



Medical Marijuana Processor Certificate of Operations Inspection Form

A. OPERATIONAL REQUIREMENTS

1. Facility

a. Facility Environment

Reference	Requirement	Yes	No	N/A
3-2-01(A)(1)	Designate areas in the facility that are compartmentalized based on function, such as the marijuana extraction area, with restricted access between the different areas based on access credentials assigned by the facility;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(A)(5)	Establish sanitary operating procedures for the facility to be maintained in a clean and orderly condition, which includes free from infestation by rodents, insects, birds, and other animals of any kind; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(A)(6)	Maintain a facility with adequate lighting, ventilation, temperature, sanitation, equipment, and security for the processing of medical marijuana.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(F)(1)	A processor shall keep all floors and benches free of debris, dust, and any other potential contaminants, and shall control rodents and other pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(F)(2)	A processor shall use chemicals, cleaning solutions, and other sanitizing agents approved for use around vegetables, fruit, medicinal plants, or food contact surfaces, and shall store them in a manner that protects against contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(F)(3)	A processor shall keep its equipment in a clean environment and maintain a cleaning and equipment maintenance log at the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(F)(4)	The processor shall have its scales, balances, or other weight and/or mass measuring devices routinely calibrated using "National Institute of Standards and Technology" (NIST)-traceable reference weights, at least once each calendar year, by an independent third party approved by the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(F)(5)	The water supply shall be derived from a source that is compliant with rule 901:3-1-05 of the Administrative Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(F)(6)	A processor shall implement policies and procedures related to receiving, inspecting, transporting, segregating, preparing, packaging, and storing plant material, medical marijuana extract, and medical marijuana products in accordance with adequate sanitation principles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				

b. Prohibited Facilities

Reference	Requirement	Yes	No	N/A
5-5-01(A)	In establishing the distance between a medical marijuana entity and a prohibited facility, the distance shall be measured linearly and shall be shortest distance between the closest point of the property lines of the medical marijuana entity and the prohibited facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



2. Processor Operations

a. Extraction Methods

Reference	Requirement	Yes	No	N/A
3-2-01(C)	Processor may only use the methods, equipment, solvents and gases set forth in this paragraph:			
3-2-01(C)(1)	Processor may use hydrocarbon solvent-based extraction methods in a spark-free and properly ventilated environment, isolated from any open flame or ignition source, and may use the following solvents, at a minimum of ninety-nine per cent purity, in a professional grade, closed-loop extraction system designed to recover solvents; (a) Propane; (b) N-butane; (c) Isobutane; (d) Heptane; or (e) Other solvents exhibiting minimal potential toxicity to humans with the approval of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3-2-01(C)(2)	Processor may use carbon dioxide-based extraction methods using food grade carbon dioxide at a minimum of ninety-nine per cent purity in a professional grade, closed loop system in which each vessel is rated to a minimum pressure to accommodate the specific extraction protocol, including supercritical, liquid, and subcritical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(C)(3)	Processor may use ethanol at a minimum of ninety-nine per cent purity to produce extracts for use in the manufacture of medical marijuana products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(C)(4)	Processor may use food grade glycerin and propylene glycol in the manufacture of medical marijuana products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(C)(5)	Processor may use non-solvent extraction methods involving the mechanical separation of cannabinoids from plant material to produce medical marijuana extracts for use in the manufacture of medical marijuana products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(C)(6)	Processor may use non-marijuana ingredients in the manufacture of medical marijuana products that meet the following conditions: (a) Non-marijuana ingredients must be obtained from licensed and regulated sources that comply with the requirements of federal and state laws and regulations; (b) Non-marijuana ingredients are non-toxic and safe for human consumption; (c) Non-marijuana ingredients were not prepared or stored in a private residence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(C)(7)	Processor shall comply with all applicable OSHA regulations as well as comply with and pass for any applicable fire, safety, and building codes pertaining to the use and storage of the equipment and solvents used in the manufacture of medical marijuana products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(E)	Processor shall submit, as part of the application process, and maintain an operations plan and quality control plan for the processing of medical marijuana in its facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



b. Training

Reference	Requirement	Yes	No	N/A
3-2-01(A)(3)	Establish training and safety policies and procedures to ensure that any person involved in processing medical marijuana: (1) Has been fully trained in the safe operation and maintenance of any and all equipment that will be used for processing medical marijuana, with supporting documentation of the training; (2) Has been fully trained in the safe use, handling, and storage of any and all chemicals that will be used for processing medical marijuana, in accordance with OSHA protocols, with supporting documentation of the training; (3) Has been fully trained in the safe and sanitary execution of any applicable post-extraction refining protocols; (4) Has been fully trained in the safe and sanitary execution of any applicable manufacturing processes, including any applicable food safety standards under Chapter 901:3-1 of the Administrative Code; (5) Has direct access to applicable material safety data sheets and labels; (6) Has been fully trained regarding compliance with Chapter 3796. of the Revised Code and the rules promulgated in accordance with Chapter 3796. of the Revised Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(D)	A processor using hydrocarbon solvent-based or carbon dioxide extraction methods shall designate at least one individual to train and supervise employees in the use of extraction equipment and associated solvents who has earned, at minimum, a Bachelor's Degree in engineering or physical sciences from an accredited university, or who has at least three years of experience in the operation of the equipment being used in the facility or similar equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):				

c. Plant Material Acquired From a Dispensary for Processing

Reference	Requirement	Yes	No	N/A
3-2-02(B)	Processor shall acquire plant material from a cultivator or dispensary licensed under Chapter 3796. of the Revised Code. Plant material may only be acquired from a dispensary under the following conditions:			
3-2-01(B)(1)	The plant material has reached or exceeded the expiration date listed on the label;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(B)(2)	The plant material shall be processed into medical marijuana extract for use in the manufacture of medical marijuana products;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(B)(3)	The plant material acquired from the dispensary shall not be combined with other batches of plant material during processing;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(B)(4)	The medical marijuana products manufactured using the plant material shall not be identified as or associated with the brand, cultivator, or processor that originally packaged and sold the plant material to the dispensary;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-01(B)(5)	The medical marijuana products manufactured using the plant material shall be subject to laboratory testing pursuant to rule 3796:3-2-06 of the Administrative Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



d. Marijuana Production Record Keeping

Reference	Requirement	Yes	No	N/A
3-2-08(E)	Medical marijuana production and disposal records may be stored at the facility and shall include all of the following: <ol style="list-style-type: none"> (1) The registered product name, strain and quantity of medical marijuana involved; (2) The date of production or removal from production; (3) The reason for removal from production, if applicable; (4) A record of all medical marijuana sold, transported, or otherwise disposed of; (5) The date and time sale, transportation, or disposal of the medical marijuana; and (6) If the medical marijuana is destroyed, the processor shall maintain records in accordance with paragraph (D) of rule 3796:3-2-03 of the Administrative Code. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(A)	Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in these rules, true, complete, legible, and current books and records. The following records shall be maintained: <ol style="list-style-type: none"> (1) Records relating to the disposal of medical marijuana, medical marijuana products and waste; (2) Records related to the sale of medical marijuana; (3) Transportation records; (4) Records of all samples sent to an independent testing lab and the quality assurance test results; (5) Security records; (6) Inventory tracking records and inventory records maintained in the inventory tracking system, as well as records maintained by the processor outside the inventory tracking system; (7) Processing records, which at a minimum shall include: <ol style="list-style-type: none"> (a) The form and types of medical marijuana maintained at the facility on a daily basis; (b) Production records, including extraction, refining, manufacturing, packaging and labeling; (8) Financial records; (9) Employee records; (10) Records of any theft, loss, or other unaccountability of any medical marijuana. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



3. Inventory Control

a. Inventory Controls and Procedures

Reference	Requirement	Yes	No	N/A
3-2-01(A)(4)	Document chain-of-custody for all medical marijuana in the inventory tracking system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-04(A)	A processor shall track and submit into the inventory tracking system any information the department determines necessary for maintaining and tracking medical marijuana extract and medical marijuana products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-04(A)(1)	Upon completion of each iteration of an approved extraction process, the processor shall securely attach a label to the container of medical marijuana extract that includes, at a minimum, the following information: (a) The processor's name and license number; (b) The batch numbers of any batches of plant material used in the extraction; (c) The registered strain names of any plant material used during the extraction; (d) The batch number assigned to the batch of medical marijuana extract; (e) The date of extraction; and (f) The net weight and volume of medical marijuana extract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-04(A)(2)	Upon completion of each iteration of an approved manufacturing process, the processor shall securely attach a label to the container of medical marijuana products that includes, at a minimum, the following information: (a) The processor's name and license number; (b) The registered product name; (c) The batch numbers of any batches of medical marijuana extract used in the manufacturing process; (d) The date of manufacture; and (e) The net weight and unit count of medical marijuana products prepared or packaged for sale to a licensed dispensary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-04(B)	Prior to commencing business, each processor shall establish ongoing inventory controls and procedures for the conduct of inventory reviews and comprehensive inventories of medical marijuana, medical marijuana extract, and medical marijuana products for traceability in the department's inventory tracking system, which shall enable the processor to detect any diversion, theft, or loss in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-04(E)	All inventories, procedures and other documents required by this rule shall be maintained on the premises and made available to the department at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-04(F)	A processor is authorized to store plant material, medical marijuana extract, and medical marijuana product inventory on the premises in a designated, enclosed, locked area identified in the processor's plans and specifications submitted to the department and accessible only by authorized individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(A)(6)	Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in this chapter, true, complete, legible and current inventory tracking records and inventory records maintained in the inventory tracking system, as well as records maintained by the facility outside the inventory tracking system, in accordance with rule 3796:3-2-04 of the Administrative Code;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



4. Waste Disposal

a. Processor Waste Disposal

Reference	Requirement	Yes	No	N/A
3-2-03(A)	A processor shall dispose of undesired, excess, unauthorized, obsolete, adulterated, misbranded or deteriorated medical marijuana waste in the following manner: (1) By disposal executed in accordance with the processor's disposal plan under the supervision of a type 1 key employee, as defined in paragraph (H) of rule 3796:5-2-01 of the Administrative Code, and in such a manner as to render the medical marijuana waste unusable; or (2) By surrender without compensation of such medical marijuana to the director or the director's designee, at the director's discretion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-03(B)	The disposal procedures established by the processor and submitted as part of the application process shall be sufficient to render medical marijuana waste unusable. Medical marijuana waste that is rendered unusable shall be discarded into a locked dumpster or other approved, locked container for removal from the facility by a waste removal company selected by the processor. Medical marijuana waste shall be rendered unusable by grinding and incorporating the medical marijuana waste with one or more of the non-consumable, solid wastes listed below, such that the resulting mixture is at least fifty-one per cent non-marijuana waste: (1) Paper waste; (2) Cardboard waste; (3) Food waste; (4) Yard waste; (5) Soil or other used growth media; or (6) Other wastes approved by the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-03(C)	The disposal of medical marijuana shall be performed by a type 1 key employee in the designated destruction area identified in the processor's plans and specifications submitted to the department. The disposal shall be performed under video surveillance from the time the destruction begins to when it is placed in a locked dumpster or other approved, locked container and removed from the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(2)	Maintain or construct fencing to prevent unauthorized entry or access to waste disposal containers, disposal areas or compost areas located outside the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):				



b. Non-Marijuana Waste Disposal

Reference	Requirement	Yes	No	N/A
3-2-03(E)	The disposal of other waste from the processor that does not include medical marijuana, including hazardous waste and liquid waste, shall be performed in a manner consistent with federal and state law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				

c. Marijuana Disposal Record Keeping

Reference	Requirement	Yes	No	N/A
3-2-03(D)	The type 1 key employee overseeing the disposal of medical marijuana shall maintain and make available in accordance with this chapter a separate record of every disposal indicating: (1) The date and time of disposal; (2) The manner of disposal; (3) The volume and weight of approved solid waste used to render the medical marijuana waste unusable; (4) The reasoning for and description of the disposal; (5) The signature of the type 1 employee overseeing the disposal of the medical marijuana; (6) The batch number of numbers, volume, and weight of any medical marijuana extract or plant material being disposed of; and (7) The lot number, registered product name, volume, weight, and unit count of any medical marijuana products being disposed of.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(A)(1)	Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in this chapter, true, complete, legible and current records relating to the disposal of medical marijuana, medical marijuana products, and waste in accordance with paragraph (E) of this rule and rule 3796:2-2-03 of the Administrative Code;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



5. Business

a. Financial Responsibility

Reference	Requirement	Yes	No	N/A
3-1-05(B)	Evidence of financial responsibility shall be provided by the following:			
	(1) Maintain general and products liability if available; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Establishing an escrow account in the amount of \$250,000 for processors, payable to the department in the event of circumstances outlined in paragraph (A) of this rule; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Providing a surety bond naming the processor as principal of the bond, in the amount of \$250,000 for processors, payable to the department in the event of circumstances outlined in paragraph (A) of this rule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				

b. Electronic Record Keeping

Reference	Requirement	Yes	No	N/A
3-2-08(B)	A processor may use an electronic system for the storage and retrieval of records required by this chapter or other records relating to medical marijuana. Any loss of electronically-maintained records shall not be considered a mitigating factor for violations of this rule. A processor shall use a system that:			
	(1) Guarantees the confidentiality of the information stored in the system; (2) Is capable of providing safeguards against erasures and unauthorized changes in data after the information has been entered and verified by the processor; (3) Is capable of placing a litigation hold or enforcing a records retention hold for purposes of conducting an investigation or pursuant to ongoing litigation; and (4) Is capable of being reconstructed in the event of a computer malfunction or accident resulting in the destruction of the data bank.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



c. Financial Record Keeping

Reference	Requirement	Yes	No	N/A
3-2-08(C)	A processor shall maintain financial records, which shall include the following: (1) Records that clearly reflect all financial transactions and the financial condition of the business, including contracts for services performed or received that relate to the processor; (2) Purchase invoices, bills of lading, manifests, sales records, copies of bills of sale, and any supporting documents, including the items and/or services purchased, from whom the items were purchased, and the date of purchase; (3) Bank statements and canceled checks for all accounts relating to the processor, if applicable; and (4) Accounting and tax records related to the processor and all investors in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(A)(8)	Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in this chapter, true, complete, legible and current financial records retained at a location determined by the processor in accordance with paragraph (C) of this rule;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				

d. Employee Record Keeping

Reference	Requirement	Yes	No	N/A
3-2-08(D)	A processor shall maintain employee records, which shall include the following: (1) All records relating to the hiring of employees, including applications, documentation of verification of references, and any other related materials; (2) An employee log that includes the following information for every current and former employee: (a) Employee name, address, phone number and emergency contact information; (b) Registration number and access credential designation; (c) Date of hire and date of separation from employment, if applicable, and the reason for the separation; (d) All training, education, and disciplinary records; and (e) Salary and wages paid to each employee, and any executive compensation, bonus, benefit, or item of value paid to any individual affiliated with any medical marijuana entity, including members of a non-profit corporation, if any;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(D)(3)	Documentation that each employee has been successfully trained in accordance with the operations plan submitted as part of the processor application and in compliance with 3796:3-1-02 of the Administrative Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(D)(4)	Visitor logs maintained in accordance with rule 3796:5-2-01 of the Administrative Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(A)	Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in this chapter, true, complete, legible and current employee records in accordance with paragraph (D) of this rule;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



6. Security

a. Security System

Reference	Requirement	Yes	No	N/A
3-2-05(A)(1)	Install an adequate security alarm system around the perimeter of the facility to prevent and detect diversion, theft, or loss of medical marijuana utilizing commercial grade equipment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(3)	Utilize a video surveillance recording system that meets the standards required by the department to prevent and detect diversion, theft or loss of medical marijuana;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(6)	Ensure the outside perimeter of the facility is well-lit and in accordance with the processor's plan in its license application;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(D)	A processor shall keep all security equipment in good-working order and the systems shall be inspected and all devices tested on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(B)	The processor shall install a security alarm system and a video surveillance recording system under paragraph (A) of this rule. A security alarm system and video surveillance recording system shall, at a minimum, contain the following:			
	(1) A system designed to detect motion and identify unauthorized access to the facility;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Video cameras that capture the entire facility, including direct placement near the entrances, exits, and parking areas to capture a clear and certain identification of any person entering or exiting the facility, which shall be appropriate for the normal lighting conditions of the area under surveillance;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Video cameras shall be directed at all approved safes, approved vaults, marijuana sales areas, and any other area where plant material, medical marijuana extract, or medical marijuana products are being processed, stored, or handled;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(5) Twenty-four hour live feed with motion-activated recording capabilities from all video cameras, which the processor facility shall make available for immediate viewing by the department upon request and shall retain the recordings for at least forty-five days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(6) Silent alarm, which can be utilized in the event of a holdup or other instances of duress, which notifies law enforcement;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(7) Panic alarm, which for purposes of this subsection means an audible security alarm system signal generated by the manual activation of a device intended to signal a life threatening or emergency situation requiring a law enforcement response;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(8) Automatic voice dialer, which for purposes of this subsection means any electrical, electronic, mechanical, or other device capable of being programmed to send a prerecorded voice message, when activated, over a telephone line, radio or other communication system, to a law enforcement, public safety or emergency services agency requesting dispatch;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(9) A failure notification system that provides an audible, text or visual notification of any failure in the surveillance system. The failure notification system shall provide an alert to the processor facility within five minutes of the failure, either by telephone, email, or text message; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(10) The ability to comply with the security requirements of this rule for a period of at least forty-eight hours during a power outage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-08(A)(5)	Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in this chapter, true, complete, legible and current security records in accordance with paragraph (B) of rule 3796:3-2-05 of the Administrative Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



b. Video Surveillance Recording System

Reference	Requirement	Yes	No	N/A
3-2-05(B)(4)	The video surveillance recording system shall comply with the following minimum capabilities:			
	(a) Provide a direct feed and login capabilities to the department to allow for real-time access and monitoring of the facility via the live video surveillance recording system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(b) A display monitor with a minimum screen size of twelve inches shall be connected to the electronic recording security system at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(c) Installed in a manner that will prevent cameras from being readily obstructed, tampered with, or disabled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(d) The ability to immediately produce a clear color still photo that is a minimum of ninety-six hundred dpi from any camera image, live or recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(e) A date and time stamp embedded on all recordings. The date and time shall be synchronized and set correctly and shall not significantly obscure the picture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(f) Cameras installed outdoors and in low-light interior areas shall be day/night cameras with a minimum resolution of six hundred lines per inch (analog) or D1 (IP) and a minimum light factor requirement of 0.7 LUX. The installation of additional lighting may be required to increase picture clarity and brightness. Cameras shall be calibrated and focused to maximize the quality of the recorded image.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(g) Allow for the exporting of still images in an industry standard image format, including .jpg, .bmp and .gif. Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system. All recordings shall be erased or destroyed prior to disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(h) Security recordings shall provide an image resolution of at least D1, and the image frame rate shall be at least three frames per second during alarm or motion based recording.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Repair or replace any failed component of the video surveillance recording system within twenty-four hours, unless notice is provided to the department and an extension is approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes/ Deficiencies/ Corrections (if any):				

c. Back-up Security System

Reference	Requirement	Yes	No	N/A
3-2-05(C)	In addition to the requirements listed in paragraph (B) of this rule, each processor shall have a back-up alarm system that shall detect unauthorized entry during times when no employees are present at the facility and that shall be provided by a company supplying commercial grade equipment, which shall not be the same company supplying the primary security system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



d. Access Control

Reference	Requirement	Yes	No	N/A
3-2-01(A)(2)	Implement policies and procedures that provide best practices for safe, secure, and proper processing of medical marijuana, which includes restricted movement between the different production areas by personnel;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(5)	Keep all approved safes, vaults, or any other approved equipment or areas used for processing or storing of plant material, medical marijuana extract, and medical marijuana products securely locked and protected from unauthorized access;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(7)	Restrict access to any area within the facility containing plant material, medical marijuana extract, or medical marijuana products to all persons except licensed employees and agents or an individual permitted to access the facility under the supervision of a licensed employee or agent in accordance with the visitor authorization procedures set forth in rule 3796:5-2-01 of the Administrative Code;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(4)	Maintain all security system equipment and video surveillance systems in a secure location so as to prevent theft, loss, destruction, or alterations: (a) A processor shall limit access to surveillance areas to type 1 key employees that are essential to surveillance operations, law enforcement agencies, security system service employees, the department, and others when approved by the department; and (b) A processor shall make available to the department, upon request, a current list of type 1 key employees and contractors who have access to the surveillance room. A processor shall keep all on-site surveillance rooms locked and shall not use such rooms for any other functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(8)	Limit the use of combination numbers, passwords, or electronic or biometric security systems to registered, authorized employees and prevent the sharing of any employee-specific access credentials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-2-05(A)(9)	Not allow keys to be left in the locks and not store or place keys or badges in a location accessible to persons other than registered, authorized employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



e. Loss or Theft Procedure

Reference	Requirement	Yes	No	N/A
5-4-01(A)	If a medical marijuana entity licensed by the department has reason to believe that an actual loss, theft, or diversion of medical marijuana has occurred, the medical marijuana entity shall notify immediately the department and law enforcement. A type 1 key employee of the medical marijuana entity licensed by the department shall provide the notice by submitting a signed statement that details the estimated time, location, and circumstances of the event, including an accurate inventory of the quantity and type of medical marijuana unaccounted for due to diversion or theft. The notice shall be provided no later than twenty-four hours after discovery of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-4-01(B)	Within ten days of a report submitted under paragraph (A) of this rule, a medical marijuana entity licensed by the department shall do the following: <ol style="list-style-type: none"> (1) Review and secure video surveillance footage during the time of the suspected theft or diversion; (2) Submit a report that contains the following information: <ol style="list-style-type: none"> (a) The names and identification numbers of every employee at the facility at the time of the theft or diversion; (b) The internal measures take to locate the cause of the loss, theft, or diversion; and (c) The total quantity and type of medical marijuana stolen or otherwise diverted following a subsequent audit of the facility's actual inventory compared to the inventory reported by the inventory tracking system. (3) Submit to the department a revised plan to secure the facility's inventory and measures that will be taken to prevent future loss, theft, or diversion; and (4) Identify all the records at the facility and potential evidence outside the facility, including video surveillance footage, that will be sealed and prevented from being destroyed until a full investigation is conducted by the department and law enforcement, if deemed necessary. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-4-01(C)	A medical marijuana entity licensed by the department shall notify the department within twenty-four hours and submit a written report within ten days if there is any of the following: <ol style="list-style-type: none"> (1) An alarm activation or other event that requires response by public safety personnel occurs; (2) A breach of security; or (3) The failure of the security alarm system due to a loss of electrical support or mechanical malfunction. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-4-01(D)	A medical marijuana entity shall notify the department of any fire or other hazardous materials related incident or any incident requiring an emergency response to the licensed premise within twenty-four hours after the discovery of the incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-4-01(E)	A medical marijuana entity licensed by the department shall maintain and shall make available all documentation related to an occurrence that is reportable pursuant to paragraphs (A) to (C) of this rule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				