

Manufacturing: New License/New Location 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 manufacturing licensee submitting a commencement inspection request to begin operations under a new license or at a new location. 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	
Facility Ownership and Employment			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.070(2)(A)	Employee Hierarchy Chart with Employee Names and Agent ID Numbers		
19 CSR 100-1.070(2)(A)	Employee Job Descriptions		
Facilities Generally			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.100(4)(C)	Business License		
19 CSR 100-1.100(4)(C)	Certificate of Occupancy		
19 CSR 100-1.100(4)(C)	Zoning Permit		
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		
19 CSR 100-1.100(4)(C)	Storm Water Permit		
19 CSR 100-1.100(4)(D)	Quality management system		
19 CSR 100-1.100(4)(J)	SOP for facility suspension or cease operations		
19 CSR 100-1.100(4)(K)	SOP for marijuana product remediation		
19 CSR 100-1.100(4)(P)	SOP for marijuana product recall		
19 CSR 100-1.100(5)(C)	Public signage (Actual or mockup)		

Environmental Controls			
List the file name(s) and page number(s) of the SOP(s) that cover(s) 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)(L)1	Flow through the facility, including receipt and storage of product		
19 CSR 100-1.100(4)(L)2	Employee health and sanitation		
19 CSR 100-1.100(4)(L)3.A	In all areas of the facility where marijuana is or will be present, floors, walls, and ceilings made of smooth, hard surfaces that are easily cleaned		
19 CSR 100-1.100(4)(L)3.B	Temperature and humidity controls		
19 CSR 100-1.100(4)(L)3.C	A system for monitoring environmental conditions		
19 CSR 100-1.100(4)(L)3.D	A system for cleaning and sanitizing rooms and equipment		
19 CSR 100-1.100(4)(L)3.E	A system for maintaining any equipment used to control sanitary conditions		
19 CSR 100-1.100(4)(L)3.F	An air supply is filtered through high-efficiency particulate air filters under positive pressure		
Facility Security			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.090(1)	Third-party security contract		
19 CSR 100-1.090(1)(C)	Electronic video monitoring specifications		
19 CSR 100-1.090(1)(C)2	Security access questionnaire		
Facility Security (continued)			
List the file name(s) and page number(s) of the SOP(s) that cover(s) the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.090(2)(A)	Access control, including non-agent ID-holding individuals		
19 CSR 100-1.090(2)(B)	Identification of persons authorized to be in areas containing marijuana product		
19 CSR 100-1.090(2)(C)	Identification of persons responsible for inventory control		
19 CSR 100-1.090(2)(D)	Monitoring security of the facility		
19 CSR 100-1.090(2)(E)	Alarm notification to local law enforcement agencies of security breaches at the facility, including designation of facility personnel to be available to responding law enforcement		
19 CSR 100-1.090(2)(F)	Keeping local law enforcement and the department of any armed personnel, and how those individuals can be identified on sight		

Facility Security (continued)			
List the file name(s) and page number(s) of the SOP(s) that cover(s) the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.090(6)	Security Manager		
	Name:		
	E-Mail:		
	Phone Number:		
19 CSR 100-1.090(6)(A)	Semi-annual audit		
19 CSR 100-1.090(6)(B)	Security measures training records		
19 CSR 100-1.090(6)(D)	Third-party security contractors		
Facility Security (continued)			
List the file name(s) and page number(s) of the SOP(s) and training that cover the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.090(7)(A)	Theft prevention		
19 CSR 100-1.090(7)(B)	Emergency Response		
19 CSR 100-1.090(7)(C)	Appropriate use of force		
19 CSR 100-1.090(7)(D)	Protection of crime scene or related subject		
19 CSR 100-1.090(7)(E)	Control of access to protected areas		
19 CSR 100-1.090(7)(F)	Eight hours of training at the facility		
Facility Employee Training			
List the file name(s) and page number(s) of the SOP(s) that cover(s) 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)(A)	Security measures to prevent diversion, inversion, theft, or loss of product		
19 CSR 100-1.080(1)(B)	Statewide track and trace system		
19 CSR 100-1.080(1)(C)	Emergency response		
19 CSR 100-1.080(1)(D)	Safety and sanitation procedures		
19 CSR 100-1.080(1)(E)	Department rules and guidance		
19 CSR 100-1.080(1)(F)	All processes and procedures used by the licensee		
Inventory Control			
List the file name(s) and page number(s) of the SOP(s)/documentation that covers the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.130(1)	Metrc Contract		
19 CSR 100-1.130(1)(A)	Inventory Manager		
	Name:		
	Email:		
	Phone:		
	Metrc Credentials		

Inventory Control (continued)			
List the file name(s) and page number(s) of the SOP(s)/documentation that covers the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.130(1)(B)	Record retention		
19 CSR 100-1.130(1)(C)	Number of scales and placement in service reports		
19 CSR 100-1.130(1)(D-F)	Seed-to-sale tracking (Metrc)		
19 CSR 100-1.130(1)(G)	Inventory discrepancies		
19 CSR 100-1.130(1)(H)	Inventory reduction due to criminal activity		
19 CSR 100-1.130(1)(I)	Monthly physical inventory report		
19 CSR 100-1.130(1)(J)	Cultivation-specific requirements – reporting seeds/plants and use of agricultural chemicals		
19 CSR 100-1.130(1)(M)	Inventory errors		
19 CSR 100-1.130(1)(N)	Seed-to-sale contract		
19 CSR 100-1.130(1)(O)	Seed-to-sale failure or loss of connection		
Waste Disposal			
List the file name(s) and page number(s) of the SOP(s) that cover(s) the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.150(4)	Marijuana waste storage plan		
19 CSR 100-1.150(5)	Hazardous waste evaluation per 40 CFR 262.11		
19 CSR 100-1.150(5)	Hazardous waste disposal company		
19 CSR 100-1.150(5)(A-D)	Rendering unusable		
19 CSR 100-1.150(5)(D)2	Waste disposal contract or department-approved final disposition		
Marijuana Product Testing			
List the file name and page number(s) of the SOP that covers the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.110(6-7)	Mandatory testing		
19 CSR 100-1.110(9)	Voluntary testing		
19 CSR 100-1.110(10)	Testing failures		
Transportation			
List the file name and page number(s) for the documentation (specific vehicle only) that covers the areas below.			
Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.140(4)	Make/Model/Year/VIN		
19 CSR 100-1.140(4)	Proof of insurance/registration		
19 CSR 100-1.140(4)(F)1	Document verifying appropriate video monitoring specifications		
19 CSR 100-1.140(4)(F)3	Documentation showing data storage capabilities		

Manufacturing Facilities			
List the file name(s) and page number(s) of the SOP(s) that cover(s) 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		
19 CSR 100-1.170(2)(A)2	Certification from an engineer or environmental hygienist demonstrating 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		
Shared Space			
This section is completed if the license will be sharing this space with other licensees.			
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		
DCR STAFF USE ONLY			