure that MYC is in compliance with the general operational requirements under 935 CMR 500.105 and the additional operational requirements under 935 CMR 500.120.

- Ensure that MYC is in compliance with the minimum energy and equipment standards as promulgated by the Commission.
- Ensure that MYC is in compliance with the Marijuana and Marijuana Product Quality Control Processes, Product Safety Plans, and Testing Procedures submitted to the Commission and update those processes, plans and procedures as necessary.
- Ensure, with management counterparts, that MYC is in compliance with the Storage and Waste Disposal Plans submitted to the Commission and update those plans as necessary.
- Develop, implement, and update policies and procedures for the operations and maintenance of the cultivation facilities, including but not limited to the HVAC and dehumidification systems.
- Train the cultivation associates in the operations and maintenance of the cultivation facilities, including but not limited to the HVAC and dehumidification systems.
- Develop, implement and update health and safety policies, procedures, programs, and responsibilities for the indoor and outdoor cultivation facilities.
- Train the cultivation associates in the health and safety policies, procedures, programs, and responsibilities for the indoor and outdoor cultivation facilities.
- Develop, implement and update cleaning, maintenance, planting, irrigation, fertilization, pruning, trimming, potting, re-potting, integrated pest management (IPM), lighting and harvesting policies, procedures and schedules, and marijuana, soil and growth media testing policies, procedures and schedules.
- Train the cultivation associates in cleaning, maintenance, planting, irrigation, fertilization, pruning, trimming, potting, re-potting, integrated pest management (IPM), lighting and harvesting policies, procedures and schedules.
- Train the cultivation associates in marijuana, soil and growth media testing policies, procedures and schedules.
- Develop, implement, and update policies and procedures to transition harvested plant material from the cultivation rooms to the dry/cure room.
- Train the cultivation associates in the policies and procedures to transition harvested plant material from the cultivation rooms to the dry/cure room.
- Develop, implement, and update policies and procedures to ensure prompt transfer of marijuana to the production of pre-rolled joints.
- Train the cultivation associates in the policies and procedures to ensure prompt transfer of marijuana to the production of pre-rolled joints.
- Develop, implement, and update policies and procedures for storage and waste disposal for MYC's cultivation facilities.
- Train the cultivation associates in the policies and procedures for storage and waste disposal.
- Hire, train, oversee, promote, discipline and terminate cultivation staff, with the assistance of the CFO.
- Ensure a steady flow of marijuana to meet MYC's needs.

- Maintain a database of information regarding indoor and outdoor (future) cultivation environmental conditions, including but not limited to temperature, humidity, precipitation, irrigation, lighting, fertilization, pruning, trimming, potting, re-potting, pests and integrated pest management (IPM), and biological contaminants.
- Maintain a database of information regarding quantity and quality of indoor and outdoor harvests of flower and trim.
- Cross-reference the two databases to allow management to develop, implement and update the most effective strategies to produce the highest possible number and quality of crops, considering quality, quantity and consistency of flower and trim produced.
- Develop, implement, and update policies and procedures for the operations and maintenance of the trim room and dry/cure room, including maintaining a sterile environment and safe use of mechanical and manual marijuana trimmers.
- Train the production associates in the policies and procedures for the operations and maintenance of the trim room and dry/cure room, including maintaining a sterile environment and safe use of mechanical and manual marijuana trimmers.
- Develop, implement and update a rigid cleaning schedule for production facilities, to ensure and maintain product quality.
- Train the production associates in the rigid cleaning schedule for production facilities, to ensure and maintain product quality.
- Develop, implement, and update policies and procedures for trimming marijuana manually and mechanically.
- Train the production associates in the policies and procedures for trimming marijuana manually and mechanically.
- Develop, implement, and update policies and procedures to maintain and ensure quality control of finished flower.
- Train the production associates in the policies and procedures to maintain and ensure quality control of finished flower.
- Develop, implement, and update policies and procedures to monitor the status of the dry/cure room and of the marijuana flowers that are in the process of drying.
- Train the production associates in the policies and procedures to monitor the status of the dry/cure room and of the marijuana flowers that are in the process of drying.
- Develop, implement, and update policies and procedures to enter wet and dry weights of all product, including flower and trim, into METRC.
- Train the production associates in policies and procedures to enter wet and dry weights of all product, including flower and trim, into METRC.
- Develop, implement, and update policies and procedures for bulk packaging of flower and trim, and storage in the dedicated vault.
- Train the production associates in policies and procedures for bulk packaging of flower and trim, and storage in the dedicated vault.

- Develop, implement, and update policies and procedures for the preparation of marijuana for the rolling of pre-rolled joints.
- Train the production associates in the policies and procedures for the preparation of marijuana for the rolling of pre-rolled joints.
- Develop, implement, and update policies and procedures for storage and waste disposal for MYC's production facilities.
- Train the production associates in the policies and procedures for storage and waste disposal.
- Perform any and all other duties, as necessary.

Cultivation and Production Associates: Cultivation and Production associates assist the Director of Cultivation and Cultivation Manager in the performance of their responsibilities as above, as well as:

- Operate and maintain the cultivation facilities, including but not limited to the HVAC and dehumidification systems.
- Follow the health and safety policies, procedures, programs, and responsibilities for the indoor and outdoor cultivation facilities.
- Follow the cleaning, maintenance, planting, irrigation, fertilization, pruning, trimming, potting, re-potting, integrated pest management (IPM), lighting and harvesting policies, procedures and schedules.
- Follow the marijuana, soil and growth media testing policies, procedures and schedules.
- Follow the policies and procedures for storage and waste disposal.
- Operating and maintaining the production facilities, including but not limited to the trim room, dry/cure room and production rooms, including maintaining a sterile environment and safe use of mechanical and manual marijuana trimmers.
- Performing scheduled maintenance on all equipment.
- Packaging completed marijuana.
- Following the health and safety policies, procedures, programs, and responsibilities for the production facilities.
- Following the cleaning and maintenance policies, procedures and schedules.
- Following the policies and procedures for storage and waste disposal.
- Performing all other duties as assigned.

MYC's Recordkeeping Policies and Procedures

General Overview

MYC has established policies and procedures regarding recordkeeping and record retention in order to ensure the maintenance, safekeeping, and accessibility of critical documents. Written records shall be stored in a locked room designated for record retention. Electronic records shall be stored on the MYC server, in on-site and off-site backup, and in the cloud, as necessary. All written and electronic records shall be available for inspection by the Commission upon request.

Recordkeeping in compliance with 935 CMR 500.105(9):

Written records that are required and are subject to inspection include, but are not necessarily limited to, all records required in any section of 935 CMR 500.000, in addition to the records identified below.

To ensure that MYC maintains and retains all records as required by this policy, a review by management of Corporate Records, Business Records, Personnel Records, and Financial Records to ensure completeness, accuracy, and timeliness of said records shall occur quarterly. Financial recordkeeping is addressed in a separate section of the Management and Operations Profile.

In addition, MYC's operating policies and procedures shall be updated, as needed, on an ongoing basis, and undergo a review by management on an annual basis. Updated policies and procedures shall be provided to the Commission pursuant to 935 CMR 500.104.

MYC's records include, but are not limited to:

- Corporate Records, which are those records may require, at a minimum, annual reviews, updates, and renewals, including but not limited to:
 - Insurance:
 - Directors & Officers Policies
 - Product Liability Policies
 - General Liability Policies
 - Umbrella Policies
 - Workers Compensation Policies
 - Employer Professional Liability Policies
 - Motor Vehicle Policies
 - All other policies, as necessary
 - Certificates of insurance naming MYC as an additional insured
 - Third-Party Testing Laboratory Contracts
 - Contracts for the Purchase and/or Sale of Marijuana and Marijuana Products

- Transportation Contracts
 - All other contracts
 - Commission Requirements:
 - Annual Agent Registration
 - Annual Marijuana Establishment Registration
 - Policies and Procedures
 - Local Compliance:
 - Host Community Agreements
 - Certificates of Occupancy
 - Special Permits
 - Variances
 - Site Plan Approvals
 - As-Built Drawings
 - Corporate Governance:
 - Annual Reports
 - Secretary of State Filings
- Business Records in compliance with 935 CMR 500.105(9)(e), including but not limited to, written and/or electronic records of:
 - Assets and liabilities;
 - Monetary transactions;
 - Books of accounts, which shall include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers;
 - Sales records including the quantity, form, and cost of marijuana products;
 - Salary and wages paid to each employee, or stipend, executive compensation, bonus, benefit, or item of value paid to any persons having direct or indirect control over the marijuana establishment.
 - Personnel Records in compliance with 935 CMR 500.105(9)(d), including but not limited to, written and/or electronic records of:
 - Job descriptions for each agent, as well as organizational charts consistent with the job descriptions;
 - Personnel records for each marijuana establishment agent. Such records shall be maintained for at least twelve (12) months after termination of the agent's affiliation with MYC and shall include, at a minimum, the following:
 - All materials submitted to the Commission pursuant to 935 CMR 500.030(2);
 - Documentation of verification of references;

- The job description or employment contract that includes duties, authority, responsibilities, qualifications, and supervision;
 - Documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters;
 - Documentation of periodic performance evaluations;
 - A record of any disciplinary action taken; and
 - Notice of completed responsible vendor and eight-hour related duty training.
 - A staffing plan that demonstrates accessible business hours and safe cultivation conditions;
 - Personnel policies and procedures; and
 - All background check reports obtained in accordance with M.G.L c. 6 § 172, 935 CMR 500.029, 935 CMR 500.030, and 803 CMR 2.00: Criminal Offender Record Information (CORI).
- Records of Testing of marijuana and marijuana products in compliance with 935 CMR 500.160(3).
 - Inventory Records in compliance with 935 CMR 500.105(8)(b), including but not limited to:
 - Real-time inventory maintained as specified by the Commission and in 935 CMR 500.105(8)(c) and (d) including, at a minimum, an inventory of marijuana plants; marijuana plant-seeds and clones in any phase of development such as propagation, vegetation, and flowering; marijuana ready for dispensing; all in-progress and finished marijuana products; and all damaged, defective, expired, or contaminated marijuana and marijuana products awaiting disposal.
 - The record of each inventory shall include, at a minimum, the date of the inventory, a summary of the inventory findings, and the names, signatures, and titles of the agents who conducted the inventory.
 - Seed-to-Sale Tracking Records in compliance with 935 CMR 500.105(9)(c) and as required by 935 CMR 500.105(8)(e).
 - Incident Reporting Records in compliance with 935 CMR 500.110(9), including, but not limited to:

- Written notice provided to the Commission by MYC within ten (10) calendar days of any incident described in 935 CMR 500.110(9)(a), by an incident report, in the form and manner prescribed by the Commission, which details the circumstances of the event, any corrective action taken, and confirmation that the appropriate law enforcement authorities were notified.
- All documentation related to an incident that is reportable pursuant to 935 CMR 500.110(9)(a) shall be maintained by MYC for not less than one year or the duration of an open investigation, whichever is longer, and made available to the Commission and law enforcement authorities within their lawful jurisdiction on request.
- Waste Disposal Records in compliance with 935 CMR 500.105(9)(f) & in compliance with 935 CMR 500.105(12)(d), including, but not limited to:
 - When marijuana, marijuana products or waste are disposed of or handled, MYC shall create and maintain an electronic record of the date, the type and quantity disposed or handled, the manner of disposal or other handling, the location of disposal or other handling, and the names of the two MYC agents present during the disposal or handling, with their signatures. MYC shall keep these records for at least three (3) years. This period shall automatically be extended for the duration of any enforcement action and may be extended by an order of the Commission.
- Security Records in compliance with 935 CMR 500.110, including, but not limited to:
 - 935 CMR 500.110(4)(e): All outside vendors, contractors and visitors shall obtain a visitor identification badge prior to entering a limited access area and shall be escorted at all times by a MYC agent authorized to enter the limited access area. All visitors must be logged in and out and that log shall be available for inspection by the Commission at all times.
 - 935 CMR 500.110(5)(a)(5): Recordings from all video cameras which shall be enabled to record 24 hours each day and be available for immediate viewing by the Commission on request for at least the preceding 90 calendar days or the duration of a request to preserve the recordings for a specified period of time made by the Commission, whichever is longer. Video cameras may use motion detection sensors to begin recording, so long as the motion detection sensor system provides an alert to designated employees of MYC in a manner established in MYC's written security procedures and approved by the Commission or a Commission Delegee. If a MYC receives notice that the motion detection

sensor is not working correctly, it must take prompt action to make corrections and document those actions. Recordings shall not be destroyed or altered, and shall be retained as long as necessary if MYC is aware of a pending criminal, civil or administrative investigation or legal proceeding for which the recording may contain relevant information.

- 935 CMR 500.110(5)(b) and 935 CMR 500.110(6)(b): All security system equipment and recordings shall be maintained in a secure location so as to prevent theft, loss, destruction and alterations.
 - 935 CMR 500.110(5)(e) and 935 CMR 500.110(6)(d): A current list of authorized agents and service personnel that have access to the surveillance room shall be made available to the Commission upon request.
 - 935 CMR 500.110(6)(a)(5): 24-hour recordings from all video cameras that are available for immediate viewing by the Commission on request and that are retained for at least ninety (90) calendar days. Recordings shall not be destroyed or altered, and shall be retained as long as necessary if MYC is aware of a pending criminal, civil or administrative investigation or legal proceeding for which the recording may contain relevant information.
 - All documentation related to an incident that is reportable pursuant to 935 CMR 500.110(9)(a) shall be maintained by MYC for not less than one year or the duration of an open investigation, whichever is longer, and made available to the Commission and law enforcement authorities within their lawful jurisdiction on request.
- Transportation Records in compliance with 935 CMR 500.105(13), including, but not limited to:
 - 935 CMR 500.105(13)(a)(11): In the case of an emergency stop during the transportation of marijuana and marijuana products, a log must be maintained describing the reason for the stop, the duration, the location, and any activities of personnel exiting the vehicle.
 - 935 CMR 500.105(13)(b)(1): MYC agents must document and report any unusual discrepancy in weight or inventory to the Commission and law enforcement authorities not more than twenty-four (24) hours following the discovery of such a discrepancy.
 - 935 CMR 500.105(13)(b)(2): MYC agents shall report to the Commission and Law Enforcement Authorities any vehicle accidents, diversions, losses, or other reportable incidents that occur during transport, not more than twenty-four (24) hours following such accidents, diversions, losses, or other reportable incidents.

- 935 CMR 500.105(13)(c)1: Records that a vehicle used for transporting marijuana and marijuana products is owned or leased by MYC and properly registered, inspected, and insured in the Commonwealth, which shall be made available to the Commission on request.
- 935 CMR 500.105(13)(e)8: The originating location must have a Marijuana Establishment Agent assigned to monitoring the GPS unit and secure form of communication, who must log all official communications with MYC agents transporting marijuana products.
- 935 CMR 500.105(13)(f)(5): MYC shall retain all transportation manifests for no less than one (1) year and make them available to the Commission upon request.
- Records of compliance with all training requirements noted in 935 CMR 500.105(2). Such records shall be maintained for four years and MYC shall make such records available for inspection on request.
- Records following closure, in compliance with 935 CMR 500.105(9)(g), including, but not limited to:
 - All records shall be kept for at least two (2) years at MYC's expense in a form (electronic, hard copies, etc.) and location acceptable to the Commission. In addition, MYC shall communicate with the Commission during the closure process and accommodate any additional requests the Commission or other agencies may have.
- Written Operating Policies and Procedures in compliance with 935 CMR 500.105, including but not limited to:
 - Written Operating Procedures: MYC shall have and follow a set of detailed written operating procedures which shall be updated on an ongoing basis, as necessary and undergo a review by management on an annual basis.
 - Operating procedures shall include, but need not be limited to the following:
 - Security measures in compliance with 935 CMR 500.110;
 - Emergency policies and procedures for securing all product following any instance of diversion, theft or loss of marijuana and marijuana products, and conduct an assessment to determine whether additional safeguards are necessary, in compliance with 935 CMR 500.110(1)(m);
 - Employee security policies, including personal safety and crime prevention techniques;

- A description of MYC's hours of operation and after-hours contact information, which shall be provided to the Commission, made available to law enforcement authorities on request, and updated pursuant to 935 CMR 500.000;
- Storage and waste disposal of marijuana and marijuana products in compliance with 935 CMR 500.105(11);
- Description of the various strains of marijuana to be cultivated, processed or sold, as applicable, and the form(s) in which marijuana will be sold;
- Price lists for marijuana and marijuana products and any other available products;
- Procedures to ensure accurate recordkeeping, including inventory protocols for transfer and inventory in compliance with 935 CMR 500.105(8) and (9);
- Plans for quality control, including product testing for contaminants in compliance with 935 CMR 500.160;
- A staffing plan and staffing records in compliance with 935 CMR 500.105(9)(d);
- Emergency procedures, including a disaster plan with procedures to be followed in case of fire or other emergencies;
- Alcohol, smoke, and drug-free workplace policies;
- A plan describing how confidential information and other records required to be maintained confidentially will be maintained;
- A policy for the immediate dismissal of any MYC agent or employee who has:
 - Diverted marijuana, which shall be reported to law enforcement authorities and to the Commission;
 - Engaged in unsafe practices with regard to MYC's operations, which shall be reported to the Commission; or
 - Been convicted or entered a guilty plea, plea of nolo contendere, or admission to sufficient facts of a felony drug offense involving distribution to a minor in the Commonwealth, or a like violation in any other jurisdiction.
- Policies and procedures for the handling of cash on MYC's premises including, but not limited to, storage, collection frequency, and transport to financial institution(s), to be available on inspection;

- Policies and procedures to prevent the diversion of marijuana and marijuana products to individuals younger than twenty-one (21) years old;
- Policies and procedures for energy efficiency and conservation that shall include:
 - Identification of potential energy use reduction opportunities (including, but not limited to, natural lighting, heat recovery ventilation and energy efficiency measures), and a plan for implementation of such opportunities;
 - Consideration of opportunities for renewable energy generation including, where applicable, submission of building plans showing where energy generators could be placed on the site, and an explanation of why the identified opportunities were not pursued, if applicable;
 - Strategies to reduce electric demand (such as lighting schedules, active load management and energy storage); and
 - Engagement with energy efficiency programs offered pursuant to M.G.L. c. 25, § 21, or through municipal lighting plants.
- Policies and procedures to promote workplace safety consistent with the standards set forth under the Occupational Safety and Health Act of 1970, 29 U.S.C. § 651, et seq., including the general duty clause under 29 U.S.C. § 654, whereby each employer:
 - shall furnish to each of its employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees;
 - shall comply with occupational safety and health standards promulgated under this act. Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to 29 U.S.C. § 651, et seq., which are applicable to the employee's own actions and conduct.
 - All current and updated regulations and references at 29 CFR Parts 1903, 1904, 1910, 1915, 1917, 1918, 1926, 1928 and 1977 are incorporated by reference, and applicable to all places of employment covered by 935 CMR 500.000. All current and updated regulations and references at 29 CFR Parts 1903,

1904, 1910, 1915, 1917, 1918, 1926, 1928, and 1977 are incorporated by reference, and applicable to all places of employment covered by 935 CMR 500.000.

- An operational plan for the cultivation of marijuana, including a detailed summary of the policies and procedures for cultivation, consistent with state and local law including, but not limited to, the Commission's Guidance on Integrated Pest Management effective November 1, 2019.
- Written policies and procedures for the cultivation, production, transfer or distribution of marijuana and marijuana products, as applicable, which shall include but not be limited to:
 - Methods for identifying, recording, and reporting diversion, theft, or loss, and for correcting all errors and inaccuracies in inventories. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(8);
 - Policies and procedures for handling voluntary and mandatory recalls of marijuana and marijuana products. Such procedures shall be adequate to deal with recalls due to any action initiated at the request or order of the Commission, and any voluntary action by MYC to remove defective or potentially defective marijuana or marijuana products from the market, as well as any action undertaken to promote public health and safety;
 - Policies and procedures for ensuring that any outdated, damaged, deteriorated, mislabeled, or contaminated marijuana or marijuana product is segregated from other marijuana and marijuana products and destroyed. Such procedures shall provide for written documentation of the disposition of the marijuana and marijuana products. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(12).
 - Policies and procedures for transportation. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(13);
 - Policies and procedures to reduce energy and water usage, engage in energy conservation and mitigate other environmental impacts. The policies and procedures, at a minimum, must be in compliance with 935 CMR 500.105(15) and 935 CMR 500.120(11).
 - Policies and procedures for ensuring fire safety in cultivation activities including, but not limited to, the storage and processing

of chemicals or fertilizers, in compliance with the standards set forth in 527 CMR 1.00: The Massachusetts Comprehensive Fire Safety Code;

- Policies and procedures for the transfer, acquisition, or sale of marijuana and marijuana products between Marijuana Establishments;
- Policies and procedures for developing and providing Vendor Samples to a Marijuana Product Manufacturer, a Marijuana Retailer or a Delivery Operator. Policies and procedures shall include methods by which MYC will adequately track, record, and document all Vendor Samples developed on, or provided from, the licensed Premises in satisfaction of 935 CMR 500.120(13);
- Policies and procedures for developing and providing Quality Control Samples to employees for the purpose of ensuring product quality and determining whether to make the product available to sell. Policies and procedures shall include methods by which MYC will adequately track, record, and document all Quality Control Samples developed on, or provided from, the licensed Premises in satisfaction of 935 CMR 500.120(14). Policies and procedures shall further prohibit consumption of Quality Control Samples on the licensed Premises; and
- Policies and procedures for packaging Marijuana and MYC shall retain all Wholesale Agreements entered into with Delivery Operators and shall make them available to the Commission upon request.
- Policies and procedures to ensure that all marijuana products are prepared, handled, and stored in compliance with the sanitation requirements in 105 CMR 590.000: State Sanitary Code Chapter X: Minimum Sanitation Standards for Food Establishments, and with the requirements for food handlers specified in 105 CMR 300.000: Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements; and
- Policies and procedures for maintaining a product catalogue identifying all types of marijuana products actively manufactured at the facility. The catalog shall include a description of the product, photograph or illustration, packaging design, and dosage amounts, including expected cannabinoid profile.

MYC's Maintenance of Financial Records

MYC operating policies and procedures ensure financial records are accurate and maintained in compliance with 935 CMR 500.105(9)(e). Financial records maintenance measures include policies and procedures requiring that:

- Confidential information shall be maintained in a secure location, kept separate from all other records, and shall not be disclosed without the written consent of the individual to whom the information applies, or as required under law, or pursuant to an order from a court of competent jurisdiction; provided however, the Commission may access this information to carry out its official duties.
- All recordkeeping requirements under 935 CMR 500.105(9) are followed, including:
 - Maintaining financial records in accordance with generally accepted accounting principles, consistently applied; and
 - Keeping written business records available for inspection by the Commission, on request, including but not limited to all records required in any section of 935 CMR 500.000, in addition to manual or computerized records of:
 - Assets and liabilities;
 - Monetary transactions;
 - Books of accounts, which shall include journals, ledgers, and supporting documents, agreements, checks, invoices, and vouchers;
 - Sales records including the quantity, form, and cost of marijuana products; and
 - Salary and wages paid to each employee and any executive compensation, bonus, benefit, or item of value paid to any persons having direct or indirect control over MYC.
- Additional written business records shall be kept, including, but not limited to, records of:
 - Compliance with liability insurance coverage under 935 CMR 500.105(10);
 - Compliance with surety bond or escrow requirements under 935 CMR 500.105(16);
 - Fees paid under 935 CMR 500.005 or under any other section of the Commission's regulations; and
 - Fines or penalties, if any, paid under 935 CMR 500.550 or under any other section of the Commission's regulations.

**MYC's Qualifications and Intended Trainings for Owners,
Managers and Marijuana Establishment Agents**

Pursuant to 935 CMR 500.101(1)(c)9, MYC provides below a detailed description of the minimum qualifications and intended training(s) for marijuana establishment agents who shall be employees.

Minimum Qualifications

Pursuant to 935 CMR 500.030(1), all employees of MYC shall:

- (a) be 21 years of age or older;
- (b) have not been convicted of an offense in the Commonwealth involving the distribution of controlled substances to minors, or a like violation of the laws of Other Jurisdictions; and
- (c) be determined suitable for registration consistent with the provisions of 935 CMR 500.802.

Pursuant to 935 CMR 500.802, all employees of MYC shall meet the suitability standards for registration as a marijuana establishment agent for a marijuana retail establishment, as these are the most stringent suitability standards:

1. In accordance with M.G.L. c. 94G, § 5, the Commission is prohibited from licensing a Marijuana Establishment where an individual who is a Person Having Direct or Indirect Control has been convicted of a felony or offense in an Other Jurisdiction that would be a felony in the Commonwealth, except a prior conviction solely for a Marijuana offense or solely for a violation of M.G.L. c. 94C, § 34, unless the offense involved distribution of a controlled substance, including Marijuana, to a minor.
2. For purposes of determining suitability based on background checks in accordance with 935 CMR 500.101(1)(b):
 - (a) All conditions, offenses, and violations are construed to include Massachusetts law or like or similar law(s) of Other Jurisdictions.
 - (b) All criminal disqualifying conditions, offenses, and violations include the crimes of attempt, accessory, conspiracy, and solicitation.
 - (c) Juvenile dispositions shall not be considered as a factor for determining suitability.
 - (d) Where applicable, all look back periods for criminal conditions, offenses, and violations included in 935 CMR 500.801: Table A commence on the date of disposition; provided, however, that if disposition results in incarceration in any institution, the look back period shall commence on release from incarceration.
 - (e) Unless otherwise specified in 935 CMR 500.801: Table A, a criminal condition, offense or violation shall include both convictions, which include guilty pleas and pleas of nolo contendere, and dispositions resulting in continuances without a

finding or other disposition constituting an admission to sufficient facts, but shall exclude other non-conviction dispositions.

3. Licensees and Registered Agents shall remain suitable at all times a License or registration remains in effect. An individual subject to this section shall notify the Commission in writing of any charge or conviction of an offense that would result in a presumptive negative suitability determination or mandatory disqualification under 935 CMR 500.801: Table A, 935 CMR 500.802: Tables B through D and 935 CMR 500.803: Table E within ten days of such individual's arrest or summons, and within ten days of the disposition on the merits of the underlying charge. Failure to make proper notification to the Commission may be grounds for disciplinary action. If the Commission lawfully finds a disqualifying event and the individual asserts that the record was sealed, the Commission may require the individual to provide proof from a court evidencing the sealing of the case.

Table B: Retail, Delivery-only Licensee or a Marijuana Establishment with a Delivery Endorsement, Social Consumption Establishment, and Transporter Marijuana Establishment Agents. Shall apply solely to applicants for registration as a Marijuana Establishment Agent at a Marijuana Establishment licensed pursuant to 935 CMR 500.100, as a Marijuana Retailer, Delivery-only Licensee or a Marijuana Establishment with a Delivery Endorsement, Social Consumption Establishment, or as a Marijuana Transporter, under 935 CMR 500.050.

Time Period	Precipitating Issue	Result
Present (during time from start of application process through action on application or renewal.)	Open/Unresolved Criminal Proceedings: Any outstanding or unresolved criminal proceeding, the disposition of which may result in a felony conviction under the laws of the Commonwealth or Other Jurisdictions, but excluding any criminal proceeding based solely on a Marijuana-related offense or a violation of M.G.L. c. 94C, § 32E(a) or § 34.	Presumptive Negative Suitability Determination
Present	Open Professional or Occupational License Cases	Presumptive Negative Suitability Determination

Present	Open/Unresolved Marijuana License or Registration Violations (Massachusetts or Other Jurisdictions): An outstanding or unresolved violation of the regulations as included in 935 CMR 500.000 or a similar statute or regulations of an Other Jurisdiction, which has either (a) remained unresolved for a period of six months or more; or (b) the nature of which would result in a determination of unsuitability for registration.	Presumptive Negative Suitability Determination
	Submission of Untruthful Information to the Commission Including, but Not Limited to: Submission of information in connection with an agent application, waiver request or other Commission action that is deceptive, misleading, false or fraudulent, or that tends to deceive or create a misleading impression, whether directly, or by omission or ambiguity, including lack of disclosure or insufficient disclosure; or making statements during or in connection with a Commission inspection or investigation that are deceptive, misleading, false or fraudulent, or that tend to deceive or create a misleading impression, whether directly, or by omission or ambiguity, including lack of disclosure or insufficient disclosure.	Presumptive Negative Suitability Determination
Time Period	Precipitating Issue	Result
Indefinite	Sex Offense: Felony conviction for a "sex offense" as defined in M.G.L. c. 6, § 178C and M.G. L. c. 127, § 133E or like offenses in Other Jurisdictions.	Mandatory Disqualification

Indefinite	Felony Convictions in Massachusetts or Other Jurisdictions: For trafficking crimes under M.G.L. c. 94C, § 32E, or like crimes in Other Jurisdictions, except convictions for solely Marijuana-related crimes under M.G.L. c. 94C, § 32E (a), or like crimes in Other Jurisdictions.	Mandatory Disqualification
Indefinite	Conviction or Continuance without a Finding (CWOFF) for Any Distribution of a Controlled Substance to a Minor	Mandatory Disqualification
Indefinite	Failure to Register as a Sex Offender in Any Jurisdiction	Mandatory Disqualification
Preceding Five Years	Crimes of Domestic Violence Including, but Not Limited to: Violation of an abuse prevention restraining order under M.G.L. c. 209A; and Violation of a harassment prevention order under M.G.L. c. 258E.	Presumptive Negative Suitability Determination
Indefinite	(For Agents Working for a Transporter and Delivery-only) Licensee or a Marijuana Establishment with a Delivery Endorsement Multiple Crimes of Operating under the Influence: Two offenses within a ten-year period; or three or more offenses within any period of time.	Presumptive Negative Suitability Determination

Time Period	Precipitating Issue	Result
Preceding Five Years	Felony Convictions in Massachusetts or Other Jurisdictions: For crimes of violence against a person or crimes of dishonesty or fraud, "violent crime" to be defined the same way as under M.G.L. c. 140, § 121 and M.G.L. c. 127, § 133E.	Mandatory Disqualification
Preceding Five Years	The applicant's or Licensee's prior actions posed or would likely pose a risk to the public health, safety, or welfare; and the risk posed by the applicant's or Licensee's actions relates or would likely relate to the operation of a Marijuana Establishment.	May make a Negative Suitability Determination in accordance with 935 CMR 500.800(8)

If MYC determines that one of MYC's registered marijuana agents has not properly notified the Commission in accordance with 935 CMR 500.802(3), or has otherwise become unsuitable for registration as a marijuana establishment agent and/or employment as a marijuana establishment agent, MYC shall immediately terminate the marijuana establishment agent's employment and shall notify the Commission within one (1) business day that the marijuana establishment agent is no longer suitable for registration as a marijuana establishment agent and no longer associated with MYC.

Training

As required by 935 CMR 500.105(2)(a), MYC shall ensure that all of MYC's agents has successfully completed a comprehensive training program that is tailored to the roles and responsibilities of their job, prior to performing their job functions, including, but not limited to the Responsible Vendor Training Program. Agents responsible for tracking and entering product into the Seed-to-sale SOR must receive training in a form and manner determined by the Commission. At a minimum, MYC staff shall receive eight hours of on-going training annually.

In compliance with 935 CMR 500.105(2)(b)(1), at the time of licensure, all of MYC's current owners, managers, and employees shall have attended and successfully completed a Responsible Vendor Training Program operated by an education provider accredited by the Commission to

provide the annual minimum of two hours of Responsible Vendor Training to marijuana establishment agents.

In compliance with 935 CMR 500.105(2)(b)(2), MYC's new owners, managers, and non-administrative employees shall complete the Responsible Vendor Training Program within ninety (90) days of the date they are hired.

In compliance with 935 CMR 500.105(2)(b)(3), MYC's owners, managers, and non-administrative employees shall successfully fulfill the four-hour RVT requirement every year thereafter.

MYC shall also encourage employees who are not owners, managers, or who do not handle or sell marijuana, to take the Responsible Vendor Training Program on a voluntary basis.

In compliance with 935 CMR 500.105(2)(b), MYC shall maintain records of Responsible Vendor Training Program for at least four (4) years and make them available during normal business hours for inspection by the Commission and any other applicable licensing authority upon request.

In compliance with 935 CMR 500.105(2)(b)7, and as part of the Responsible Vendor Training Program, MYC's owners, managers, and non-administrative employees shall receive yearly training on a variety of topics relevant to marijuana, marijuana products, and marijuana establishment operations, including but not limited to the following:

- a. Discussion concerning Marijuana's effect on the human body. Training shall include:
 - i. Scientifically based evidence on the physical and mental health effects based on the type of Marijuana Product;
 - ii. The amount of time to feel impairment;
 - iii. Visible signs of impairment; and
 - iv. Recognizing the signs of impairment.
- b. Diversion prevention and prevention of sales to minors, including best practices;
- c. Compliance with all tracking requirements;
- d. Acceptable forms of identification. Training shall include:
 - i. How to check identification;
 - ii. Spotting and confiscating fraudulent identification;
 - iii. Patient registration cards currently and validly issued by the Commission;
 - iv. Common mistakes made in identification verification.

- v. Prohibited purchases and practices, including purchases by persons younger than 21 years of age in violation of M.G.L. c. 94G, § 13.
- e. Other key state laws and rules affecting Marijuana Establishment Agents, which shall include:
 - i. Conduct of Marijuana Establishment Agents;
 - ii. Permitting inspections by state and local licensing and enforcement authorities;
 - iii. Local and state licensing and enforcement, including registration and license sanctions;
 - iv. Incident and notification requirements;
 - v. Administrative, civil, and criminal liability;
 - vi. Health and safety standards, including waste disposal;
 - vii. Patrons prohibited from bringing Marijuana and Marijuana Products onto licensed premises;
 - viii. Permitted hours of sale;
 - ix. Licensee responsibilities for activities occurring within licensed premises;
 - x. Maintenance of records, including confidentiality and privacy; and
 - xi. Such other areas of training determined by the Commission to be included in a Responsible Vendor Training Program.

Pursuant to 935 CMR 500.105(9)(d)2(d) and (g), MYC shall maintain documentation of all required training, including training regarding privacy and confidentiality requirements, and the signed statement of the individual indicating the date, time, and place he or she received said training and the topics discussed, including the name and title of presenters, as well as a notice of completed responsible vendor and eight-hour related duty training.

At the MYC cultivation facility, all employees will be given orientation training, informing them of the safety hazards and requirements for safety throughout the facility as well as discussing details of the sanitization and decontamination processes. Job specific training will be done prior to duties being performed except for the hands on training required to obtain familiarity with the equipment and processes.