

## EMPRESS FARMS – SUBMITTAL OF OPERATIONS PLAN REV 3.0 SUMMARY OF UPDATES/CHANGES TO PROJECT DESCRIPTION

### OVERVIEW

#### PURPOSE OF REVISION

In spring 2021, CDFW staff were asked by LACO (assigned Planner) to review the project and provide comment. CDFW staff visited the site in May, and the area in the lower field, below the spring became of interest. A survey was done of the area in May 2021 by a professional qualified to perform wetland surveys. 0.34 acres of wetland were identified: a 0.23-acre depressional wetland and a 0.11-acre spring-fed slope wetland. The features were mapped and a 100' buffer was demarcated around the wetland boundaries, per North Coast Regional Water Board regulations.

Due to the size and location of the riparian buffers on the lower terrace, the proposed areas for cultivation had to be moved to other areas on the Property, including the upper terrace on the northern parcel. CDFW staff expressed concerns regarding potential sensitive plant communities on the upper terrace. A survey was performed in June 2021 by a professional with extensive experience in local native grass identification, and two clusters of a "sensitive plant community" (> 30% density) of *Elymus glaucus* were identified and delineated. Therefore, the cultivation area layout has been adjusted to avoid these sensitive areas.

Given the findings and to consider both economic and environmental aspects, the Applicant has decided to remove (1) of the proposed RRRs from the project and a proposed 1,097,350-gallon pond decreasing the cultivation footprint and removing cultivation and supporting facilities from undisturbed areas of the project site. The total cultivation footprint has been reduced from 120,728 square feet to 87,120 square feet. A revised Site Plan, Project Description, Cultivation and Operations Plan, have been completed. At the time of these changes, LACO was assigned to the project and proposed to make the edits to incorporate into the Initial Study and to continue Application processing. Proposed changes to the project are summarized below.

### SUMMARY OF UPDATES & CHANGES

#### CULTIVATION SIZE & METHOD

The Applicant proposes to remove 33,608 square feet of RRR cultivation from donor site 104-143-016 (Apps 12698) and reduce the total square footage from 120,728 square feet to 80,070 square feet. The remaining cultivation area shall be located away from sensitive plant communities and outside of riparian setbacks as shown on the updated Site Plan.

In the initial application, 1,008 sf of commercial nursery space was included in the cultivation area. While this space is still proposed, it is no longer included in the cultivation area calculations. Also, full-sun outdoor cultivation is no longer proposed once the Project is fully implemented.

#### CULTIVATION AREA LAYOUT

Proposed cultivation areas have changed location and a portion now occupies the upper parcel/terrace, with avoidance of wetlands and sensitive plant areas.

Proposed cultivation is organized into two areas (CA 1 and CA 2). CA 1 is located on the Lower Terrace and consists of (11) 32x160 foot greenhouses and (2) 26x100 foot greenhouses. CA 2 occupies the Upper Terrace and consists of (5) 32x160 foot greenhouses.

Greenhouses are linked at roof edge and cultivation area reflects interior dimensions, which are less than the structure footprint by 2 feet on all sides. Exact greenhouse dimensions and proposed locations are shown on the revised Site Plan.

#### ADDITION OF TWO (2) ANCILLARY GREENHOUSES

Each greenhouse measures 31x157 feet, bringing the total number of ancillary nursery greenhouses to three (3). Ancillary nursery greenhouses are connected at roof edge (as shown on Site Plan) and currently exist at the site as part of PLN-11418-ZCC. Two (2) of the greenhouses will serve this project (#16224) and one (1) will provide plants for the Applicant's other project (Apps #12694) located on APN 104-311-019). Ancillary nursery space includes 304 square feet of cloning operations.

The total ancillary nursery space proposed is 14,905 square feet, which is 10.4% of the total area proposed for cultivation at both farms owned/operated by the Applicant (142,680 square feet total cultivation). During the 2020 growing season, the Applicant determined additional space was required based on the forecasts of proposed expanded operations combined with current capacity usage.

#### WATER STORAGE AMOUNT, USE & IRRIGATION

An additional proposed off-stream rainwater catchment pond has been rescinded/removed to minimize impacts to undisturbed areas and sensitive plant

# PR Professional Services

## Project Management Consulting

communities. The Applicant has determined additional storage would not be necessary due to the cultivation reduction of 33,608SF and based on the forecasts of proposed operations combined with current capacity usage and local evaporation rates. Use amounts have been recalculated and adjusted based on actual farm operations at the site and changes to expected operations (# of plants, cycles, irrigation calculations).

### ACCESS ROADS

The proposed access road leading to the cultivation areas on the upper parcel and on the eastern side of the lower parcel has been downgraded to a seasonal quad trail. By only operating quads on the trail during the dry season, the effects to the riparian buffer zone will be greatly reduced. The trail shall conform with SWRCB's BPTCs for erosion control. Since the quad trail will not support fire turn around, the turnaround area has been relocated west of the existing metal building on the existing driveway.

### AG CHEM STORAGE AREA/ADDITIONAL STORAGE

A new shed has been constructed nearer the existing cultivation operation to house agricultural chemicals. The existing Conex box that was proposed for this storage space in the original application is now used for general storage. In addition, a pole barn is proposed to store general farm and garden supplies and equipment.

### OTHER UPDATES

Several other less-significant adjustments have been made to the Site Plan and Operations Plan to reflect changes in planning and preferences of the Applicant and landowner. These include:

- Change in location of fire water storage tanks
- Change in proposed location of septic and leach field. Exact location will be determined during the specific septic permit application and approval process through the Humboldt County Department of Health and Human Services, Division of Environmental Health.
- Inclusion of a phased-in approach to greenhouse construction in the cultivation area, allowing for cultivation in both greenhouses and without greenhouses during the first few years, as timing and economics allow.
- The "cargo trailer units" have been more properly described as a "Conex boxes".
- Energy usage was recalculated to accommodate for lighting in the additional ancillary greenhouses.

**EMPRESS FARMS, LLC**  
**APN 104-321-001 & 104-291-005**

**APP#16224**  
**REVISION 3.0**

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**OPERATIONS PLAN**  
**PROPOSED CANNABIS**  
**CULTIVATION FACILITIES**

**November 2022**

# **Cultivation and Operations Manual**

## **Empress Farms, LLC**

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November 2022

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# OPERATIONS MANUAL

## EMPRESS FARMS, LLC

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# OPERATIONS MANUAL

## EMPRESS FARMS, LLC

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Appendix C: Pesticide Storage, Handling and Application Plan

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## 1. PROJECT SUMMARY

### 1.1. PROJECT OBJECTIVE

EMPRESS FARMS seeks a special permit for 87,120sf of outdoor cultivation and non-flammable manufacturing; and Zoning Clearance Certificates for (2) cannabis support facilities: commercial processing and a commercial wholesale nursery. The total cultivation area is comprised of 10,000 square feet of existing cultivation (APP #11418) with 33,560 square feet of proposed expansion, and 43,560 square feet of new cultivation to be received from the applicant's RRR (APP#12698). Cultivation will use light-deprivation techniques in gutter-connect greenhouses with no artificial lighting, producing up to 3-cycles annually. The project proposal includes permitting of facilities that are appurtenant to the cultivation activities. These include 14,905 sf of ancillary nursery greenhouses for application #16224 and #12694 (12694 is located off-site at APN 104-311-019). Additional ancillary nursery facilities include 304 sf of cloning operations, and a 320 sf mother plant garden located in designated conex boxes. The applicant is also proposing a 9,904 sf commercial nursery operation to include: a 4,320 sf nursery greenhouse, 1,088 sf seed production greenhouse, 4,480 sf research and development greenhouse, and 16 sf cloning space in a conex box. A chart describing proposed cultivation activities can be found in Section 3. The primary irrigation water source is an existing 1,097,350-gallon rainwater catchment pond. Back-up water source is a groundwater well. Electricity is currently sourced by PG&E. There will be an average of 10 employees during peak seasonal operations with an average of 4 during non-peak operations.

### 1.2. SITE DESCRIPTION

The subject parcels (APN 104-321-001 and 104-291-005) are 17.85 and 24.16 acres respectively (per County of Humboldt WebGIS). The parcels are within the County of Humboldt's (County) (U) zone with a general plan designation of Rural Agriculture (RA20). Land uses surrounding the parcel are comprised of residential, cannabis cultivation, and agriculture.

### 1.3. STATE AND LOCAL COMPLIANCE

#### 1.3.1. STATE OF CALIFORNIA COMMERCIAL CANNABIS ACTIVITY LICENSE

Upon jurisdictional approval, EMPRESS FARMS will obtain a license through the Department of Cannabis Control (DCC).

#### 1.3.2. STATE WATER RESOURCES CONTROL BOARD

The applicant is enrolled under State Water Resources Control Board (SWRCB) Water Quality Order WQ-2019-0001-SWQ (WDID 1\_12CC414987).

#### 1.3.3. HUMBOLDT COUNTY BUILDING DEPARTMENT

Building permits for the residence, septic, and accessory structures will be obtained from the County of Humboldt Building Department.

#### 1.3.4. CAL FIRE

The subject property is located within the State Responsibility Area (SRA) for fire protection. The property has met all access requirements for emergency vehicles including a fire turn-around and pull-out area. The existing vegetation and trees meet the 100-foot defensible space around existing structures. All structures meet the 30-foot SRA property line setback requirement.

#### 1.3.5. CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

Lake and Streambed Alteration Agreement (LSAA #EPIMS-HUM-06638-R1).

#### 1.3.6. CULTURAL RESOURCES

If buried archaeological or historical resources are encountered during construction or cultivation activities, EMPRESS FARMS shall call all work in the immediate area to a temporary halt, and a qualified archaeologist will be contacted to evaluate materials.

## 2. OPERATIONS MANAGEMENT

### 2.1. WATER STORAGE, SUPPLY AND USE

All irrigation and other agricultural water needs shall be sourced from rainwater harvest via the pond and from the well as backup. The well water will primarily be used for processing, manufacturing, and domestic uses.

Current water storage onsite is: (1) 2,500-gallon HDPE tank that is used to store well water. An additional 5,000-gal HDPE rain catchment tank is proposed for fire suppression and prevention. The water source for cannabis irrigation is a 1,097,350-gallon rain catchment pond located at (40.2742,-124.2169).

Water usage is projected to be 824,276 gallons. EMPRESS FARMS intends to use focused drip irrigation system or top-feed hand watering methods. Both methods will ensure that the most efficient use of water and minimize runoff.

Table 3.1 below outlines the estimated irrigation water usage for cultivation during a typical year. Variables such as weather conditions and cannabis strains will have an impact on water use.

Table 3.1: Estimated Annual Irrigation Water Usage (Gallons)											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
4,710	4,775	11,803	67,746	145,739	93,580	136,310	103,388	115,075	113,839	20,939	6,372

The above table outlines the estimated water usage of cultivation during a typical year and does not consider variables such as weather conditions or specific cannabis strains which may have slight effects on overall water usage.

## **2.2. SITE DRAINAGE, RUNOFF AND EROSION CONTROL**

EMPRESS FARMS has initiated a plan using the guidelines for best management practices (BMP's) set forth in accordance with SWRCB. A Site Management has been prepared and is on file with HCPD.

EMPRESS FARMS will utilize best management practices including, but not limited to:

1. Maintenance of roads, including rocking and armoring.
2. Cultivation facilities and spoil stockpiles will meet all required setbacks from riparian and wetland areas.
3. Regulated products will be safely stored with secondary containments.
4. Proper management of solid, liquid and cultivation waste.
5. Irrigation and fertilizer application will be applied at agronomic rates.

## **2.1. WATERSHED AND HABITAT PROTECTION**

The cultivation area and associated structures will meet all required setbacks from riparian areas and provide a suitable buffer between cultivation operations and habitat.

Any grading and earthwork activities will be conducted by a licensed contractor in accordance with approved grading permits and the SMP. Maintenance and repair strategies for site development and road improvements will utilize best management practices, such as out sloping of roads, installation of water bars, and other appropriate measures to limit erosion and stormwater runoff. Cultivation sites will be developed in accordance with SWRCB's best management practices in order to prevent discharge of fertilizer, growing medium, or stormwater runoff.

## **2.2. ENERGY USE**

Energy shall be required for cultivation (fans), ancillary nursery, wholesale nursery, drying and processing as applicable. Energy shall be provided via grid power either from PG&E or Redwood Coast Energy Authority (RCEA).

### **2.2.1 LIGHT POLLUTION CONTROL PLAN**

EMPRESS FARMS shall shield the nursery greenhouse so that no light is visible from neighboring properties between sunset and sunrise. The light source should comply with the International Dark Sky Association standards for Lighting Zone 0 and Lighting Zone 1 and be designed to regulate light spillage onto neighboring properties resulting from backlight, uplight, or glare (BUG). Should the Humboldt County Planning Division receive complaints that the lighting is out of alignment or not complying with these standards, within ten (10) working days of receiving written notification that a complaint has been filed, the applicant shall submit written verification that the lights' shielding, and alignment has been repaired, inspected, and corrected as necessary.

### **2.2.2 NOISE SOURCE ASSESSMENT AND MITIGATION PLAN**

The combined decibel level for all noise sources measured at the property line shall be no more than 50 decibels. Where applicable, sound levels must also show that

they will not result in the harassment of Marbled Murrelet or Spotted Owl species. Conformance will be evaluated using current auditory disturbance guidance prepared by the United State Fish and Wildlife Service, and further consultation where necessary.

### **2.3. USE AND STORAGE OF REGULATED PRODUCTS**

EMPRESS FARMS will employ best management practices when storing, handling, mixing, application and disposal of all fertilizers. EMPRESS FARMS will follow required regulations in the storing, handling, mixing, application, and disposal of any and all other regulated products. The Agent In Charge responsible for all proper applications of regulated products and will be trained in accordance with the Department of Agriculture and issued through the Humboldt County Agricultural Department. All nutrients are stored and handled as per manufacturer's recommendation.

EMPRESS FARMS will enroll with the Humboldt County Environmental Health Department (HCEHD) as the Certified Unified Program Agency and will comply with inventory reporting and response plan requirements.

A copy of the Operations Plan will be kept on site by the Agent in Charge and will contain all material safety data sheets for all regulated products used on site (MSDS).

### **2.4. FUELS AND OILS**

Gasoline, and motor oil are brought to site in small quantities as needed throughout the year in approved 5-gallon or 10-gallon containers. The containers are stored under cover at the outbuilding next to the residence. Petroleum products are used to power small engines (quad, generators, water pump, etc.). Spill kits with absorbent materials are stored at all locations where petroleum products are used, stored, or mixed.

### **2.5. WASTE MANAGEMENT PLAN**

#### **2.5.1. SOLID WASTE MANAGEMENT**

Waste and recycling are stored south of the drying building labeled "D" on the attached site plan. Waste and recycling are removed from the property weekly to be disposed of at the Redway Transfer Station.

#### **2.5.2. CULTIVATION WASTE AND SOIL MANAGEMENT**

Cultivation waste such as root balls, branches, and leaves will be composted in the designated 20' x 100' area north of the nursery greenhouses. Spent potting soil will remain in the raised garden beds and covered with either tarps or planted with cover crop to prevent any unnecessary runoff or nutrient seepage in the winter months. The soils will be analyzed by a testing facility and after consultation will be amended and reused. New soil will be imported every other year or as necessary. Any used pots or bags will be collected and stored in the outbuilding for the winter season. All packaging material will be collected and disposed at an appropriate facility.

#### **2.5.3. WASTEWATER MANAGEMENT**

Portable restroom facilities and hand washing stations are available near the existing 26' x 32' metal building.

## **2.6. EMPLOYEE PLAN**

There will be an average of 10 employees during peak seasonal operations with an average of 4 during non-peak operations.:

### **2.6.1. JOB DESCRIPTIONS AND EMPLOYEE SUMMARY**

- *Agent in Charge*: Oversight and management of the entire facility. Responsibilities will include but not be limited to personnel, records keeping, budget, and liaison with State and County inspectors as needed.
- *Lead Cultivator*: Oversight and management of the day-to-day cultivation of medical cannabis. This will include but not be limited to irrigation, fertilization, pesticide management and harvest.

### **2.6.2. EMPLOYEE TRAINING AND SAFETY PRACTICES**

All cultivation and harvesting activities are performed by trained employees on procedures for cultivation, harvesting, use of pruning tools, proper application and storage of pesticides and fertilizers. All staff are provided with proper hand, eye, body Personal Protective Equipment (PPE). Access to onsite cultivation and the drying and processing facilities are limited to authorized staff of EMPRESS FARMS. A copy of the Operations Plan will be kept on site by the Agent in Charge and will contain all material safety data sheets (MSDS), see Appendix F.

## **2.1. ON SITE HOUSING**

There is currently no residential housing onsite. No new residential structures are proposed as part of this project. The project does maintain office space and an employee breakroom during working hours.

## **2.2. SECURITY PLAN**

A locked gate is installed on the access road leading to the cultivation area. A *No Trespassing* sign is proposed near the gate. Motion sensor lighting outside of the cultivation and indoor cultivation facility is currently being considered to illuminate the cultivation and processing area as well as the entrance to the site. Additional measures being considered by EMPRESS FARMS are the installation of security cameras at the entrance to the site, residence, and processing facility with data storage for up to thirty (30) days with an alarm system for the processing facility and residence.

### 3. CULTIVATION PLAN

APP #	AREA (sf)	TYPE	MAP ID
16224	33,560	Proposed light-dep greenhouses	CA 1/CA2
16224	9,734	Proposed nursery greenhouses (ancillary)	N5
12698	43,560	Proposed light-dep greenhouses (RRR from 104-143-016)	CA 1/CA2
11418	10,000	Existing light-dep greenhouses to be relocated	CA 1
16224	304	Cloning ops (conex)	N1
16224	320	Mother plant garden (conex)	N2
16224	16	Proposed commercial cloning ops (conex)	
16224	4,320	Proposed commercial nursery greenhouse	N3
16224	1,088	Proposed seed production greenhouse	S
16224	4,480	Proposed research and development greenhouse	R&D

#### 3.1.1. PROPAGATION

Initially, immature 'mother' plants will be started from seeds or clones obtained from a licensed nursery or sourced from the existing approved operation onsite. Thereafter, cuttings will be taken from mother plants in continuous growing cycles to maintain genetics. Mother plants will be maintained year-round until the following season. Clones intended for farm inventory or for wholesale will be taken from the mother plants beginning in February and will be relocated in their designated commercial or wholesale space until transplanting. Once the clones are replanted, they will be relocated into the ancillary nursery greenhouses as noted on the site plan and designated area for either wholesale or applicants farm inventory. The juvenile plants are irrigated using hand watering methods. After 3 weeks the clones are then transplanted into flowering greenhouses where they continue their vegetative cycle.

### **3.1.2. SEED PRODUCTION**

Seeds for commercial sale will be produced from select plants intended for seed production. Seed plants will be housed in the designated seed-production space (1,088sf) as shown on the site plan.

### **3.1.3. RESEARCH AND DEVELOPMENT (R&D)**

R&D will occupy the space adjacent the nursery greenhouses and seed production area (1,088SF). The R&D space will be used for strain and genetic trial and testing purposes and will not produce any product for sale. All plant materials after each trial shall be composted on-site and properly recorded.

### **3.1.4. HARVESTING, DRYING AND TRIMMING**

Once the *Lead Cultivator* has determined the plants are at their peak, harvest procedures will be initiated. This entails removing the flowering branches from the plant and suspending them in the drying shed with ventilation supplied by oscillating fans. The drying process takes approximately one week. Dried flowers are then 'bucked' off the stalks and into manageable sizes for onsite and offsite processing.

The finished product is stored in the processing room before being processed onsite or transported to a licensed distribution facility. The waste product or 'trim', is collected and placed into bins to be weighed and labeled. The trim will be maintained inventory for manufacturing or transported offsite and to a licensed facility.

### **3.1.5. PROCESSING**

Trimming will be done onsite using hand trimming methods by the seasonal employees of EMPRESS FARMS. The trimmed material will be placed into sterilized locking lid bins. These bins will be weighed, labeled, logged and sealed. The *Agent in Charge* will then deliver the sealed and logged bins to the designated secured area within the processing area.

The waste product or "trim" will be collected and placed into sterilized locking lid bins. These bins will then be weighed, labeled and sealed for transport and delivery to an offsite, contracted, licensed Facility. All weights will be recorded in the master log. Once securely in the Processed Material Holding Facility, the *Agent in Charge* and the *Lead Cultivator* will begin to weigh, vacuum seal and label individual one-pound packages for distribution. This procedure will be done with both the *Agent in Charge* and the *Lead Cultivator* present. After weighing, labeling and packaging each unit will be placed inside of a lock box or safe inside the designated secured area in the processing facility.



## 4. PRODUCT MANAGEMENT

### 4.1. PRODUCT TESTING

Samples will be selected from harvested cannabis strains to be tested by a licensed third-party lab and in accordance with state and local regulations. The finished product is labeled with the EMPRESS FARMS Logo and will include tracking.

### 4.2. PRODUCT INVENTORY AND TRACKING

All commercial cannabis will be tracked from clone to packaged product and accounted for and inventoried. Records will be kept at each phase of the harvest and processing operation for reporting and compliance with State and Local regulations. The information recorded for each harvest includes

- ✓ Weight of flowers, by product, and trim waste
- ✓ Weight of trimmed buds
- ✓ Staff identification
- ✓ Product ID numbers and product weight
- ✓ Physical location of plant material at all times

#### *Reporting*

The Master Log will contain reports on the harvest process, providing total weight harvested and trimmed at each weigh point, and compares that to final weight post-trim, including waste. Discrepancies are traced to the source, documented, and reported to the *Agent in Charge*. Transportation and Distribution Plan

EMPRESS FARMS intends to obtain licensure for Transport-Only Self Distribution. This will allow the following activities necessary for farm and business operations.

- Transporting of clones and immature plants within the project sites to each cultivation license.
- Transport of clones from the commercial wholesale nursery to other licensed cultivation sites.
- Transport of fresh, bucked or trimmed cannabis, bulk plant material and non-manufactured cannabis products to other distributors and/or manufacturers.

The *Agent in Charge* and the *Processing Manager* are responsible for performing a physical inventory of all packages being transported, ensuring that the physical inventory reconciles with the transport manifest, as well as the packaging material remains intact, and the labeling is secure. The licensed distributor must also create detailed transport manifests for the package distribution. The manifest contains details such as:

- Time of departure
- Time of arrival
- Product Identification and product weight
- Route to be travelled
- Origin and destination addresses



## 5. RESOURCES

Bass, Ronald E., Kenneth M. Bogdan, and Terry Rivasplata. 2013. CEQA Desktop. Point Arena, CA; Solano Book Press. Page 44.

California Code of Regulations. Health and Safety Code Section 11357-11362.9.

<<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=hsc&group=11001-12000&file=11357-11362.9>> Date accessed: July 16, 2014.

California NORML. SB 420 Establishes Prop. 215 Guidelines, Voluntary Patient Identification Card System.

<<http://www.canorml.org/laws/sb420.html>> Date accessed: July 21, 2014.

County of Humboldt. *Medical Marijuana Land Use Ordinance (MMLUO) – Phase IV, Commercial Cultivation, Processing, Manufacturing and Distribution of Cannabis for Medical Use* (Staff Report to the Board of Supervisors). January 26, 2016. <<https://humboldt.legistar.com/Calendar.aspx>> Date accessed: March 28, 2016.

North Coast Regional Water Quality Control Board. 2016. *Cannabis Cultivation Waste Discharge Regulatory Program*. [http://www.waterboards.ca.gov/northcoast/water\\_issues/programs/cannabis/](http://www.waterboards.ca.gov/northcoast/water_issues/programs/cannabis/). Date accessed: March 28, 2016.

State Board of Equalization. Information on the Sales and Registration for Marijuana Sellers. June 2007.

<<http://www.boe.ca.gov/news/pdf/173.pdf>>

State of California. Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use. August 2008.

<[http://www.ag.ca.gov/cms\\_attachments/press/pdfs/n1601\\_medicalmarijuanaguidelines.pdf](http://www.ag.ca.gov/cms_attachments/press/pdfs/n1601_medicalmarijuanaguidelines.pdf)>

**Appendix A: Personnel  
Acknowledgement Form**

**Personnel Acknowledgement Form**

It is the intention of EMPRESS FARMS, LLC is to create an enjoyable, safe and sane workplace. We feel that understanding and compliance with our Operations Manual will create just that. It is the responsibility of each employee to read and understand the procedures outlined herein. If after reading and reviewing this entire document, you have any questions please see the Agent in Charge immediately for clarification. By signing this document below, it confirms your reading, understanding and adherence to the entire **EMPRESS FARMS, LLC, OPERATIONS MANUAL FOR COMMERCIAL CANNABIS CULTIVATION.**

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***Employee sign and date***

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***Agent in Charge sign and date***

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## **Appendix B: Site Plan**

## **Appendix C: Pesticide Storage, Handling and Application Plan**

### **EMPRESS FARMS LLC**

#### **Pesticide Storage, Handling and Application Plan**

All pesticides, disinfectants, fungicides and agricultural chemical products used by the EMPRESS FARMS will maintain strict compliance with standards imposed by the Humboldt County Agricultural department and State of California Department of Agriculture Department and US Environmental Protection Agency. The Agent will maintain a current Private Applicators License with the Humboldt County Agricultural Department. This license will be posted and a copy will be entered into the Manager's Handbook and available for view by any regulatory agency deemed appropriate by Humboldt County or State of California.

#### **Storage**

All pesticides, disinfectants, fungicides and agricultural chemicals will be secured in an appropriate locked and labeled housing and accessed only by those employees that have been trained under the guidelines of *State of California Agricultural Department Personal Pesticide Application License* guidelines in handling, application and disposal of each product. Entry into the locked facility will be logged by the Lead Cultivator. This log will include: The name of employee removing the material, the date and time of day and the amount and type of pesticide removed.

Any over-the-counter pesticide products may be applied by either the *Agent* or trained personnel in accordance with State of California Agricultural Department's Private Applicators License criteria. Training of employees will be in accordance with *State of California Private Applicators License* criteria. These products will be limited to safe chemicals recognized by the Humboldt County Department of Agriculture, the California Department of Agriculture and the Federal EPA. Copies of all MSDS and labels will be clearly identified and maintained onsite at all times in the Lead Cultivators Handbook. EMPRESS FARMS will make available to its employees saline eye wash stations where ever pesticides are stored.

#### **Handling**

The handling of pesticides/fungicide will be done in accordance with *State of California Agricultural Department Personal Pesticide Application License* guidelines. Handling will include, transportation from retail outlet to cultivation site, logging and entering into secured, labeled storage, mixing, preparation, transport to application locations on site, application and disposal. These activities will be logged into the Master Log immediately by the *Lead Cultivator*. By having a strictly monitored Pesticide Management plan in place, EMPRESS FARMS will strive for a "ZERO SPILL POLICY". In the event of a spill, EMPRESS FARMS will maintain on site an Emergency Containment and Clean Up policy in accordance with *State of California Agricultural Department Personal Pesticide Application License* guidelines.

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EMPRESS FARMS will also maintain on site in a clearly marked and accessible secure location any materials deemed necessary for clean up or spill containment and abatement. EMPRESS FARMS will maintain a well-marked and easily accessible plan for accidental personnel exposure as well as proper applicators training as set forth by *State of California Agricultural Department Personal Pesticide Application License* guidelines in the event of such accidental exposure. Any spills or accidental personnel exposure will be reported to the appropriate agencies as deemed necessary by *State of California Agricultural Department Personal Pesticide Application License* guidelines. These incidents will also be documented into the Master Log by the Lead Cultivator.

### **Application**

All application will be done in accordance with *State of California Agricultural Department Personal Pesticide Application License* guidelines. A copy of all applications will be manually entered into the Master Log. Proper eye, face and body protective wear as well as approved respirators shall be provided by EMPRESS FARMS and worn and available at all times during application of all pesticides/fungicides. A preventive application program per manufactures directions and label requirements will be established from the onset of the plants initial transplant. Application frequency will vary with each phase of growth or infestation pressure. This will help to ensure the least amount of pesticide/fungicide will be needed. Application will end no less than thirty days before harvest or by manufactures able requirements, whichever is longer.

During application factors such as wind, temperature and humidity will be taken into account. This will ensure that the pesticide/fungicide is used in the most efficient manner and will mitigate drift. Pesticides will be applied using a variety of methods including atomizer, back pack sprayer and air less sprayer. Nozzle types and pressure settings will be determined by manufacture directions. Anywhere pesticide is applied EMPRESS FARMS will provide a saline eye wash station in case of accidental exposure.

### **Disposal**

Any mixed solutions will be used to their entirety. In the event there is a surplus of used mixed solution, it will be disposed of according to guidelines set forth by *State of California Agricultural Department Personal Pesticide Application License* procedures. After the applicator has finished application, the protective wear shall be discarded and disposed according to *State of California Agricultural Department Private Applicators License* guidelines. All bottles, containers or receptacles that have come into contact with, or contained, any product that falls under the state's guidelines for pesticides, disinfectants, fungicides and agricultural chemicals shall be washed, rinsed and or disposed of according to strict EPA and *State of California Agricultural Department Private Applicators License* guidelines. Proper training of employees in rinsing, washing and disposal shall be overseen by the Licensed Lead Cultivator on premise. All washing, rinsing or disposal of any product packaging, applicator or protective clothing will be logged into the Master Log.

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**Appendix D: Emergency  
Procedures and Contact  
Information**

**Emergency Procedures Instructions  
EMPRESS FARMS, LLC**

*The first priority in the event of an emergency is for the safety of all people present. Move quickly out of area danger. Meet at assigned meeting place to get a headcount. Enact Emergency Procedures.*

**Emergency Phone Numbers**

**Dial 911 for Fire/Police/Ambulance:**

- 1. Tell the operator which emergency service you want**
- 2. Wait until the service answers**
- 3. Give the following address:**

**37593 Mattole Road  
Petroia, CA 95558**

- 4. Do not hang up until told to do so by the 911 Operator**

**Other Emergency Contacts**

**Humboldt County Sheriff: 707-445-7251**

**Honeydew Volunteer Fire Dept:  
Humboldt County HazMat: 707-445-6215**

**Humboldt County Ag Dept.: 707-441-5260**

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## Fire and Emergency Procedures Checklist

*You must know and understand what to do if a fire occurs. Your first concern is the immediate safety of visitors and staff; secondly, the need to call emergency services and then to contain the fire but only if it is safe to do so. If help is available, allocate responsibilities to others to create a competent firefighting team.*

- Evacuate people from the area
  - If it is safe to do so, switch off power to all equipment
  - Call the fire department (dial 911)
  - If a small fire, use your fire extinguisher if it is safe to do so – try to contain and extinguish the fire
  - If the fire is near a fuel tank, do not attempt to extinguish the fire – retreat to a safe distance
  - Be prepared to direct the fire service to the scene
-

## Spill Procedures Checklist

*You must know and understand what to do if a spill occurs. Your first consideration is the immediate safety of visitors and staff; secondly, the need to call emergency services and then contain the spill if it is safe to do so. If help is available allocate responsibilities to others to create a competent team to deal with the spill.*

- If the spill is from the hose or tap, shut the isolation valve
  - Warn people in area of the spill – evacuate if necessary
  - Remove sources of ignition if flammable substance present
  - Evaluate the spill – only respond if you believe it is safe to do so
  - Refer to the safety data sheet or call on an approved handler or other specialists for advice
  - If necessary, call emergency services and advise local authority
  - Put on safety equipment (e.g. overalls, boots, gloves, eye protection, etc.)
  - Contain the spill if it is safe to do so – utilize a drip tray or oversize container or spill kit to soak up the substance
  - Dispose of waste safely as set out in the material safety data sheet
-



## Incident Reporting

*Every accident resulting in injury or damage to farm property must be reported to your manager immediately.*

**Respond to the accident promptly and positively**

**Collect relevant information about the accident**

**Develop and take remedial actions**

**Complete insurance claims and reports required**

### ***First Aid***

- A first aid kit must be kept on the premises and maintained
- All staff must know basic first aid procedures

### ***Minor Injury Accidents***

- Minor cuts and abrasions must be attended to immediately
- If in doubt contact a physician or call 911

### ***Serious Injury Accidents***

- Call an ambulance immediately (dial 911)
- Seek the assistance of any first responder
- Stabilize Victim
- Advise your manager

### ***Property Damage***

- All damage to farm property must be reported to your manager
-

## Emergency First Aid-Procedures

### Control of Bleeding

1. Direct pressure – use your hand(s).
2. Elevate (raise) the limb
3. Apply a pad and firm bandage.
4. If necessary use clean rags or clothing.

#### *Remember!!*

- *Always check circulation below the bandage!*
- *If there is tingling, numbness or blueness loosen the bandage.*

### Management of Burns

1. Cool the burnt area with cool water for 10-15 minutes
2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid.

#### *Remember!!*

- *Do not burst blisters.*
  - *Do not remove clothing that is stuck.*
  - *Do not apply creams*
-

## **Management of Eye Injuries**

### **Foreign bodies in the eye(s)**

1. Wash the eye(s) with eyewash or clean water.
2. If the foreign body is stuck to the eye **DO NOT** attempt remove.
3. Place covering over the eye and obtain medical attention.

### **Management of Chemicals in Eye(s)**

1. Wash the eye(s) with clean cool water for at least 15 minutes.
2. Wash from near the nose outward.
3. Always wash under the upper eyelid.
4. Obtain medical attention

### **Breathing**

If a person is breathing but unconscious turn them on their side to prevent tongue swelling or vomit from obstructing airway.

If person *is not breathing*

- *Check airway for blockage and clear*
  - *Call 911*
-

- *Administer CPR*

### Location of Firefighting Equipment, Spill and First Aid Kits

A **fire extinguisher** is located in the following places:

- *All Cold Frames*
- *Nutrient and Fertilizer Storage*
- *Drying and Processing Facility*

A **first aid kit** is located in the following places:

- *Cultivation Site*
- *Drying and Processing Facility*

A **spill kit** is located in the following places:

- *Cultivation Site*
  - *Processing Facility*
-

**Appendix E: Cultivation  
Activities Schedule**

**Appendix F: Material Data  
Safety Sheets**