

# Cannabis Facility Inspection Guide 2021



## Cannabis Compliance and Enforcement Program

Los Angeles County Department of Public Health  
Environmental Health Division  
[http://publichealth.lacounty.gov/eh/business/  
cannabis-facilities.htm](http://publichealth.lacounty.gov/eh/business/cannabis-facilities.htm)



# INTRODUCTION

## **Background**

In December 2017, the Los Angeles County (County) Board of Supervisors approved the Cannabis Facilities ordinance to authorize the Department of Public Health (DPH) to contract with incorporated cities to issue Public Health permits and conduct environmental health and sanitation inspections of commercial cannabis facilities licensed by those cities.

## **Permits and Plan Check**

Cities that contract with the County for inspection and enforcement services refer approved sites within their jurisdictions to DPH for Plan Checks of new facilities or Site Evaluations of existing facilities, to ensure that basic construction and equipment requirements are met. Public Health permits are issued to a new facility upon a successful Plan Check review or to an existing facility upon a successful Site Evaluation review. Public Health Permits for cannabis facilities are valid for 12 months and may be renewed annually.

## **Inspections and Enforcement**

An Environmental Health Specialist (EHS) from DPH is responsible for conducting unannounced inspections and complaint investigations of permitted facilities to determine compliance with state and local regulations. Upon completion of the inspection or investigation, the EHS shall complete and issue Cannabis Official Inspection Report (COIR) that identifies any observed violations and provides a reinspection date by which the violations must be corrected by. If any violation poses an imminent health hazard, the facility will be closed, and the public health permit suspended until that violation is corrected. Progressive enforcement will be utilized to gain compliance at sites with common violations. Cities may choose to take additional enforcement actions at facilities that do not immediately comply.

## **Inspection Guide**

The Cannabis Facility Inspection Guide was developed to assist EHSs during their inspections to ensure proper marking of all sections of the COIR. The inspection report is divided into ten (10) sections: Employee Practice; Cannabis Safety; Proper Storage; Equipment/Utensils; Facility; Plumbing Fixtures; Sign/License Requirements; Record Keeping; Compliance & Enforcement; and Requirements for Manufacturing.

This Inspection Guide can also assist cannabis operators in understanding the inspection report and the items marked on the report.

The Inspection Guide is subject to change. As such, the Environmental Health Division will make every effort to inform industry stakeholders of significant changes in a timely manner.

# DEFINITIONS

**"Approved"** means approved by the Director based upon a determination of conformity with applicable laws, or in the absence of applicable laws, with current public health principles, practices, and generally recognized industry standards that protect the public health.

**"Approved source"** means a cultivator, manufacturer, distributor, or retail that is acceptable to the enforcement agency based upon a determination of conformity with applicable laws.

**"Clean-In-Place (CIP)"** means to clean in place by the circulation or flowing by mechanical means through a piping system of a detergent solution, water rinse, and sanitizing solution onto or over equipment surfaces that require cleaning.

**"Cannabis"** means all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis.

**"Cannabis area"** means any area that involve in the growing, processing, storing, or packaging of cannabis.

**"Cannabis facility" or "facility"** means a permanent structure in a fixed location where a cannabis retailer, distributor, manufacturer, cultivator, or microbusiness operates or conducts business. The facility shall be a contiguous area and shall only be occupied by one licensee.

**"Cannabis goods"** means cannabis, including dried flower, and products containing cannabis.

**"Cannabis Processing Facility"** means any room, building, place or portion thereof, maintained, used or operated for the purpose of commercially packaging, making, cooking, baking, mixing, processing, bottling, storing or otherwise preparing or handling cannabis products for human consumption, which is not offered for retail sale or gift on the premises.

**"Cannabis products"** means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or edible or topical product containing cannabis or concentrated cannabis and other ingredients.

**"Cannabis waste"** means waste that is not hazardous waste, as defined in Public Resources Code section 40141, that contains cannabis and that has been made unusable and unrecognizable in a manner required by State and local laws and regulations.

**"Common Area"** refers to all aspects of a cannabis facility, under the control of the owner/operator. Common areas include, but are not limited to, toilet rooms, mop sinks, handwashing facilities, cannabis and non-cannabis waste receptacles and collection services, drinking fountains, loading areas, parking lots, and security.

**"Construction"** means any building or structure that is being constructed as a new cannabis facility, an existing building or structure that is being converted into a cannabis facility. Additionally, any facility undergoing a change or use or change of business, or a remodel.

**"Contact Surface"** means a surface of equipment or utensil with which cannabis products and their ingredients normally comes into contact; and those surfaces from which drainage, or other transfer onto the cannabis products and their ingredients occur during the normal course of operations.

**"Cultivation Facility"** means a location where commercial cannabis is planted, grown, harvested, dried, cured, graded, or trimmed, or a location where any combination of those activities occurs.

**“Department”** means the Los Angeles County Department of Public Health.

**“Director”** means the director of the Los Angeles County Department of Public Health or his/her duly authorized designee.

**“Easily cleanable”** means a characteristic of a surface that allows effective removal of soil, food residue, or other organic or inorganic materials by normal cleaning methods.

**“Hazard”** means a biological, chemical, or physical property that may cause an unacceptable public health risk.

**“HACCP”** means Hazard Analysis Critical Control Point.

**“HACCP Plan”** means a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

**“Imminent Health Hazard”** means a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury or illness.

**“Ingredient”** means any substance that is used in the manufacture of a cannabis product and that is intended to be present in the product’s final form.

**“Kief”** means the resinous trichomes of cannabis that have been separated from the cannabis plant.

**“Non-Storefront Retailer”** means a retailer licensee conducting retail sales exclusively by delivery.

**“Pathogen”** means a microorganism that can cause illness or injury.

**“Package” and “Packaging”** means any container or wrapper that may be used for enclosing or containing any cannabis products for final retail sale. It does not include a shipping container or outer wrapping used solely for the transport of cannabis products in bulk quantity to a licensee.

**“Potentially Hazardous Food”** means a food that requires time or temperature control to limit pathogenic microorganism growth or toxin formation.

**“Pre-roll”** means any combination of the following rolled in paper: flower, shake, leaf, or kief that is obtained from accumulation in containers or sifted from loose, dry cannabis flower or leaf with a mesh screen or sieve.

**“Process,” “Processing,” and “Processes”** mean all activities associated with the drying, curing, grading, trimming, rolling, storing, packaging, and labeling of cannabis or nonmanufactured cannabis products.

**“Remodel”** means construction, renovation or repair, less than 300 sq. ft. to an existing cannabis facility. It includes the installation of equipment, repair to a cannabis facility which alters the configuration, the facility, the usage of the facility, or the business operation conducted from the facility and requires a permit or approval from other local and state enforcement agencies.

**“Retail Facility”** means a building, room, or other area that is open to the public, upon the retailer facility in which cannabis goods are sold or displayed.

**“Site Evaluation”** means an inspection that determines if a pre-existing cannabis facility meets the current health and safety code requirements or if plans would be required to be submitted for review and approval.

**“Smooth”** means any of the following: a contact surface that is free of pits, pinholes, cracks, crevices, inclusions, rough edges, and other surface imperfections detectable by visual or tactile inspection; a floor, wall, or ceiling having an even or level surface with no roughness or projections that render it difficult to clean.

**"Standard Operating Procedures (SOPs)"** describe all procedures that a cannabis facility will conduct daily, before, during, and after operations, sufficient to prevent direct contamination or adulteration of cannabis products and their ingredients.

**"Tamper-evident"** means that the cannabis products packaging is sealed in a manner that prevents the packaging from being opened without obvious destruction of the seal.

**"Transport"** means the physical movement of cannabis goods from one licensed facility to another licensed facility.

**"Utensil"** means an implement, tool, or container used in the storage, preparation, manufacture, or processing of cannabis and cannabis products. In addition to kitchenware, examples of utensils include, but are not limited to, gloves, screens, sieves, implements to create pre-rolls, buckets, and scissors.

## INSPECTIONS

All commercial cannabis facilities receive at least two unannounced inspections per year.

- The EHS shall begin the inspection by introducing themselves to the Person-in-Charge (PIC). The EHS shall check for a valid Public Health Permit and other required records. The EHS shall also verify ownership and contact information.
- If instructed by the PIC, the EHS shall wear protective eye protection and/or clothes covering in the facility or designated areas.
- The EHS shall check all violation categories on the Cannabis Official Inspection Report (COIR) and indicate the status for each as instructed in the next section of this guide.
- Upon completion of the inspection, the EHS shall discuss the findings with the facility owner or PIC.
- Marked violations shall be corrected by the Reinspection Date given. A Compliance Review shall be scheduled when the owner/operator fails to comply or does not show reasonable progress. See **Appendix A** for enforcement instructions.
- Cannabis facilities shall be closed when an imminent health hazard is identified or when high risk violations cannot be corrected at the time of inspection. A high-risk violation is defined as any violation that, if not corrected, can lead to an imminent health hazard. **See Appendix B** for closure and reopening instructions.
- All permitted cannabis facilities are encouraged to provide their email address so that information can be shared quickly.

# SAMPLE INSPECTION REPORT (Page 1)



**CANNABIS OFFICIAL INSPECTION REPORT**  
 OFFICE: CANNABIS COMPLIANCE & ENFORCEMENT ♦ CHIEF: THAO KOMURA  
 5050 COMMERCE DRIVE, BALDWIN PARK, CA 91706 – Phone: (626) 430-5635  
[WWW.PUBLICHEALTH.LACOUNTY.GOV/EH](http://WWW.PUBLICHEALTH.LACOUNTY.GOV/EH)



<b>Facility Name:</b>			<b>Inspection Date:</b>		
<b>Owner/Permittee:</b>			<b>Re-inspection Date:</b>		
<b>Facility Address:</b>				<b>City/Zip:</b>	
<b>Program Identifier:</b>		<b>Time In:</b>		<b>Service:</b>	
<b>FA:</b>	<b>PR:</b>	<b>PE:</b>	<b>Time Out:</b>	<b>Result:</b>	
				<b>Action:</b>	

**During an inspection of the facility at the above address, the following statuses were noted which may require immediate action.**

**IN** = In Compliance    **Out** = Out of Compliance    **COS** = Corrected On Site    **NO** = Not Observed    **NA** = Not Applicable

The items marked as Out of Compliance represent violations and must be corrected by the reinspection date given above, unless otherwise stated in the report.

EMPLOYEE PRACTICES	Status
1. Person in charge present /performs duties	
2. Communicable disease reporting/restrictions/exclusions	
3. No discharge from eyes/nose/mouth/open lesion	
4. Proper handwashing	
5. Personal cleanliness ( <b>Cultivation, Distribution, Manufacturing</b> )	
6. No sleeping quarters	
7. No smoking/vaping/ingesting alcohol/cannabis products	
8. No eating food/chewing gum/drinking beverages	
CANNABIS SAFETY	Status
9. Free from contamination/additives/adulteration	
10. Returned cannabis goods not available for resale	
11. Obtained from approved source	
12. Contact surface clean/sanitized	
13. Labeling requirements met	
14. Packaging requirements met	
15. No evidence of vermin infestation	
16. Testing/certificate of analysis	
PROPER STORAGE	Status
17. Products and ingredients separated and protected	
18. Hazardous materials/chemicals identified/stored/used	
EQUIPMENT/UTENSILS	Status
19. Equipment/utensils approved	
20. Adequate ventilation/lighting	
21. Approved mechanical ventilation/fume hood	
FACILITY	Status
22. Fully enclosed/vermin proof	
23. Cannabis/non-cannabis waste secured/disposed/maintained	
24. Dressing/locker room adequate/maintained	
25. Floors/walls/ceilings clean/maintained	

PLUMBING FIXTURES	Status
26. Plumbing sinks/fixtures/backflow devices accessible/maintained	
27. Hot/cold water	
28. Hand wash sink/supplies	
29. Toilet rooms adequate/supplied/maintained	
30. Sewage/wastewater properly disposed	
REQUIREMENTS	Status
31. Signs posted (emblem at Retail Storefront)	
32. Required permits/licenses available/posted	
RECORD KEEPING	Status
33. Waste Management Plan ( <b>Cultivation &amp; Manufacturing</b> )	
34. Odor Management Plan ( <b>Cultivation &amp; Manufacturing</b> )	
35. Standard Operating Procedures ( <b>Manufacturing</b> )	
36. Recall Protocol ( <b>Manufacturing</b> )	
COMPLIANCE & ENFORCEMENT	Status
37. Impoundment/Quarantine/Voluntary Condemnation/Destruction	
38. Permit Suspension	
39. Plan Review required	
REQUIREMENTS FOR MANUFACTURING (IF APPLICABLE)	Status
40. Proper holding temperatures	
41. Approved warewashing/sanitizing	
42. Thermometers provided/accurate	
43. Approved cooling methods	
44. Approved thawing methods	
45. Wiping cloths used/stored	
46. Specialized process/HACCP	
47. Food Handler Certificate available/current ( <b>ONLY Edible Manufacturer</b> )	
48. Approved extraction methods	



# INSPECTION REPORT MARKING GUIDE

## COMPLIANCE STATUS

**“IN”** - In Compliance

**“OUT”** - Out of Compliance

**“COS”** - Violation was **Corrected On-site** at the time of the inspection

**“N/O”** - **Not Observed** at the time of inspection

**“N/A”** - **Not Applicable** for the facility

## EMPLOYEE PRACTICE

### 1. PERSON IN CHARGE PRESENT AND PERFORMS DUTIES

Every commercial cannabis facility must have a Person in Charge (PIC) during all operational hours. The PIC may be the permit holder or a person designated by the permit holder.

The PIC shall be able to demonstrate knowledge and principles applicable to their duties.

**The EHS is to mark as follows:**

**IN** Mark **IN** if the PIC is in the facility at the start of the inspection and is present for the entire inspection.

**OUT** Mark **OUT** if the PIC is not present for the entirety of the inspection.

**COS** Mark **COS** if during the time of the inspection the PIC becomes available.

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### 2. COMMUNICABLE DISEASE REPORTING, RESTRICTIONS, AND EXCLUSIONS

Any employee who is diagnosed with an infectious agent or is shown to have, or appears to have, an illness, open lesions such as boils, sores, cut, rash, or infected wounds shall be excluded from any operations until their health condition is corrected. An employee is required to report to the PIC when he/she has been diagnosed with an “illness” or has an open lesion on the hands, wrists, or exposed portion of the arms. The cannabis facility may be closed until, in the opinion of the Enforcement Agency, identified danger of disease outbreak has been addressed.

Working with cannabis goods while experiencing a communicable disease exposes the end user as well as the coworkers to that communicable illness.

**The EHS is to mark as follows:**

**IN** Mark **IN** if none of the workers at the cannabis facility are experiencing an “*illness*”.

- OUT** Mark **OUT** if:
- the PIC is aware of an employee who has been diagnosed with an “*illness*” and has not notified the enforcement agency.
  - The PIC is aware that two or more employees are concurrently experiencing symptoms associated with an acute gastrointestinal illness and has not reported it to the local enforcement agency.
  - The PIC has not excluded an employee with an “*illness*” as required.
  - The PIC has been made aware of an employee who is suffering from an acute gastrointestinal illness and has not restricted the duties of the cannabis employee.
  - The PIC removes a restriction of an employee before resolution of symptoms of acute gastrointestinal illness.
  - The PIC removes exclusion of an employee prior to receiving clearance.
  - An employee does not inform the PIC of a lesion or wound on their hand that is exposed and not properly protected with an impermeable cover and single use glove.

**COS** Mark **COS** if during the time of the inspection the PIC excludes an employee with an “*illness*”.

**N/O** Mark **N/O** when you are not able to observe activities that demonstrate compliance or non-compliance with a requirement.

*“Illness” includes Salmonella typhi, Salmonella spp., Entamoeba histolytica, Enterohemorrhagic or shiga toxin producing Escherichia coli, Hepatitis A virus, Norovirus, or other communicable diseases.*

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### 3. NO DISCHARGE FROM EYES, NOSE, MOUTH OR OPEN LESION

Discharges from the eyes, nose, mouth or lesions could potentially be infectious. It is important to prevent people with possible infectious conditions from spreading those infections.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the employees in the facility have no evidence of persistent sneezing, coughing, or runny nose.
- OUT** Mark **OUT** if an employee is experiencing persistent sneezing, coughing, or runny nose that is associated with discharges from the eyes, nose or mouth that cannot be controlled by medication and the employee is working with exposed cannabis, clean equipment, clean utensils, or clean linen.
- COS** Mark **COS** if during the time of the inspection the employee with persistent sneezing, coughing, or runny nose is excluded from working with exposed cannabis, clean equipment, clean utensils, or clean linen.

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### 4. PROPER HANDWASHING

Employees shall wash their hands thoroughly in a hand-washing facility that meets the requirements before starting work, after each absence from the work station, and at any time when the hands may have become soiled or contaminated.

Proper hand washing is a key element of preventing the spread of illnesses.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the inspector observes proper handwashing.

- OUT** Mark **OUT** if:
- Employee handling any cannabis product and is unable to wash hands due to lack of supplies at the handwashing sink.
  - Employee fails to properly change gloves when it is required.
  - Not washing hands after sneezing, coughing, eating, before starting work, after each absence from a workstation, when hands are soiled or after toilet use.
- COS** Mark **COS** if during the time of the inspection an employee is observed not washing hands properly and correctly washes their hands.
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## 5. PERSONAL CLEANLINESS (CULTIVATION, DISTRIBUTION, AND MANUFACTURING)

Employees must wear hair nets, caps, beard covers, or other hair restraints that are designed and worn to prevent hair from coming in contact with cannabis, cannabis products, contact surfaces, or packaging materials.

Employees shall wear clean outer clothing to protect against allergen cross-contact and contamination of cannabis products, contact surfaces, and packaging materials.

Employees must remove all unsecured jewelry and other objects that might fall into cannabis products, equipment, or containers. Hand rings that cannot be sanitized shall be removed during periods in which cannabis products are manipulated by hand. If such hand jewelry cannot be removed, gloves should be worn and maintained clean to effectively protect against the contamination by these objects of the cannabis products, contact surfaces, or cannabis product-packaging materials.

Preventing foreign objects from contacting or falling into cannabis goods helps maintain the products in a sanitary manner.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all employees are wearing clean outer garments, secured jewelry, and hair restraints.
- OUT** Mark **OUT** if:
- An employee working with soiled outer garments or inadequate clothing.
  - Not removing all unsecured jewelry and other objects that might fall into cannabis goods, equipment or containers.
  - Not wearing hair nets, caps, beard covers or other hair restraints that are designed to prevent hair contact with cannabis goods.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of the inspection.
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## 6. NO SLEEPING QUARTERS

No sleeping quarters shall be maintained or kept in any room where cannabis products and their ingredients are prepared, processed, stored, distributed, or sold.

Sleeping quarters are forbidden at facilities that prepare or handle food, edibles, or other substances that are ingested.

**The EHS is to mark as follows:**

- IN** Mark **IN** if no bedding is observed and there is no direct access to living/sleeping quarters.

- OUT** Mark **OUT** if:
- Bedding observed in the cannabis storage area.
  - Door/opening observed between cannabis facility and living/sleeping quarters.
- COS** Mark **COS** if during the time of the inspection the bedding is removed.
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## 7. NO SMOKING/VAPING, INGESTING ALCOHOL OR CANNABIS PRODUCTS

Smoking, eating, drinking alcohol, and vaping are forbidden at facilities that prepare or handle food, edibles, or other substances that are ingested.

Smoking/vaping, ingesting alcohol, or cannabis products in non-designated areas may contaminate non-prepackaged cannabis products, equipment, and utensils.

**The EHS is to mark as follows:**

- IN** Mark **IN** if smoking or chewing tobacco not observed, consuming cannabis or alcohol is not observed in the cannabis facility.
- OUT** Mark **OUT** if employee observed smoking or chewing tobacco, consuming cannabis, smoking cigarettes, drinking alcohol or vaping in the cannabis facility.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
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## 8. NO EATING FOOD, CHEWING GUM, OR DRINKING BEVERAGES

Eating, chewing gum, and drinking beverages are prohibited at workstations.

Eating, chewing gum, and drinking beverages at a cannabis goods workstation increases the likelihood of contaminating the cannabis goods.

**The EHS is to mark as follows:**

- IN** Mark **IN** if no eating, drinking, or chewing gum at the cannabis workstation is observed.
- OUT** Mark **OUT** if an employee is observed eating or drinking at the cannabis goods workstation area.
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# CANNABIS SAFETY

## 9. FREE FROM CONTAMINATION, ADDITIVES AND ADULTERATION

Cannabis products and their ingredients which are contaminated, unfit for human consumption or found to be dangerous to public health, shall be ordered quarantined or destroyed by the Director. If quarantined, instructions shall be given to the person who controls such cannabis products and their ingredients as to the condition of the quarantine. It is unlawful for such person to make any disposition of such cannabis products and their ingredients other than that ordered by the Director.

Any product that will be consumed by people should be free from contamination and adulteration.

**The EHS is to mark as follows:**

**IN** Mark **IN** if the cannabis goods are free from contamination.

**OUT** Mark **OUT** if:

- Foreign objects, or evidence of vermin infestation are found in cannabis goods.
- Cannabis and cannabis products store on the floor in contact with overflowing sewage or waste water.
- Cannabis goods with unapproved additives that are not naturally occurring.

**COS** Mark **COS** if during the time of the inspection the adulterated cannabis goods are disposed of.

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## 10. RETURNED CANNABIS GOODS NOT AVAILABLE FOR RESALE

All cannabis goods shall be sold in its original packaging. The package shall be resealable, tamper-evident, and child-resistant.

Returned cannabis goods may not meet the packaging requirements and are not safe to be resold.

**The EHS is to mark as follows:**

**IN** Mark **IN** if cannabis goods are not resold after customer return.

**OUT** Mark **OUT** if returned cannabis goods were repackaged and sold back to customers.

**COS** Mark **COS** if during the time of the inspection the returned cannabis goods were removed from display case.

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## 11. CANNABIS GOODS OBTAINED FROM APPROVED SOURCE

All cannabis goods shall pass the State regulatory compliance laboratory testing.

Cannabis goods from unapproved sources are not tested and are unsafe to consume.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all cannabis goods are from an approved source with proper documentation.

**OUT** Mark **OUT** if cannabis goods are received from an unapproved or unpermitted cannabis facility.

**COS** Mark **COS** if during the time of the inspection the unapproved cannabis goods are disposed of.

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## 12. CONTACT SURFACES CLEAN AND SANITIZED

All cannabis facilities in which cannabis products and their ingredients are prepared or in which multi-use utensils are used shall provide manual or mechanical methods to effectively clean and sanitize utensils.

Contact surface areas where cannabis products and their ingredients are prepared and utensils are used shall be clean and sanitized to prevent contamination.

Manual or mechanical sanitization shall be accomplished in the final sanitizing rinse by one of the following methods:

1. Hot water manual operations in the warewashing sink by immersion for at least 30 seconds where the water temperature is maintained at 171°F or above.

2. Chemical, manual, or mechanical, by immersion, manual swabbing, or brushing, using one of the following solutions:
  - i. Contact with a solution of 100 ppm available chlorine solution for at least 30 seconds.
  - ii. Contact with a solution of 25 ppm available iodine for at least one minute.
  - iii. Contact with a solution of 200 ppm quaternary ammonium for at least one minute.
  - iv. Contact with any chemical sanitizer that meets the requirement of all applicable State laws and regulations when used in accordance with the manufacturer's suggested directions for use as specified on the product label.

Any surface, utensil, or cutting tool that will come into contact with cannabis or cannabis products needs to be properly cleaned and sanitized.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all cannabis contact surfaces and utensils have been properly cleaned and sanitized.
- OUT** Mark **OUT** if contact surfaces not cleaned and sanitized after task has been completed.
- COS** Mark **COS** if during the time of the inspection the employee properly cleans and sanitizes the item that led to the violation.

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### 13. LABELING REQUIREMENTS MET

All cannabis products shall meet the labeling requirements set by the State. All required label information shall be written in English and be located on the outside container or wrapper of the finished product to be sold at a retail facility. A label shall be unobstructed and conspicuous so that it can be read by the consumer.

Proper labeling allows the tracking of cannabis products and informs the public of the safety, efficacy, and possible allergens in the cannabis products.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all cannabis products are properly labeled.
- OUT** Mark **OUT** if:
  - Package has an incomplete label.
  - False or misleading information claiming the cannabis products are organic.
  - Cannabis products not labeled in English.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.

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### 14. PACKAGING REQUIREMENTS MET

All cannabis products shall meet the packaging requirements set by the State. A package used to contain cannabis products shall:

- Protect the product from contamination and shall not expose the product to any toxic or harmful substance.
- Be tamper-evident so that the contents cannot be opened without obvious destruction of the seal.
- Not imitate any package used for products typically marketed to children.
- Be opaque if the product is an edible product.
- Be child-resistant.

Proper packaging ensures product was safe and untampered.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the packaging meets all requirements.
- OUT** Mark **OUT** if:
- Pre-packaged cannabis products are missing the required primary panel labeling information (e.g. identity of product, net or volume of contents on the package, THC and CBD content per serving and shall be expressed in milligrams per serving).
  - Package not tamper-proof and child-resistant and are attractive to children.
  - Products that are attractive to children in the shape of a person, animal, insect or fruit.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
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## 15. NO EVIDENCE OF VERMIN INFESTATION

The facility shall at all times be constructed, equipped, maintained, and operated as to prevent the entrance and harborage of animals, birds, and vermin, including, but not limited to, rodents and insects.

Vermin inside a cannabis facility could lead to contamination and possibly disease transmission. If evidence of vermin infestation is present, the facility should self-close, have a professional pest control company eliminate the infestation, properly clean and then reopen.

**The EHS is to mark as follows:**

- IN** Mark **IN** if there is no evidence of vermin in the cannabis facility
- OUT** Mark **OUT** if:
- A rodent infestation as evidenced by any of the following: fresh droppings, gnaw marks, nesting materials, grease marks, live or dead rodents in the cannabis area, warewashing areas or in the restroom. **(CLOSURE)**
  - A cockroach infestation as evidenced by one or more live cockroaches in the cannabis area, warewashing, or restrooms. **(CLOSURE)**
  - Cockroaches in a janitorial area, dead cockroaches and/or fecal spots with no evidence of active infestation.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
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## 16. TESTING/CERTIFICATE OF ANALYSIS

A licensed laboratory shall obtain a representative sample from a licensed distributor or licensed microbusiness and perform all the required testing at one licensed laboratory facility. A printed copy of the Certificate of Analysis (COA) for regulatory compliance testing shall accompany the batch and be provided to the licensee receiving the cannabis products. A COA shall contain the results of all required analyses performed for the representative sample.

Testing requirements serve two purposes: 1.) to ensure that pesticides and other impurities are not present above allowable levels so that the product is safe for the consumers, and 2.) to ensure that the amount of active compound listed on the label is accurate so that the consumer is aware the quality of the product meets the standards.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all cannabis testing is conducted by a certified laboratory and evidence is available of the testing.

**OUT** Mark **OUT** if:

- Certificate of analysis for cannabis goods is not available.
- Cannabis batch testing not conducted by a certified laboratory.

## PROPER STORAGE

### 17. PRODUCTS AND INGREDIENTS SEPARATED AND PROTECTED

Adequate and suitable space shall be provided for the storage of cannabis, cannabis products, and their ingredients. It shall be protected from contamination by storing the cannabis, cannabis products, and their ingredients, in a clean, dry location, where it is not exposed to splash, dust, vermin, or other forms of contamination or adulteration, and at least six inches above the floor.

Storing the cannabis goods in an area and in a way that they are protected will reduce the likelihood of contamination.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all cannabis goods are properly stored and protected.

**OUT** Mark **OUT** if:

- Cannabis products are not protected.
- Cannabis is stored in an unapproved area (e.g., outside, cargo containers, toilet room or locker room).
- Cannabis container that is next to a cleaning chemical and is not at least 6" inches above the floor surface.

**COS** Mark **COS** if during the time of the inspection the cannabis products become properly stored.

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### 18. HAZARDOUS MATERIALS AND CHEMICALS PROPERLY IDENTIFIED, STORED AND USED

Cleaning compounds, sanitizing agents, pesticides, or other hazardous materials shall be identified, held, used, and stored in a manner that protects against the contamination of cannabis products and their ingredients, cannabis contact surfaces, or cannabis product packaging materials. Household use only insecticide, pesticide, or rodenticide is prohibited at the cannabis facility.

Storing the hazardous materials and chemicals in a way and area that is properly secured will reduce the likelihood of contamination.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all chemicals are properly labeled, stored and approved.

**OUT** Mark **OUT** if:

- If the chemicals and pesticides are not tightly sealed, labeled and not stored in an approved area.
- Unapproved insecticide stored at the janitorial area.
- Chemical container without a label identifying the contents.

**COS** Mark **COS** if during the time of the inspection the employee removed non-approved chemicals and improperly labeled chemicals.

## EQUIPMENT/UTENSILS

### 19. EQUIPMENT/UTENSILS APPROVED

All equipment installed and used shall be of commercial grade.

The use of approved NSF equipment in good repair allows equipment to be properly cleaned and reduces the likelihood of contamination.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all equipment is commercial grade, properly stored and in good condition.
- OUT** Mark **OUT** if:
- Household use equipment at the facility.
  - Equipment and utensils not properly stored.
  - Cracked containers used.
- COS** Mark **COS** if during the time of the inspection the equipment is removed or properly stored.
- 

### 20. ADEQUATE VENTILATION AND LIGHTING

Approved ventilation shall be provided throughout the facility to facilitate proper air circulation, free from excessive heat and condensation; and to provide reasonable comfort for all employees. Adequate lighting is required at workstations, sink areas, toilet rooms, storage areas, and refrigeration units.

All rooms and areas in which cannabis products are stored, processed or packaged, where utensils are washed, where walk-in refrigerators and freezers are located, where employee locker areas/dressing rooms are located, where janitorial areas are located, in all toilet rooms and handwashing areas, and where cannabis and non-cannabis waste are stored shall have sufficient natural or artificial lighting. The lighting shall be protected against breakage through the use of plastic shields, plastic sleeves with end caps, or shatterproof bulbs or other approved device located above where open cannabis is stored or packaged, where utensils are washed, and in walk-in refrigerators and freezer units.

Proper ventilation and lighting provide a healthier environment for the employees.

**The EHS is to mark as follows:**

- IN** Mark **IN** if there is adequate ventilation and lighting that is properly maintained.
- OUT** Mark **OUT** if:
- No ventilation where required.
  - Inadequate lighting where required.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
- 

### 21. APPROVED MECHANICAL VENTILATION/FUME HOOD

Adequate mechanical exhaust ventilation hoods shall be provided over all cannabis extraction equipment, all cooking equipment and heat generated equipment. Hoods shall extend at least six inches (6") horizontally beyond the equipment. Mechanical exhaust vents shall effectively remove gases, vapors,

fumes, smoke, steam, heat, and odors from the facility. The exhaust and make-up air systems shall be connected by an electrical interlocking hardwired connector so that one system cannot be operated when the other system is off. All equipment, construction, and installation shall be in accordance with all applicable local building and mechanical codes.

Fume hoods and mechanical ventilation systems maintain a healthy environment for the employees and should be maintained fully functional and clean.

**The EHS is to mark as follows:**

- IN** Mark **IN** if there is adequate and approved ventilation in good repair in all locations required.
- OUT** Mark **OUT** if:
  - Missing or inoperable ventilation/fume hood
  - Inoperable make-up air systems.
  - Discontinue using hood until equipment under hood is repair/replace
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.

## FACILITY

### 22. FULLY ENCLOSED AND VERMIN PROOF

The facility shall be fully enclosed to prevent the entrance and harborage of animals, birds and vermin, including, but not limited to rodents and insects. Vermin proofing shall be implemented at all exterior openings exceeding one-fourth inch (1/4"). All exterior wall pipes or other openings shall be tightly sealed. All exterior wall vents shall be properly screened with one-fourth inch (1/4") hardware mesh screening. All delivery doors shall be equipped with a microswitch activated air curtain and all exterior doors shall be self-closing. All vermin exclusion devices shall be maintained and in good repair.

Vermin can lead to the contamination of cannabis goods, so vermin shall be excluded from the facilities.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all doors and windows are secured against vermin intrusion.
- OUT** Mark **OUT** if:
  - Missing/torn window screens.
  - Air curtain inoperable or turned off at open door.
  - Front door has a gap at the bottom greater than 1/4" one-fourth inch.
  - Exterior door does not seal adequately at sides, top, or bottom.
- COS** Mark **COS** if during the time of the inspection the windows and doors that led to the violation are secured against vermin intrusion.

---

### 23. CANNABIS/NON-CANNABIS WASTE SECURED, PROPERLY DISPOSED, AND MAINTAINED

All waste generated from the facility must be properly stored in nonabsorbent, water-tight, durable, easily cleanable, galvanized metal or heavy plastic containers with tight-fitting lids. The cannabis waste storage bin/area must be secured to prevent public access. All cannabis waste shall be unrecognizable and unusable as cannabis or a cannabis product at the time of disposal. The cannabis waste storage bin/area must be secured to prevent public access.

Improperly maintained waste receptacles and areas can lead to vermin infestations. Maintain the waste receptacles and areas clean and closed and promptly remove all cast off items.

**The EHS is to mark as follows:**

- IN** Mark **IN** if cannabis waste is secured and properly disposed and waste areas/bins are clean and in good repair.
- OUT** Mark **OUT** if:
- Cannabis waste bin is not secured.
  - Non-cannabis waste container propped open or missing.
  - Storage areas and/or receptacles are not clean and/or in good repair.
  - Cannabis waste and non-cannabis waste are not kept in nonabsorbent, durable, cleanable, heavy plastic containers with tight-fitting lids.
  - Damaged/cracked container used for storing cannabis waste.
  - Cast-off/non-functional equipment stored at the exterior of the facility resulting in vermin (rodent, cockroach, fly) infestation at exterior area.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.

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## **24. DRESSING/LOCKER ROOM: ADEQUATE, CLEAN, MAINTAINED AND IN GOOD REPAIR**

Dressing rooms shall be provided and used by employees if the employees regularly change their clothes in the facility. Dressing rooms shall be located in a designated area where contamination of equipment, utensils, linens, and single-use articles cannot occur.

Lockers shall be provided and used for the orderly storage of employee clothing and other possessions. Dressing rooms shall be provided and used by employees if the employees regularly change their clothes in the facility.

Dressing/locker rooms should be maintained clean for employee safety and comfort.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all personal items are properly stored away and the dressing room is maintained clean.
- OUT** Mark **OUT** if storing clothing and personal belongings at the workstation areas.
- COS** Mark **COS** if during the time of the inspection the employee removed the item that led to the violation.

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## **25. FLOORS, WALLS AND CEILINGS: CLEAN AND MAINTAINED**

The facility, including any fixtures, and other physical facilities therein, shall be maintained in a clean and sanitary condition and kept in good repair so as to prevent cannabis products from becoming adulterated, and shall be free of litter and items that are unnecessary to the operation or maintenance of the facility, such as equipment that is nonfunctional or no longer used.

Maintaining the floors, base coves, walls, and ceilings clean and in good repair improves the ease of cleaning and reduces vermin harborage.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all of the floors, walls, and ceilings are properly maintained.

**OUT** Mark **OUT** if:

- Missing base cove tiles, floor tiles, or grout between tiles.
- Deteriorated/damaged floors/walls/ceilings, not smooth, durable easily cleanable.
- Missing or unapproved type of ceiling panels.
- Facility not fully enclosed in a building or does not consist of permanent floors, walls, and an overhead structure that meets minimum standards.

**COS** Mark **COS** if the violations are corrected before the end of the inspection.

## PLUMBING FIXTURES

### 26. PLUMBING SINKS, FIXTURES, BACKFLOW DEVICES ARE ACCESSIBLE AND MAINTAINED

All plumbing and plumbing fixtures shall be installed in compliance with applicable local plumbing ordinances, shall be maintained so as to prevent any contamination, and shall be kept clean, fully operative, and in good repair. The potable water supply shall be protected with a backflow or back siphonage protection device, as required by applicable local plumbing codes.

A handwash sink shall be provided at processing areas, toilet rooms, and warewashing areas. Handwashing sinks shall be sufficient in number, conveniently located, unobstructed and accessible at all times.

A warewashing sink with at least three (3) compartments with two integral metal drain boards sloped towards the sinks shall be provided at processing areas where cannabis products are prepared or packaged or where utensils/tools/trays are used.

A preparation sink shall be at least one (1) compartment with (1) integral drain board sloped toward the sink and drain indirectly into a floor sink with an air gap, supplied with hot, minimum 120° F, and cold running water through a mixing valve or combination faucet, and be free standing.

A mop sink/basin shall be equipped with hot and cold water and shall be provided and conveniently located for the cleaning of mops and similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.

Maintaining all sinks and fixtures properly prevents contamination of the water supply and reduces the likelihood of contamination of cannabis products.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all plumbing devices and areas are clean and properly maintained and installed.

**OUT** Mark **OUT** if:

- Backflow prevention device is missing to potable water supply / not installed, not working or leaking.
- Drain line without a one-inch air gap at the floor sink.
- Unapproved rubber hose used as a faucet extension.
- Accumulation of mold or slime on drain lines.
- Uncapped sewer clean-out (no discharge)
- Unsecured flexible drain line used for discharge from refrigerator or unit draining to a bucket/floor/pan/exterior ground surface.

**COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.

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## 27. HOT AND COLD WATER

An adequate, protected, pressurized, potable supply of hot water at least 120°F and cold running water shall be provided from an approved source. All handwash sinks shall be equipped with an adequate supply of warm (minimum of 100°F) and cold running water under pressure through a mixing valve or combination faucet. Handwash sinks from a premixing faucet shall measure warm water between 100°F – 108°F.

Warm water is an integral part of proper handwashing and hot water is required for proper washing of utensils.

**The EHS is to mark as follows:**

- IN** Mark **IN** if hot and cold water is available at all sinks (warm water at handwashing sinks).
- OUT** Mark **OUT** if:
- Water is measured <100°F throughout the cannabis facility. **(CLOSURE)**
  - Water temperature is measured <100°F throughout the facility, however it is restored between 100-119°F by the end of the inspection, facility is given 24 hours to correct the violation.
  - Lack of warm water (100°F - 108°F) at a handwashing sink through a mixing valve.
  - If there is no water available at the cannabis manufacturing facility. **(CLOSURE)**
- COS** Mark **COS** if during the time of the inspection the water is restored to the proper temperature by the end of the inspection.

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## 28. HAND WASH SINK WITH SUPPLIES

All handwash sinks shall be equipped with wall-mounted single use soap and paper towel dispensers (or air hand dryers).

Soap and clean paper towels are an integral part of proper handwashing.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all handwashing sinks have soap and paper towels available in their dispensers.
- OUT** Mark **OUT** if:
- Empty or missing soap or towel dispenser.
  - The use of bar soap and cloth towels.
  - Washing hands in the prep sink.
- COS** Mark **COS** if during the time of the inspection the employee replaces the missing soap or paper towels.

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## 29. TOILET ROOMS ADEQUATE, SUPPLIED, AND MAINTAINED

The toilet room shall be provided with at least one toilet, a handwashing sink with hot and cold potable running water, a wall-mounted single-use soap and paper towel dispensers (or air hand dryer), adequate lighting, proper ventilation, and a self-closing device on the door. Toilet rooms shall be vented to outside air by means of an openable, screened window, an air shaft, or a light-switch activated exhaust fan consistent

with the requirements of local building codes. The toilet room shall be kept clean and shall not pose a potential source of contamination of cannabis, cannabis products, contact surfaces, or packaging materials.

Employees need to have access to toilet facilities in good working order.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the toilet facilities are accessible, operable, and in good working order.
- OUT** Mark **OUT** if:
  - Toilets are not accessible to employees at all times, or inoperable while the facility is in operation.
  - Toilet paper not provided or missing in permanently installed dispensers.
  - Door removed or propped open at the toilet room.
  - Missing or damaged self-closing device.
  - Unclean toilet room.
- COS** Mark **COS** if during the time of the inspection the situation that led to the violation is corrected.

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### 30. SEWAGE AND WASTEWATER PROPERLY DISPOSED

Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewage or into an approved private sewage disposal system.

Backup of sewage or wastewater in the facility could easily lead to contamination of the cannabis goods. If this occurs the facility operator should self-close, have the problem fixed, and after the pipes are properly functioning and the affected areas are cleaned and sanitized, reopen.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all drain lines are properly operating.
- OUT** Mark **OUT** if:
  - Overflow or backup of floor sinks/drains of sewage/wastewater in the cannabis facility.
  - Overflowing or clogged drains. **(CLOSURE)**
  - Open sewer line discharging to the outside of the facility. **(CLOSURE)**
  - Lack of operable toilet room. **(CLOSURE)**
  - Floor sinks clogged with standing water but sewage not backing up.
  - A drain line from a refrigeration unit which drains onto the ground outside of the facility.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.

## REQUIREMENTS

### 31. SIGNS POSTED

Signs shall be posted in the front window of the store within five (5) feet of the front door or posted in a display case mounted to the outside front wall of the store within five (5) feet of the front door or in a location as directed and determined by the enforcement officer to ensure proper notice to the general public and to patrons.

Proper posting of signs informs the consumers that the facility is permitted and follows the state rules about health and safety.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all of the required signs are properly posted.
- OUT** Mark **OUT** if the required signs are not posted (emblem-Retail Storefront).
- COS** Mark **COS** if during the time of the inspection the missing signs are posted.
- NA** Mark **N/A** for Cultivation, Distribution, and Manufacturing facilities.

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### 32. REQUIRED PERMITS AND LICENSES AVAILABLE AND POSTED

A permit shall be posted in a conspicuous place at the cannabis facility.  
Proper posting of permits and licenses informs the consumers that the facility is permitted and follows the state rules about health and safety.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all of the required permits are available and posted.
- OUT** Mark **OUT** if:
  - Facility is open for business and does not have a valid Public Health Permit.
  - Facility does not have required State licenses.
- COS** Mark **COS** if during the time of the inspection the missing permits are posted.

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## RECORD KEEPING

### 33. WASTE MANAGEMENT PLAN (CULTIVATION AND MANUFACTURING)

A Waste Management Plan shall address the storing, handling, disposing, and reusing of all waste by-products and shall characterize the volume and types of waste generated for all commercial cannabis activities in compliance with the best management practices and State law and regulations.

A waste management plan will provide a method for the safe disposal of both cannabis and non-cannabis waste.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a hardcopy of the waste management plan is available and being followed.
- OUT** Mark **OUT** if:
  - Cannabis cultivation facility not following their Waste Management Plan for disposal of cannabis waste.
  - Cannabis waste activity not being entered into the track-and-trace system.
  - Cannabis waste and non-cannabis waste disposed in the same bin.
- N/A** Mark **N/A** for Distribution and Retail facilities.

### 34. ODOR MANAGEMENT PLAN (CULTIVATION AND MANUFACTURING)

The Odor Management Plan shall, comply with the requirements of the local building and safety department, if any, and describe sufficient processes which, if implemented, will prevent odors from the cannabis facility from being detected by a person outside of the facility or indoor cultivation site.

An odor management plan will mitigate community odors and reduce complaints.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a hardcopy of the odor management plan is available and being followed
- OUT** Mark **OUT** if:
- Facility has deviated from its approved odor management plan and has not submitted a modified odor management plan to the Department.
  - Odor is detectable outside of the facility.
- N/A** Mark **N/A** for Distribution and Retail facilities.
- 

### 35. STANDARD OPERATING PROCEDURES (MANUFACTURING)

A cannabis facility shall establish and maintain written standard operating procedures that are easily accessible to onsite personnel.

Standard operating procedures allow the enforcement agencies to better understand the processes that will be used at the facility and better provide guidance for methods and systems.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a hardcopy of the applicable standard operating procedure is available and being followed.
- OUT** Mark **OUT** if facility does not have approved standard operational procedures (SOP).
- COS** Mark **COS** if during the time of the inspection the applicable standard operating procedure is complied with.
- N/A** Mark **N/A** for Cultivation, Distribution and Retail facilities.
- 

### 36. RECALL PROTOCOL (MANUFACTURING)

A cannabis facility shall establish and implement a written procedure approved by the Department for the recall of cannabis and cannabis products that are determined to be misbranded or adulterated in accordance with the requirements of State and local laws and regulations.

A Recall protocol provides guidance in the event that a cannabis product that has been sold can be retrieved and returned before that cannabis product causes illnesses.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a hardcopy of the recall protocol is available and being followed

- OUT** Mark **OUT** if:
- Facility does not have an approved Recall protocols.
  - Cannabis facility failed to notify the Department regarding a recall of cannabis.

**N/A** Mark **N/A** for Retail, Distribution and Cultivation facilities.

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## COMPLIANCE & ENFORCEMENT

### 37. IMPOUNDMENT/QUARANTINE/VOLUNTARILY CONDEMNATION & DESTRUCTION

The Director, based upon inspection findings or other evidence may impound, quarantine, or order condemnation and destruction of the cannabis goods for the protection of the public health.

The enforcement officer shall impound cannabis goods, equipment, or tools that are found to be, or suspected of being unsanitary or in such disrepair that may become contaminated or adulterated.

**The EHS is to mark as follows:**

- N/A** Mark **N/A** if there is no need to impound/quarantine or destroy contaminated products.
- OUT** Mark **OUT** if the Department has been notified by the State that cannabis goods are adulterated, contaminated or misbranded and would pose an immediate and serious threat to public health.
- 

### 38. PERMIT SUSPENSION - CLOSURE

A permit may be suspended to prevent a health hazard such as an active vermin infestation or due to non-compliance with the health and safety requirements.

A cannabis facility's permit may be suspended due to imminent health hazard, continued non-compliance, or when a cannabis facility is closed for not having a valid health permit.

**The EHS is to mark as follows:**

- N/A** Mark **N/A** if there is no need suspend the PHP
- OUT** Mark **OUT** if:
- Imminent health hazard exists at the facility.
  - Facility does not have a valid PHP.
- 

### 39. PLAN REVIEW REQUIRED

Plans are required to be submitted to the Cannabis Compliance and Enforcement Program (CCEP) for review and approval when there is a change in operation.

Facility conforms to the health and safety requirements shall reduce the risk of having unsafe products.

**The EHS is to mark as follows:**

- N/A** Mark **N/A** if no evidence of renovation/construction that would require plan submission

**OUT** Mark **OUT** if new construction or remodel at the cannabis facility and plans are not submitted prior to operation.

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## ADDITIONAL REQUIREMENTS FOR MANUFACTURING (IF APPLICABLE)

### 40. PROPER HOLDING TEMPERATURE.

Potentially Hazardous Food (PHF) shall be held at a temperature not to exceed 45°F for up to 12 hours in any 24-hour period during operating hours. At the end of the operating day, PHF that is held at 45°F shall be destroyed in a manner approved by the enforcement agency.

Proper temperature holding shall prevent bacterial growth that can lead to illnesses. Check refrigeration temperature regularly to ensure that it is operating properly.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all ingredients and temperature-controlled cannabis/cannabis products are held at approved temperatures.

**OUT** Mark **OUT** if:

- Ingredients that are not shelf-stable are stored at room temperature.
- Raw shelled eggs or sealed pasteurized milk held above 45°F.
- Potentially Hazardous Foods (PHF) and temperature-controlled cannabis/cannabis products held above 41°F.
- Ingredients and temperature-controlled cannabis/cannabis products have exceeded the 2 hour limit for food preparation found in the range of 41°F – 135°F.

**COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.

**N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities or when no potentially hazardous foods are prepared or held.

**NOTE:** PHF and temperature-controlled cannabis/cannabis products that have been observed outside of the proper holding temperature and have exceeded the 2 hour limit for food preparation will be disposed of.

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### 41. APPROVED WAREWASHING AND SANITIZATION PROCEDURES

Equipment, utensils, and tools shall be washed, rinsed, and sanitized in a 3-compartments sink with two integral metal drainboards.

Proper cleaning and sanitizing of surfaces and utensils that come into direct contact with cannabis goods will reduce the opportunity for contamination of the cannabis goods.

**The EHS is to mark as follows:**

**IN** Mark **IN** if all cannabis product contact surfaces are properly cleaned and sanitized, sanitizer levels are maintained, and all warewashing equipment is in good working order and properly installed.

- OUT** Mark **OUT** if:
- Cannabis product-contact surfaces including utensils and equipment are not cleaned as frequently as necessary to protect against allergen cross-contact and contamination of cannabis products.
  - Sanitizer level is below the required limits (100 ppm for chlorine solution or 200 ppm for quaternary ammonium).
  - Faucet does not reach all 3 compartments of warewashing sink.
  - Missing 3-compartment sink for washing utensils.
  - Missing required type II hood over mechanical dish washing machine.
- COS** Mark **COS** if during the time of the inspection the issue the violation is corrected before the end of inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.
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## 42. THERMOMETERS PROVIDED AND ACCURATE

A thermometer shall be provided for each refrigeration unit and shall be located to indicate the air temperature in the warmest part of the unit. Temperature measuring devices shall be easily readable and have a numerical scale, printed record, or digital readout in increments no greater than 2°F or over the intended range of use.

Thermometers allow refrigerators and freezers to be regularly monitored and will indicate if they are not operating properly.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all refrigeration units have an accurate thermometer in them.
- OUT** Mark **OUT** if a refrigerator is either missing a thermometer or it is not working properly.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.
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## 43. APPROVED COOLING METHODS

Whenever food has been prepared or heated so that it becomes potentially hazardous, it shall be rapidly cooled if not held at or above 135°F. The rapid cooling of PHFs shall be accomplished in accordance with the time and temperature criteria as specified by the State.

Perishable products that need to be refrigerated after cooking can grow bacteria when the temperature is between 135°F and 41°F. Therefore, it is important to limit the amount of time those products spend in that temperature range. Once the temperature cools to 135°F, rapid cooling should start either in an ice bath or in a refrigerator unit.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all Potentially Hazardous Foods (PHF) and items requiring Temperature Control Safety (TCS) are cooling using approved methods and are within the time and temperature parameters.

- OUT** Mark **OUT** if:
- PHF and TCS is not cooled rapidly from 135°F to 70°F within two (2) hours and from 70°F to 41°F within 4 hours.
  - PHF and TCS cooling using an unapproved method but still within time and temperature parameters.
  - Faulty equipment results in a cooling violation.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.
- 

#### 44. APPROVED THAWING METHODS

Frozen food shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020 of the California Retail Food Code. If the cannabis facility is thawing frozen food products to create edibles, then the thawing process should follow the thawing rules stipulated by the State of California.

Improper thawing methods or excessive thawing time causes PHF to be in the temperature danger zone.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all thawing of frozen cannabis products is conducted using approved methods at the time of the inspection.
- OUT** Mark **OUT** if frozen cannabis products thawing with unapproved method that opens the cannabis products to adulteration.
- Cannabis flowers being thawed in the 3 compartments sink.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.
- 

#### 45. WIPING CLOTHS, PROPERLY USED AND STORED

Wiping cloths that are in use for cleaning food or cannabis spills shall not be used for any other purposes. Working containers of sanitizing solutions for storage of in-use wiping cloths shall be used in a manner to prevent contamination of food, cannabis, cannabis products, ingredients, equipment, utensils, tools, linens, or single-use articles.

Wet wiping cloths can grow bacteria, so storing of wet wiping cloths in a sanitizing solution will prevent contamination of surfaces wiped by those cloths.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all wiping cloths are either single use, stored in a bucket with the correct levels of sanitizing solution (100 ppm for chlorine) and used for the cleaning of areas with the same purpose.
- OUT** Mark **OUT** if:
- The same wiping cloth is used for multiple purposes, such as edible prep tables and storage shelves.
  - Storage of a wiping cloth in a bucket with excessively soiled solution.
  - Sanitizing solution with a sanitizer level too low or too high.
- COS** Mark **COS** if during the time of the inspection the issue that led to the violation is corrected.

**N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

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#### 46. SPECIALIZED PROCESS AND HACCP

Cannabis facilities may engage in a specialized process after having a HACCP Plan approved by the State. Manufacturers of cannabis juice or cannabis-infused juice or beverages shall prepare and implement a written juice hazard analysis and critical control plan in accordance with the requirements of 21 CFR, Part 120. Manufacturers of cannabis-infused dried meat products shall be conducted in accordance with the United States Department of Agriculture FSIS Compliance Guideline for Meat and Poultry Jerky. HACCP plans are designed to reduce contamination risk and should be followed as written.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a HACCP plan is in use and all of the required documentation is available.
- OUT** Mark **OUT** if the manufacturer is unable to provide approved variance document from state or local licensing agency to support use of any alternative practices or procedures for manufacturing cannabis products.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities or if the manufacturing facility does not engage in a specialized process.
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#### 47. FOOD HANDLER CERTIFICATE AVAILABLE AND CURRENT (ONLY EDIBLE MANUFACTURER)

A permittee that produces edible cannabis products shall ensure that all personnel who prepare, handle, or package edible products successfully complete a California food handler certificate course from an entity accredited by the American National Standards Institute (ANSI) within 90 days of commencing employment at the facility and again every three years during employment.

The California Food Handler course provides basic food safety and sanitation guidelines for individuals who will be handling food in a retail setting. Many of the ingredients in the preparation of edibles are food and the same guidelines should be followed.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all employees handling food or edibles has a current and valid food handler certification and documentation.
- OUT** Mark **OUT** if:
- Employee without a valid food handler certificate after 90 days of commencing employment at the manufacturer's facility.
  - Employee on duty handling edible products without a valid food handler certificate.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.
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#### 48. APPROVED EXTRACTION METHODS

Extraction operations shall be approved by the local fire code official and shall be operated in accordance with applicable Division of Occupational Safety and Health (Cal/OSHA) regulations and any other state and local requirements.

Cannabis extraction frequently uses components that have a risk of fire or explosions, so having a system approved by the fire department and a CA Licensed Professional Engineer will help protect employee safety.

**The EHS is to mark as follows:**

**IN** Mark **IN** if the extraction method has been approved by the Fire Department, in a system approved by a licensed professional engineer, and is using approved solvents.

**OUT** Mark **OUT** if:

- Extraction system is not approved by the Fire Department.
- Chemical extractions are not performed in a professional closed loop extraction system and not approved by a CA Licensed Professional Engineer.
- Chemical extractions not using food grade solvents (hydrocarbon-based solvents exempted).

**N/A** Mark **N/A** for Retail, Cultivation, and Distribution sites.

# APPENDIX A - COMPLIANCE AND ENFORCEMENT

Violations of state and local requirements as indicated on the Cannabis Official Inspection Report (COIR) are misdemeanors and may be punishable by a fine of not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000), or by imprisonment for not more than six months, or both.

Each day that a violation continues is a separate offense.

The EHS shall ensure that all violations cited on the COIR are corrected by the indicated compliance date. If most violations are corrected or reasonable progress is made, additional time may be granted. However, the owner may be charged for the additional re-inspections.

## **COMPLIANCE REVIEWS**

- A Compliance Review is an in-person or telephone conference between the owner/responsible party and a representative from the Department of Public Health to discuss violations/conditions observed during the inspection.
- Compliance reviews are held at the discretion of the Chief Environmental Health Specialist (CEHS).
- Reasons for issuing a compliance review to an operator included but were not limited to:
  - Serious conditions, such as sewage, not immediately corrected.
  - Repeated violations.
  - Facility closures.
  - A closed facility being reopened without written permission from the Department.
  - Renovation or change of equipment without a plan review.
  - Failure to correct the violations by the compliance date.
- The following will be discussed during the Compliance Review:
  - the observed violations/conditions
  - the health impacts of the violations
  - methods of compliance
  - deadline for compliance
  - enforcement actions/penalties for non-compliance

# APPENDIX B – CLOSURE & REOPENING

## PROCEDURES FOR CLOSING A CANNABIS FACILITY

The EHS shall obtain approval from an EHS IV or higher prior to closing any cannabis facility.

To close the facility, the EHS shall:

- Issue the Cannabis Official Inspection Report (COIR)
- Mark **OUT** in the PERMIT SUSPENSION box (**violation #38**) along with any other violations closing the facility. In the Overall Inspection Comments section, indicate the regulation(s) and section number(s) of the violation(s) resulting in the closure of the cannabis facility. Include the corrective action needed to abate the violation.
- Include the statement “The cannabis facility is officially closed”. Correct all violations and contact your inspector to reopen the facility. The cannabis facility can only be reopened with written approval by the enforcement agency.”
- Remove the County EMBLEM (Retail Storefront)
- Complete and post the **Closure Sign Figure 1**. The closure sign shall be securely posted in a visible area adjacent to the facility. The following shall be indicated on the Cannabis Closure sign:
  - Reason for closure
  - Date
  - Site address
  - PR number,
  - Signature of the EHS
  - Office/program name
  - Office/program telephone number
- Obtain a signature and provide a copy of the COIR to the owner or PIC.
- When reporting a closure, provide the following information:
  - Name of Facility
  - Address and City
  - PR #
  - Time of the closure
  - Reason for the closure

## ACTION GUIDE – the EHS shall:

❖ **OUT** Mark **OUT** if the facility is being closed.

**NOTE:** The selection of a variety of violations will result in the closure of the cannabis facility. The EHS shall mark Permit Suspension (**violation #38**) in addition to other relevant violation(s).



## APPENDIX C - REQUIREMENTS

### **Animals, birds and fowl**

No live animal, bird, or fowl shall be kept or allowed in any facility where cannabis products are prepared, manufactured, kept, stored, distributed, offered for sale, or sold. This section shall not apply to dogs used by the blind, signal dogs, service dogs, such dogs in training under proper supervision, dogs under the control of uniformed law enforcement officers, or dogs under the control of uniformed employees of a private patrol service. The dogs described in this section shall be excluded from processing and utensil wash areas.

### **Approved Source**

Cannabis goods shall be obtained from sources that comply with all applicable laws.

### **California Food Handler (CFH) Certificate**

A licensee that produces edible cannabis products shall ensure that all personnel who prepare, handle, or package edible products successfully complete a CFH course from an entity accredited by the American National Standards Institute (ANSI) within 90 days of commencing employment at the facility and again every three years during employment.

The licensee may assign responsibility for the training of individual personnel to supervisory personnel. Assigned supervisory personnel must have the education, training, or experience necessary to ensure the production of quality cannabis products by all personnel.

### **Cannabis products—Sanitation Requirements**

- A.** It is unlawful to transport, store, display, dispense, prepare, offer for sale or gift, or handle in any way, cannabis products intended for human consumption, unless such cannabis products are pure, free from contamination, adulteration, and spoilage. Cannabis products shall have been obtained from approved sources; shall be inspected upon delivery; and shall otherwise be fit for human consumption. All cannabis products shall be kept in such manner as to be protected from exposure to dust, droplet contamination, overhead leakage and condensation, flies and other insects, rodents and vermin, and any other deleterious or unhealthful substance or condition.
- B.** Every storage room or other place used for storing cannabis products and their ingredients shall be equipped with platforms, racks or shelves at least 6 inches above the floor surface, unless such cannabis products and their ingredients are enclosed in waterproof, rodent proof containers to facilitate the flushing of floors and walls, with water or other cleaning method.
- C.** All open bulk cannabis products and their ingredients shall be stored in approved containers (recommended certified or classified for sanitation by an American National Standards Institute accredited certification program) with tight fitting lids, labeled to indicate contents.
- D.** When ice is used in contact with cannabis products, it shall be made from water that is safe and of adequate sanitary quality.

### **Cannabis products – Time/Temperature Control (TCS)**

- A.** All TCS cannabis ingredients such as eggs shall be kept at 41°F or lower, at all times whether it's being transported, or stored. An accurate easily readable metal probe thermometer suitable for measuring the temperature of cannabis ingredients shall be readily available on the premises.
- B.** Every refrigerator used for the storage of TCS cannabis components shall be provided with a thermometer accurate to plus or minus 2°F and shall be located to indicate the air temperature in the warmest part of the unit and shall be affixed to be readily visible.

- C. TCS cannabis ingredients that have been removed from approved holding for processing shall be involved in diligent preparation and returned to approved holding temperatures within two hours following completion of said task.
- D. Frozen cannabis components that has been thawed shall be cooked or otherwise processed before it may be refrozen. Frozen potentially hazardous food shall only be thawed in one of the following ways:
  - 1. Under refrigeration that maintains the food temperature at 41°F or below.
  - 2. Completely submerged under potable running water for a period not to exceed two hours at a water temperature of 70°F or below, and with sufficient water velocity to agitate and flush off loose particles into the sink drain.
  - 3. In a microwave oven if immediately followed by immediate preparation.
  - 4. As part of a cooking process.
- E. TCS cannabis products and their ingredients may be held at temperatures other than those specified in this section when the facility operates according to an approved HACCP plan.

**Ceiling:** The ceiling surfaces in all rooms in which cannabis products and their ingredients are prepared, stored or packaged, at non-prepackaged storage room, where janitorial areas are located, in all toilet rooms and handwashing areas, warewashing areas, employee locker/dressing rooms, walk-in refrigerators and freezer units shall be smooth, durable, nonabsorbent, and easily cleanable.

### **Cleaning and Maintenance**

The facility, including any fixtures, and other physical facilities therein, shall be maintained in a clean and sanitary condition and kept in good repair so as to prevent cannabis products from becoming adulterated, and shall be free of litter and items that are unnecessary to the operation or maintenance of the facility, such as equipment that is nonfunctional or no longer used.

### **Closed-Loop Extraction System Requirements**

- A. Chemical extractions using CO<sub>2</sub>, a volatile solvent; or chlorofluorocarbon, hydrocarbon, or other fluorinated gas shall be conducted in a professional closed loop extraction system designed to recover the solvents. The system shall be commercially manufactured and bear a permanently affixed and visible serial number. The system shall be certified by a California-licensed engineer that the system was commercially manufactured, safe for use with the intended solvent, and built to codes of recognized and generally accepted good engineering practices, such as:
  - 1. The American Society of Mechanical Engineers (ASME);
  - 2. American National Standards Institute (ANSI);
  - 3. Underwriters Laboratories (UL); or
  - 4. The American Society for Testing and Materials (ASTM).
- B. Professional closed loop systems, other equipment used, the extraction operation, and facilities must be approved for use by the local fire code official and comply with any required fire, safety, and building code requirements related to the processing, handling, and storage of the applicable solvent or gas.
- C. The certification document required shall contain the signature and stamp of a California-licensed professional engineer and the serial number of the extraction unit being certified.
- D. The licensee shall establish and implement written procedures to document that the closed loop extract system is maintained in accordance with the equipment manufacturer specifications and to ensure routine verification that the system is operating in accordance with specifications and continues to comply with fire, safety, and building code requirements.
- E. A licensee shall develop standard operating procedures, good manufacturing practices, and a training plan prior to producing extracts. Any personnel using solvents or gases in a closed loop system to

create extracts must be trained on how to use the system, have direct access to applicable safety data sheets, and handle and store solvents and gases safely.

- F. The extraction operation shall be operated in an environment with proper ventilation, controlling all sources of ignition where a flammable atmosphere is or may be present, and shall be operated in accordance with applicable Division of Occupational Safety and Health (Cal/OSHA) regulations and any other state and local requirements.

### **Conduits or Pipelines**

Conduits or pipelines shall not be installed across any aisle or door openings. Multiple runs or clusters of conduit or pipelines shall be encased in an approved runway, or other enclosure.

### **Contamination of cannabis products contact surfaces.**

- A. All utensils and equipment, including cannabis products contact surfaces shall be cleaned and sanitized as frequently as necessary to protect against contamination. Those facilities that have developed, implemented, and maintained approved Sanitation Standard Operating Procedures may be granted exception by the Director.
- B. Clean-In-Place (CIP) equipment shall meet the characteristics of a cannabis products contact surface and shall be designed and constructed so that cleaning and sanitizing solutions circulate throughout a fixed system and contact all interior cannabis products contact surfaces. The system is to be self-draining or capable of being completely drained of cleaning and sanitizing solutions. CIP equipment that is not designed to be disassembled for cleaning shall be designed with inspection access points to ensure that all interior cannabis products contact surfaces throughout the fixed system are being effectively cleaned.
- C. Adequate and suitable space shall be provided for the storage of cleaned utensils and equipment in a clean and dry location where they are not exposed to splash, dust, or other contaminations, at least six-inch (6") above the floor.

### **Customer Return of Cannabis Goods**

- A. A licensed retailer may accept customer returns of cannabis goods that were previously sold to a customer.
- B. A licensed retailer shall not resell cannabis goods that have been returned.
- C. A licensed retailer shall treat any cannabis goods abandoned on the licensed retailer premises as a customer return.
- D. Defective manufactured cannabis products returned by customers to a licensed retailer may be destroyed or returned to the licensed distributor from whom the cannabis goods were obtained.

**Cove Base:** The cove base in janitorial areas, toilet rooms, handwashing areas, locker area/dressing rooms, warewashing areas, walk-in refrigerators, freezer units, and all rooms in which cannabis products and their ingredients are prepared, stored or packaged shall be smooth, durable, nonabsorbent, and easily cleanable. A minimum of six (6") inch high, approved cove base, with a minimum three-eighths inch (3/8") radius shall be provided at the juncture of the wall and floor including walk-in refrigerators or freezer units.

### **Destruction of Cannabis Goods Prior to Disposal**

- A. Licensees shall not dispose of cannabis goods, unless disposed of as cannabis waste that has been made unusable and unrecognizable.
- B. Cannabis waste shall be stored, managed, and disposed of in accordance with all applicable waste management laws, including, but not limited to, Division 30 of the Public Resources Code.

- C. Cannabis goods intended for disposal shall remain on the licensed facility until rendered into cannabis waste. The licensee shall ensure that:
  - 1. Access to the cannabis goods is restricted to the license, its employees or agents;
  - 2. Storage of the cannabis goods allocated for disposal is separate and distinct from other cannabis goods.
- D. Cannabis goods shall first be destroyed on the licensed facility. This includes, at a minimum, removing or separating the cannabis goods from any packaging or container and rendering it unrecognizable and unusable.
- E. Cannabis waste on the licensed facility shall be secured in a receptacle or area that is restricted to the license, its employees, or an authorized waste hauler.

### **Dressing Room**

Dressing rooms shall be provided and used by employees if the employees regularly change their clothes in the facility. Dressing rooms shall be located in a designated area where contamination of equipment, utensils, linens, and single-use articles cannot occur.

### **Educational Handouts**

The store shall provide the Health Information Advisory to the consumer at the point of sale. The Program Administrator may also supply Health Information Advisory materials in pamphlet or other written form to an Authorized Cannabis Store, and require those materials be displayed and made accessible to consumers in the store's customer services areas.

### **Electrical**

Electrical conduits shall be installed in compliance with local building and safety codes.

### **Employee Locker**

Lockers shall be provided in a designated area and used for the orderly storage of employee clothing and other possessions. Lockers shall be installed at least six-inch (6") above the floor on approved metal legs or on a concrete curb with an integral coved base.

### **Employee Practices/Personal Cleanliness**

- A. No employee shall commit any act, which may result in contamination or adulteration of any cannabis products and their ingredients, contact surfaces, or packing material, utensil, or equipment.
- B. Any employee who by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesions such as boils, sores, cut, rash, or infected wounds shall be excluded from any manufacturing operations until their health condition is corrected. Employees shall be instructed to report such health conditions their supervisors.
- C. No employee shall smoke, vape, drink alcohol, or ingest cannabis products during working hours.
- D. No employee shall eat, chew gum, drink beverages while working at a cannabis workstation.
- E. All employees working in direct contact with cannabis products, contact surfaces, and packaging materials shall maintain personal cleanliness in order to protect against allergen cross-contact and contamination of cannabis products while on duty. The methods for maintaining personal cleanliness include:
  - 1. Wearing clean outer clothing to protect against allergen cross-contact and contamination of cannabis products, contact surfaces, and packaging materials;
  - 2. Washing hands thoroughly in a hand-washing facility that meets the requirements before starting work, after each absence from the work station, and at any time when the hands may have become soiled or contaminated;

3. Removing all unsecured jewelry and other objects that might fall into cannabis products, equipment, or containers. Hand jewelry that cannot be sanitized shall be removed during periods in which cannabis products are manipulated by hand. If such hand jewelry cannot be removed, it shall be covered by material which can be maintained in an intact, clean, and sanitary condition and which effectively protects against the contamination by these objects of the cannabis products, contact surfaces, or cannabis product-packaging materials;
4. Maintaining any gloves, if they are used in cannabis product handling, in an intact, clean, and sanitary condition;
5. Wearing hair nets, caps, beard covers, or other hair restraints that are designed and worn to prevent hair contact with cannabis, cannabis products, contact surfaces, or packaging materials;
6. Storing clothing and personal belongings in areas separate from those where cannabis products are exposed or where equipment or utensils are washed;
7. Confining the following activities to areas separate from those where cannabis products may be exposed or where equipment or utensils are washed: eating food, chewing gum, drinking beverages, and using tobacco.

### **Equipment**

All equipment installed and used shall be of commercial grade. Manufacturer's specification documents for all proposed equipment shall be provided upon request. All equipment and installation shall be subject to field evaluation.

**Exhaust Systems** Adequate mechanical exhaust ventilation hoods shall be provided over all cannabis extraction equipment, all cooking equipment and heat generated equipment. Hoods shall extend at least six inches (6") horizontally beyond the equipment. Mechanical exhaust vents shall effectively remove gases, vapors, fumes, smoke, steam, heat, and odors from the facility. The exhaust and make-up air systems shall be connected by an electrical interlocking hardwired connector so that one system cannot be operated when the other system is off. Specify the number and locations of make-up air diffusers. All equipment, construction, and installation shall be in accordance with all applicable building and mechanical codes.

### **Floors**

The floor surfaces in all rooms in which cannabis products and their ingredients are prepared, stored or packaged, at non-prepackaged storage room, where janitorial areas are located, in all toilet rooms and handwashing areas, warewashing areas, employee locker/dressing rooms, walk-in refrigerators and freezer units shall be smooth, durable, nonabsorbent, and easily cleanable.

Floor examples include, but are not limited to, sealed concrete, quarry tile, and epoxy. Walls and ceiling examples include, but are not limited to, tile, metal, plaster, or semi-gloss paint and approved drop ceiling. *Vinyl Tiles (VCT) are not an acceptable flooring material, except in customer or prepackaged retail display areas.*

### **Floor Drains**

Floor drains shall be installed in processing rooms where equipment are cleaned-in-place, where utensils are washed, where floors are water-flushed for cleaning, and where pressure spray methods for cleaning equipment are used. A trench drain is recommended for the cleaning of fixed equipment. Floor surfaces in these areas shall be sloped 1/8" per foot (1:100) to the floor drains.

## **Floor Sinks**

Floor sinks shall be installed flush with the floor surface. All condensate and similar liquid waste shall be drained by means of indirect waste lines into open floor sinks. Horizontal runs of drain lines shall be six inches (6") off the floor, slope one quarter inch (1/4") per foot and shall terminate at least one inch (1") above the overflow rim of the floor sink. Floor sinks shall be located so that they are readily accessible for inspection, cleaning, repairs, and not in a walkway.

## **Gas Lines**

Gas lines shall be installed in compliance with local building and safety codes.

## **Grease Traps and Interceptors**

Grease traps and interceptors, when required, shall be easily accessible for servicing and not located in a processing room or warewashing area. Generally, grease traps should be installed flush with the floors to prevent sanitation problems. Check with the local Building and Safety officials for the requirements.

## **Grow Room/Area**

Grow room shall be adequate to produce clones, immature plants, seeds, and other products associated with the propagation and cultivation of cannabis.

## **Handwashing**

All employees shall thoroughly wash their hands with a cleanser and warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds and thoroughly rinsing with clean running water followed by drying of cleaned hands. Employees shall wash their hands in the following instances:

- A.** Immediately before engaging in edibles preparation, including working with open cannabis and clean equipment and utensils.
- B.** After touching bare human body parts.
- C.** After using the toilet room.
- D.** After coughing, sneezing, using a handkerchief or disposable tissue, eating, or drinking.
- E.** After handling soiled equipment or utensils.
- F.** As often as necessary to prevent cross-contamination when changing tasks.
- G.** When switching between working with prepackaged cannabis products and open cannabis.
- H.** Before initially donning gloves for working with cannabis.

## **Handwash Sink**

At least one (1) handwash sink shall be installed within the processing room, in toilet room, and in the warewashing area (if not within the processing room). Handwashing sinks shall be sufficient in number, conveniently located, unobstructed and accessible at all times. All handwash sinks shall be equipped with an adequate supply of warm (minimum of 100°F) and cold running water under pressure through a mixing valve or combination faucet. Handwash sinks from a premixing faucet shall measure warm water between 100°F - 108°F. All handwash sinks shall be equipped with wall-mounted single use soap and paper towels dispensers (or air hand dryers).

When the number of handwashing sinks for any cannabis products operation is inadequate or their location is such that the use of them by employees will be inhibited, the Director may order the installation of additional

lavatories in such numbers, of such character and at such locations as will insure the protection of the public health.

### **Hazardous Materials**

Cleaning compounds, sanitizing agents, pesticides, or other hazardous materials shall be identified, held, used, and stored in a manner that protects against the contamination of cannabis products and their ingredients, cannabis contact surfaces, or cannabis product packaging materials.

### **Impound/Quarantine/Voluntary Condemnation/Destruction**

- A.** The Director, based upon inspection findings or other evidence and for the protection of the public health, may do any of the following:
  - 1. Impound and, if deemed necessary, may order the destruction any cannabis products and their ingredients that is found to be, or is suspected of being, contaminated or adulterated.
  - 2. Impound equipment or utensils that are found to be unsanitary or in such disrepair that cannabis products and their ingredients, equipment or utensils may become contaminated or adulterated. The Director may attach a tag to such cannabis products and their ingredients, equipment or utensils that shall be removed only by the Director following verification that the condition has been corrected.
- B.** No cannabis products and their ingredients, equipment, or utensil impounded shall be used unless the impoundment has been released.
- C.** Cannabis products and their ingredients which are contaminated, unfit for human consumption or found to be dangerous to public health, shall be ordered quarantined or destroyed by the Director. If quarantined, instructions shall be given to the person who controls such cannabis products and their ingredients as to the condition of the quarantine. It is unlawful for such person to make any disposition of such cannabis products and their ingredients other than that ordered by the Director.

### **Installation**

- A.** Equipment shall be installed so as to allow the cleaning and maintenance of the equipment and of adjacent spaces. Equipment that is fixed because it is not easily movable shall be installed so that it is:
  - 1. Spaced to allow access for cleaning along the sides, behind, and above the equipment.
  - 2. Spaced from adjoining equipment, walls, and ceilings a distance of not more than one millimeter or one thirty-second inch.
  - 3. Sealed to adjoining equipment or walls, if the equipment is exposed to spillage or seepage.
- B.** Equipment that is not easily movable shall be sealed to the floor or elevated on legs that provide at least a six-inch clearance between the floor and the equipment.
- C.** Table-Mounted Equipment that is not easily movable shall be installed to allow cleaning of the equipment and areas underneath and legs that provide at least a four-inch clearance between the table and the equipment.

### **Irrigation Room/Area**

Irrigation room shall be adequate for the storage of water and nutrient tanks to be used in grow rooms. Wastewater from the irrigation room shall be properly disposed into the sewer line.

## Janitorial Area

Janitorial area shall be provided for the installation of mop sink/basin and storage of cleaning supplies. It shall be located in a designated area where contamination of equipment, utensils, linens, and single-use articles cannot occur.

## Labeling

All cannabis products shall meet the labeling requirements set by the State. All required label information shall be written in English and be located on the outside container or wrapper of the finished product to be sold at a retailer. A label shall be unobstructed and conspicuous so that it can be read by the consumer. Full labeling requirements are detailed in the *California Code of Regulations, Title 17, Chapter 13*.

### **Informational Panel Labeling Requirements**

The label for a manufactured cannabis product shall include an informational panel that includes the following:

1. Name of the licensed manufacturer;
2. Date of the cannabis product's manufacture and packaging;
3. The following statement in bold print:  
**"GOVERNMENT WARNING: THIS PACKAGE CONTAINS CANNABIS, A SCHEDULE 1 CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION."**
4. The statement "FOR MEDICAL USE ONLY," if:
  - o The cannabis product is intended by the manufacturer only for sale to medicinal-use customers;
  - o The product is an orally dissolving edible product containing more than 100 mg THC per package;
5. A list of all product ingredients in descending order of predominance by weight or volume.
6. If the cannabis product contains an ingredient, flavoring, coloring, or an incidental additive that bears or contains a major food allergen, the word "contains," followed by a list of the applicable major food allergens;
7. The names of any artificial colorings contained in the product;
8. If an edible cannabis product, the amount, in grams or milligrams, of sodium, sugar, carbohydrates, and total fat per serving;
9. Instructions for use;
10. Product expiration date, "use by date", or "best by" date, if any;
11. UID, batch or lot number;
12. If the cannabis product is perishable or is perishable after opening, the statement "KEEP REFRIGERATED" or REFRIGERATE AFTER OPENING," as applicable.

### **Labeling Restrictions**

Cannabis product labeling shall not contain any of the following:

- (a) The name of a California county, including any similar name that is likely to mislead consumers as to the origin of the product, unless one hundred percent of the cannabis contained in the product was grown in that county.
- (b) Content that is, or is designed to be, attractive to individuals under the age of 21, including but not limited to:
  - (1) Cartoons;

- (2) Any likeness to images, characters, or phrases that are popularly used to advertise to children;
  - (3) Any imitation of candy packaging or labeling; or
  - (4) The terms “candy” or “candies” or variants in spelling such as “kandy” or “kandeez.”
- (c) Any information that is false or misleading.
- (d) Any health-related statement that is untrue or misleading. Any health-related statement must be supported by the totality of publicly available scientific evidence (including evidence from well-designed studies conducted in a manner which is consistent with generally recognized scientific procedures and principles), and for which there is significant scientific agreement, among experts qualified by scientific training and experience to evaluate such claims.
- (e) If the product is an edible cannabis product, a picture of the product contained therein.

***Additional Primary Panel Labeling Requirements: Manufactured Products***

- A.** The label for a manufactured cannabis product shall include a primary panel that includes the following information in a type size no less than 6-point font and in relation to the size of the primary panel and container:
- 1. The identity of the product in a text size reasonably related to the most prominent printed matter on the panel;
  - 2. Universal symbol;
  - 3. Net weight or volume of the contents of the package.
- B.** Cannabinoid content may be included on the primary panel.

***Additional Primary Panel Labeling Requirements: Edible Products***

In addition to the requirements for the manufactured products, the primary panel of an edible cannabis product shall include the words “*cannabis-infused*” immediately above the identity of the product in bold type and a text size larger than the text size used for the identity of the product.

***Labeling Requirements: Pre-Rolls and Packaged Flower***

- A.** The label for a package of pre-rolls or packaged flower shall include a primary panel that includes the following information in a type size no less than 6-point font and in relation to the size of the primary panel and container:
- 1. Identity of the product;
  - 2. The net weight of cannabis in the package;
  - 3. Universal symbol.
- B.** The label for a package of pre-rolls or packaged flower shall include an informational label that includes the following information in a type size no less than 6-point font and in relation to the size of the informational panel and container:
- 1. The Unique Identifier (UID);
  - 2. The licensed cultivator or licensee packaging the product and its contact number or website address;
  - 3. The date of packaging for retail sale;
  - 4. The “Government Warning” statement in bold print.

**Linen and Clothing**

Adequate and suitable space shall be provided for the storage of clean linens, including apparel, towels, and wiping cloths.

Soiled linens, coats and aprons shall be kept in cleanable, labeled containers provided for the purpose, and shall not be reused until they have been laundered or cleaned. No linen that has been used for any other purpose since laundering shall be used for wiping utensils or equipment.

Wiping cloths used to wipe equipment and other surfaces that may directly or indirectly contact cannabis products and their ingredients shall be used only once until laundered, or if held in a sanitizing solution of concentration when not wiping, may be used repeatedly. Whenever a sanitizing solution becomes turbid or heavily permeated with cannabis products and their ingredients particles, or no longer meets an approved concentration, it shall be replaced.

### Lighting

All rooms and areas in which cannabis products are stored, processed or packaged, where utensil are washed, where walk-in refrigerators and freezers are located, at employee locker areas/dressing rooms are located, where janitorial areas are located, in all toilet rooms and handwashing areas, and where cannabis and non-cannabis waste are stored shall have sufficient natural or artificial lighting. See Table 1 for requirements

The lighting shall be protected against breakage through the use of plastic shields, plastic sleeves with end caps, or shatterproof bulbs or other approved device located above where open cannabis is stored or packaged, where utensils are washed, and in walk-in refrigerators and freezer units.

**Table 1. Lighting Requirements**

Types of Rooms	Foot Candles
<ul style="list-style-type: none"> <li>Any area where the safety of the employee is a factor while working with cannabis, utensils, or equipment</li> </ul>	50
<ul style="list-style-type: none"> <li>Handwash sink area</li> <li>Toilet rooms</li> <li>Warewashing area</li> <li>Dry storage area</li> <li>Refrigeration and freezer units</li> </ul>	<ul style="list-style-type: none"> <li>Equipment and utensil storage</li> <li>Locker/dressing rooms</li> <li>In all areas and rooms during periods of cleaning</li> </ul> 20
	10

### Mop Sink/Basin

At least one (1) mop sink shall be installed in a room, or area, separate from the other equipment, processing rooms, storage, and warewashing area and be equipped with storage for cleaning supplies, such as mops, buckets, brooms, and cleaners. Mop sink or basin shall be one (1) compartment, nonporous sink and be directly connected to the sewer, provided with hot, minimum 120°F, and cold running water through a mixing valve or combination faucet and protected with a backflow prevention device.

### Multiple-Use Utensils

Multiple-use utensils shall be made of non-toxic, non-corrosive materials; shall be constructed, installed and maintained to be easily cleanable; and shall be kept clean and in good repair.

### Operational Plans

A cannabis facility shall have the following operational plans on company letterhead signed by the owner of the facility available:

Cultivation Facilities - *Odor Management Plan and Waste Management Plan*

Manufacturing Facilities - *Odor Management Plan; Waste Management Plan; Standard Operating Procedures (SOPs); and Recall Protocol*

## **Packaging**

All cannabis products shall meet the packaging requirements set by the State. A package used to contain cannabis products shall comply with the following requirements:

- A.** The package shall protect the product from contamination and shall not expose the product to any toxic or harmful substance.
- B.** The package shall be tamper-evident so that the contents cannot be opened without obvious destruction of the seal.
- C.** The package shall not imitate any package used for products typically marketed to children.
- D.** If the product is an edible product, the package shall be opaque.
- E.** The package shall be child-resistant.

## **Person In Charge**

Every commercial cannabis facility must have a Person in Charge (PIC) during all operational hours. The PIC may be the permit holder or a person designated by the permit holder.

The individual present at the facility who is responsible and performs duties of the operation.

## **Pesticide Use Requirements**

- A.** Licensees shall comply with all pesticide laws and regulations enforced by the Department of Pesticide Regulation.
- B.** For all pesticides that are exempt from registration requirements, licensees shall comply with all pesticide laws and regulations enforced by the Department of Pesticide regulation and with the following pesticide application and storage protocols:
  - 1. Comply with all pesticide label directions;
  - 2. Store chemicals in a secure building or shed to prevent access by wildlife;
  - 3. Contain any chemical leaks and immediately clean up any spills;
  - 4. Apply the minimum amount of product necessary to control the target pest;
  - 5. Prevent offsite drift;
  - 6. Only use properly labeled pesticides. If no label is available, consult the Department of Pesticide Regulation.

## **Plan Review Required**

Plans shall be submitted for review and approval prior to any new construction or remodel at the facility.

## **Permit Suspension**

A permit may be suspended due to an imminent health hazard such as: vermin infestation; no water available; sewage overflow at the facility; or the facility operates without a valid public health permit.

## **Plumbing**

Plumbing fixtures shall be installed in compliance with local building and safety codes.

## **Preparation Sink**

At least one (1) preparation sink shall be installed within the processing rooms. The preparation sink shall be at least 1 compartment with 1 integral drain board sloped toward the sink and drain indirectly into a floor sink with an air gap, supplied with hot, minimum 120°F, and cold running water through a mixing valve or combination faucet, and be free standing.

## **Processing Room/Area**

All rooms in which cannabis products and their ingredients are prepared or manufactured including extraction, infusion, or packaging shall have self-closing doors and shall not open directly to the outside or toilet room.

## **Prohibited Products**

The following types of products shall not be sold as cannabis products:

- A.** Alcoholic beverages. This prohibition does not apply to tinctures.
- B.** Any product containing any non-cannabinoid additive that would increase potency, toxicity, or additive potential, or that would create an unsafe combination with other psychoactive substances. Prohibited additives include, but are not limited to, nicotine and caffeine. This prohibition shall not apply to products containing naturally occurring, such as coffee, tea, or chocolate;
- C.** Any cannabis product that must be held at or below 41 degrees Fahrenheit to keep it safe for human consumption, including, but not limited to, cream or custard-filled pies; pies or pastries which consist in whole or in part of milk or milk products, or eggs; and meat-filled pies or pastries.
- D.** Any thermally processed low-acid cannabis product, packed in a hermetically sealed container that, if it did not contain cannabis, would be subject to the manufacturing requirements of Title 21, Code of Federal Regulations, Part 113.
- E.** Any acidified cannabis product that, if it did not contain cannabis, would be subject to the manufacturing requirements of Title 21, Code of Federal Regulations, Part 114;
- F.** Any juice that is not shelf-stable or that is not processed in accordance with Special Processing Requirements;
- G.** Dairy products of any kind, except that butter purchased from a licensed milk products plant or retail location that is subsequently infused or mixed with cannabis may be sold as a cannabis product;
- H.** Meat products other than dried meat products prepared in accordance with Special Processing Requirements;
- I.** Seafood products of any kind;
- J.** Any product that is manufactured by application of cannabinoid concentrate or extract to commercially available candy or snack food items without further processing of the product. Commercially available candy or snack food items may be used as ingredients in a cannabis product, provided that they are used in a way that renders them unrecognizable as the commercially available items and the label, including the ingredient list, does not note that the final cannabis product contains the commercially available item;
- K.** Any cannabis product that is attractive to children;
- L.** Any cannabis product that is easily confused with commercially available foods that do not contain cannabis;
- M.** Any cannabis product in the shape of, or imprinted with the shape, either realistic or caricature, of a human being, animal, insect, or fruit.

## **Public Health Permit**

Prior to the operation of any cannabis facility, the owner shall obtain a public health permit and other applicable permits and licenses from all State and local licensing agencies. All permits and licenses shall remain current and public health permit shall be posted in a conspicuous place.

## Records Keeping

The licensee shall maintain the following documents on the facility at all times and make the documents available upon request:

- A. Valid state license(s);
- B. Valid license, permit, or other approval issued by the local jurisdiction;
- C. Sales invoices and receipts;
- D. Required training documentation such as California Food Handler Certificate;
- E. Inventory logs and records;
- F. Any other record or documentation as required.

## Refrigerators or Freezers

Commercial grade refrigerators or freezers, whether a reach-in or walk-in, shall be located within the facility and shall open into an approved area. All units shall be provided with an accurate thermometer and approved shelving that is nonabsorbent, non-corrodible, and easily cleanable. Condensate from all units shall drain indirectly to a floor sink with an air gap located outside the unit within the facility or as recommended by the manufacturer. Walk-in units shall be flushed and sealed to the floor with approved coved base.

## Sanitization—Methods and Testing

- A. All cannabis facility in which cannabis products and their ingredients are prepared or in which multi-use utensils are used shall provide manual or mechanical methods to effectively clean and sanitize utensils.
- B. Manual or mechanical sanitization shall be accomplished in the final sanitizing rinse by one of the following methods:
  - a. Hot water manual operations by immersion for at least 30 seconds where the water temperature is maintained at 171°F or above.
  - b. Chemical, manual, or mechanical, by immersion, manual swabbing, or brushing, using one of the following solutions:
    - i. Contact with a solution of 100 ppm available chlorine solution for at least 30 seconds.
    - ii. Contact with a solution of 25 ppm available iodine for at least one minute.
    - iii. Contact with a solution of 200 ppm quaternary ammonium for at least one minute.
    - iv. Contact with any chemical sanitizer that meets the requirement of all applicable State laws and regulations when used in accordance with the manufacturer's suggested directions for use as specified on the product label.
  - c. Other methods as approved by the Director.
- C. Testing equipment and materials shall be provided by the cannabis facility to adequately measure the applicable sanitization method.

## Signs Posted

Required signs such as emblem, notification, etc. shall be posted in the front window of the store within five (5) feet of the front door or posted in a display case mounted to the outside front wall of the store with five (5) feet of the front door or in a location as directed and determined by the enforcement officer to ensure proper notice to the general public and to patrons.

## **Sink Requirements**

- A.** A warewashing sink with at least three (3) compartments with two integral metal drain boards sloped towards the sinks shall be provided at processing areas where cannabis products are prepared or packaged or where utensils/tools/trays are used.
- B.** A handwash sink shall be provided at processing areas, toilet rooms, and warewashing areas. Handwashing sinks shall be sufficient in number, conveniently located, unobstructed and accessible at all times. All handwash sinks shall be equipped with an adequate supply of warm (minimum of 100°F) and cold running water under pressure through a mixing valve or combination faucet. Handwash sinks from a premixing faucet shall measure warm water between 100°F – 108°F. All handwash sinks shall be equipped with wall-mounted single use soap and paper towel dispensers (or air hand dryers).
- C.** A preparation sink shall be at least one (1) compartment with 1 integral drain board sloped toward the sink and drain indirectly into a floor sink with an air gap, supplied with hot, minimum 120° F, and cold running water through a mixing valve or combination faucet, and be free standing.
- D.** A mop sink/basin shall be equipped with hot and cold water and shall be provided and conveniently located for the cleaning of mops and similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.

## **Sleeping Accommodations Prohibited**

No sleeping accommodations shall be maintained or kept in any room where cannabis products and their ingredients are prepared, processed, stored, distributed, or sold.

## **Special Processing**

### **A. Juice Processing**

Manufacturers of cannabis juice or cannabis-infused juice or beverages shall prepare and implement a written juice hazard analysis and critical control plan in accordance with the requirements of 21 CFR, Part 120.

### **B. Dried Meat Processing**

Manufacturing of cannabis-infused dried meat products shall be conducted in accordance with the United States Department of Agriculture FSIS Compliance Guideline for Meat and Poultry Jerky Produced by Small and Very Small Establishments: 2014 Compliance Guideline. Meat for processing into dried meat products shall be acquired from a commercially available source.

## **Storage of Inventory**

- A.** All inventory stored on the licensed facility shall be secured in a limited access area.
- B.** A licensee shall not store cannabis or cannabis products outdoors.
- C.** Adequate and suitable space shall be provided for the storage of cannabis products and their ingredients.
- D.** Except for large or bulky containers, all cannabis products shall be stored at least six-inch (6”) above the floor surface or under conditions that are approved by the Director. Containers may be stored on dollies, racks, or pallets not meeting the height requirement, if the dollies, racks or pallets are easily moveable to ensure adequate cleaning. Pallet jacks, forklifts or similar equipment must be available on site for this purpose.
- E.** All cartons, boxes, or other materials used in the packaging of any cannabis products shall be protected at all times from dirt, vermin, and other forms of contamination or adulteration.

- F. A space of adequate width shall be provided between cannabis products storage racks, shelves, and pallets, and the walls or equipment, to permit employees to perform their duties, maintain cleanliness, and for inspecting on a regular basis for vermin or evidence of vermin.

### **Storage Room**

Storage shall be adequate for cannabis products and their ingredients, utensils, and packaging material and separated by doors from all processing rooms and stored at least six-inch (6") off the floor. Shelving shall be provided and be smooth, durable, and easily cleanable. Cannabis products and their ingredients shall not be stored in hallways or toilet rooms.

### **Subletting of Facility**

A licensee shall not sublet any area designated at the licensed facility for commercial cannabis activity.

### **Testing Requirements/Certificate of Analysis**

A licensed laboratory shall obtain a representative sample from a licensed distributor or licensed microbusiness and perform all the required testing at one licensed laboratory facility. A printed copy of the Certificate of Analysis (COA) for regulatory compliance testing shall accompany the batch and be provided to the licensee receiving the cannabis products. A COA shall contain the results of all required analyses performed for the representative sample.

### **Toilet Room**

The toilet room shall be provided with at least one toilet, a handwashing sink with hot and cold potable running water, a wall-mounted single-use soap and paper towels dispensers (or air hand dryers), adequate lighting, proper ventilation, and a self-closing device on door. Toilet rooms shall be vented to outside air by means of an operable, screened window, an air shaft, or a light-switch activated exhaust fan consistent with the requirements of local building codes. The number of toilets required shall be in accordance with local building and plumbing ordinances. The toilet room shall be kept clean and shall not pose a potential source of contamination of cannabis, components, cannabis products, contact surfaces, or packaging materials.

### **Trash Area (Cannabis and Non-Cannabis Waste)**

All waste generated from the facility must be properly stored in nonabsorbent, water-tight, durable, easily cleanable, galvanized metal or heavy plastic containers with tight-fitting lids. If any waste is located within the facility, the waste area shall meet the requirements for walls, floors, ceiling, and vermin exclusion.

If an outdoor waste storage area or enclosure is provided, floors shall be constructed of nonabsorbent material that is easily cleanable and durable. The cannabis waste storage bin/area must be secured to prevent public access.

### **Ventilation**

Approved ventilation shall be provided throughout the facility to facilitate proper air circulation, free from excessive heat and condensation; and to provide reasonable comfort for all employees.

### **Vermin Exclusion**

The facility shall be fully enclosed to prevent the entrance and harborage of animals, birds and vermin, including, but not limited to rodents and insects. Vermin proofing shall be implemented at all exterior openings exceeding one-fourth inch (1/4"). All exterior wall pipes or other openings shall be tightly sealed. All exterior wall vents shall be properly screened with one-fourth inch (1/4") hardware mesh screening. All

delivery doors shall be equipped with a microswitch activated air curtain and all exterior doors shall be self-closing.

### **Walls**

The wall surfaces in all rooms in which cannabis products and their ingredients are prepared, stored or packaged, at non-prepackaged storage room, where janitorial areas are located, in all toilet rooms and handwashing areas, warewashing areas, employee locker/dressing rooms, walk-in refrigerators and freezer units shall be smooth, durable, nonabsorbent, and easily cleanable.

### **Warewashing Sink**

At least one (1) warewashing sink shall be installed in a room, area, or within the processing room. The warewashing sink is required to have a minimum of a three (3) compartment metal sink with two (2) integral metal drain boards sloped toward the sinks and a metal backsplash extending up the wall above the rim and sealed to the wall. The warewashing sink compartments shall be large enough (e.g., minimum 16"X20" or 18"X18" by 12" deep) to accommodate immersion of the largest utensil or piece of equipment. The warewashing sink shall be supplied with hot (minimum 120°F) and cold running water through a mixing valve or combination faucet, and be free standing, and drain directly into the sewer.

### **Waste - Cannabis and Non-Cannabis**

All waste generated from the facility must be properly stored in nonabsorbent, water-tight, durable, easily cleanable, galvanized metal or heavy plastic containers with tight-fitting lids. The cannabis waste storage bin/area must be secured to prevent public access. All cannabis waste shall be unrecognizable and unusable as cannabis or a cannabis product at the time of disposal.

### **Wastewater and Plumbing**

Wastewater shall be disposed into an approved sewer system. All plumbing shall be approved by local Building and Safety Department.

### **Water Heater**

Water heater shall be adequate in size and rating; and capable of generating hot water of at least 120°F on demand, at all times, to all sinks, equipment and fixtures that use hot water. Water heaters and their installation shall follow all local building code requirements.

### **Water Supply**

An adequate, protected, pressurized, potable supply of hot water at least 120°F and cold running water shall be provided from an approved source. The potable water supply shall be protected with a backflow or back-siphonage protection device, as required by applicable local plumbing codes.