

# HIGHLANDS

## Production SOP

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### PURPOSE

This Standard Operating Procedure explains the functional operation of Highlands production and packaging procedure for 1) bulk flower, 2) prepacked, and 3) prerolls.

### SCOPE

This is a company-wide procedure that covers the Pre and Post processing procedure for packaging prerolls, prepacked, and bulk cannabis.

### RESPONSIBILITIES

- **Ensure accuracy on packaging**
- **Only package good, quality prerolls**
- **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 420.303a Producer and sales location packaging and testing requirements. Rule 3a. (1) A producer shall give a marijuana product a new package tag anytime the marijuana product changes form or is incorporated into a different product. (2) A producer of a marijuana product in its final form shall have the sample tested pursuant to R 420.304 and R 420.305. The producer shall quarantine products from all other products when Page 5 Courtesy of Michigan Administrative Rules the product has test results pending. The producer shall not transfer or sell a marijuana product to a marijuana sales location until after test results entered into the statewide monitoring system indicate a passed result for all required safety tests. Nothing in this subsection prohibits a producer from transferring or selling a package in accordance with the remediation protocol provided by the agency and these rules. (3) A marijuana sales location may sell or transfer a marijuana product only to a marijuana customer under both of the following conditions: (a) The marijuana product has received passing results for all required safety tests in the statewide monitoring system. (b) The marijuana product bears the label required under the acts and these rules for retail sale.

### Required tools/Equipment

- Raw preroll cones
- Blank preroll tubes (primarily 114mm tube single tubes, or triple tubes)
- Preroll label stock

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- Label printer and ink
- Empty clear tote or box
- METRC tag
- Gloves
- Isopropyl: 70/30 99.9%
- Trim Bin
- Futurola Knockbox / preroll machine
- Trimming scissors
- Scale
- Bulk bags: 1 lb and/or 5 lb (primarily Grove bags)
- Prerolls (primarily king size cones from Futurola)
- Rubber bands
- 2lb, 3lb, and 4lb turkey bags (primarily True Liberty brand)
- 1/8 containers (size varies depending on strain)

## 1). Specific procedure for production of bulk

- Entering the unit quantity into METRC
  - Select License you will be pulling the sample from
  - Go to Packages and enter the Metrc package number associated with the product you will be making into units.
  - Highlight the Package
  - Select Create New Package
  - Location will be "VAULT"
  - Item will be made into the same strain name as the package it was pulled from categorized as shake/trim or buds
  - Click the date the the unit batch was made
  - Enter the new Mother package number
  - Enter in the units you have made in either grams or eaches as the quantity
  - Select Create Package at the bottom of the screen this will register your unit batch as a child package associated to the mother package
  - Place a new child tag onto the unit's bin. If you have more than one bin use a label maker and record the metrc ID number to every bin associated to that batch
  - Once you have recorded the data in METRC, enter your data into the Packaging daily tracker

## 2). Specific procedure for production of prepacked flower

- Weigh your starting material in grams
- Label your designated bin with the following
  - Harvest

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- Strain
- Metrc batch number
- You will use a small ohaus scale
  - Calibrate your scale “ using a set of specific weights to calibrate the weight”
  - Level your scale by turning the legs underneath “the scale is level when the bubble is inside of the circle”
  - Zero out the scale

## 3). Specific procedure for production of prerolls

- **Begin with prepping your area for production:**
  - Put on sterile gloves
  - Wipe your entire area with Isopropyl
  - Lay parchment paper on area you will be working
- **Weigh the batch before you begin production**
  - Place product bin on a zeroed out scale with a tote liner and press ‘tare’
  - Place product into the bin on the tared out scale
  - Record the weight in the data tracker
- **Label the designated container with the following:**
  - batch METRC ID number
  - Weight of batch being used
  - Type of units being packaged
- **Grind the flower**
  - Before beginning the grinding process, weigh the full amount of product to be ground and record it on the "grinding" Form along with the strain name and Metrc Batch
  - Wipe the entire outside of the grinder with Isopropyl as well as the inside of the see through flap
  - Place a bin with a tote liner below the grinder
  - Pull the pin on the right hand side to swivel the grinder into an upright position
  - Using one large scoop, add 3 scoops of product to the grinder
  - Close and latch the see through flap before swiveling the grinder back to its original horizontal position and push the pin back in to secure it in place
  - Press the up arrow at the back of the grinder until the number 7 is shown, then press set
  - The grinder will now spin for 7 seconds. Once it finishes its first cycle, peer through the flap to be sure that only stems remain. If there is still product in the grinder other than stems, run again for another 3 seconds

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- After the cycle is complete, remove the pin again and raise the grinder into an upright position. Reach into the grinder with a glove and pull out any stems remaining and add them to the yellow waste bin
- Repeat this process until all of the product has been ground
- Use the shop-vac and a broom to clean any dust left over in the grinding tent
- Take the yellow waste bin and empty/mix into the trash
- Once finished, record the new weight of the ground product on the grinding form and metric out the difference as waste (stems)
- **Operating the preroll machine (Futurola knockbox)**
  - Begin by sliding the metal plate under the cone loaders
  - Fill the cone loaders with 100 empty preroll cones
  - Place cone loader onto Futurola by lining it up with the slots underneath
  - Filling the  $\frac{1}{2}$  and  $\frac{1}{4}$  gram material loader
    - Attach catch bin to the front of the Futurola
    - Hold loader over preroll material bin and fill with material
    - Place on top of the knock box
    - Set density to low
    - Press start
    - Remove metal plate from below the cone loader
    - While the Futurola is running use the plastic mallet supplied and tap the edge of the Futurola to shift the preroll material to the bottom of the cone
    - Futurola will cycle off on its own
    - Once Futurola is off load the  $\frac{1}{4}$  material loader and repeat the steps for filling  $\frac{1}{2}$  and  $\frac{1}{4}$  material loader
  - Once the second cycle of the knock box is done remove the catch bin and replace it with the top half of the closer
    - Carefully slide top half of the knock box into the slots of the cone closer
    - Remove the metal plate and the cones will fall down into the metal closer slots
    - Remove the top half the knock box off of the closer and place back on top of the Futurola knock box
    - Take top half of closer and line it up very carefully with the bottom half and it should pop right on
    - Take the capper put it in the middle of each preroll and push firmly pull back out
    - Line it up directly below each preroll pushing forward to crease in the bottom half

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- Move to the left side of the preroll and fold inward to the right and press firmly
- Move to the right side of the preroll and fold inward to the left and press firmly
- Check that all the cones are completely closed before removing the the top half of the closer and very gently tap the tip of the cones into your designated labeled bin
- Record your preroll amount on your daily packaging tracker