



ALL STATE CULTIVATION MANUAL BOOK OF STANDARD OPERATING PROCEDURES (SOPs)

Developed in Alignment with Best Operational Practices

| HARVEST | | | |
|---|---------------------|-------------------|---------|
| CULT-S106 | APPROVED SIGNATURE: | | |
| EFFECTIVE DATE: | REVISION: | DEPT: Cultivation | AUTHOR: |
| ASSOCIATED DOCUMENTS: CULT-F106, CULT-F109, CULT-S124, SANI-F102 | | | |
| RESPONSIBILITY: [Director of Cultivation], [Cultivation Manager], [Cultivation Technician], [Inventory Manager] | | | |

PURPOSE

After eight (8) to ten (10) weeks in the flowering phase, plants are ready for harvest. It is imperative the facility Production Plan is followed because any crop harvested late will have an impact on the processing of all the following crops. The primary goals of the harvest process are to harvest crops at the ideal stage for yield, potency and disease prevention and transfer them to the [Dry Room] in an efficient, sanitary and organized manner while accurately recording all relevant data during the entire process.

EQUIPMENT & SUPPLIES

| | | | |
|--------------------------|------------------|--------------------------------|----------------------------|
| [Harvest Transport Cart] | [Nitrile Gloves] | [Brooms] | [20 Gallon Plastic Liners] |
| [Permanent Markers] | [Ziploc Bags] | [Pruners or Harvesting Shears] | [14 Gallon Bins] |
| [Certified Scale] | [Loppers] | [Green Waste Container] | [Regular Waste Container] |

PROCEDURES

NOTE: Employees must wear new [nitrile gloves] during the entire process and change them when they become coated in plant material, or every [sixty (60) minutes] whichever is more frequent. Always change gloves between strain changes; after touching the ground or any unsanitary surface; after every break; or when a glove becomes ripped or torn.

NOTE: Plan for all breaks so employees are not in the middle of harvesting a plant. Plants desiccate quickly once they have been cut at the stalk and must be transferred from the [Trim Room] to the [Dry Room] as quickly as possible.

NOTE: Harvesting requires at least two Cultivation Staff Members to ensure accountability and ease of process.

Never harvest plants and leave them sitting out during a break. Cease the harvesting process prior to breaks and coordinate employees to ensure all plants that have been cut are transferred to the [Dry Room] prior to any breaks.

1. PREPARATION OF EQUIPMENT & SUPPLIES

- 1.1. Gather at least [two (2) harvest transport carts], [sixteen (16) sanitized fourteen (14) gallon bins], [pruners], [loppers], [Ziplock bags], [permanent markers], [brooms], [scale], and [waste containers] and take to the [Flower Room/Bay] for harvesting processes.
- 1.2. Insert a [(20) gallon plastic food grade liner] in each of the bins.
- 1.3. Place the [Certified Scale] on a stable table in the [Harvest Zone].
- 1.4. Referring to **CULT-F109 Harvest Schedule** locate and identify all benches to be harvested.
 - 1.4.1. Visually inspect to ensure the schedule is accurate, and the selected plants display no issues that would prevent a harvest.
- 1.5. From the [Flowering Room/Bay] bring the benches of plants to be harvested to the [Harvest Zone].

2. HARVESTING

| HARVEST | | | |
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- 2.1. Remove the top level of the [trellis] from each bench by lifting it up and off of the crop in one (1) piece.
- 2.2. Only harvest one (1) plant at a time.
- 2.3. Using a lopper, place the plant at the base of the stem one inch (1") above the soil line.
- 2.4. Using a [pruner] remove the plant's single branches one at a time and lay them horizontally in a [lined bin].
 - 2.4.1. Only put ONE (1) plant in each bin. DO NOT split the plant into multiple bins.
- 2.5. Place all leaves, stems and flower in the [bin] ensuring all above ground plant mass is in the bin.
- 2.6. Place the plant's [state tracking system] tag on top of the material in the bin,
- 2.7. Set the plant filled bin on a table near the certified scale.
- 2.8. The [Cultivation Manager] weighs each plant filled bin.
 - 2.8.1. Place an empty lined bin on the scale and tare.
 - 2.8.2. Place a plant filled bin on the scale and with a permanent marker write the weight in kilograms on the back of the [state tracking system] tag.
 - 2.8.3. Place the [state tracking system] tag on top of the plant material in the bin.
 - 2.8.4. Place the weighed [bin] on a [harvest transport cart].
- 2.9. When the [harvest transport cart] is full, move it to the [Dry Room].
- 2.10. Repeat Step 2.1 through Step 2.9 until all scheduled crops have been harvested and transported to the [Dry Room].
- 2.11. Record this movement of product in [the Inventory Tracking System]

SANITATION

1. CLEAN UP MATERIALS

- 1.1. Dispose of all used [plastic liners] and [trellis netting] in the [general waste container].

2. CLEAN WORK AREA

- 2.1. Clean all [loppers], [pruners], [scale] and [bins] according to **CULT-S124 General Sanitation**.
- 2.2. Handle all green waste generated during the process according to **CULT-S125 Plant Waste Disposal** and **CULT-S124 General Sanitation** and record actions on **CULT-F106 Green Waste Consolidation Log**.
- 2.3. Clean work areas according to **CULT-S124 General Sanitation** and record actions on **SANI-F102 Daily/Weekly Sanitation Checklist**.

| CURING | | | |
|--|---------------------|-------------------|---------|
| CULT-S118 | APPROVED SIGNATURE: | | |
| EFFECTIVE DATE: | REVISION: | DEPT: Cultivation | AUTHOR: |
| ASSOCIATED DOCUMENTS: CULT-S124, SANI-F102, CULT-F106, CULT-F109, CULT-S125 | | | |
| RESPONSIBILITY: [Director of Cultivation], [Cultivation Manager], [Cultivation Technicians], [Post Harvest Manager], [Inventory Manager] | | | |

PURPOSE

Following the drying process, all plant material is cured prior to sale as flower or processing into concentrates or edibles. While the bulk of excess moisture is removed while drying, the curing process allows for further breakdown of chlorophyll and the creation of secondary terpenes. These are critical steps to create a more flavorful and pleasant experience with the finished product. Plant material entering the [Cure Room] will either come straight from the [Dry Room] after drying is complete, or from the [Trim Room] following the trim process.

EQUIPMENT AND SUPPLIES

| | | | |
|---------------------|----------------------------|----------------------|------------------|
| Nitrile Gloves | [Strip Tags] | [Certified Scale] | [14 Gallon Bins] |
| [Permanent Markers] | [20 Gallon Plastic Liners] | [Blue Painters Tape] | |

PROCEDURES

NOTE: Employees must wear [fresh nitrile gloves] during the entire process. Always change gloves between strain changes, after touching the ground or any unsanitary surface, after every break, when a glove becomes ripped or torn, or when switching to another mother plant.

NOTE: Only one (1) variety of plants can be processed at a time to prevent confusion and mixing of different varieties, to allow time for changing [plastic liners], recording weights, and removal of green waste.

1. POST DRYING CURING PROCESS (NO TRIM)

- 1.1. Gather nitrile gloves, [strip tags], [permanent markers], [scale], [bins/liners] to the [Trim Room].
- 1.2. Bring [baker's racks] containing only one (1) variety of plant material that has reached a moisture content of [8.5% to 9.5%] to the [Trim Room].
- 1.3. On the certified scale tare an empty, freshly [lined fourteen (14) gallon bin] and enter the weight on **CULT-F109 Harvest Schedule**.
- 1.4. Empty the dry plant material into the container/bin, and cover with a lid.
 - 1.4.1. Fill the container/bin [three-quarters (¾) full].
- 1.5. With a [permanent marker] write on a [strip tag] the [plant variety name and harvest date], and affix to an outer corner of the container with [blue painters' tape].
- 1.6. On the certified scale, weigh the container/bin and enter the data in the [state tracking system].
- 1.7. Transport all processed containers/bins to the [Cure Room].
- 1.8. Plant material remains in the [Cure Room] for a [minimum of six (6) days] and a [maximum of twenty (21) days] at a temperature of [sixty-five degrees Fahrenheit (65° F)] and a relative humidity (RH) of [sixty percent (60%)].
- 1.9. Once a day, the [Post Harvest Manager] opens each container/bin, turns the plant material, and inspects the moisture content.

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- 1.9.1. If the moisture content is between [9% to 11%] then the Manager places the lid back on the container/bin.
- 1.9.2. If the moisture content appears to be more than [11%] then the lid is left off the container/bin for [one (1) to four (4) hours] to allow moisture to escape before placing the lid back on the container/bin.

2. POST TRIMMING CURING PROCESS

- 2.1. Transport container/bins of plant material from the [Trim Room] to the [Cure Room].
- 2.2. [Plant material] remains in the [Cure Room] for a minimum of [six (6) days] and a maximum of [twenty (21) days] at a temperature of [sixty-five degrees Fahrenheit (65° F)] and a relative humidity (RH) of [sixty percent (60%)].
- 2.3. Once a day, the [Post Harvest Manager] opens each container/bin, hand turns the trimmed plant material, and measures the moisture content with the [moisture meter].
 - 2.3.1. If the moisture content is determined by the [moisture meter] to be between [nine percent (9%)] and [eleven percent (11%)] place the [lid] back on the [bin].
 - 2.3.2. If the moisture content is determined by the [moisture meter] to be more than [eleven percent (11%)] then the lid is left off the container/bin for [one (1)] to [four (4)] hours to allow moisture to escape before placing the lid back on the container/bin.

SANITATION

1. CLEAN UP MATERIALS

- 1.1. Return all unused supplies to their appropriate storage area.
- 1.2. Clean [baker's racks and trays] used during the process according to **CULT-S124 General Sanitation**.

2. CLEAN WORK AREA

- 2.1. Handle all green waste generated during the process according to **CULT-S125 Plant Waste Disposal** and record actions on **CULT-F106 Green Waste Consolidation Log**.
- 2.2. Clean work areas according to **CULT-S124 General Sanitation** and record actions on **SANI-F102 Daily/Weekly Sanitation Checklist**.



Together we can shape the cannabis industry for the greater good. Shoot us an email or give us a call to start collaborating.

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