

Commencement Inspection Requested Documents

The Compliance Unit will perform an in-office review of required documentation as part of the Commencement Inspection process as outlined in 19 CSR 30-95. To complete the Commencement Inspection, provide the documents referenced below. These documents must be Missouri medical marijuana facility specific. The Facility License and Compliance Section will not accept documents, standard operating procedures or operational plans that are tailored for multiple facilities either in Missouri or other states. Please provide the following documents within seven calendar days or contact your assigned Compliance Officer for assistance if additional time is required.

Category	Requested Documents	Rule 19 CSR 30-95
Employee Hierarchy Chart	Flow Chart: <ul style="list-style-type: none"> Ownership to Technician (Name, Position, Agent ID) 	.040(5)(A)2
Employee Training Records	Training Logs: <ul style="list-style-type: none"> Security Hazardous Communication SOP Training METRC/S2S Emergency Action Safety And Sanitation Patient Confidentiality 	.040(5)(A)2, .050(2)(D), .060(2)(A), .070(2)(A), .080(2)(A), .100(2)(A)
Employee Job Descriptions	Job Descriptions: <ul style="list-style-type: none"> Include Facility Access Permissions 	.040(5)(A)(2)
Emergency Action Plan	SOPs By Emergency/Incident: <ul style="list-style-type: none"> Severe Weather Fire Natural Disasters Health Hazards Unauthorized Intrusion Emergency Exit Route Diagrams 	.040(5)(A)2, .050(2)(D)3, .060(2)(A)3, .070(2)(A)3, .080(2)(A)3, .100(2)(A)3
Operational Procedures	SOPs and Logs by Operation	.040(5)(A)2
Safety & Sanitation Procedures	SOPs and Logs by Operation	.040(4)(F)1.D, .040(5)(A)2, .050(2)(D)6, .060(2)(A)5
Odor Control Plan	Odor Control System: <ul style="list-style-type: none"> Certificate of Compliance/Letter of Certification Preventative Maintenance SOPs and Logs 	.040(4)(F)3.F, .040(5)(A)2, .050(2)(C), .060(2)(B)
Volatile Solvent Procedures	Haz-Com Training Materials SOPs: <ul style="list-style-type: none"> Storage Handling Disposal Hazardous Waste Generator ID Hazardous Waste Disposal: <ul style="list-style-type: none"> Company Contact Customer ID Air Handler Certificate of Compliance	.040(5)(A)2, .060(2)(G)
Current Operational Permits (examples include, but are not limited to the following)	Construction Hazardous Waste Generator Stormwater Process and Wastewater Zoning	.040(5)(A)2
System Inspection Records	Security: <ul style="list-style-type: none"> Alarm Cameras Door Locks Emergency Response Fire: <ul style="list-style-type: none"> Alarm Suppression Air Quality	.040(5)(A)2
Facility Inspection Records (examples include, but are not limited to the following)	Pest Control Backflow Fire	.040(5)(A)2
METRC/S2S Verification	Company Contact and Customer ID	.040(4)(G)3
Patient Confidentiality Training	SOP and Training Log	.040(5)(A)2, .050(2)(D)4, .080(2)(A)4, .100(2)(A)4
Site Security Procedures	SOPs and Logs by Incident Equipment/Asset Lists	.040(H), .050(2)(D)1, .060(2)(A)1, .070(2)(A)1, .080(2)(A)1, .100(2)(A)1
Proof of Insurance	Proof of Insurance <ul style="list-style-type: none"> For every "yes" on application worksheets 	.040(5)(A)2
Facility Certifications (examples include, but are not limited to the following)	Certificate <ul style="list-style-type: none"> ISO, Organic, Non-GMO, etc Certifying Body Contact Info Customer ID 	.040(5)(A)2, .070(2)(D)
cGMP/GAP Procedures	SOPs and Logs by Operation	.040(5)(A)2
QAQC/HACCP Procedures	SOPs and Logs by Operation	.040(5)(A)2
Media	Packaging/Labeling Examples Photos of Signage and Advertising	.040(4)(K), .040(4)(M)