

# Cultivation

## Requested Document List for Commencement Inspection

The Compliance Unit will perform an offsite review of required documentation as part of the Commencement Inspection process. To complete the Commencement Inspection in a timely manner, the Department requires facilities to remit the items listed below within seven (7) calendar days from receiving their facility's Commencement Introduction Letter. **All items may not be applicable to your facility's business model or location. If deemed as such, please provide your compliance officer a brief explanation on how that conclusion was reached.**

To aid in the documentation review process, we request the documents be named with the item names below. Grouping these items into categories, like "Security", further expedites the document review process. We appreciate your assistance.

Item	Documentation Requested
<b>Readiness Attestation</b>	Completed Inspection Readiness Attestation - Must be Provided to Department Within 7 Days
<b>Self-Inspection Form</b>	Completed Self-Inspection Form - Must be Provided to Department Within 7 Days
<b>Business License</b>	Business License
<b>Certification: Child-Resistant Retail Packaging</b>	Certificate of Conformity
<b>Certification: METRC</b>	Credentials Email
<b>Certification: Odor Control</b>	Certificate of Compliance/Letter of Certification
<b>Certification: Product</b>	Product Certification
<b>Certification: Scales</b>	NTEP Certificate(s) of Calibration
<b>Contact Info: METRC/Seed to Sale</b>	Designated Inventory Agent
<b>Contact Info: Security</b>	Designated Security Manager
<b>Contract: Hazardous Waste Disposal</b>	Service Contract
<b>Contract: Licensed MMJ Facilities</b>	Service Contract
<b>Contract: MMJ Payment Platform</b>	Service Contract
<b>Contract: Pest Control</b>	Service Contract
<b>Contract: Security</b>	Service Contract
<b>Contract: Seed to Sale</b>	Service Contract
<b>Contract: Transportation</b>	Service Contract
<b>Contract: Waste Disposal</b>	Service Contract
<b>Employee: Hierarchy Chart</b>	Current Employees - Name, Position, Agent ID
<b>Employee: Job Descriptions</b>	Position, Description, and Facility Access Permissions
<b>Facility Website</b>	Website URL
<b>Fleet List</b>	Fleet Vehicle List - Make, Model, VIN and License Plate
<b>Food Grade Documentation: Packaging/Storage Containers</b>	Manufacturer's Food Grade Statement
<b>Hazardous Waste Generator ID</b>	Registered Generator ID
<b>Inspection: Backflow</b>	Inspection Record
<b>Inspection: Certificate of Occupancy</b>	Certificate of Occupancy
<b>Inspection: Emergency Response</b>	Inspection Record
<b>Inspection: Fire Alarm</b>	Inspection Record
<b>Inspection: Fire Suppression System</b>	Inspection Record
<b>Inspection: Security System</b>	Inspection Record - Alarm, Cameras, Doors
<b>Insurance: Business Interruption</b>	Proof of Insurance - If Responded "Yes" in Application
<b>Insurance: Medical Marijuana Loss</b>	Proof of Insurance - If Responded "Yes" in Application

<b>Item</b>	<b>Documentation Requested</b>
<b>Insurance: Product Liability</b>	Proof of Insurance - If Responded "Yes" in Application
<b>Insurance: Professional Liability</b>	Proof of Insurance - If Responded "Yes" in Application
<b>Insurance: Property</b>	Proof of Insurance - If Responded "Yes" in Application
<b>Insurance: Vehicle</b>	Proof of Insurance – All Fleet Vehicles
<b>Logo: Company</b>	Official Logo - Company Branding
<b>Logo: Product</b>	Official Logo - Product Packaging
<b>Permit: Construction</b>	Construction Permit
<b>Permit: Process and Wastewater</b>	Process and Wastewater Permit
<b>Permit: Storm Water</b>	Storm Water Permit
<b>Permit: Zoning</b>	Zoning Permit
<b>Procedure: Facility Operations</b>	SOP(s) and Associated Log(s) - All Operations Performed in The Facility
<b>Procedure: Hazard Assessment</b>	Workplace Hazard Assessment
<b>Procedure: Hazardous Materials</b>	SOP(s) and Associated Log(s)
<b>Procedure: Odor Control</b>	SOP(s) and Associated Log(s)
<b>Procedure: Recall</b>	SOP(s) and Associated Log(s)
<b>Procedure: Safety</b>	SOP(s) and Associated Log(s)
<b>Procedure: Sanitation</b>	SOP(s) and Associated Log(s)
<b>Procedure: Security</b>	SOP(s) and Associated Log(s)
<b>Procedure: Waste Disposal</b>	SOP(s) and Associated Log(s)
<b>Product: Labeling</b>	Label Examples
<b>Product: Packaging</b>	Packaging Examples
<b>Signage</b>	Facility Signage in Public View
<b>Training: Emergency Action Plan</b>	Employee Training Materials and Records
<b>Training: Emergency Exit Routes</b>	Emergency Exit Route Diagram(s)
<b>Training: Facility Operations</b>	Employee Training Materials and Records
<b>Training: Hazard Communication</b>	Employee Training Materials and Records
<b>Training: Health Hazards</b>	Employee Training Materials and Records
<b>Training: METRC/Seed to Sale</b>	Employee Training Materials and Records
<b>Training: Patient Confidentiality</b>	Employee Training Materials and Records
<b>Training: Safety</b>	Employee Training Materials and Records
<b>Training: Sanitation</b>	Employee Training Materials and Records
<b>Training: Security</b>	Employee Training Materials and Records