



MISSOURI CULTIVATION MANUAL

BOOK OF STANDARD OPERATING PROCEDURES (SOPs)

Developed in Alignment with Missouri Regulations (2020)
Title 19 of the Missouri Code of State Regulations, Division 30, Chapter 95

PLANT WASTE DISPOSAL			
CULT-S125	APPROVED SIGNATURE:		
EFFECTIVE DATE:	REVISION:	DEPT: Cultivation	AUTHOR:
ASSOCIATED DOCUMENTS: CULT-F106, CULT-F107, CULT-F108,			
RESPONSIBILITY: [Director of Cultivation], [Cultivation Manager], [Cultivation Technicians], [Inventory Manager], [Cultivation Lead], [Assistant Manager]			

PURPOSE

Regardless of the source, all green waste generated during the production of cannabis must be accounted for, weighed, destroyed and disposed of according to protocol. Decaying plant material can be a source of fungal and bacterial infestations so plant material that has entered the waste stream must never sit overnight in any area other than the [Waste Consolidation Zone].

RELEVANT REGULATIONS

19 CSR 30-95.040(4)(E): Any excess or unusable medical marijuana or medical marijuana byproduct of a cultivation, manufacturing, dispensary, testing, or transportation facility shall be disposed of in the following manner, as applicable:

1. Solid and liquid wastes generated during medical marijuana production and processing must be stored, managed, and disposed of in accordance with applicable state, tribal, local, and municipal laws and regulations. Facilities must keep records of the final disposal destinations of all such wastes for at least five (5) years;
2. Wastewater generated during medical marijuana production and processing must be disposed of in compliance with applicable state, tribal, local, and municipal laws and regulations;
3. Wastes from the production and processing of medical marijuana plants must be evaluated against state hazardous waste regulations to determine if those wastes qualify as hazardous waste. It is the responsibility of each waste generator to properly evaluate their waste to determine if it is a hazardous waste per 40 CFR 262.11. If a generator's waste does qualify as a hazardous waste, then that waste is subject to the applicable hazardous waste management standards
 - A: All solid waste, as defined by 40 CFR 261.2, must be evaluated under the hazardous waste regulations, including:
 - (I): Waste from medical marijuana flowers, trim, and solid plant material used to create an extract;
 - (II) Waste solvents, pesticides, and other similar materials used in the cultivation, manufacturing, or testing process;
 - (III) Discarded plant waste, spent solvents, and laboratory wastes from any medical marijuana processing or quality assurance testing; and
 - (IV) Medical marijuana extract that fails to meet quality testing.
 - B. Medical marijuana flowers, trim, and solid plant material are not in themselves considered hazardous waste unless they have been treated or contaminated with a hazardous waste constituent;
4. Medical marijuana waste that does not qualify as hazardous waste per 40 CFR 262.11 must be rendered unusable prior to leaving a facility, including plant waste, such as roots, stalks, leaves, and stems;
5. Medical marijuana plant waste that does not qualify as hazardous may be rendered unusable by grinding and incorporating the medical marijuana plant waste with other nonhazardous ground materials, so the resulting mixture is at least fifty percent (50%) nonmarijuana waste by volume. Material used to grind with the medical marijuana may be either compostable waste or non-compostable waste. Other methods to render medical marijuana waste unusable must be approved by the department before implementation.
 - A: Compostable mixed waste: Medical marijuana waste to be disposed as compost feedstock or in another organic waste method (for example, anaerobic digester) may be mixed with the following types of waste materials:
 - (I): Food waste;
 - (II) Yard waste; or
 - (III) Vegetable based grease or oils.
 - B: Non-Compostable mixed waste: Medical marijuana waste to be disposed in a landfill or another disposal method (for example, incinerator) may be mixed with the following types of waste materials:
 - (I) Paper waste;
 - (II) Cardboard waste;
 - (III) Plastic waste; or
 - (IV) Soil;
6. Medical marijuana waste that has been rendered unusable may be delivered to a permitted solid waste facility for final disposition. Examples of acceptable permitted solid waste facilities include:

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A: For compostable mixed waste: Compost, anaerobic digester, or other facility with approval of the local health department; and

B: For non-compostable mixed waste: Landfill, incinerator, or other facility with approval of the local health department; or

- All facility waste of any type must be stored securely before final disposition, which can be done within the facility in areas designated for disposal activities or, if necessary, outside the facility in a locked, tamper resistant receptacle

19 CSR 30-95.040(4)(F): All cultivation, manufacturing, dispensary, testing, and transportation facilities must establish and follow procedures to ensure medical marijuana remains free from contaminants. The procedures must address, at a minimum:

- The flow through a facility of any equipment or supplies that will come in contact with medical marijuana including receipt and storage;
- Employee health and sanitation;
- Environmental factors, such as:
 - Floors, walls, and ceilings made of smooth, hard surfaces that are easily cleaned;
 - Temperature and humidity controls;
 - A system for monitoring environmental conditions;
 - A system for cleaning and sanitizing rooms and equipment;
 - A system for maintaining any equipment used to control sanitary conditions; and
 - For cultivation and manufacturing facilities, an air supply filtered through high efficiency particulate air filters under positive pressure.

EQUIPMENT AND SUPPLIES

[Nitrile Gloves]	[Regular Waste Container]	[Green Waste Container]
[Pruner]	[Grinder]	[50 Gallon Liners]
[Permanent Markers]	[Label Tags]	[Certified Scales]
[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: Cultivation areas will have [green waste containers], clearly labeled '[Marijuana/Cannabis] Plant Waste Only' on [location of label: the front and the lid]. [These containers will have trash bags liners in them [and will be secured with a lid]]. Plant waste will be collected and transported to [Waste Consolidation Zone] by the [two authorized employees].

NOTE: If waste relates to an actual plant, actions are recorded on **CULT-F108 Plant Destruction Log**. If waste relates to shake trim and pruning waste (dead clones, dead plants, triaged plants, trim waste, leaf waste, necrotic leaves) actions are recorded on **CULT-F106 Green Waste Consolidation Log**.

1. PLANT DESTRUCTION

- Identify plants that may need to be destroyed, inform the [Cultivation Manager] or [Director of Cultivation] and receive approval to move forward with destruction.
- Complete **CULT-F108 Plant Destruction Log**.

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- 1.3. Remove the METRC tags, place in a [Ziploc bag], and attach the bag to **CULT-F108 Plant Destruction Log**.
- 1.4. With a pruner cut the plant at the base of the stem just above the soil line and deposit in a [plastic lined] [Green Waste Container].
- 1.5. Place the growing media in a [Regular Waste Container], or transport with a cart or pallet jack to the [Waste Consolidation Zone].
- 1.6. Once the [Green Waste Container] is full, remove the bag and write with a [permanent marker on a blue painters' tape label] the following information from METRC:
 - Cultivation Zone
 - Date
 - Quantity of Plants
- 1.7. Place the labeled bag back into the [Green Waste Container] and move it to the [Waste Consolidation Zone].
- 1.8. Remove the bag and place it in a [Locked Waste Consolidation Container].
- 1.9. Replace the [liner] in the [Green Waste Container] and return the container to [its designated location].
- 1.10. The [Inventory Manager] checks the accuracy of the information on **CULT-F108 Plant Destruction Log**, records the information in METRC, and signs for release for destruction and disposal on **CULT-F108 Plant Destruction Log**.

2. GREEN WASTE GENERATION

- 2.1. Green waste generated during cultivation is deposited in a [plastic bag lined] [Green Waste Container].
- 2.2. As green waste is generated, it is recorded on **CULT-F106 Green Waste Consolidation Log**.

Note: When harvesting multiple batch numbers simultaneously, waste from each individual batch number must be placed in a separate [Green Waste Container] to maintain traceability.

- 2.3. Once the [Green Waste Container] is [three quarters (¾) full], write with a [permanent marker on blue painters' tape label] the following information from the [state tracking tag]:
 - Cultivation Zone
 - Date
 - Unique Identifiers of Plant Material
- 2.4. Prior to transporting the green waste to the [Waste Consolidation Zone], the [Cultivation Manager] verifies **CULT-F106 Green Waste Consolidation Log** is properly completed.
- 2.5. Place the labeled bag back into the [Green Waste Container] and move it to the [Waste Consolidation Zone].
- 2.6. Remove the bag and place it in a [Locked Waste Consolidation Container].
- 2.7. Replace the [liner] in the [Green Waste Container] and return the container to [its designated location].

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2.8. The [Inventory Manager] checks the accuracy of the information on **CULT-F106 Green Waste Consolidation Log**, records the information in METRC, and signs for release for destruction and disposal.

3. GROWING MEDIA WASTE TRANSPORT

3.1. Regardless of the reason for the disposal of a plant, the remaining root ball and soil is placed in a [self-dumping hopper].

3.2. When the [hopper] is full, the [growing media] is transported to the [Waste Consolidation Zone].

3.3. The [growing media] is stored until it is used to either dilute plant waste or transported to the [Waste Disposal Zone].

4. WASTE DISPOSAL BY CHIPPER/GRINDER

4.1. Under the supervision of the [Cultivation Lead] or [Assistant Manager], at the end of each day retrieve waste from the [Waste Consolidation Zone] and transport it to the dumpster.

4.2. Under the supervision of the [Cultivation Lead] or [Assistant Manager], grind the material with a chipper or grinder.

4.2.1. [Coco Coir]/root balls must be ground and mixed into the plant waste achieving at least fifty-one percent (51%) mixture of [Coco Coir] to plant waste by volume.

4.3. Transport waste to the locked [waste disposal dumpster].

4.4. Unlock the [waste dumpster]; open the lid, empty the waste in the dumpster, ensure no waste or debris is left on the ground, close and relock the lid.

4.5. Record actions on **CULT-F107 Chipper/Grinder Waste Destruction Log**. Records of final disposition will be stored at the facility for a minimum of five (5) years.

RECORD KEEPING

Destruction actions will be recorded on either **CULT-F106**, **CULT-F107**, and **CULT-F108** and records of final disposal and waste hauling will be maintained both physically and electronically for a minimum of five (5) years.

POINT

GROUP

GENERATING A SALES ORDER			
CULT-S138	APPROVED SIGNATURE:		
EFFECTIVE DATE:	REVISION:	DEPT: Cultivation	AUTHOR:
ASSOCIATED DOCUMENTS: CULT-F128			
RESPONSIBILITY:			

PURPOSE

A major component of inventory control is complete transparency and proper management of finished goods. To that end, all outgoing inventory will undergo processes coordinated by the [Post-Harvest Manager, Packaging Lead], and [Inventory Manager] to ensure seamless transmission of inventory data and movement of finished goods. An accurate, successful order fulfillment begins with a sales order that is created within the [Post-Harvest Department].

RELEVANT REGULATIONS

19 CSR 30-95.050(2)(E): Cultivation facilities shall not transfer medical marijuana from the facility, except to a testing facility, until the medical marijuana has been tested by a testing facility, according to the provisions of 19 CSR 30-95.070, and the cultivation facility has received verification from the testing facility that the medical marijuana passed all required testing.

19 CSR 30-95.040(4)(G)(3): Each facility shall use a department-certified seed-to-sale tracking system to track medical marijuana from seed or immature plant stage until the medical marijuana is purchased by a qualifying patient or primary caregiver or destroyed. Records entered into the seed-to-sale tracking system must include each day's beginning inventory, harvests, acquisitions, sales, disbursements, remediations, disposals, transfers, ending inventory, and any other data necessary for inventory control records in the statewide track and trace system.

19 CSR 30-95.040(4)(K)(7): Marijuana and marijuana-infused products must, at all times, be tagged with traceability information generated by the statewide track and trace system.

EQUIPMENT AND SUPPLIES

Pens	<i>CULT-F128 Sales Order Form</i>
Nitrile Gloves	Desktop/Laptop

PROCEDURES

1. GENERAL PACKAGING

Note: Employees will wear fresh nitrile gloves during the inventory confirmation process

- 1.1. An order request will be electronically communicated by email to both the [Inventory Manager] and [Post-Harvest Manager] from the licensed, receiving entity.
- 1.2. The [Inventory Manager] will verify in METRC that the requested inventory is:
 - 1.2.1. In stock and in sufficient amounts to complete the request;
 - 1.2.2. Ready for sale in terms of proper cure and condition of material; and
 - 1.2.3. Available for sale with accompanying, passing test results and the potency is within the allowable limits set forth by the DHSS.
- 1.3. Once the [Inventory Manager] has inspected the finished material, they will confirm the availability of the requested items with the [Post-Harvest Manager].

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- 1.4. The [Post-Harvest Manager] will coordinate distribution logistics with the [Packaging Lead] to ensure the packaging and shipment preparation can occur in a timely manner.
- 1.5. [Post-Harvest Manager] will adhere RFID tags to each package of product to be transferred out.
- 1.6. With packaging confirmation, the [Post-Harvest Manager] will fill out **CULT-F128 Sales Order Form** with the appropriate batch identifier, strain, and quantities for each requested item.
- 1.7. **CULT-F128 Sales Order Form** will then be given to the [Packaging Lead] who will enact the process of preparing the order for shipment.

SANITATION

1. Replace any inventory storage bins that were verified, with lids closed tightly and accompanying labels and identifying information in the proper location.
2. Dispose of the nitrile gloves in a regular waste container.

RECORD KEEPING

[dba name] will maintain records of all Sales Orders and Receipts both physically and electronically, recording the status of the sale within the Inventory Tracking System. Physical records of traceability and receipts of purchase and acceptance of product will be physically maintained for five (5) years.

POINT 7
GROUP



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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