
Non-Laboratory Quality Control Procedures

Please provide a detailed response to the items below. If more space is needed additional pages may be added. Microbusinesses must complete this form for each commercial cannabis activity they intend to engage in.

Business Name and Application Type:

Primary Contact Name, Email, and Phone Number:

1. Describe the applicant's procedures for packaging and labeling.
 - a. Procedures for verifying labeling contents for cannabis goods batches, when transferring between licensees and storage. Include how the applicant verifies the name, license number of manufacturer or cultivator, date of entry into storage area, unique identifiers and batch number, description of cannabis goods, weight and/or quantity of units in batch, and expiration or sell-by date (if applicable).
 - b. Procedures for verifying labeling contents for cannabis goods for retail sale including final form of verification, primary panel labeling, and informational panel labeling.
 - c. Procedures for verifying labeling contents for cannabis goods for retail sale including net weight (if applicable), identification of the source and date of cultivation, type of cannabis, date of packaging, county of origin (if applicable), allergen warning (if applicable), and unique identifier.

d. Procedures for verifying government warning label requirements.

e. Procedures for verifying cannabis products required to have "For Medical Use" labeling, if applicable.

f. Procedures for verifying packaging requirements including tamper-evident, child-resistant, and resealable child-resistant exit packaging, if applicable.

2. Describe how the applicant will avoid and/or limit deterioration and contamination of any cannabis goods, including, but not limited to: pest control, environmental controls, maintenance and cleaning services.

3. Describe the applicant's procedures for handling returns.

4. If applying for a distributor license, provide the following information.
 - a. Storage procedures, which include:
 - i. Whether the applicant is providing storage-only services to other licensees, and if so, which licensees and license types.
 - ii. Identify all limited-access areas on the premises, and storage areas of cannabis goods in limited-access areas.
 - iii. Procedures for storage and separation of cannabis goods batches for testing.
 - b. Labeling and packaging procedures, which include:
 - i. When labeling and packaging will occur.

ii. Area of premises where labeling and packaging will occur.

c. Sampling procedures, which include:

i. Provide the timeframe for making testing arrangements after taking physical possession of cannabis goods batches.

ii. Provide the sampling procedures for ensuring correct batch size, incremental sampling, and how the distributor will ensure that the distributor employee has no contact with cannabis goods or sampling equipment.

iii. Provide procedures for video recording sampling of cannabis goods batches.

iv. Provide chain of custody procedures for cannabis goods batches.

d. Testing Results Procedures, which include:

i. Procedures for a failed sample, including remediation and/or cannabis waste procedures.

ii. Procedures for a passed sample.

iii. Track and Trace procedures following testing.

iv. Certificate of Analysis review procedures.

Applicant Signature	Date Signed
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