

Microbusiness Wholesale Facility New Process Checklist

Per 19 CSR 100-1.030(3)(A), licensees must request and pass a commencement inspection before they may do any of the following:

- Begin operations under a new license or certification or new location.
- Occupy or utilize new space for which the licensee has not previously received approval to operate, including vehicles.
- Share space with another licensee.
- Change the use of spaces.
- In the case of microbusiness wholesale facilities, begin cultivating or manufacturing where that activity was not already approved after inspection.

This checklist is for a microbusiness wholesale licensee submitting a commencement inspection request to begin cultivation or manufacturing processes not already approved. The checklist must be completed in its entirety to be accepted by Division of Cannabis Regulation (DCR). List the file name(s) and page number(s) for the documentation that covers each area included in the checklist. If an area is not applicable to the licensee, please denote not applicable in the file name/page section. All documentation referenced in this checklist must be submitted with the request.

Submit this checklist along with the Commencement Inspection Request and blueprints of the facility to:
CannabisCompliance@health.mo.gov. Subject: [Licensee Number] Commencement Inspection Request.

If the file size of documents does not allow for email sharing, request a file share link from the licensee's facility specialist.

LICENSEE/APPLICANT INFORMATION

LICENSEE ENTITY LEGAL NAME	LICENSE NUMBER
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Facilities Generally

List the file name and page number for the documentation that covers the areas below.

Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.100(4)(C)	Certificate of Occupancy		
19 CSR 100-1.100(4)(C)	Construction/Building Permit		
19 CSR 100-1.100(4)(C)	Fire Alarm Inspection		
19 CSR 100-1.100(4)(C)	Fire Suppression System Inspection		
19 CSR 100-1.100(4)(C)	Backflow Inspection (Missouri's backflow prevention regulation (10 CSR 60-11.010) applies to all community water systems)		
19 CSR 100-1.100(4)(C)	Storm Water Permit		

Facility Security

List the file name and page number of the SOP(s) that covers the areas below.

Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.090(1)	Documentation demonstrating how the licensee ensures the security of marijuana product and the facility, including any offsite warehouses.		
19 CSR 100-1.090(1)	19 CSR 100-1.090(1)(C)3.A-G Provide a video camera list with camera names and locations affected by the change		

Facility Employee Training			
List the file name and page number of the SOP(s) that covers the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.080(1)(F)	New SOPs and training materials/records related to the request		
Manufacturing Facilities			
This section is required if requesting to commence manufacturing. List the file name and page number of the SOP(s) that covers the areas below			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.170(2)(A)	Odor control plan SOP		
19 CSR 100-1.160(2)(A)2	Certification from an engineer or environmental hygienist demonstrating that the odor control plan is sufficient		
19 CSR 100-1.170(2)(C)	Food and safety standards per 19 CSR 20 or any other relevant statutes		
19 CSR 100-1.170(2)(D)	SOPs for volatile solvents, including air handling systems and controls to minimize risk		
Cultivation Facilities			
This section is required if requesting to commence cultivation. List the file name and page number of the SOP(s) that covers the areas below			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.160(2)(A)1-6	Provide the cultivation plan demonstrating the usage of indoor, outdoor, or greenhouse, OR the combination of these practices that the facility will be utilizing		
19 CSR 100-1.160(2)(B)1	Odor control plan		
19 CSR 100-1.160(2)(B)2	Certification from an engineer or environmental hygienist demonstrating that the odor control plan is sufficient		

Shared Space – 19 CSR 100-1.030-			
This section if the license will be sharing with any other licenses. List the file name and page number of the SOP(s) that covers the areas below			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.030(3)(A)3.B	Written explanation of operations for each shared space for each licensee using the space		
19 CSR 100-1.030(3)(A)3.D	Copies of agreements between licensees concerning respective roles and acknowledgment that all licensees sharing spaces are responsible for compliance. If applicable, provide documentation that previous agreements are no longer effective		

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