

Cannabis Business License Checklist

Section 1: Specific Program Information *(indicate type of license)*

- Cultivation
- Nursery
- Manufacturing- Non-Volatile
- Manufacturing- Volatile
- Retail: Storefront
- Retail: Non-Storefront
- Distribution
- Testing
- Microbusiness

Section 2: Hazardous Materials^{1,2,3} *(check all that apply)*

- Hazardous liquid materials on site: Indicate quantity: less than 55 gallons at or above 55 gallons
- Hazardous solid materials on site: Indicate quantity: less than 500 pounds at or above 500 pounds
- Hazardous gases on site: Indicate quantity: less than 200 cubic feet at or above 200 cubic feet
- Does your facility own or operate underground storage tanks: yes no
- Is your facility a hazardous waste generator: yes no
- Does your facility own or operate above storage tanks that store petroleum products at or above 1,320 gallons? yes no
- Do you have an Environmental Protection Agency (EPA) identification number? yes no
If yes, provide number here: _____

1. Hazardous materials include, but are not limited to, pesticides, fertilizers, used motor oil, solvents, absorbents and carbon dioxide.
2. Please provide an inventory of chemicals (quantity and type)
3. If you have answered yes to any of the questions above or have hazardous materials at or above 55 gallons, 500 pounds, and/or 200 cubic feet at any one time, please visit <http://cers.calepa.ca.gov> to report your hazardous materials.

Section 3: Product Types* *(for manufacturing, retail, distribution and microbusiness licenses; check all that apply)*

- Edibles Juice¹ Concentrates Topicals Capsules Vape Cartridges Tinctures Other

1. Please provide a certified juice hazardous analysis and critical control point (HACCP) plan

* Please provide a menu/product list and a detailed description of products and methods.

Section 4: Extraction Methods* *(for manufacturing and microbusiness licenses); check all that apply)*

- Butane/Hexane/Propane Ethanol Mechanical Heat Press Food-Grade Butter/Oil
- Carbon Dioxide (CO2) Water/Food-grade dry ice Other

* Please provide a description or standard operating procedure (SOP) for extraction method

Section 5: Required Attachments *(for all license types; check all that apply)*

- Closed loop system certification, signed by a California licensed professional engineer *(for CO₂/volatile solvent extractions)*
 - Confirmation the unit was commercially manufacture, meets good engineering practices and is safe for its intended use.
- Packaging information and a copy of label

- Current Menu/Product List**
- Description of Standard Operation Procedures (SOPs) for:**
 - Water supply**
 - Waste management and disposal**
 - **Liquid waste:** The applicant shall submit verification from the Regional Water Quality Control Board that Waste Discharge Requirements apply or those exemptions from such requirements have been granted.
 - **Solid Waste:** The applicant shall submit a manufacturing solid waste management plan to County Environmental Health Services for review and approval. The plan shall include, but not be limited to, the following:
 - Type and volume of wastes.
 - Method and frequency of cleaning.
 - Means of waste transport.
 - Description of short term storage facilities.
 - Method and area of waste disposal.
 - Equipment necessary to implement the plan.
 - **Hazardous Waste:** If hazardous waste is generated, describe how it will be stored and managed within the licensed premises. Attach a copy of the pertinent Hazardous Material Business Plan, if available.
 - Packaging and labeling process controls**
 - Holding and Storage controls**
- One (1) set of complete, easily readable and accurate, facility floor/equipment layout plans, drawn to scale (minimum ¼" per foot) of the premises including, but not limited to, all storage areas (chemical, personal, products, etc.) and manufacturing areas. (For all license types)**
- One (1) set of equipment specifications (For manufacturing licenses)**
- A copy of a current valid ISO/IEC 17025 accreditation:** Testing laboratories must obtain and maintain ISO/IEC 17025 accreditation. Acceptable accreditation must attest to the testing laboratory's competence to perform testing of the following:
 - Cannabinoids, heavy metals, microbial impurities, mycotoxins, residual solvents and processing chemicals and terpenoids (if tested).**
 - Testing methods- Standard Operating Procedures (SOPs)- Procedures for the following testing methods must be provided:**
 - Canniboids, foreign materiel, heavy metals, microbial impurities, moisture content and water activity, mycotoxins, residual pesticides, residual solvents and processing chemicals, terpenoids (if tested) and homogeneity (if tested).
- Food safety certification**
 - Food handler card:** All employees that are involved in the preparation, storage, or service of edible commercial cannabis products will be required to obtain an ANSI certified food handler card. Please include a current, valid copy.
 - Food Manager's Food Safety Certificate:** Facilities that prepare and/or handle nonprepackaged potentially hazardous food must have an owner or employee who has successfully passed an approved and accredited food manager's food safety certification exam. Please include a current, valid copy.