

Manufacturing

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: Air Handler	Certificate of Compliance/Conformity
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: Hazardous Waste Disposal	Service Contract
Contract: Licensed MMJ Facilities	Service Contract
Contract: MMJ Payment 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: Indirect Ingredients	Manufacturer's Food Grade Statement
Food Grade Documentation: Packaging/Storage Containers	Manufacturer's Food Grade Statement
Food Grade Documentation: Raw Ingredients	Manufacturer's Food Grade Statement
Hazardous Waste Generator ID	Registered Generator ID
Inspection: Backflow	Inspection Record
Inspection: Certificate of Occupancy	Certificate of Occupancy
Inspection: Emergency Response	Inspection Record
Inspection: Fire Alarm	Inspection Record

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