

MASSACHUSETTS MEDICAL MARIJUANA DISPENSARY

CULTIVATION FACILITY OPERATIONS MANUAL

DATED: June 1, 2015

REVISION NO.: 3A

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Chapter Seven

Cultivation Facility Operations Manual

The cultivation facility standard operations procedures are updated on an as needed basis. All employees are encouraged to contribute suggestions for cost savings, efficiency, and for creating a better product for your customers and patients. The procedures below are put into place in order to create a facility where employees can work safely, productively, and to optimize the output.

SECTION 1. FACILITY ACCESS

- a. All employees are issued swipe cards, with access to proper rooms embedded on the black stripe on each card.
- b. Each card will allow entrance and exit to the facility, and each swipe is recorded in a database to insure employee and product integrity.
- c. ***If you loan or use your swipe card for another employee, other than a manager opening a door for an employee for a particular work issue, you will be terminated immediately.***
- d. Upon entering the facility for your work shift, all employees must change into company provided scrubs. At the end of the shift, please put them in the laundry baskets found in the locker rooms.
- e. All access and entry must be done on individual swipe cards. For example, holding the door open for another employee is not allowed, unless the employee also swipes their card. Whether entering as a group or individually, **all present must swipe the entry and exit keypads.**
- f. Vendors and visitors must be logged into the guest book with their name, date, time of entry and time of exit. Additionally, they must put down a reason for their visit or who they are there to see. Please see the next section for further details.
- g. The cultivation facility is operational twenty-four hours a day, every day including holidays. However, the third shift (midnight until 8 a.m. is a skeleton shift, consequently the building security system is armed. Each swipe card has an exit code embedded into it. ***Once you leave the building during this shift, you must ring the buzzer to be readmitted into the building for security purposes.***