



Conditional Use Permit Application (resubmittal)

Submission

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PROPOSED BUSINESS TYPES

In this section, identify all of the commercial cannabis business permit types you intend to apply for during this application round, and then specify which permit type is being sought through this application.

- Identify all of the Commercial Cannabis Permit types that you intend to apply for in the City of Hayward. (Select all that apply). **Note that separate applications are required for each cannabis permit type).**

- o Commercial Cannabis Cultivation
- o Commercial Cannabis Distribution
- o Commercial Cannabis Manufacturing
- o Commercial Cannabis Retail Dispensary
- o Commercial Cannabis Retail Delivery

- o Commercial Cannabis Microbusiness (Type 12)**

- o Cannabis Testing Laboratory (*Note: Cannot be held concurrently with any other commercial cannabis permits*)

- Identify the Commercial Cannabis Permit type being sought in **this application (Select only one):**

- o Commercial Cannabis Cultivation
- o Commercial Cannabis Distribution
- o Commercial Cannabis Manufacturing
- o Commercial Cannabis Retail Dispensary
- o Commercial Cannabis Delivery

- o Commercial Cannabis Microbusiness (Type 12)**

- o Cannabis Testing Laboratory: Applicants for Commercial Cannabis Testing Laboratory permits should complete the streamlined application form at www.hayward-ca.gov/ccp.

NOTE: Testing laboratory permits cannot be held concurrently with any other commercial cannabis permits.

- State Cannabis Licenses: Specify the state cannabis license(s) the Applicant holds or intends to apply for: Micro business Type 12

Business Plan and Operations

Operations

Description: ST Consulting, also referred to as ‘Sticky Thumb’ or ‘the Company’, is an innovative new cannabis delivery service offering the finest quality medicinal products to customers in Northern California, allowing orders to be placed online. Sticky Thumb will be applying for a Microbusiness permit with a focus on delivery and will also undertake distribution Type 6 and Manufacturing Type 1.

Sticky Thumb – with the approval of the City of Hayward – intends to provide:

- **Delivery:** Safe and secure delivery from their facility to the customer’s physical address.
- **Manufacturing:** We intend to use the level 6, Type 1 for Rosin pressing to extract sap from the cannabis buds. As well as the Type P license for businesses that will only package and/or label another manufacturer’s products
- **Distribution:** Transporting cannabis goods, arranging for testing of cannabis goods, and conducting quality assurance review of cannabis goods to ensure they comply with all packaging and labeling requirements.

The Company employs reliable and experienced professionals to make these deliveries. Sticky Thumb takes great pride in low average delivery times and very high customer satisfaction ratings. As a B2C enterprise, Sticky Thumb will drive growth by selling directly to customers on a retail basis. The Company delivers product directly to the homes or offices of customers and has enjoyed significant growth in the past twelve months. By adopting a strategy of measured expansion, the Company ensures that it can offer quick delivery times and excellent customer service in each territory before expanding service to additional regions. By operating in this manner, Sticky Thumb can maintain its sterling reputation and rely on positive word of mouth to boost organic customer growth.

Definition

Microbusiness: Allows a licensee to engage in cultivation (on an area less than 10,000 square feet), manufacturing (Level 1 manufacturing, Type 6), distribution, and retail sale, or any combination of the four activities. Licensees will be required to comply with all rules and regulations, which will include, where applicable, regulations adopted by the California Department of Food and Agriculture and the California Department of Public Health, governing the activities they are engaged in.

Proposed Medical Cannabis Manufacturing Regulations

License Types: In addition to Type 6 (non-volatile solvent and/or mechanical extractions) and Type 7 (volatile solvent extractions), CDPH is proposing two additional types of manufacturing licenses: a Type P license for businesses that will only package and/or label another manufacturer’s products; and a Type N license for businesses that only conduct infusions (e.g. create edibles, topicals, or other products using extracts from another manufacturer) and/or packaging and labeling their own products. A facility will receive a single license based on the activities it is conducting.

Business Model: Ninety percent of the products received by Sticky Thumb are sourced from Type A State Licensed Distribution Companies, who test and package products to state regulations. These licensed distribution companies include:

- Kiva Distribution
- River Collective (RVR)
- Choices Distribution

These companies are responsible for making sure all necessary testing has been completed and the product passed. Once the product is deemed safe to consume, then the distribution companies also make sure the product is packaged to meet state guidelines. It is the job of Sticky Thumb, once it receives these products, to double-check lab test results and packaging to confirm State regulations and standards are being met before the customer receives products from the Sticky Thumb delivery service.

The remaining 10% of product will be tested through Steep Hill Labs, a Licensed Laboratory located in the East Bay. Sticky Thumb will then package products in state-approved containers and label products using state guidelines for labeling.

Sticky Thumb delivery service will take orders through the Sticky Thumb website, and third-party sites such as Green Rush. Once they receive the order, they will verify the client and order meet all standards set by the State of California. Once verified, the delivery will then be initiated. A Sticky Thumb driver will receive the order instructions through Onfleet GPS tracking software and the driver will take the packaged products to the customer's physical location and once driver arrives the customer will again need to provide photo ID to verify age of 21 and over.



Projected Customer Base: Household income is a primary determinant of consumers' ability to acquire cannabis products. The legalization of medical marijuana, as well as recreational marijuana in some states, has created a market for high-quality cannabis, which can be expensive. Furthermore, because medical marijuana is typically not covered under health insurance plans, demand is largely dependent on patients' income levels. Population demographics, particularly age, also dictate demand trends for medical marijuana. Although adults aged 50 and older are more likely to develop health conditions such as cancer, Alzheimer's, chronic pain, glaucoma and other diseases that can be treated with medical marijuana, obtaining a medical marijuana card is not difficult in many states. As a result, the average age of a medical marijuana patient is 41.5 years of age. Changing societal norms have made marijuana use much more acceptable today. According to a poll conducted by Gallup, 36.0% of Americans between the ages of 18 to 29 had tried marijuana in 2013, compared with just 8.0% in 1969.

Sticky Thumb's customer base will be comprised of medicinal cannabis users.

- **Medicinal Users:** Individuals that suffer from a wide range of ailments can and do benefit from the use of medicinal cannabis.
 - IBISWorld estimates¹ that in 2016, 64.6% of customers used medical marijuana because of severe pain. Over the past five years, this market has remained relatively stable, as many health problems can cause severe pain.
 - It is estimated that in 2016, 8.9% of industry customers used medical marijuana because of muscle spasms caused by multiple sclerosis, Lou Gehrig's disease, cerebral palsy, quadriplegia, cranial and spinal nerve injuries and Tourette's Syndrome, among others.
 - In 2016, 6.9% of industry customers used medical marijuana because of severe nausea.

Proposed Marketing Plan

Below are the campaigns the Company intends to initiate:

Key highlights of this marketing strategy are as follows:

- **Website, App & Brand Identity:** Sticky Thumb's website and mobile app will allow customers to place delivery orders online. Potential clients will be contacted by an experienced professional working for Sticky Thumb to advise them on the ideal delivery timelines and procedure.
- **Digital Marketing:** Sticky Thumb will utilize a series of digital marketing initiatives to drive website engagement and promotions through e-mail marketing, online advertising on Leafly, Weedmaps, greenRush, StickyGuide, and online content. Sticky Thumb has its own mobile app and website with a loyalty point system built into its point of sale. This is a powerful way to engage new and return clients.
- **Search Engine Optimization:** It is crucial for Sticky Thumb to appear among the top results in the Bay Area when a user searches for keywords related to "cannabis delivery," "medical marijuana," and other phrases related to the Company's services. As such,

¹ Ibis World, Medical and Recreational Cannabis Industry Report, 2016

Sticky Thumb will implement an aggressive search engine optimization strategy, whereby the company will optimize content using keywords related to its industry.

- **Pay Per Click:** Sticky Thumb will also pursue a pay-per-click (PPC) advertising campaign, in which the company can pay additional funds for visible ads on search engines like Google and Bing. These campaigns target high-search-volume terms relevant to the business, in order to drive traffic to the website. Sticky Thumb will analyze and opt for keywords that are the most cost-effective in terms of driving traffic to the website and enhancing the company's visibility on the market. Initially, Sticky Thumb will budget a significant amount per month on AdWords advertising,
- **Online Retargeting:** Online retargeting, also known as online remarketing, is a form of online advertising that "follows" bounced traffic after they leave a website. Retargeting is a cookie-based technology that uses a simple JavaScript code to anonymously follow a visitor to Sticky Thumb's website. The retargeting technology ensures that Sticky Thumb ads are served only to people who have previously visited the company's site, which reduces the cost and enhances the specificity of marketing by limiting it to interested customers. For most websites, only 2% of web traffic converts on the first visit; retargeting is designed to help companies reach the other 98% of users who do not convert right away.
- **Public Relations & Strategic Partnerships:** Sticky Thumb will consider hiring a PR firm who will be responsible for ongoing media outreach with top tier media sources in the industry as well as prominent online sites and bloggers. Public relations efforts will also include quarterly creative programming ideas and pitches that will keep Sticky Thumb in the media spotlight and provide the media with an ever-changing story angle, increasing the company's opportunity for consistent media coverage. Sticky Thumb will use their ability to deliver directly to customers as an opportunity to educate their customer base on not driving while under the effect of cannabis.
- **Clothing & Merchandise:** Sticky Thumb will also sell its own branded merchandise. High margin items such as T-shirts, hats, and hoodies, can be sold as the brand gains prominence. Customers choose to purchase branded products to show off their taste and fashion to those around them.
- **Print:** Sticky Thumb has a referral card program and other print marketing such as flyers, and leaflets.



Proposed Hours of Operation : 9:30 a.m. and 9:30p.m. Pacific Time.

Type of Specialized Equipment to be Used: The Company will leverage safe and efficient equipment and technology in order to enhance operations.

- Prius: Sticky Thumb will purchase two Prius Hybrid vehicles from a local Hayward dealer. The vehicle model is known for its reliability and low emissions, which aligns well with the Company's vision and goals.
 - Cameras & Built-In Safe: The vehicles will be outfitted with cameras (rearview, dashboard, and interior views) and built-in safes to ensure the highest levels of security are being met.
- Seed-to-Sale Tracking System: A state-approved Seed-to-Sale tracking system will be built into their Treez point-of-sales system. This will allow Sticky Thumb to obtain products from other licensed companies and enter the products into its Treez system to carefully track inventory and sales.
- Onfleet Tracking: Onfleet GPS tracking software for drivers will allow Sticky Thumb to track its drivers' locations, send out ETAs to customers, and alert customers their delivery is arriving.



Use of Hazardous Materials: Sticky Thumb will not use any hazardous materials, including volatile solvents or gases within its operations.

List of State Licensed Transportation & Distribution Companies: Sticky Thumb will only partner with state-licensed transportation or distribution companies. These partners are listed below:

- Kiva Distribution
- River Collective (RVR)
- Choices Distribution



Each of these companies takes pride in testing and quality, ensuring that all products are packaged and distributed according to state regulations.

Frequency of Deliveries from vendors/distributors: A trained manager will receive all deliveries from our distributors between the hours of 9:30am and 4pm, Monday to Friday.

Regulatory Compliance

The Company will adhere to all state requirements that go along with holding a Type 12 License. These include:

- A licensee with an A-license and an M-license may have the same premises for both types.

- Regarding the needs of the City of Hayward, Sticky Thumb will follow all necessary city requirements. These include:

- Location must be in zoned area assigned by the city of Hayward.
- Will only deliver to qualified patients and operate during city-approved hours.
- Must have security plans in place with security system installed inside/outside building.
- May not transport more product than approved by city/state.
- Must properly dispose of product that is damaged or expires per city and state guidelines.
- Must document all activities regarding product from intake to delivery.
- Must pay all fees to city.
- Stay compliant with all state laws/ regulations.

[REDACTED]

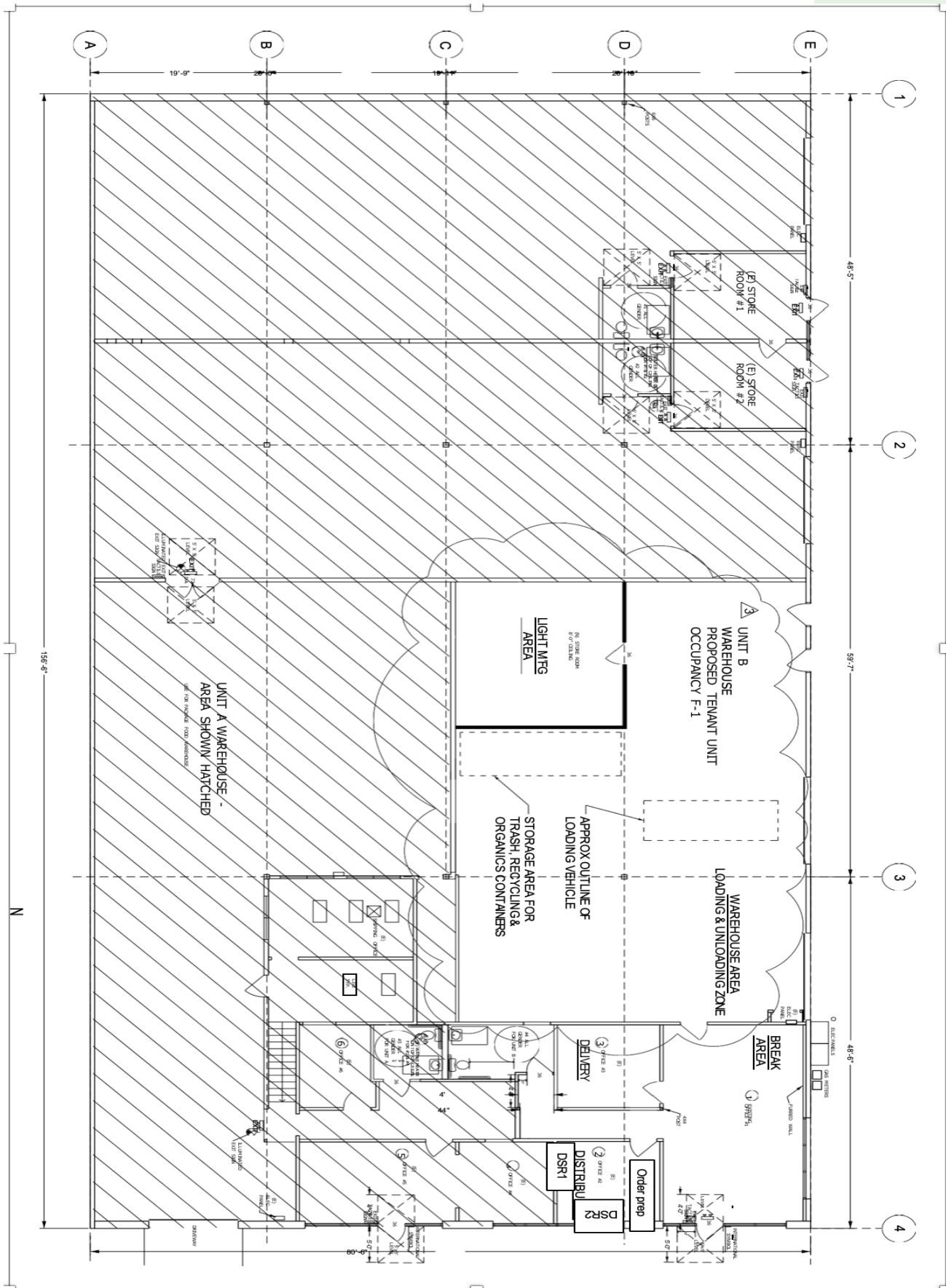
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Site Plan



SAFETY AND SECURITY PLAN

Sticky Thumb places the utmost importance on the safety and security of its employees, its clients, its neighbors, and members of the community. Key elements of the Company's Safety and Security Plan include:

- **Security Measures:** Necessary security measures will be implemented to ensure the product maintains its quality and standards from its arrival to Sticky Thumb facilities to its delivery to the end user. These measures include cameras and safes throughout the facilities and in driver vehicles.
- **Enhanced Screening:** The location of all proposed sites will pose no risk to the public's health, safety, and security.
- **Quality Assurance:** Sticky Thumb will only work with distributors whose products meet the highest quality assurance standards. Additionally, internal staff will be trained to maintain quality assurance standards, identify signs of quality issues, and re-test products if necessary.
- **Security Clearance:** All key personnel will be required to pass security clearance applications in order to work at and deliver for Sticky Thumb.

Layout of Security Items in the Facility

Below is a conceptual layout of Sticky Thumb's facilities, indicating where security items (safe and cameras) are located:

This document has been submitted directly to Police department.

24/7 Security Technology

The following technologies will be implemented throughout the facility to ensure 24/7 monitoring and security measures are in place.



A total of 12 security cameras will be installed within the facilities.



Facility Safe TL 30 rated

Vehicle Security

The Company's fleet of Hybrid Priuses will be outfitted with interior cameras and a money drop-box as well as a built-in lock box for product to be proceed in case of theft.



Prius Fleet



Interior Vehicle Cameras



Money Drop-box

Sticky Thumbs Micro business will consist of delivery, distribution, and manufacturing. I will go through each ones operation. Please not each of these operations has it's own office and separate TL 15 or higher rated safe.

Delivery

Accepting New Orders

1. Sticky Thumb will only accept orders for delivery. No retail customers, patients or caregivers will be permitted entry to the facility.
2. All orders will come in either via our website or by phone, and are both processed using the Treez point of sale system, integrated with METRC state tracking.

Preparing For Deliveries

3. A Sticky Thumb Level 1 employee will pull all pre orders from the Cannabis Safe, and place them in opaque, child-resistant exit packaging.
4. Each cannabis good will be individually barcode scanned as it is placed in exit packaging.
5. The Delivery Store Manager will assign each customer order to a Sticky Thumb Delivery Driver.

Pre-Departure Preparation

6. Once all customer orders for a trip have been assigned to the Delivery Driver, the Delivery Store Manager will print a Delivery Manifest and review it with the Driver. Both the Manager and Driver will sign the Manifest.
7. The Driver moves their assigned delivery vehicle to the Loading Area, then loads all of his orders for that trip into the secure cannabis storage area in the vehicle.

Delivery Site Procedures

8. Prior to arriving at the customer's delivery location, the Sticky Thumb Delivery Driver will attempt to call the customer to notify them of their ETA. (The customer should also receive an automated notification to their phone via Onfleet.)
9. When the Delivery Driver arrives at the delivery site, they will verify the address of delivery before collecting the cannabis products to be delivered and the necessary documentation for delivery.
10. The Delivery Driver may not leave cannabis products at any location without verifying the identity and/or registration status of the individual.
11. After verification, the Delivery Driver will deliver the cannabis products, and both the customer and the Driver will confirm the delivery items match the order as stated on the Delivery Manifest
12. Pursuant to 16 CCR § 5418(h) if Sticky Thumb's Delivery Driver does not have any delivery requests to be performed for a 30- minute period, the Delivery Driver will not make any additional deliveries and will return to the licensed premises. Required meal breaks will not count toward the 30-minute period.
13. After completing all scheduled deliveries, the Delivery Driver will return directly to the Sticky Thumb facility, and check in with the Delivery Store Manager. The Delivery Driver will turn

over any physical copies of receipts and manifests. The Delivery Store Manager will review the electronic records and scan and file any necessary additional notations into the appropriate customer and product inventory records.

14. Pursuant to 16 CCR § 5418(i) upon returning to the licensed premises, all undelivered cannabis goods will be returned to inventory and all necessary inventory and track-and-trace records will be updated as appropriate that same day.
15. In accordance with 16 CCR § 5418(e), Sticky Thumb's Delivery Driver will maintain a log that includes all stops from the time Sticky Thumb's Delivery Driver leaves the licensed premises to the time that Sticky Thumb's Delivery Driver returns to the licensed premises, and the reason for each stop. The log will be turned in to Sticky Thumb when Sticky Thumb's Delivery Driver returns to the licensed premises. Sticky Thumb must maintain the log as a commercial cannabis activity record as required by state regulations.
16. If there were any incidents that occurred that impacted the security of the Delivery Driver, their vehicle or any cannabis product, the Delivery Store Manager will immediately record and respond to these incidents per Company policies and in compliance with local and state regulations.

Cash Handling:

For cash transactions drivers will count cash, drivers will always keep \$100 in cash pouch for change any excess cash will be stored in lock box. Each time the driver returns to the shop cash will be counted by driver and manager. Both will sign they acknowledge the amount then the cash will be put in the safe in an envelope with the drivers name. At the end of the day the drivers totals will be added up and reconciled with deliveries. Once reconciliation is done the manger will then sign off on the driver and place the total money into safe.

Cannabis Vehicles, Storage and Inventory

- **Digital alley Cameras:** All delivery vehicles will include video and audio monitoring equipment by Digital alley. The vehicles will be outfitted with cameras (rearview, dashboard, and interior views). The video equipment has date and time stamped recordings, and video overlays that indicate which vehicle the recording is from. Each vehicle will have its recordings saved on a hard drive designated to that specific vehicle for 30 days. We chose digital alley because they work with police, fire and ems within our nation. Our vehicles will automatically upload all data to the cloud upon arrival to our facility as well as have a SSD card located in the rear view mirror.
- **Built-In Lock Box:** a built-in lock box will be fixed to the vehicle to ensure the highest levels of secure cannabis storage are being met.
- **Maximum Inventory:** No Delivery Driver will ever travel with more than 5 thousand dollars' worth of inventory (The state of CA says a driver may travel with up to 2 thousand in pre orders and an additional 3 thousand in inventory, These amounts of Cannabis take up a very small amount of space in the vehicle and will be in lock box.)
- **Vehicles Storage:** Our gated parking lot has 4 assigned parking spaces for our business. F
- **Onfleet Tracking:** Onfleet GPS tracking software for drivers will allow Sticky Thumb to track its drivers' locations, send out ETAs to customers, and alert customers their delivery is arriving.
- Orders that are out for delivery will stay in pending status in Treez, until the Delivery Driver has

a signed Delivery Manifest from the customer and notifies the Dispatch Office. The Delivery Store Manager will then update the order's status in Treez to Completed.

- In addition each vehicle will also have GPS located inside the vehicle via one step gps. The vehicles locations will be up on a screen during business hours at our location.
- Also drivers will be equipped with cellular technology-based panic buttons or other emergency alert devices. We chose VLERT this is a great tool incase anything does happen they have a button that will send an emergency alert to our office, we will then confirm this was not by mistake by contacting the driver. If we are not able to get a hold of the driver PD will be notified immediately with the drivers vehicle location.

Distribution

When Receiving Batch Shipments From A Licensed Cultivator or Manufacturer

17. For cannabis batches provided by Sticky Thumb's Manufacturing component, for distribution to Sticky Thumb's Delivery component (all part of the same unit), the Transportation vehicle will not be necessary, but secure movement of these cannabis shipments will follow all tracking and secure storage requirements outlined below.
18. For cannabis batches shipped from other licensed cultivators and manufacturers, the Transportation vehicle will be used, and secure movement of these cannabis shipments will follow all tracking and secure storage requirements outlined below.
19. All distribution pickups by Sticky Thumb will pre-scheduled by the supplier, with the specific Invoice Number and Shipping Manifest information already transmitted to Sticky Thumb no later than COB the day before transport.
20. The Sticky Thumb Transport Driver(s) will notify the Supplier 30 minutes prior to scheduled arrival, to confirm their ETA.
21. When accepting cannabis goods for pickup, the Sticky Thumb Transport Driver(s) will verify the goods are packaged securely and conform with the Shipping Manifest. The Driver will scan the barcode of each package, place it in the secured storage area of the Transport vehicle, then have the Supplier Manager sign the Shipping Manifest.
22. When the Transport Driver(s) arrive back at the Sticky Thumb facility, they will drive the vehicle to the Loading Area and notify the Distribution Manager.
23. While the Transport Driver parks, the Distribution Manager (or another Sticky Thumb Level 1 employee) will meet them in the Loading Area. The Distribution Manager will unpack the shipment at the Shipping Table in the Loading Area, and along with the Transport Driver, check each item against the Shipping Manifest and the Invoice.
 - a. First, account for each item on the Shipping Manifest.
 - b. Second, carefully examine each cannabis goods packaging to ensure it is intact.
 - c. If any cannabis goods are improperly labeled or the packaging damaged, the Sticky Thumb Level 1 employee will quarantine the goods, notify the Supplier and record this in BioTrackTHC.
 - d. For all cannabis goods that are identified on the Shipping Manifest and pass inspection, the Distribution Manager will individually barcode scan each batch, then immediately move the newly received products to Sticky Thumb's storage area for cannabis goods awaiting testing results (DSR 1).
24. At the end of each business day, the Distribution Manager will confirm that BioTrackTHC has successfully updated inventory data to the state METRC system.
 - a. Describe where the cannabis goods are received.

As noted above, all cannabis goods are received in Sticky Thumb's secure Loading Area.

- b. Identify who will receive the cannabis goods, such as a manager or an employee.

As noted above, only Sticky Thumb Level 1 employees (All Owners and/or Managers) may receive cannabis goods.

- c. Describe how the cannabis goods are moved to the cannabis storage area.

Once cannabis goods have been inspected and scanned into inventory, the Distribution Manager will then place all of the newly received goods in a Loading Area Cart and move them immediately into the distribution safe TL 15 rated or higher, in the Distribution Storage Room.

- a. Describe what records are produced.

Sticky Thumb will use OnFleet, to move cannabis batch shipments from origin to destination efficiently, reliably, and cost effectively. OnFleet includes the following features:

25. Ability to create shipping manifests which will contain the following

- a. A unique Purchase Order number to track system receipts
- b. Name, license number, and premises address for:
 - i. Licensed Cannabis Business who is shipping the cannabis goods
 - ii. Licensed Distributor (Sticky Thumb) transporting the cannabis goods
 - iii. Licensed Cannabis Business who is receiving the cannabis goods
- c. Name and license number of any licensee involved in the activity or transaction who is not shipping, transporting, or receiving the cannabis goods
- d. Date and time of activity
- e. Date and time of departure from first premises, and estimated time of departure for subsequent premises if cannabis goods are being shipped from multiple premises in one transport vehicle
- f. Estimated date and time of arrival at each receiving premises
- g. Driver license number for any person driving the transport vehicles
- h. Make, model, and license plate number of transport vehicles
- i. Name and type of cannabis goods to be transported

26. Ability to produce and store package and product tracking numbers

- a. All cannabis product sold or transferred between cannabis facilities must have the tracking identification number that is assigned by the statewide monitoring system affixed, tagged, or labeled and recorded, and any other information required by the department, the act, and these rules.

27. Ability to digitally track and store information

- a. Digital signature for pick-up and delivery
- b. Images of products picked-up and delivered
- c. Quantity and product type
- d. Ability to pull reports

- i. Real-time inventory reports
 - ii. Real-time location monitoring via GPS
 - e. Digital route management
28. Creation of driver routes and sequence product pick-up and delivery
 29. Real-time driver notifications of any changes in a transportation route
 30. Store route history
 31. Store route notes
 32. Log suspicious route activity

Shipment Preparation For distribution – Cannabis Retailer

Sticky Thumb will receive orders from Cannabis Retailers for commercial cannabis products that are stored on-site at the facility. Products for distribution will be kept in 2 locations within the same office. The Cannabis Retailer can only place orders against inventory stored in DSR Location 2, the designated storage location of products that are ready for sale.

33. Cannabis Retailer places an order for items stored in distribution office.
34. The order is validated and sent to be prepared for shipment.
35. All items in the order are retrieved and stored in the Order Preparations area.
36. The Distribution Manager validates the correct quantities.
37. All items are packaged in an opaque container for delivery to the Cannabis Retailer.
38. The packaged shipment is staged the Loading Area shows it is ready for shipment.
39. The state mandated Shipping Manifest is affixed to the outside of the opaque container.

Quarantined Product

Product in need of quarantine will be separated from bulk and placed in the designated area of DSR 1. Inventory destruction can be initiated through the Treez system requiring documentation of destruction purpose and/or approved method as well as the employee performing the action. Although the inventory can be adjusted or voided, at no time is any data ever fully deleted as Treez maintains a log of every action, including adjustments and voids, so that the entire history of the system may be reconstructed. The availability and report ability of the system data enables the said entity to produce any information necessary for the Department during an inspection or at the Department's request.

Customers Inventory Messages Timeclock Reports			
Current Dispensed Sales Transfers Accounts Payouts			
Room	Bulk Inventory	Move Items	
Product	Bulk Inventory	Strain	Category
▶ 15	Back Room		Edibles
▶ 1g	End Products		Concentrates
▶ 50	QA	(1)	Concentrates
▶ A	Quarantine		Literature
▶ Ag	Safe		Flower
▶ Ag	Agent Orange 1G (2)		Pre-Rolls
▶ Ag	Agent Orange 1G Pre-roll (2)		Pre-Rolls
▶ Bic	Bic Lighters (1)		Accessories

- b. Describe what happens to the cannabis goods after they are removed from inventory, including any records that are produced.

Completing Distribution Delivery

40. The Distribution Manager reviews all orders ready for shipment, a transportation route is generated, and a Transport Driver is assigned.
41. All packages are loaded onto the vehicle for delivery.
42. The Transport Driver delivers all packages to the Cannabis Retailers. A physical copy of the Shipping Manifest will be carried in the transport vehicle at all times while transporting cannabis goods. The Shipping Manifest will be provided to law enforcement and Department of Consumer Affairs agents upon request.
43. Upon delivery, the Transport Driver will provide the shipping manifest to the retailer and digitally capture the signature of the receiving party.
44. The Shipping Manifest will be completed by Sticky Thumb Distribution and transmitted in the track and trace system to the Bureau and receiving licensee.

Vehicles

Our distribution vehicle is a Ford transit connect equipped with all the same features described in delivery. The only difference is the transit has a partition from the cab which he have installed an additional camera. (Onstep gps, VLERT, Onfleet, lock box, digital alley camera shows road and driver, and second camera for back of van)

Manufacturing

Rosin Extraction Process

Rosin refers to a solventless extraction process that utilizes a combination of small amounts of heat and pressure to nearly instantaneously squeeze resinous sap from your initial starting material. The term “rosin” originated as a method of making a product used to lubricate violin bows. The result is a translucent, sappy, and sometimes shatter-like product. If executed correctly, rosin can rival the flavor, potency, and yield of other solvent-based extraction products without the dangers of creating them using gases and loops.

Why solventless? These days for a number of reasons – primarily because solventless products are perceived as a healthier option due to the lack of chemicals used during extraction. Plus, many people believe that without any chemicals involved, the end products are in their most natural state with their chemistry unaltered from any solvents.

Similar to the [organic cannabis](#) movement currently happening within the flower market, there appears to be a [solventless hash revolution](#) occurring, with more consumers connoisseurs seeking out top-shelf solventless products to experience the true essence of the plant and concentrate.

Rosin is sought out by consumers for its increased purity and natural cannabis.

Generally speaking, the solventless process is more challenging to produce in mass quantities than solvent-based extractions, and takes longer to create.

Equipment

- 2.375" x 4.75" Dual Heating Platens are the dimensions are the plates in inches that heat up to press the rosin. There are two one on top and bottom of the machine. The dried flower is packed



and

into a screening material that doesn't let the plant matter pass through the screen only yielding the rosin concentrate on the other side which then sticks to the parchment paper for collecting

- 110V power operation so no needed changes to existing electrical
- Safety switches on both sides force the user to put both hands on buttons away from the pressing platform to insure safety while operating the machine.
- The Rosin press is manually operated.

2. Where will the cameras be installed and what will be the video quality of these cameras?

Here's a diagram of our security cameras 5 outside 7 inside

- Cameras (Hikvision 4MP HD Dome IR 2.8, 4, 6 mm Camera Fixed Lens), all which can be accessed via Wi-Fi. 4 megapixel high resolution (2688 × 1520) | Full HD1080p video | 2.8mm
- Dual video streams | 120dB Wide Dynamic Range | 3D Digital Noise Reduction
- We will install cameras around the exterior of the building. The interior of the building including warehouse will have cameras located in all areas.
- All video footage will be retained for a minimum of 90 days

3. Will any security guards be hired to monitor the premises?

Initially we plan to hire an employee as security he or she will have a guard card. Once we ramp up and are bringing enough revenue in to support a security guard, we will hire a 3rd party security company to have onsite security. Before we hire a 3rd party security guard we will contact PD and provide the security companies name and the guard assigned to us information.

Requirements for guard

The security guard must be hired by a licensed security employer if we choose to hire the guard directly, we must hold a PSE license.

4. Provide further detail regarding the standard operating procedures provided on pages 14 and 15.

Employee Training

All new employees will undergo a rigorous orientation where they will be trained on the following topics.

City and State Standards

- City and State laws and regulations regarding cannabis – all new employees are required to read the CA state regulations and Hayward city ordinance before start of employment. Each employee will then have to sign a acknowledgement and understanding of the information.
- Interacting with police officers in a safe and respectful manner – Officer interaction training consists of
 1. Understanding what document an officer may request to see. Such as City permit, state license, and manifest.

2. Always be polite and keep your hands in plain view.
3. Answer any questions the officer may have about the vehicle's security i.e. Cameras, lock box and GPS. If you're not sure about something ask the officer if you can call in to your manager to get clarification
4. Comply with all the officer's requests.

Delivery Standards

Customer Interactions

1. Contacting the customer- via onfleet or phone
2. How to check ID on the spot- what to look for DOB, match name to order, correct address on file
3. What to do if customer provides an ID that does not match order- cancel order and contact dispatch
4. Arriving at a location that looks unsafe- keep going, pull over somewhere safe and contact dispatch. Explain to them why you felt unsafe and have dispatch contact customer to cancel order. Safety first always
5. What to look for – people gathered outside residence, alcohol use, drug use, anyone hiding their appearance via hood or mask, hostility, If it doesn't feel right keep going.
6. How long to wait for the customer- strict rule 5 min max after that the driver will leave
7. How to collect payment and operate POS terminal – we use mobile payments and cash. Mobile payment has to be made at time the customer places order. Cash – All orders must specify if they need change and how much at time of order.
8. Returning to Office Procedures
9. Money intake
10. Returned product intake
11. Damaged products (example: leaking cartridges)

Safety While Driving

- Hands-free calling
- Seat belts
- State and local rules of the road

Vehicle Operation

- Where product will be stored within the vehicle
- Where cash will be stored within the vehicle
- Onfleet training (use of GPS system)

Product Knowledge

- Importance of providing customers accurate product information
- What to do if the delivery person does not know the answer to a customer's question or concern

Administrative Duties

- Time sheets: how to correctly record hours and pay
- Using tech: Onfleet training for administrative, dispatch and driver uses,
- Using Treez platform
- Menus: Updating menus
- Scheduling deliveries

Anti-Harassment Training

- All employees will undergo anti-harassment training that will teach them what constitutes harassment, how to identify harassment, and how to report and prevent harassment.
- LawRoom.com training video pertaining to harassment will be shown to all employees.

Safety and Security Protocols

- Entering and exiting the office premises and vehicle procedures
- Using cannabis during work hours is strictly prohibited. If any employee is found to be under the influence while working, they will be immediately sent home and disciplinary actions will be taken.
- Overview of offenses which may result in employment termination
- Flagging customers

Continuing Education & Training

- Because this industry is so new and is constantly evolving, Sticky Thumbs feels it is important to hold bi-weekly staff meetings to keep all personnel up-to-date on laws, important news, and any regulatory changes within the city or state.
- Training sessions will also be held when needed. For instance, if a new type of GPS system is to be installed in the vehicles, all pertinent personnel will go through training on the new system. Additionally, periodic refresher training sessions will be held to ensure staff are maintaining standards and protocols.

Employees, Vehicles, Hours (each facet of our micro business has different operating hours)

- Retail Delivery Hours - Hours of operation 9:30am -9:30pm 7 days a week (we take our last order at 8:59pm)
- Delivery drivers – to start we will have 2 employees working a day. (Our total full time delivery employees will be 4)
- Vehicles – 2 in use 1 back up

Distribution

- Distribution hours – 9:30am-4pm Monday - Friday
- Distribution employees – 1 full time employee to start
- Distribution Vehicles- 1 vehicle

Manufacturing

- Manufacturing 9:30am-4pm Monday - Friday
- Manufacturing- 1 part time employees

General Staff

- Delivery / Distribution Dispatch 1 employee on at a time (2 full time total)
- General Manager – 1 full time employee who supervises all departments and oversees compliance

Total employees – 8 fulltime employees 1 part time

Preventing Workplace Injuries

Below are ways in which the Company will prevent workplace injuries:

- Hire only capable and competent employees who are capable of carefully following guidelines and instructions.
- Hire only delivery personnel who have impeccable driving records.
- Provide proper safety training to staff.
- Create a safe work environment through regular maintenance of vehicles.
- All new drivers will shadow an experienced driver for 3 sessions before driving on their own.
- Educate employees on State laws and City regulations on an ongoing basis. Given that this is a new industry and regulations and standards will likely evolve, all employees will be kept up to date with new and existing regulations.
- Ensure the facility meets all fire codes. Fire exit plans and fire extinguishers will be located throughout the facility.
- Supply each vehicle with a fire extinguisher.
- Undertake quarterly fire and natural disaster drills.
- Perform monthly testing of security systems.
- All new employees must undergo and pass a background check and provide a copy of their driver record.

Employee Training

All new employees will undergo a rigorous orientation where they will be trained on:

City Standards:

- City laws and regulations
- Interacting with police officers in a safe and respectful manner
- The necessary paperwork to carry, their purposes and meanings, and which to present to a police officer if pulled over.
- City Ordinance and rules regarding cannabis

Delivery Standards:

- Customer interactions:
 - Contacting the customer
 - How to check ID on the spot
 - What to do if customer provides an ID that does not match order
 - Arriving at a location that looks unsafe
 - What to look for
 - How long to wait for the customer
 - How to collect payment and operate POS terminal

Returning to Office Procedures:

- Money intake
- Returned product intake
- Damaged products (example: leaking cartridges)

Safety While Driving:

- Hands-free calling
- Seat belts
- State and local rules of the road

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- Where product will be stored within the vehicle
- Where cash will be stored within the vehicle
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Training sessions will also be held when needed. For instance, if a new type of GPS system is to be installed in the vehicles, all pertinent personnel will go through training on the new system. Additionally, periodic refresher training sessions will be held to ensure staff are maintaining standards and protocols.

Probationary Period

All employees will hold a probationary status for their first 90 days with the Company.

General Security and Protocols

Transaction Security: At the time of transaction, the customer will provide their ID for the driver to verify identity. All vehicles are equipped with cameras, which will record inside and outside of the vehicle. Once the driver receives cash, he or she will place cash in car safe. Drivers will only have access to a change pouch that will not hold more than \$199 dollars at a time.

Customer Security: All drivers will be trained in how to deal with a customer and their needs. Drivers/admin will sign a legal agreement not to use or divulge customer information.

Third Party Contractor Security: One employee will have a guard card on their person at all times. Sticky Thumb will hire private security escorts for all cash transfers.

Product and Delivery Security: The product will be stored in a case that is locked and secured within the vehicle during transportation to client. Each vehicle will have interior and exterior cameras to monitor every delivery and transaction.

Facility Security: Sticky Thumb will use Live Watch, a professional business surveillance & security company, to provide 24/7 monitoring and security. Sticky Thumb will have cameras recording key areas inside and outside the facility, as well as a secured door to which entrants must be “buzzed in” before being allowed entry. Doors will always be locked with commercial-grade locks and the company’s safe will be UL-certified and tested burglary- as well as fire-safe for up to 60 minutes.

Product Tracking: Cannabis will be tracked using Treez’s state-mandated seed-to-sale tracking software and point of sale system. During delivery, cannabis will be tracked using Onfleet GPS tracking software up until delivery to the patient.

24/7 Monitoring
ASAPer
 Remote Arm & Disarm
 Crash&Smash Protection
 LiveVoice® Assist
 Smartphone Control
 Home Automation
 Location-based Control
 Real-time Alerts
 Smart Video Capture
 Live Video Streaming
 Includes Security Camera

Intended Handling of Product as a Microbusiness

As a Microbusiness undertaking distribution, manufacturing, and delivery, Sticky Thumb will take special precautions when receiving the product:

- Sticky Thumb will receive product by appointment only.
- When vendor arrives, they must show identification to camera before given access to enter the building. An employee with a guard card will be present to receive them.

Use of Hazardous Materials

Sticky Thumb will not be using any hazardous materials, including volatile solvents or gases.

Company Safety Policy

1. Statement of General Policy

This is the statement of general policy and arrangements for: S.T. Consulting and Services Inc

The company is committed to:

- Provide a safe place of work
- Provide safe systems of work
- Provide training, instruction and supervision
- Provide and maintain safe plant and equipment
- Assess the risks to anyone who might be affected by carrying out work activities
- Ensure materials and substances are safely stored, handled and transported
- Work to prevent accidents

2. Responsibilities

- Farhad Doctor has overall and final responsibility for health and safety.
- Farhad Doctor has day-to-day responsibility for ensuring this policy is put into practice.
- Supervisors and managers must provide adequate supervision to ensure safe systems of work are being followed.
- Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

3. Arrangements

3.1 Training

- All staff and subcontractors will be given a safety induction and provided with appropriate training, including product handling, safe driving practices, customer interactions and risk awareness.
- Supervisors and managers are responsible for identifying training needs.
- Farhad Doctor is responsible for keeping a record of all training.

3.2 Carrying Out Risk Assessments

- The supervisor will carry out a written risk assessment each week, based on the previous week. Hazards will be identified, and control measures implemented to eliminate or reduce risk.

3.3 First Aid/Fire

- Adequate first aid provisions will be available at all sites. All first aid incidents will be recorded. All vehicles will be equipped with fire extinguishers and office/warehouse will store fire extinguishers and be laid out so as to meet fire code requirements.

3.4 Anti-Harassment Training

- All new hires will go through anti-harassment training.

3.5 Substance abuse training

- All employees will be trained on substance abuse, what it means, and why it is not allowed at the workplace. All employees will need to sign an agreement before being hired that states the employee will not consume mind-altering substances during work hours. It is also imperative that no employee or subcontractor comes to work under the influence of any substance that could cause the employee to be intoxicated.

3.6 Accident Reporting

- All employees will report accidents to their supervisor or manager. Yahaira Mondragon is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.
- All accidents will be recorded in the accident book, which is kept by Farhad Doctor and is located within the corporate office.

3.7 Emergency procedures

- Farhad Doctor is responsible for carrying out risk assessments and implementing emergency procedures.
- Farhad Doctor will ensure that contact information is posted and 911 call training is provided
- Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

3.8 Facility

- Facility training will be provided – entering and leaving as well as observing outside cameras
- Training will be provided on verifying identity before allowing entry to facility
- Training will be provided on the “Onfleet” driver tracking system.

3.9 Vehicle Maintenance

- Farhad Doctor or an appointed facility manager will be in charge of weekly vehicle inspections, checking tires, brakes, seat belts and oil.

Safe Processes & Tracking: Distribution Activities

A minimum of 90% of Sticky Thumb’s product be sourced from Type A State Licensed Distribution Companies, who test and package products to state regulations.

- If product is packaged and tested, Sticky Thumb will inspect product to make sure test results meet all requirements set by the state.
- Sticky Thumb will also inspect all packaging to make sure it meets state requirements.
- Upon product purchase by Sticky Thumb, purchase information will be added to its state-mandated seed-to-sale tracking software. The purchase order will be inputted along with each individual item, weight amount of item, cost and test results
- If the product is not tested or packaged, it will be taken on consignment, meaning it will be paid once product meets testing requirements set by the state.

- Product will be weighed, and a sample will be deducted from product weights; both will be documented in the tracking system.
- Product and sample will be stored in safe until lab carrier picks up sample by appointment only. This step is documented.
- Once lab sample results are received for THC CBD test results (see page 38 for a complete list of required testing) the product will move on to Labeling and Packaging or be given back to vendor, should it fail to meet standards. All returns will be logged in state-mandated seed-to-sale tracking software.

Testing will be done according to Title 16 of the California Code of Regulations, Section 5715, and the regulations listed by the Bureau of Cannabis Control of California (see page 38).

Testing Laboratories

Activities:

- Collects samples of each cannabis goods batch from the distributor's premises
- Tests cannabis goods in accordance with the Act and regulations for:
 - Cannabinoids
 - Foreign material
 - Heavy metals
 - Microbial impurities
 - Mycotoxins
 - Moisture content and water activity
 - Residual pesticides
 - Residual solvents and processing chemicals
 - Terpenoids
 - Homogeneity

Requirements:

- ISO/IEC 17025 accreditation
- Must develop and implement a chain of custody protocol to document the transportation, handling, storage, and destruction of samples
- Must generate a certificate of analysis for each primary sample the lab analyzes
- Any cannabis or cannabis product sold to, or purchased by, a customer, must meet testing requirements

Safe Processes & Tracking: Distribution and Manufacturing Activities

At this stage, the product, which has passed all lab testing, will be ready to package.

- Weigh flower before pressing
- We will use a rosin press to squish the bud and release the sap
- Weigh and document sap collected
- Place in individual sap jars
- All labeling and packaging will be designed by Yahaira and will be approved by Farhad Doctor.
- Products will be packaged in a clean room; air will be scrubbed with a charcoal filter system that will be installed by a professional company to avoid smell leaks.
- Packaging room will meet health and safety guidelines
- Employees will wear medical-grade gloves while handling product.
- Once product is packaged, all waste will be logged and taken to appropriate facility (See "Waste" section on page 41).

- At this stage, Sticky Thumb now has a packaged product, which will be labeled to state requirements
- Product will be inputted, tracked, and logged into Treez and state-mandated seed-to-sale tracking software (METRC). Data included: number of packages, waste amount, THC, and CBD test results. Please see page 38 for a complete list of required testing.
- The finished product will be stored in a safe until ready for delivery.
- tracking software.

Distribution manifest and transportation

All shipping manifests documents will be provided by state authorities, and we will maintain manifests for five years.

Check list before sending distribution vehicle out.

1. Complete a shipping manifest prescribed by the State. Manifest will include:
 - Driver's license numbers and State
 - Identification Numbers
 - Transport vehicle VIN#
 - Transport vehicle license number
 - Transport vehicle description
 - Transport Vehicle Asset Tracking GPS
 - ID#
 - Origin Manufacturing Facility
 - registration number
 - Destination Dispensary registration
 - number
 - Product quantity, names, and serial
 - numbers
2. Securely transmit a copy of the manifest to the dispensary facility that will receive the products and to the State before the close of business the day before transport.
3. Shipping Manager will follow the same procedure with every shipment:
 - Assemble the order
 - Box the order
 - Attach a copy of the manifest to each box
 - Use Onfeet tracking as well as GPS on vehicle to track vehicle from the time it leaves our facility.

SALES INVOICE/ SHIPPING MANIFEST

PLEASE USE PERMANENT INK FOR ALL ITEMS

INVOICE/MANIFEST NUMBER:			
ATTACHED PAGE(S)?	YES NO	# OF ATTACHED PAGES:	

ACTUAL DATE AND TIME OF DEPARTURE:	/ /	AM PM
ESTIMATED DATE AND TIME OF ARRIVAL:	/ /	AM PM

SHIPPER INFORMATION	
STATE LICENSE #	
TYPE OF LICENSE	
BUSINESS NAME	
BUSINESS ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CONTACT NAME	

RECEIVER INFORMATION	
STATE LICENSE #	
TYPE OF LICENSE	
BUSINESS NAME	
DELIVERY ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
CONTACT NAME	

DISTRIBUTOR INFORMATION			
STATE LICENSE #		DRIVER'S NAME	
BUSINESS NAME		CA DRIVER'S LICENSE#	
STREET ADDRESS		VEHICLE MAKE	
CITY, STATE, ZIP		VEHICLE MODEL	
PHONE NUMBER		VEHICLE LIC. PLATE #	
CONTACT NAME		ACTUAL DATE AND TIME OF ARRIVAL	/ / AM PM

PRODUCT SHIPPED DETAILS							
SHIPPER COMPLETES ALL THE UNSHADED COLUMNS BELOW. RECEIVER COMPLETES <u>ONLY</u> THE SHADED COLUMNS BELOW (Please attach additional pages, if needed)							
UID TAG NUMBER (IF APPLICABLE)	ITEM NAME AND PRODUCT DESCRIPTION (INCLUDE WEIGHT OR COUNT)	QTY ORDERED	QTY REC'D	UNIT COST	TOTAL COST	RETAIL ONLY	
						UNIT RETAIL VALUE	TOTAL RETAIL VALUE

PRODUCT REJECTION	
IF PRODUCTS ARE REJECTED, PLEASE CIRCLE THE ITEMS BEING REJECTED IN THE PRODUCT SHIPPED DETAILS SECTION ABOVE	
REASON FOR REJECTION:	

PRODUCT RECEIPT CONFIRMATION			
I CONFIRM THAT THE CONTENTS OF THIS SHIPMENT MATCH IN WEIGHT AND COUNT AS INDICATED ABOVE. I AGREE TO TAKE CUSTODY OF ALL ITEMS AS INDICATED RECEIVED ABOVE – AND WHICH ARE NOT CIRCLED. THE PRODUCTS CIRCLED ABOVE ARE REJECTED FOR DELIVERY AND REMAIN IN THE CUSTODY OF THE DISTRIBUTOR FOR RETURN TO THE SHIPPER AS INDICATED ON THIS FORM AND ALL ATTACHED PRODUCT DETAILS SHEET(S).			
NAME OF PERSON RECEIVING AND/OR REJECTING PRODUCT:		PHONE NUMBER:	
SIGNATURE OF PERSON RECEIVING AND/OR REJECTING PRODUCT:		DATE SIGNED:	

Transportation Security Measures

Each vehicle will be equipped with a safe, video cameras installed and synced to the digital alley cloud, GPS, and drivers will have panic buttons

1. Each vehicle will have one driver and one transport agent during distribution delivery of cannabis products to and from dispensaries and laboratories.
2. All individual orders will be assigned a unique asset tracking GPS unit.
3. The delivery vehicle will have a fleet tracking GPS Unit Bttached to the vehicle.
4. The delivery vehicle will have a CCTV system that will record at all times the vehicle inside and outside the Distribution Facility. All loading and unloading will happen inside of warehouse when all doors are closed.

Preparing and conducting distribution

1. Distribution employee will lay out manifest, box and products
2. Distribution manager will check order for accuracy
3. Boxed and sealed orders will be moved through security door to loading bay of warehouse
4. Boxes will be loaded in vehicle will all security measures outlined above
5. Transport will travel directly from the Micro business Facility Secure Loading Bay to the dispensary facility or testing facility and then back to the Secure Loading Bay.
6. Transport agent will collect a signed manifest for all deliveries. Dispensary or laboratory agent will confirm that all cannabis products or cannabis samples were delivered and the seal was unbroken at the time of delivery.
7. Transport may stop at other dispensary facilities, laboratories, gas stations for refueling.
8. In the case of emergency transport agents will us the panic button provided and Distribution will have access to alert notifications to report the emergency immediately to law enforcement through the 911 emergency systems.
9. One delivery transport agent will remain with the vehicle at all times the vehicle contains cannabis products with the engine running.
10. All vehicles will have one company cell phone with a direct line of communication with distribution manager
11. Each transport agent will keep in their department issued identification card with them at all times when transporting or delivering cannabis.
12. All drivers and transport agents will understand what materials to provide to law enforcement and will make sure the document are available prior to leaving facility. This

includes ID badge, manifest, permit/license information, insurance and will allow officer to view inside of vehicle if requested to do so.

13. All vehicles at time of return will request roll up door be opened.
14. Once inside warehouse and roll up door is closed driver and transport agent will exit vehicle
15. Distribution manager will collect any distribution deliveries that were not made
16. Make sure seal is not broken and place in secure distribution room
17. Distribution manager will collect all payments from vehicle safe and enter secure room
18. Distribution manager will confirm all payments match amounts on manifest before placing in distribution only safe
19. Distribution manager will then open any return box's and check contents before re stocking

Safe Processes & Tracking: Delivery Activities

Careful processes and procedures are also key to all delivery activities. At this stage, the product is ready for delivery.

- Manager will assign product to driver, which will be logged.
- Once driver leaves facility with the product, the driver's movements will be tracked via Onfleet tracking software.
- Once product arrives at customer's destination and transaction is completed, the driver will close out delivery in Onfleet. The transaction data will be uploaded to the customer's profile.
- The transaction is then completed, tracked, and logged in Sticky Thumb's point of sales software, Treez, which is a state-mandated seed-to-sale tracking software.
- The product will then officially be deducted from inventory.
- The driver will store cash received in cash lock-box in vehicle.
- Once driver returns, any remaining inventory and all cash will be logged.
- Manager will then reconcile cash vs. product and release driver of product responsibility.

Legal Manufacture

License: Type 6, level 1

Defined: For manufacturing sites that produce medical cannabis products using nonvolatile solvents. A Type 6 license could perform Type N or P tasks. We will not use type N, below is a description of the types of uses we will be conducting under our license

Extraction Process Defined:

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Sasquash is the machine we intend to use



Why solvent-less? These days for a number of reasons – primarily because solvent-less products are perceived as a healthier option due to the lack of chemicals used during extraction. Plus, many people believe that without any chemicals involved, the end products are in their most natural state with their chemistry unaltered from any solvents.

Similar to the organic cannabis movement currently happening within the flower market, there appears to be a solvent-less hash revolution occurring, with more consumers and connoisseurs seeking out top-shelf solvent-less products to experience the true essence of the plant and concentrate.

Rosin is sought out by consumers for its increased purity and natural cannabis experience.

Generally speaking, the solvent-less process is more challenging to produce in mass quantities than solvent-based extractions and takes longer to create.

Equipment Explained:

- 2.375" x 4.75" Dual Heating Platens are the dimensions are the plates in inches that heat up to press the rosin. There are two one on top and bottom of the machine. The dried flower is packed into a screening material that doesn't let the plant matter pass through the screen only yielding the rosin concentrate on the other side witch then sticks to the parchment paper for collecting
- 110V power operation so no needed changes to existing electrical
- Safety switches on both sides force the user to put both hands on buttons away from the pressing platform to insure safety while operating the machine.



Storage of pre-press/ manufactured product:

- The dried flower will be stored in compliant safes along with the proper labels of weights, dates and explanation of products.
- It would travel from the safe to the manufacturing station devised of stainless steel tables, the rosin press itself (Dimensions: 12"W x 10"D x 20"H), as well as the air compressor.
- It would then be packaged into one gram child safe complaint containers and sent off to the appropriate testing facility while the remainder back to the safe for proper storage

Process

- Step 1: Put on gloves and safety glasses
- Step 2: Place dried flowers into the screening material. 7 grams per screen material and then set aside
- Step 3: The press would be turned on via safety and power switch
- Step 4: Turn on the compressor
- Step 5: Once the Press is up to temperature (180 degrees Fahrenheit) you are ready for your first press
- Step 6: take one screen packed with dried cannabis and wrap in a parchment paper that has been folded for the collection of rosin
- Step 7 Align the screen on the plates of the rosin press
- Step 8 Put both hands on the safety buttons needed to start the machine
- Step 9 Engage power on press when both hands are free and clear (machine will not start unless buttons on both sides of the machine are engaged at the same time confirming body extremities are no where in range of the press.)
- Step 10 The press will stay engaged for 60 seconds
- Step 11 After 60 seconds the press will release
- Step 12 gather the parchment and set it aside to cool
- Step 13 wait at least 15 minutes
- Step 14 gather all parchments and start to collect the rosin off the paper with a stainless steel tool
- Step 15 Scrape the tool back and forth on the parchment until all resin has been collected and stuck to tool end
- Step 16 Create a ball with all the collection and section it off into grams for packaging
- Step 17 weigh and document weight of extract

WASTE CONTROL PLAN: Methods of Disposal of Waste Materials

We will generate normal office waste as well as waste from printing and packaging of the products used in manufacturing. There will also be waste from the creation of rosin. Rosin is a solvent-less extract created by pressure. The waste would be minimized based off the only materials needed for the process are the cannabis flower itself, the silk screening material, as well as parchment paper and the machine for pressing. The largest amount of waste will be paper, and labels which will be recyclables. Cannabis waste will be minimized, as no cultivation will happen on site. The byproduct of rosin is the pressed coins of flower that have been stripped of their active ingredients through out the squishing process. The dried flowers are packed into a screen and then pressed with heat and pressure leaving your concentrate on parchment paper after extraction. No volatile solvents are used in any production of rosin at this facility. After products are manufactured, they will be tested for all required guidelines and if they do not pass, they will be destroyed or reworked until proper amounts have been established. Applicant facility will generate minimal hazardous waste

Waste Sources Identified:

- 1. Processing
- 2. Packaging
- 3. Office use

The processing area will have minimal waste out side of the solid cannabis waste left behind from the process of procreating the rosin. The Dried flower coins will weigh approximately 75 percent of the initial starting weight of the dried flowers. Applicant will create less than 20 lbs. of office waste per year, mostly comprised of recyclable materials such a paper, cardboard, and labels. Less than 3 lbs. of solid cannabis waste (rosin chips) each year that would go through safe handling practices in accordance to State of California regulations and the Manufacturing Facility's Operations and Management Practices Plan.

Cannabis Waste Handling Procedures:

All waste will be secured, locked and managed in accordance with State of California regulations and the Manufacturing Facility's Operations and Management Practices Plan.

Solid Cannabis Waste Handling Procedure

1. The cannabis product waste will be weighed
2. Data will be recorded in Applicant's Inventory Counting System including date, weight, batch number, and section of the facility generating the waste.
3. The waste will be bagged, tagged and moved in the Inventory Counting System, as well as physically to the Waste Disposal Area. All aspects of the byproduct wastes, weights, ID numbers and associated data is stored in the system indefinitely. Destruction event plans and explanations are also documented and stored within the seed-to-sale software system. This data cannot be modified or deleted by the manufacturing facility employees or even by seed-to-sale software. Seed-to-sale software records manual inventory adjustments through a detailed notes section. The reason for disposal and, if applicable, disposal company are recorded and archived to the batch number associated with the disposed cannabis. As with all transactions in the seed to- sale software system, the employee responsible for the transaction

is required to enter a PIN number or recording the date, time, and reason for the transaction.

Solid Cannabis Waste Rendering and Disposal Procedure

Cannabis waste rendered unusable and rendered into non-compostable mixed waste will be disposed of by being picked up by an Cannabis Waste Disposal Company approved by the local health department.

Liquid Waste

There will be no liquid waste because no process involves cultivation, as well as there is no extraction or cooking process that uses water.

Licensing, “Type P”: This license is for manufacturers that only package or repackage cannabis products or label or re-label the cannabis product container. Manufacturers that engage in packaging or labeling of cannabis products as part of the manufacturing operation do not need to hold a separate Type P license.

“Manufacture” means to compound, blend, extract, infuse, or otherwise make or prepare a cannabis product. The term “manufacture” includes the following processes:

- a. Extraction processes;
- b. Infusion processes;
- c. Packaging or repackaging of cannabis products;
- d. Labeling or relabeling the packages of cannabis products.

The term “manufacture” does not include the following:

- a. The repacking of cannabis products from a bulk shipping container by a distributor or dispensary where the product’s original packaging and labeling is not otherwise altered.
- b. The placing of cannabis products into opaque packaging at retail premises for purpose of complying with section 26070.1 of the Act.
- c. The collection of the glandular trichomes that are dislodged from the cannabis plant incident to cultivation activities.

Type P licensees can do only packaging and labeling for other licensed cannabis manufacturers.

Fire Notes (The following notes were pulled from FPE report)

Zari Consulting Group, Inc. has been retained by Farhad Doctor to perform a fire and life safety analysis at 23287 Foley Street in Hayward, CA. We have conducted our review for conformance with the 2016 edition of the California Building Code (CBC) and the 2016 edition of the California Fire Code (CFC). We also reviewed the applicable NFPA standards that are referenced in the CFC.

The building is defined as a F-2 occupancy, which includes a warehouse, distribution/delivery room, light manufacturing, and office areas. This building will not contain high piled storage. Oil extraction will not use flammable or combustible liquids. Indoor growing will not be conducted. This facility will be used for storage of cannabis, cannabis products and light manufacturing only. Sticky Thumbs will operate under a Type 12 – Commercial Cannabis Microbusiness permit.

The scope of work includes tenant improvements to the existing 12,480 sq. ft. building. The current construction type of the warehouse is Type V and it is not equipped with an Automatic Fire Sprinkler System.

Building Info

Building is not sprinklered, and the owner completed all interior renovations already. We plan to have a room built inside the warehouse this will entail building two walls (see architectural drawings attached pg 99)

Other tenants in the building

RestaurantCA (wholesale foods), and Pest Go Away (distributes, spray bottles, traps and parts).

Emergency power system for exit signs – the exit signs will be backed up with batteries

FPE Machinery and Equipment approval (The following notes were pulled from FPE report)

Rosin Press

The rosin press being used by Sticky Thumbs is the Sasquash V2. The Sasquash V2 will be used in the manufacturing area only. All of the equipment consists of UL listed parts. The heating element – Tempco High Density Cartridge Heater, temperature controller – Love Series 16B Dual Controller and hand pump – SPX Flow Hand Pump have all been reviewed and accepted by Zari Consulting Group.

Hydraulic Oil Volume (provided by Sasquash rosin press support team)

Regarding Fluid Volume in the hydraulic jack (inside press) - SPX measures their liquid volume by cubic in.

The V2 - 15 Ton press has a 6.7 cu in. capacity

where the **2.5** has a max of 20.6 cu ft capacity

Keep in mind you will not ever need to reach full capacity as the presses just wont allow it.

So its fair to say you may have a max of 3/4 that capacity in your press at time of use

Vehicle Storage

We have 4 assigned parking spaces in a gated parking lot at our building. We intend to load and unload our vehicle inside the warehouse, but will park the vehicles overnight in the parking lot outside.

COMMUNITY BENEFITS PROPOSAL

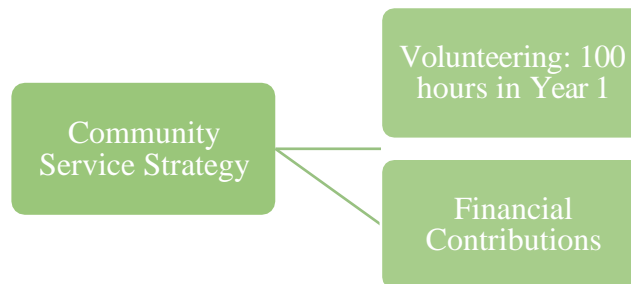
Community Benefit Mission

As a member of the National Cannabis Industry Association, as well as the California Cannabis Industry Association, it is the mission of Sticky Thumb to act locally and provide financial and other support to already-existing organizations.

100 Hours: Sticky Thumb's Year 1 community service hours goal.

Strategy

To achieve our Community Benefit Mission, the Sticky Thumb staff will volunteer at various and contribute to different aspects of the community such as the youth, education, and parks. Our goal is to undertake 100 hours of community service in our first year. In addition to having a physical presence in the community by volunteering, Sticky Thumb will also contribute to programs financially.



Health Education and Prevention Strategies

Sticky Thumb aims to support preventative programs that aim to proactively prevent substance abuse of alcohol and drugs (both prescription and illicit) through education. To this end, Sticky Thumb will:

- Provide financial support to relevant youth programs, by providing food and educational and nutritional activities.
- Provide financial support to local school
- Offer volunteer assistance to youth programs to create safe environments for learning.
- Volunteer cleaning parks

Economic Benefits

- Percentage of revenue is used to finance programs that are beneficial to the local community
- Taxes collected will be allocated, by the city, to local projects.
- Donations to each of the programs listed below will be offered and used as they see fit
- Create long- term well-paying jobs that will be made accessible to the citizens of Hayward
- 100% of new hires will be Hayward citizens. All candidates will need to show proof of Hayward residency.

Organizations to Which Sticky Thumb Will Donate Financial and Resource Support	
<p>Kids Breakfast Club https://www.tkbc.org/tkbc_office 22542 Second st Hayward, CA 94541</p> <p>Laura Doctor and Yahaira Mondragon from Sticky Thumb will be taking the lead</p> <p>The need to provide California’s kids with breakfast and a wide-range of educational and nutritional activities while school is not in session has not been greater than today. The participation rates for California public school students in Free and Reduced Priced Meals programs (FRMP) have steadily increased over the years. Mirroring the state’s upward trend, Alameda County in general, and Hayward schools specifically are also seeing steady upward trends in participation rates. California public school students participate in the FRPM program while school is in session. What is unknown is what kind of access California’s kids, especially our local neighborhood kids, have to good and quality nutrition and education activities when school is not in session.</p>	<p>H.A.R.D. District Administration Office 1099 E St. Hayward, CA 94541 (510) 881-6700 (510) 881-6763 Fax</p> <p>The Hayward Area Recreation and Park District, known locally as “H.A.R.D.,” is an independent special use district created to provide park and recreation services for over 280,000 residents. Our boundaries encompass a 100 square-mile area, which includes the City of Hayward and the unincorporated communities of Castro Valley, San Lorenzo, Ashland, Cherryland, and Fairview.</p>
<p>Friends of Chabot College Chabot College Office of Development 25555 Hesperian Blvd Hayward, CA 94545</p> <p>Farhad Doctor will manage donations</p> <p>Contributions of any size are enthusiastically welcomed and greatly appreciated. Supporting The Friends of Chabot College fund is a great way to invest in the future of our students. Whether you are an alum of Chabot College, student, parent, or interested community member, you have a role to play in building the social and financial capital for our college.</p>	<p>Chabot College: Veterans Services 25555 Hesperian Blvd Hayward CA 94545 650-520-7582</p> <p>Sticky Thumb wants to give back to our Veterans. The first step for us will be donating towards Parking, bus passes and school supplies at Chabot college. We would like to volunteer and find out more about Veteran needs in the community. By doing this we can identify areas we can contribute more to.</p>

COMMUNITY OUTREACH AND SUPPORT

Sticky Thumb has chosen to contribute to the organizations mentioned because we believe that our focus and dedication should go towards supporting youths, veterans, education and community areas of gathering like parks. Our goal is to volunteer our time at with the Kids Breakfast club and H.A.R.D, while providing financial resources to Chabot College programs. Below is a personnel forecast of the Company:

Personnel Forecast					
	Year 1	Year 2	Year 3	Year 4	Year 5
Management Count					
CEO	1	1	1	1	1
Director of Business Development	0	1	1	1	1
Operations Manager	1	1	1	1	1
Driver	5	6	7	8	9
Total Personnel	7	9	10	11	12

Alignment with City of Hayward Strategic Initiatives

The City Council of Hayward has four guiding priorities that guide City action:

- Safe
- Clean
- Green
- Thrive

Sticky Thumbs vision aligns closely with those of the City and will continuously aim to advance these strategic initiatives through its own model and programs.

**Safe**

- Provide continuous safety and security training to employees
- Outfit all facilities and vehicles with the necessary security and safety equipment including fire extinguishers and cameras

**Clean**

- Follow all sanitation and recycling guidelines and requirements.
- Facilities produce no odor or noteworthy pollution or emissions.

**Green**

- Delivery fleet is comprised of Hybrid Priuses.

**Thrive**

- Jobs created will be given to residents of Hayward.
- Financial and other support will be given to local substance abuse prevention programs
- Goal of 100 volunteer hours for Year 1.

Neighborhood Benefits or Improvements

The following steps will be taken by Sticky Thumb to ensure the adjacent community benefits from the presence of Sticky Thumb in the neighborhood:

- Financial support will be given to non-profit organizations that align with the community and Company's vision, including donations to GED-completion programs.
- Volunteering will be done at local substance abuse prevention and treatment organizations.
- Facilities and fleet will have a minimal ecological footprint: No hazardous materials will be used, and the delivery fleet will be comprised of Prius Hybrid vehicles.

Commercial Cannabis Land Use

Location of Sticky Thumb facility and operations will adhere to the City of Hayward Commercial Cannabis Land Use Maps. See Appendix 4.


PRODUCT TESTING AND SAFETY

Ninety percent of the products received by Sticky Thumb are sourced from Type A State Licensed Distribution Companies, who test and package products to state regulations. These licensed distribution companies include:

- Kiva Distribution
- River Collective (RVR)
- Choices Distribution

These companies are responsible for making sure all necessary testing has been completed and the product passed. Once the product is deemed safe to consume, then the distribution companies also make sure the product is packaged to meet state guidelines. Child proof packaging ensures children will not accidentally ingest products. The State has also implemented a limit on how much cannabis can be in one packaged edible (maximum 100mg). This is to ensure that the consumer is able to use the cannabis safely without risking over-ingesting. It is the job of Sticky Thumb, once it receives these products, to double-check lab test results and packaging to confirm State regulations and standards are being met before the customer receives products from the Sticky Thumb delivery service.

The remaining 10% of product will be tested through Steep Hill Labs, a Licensed Laboratory located in the East Bay. Testing will be done according to Title 16 of the California Code of Regulations, Section 5715, and the regulations listed by the Bureau of Cannabis Control of California (see chart below). Sticky Thumb will then package products in state-approved containers and label products using state guidelines for labeling.



**BUREAU OF
CANNABIS
CONTROL**
CALIFORNIA




ALL CANNABIS HARVESTED ON OR AFTER 1/1/2018 AND ALL CANNABIS PRODUCTS MANUFACTURED ON OR AFTER 1/1/2018, SHALL BE TESTED ACCORDING TO TITLE 16 OF THE CALIFORNIA CODE OF REGULATIONS, SECTION 5715, AND THE REGULATIONS THAT FOLLOW.

PHASE-IN OF REQUIRED LABORATORY TESTING	INHALABLE CANNABIS	INHALABLE CANNABIS PRODUCTS	OTHER CANNABIS & CANNABIS PRODUCTS
JANUARY 1, 2018			
Cannabinoids Testing	✓	✓	✓
Moisture Content Testing	✓		
Category II Residual Solvents and Processing Chemicals Testing		✓	✓
Category I Residual Pesticides Testing	✓	✓	✓
Microbial Impurities Testing (A. fumigatus, A. flavus, A. niger, A. terreus)	✓	✓	
Microbial Impurities Testing (Escherichia coli and Salmonella spp.)	✓	✓	✓
Homogeneity Testing of Edible Cannabis Products			✓
JULY 1, 2018			
Category I Residual Solvents and Processing Chemicals Testing		✓	✓
Category II Residual Pesticides Testing	✓	✓	✓
Foreign Material Testing	✓	✓	✓
DECEMBER 31, 2018			
Terpenoids Testing	✓	✓	✓
Mycotoxins Testing	✓	✓	✓
Heavy Metals Testing	✓	✓	✓
Water Activity Testing of Solid or Semi-Solid Edibles	✓		✓

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

Bureau of Cannabis Control
1625 North Market Boulevard, Suite 202-S
Sacramento, CA 95834
(800) 952-5210

For the latest updates, follow the Bureau on social media

It is crucial that consumers of Sticky Thumb know that the products have been lab-tested and packaged to prevent accidental child use. The State of California has made it clear that a testing Laboratory license cannot be combined with other licenses.

Three-Step Process

Sticky Thumb has created a three-step process to ensure product testing and safety requirements are being met:

Step 1. Review	Review the lab results. This includes (but is not limited to) the review of levels of biological and chemical containments, confirming they meet state and federal standards for food, drugs and tobacco and the cannabis standards set by the state. Sticky Thumb will also review all dosing levels of edibles, ensuring they do not exceed the allowed amount.
Step 2. Ensure	Ensure product quality by checking the tests results are of the current batch provided and dated. Any discrepancies can be verified by contacting the laboratory, which conducted the test.
Step 3. Check	Check all packaging meets state childproof packaging standards.

Inventory Management Plan

Inventory will be tracked using state-approved seed-to-sale tracking software (Treez), which integrates seamlessly with their point of sale system. Treez has been integrated with California's

State-mandated seed-to-sale-tracking system (METRC).

Product information that is entered into the Sticky Thumb Treez database includes:

- Wholesale cost
- Retail cost
- Quantity of product
- Test results
- Image of product

Treez also integrates with Xero Accounting Software which helps management run more detailed reports on revenue, cost of goods, marketing, labor and other items which helps store and track vital information needed for tax purposes.

Profile Management

Each Sticky Thumb customer must create a profile through the Treez platform. The profile will include the customer's Full name, email, ID image and information, recommendation (if medical), and will store all purchase data related to that client.

Once the customer creates the profile, Sticky Thumb will then check to make sure they meet medical standards. Once their account has been validated, they are approved and can start shopping on the Sticky Thumb website. The customer or patient will then browse and select products from their site and make purchases. Each purchase is recorded in the Treez system as a sale and the product is deducted from their inventory management system, accordingly.

Labeling

Prior to release of a product to a distributor, a licensee shall ensure that the product is in finished form and is labeled and packaged in its final form for sale. A maximum of 10% of Sticky Thumb product is packaged onsite will be packaged in the office, and labeled according to state guidelines. It is imperative that products do not appeal to children; therefore, product labeling

will avoid colorful imagery and words. Consumers should receive the product with proper labeling announcing risk and warnings of using cannabis as stated by the state.

Sticky Thumb products will be delivered with each of the following statements:

- (A) "SCHEDULE I CONTROLLED SUBSTANCE."
- (B) "KEEP OUT OF REACH OF CHILDREN AND ANIMALS" in bold print.
- (C) "FOR MEDICAL USE ONLY."
- (D) "IF PREGNANT OR BREASTFEEDING, CONSULT A PHYSICIAN PRIOR TO USE."
- (E) "THE INTOXICATING EFFECTS OF THIS PRODUCT MAY BE DELAYED BY UP TO TWO HOURS."
- (F) "THIS PRODUCT MAY IMPAIR THE ABILITY TO DRIVE OR OPERATE MACHINERY, PLEASE USE EXTREME CAUTION."

Cannabis product packaging cannot resemble traditionally available food packages, and edibles packaging must be opaque. All manufactured products must be packaged before they are released to a distributor. In addition to these requirements, statute requires that cannabis product packaging not be attractive to children and be tamper- evident, re-sealable if the product includes multiple servings, and child-resistant.

Cannabis product labels must include an ingredient list, some nutritional facts and the CDPH-issued universal symbol. The label may not refer to the product as a candy. In addition to these requirements, statute requires that labels not be attractive to individuals under age 21 and include mandated warning statements and the amount of THC content.

ENVIRONMENTAL PLAN

Neighborhood Impact Mitigation

Sticky Thumb will mitigate its impact on surrounding communities. Its low impact business model ensures an increase in noise, foot and vehicle traffic, as well as waste and water usage will not be an issue. Door-to-vehicle traffic will not be increased either, given that Sticky Thumb is not a storefront. While their employees primarily use vehicles to deliver, currently there are never more than three drivers out on deliveries on any shift. In addition, there will be no signage or advertisements on their vehicles, assuring complete discretion.

Waste

Hayward requires that all Sticky Thumb products is pre-packaged, labeled and tested to ensure quality and safety. This model allows their business to conduct itself in a low-waste manner. As a manufacturer of up to 10% of its inventory, Sticky Thumb will effectively manage waste, ensuring excess items such as stems, crumbs, leaves, and “shake” is weighed, documented, and tracked through a state-mandated seed-to-sale system. Once collected and weighed, Sticky Thumb will store product in an UL-rated, fire and theft safe until delivered to a state or city-approved waste managing facility to be safely disposed of.

A majority of Sticky Thumb’s waste will consist of recyclable boxes in which they receive their products. They will recycle and responsibly dispose of any additional waste.

Water

Because Sticky Thumb’s main focus will be delivery, distribution and packaging, their business will not be cultivating. Therefore, they will not be consuming a large amount of water. The largest contributor to water use will be onsite restrooms.

Odor Control

Ninety percent of Sticky Thumb’s products will come pre-packaged, emitting zero odors. The remaining amount – a maximum of 10% – is packaged onsite will be packaged in the storage room, which will be sealed to control odors. Sticky Thumb will have charcoal filters installed, which scrub the air inside the facility. Each storage room, warehouse, and office will have a charcoal filter to prevent the emission of odor.

A professional company will be hired to install and test the air-scrubbing system so that it meets all requirements and efficiently scrubs the air for odor. Proper HEPA filters will also be installed in all the vents.

In this way, the facility will provide sufficient odor absorbing ventilation and exhaust systems so that any odor generated inside the dispensary is not detected outside the building, on adjacent properties or public rights-of-way, or within any other unit located within the same building as the dispensary, if the use only occupies a portion of a building.

Energy Efficiency and Sustainability (Fleet greening plan for delivery vehicles)

As a delivery service, Sticky Thumb will have an office space for dispatch that will use a small amount of energy. Sticky Thumb does not require high-grade lighting in their office and intends to use LED lights, creating a more energy efficient space. Using only energy-efficient cars such as the prius hybrid to reduce their carbon footprint will also minimize fuel used by delivery vehicles. For distribution we intend to use Ford Transit connects which are not hybrids but they are 4 cylinders and much better for the environment than most big vans. The software we use for cameras and GPS gives us reports on driving metrics per driver. We intend to promote safe driving through incentive programs like prizes each month for safest driver! Every employee will go through our training on safe driving practices as stated in previous sections of the application.

Sustainability Plan for Commercial Manufacturing

For our Type 6, level 1 manufacturing license we will use an electrical press, which operates using low levels of electricity. All presses use standard 110v, and depending on the size of the press uses between 2 -10 amps. The remainder of the cannabis is called a “puck” those pucks must be collected documented and disposed of through a state approved facility. We feel this process is an organic eco friendly method of cannabis extraction. In addition we will be packaging products under the type 6, level 1. The packaging process does leave us with boxes and excess material all of which we are able to recycle. We anticipate recycling 20-30 lb’s a month during our first year. We will track this number and will be able to provide the city with accurate measurements per month on request.

Purchase and Reuse Plan: We plan to only purchase office/copy paper that is either 100% recycled. All bathroom and office cleaning supplies will be organic by Seventh generation. Our retail boxes, bags, marketing materials will be 100% recycled or FSC Certified with 30% post-consumer waste recycled content.

How do you plan to reduce toxins? Our initial set up is very low impact but we do intend to recycle left over materials as much as possible. Cleaning supplies will be organic made by seventh generation cleaning supplies. We are strong believers in using eco friendly products first. LED bulbs are a great way to lower your carbon foot print, but so is having a compost bin for food, and making sure to recycle, recycle, recycle. Whenever we buy something in our every day lives we check for a more eco friendly option and we intend to bring that to our business.

LABOR AND EMPLOYMENT PRACTICES

Delivery Service Sample Hiring Plan**What we're looking for:**

MUST-HAVES:	Resume	Cover letter	Simulations	Interviews	Ref. Checks	Provide documentation
Logistics Expert – great with details and big picture			X	X	X	
Analytical, creative problem-solver, proactive, initiative taker			X	X	X	
Polished, personable, good with people, good verbal communication, solid written communication	X	X	X	X	X	
Highly organized, doesn't let things slip through the cracks			X	X	X	
Thrives in fast-paced, multi-tasking environment			X	X	X	
Good negotiation and conflict resolution abilities			X	X	X	
Flexible, resilient, handles stressful situations well				X	X	

Proof of documentation to legally work in the USA						X
Clean driving record (DMV proof)						X
Criminal background check						X
NICE-TO-HAVES						
Knowledge / longstanding interest in a career in cannabis / understanding local government and state law pertaining to the cannabis industry.	X	X		X		
Expertise/familiarity with vendors, products, and operation systems.			X	X		
Fun, great sense of humor, people say they're a joy to work with				X	X	

Recruitment

1) Build the pool

- Search for local talent - Posting job description locally, with a focus on the Hayward community.
- If not entry-level – Search for talent from inside. Promoting from within improves staff productivity and morale.
- Reach out to specific staff - Recommendations from top performers; looking for strong work ethic.
- Reach out to professional contacts who are good connectors

2) Resume/Cover letter screen

- Scan for experience in the currently open position(s)
- Divide into “Consider” and “Do not consider”
- Send rejection emails to “do not consider” applicants

3) 20-min phone interview

- Purpose is to screen for polished, personable verbal communicators, note interest/passion level, and begin to probe into open position experience (Proactivity, problem solving, detail orientation, organization)
- Send any necessary rejections

4) In-person interview

- Probe more on handling stressful situations and thriving in a fast-paced environment
- Test analytical/creative problem-solving and negotiation/conflict resolution skills by probing past experiences and job simulation exercises
- Possible exercises:
 - Scenarios of day-to-day operations and how do you handle the situation?

5) Final Interview with company CEO

- Purpose is to have a more experienced manager evaluate the finalists
- Send any necessary rejections

6) Reference checks

- For finalists
- Focus on qualities they're not sure they could fully evaluate through interviews, etc.
- Sniff out any red flags

7) Decision

- Sticky Thumb management makes its final hiring decision.

8) Offer and acceptance

- Then make the final rejections

9) Set start date and plan orientation (see training and continued education section)

		Q1 2019		Q2 2019		Q3 2019		Q4 2019	
		Filled	Open	Filled	Open	Filled	Open	Filled	Open
Management	Lead Manager	1	0						
	Hiring Manager	1	0						
Dispatch	Phone Operator	1	0						
	Administrative Assistant	0	1						
Vehicle operators	Driver 1	1	0						
	Driver 2	1	0						

Local Hiring Preferences

As a business coming into the City of Hayward, Sticky Thumb looks forward to having a positive impact on the community in multiple ways. One of the most beneficial ways to contribute to the city is by creating jobs. Sticking Thumb is looking forward to recruiting local talent. As Sticky Thumb's business grows, so will their need for employees – using social media and hiring sites targeting the local community will ensure hiring from within the City of Hayward.

Training and Continued Education

Sticky Thumb will have quarterly meetings to improve product knowledge. The company wants their employees to be very knowledgeable in this field because they want patients and customers to know that they can trust the staff's expertise.

Non-Discrimination

Discrimination occurs when an employee or job applicant receives less favorable treatment because of a specific characteristic they have. In many cases, employers in California are prohibited by law from engaging in discrimination.

Discrimination can take many forms. Common examples include:

- Refusing to hire, refusing to promote, demoting, or firing workers because of their protected characteristic or their membership in a protected group.
- Adopting a company policy that disproportionately affects workers who have a certain protected characteristic.
- Refusing to accommodate the religious or disability-related needs of certain employees.
- Permitting employees to be frequently and severely harassed in the workplace.

As such, Sticky Thumb will not tolerate any form of workplace discrimination based on the following characteristics:

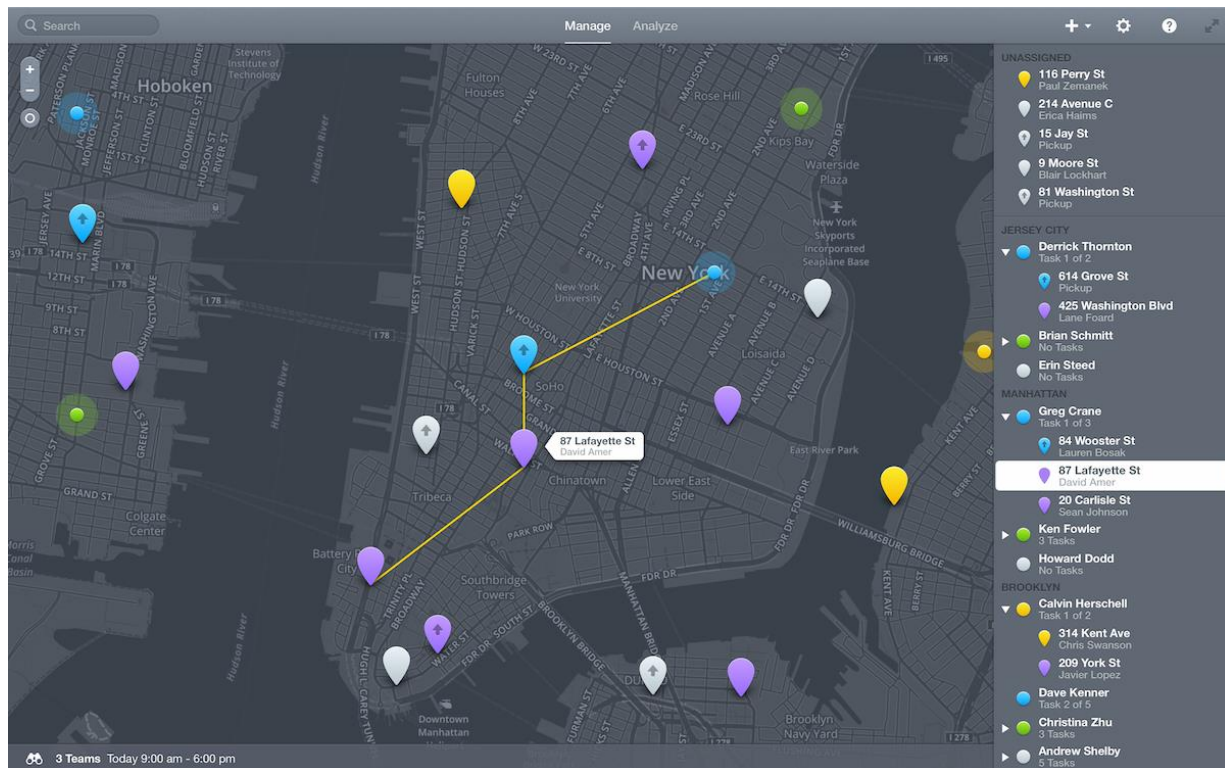
- | | |
|---|---|
| • Age | • Sex |
| • Race, color, national origin, or ancestry | • Pregnancy |
| • Religion | • Gender, gender identity, or gender expression |
| • Physical or mental disabilities | • Sexual Orientation |
| • Medical condition | • Military or veteran status |
| • Genetic information | • Criminal conviction history |
| • Marital status | |

Please refer to the Declaration of Non-Discrimination in Appendix 6.

Workers Compensation

Sticky Thumb will adhere to an hourly wage of \$16.00 for entry-level positions. They want to have room for growth for their employees, therefore they plan to promote within the company. Sticky Thumb will give raises at a 4% rate based on business growth upon annual reviews.

APPENDIX 1: ONFLEET DELIVERY PLATFORM



APPENDIX 5: CALIFORNIA CODE OF REGULATIONS – MANUFACTURER CANNABIS SAFETY HIGHLIGHTS

Key Highlights from the California Code of Regulations, Title 17

Division 1

Chapter 13. Manufactured Cannabis Safety

§40264. Batch Production Record.

(a) The licensee shall prepare a written batch production record every time a batch of a cannabis product is manufactured. The batch production record shall accurately follow the appropriate master manufacturing protocol, and each step of the protocol shall be performed in the production of the batch.

§40268. Recalls.

A licensee shall establish and implement written procedures for recalling cannabis products manufactured by the licensee that are determined to be misbranded or adulterated. These procedures shall include:

- (a) Factors which necessitate a recall;
- (b) Personnel responsible for implementing the recall procedures; and
- (c) Notification protocols, including:
 - (1) A mechanism to notify all customers that have, or could have, obtained the

product, including communication and outreach via media, as necessary and appropriate;

§40305. Requirements for Edible Products

- (a) Edible products shall not contain more than ten (10) milligrams of THC per serving.
- (b) Edible cannabis products shall not contain more than one hundred (100) milligrams of THC per package.

§40305. Requirements for Edible Products

Edible products shall not contain more than ten (10) milligrams of THC per serving

Edible cannabis products shall not contain more than one hundred (100) milligrams of THC per package.

§40405. Primary Panel Labeling Requirements: All Products.

(a) The label for a cannabis product shall include a primary panel that includes the following information:

(1) The identity of the product in a text size reasonably related to the most prominent printed matter on the panel;

(2) The universal symbol as prescribed in Section 40412;

(3) The net weight or volume of the contents of the package;

(4) The THC content and CBD content for the package in its entirety, expressed in

milligrams per package;

(b) The primary panel text must be in type size no less than 6 point font and be in

relation to the size of the primary panel and container.

(c) Nothing in this section prohibits the inclusion of additional information on the

primary panel. The content of other cannabinoids or terpenes may be included if such information is verified by the certificate of analysis issued by a licensed testing laboratory.

Authority: Sections 26012, subdivision (a)(3); 26013; and 26130, Business and Professions Code. Reference: Sections 26001; 26012, subdivision (a)(3); 26120; 26121, Business and Professions Code.

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§40406. Additional Primary Panel Labeling Requirements: Edible Products

In addition to the requirements of Section 40405, the primary panel of an edible cannabis product shall include the following information:

(a) The words “cannabis-infused” immediately above the identity of the product in bold type and a text size larger than the text size used for the identity of the product.

(b) The THC content and CBD content per serving, expressed in milligrams per serving.

Authority: Sections 26012, subdivision (a), paragraph (3); 26013; 26120; and 26130, Business and Professions Code. Reference: Section 26120, Business and Professions Code.

§40407. [Reserved]**§40408. Informational Panel Labeling Requirements.**

(a) The label for a cannabis product shall include an informational panel that includes the following:

- (1) The licensed manufacturer and its contact number or website address; (2) The date of the cannabis product's manufacture;
- (3) The following statement: "GOVERNMENT WARNING: THIS PRODUCT

CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS PRODUCTS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. THE INTOXICATING EFFECTS OF CANNABIS PRODUCTS MAY BE DELAYED UP TO TWO HOURS. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS PRODUCTS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.

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- (4) If the cannabis product is intended for sale in the medicinal-use market, the statement "For Medicinal Use Only;"
 - (5) A list of all product ingredients in descending order of predominance by weight or volume;
 - (6) If an edible product that contains an ingredient, flavoring, coloring, or an incidental additive that bears or contains a major food allergen, the word "contains," followed by a list of the applicable major food allergens;
 - (7) If an edible product, the names of any artificial food colorings contained in the product;
 - (8) If an edible product, the amount, in grams, of sodium, sugar, carbohydrates, and total fat per serving;
 - (9) Instructions for use, such as the method of consumption or application, and any preparation necessary prior to use;
 - (10) The product expiration date, "use by" date, or "best by" date, if any; and (11) The UID and, if used, the batch number.
- (b) The informational panel text shall be in a type size of no less than 6 point font

and in relation to the size of the primary panel and container, unless there is insufficient area on the container available to print all the required information in a type size of no less than 6 point font. In such a case, the label shall include the warning statements required by paragraph (3) in a type size of no less than 6 point font, and the product shall be accompanied by a supplemental labeling that includes all of the information required by this section. The text of the supplemental labeling shall be no less than 8 point font.

Authority: Sections 26012, subdivision (a)(3); 26013; and 26130, Business and Professions Code. Reference: Section 26001; 26012, subdivision (a)(3); 26120; 26121, Business and Professions Code.

§40409. [Reserved]

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§40410. Labeling Restrictions.

The label shall not contain any of the following:

- (a) Claims that the cannabis product was produced from cannabis grown in a California county when the cannabis was not grown there.
- (b) The name of a California county unless the cannabis used in the product was grown there.
- (c) Content that is or designed to be attractive to individuals under the age of 21, including but not limited to:
 - (1) Cartoons;
 - (2) Any likeness to images, characters, or phrases that are popularly used to advertise to children;
 - (3) Any imitation of candy packaging or labeling; or
 - (4) The terms “candy” or “candies.”
 - (d) Any information that is false or misleading.
 - (e) Any health-related statement that is untrue or misleading. Any health-related statement must be supported by the totality of publicly available scientific evidence (including evidence from well-designed studies conducted in a manner which is consistent with generally recognized scientific procedures and principles), and for which there is significant scientific agreement, among experts qualified by scientific training and experience to evaluate such claims.

Authority: Sections 26012, subdivision (a)(3); and 26130, Business and Professions Code. Reference: Section 26001; 26012, subdivision (a)(3); 26062.5; 26120, 26121, Business and Professions Code.

§40411. Statement of Potential Effects

Pursuant to section 26130(c) of the Act, a cannabis product may include information on the potential effects of the cannabis product if the manufacturer has substantiation that the information is truthful and not misleading. Such information may be located on

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the informational panel of the label or as an insert included in the product package. For purposes of this section, “potential effect” includes any physiological effect common to or expected from the particular cannabis strain, but excludes any claim of health benefits.

Authority: Sections 26012, subdivision (a)(3); 26013; and 26130, Business and Professions Code. Reference: Section 26130, Business and Professions Code.

§40412. Universal Symbol.

The primary panel of a cannabis product shall be marked, stamped, or otherwise imprinted with the universal symbol.

(a) The symbol shall replicate the following in form and color:

(b) The symbol shall be no smaller in size than half (.5) inch by half (.5) inch and shall be printed legibly and conspicuously.

Authority: Sections 26012, subdivision (a)(3); and 26130, Business and Professions Code. Reference: Section 26001; 26012, subdivision (a)(3); 26120; and 26121, Business and Professions Code.

§40413. [Reserved] §40414. [Reserved]

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§40415. Packaging.

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Article 3. Packaging

A package used to contain a cannabis product shall adhere to the following requirements:

(a) The package shall protect the product from contamination and shall not expose the product to any toxic or harmful substance.

(b) The package shall be tamper-evident, which means that the product shall be packaged in packaging that is sealed so that the contents cannot be opened without obvious destruction of the seal.

(c) The package shall be child-resistant, which means the package shall be designed or constructed to be significantly difficult for children under five years of age to open or otherwise obtain access to the product contained therein within a reasonable time, and shall not be difficult for normal adults to open or obtain access to the product contained therein. A package shall be deemed child-resistant if it satisfies the standard for “special packaging” as set forth in the Poison Prevention Packaging Act of 1970 Regulations (16 C.F.R. §1700.1(b)(4)).

(d) The package shall not imitate any package used for products typically marketed to children.

(e) If the product is an edible product, the package shall be opaque.

(f) If the package contains more than one serving of cannabis product, the package shall be re-sealable so that child-resistance is maintained throughout the life of the package.

Authority: Sections 26012, subdivision (a)(3); and 26130, Business and Professions Code.
Reference: Section 26001; 26012, subdivision (a)(3); 26120; and 26121, Business and Professions Code.

§40232. Requirements for Personnel.

The licensee shall establish and implement written procedures to ensure the following for all personnel:

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(a) Disease control. Any individual who by medical examination or supervisory observation is shown to have, or appears to have, an illness, open lesion (such as boils, sores, or infected wounds), or any other source of microbial contamination presenting a reasonable threat of contamination to cannabis products, contact surfaces, or packaging materials, shall be excluded from any related manufacturing operations until their health condition is corrected. Open lesions, boils, and/or infected wounds shall be adequately covered (e.g., by an impermeable cover). Personnel shall be instructed to report such health conditions to their supervisors.

(b) Cleanliness. All individuals working in direct contact with cannabis products, cannabis product-contact surfaces, and cannabis product-packaging materials shall conform to hygienic practices to the extent necessary to protect against allergen cross-contact and contamination of cannabis products while on duty. The methods for maintaining cleanliness include:

(1) Wearing appropriate outer garments to protect against allergen cross-contact and contamination of cannabis products, contact surfaces, and/or packaging materials;

(2) Maintaining adequate personal cleanliness;

(3) Washing hands thoroughly in an adequate hand-washing facility before starting work, after each absence from the work station, and at any time when the hands may have become soiled or contaminated, and sanitizing hands if necessary to protect against contamination with undesirable microorganisms;

(4) Removing all unsecured jewelry and other objects that might fall into cannabis products, equipment, or containers, and removing hand jewelry that cannot be adequately sanitized during periods in which cannabis products are manipulated by hand. If such hand jewelry cannot be removed, it may be covered by material which can be maintained in an intact, clean, and sanitary condition and which effectively protects against the contamination by these objects of the cannabis products, cannabis product- contact surfaces, or cannabis product- packaging materials.

(5) Maintaining any gloves, if they are used in cannabis product handling in an intact, clean, and sanitary condition.

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(6) Where appropriate wearing hair nets, headbands, caps, beard covers, or other hair restraints in an effective manner.

(7) Storing clothing or other personal belongings in areas separate from those where cannabis products are exposed or where equipment or utensils are washed.

(8) Confining the following activities to areas separate from those where cannabis products may be exposed or where equipment or utensils are washed: eating food, chewing gum, drinking beverages, and/or using tobacco.

(9) Taking any other necessary precautions to protect against allergen cross-contact and against contamination of cannabis products, cannabis product-contact surfaces, or cannabis product- packaging materials by microorganisms or foreign substances (including perspiration, hair, cosmetics, tobacco, chemicals, and medicines applied to the skin).

Authority: Sections 26012, subdivision (a)(3); 26013; and 26130, Business and Professions Code. Reference: Sections 26011.5; 26012, subdivision (a)(3); and 26131, Business and Professions Code.

Application No. 201901361

To: Hayward Business Owners

Located within the surrounding area of Foley Street, Hayward CA

From: Farhad & Laura Doctor (applicant)

Business: Sticky Thumb

Hello,

Our Sticky Thumb team would like to reach out to the community and answer some common questions associated with our cannabis business. We have included some frequently asked questions and answers in the section below.

We are a small family owned business that is excited to be involved in the Hayward community. and will be hosting an event for our neighbors to come and voice your concerns or ask questions.

Date: May 15th

Time: 4pm-8pm

Location: Fairfield in and suites conference room Emerald 2

25921 Industrial Blvd, Hayward, CA 94545

Frequently asked questions about our business.

Will your cannabis business cause the neighborhood to smell of cannabis?

No. Our cannabis business will not cultivate or consume marijuana on site. Any smell will not protrude into the neighborhood. In addition, we are required to use scrubbers and ventilation systems to control any odor.

What if people break into your business?

We are working with Hayward police department to outfit our building with the proper security measures.

Will there be surveillance at the building?

Yes. If a crime is committed in the neighborhood, please contact us and we can assist with video footage from our building.

Will the employees have background checks done?

Yes. All employees must have a background check done by Hayward Police Department before working for our company. We also give preference to Hayward residents.

Will there be an increase in traffic of people coming to the location?

No. Sticky Thumb does not service customer's onsite, the majority of our services are transport to the customers or businesses.

Will the cannabis business use any dangerous chemicals that could cause a fire or emergency?

No. Sticky Thumb will not use any hazardous chemicals at our facility. Our goal is to be environmentally friendly company. Using vehicle with low emissions, recycling, and using professional cannabis waste companies.

Will people smoke cannabis outside the building?

No. It is illegal for any consumption to happen at the premises or out in the open in Hayward

735-2929; from Voice

Phones: 1-800-735-2922

Waste storage site plan

Trash & Recycling

We plan to sign up with Waste Management of Alameda County for a weekly pick up of garbage, compost and recycling. Compost garbage will 32-gallon non-cannabis organics cart to collect food waste in the employee kitchen and any paper waste in the employee kitchen and bathrooms. Garbage containers will be 32g, and recycling will be 96g containers. Containers will be kept in the waste storage area located in the diagram below. We will bring these bins outside on the designated days for pick up. In addition, our team at Sticky Thumb will be responsible for picking up any litter on or within 50ft of the property line.

Cannabis Waste

We will be using GAIACA for cannabis waste. The only people who will have access to our waste pick up area will be the licensed operators, employees, local agency and our contracted waste removal company. The bin will be located as seen below in waste storage area. The bin will be clearly marked for GAIACA. When the waste company arrives for pick-up, we will verify their employment with GAIACA before allowing pick up and retain a Certificate of Destruction for our records. We will use the recommended size drum 15g drum for our business needs. We have the option to move up to a 55g drum if needed.

