

# Transportation

## Requested Document List for Annual Inspection

The Compliance Unit will perform an offsite review of required documentation as part of the Annual Inspection process. To complete the Annual Inspection in a timely manner, the Department requires facilities to remit the items listed below within five (5) calendar days from receiving their facility's Annual Inspection Notification Letter. Not all items may 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.

Item	Documentation Requested
Certification: Scales	NTEP Certificate(s) of Calibration
Contact Info: METRC	Designated Inventory Agent
Contact Info: Security	Designated Security Manager
Facility Contract Request List	List of all Contracts and services. Included as an attachment in Notification Letter.
Facility Personnel Roster	Current Employees - Name, Position, Agent ID, Facility Access Permissions
Fleet List	List of fleet vehicles to include: Make, Model, VIN and License Plate
Inspection: Security Alarm	Test Record
Insurance: Vehicle	Proof of Insurance – All vehicles in fleet
Facility Schematics- Security	Updated schematic that includes where cameras are located and their names in the remote access system
Facility Schematics- Room names	Updated Schematic of the room names in comparison to the locations found in the Statewide Track and Trace system.
Semiannual Security Audit	Semiannual audit of security measures to ensure compliance and to identify potential security issues as completed by Security Manger