

# ANNUAL LICENSE APPLICATION GUIDE

## REQUIRED DOCUMENTS AND PROCEDURES



Applicants for an annual license for cannabis manufacturing must submit documents to verify compliance with the regulations. Below is a check list to assist you in ensuring that you have all the documents necessary to complete the application.

### REQUIRED DOCUMENTS

#### **Surety Bond**

A bond certificate in the amount of \$5,000, made payable to the State of California as obligee. You can find this form [here](#).

#### **Property Owner's Statement**

A written statement that acknowledges/consents to the manufacture of cannabis on the property and contains:

- Identification of the physical location of the property
- Signature of property owner or the owner's agent
- Name, address and contact number for the owner or owner's agent

#### **Premises Diagram**

A diagram, to scale, of the manufacturing premises that includes:

- All boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and common or shared entryways
- Labels indicating where manufacturing and related activities will be conducted (extractions, infusions, packaging and labeling, storage, quality control, etc.)
- If the premises is only a portion of the property: Labels indicating which portion of the property is the premises and what other portions of the property are used for

#### **Live Scan Form – for all owners**

Live Scan fingerprinting must be completed for each person who qualifies as an “owner” of the business.

**\*IMPORTANT NOTICE:** The ‘Request for Live Scan’ form is not yet available. Applicants can bypass the required Live Scan fields on the licensing system at this time in order to complete the annual license application. Completion of the application will begin the review process, but a final determination on licensure cannot be made until a Live Scan form is submitted for each owner.

Register for the MCSB email list to be notified when the form is available: [www.cdph.ca.gov/contactmcsb](http://www.cdph.ca.gov/contactmcsb)

### OTHER DOCUMENTS

#### **Local Authorization – optional**

A copy of a valid local authorization that shows the applicant's premises is in compliance with all local requirements. While this document is an optional attachment, it assists MCSB in our review time of your application. When MCSB receives an application we must, by law, contact the city or county in which your premises is located to verify local compliance. If you submit a local license, permit or other authorization to operate a cannabis manufacturing business, the local office has 10 days to respond to MCSB. If you do not attach local authorization, the local office has up to 60 days to respond.

#### **Labor Peace Agreement – for premises with 20 or more employees**

A copy of the labor peace agreement or a notarized statement indicating the business will enter into and abide by the terms of a labor peace agreement

#### **Closed-Loop System Certification – for CO<sub>2</sub>/volatile solvent extractions**

A certification for each applicable extraction system which contains:

- The signature and stamp of a California-licensed professional engineer
- Serial number of extraction unit
- Confirmation that the unit was commercially manufactured, meets good engineering practices and is safe for its intended use.

#### **Certificate of Qualification – for foreign corporations**

Companies incorporated outside of the State of California must provide a copy of their Certificate of Qualification, issued by the California Secretary of State, allowing the business to operate within the state.

## MANUFACTURING PROCEDURES

The following questions are meant to provide guidance in developing the descriptions or standard operating procedures (SOP) required for the annual license application. These provide a summary of the controls in place to ensure a safe, hazard free manufacturing environment.

### Inventory Control Plan

- How will the location and nature of cannabis and cannabis product be tracked within the premises?

### Quality Control Plan

- How will the building be maintained to ensure clean and sanitary operations and minimize contamination of cannabis products, ingredients, equipment and supplies? Include a description of grounds maintenance, plumbing/drainage, pest exclusion and ventilation.
- What measures will be taken to prevent cross contamination and adulteration of products? Include descriptions of how raw material will be stored and how equipment will be cleaned and sanitized.
- What measures will be used to ensure workers maintain personal hygiene and cleanliness?
- How will the business address complaints and recalls?

### Transportation Plan

- How will cannabis products be loaded and unloaded at the premises, and what will be done to prevent diversion and ensure product safety during transportation?
- What measures will the business use to safeguard cannabis products, raw materials and other ingredients from contamination or degradation during transportation (ex: refrigeration, proper storage)?
- What processes will be used to safely transfer products from one area to another within the manufacturing premises?

### Security Plan

- What measures will be used to prevent access to the premises and limited-access areas by unauthorized personnel?
- How will theft or loss of cannabis and cannabis products be prevented?
- What methods will be used to limit access of personnel to those areas of the premises necessary to complete job duties?
- Include descriptions of physical barriers used to secure perimeter access and all points of entry into the manufacturing premises, alarm system, sign in/out procedures, and video surveillance system.
- How will electronic records be secured and backed up?
- How will surveillance footage be stored?

### Waste Management Plan

- How will cannabis and non-cannabis waste generated on the premises be handled and disposed of?
- What methods will be used to secure the area in which waste is stored and/or receptacles and limit access to employees, the local agency or waste haulers?
- Provide the name of the entity hauling the waste if a local agency or waste hauler will be used. If the licensee will self-haul or otherwise dispose of the waste, include a description of what will be done.

*Note: Any manufacturer submitting operating procedures and protocols to the Department pursuant to the Act may claim such information as a trade secret or confidential by clearly identifying such information as “confidential” on the document at the time of submission. Any claim of confidentiality by a manufacturer must be based on the manufacturer’s good faith belief that the information marked as confidential constitutes a trade secret as defined in Civil Code section 3426.1(d), or is otherwise exempt from public disclosure under the California Public Records Act in Government Code section 6250 et seq.*