



REQUIRED SUBMITTAL INFORMATION for SUPPLEMENTAL SUBMITTAL INFORMATION FOR COMMERCIAL CANNABIS MANUFACTURING

The following supplemental information must be provided with all applications for Commercial Cannabis Manufacturing facilities. If all the information is not provided, the application will be deemed incomplete and will not be accepted.

Premises Diagram:

A diagram, to scale, that shows the manufacturing premises and all of the following:

- Boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows and doorways
- Areas where commercial cannabis activity will be conducted, including extraction, infusion, packaging and labeling, and transportation (loading and unloading of cannabis and cannabis products)
- Limited-access areas, areas used for video surveillance monitoring and storage devices, and security camera locations
- Cannabis waste disposal areas

If the proposed premises are only a portion of the property, the diagram must indicate where the proposed premises are, identify what the rest of the property is used for, and show:

- Entrances and walls under the exclusive control of the applicant
- Proposed common/shared areas of the property, including entryways, lobbies, bathrooms, hallways and breakrooms

Note: the premises must be contiguous and can only be occupied by one licensee.

Closed-Loop System Certification:

For extractions using CO₂, volatile solvents, chlorofluorocarbon, hydrocarbon, or other fluorinated gas:

- Documentation showing the extraction system has been approved for use by the local jurisdiction's fire department
- Certification by a California-licensed engineer for each extraction system, completed after a review of the equipment as installed on the premises, which contains:
 - Confirmation that the unit was commercially manufactured, safe for use with the intended solvent, and built to codes of recognized and generally accepted good engineering practices
 - The serial number of the extraction unit
 - The signature and stamp of the engineer

Inventory Control Plan:

To track all cannabis and cannabis products at the licensed premises:

- How will the location and nature of cannabis and cannabis product be tracked within the premises?
- How will the business make sure on-hand inventory matches Track-and-Trace records, which must be reconciled at least once every 30 days?
- How will the manufacturer conduct the audit if on-hand inventory does not match Track-and-Trace records?
- How will the business ensure CDPH is notified within 24 hours if reconciliations or audits show more than 5% discrepancy between on-hand inventory and Track-and-Trace records?

Transportation Process:

The procedures for how cannabis and cannabis products will be transported into and out of the premises:

- How will cannabis products be loaded and unloaded at the premises, and what will be done to prevent diversion and ensure product safety?
- What will the business do to make sure cannabis and cannabis products, raw materials and other ingredients are kept safe from contamination or degradation during transportation (ex: refrigeration, proper storage)?

Quality Control Program:

A comprehensive program to ensure cannabis products are not contaminated or misbranded, which includes all of the following aspects of operations: grounds, building, manufacturing premises, equipment and utensils, personnel, cannabis product components, manufacturing processes and procedures:

- 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 ventilation, and features of the building designed to protect cannabis products from adulteration.
- How will equipment and utensils be cleaned and maintained in order to prevent cross-contamination and adulteration of cannabis products?
- What measures will be used to ensure workers take precautions to protect cannabis product from allergen cross contact and product contamination?
- How will you prevent the spread of bacteria, disease/illness, or other biohazards from personnel to cannabis products during manufacturing?
- How will product components, raw materials and other ingredients be stored and used so that cannabis products are protected from allergen cross contact and contamination?
- What kind of protective clothing or personal protective equipment will workers wear?
- Where will workers store personal items and take breaks to eat and drink?
- Who will be responsible for ensuring the implementation of the quality control program?
- How will the business address complaints and recalls?

Security Plan:

Please see the El Dorado County Sheriff's Site Security Plan attachment.

Waste Management Plan:

- How will cannabis and non-cannabis waste on the premises be handled and disposed of?
- If manufacturing activities generate hazardous waste: how will the hazardous waste be handled and disposed of?
- How will cannabis waste be made unrecognizable and unusable before disposal?
- How will the area in which waste is stored be secured? How will the business ensure access to this area is limited to essential workers and/or waste haulers?
- If cannabis waste will be picked up by a waste hauler: Provide the name and contact information of the entity hauling the cannabis waste.
- If the cannabis waste will be self-hauled: How will the business transport the waste, where will it be taken, and how will certified weight tickets/receipts be maintained at the premises?