

# Dispensary

## 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
Readiness Attestation	Completed Inspection Readiness Attestation - Must be Provided to Department Within 7 Days
Self-Inspection Form	Completed Self-Inspection Form - Must be Provided to Department Within 7 Days
Business License	Business License
Certificate: Food Safety	Employee Training Records
Certification: Child-Resistant Retail Packaging	Certificate of Conformity
Certification: METRC	Credentials Email
Certification: Odor Control	Certificate of Compliance/Letter of Certification
Certification: Product	Product Certification
Certification: Scales	NTEP Certificate(s) of Calibration
Contact Info: METRC/Seed to Sale	Designated Inventory Agent
Contact Info: Security	Designated Security Manager
Contract: E-Commerce	Service Contract
Contract: Licensed MMJ Facilities	Service Contract
Contract: MMJ Payment Platform	Service Contract
Contract: Patient Education Platform	Service Contract
Contract: Pest Control	Service Contract
Contract: Security	Service Contract
Contract: Seed to Sale	Service Contract
Contract: Transportation	Service Contract
Contract: Waste Disposal	Service Contract
Employee: Hierarchy Chart	Current Employees - Name, Position, Agent ID
Employee: Job Descriptions	Position, Description, and Facility Access Permissions
Facility Website	Website URL
Fleet List	Fleet Vehicle List - Make, Model, VIN and License Plate
Food Grade Documentation: Packaging/Storage Containers	Manufacturer's Food Grade Statement
Inspection: Backflow	Inspection Record
Inspection: Certificate of Occupancy	Certificate of Occupancy
Inspection: Emergency Response	Inspection Record
Inspection: Fire Alarm	Inspection Record
Inspection: Fire Suppression System	Inspection Record
Inspection: Food Safety	Inspection Record
Inspection: Security System	Inspection Record - Alarm, Cameras, Doors

<b>Item</b>	<b>Documentation Requested</b>
<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>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: 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: 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>Product: Patient Education Materials</b>	Examples of Patient Education Materials
<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: 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: Products</b>	Employee Training Materials and Records
<b>Training: Purchase Limits</b>	Employee Training Materials and Records
<b>Training: Recognizing MMJ Abuse</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