

HIGHLANDS

Creating Labels and Child Packages SOP

Written by: Nicole VanNortwick/Highlands Grow

PURPOSE

This Standard Operating Procedure explains the functional operation of Highlands labeling and creating child packages for fulfillment

SCOPE

This is a company-wide procedure that covers the operation and organization for labeling and creating child packages

RESPONSIBILITIES

- **Ensure accuracy on packaging labels**
- **Organize product by harvest and METRC ID**
- **Compliance Department** – Ensure all SOPs are written in compliance with all state and local rules and regulations.

Rules and Regulations (Cannabis Regulatory Agency of Michigan)

R 420.504 Marihuana product sale or transfer; labeling and packaging requirements. Rule 4. (1) Before a marihuana product is sold or transferred to or by a marihuana sales location, the container, bag, or product holding the marihuana product must be sealed and labeled with all of the following information: (a) The name and the state license number of the cultivator or producer, including business or trade name, and package tag as assigned by the statewide monitoring system. (b) The name and the marihuana license number of the licensee that packaged the product, including business or trade name, if different from the producer of the marihuana product. (c) Date of harvest, if applicable. (d) Name of strain, if applicable. (e) Net weight in United States customary or metric units. (f) Concentration of Tetrahydrocannabinol (THC) and cannabidiol (CBD) as reported by the laboratory after potency testing along with a statement that the actual value may vary from the reported value by 10%. (g) Activation time expressed in words or through a pictogram. (h) Name of the laboratory that performed any passing compliance testing on the product in final form and any test analysis date. (i) The universal symbol for marihuana product published on the agency's website. (j) A warning that includes all the following statements: (i) "It is illegal to drive a motor vehicle while under the influence of marihuana." (ii) "National Poison Control Center 1-800-222-1222." (iii) For products being sold by a marihuana facility that exceed the maximum THC levels allowed for products sold under MRTMA, "For use by registered qualifying patients only. Keep out of reach of children." (iv) For all other products, "For use by individuals 21 years of age or older or registered qualifying patients only. Keep out of reach of children." (v) In clearly legible type and surrounded by a continuous heavy line: "WARNING: USE BY PREGNANT OR BREASTFEEDING WOMEN, OR BY WOMEN PLANNING TO BECOME PREGNANT, MAY RESULT IN FETAL INJURY, PRETERM BIRTH, LOW BIRTH WEIGHT, OR DEVELOPMENTAL PROBLEMS FOR THE CHILD." (2) An edible marihuana product sold by a marihuana sales location must comply with R 420.403(7) to (10). (3) An infused marihuana product sold by a marihuana sales location must comply with R 420.403(7). (4) A marihuana sales location must make available to every customer at the time of sale a pamphlet measuring at least 3.5 inches by 5 inches, that includes, at minimum, the statement "National Poison Control Center Hotline 1-800-222-1212," and at least two of the following statements: (a) Marijuana use during adolescence may affect the developing brain negatively by impairing thinking and problem solving. Page 5 Courtesy of Michigan Administrative Rules (b) Marijuana use during adolescence may affect the

HIGHLANDS

developing brain negatively by impairing memory and learning. (c) Marijuana use during adolescence may affect the developing brain negatively by impairing coordination. (d) Marijuana use during adolescence may affect the developing brain negatively by impairing ability to maintain attention. (e) Marijuana use during adolescence may impact performance in school. (f) Marijuana use during adolescence may impact the risk of mental health issues. (g) Marijuana use during adolescence may impact driving abilities. (h) Marijuana use during adolescence may impact the potential for addiction. (i) Any other statement as approved by the agency and published on the agency's website. History: 2020 AACS; 2022 MR 5, Eff. Mar. 7, 2022

Required tools/Equipment

- ● **Primera Printer (LX3000), 4"x3" label stock, Lx3000 Dye Ink**
- **"Refer to (How To Print) PDF on Desktop if confused"**
- **1: Printer Setup**
 - Load 4" x 3" Primera full label stock into printer
 - Open top of printer and place roll onto printer roller
 - Feed paper edge into printer and it will auto detect
 - Slide label stock guide to .5mm from edge of paper
 - Ensure sensor under the roll is on the 7th line (middle of roll)
 - If the roll runs out hit (unload) bottom button on printer, remove old roll and replace with new 4x3 Primera stock.
 - Check Ink cartridges (will not print if they get below 10%)
 - If ink empty:
 - Power printer off
 - Open drawer under the printer and open an ink box
 - Ex: Blue: pull back on blue tab and lift the ink cartridge straight up holding the gray plastic on top.
 - Gently replace ink cartridge and turn on the printer
 - *if ink says missing use a different cartridge (chip broken)
 - Printer configuration
 - Output/cut mode: set to cut on button press
 - Label offsets: set to either est. -10 or +10 depending on label.
- **2: Metric Reqs**
 - Reference order invoice to select strains
 - assign metric tag to a specific amount 1 tag = 100 pre rolls, these are referred to as a child, once a child is assigned it can not be used of another amount
 - on the back of the tag write the: order number, strain, harvest batch, and quantity)
 - keep tag with the labels at all times
- **3: File Selection**
 - Open Desktop folder corresponding to order type (Bulk, Full, Triple, Med, ect.)
 - Locate Strain in the folder
 - Select batch matching order: (0301) (0638) (ect.)
 - Open file with acrobat
 - Change last (4) digits of the tag number to match the assigned metric tag.
 - Save File (DO NOT SAVE AS!!)
- **4: Printing: Basics**

HIGHLANDS

- Open desired file as a preview (right click)
- File < Print
- Select either Left or Right Primera
- Print 1 to test alignment (if wrong, set offsets to a higher or lower amount)
- Once aligned print order quantity + 5 labels.

- **4a: Full Labels**
 - Folder path: (new)full labels < Strain < batch #
 - Open via acrobat and edit metric tag # only
 - Save and close
 - Open via Preview and print
 - Use (full label) paper size

- **4b: Bulk Labels**
 - Folder Path: Desktop < Bulk Labels < Strain < Batch #
 - Open via acrobat and edit metric tag # only using (edit PDF) tab on right
 - Change weight in Blue form field (will not work in edit mode)
 - Save and close
 - Load Avery 5164 Shipping labels (3 x 6) into Kyocera
 - Open via Preview, and print to Kyocera Printer using (U.S. Letter) size
 - If logo label and COA tag are on separate PDF's print one at a time

- **6: Distribution**
 - Take labels to the production team and write in the last four digits of the tag number on the order located on the garage door.