



Ohio Department of Commerce Medical Marijuana Control Program

Testing Laboratory Application – Request for Applications (RFA) / Instructions Packet

The Ohio Department of Commerce is requesting applications from entities that are interested in operating as a medical marijuana Testing Laboratory under Ohio’s Medical Marijuana Control Program (MMCP). The following instructions are provided for the “Testing Laboratory Application.” The application must be submitted via the eLicensing platform along with the respective fee. **Applications submitted by hard copy will not be accepted.**

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I. Overview

Application Acceptance Periods

The acceptance period for Testing Laboratory license applications will be:

Friday, September 25, 2020 – Friday, November 27, 2020

Any applications or related documents received after 5:00pm EST on the last date of the applicable deadline will not be accepted or considered.

It is recommended that all parties interested in applying for a Testing Laboratory license become familiar with O.R.C. 3796 and the rules promulgated in accordance with Chapter 3796 of the Revised Code. The burden of proving an Applicant's qualifications to operate as a Testing Laboratory rests solely on the Applicant.

The application must be completed in full based on the instructions in this document. Each section of the application must be completed per instructions.

Application Submission Instructions

Applicants can apply for a testing laboratory provisional license at <https://elicense.com.ohio.gov/s/>.

To apply, first click "Create Account." This tab is found on the top bar of the eLicense home page. A valid email and a FEIN number are required to create an account in eLicensing. Upon creating an account, applicant will receive an email from "the Ohio Medical Marijuana Control Program." It will be necessary to activate the account. Please be sure to check your junk/spam for this email. A link will be provided that will require the applicant to create a password. Please be sure to save the password because it may take a few days to reset passwords.

Once you are logged in, please complete the following steps:

- Click on the "Manage Applications" button.
- Click on the "Apply Now" button.
- On the "Division" drop down, please select "Medical Marijuana."
- On the "Select Type/Sub Type" drop down, select "Testing Laboratory."
- On the "Application" drop down, select "Testing Laboratory Initial Application-2020"

Please note the following when using eLicensing:

- Uploaded document limitations 12MB maximum size



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- Recommended to use Google Chrome as your browser when using the eLicensing website.
- When uploading documents, applicant will first need to select “Choose File” once the file name is selected and the name in the application is detailed, select “Upload”. If the document has successfully uploaded into the application, it will say “View File”. Only one upload is possible per document upload.
- Please combine forms. For example, when uploading background check forms for each owner and office, the forms must be combined for one upload.
- There are links throughout the application to documents that are required to be completed and uploaded to the application. It will read “LINK TO DOCUMENT.” The documents can also be found here <https://www.medicalmarijuana.ohio.gov/testing> or located on links throughout the application. Please right click on the link in the application and select “Open Link In New Tab.” It will remove you out of the application portal and your updates will not be saved.
- It is recommended to save the application frequently due to the size of the application.

Please email mmcplicensing@com.state.oh.us with the subject line “Testing Laboratory Application 2020” if you have any questions while completing the application.

Application Fee

The application fee of \$2,000 is required at the time the application is received by the MMCP. Please note the application will not be considered complete or reviewed until the application fee has been paid. Applicants cannot complete the fee if the application is in “draft” status via eLicensing. eLicensing must show the application “submitted, not paid” to complete the fee.

Please note the following guidance to complete the application fee:

- To make an online credit card payment for the outstanding application fee, the user should navigate to the Manage Payments tab upon successful login. The first section on the Manage Payments area is the Outstanding Fees section.
- Within the Outstanding Fees area, the user will have the ability to select the invoice in which they wish to pay by selecting the checkbox to the left of the invoice number. The user will also have the ability to select the method in which the outstanding invoice will be paid; by mail or online.
- **Making an Online Credit Card Payment**
 - If the **Pay Now** feature is selected, the user will be provided a prompt stating that the eLicensing self-service portal will be redirecting the user to the Ohio Department of Commerce Online Payment Processing system,



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CBOSS. If the user selects the **OK** feature, the eLicensing self-service portal will redirect the user to the Select Payment Method screen of the CBOSS payment processing site where the user can select to pay using a credit card or electronic check. Upon selecting the credit card payment method, the user will proceed to the Enter Payment Information screen of CBOSS. The Enter Payment Information screen of CBOSS will display to the user the high level details of the invoices selected for payment, the total amount of those invoices, and will require the user to enter the standard payment information such as the credit card number and associated details, as well as enter the associated billing information. Once the user has entered all required payment information in the CBOSS payment processing site, the user can select the Continue feature to complete the online payment process. Selection of the Continue feature will notify the system to authenticate the payment information entered by the user is valid. If the payment information entered passes the validation check, the user will be presented with a confirmation screen where the user will be required to confirm the transaction to finalize the payment. If the user selects the Confirm feature, the payment will be processed and finalized.

- **Making an Online Electronic Check Payment**
 - If the Pay Now feature is selected, the user will be provided a prompt stating that the eLicensing self-service portal will be redirecting the user to the Ohio Department of Commerce Online Payment Processing system, CBOSS. If the user selects the OK feature, the eLicensing self-service portal will redirect the user to the Select Payment Method screen of the CBOSS payment processing site where the user can select to pay using a credit card or electronic check. Upon selecting the electronic check payment method, the user will proceed to the Enter Payment Information screen of CBOSS. The user will be required to enter the bank routing number, bank account number, and select the bank account type Once the user has entered all required payment information in the CBOSS payment processing site, the user can select the Continue feature to complete the online payment process. Selection of the Continue feature will notify the system to authenticate the payment information entered by the user is valid. If the payment information entered passes the validation check, the user will be presented with a confirmation screen where the user will be required to confirm the transaction to finalize the payment. If the user selects the Confirm feature, the payment will be processed and finalized.



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II. Information Subject to Disclosure

Applications are public records and subject to disclosure under the Ohio Public Records laws (R.C. 149.43), unless otherwise exempted from production by Ohio statutes, federal law, or common law privileges. Ohio's MMCP will disclose information contained in the application submission to the extent provided by law. Applicants are strongly encouraged to review the applicable law prior to application submission to MMCP.

III. Preparing & Submitting your Application

Financial Interest

Ohio Admin. Code 3796:4-2-08 expressly prohibits an owner, officer, board member, administrator, employee, agent, or other person who may significantly influence or control the activities of a Testing Laboratory from having a direct or indirect financial interest in or serving as an officer, board member, administrator, employee, agent, or other person who may significantly influence or control the activities of a cultivator, processor, or dispensary licensed under Chapter 3796. of the Revised Code. Any violation of this rule that is discovered during the application process or after the award of a provisional license or certification of operation may result in enforcement action by the Department, up to and including denial, suspension, or revocation of a license.

Ohio Admin. Code 3796:4-1-04 prohibits a person from being granted more than one Testing Laboratory provisional license or certificate of operation OR from holding a financial interest in or being an owner, partner, officer, director, shareholder, member or other person who may significantly influence or control the activities of more than one Testing Laboratory. Financial interest is defined in Ohio Admin. Code 3796:1-1-01 to include any actual or future right to ownership, investment, or compensation arrangement with another person. For clarification, the Department offers the following.

- An applicant is permitted to submit separate applications *with identical ownership structures and financial interest allocations*, each accompanied by the corresponding fee, for a Testing Laboratory provisional license at different locations. However, the submission of multiple applications is subject to the restrictions in paragraph (C) of Ohio Admin. Code 3796:4-1-04. In the event more than one application is awarded a provisional license, the applicant will have 10 days to choose which location will be awarded the provisional license, otherwise the Department will make that determination. The application(s) for the other location(s) will be deemed abandoned, and the application fee will be forfeited.
- If separate applicants submit applications that list the same person, entity, or person affiliated with the entity in the owners and officers roster form as having a financial interest



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in the applicants, and both applications score high enough to be awarded a provisional license, both applicants will be denied a provisional license, and the application fees will be forfeited.

- A “compensation arrangement,” as used in the definition of financial interest found in Ohio Admin. Code 3796:1-1-01 does not include employer-employee compensation structures or payments to vendors for supplies and/or work performed on an ongoing basis that is necessary to operate in the normal course of business. The term “compensation arrangement” does include royalty payments and other reoccurring payments made to another person or entity where supplies or services are not being provided on an ongoing basis, such that the royalty or reoccurring payment was made in lieu of an equity interest in an attempt to circumvent the restrictions in Ohio Admin. Code 3796:4-1-04.

Important Notices/Disclaimers

By submitting an application, an applicant understands and consents to the following:

- An application that contains misstatements, omissions, misrepresentations, or false information may be denied by the Department.
- An applicant is permitted to submit multiple, separate applications, each accompanied by the corresponding fee, for a Testing Laboratory provisional license at more than one location, subject to the financial interest restrictions in paragraph (C) of Ohio Admin. Code 3796:4-1-04.
- The issuance of a Testing Laboratory provisional license does not permit the licensee to test medical marijuana, or otherwise operate as a Testing Laboratory, until the licensee passes a pre-operation inspection and has been issued a certificate of operation by the Department and submits the applicable license fee under Ohio Admin. Code 3796:5-1-01.

Elements of the Application

Section One

This section requests information and attestations from the business applicant. The information in this section is required to be completed in order to receive a provisional license. The name provided as the authorized representative should belong to a person that has legal authority to sign on behalf of the applicant and attest that the information and certifications provided are true, correct, and complete.

Business Entity and Contact Information: This section should be completed appropriately via the eLicensing platform. This form includes the key information that will be used for reviewing and tracking purposes.



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Ohio Secretary of State Documentation: Applicant will be required to upload the following: a certificate of good standing issued by the Ohio Secretary of State's office and applicable business documents governing the operations and administration of the business.

Form B: Liquid Assets Form: This form will be required to be uploaded and be [found here](#). The MMCP requires the applicant to demonstrate that the "the individual or entity filing the application has at least two hundred fifty thousand dollars in liquid assets for a testing laboratory provisional license, which are unencumbered and can be converted within thirty days after a request to liquidate such assets." The form can be found here. Documentation that is acceptable is a signed statement from a licensed certified public accountant attesting to proof of the required amount of liquid assets under the control of an owner or the entity applying.

Form C Owners and Officers Roster Form: This form will be required to be uploaded and can be [found here](#). Applicant is required to provide every individual who has an ownership interest or financial interest, either directly or indirectly through an entity, as defined in Ohio Admin. Code 3796:1-1-01, in the applicant's business or directly participates in the management of the operation. If the financial interest is in an entity, provide the individuals with an equity or profit interest in the entity. Each individual identified on the roster must have a reference number to the left. This reference number will be utilized in other sections of the application. Owners and Officers Form C Example document can be [found here](#) and is also provided at the end of this document.

Form D: Organizational Chart Cover Page: Applicant is required to upload an organizational chart of the proposed Testing Laboratory business. An example organization chart is included with the instructions and can also be [found here](#). The organizational chart should include **ALL** principal owners, partners, officers, directors, shareholders, board members, and any individual associated with the licensee or business applicant. Names on the organizational chart should match those listed in the owners and officers roster form. Please note that the organizational charts must include **ALL** companies and individuals of the companies that have a financial interest and/or substantial influence in the license. Organizational Chart Example document can be found here and is also provided at the end of this document.

Form E Property Owner Approval for Use Form: This form can be [found here](#). The applicant is required to provide evidence that the applicant owns the property on which the proposed testing laboratory will be located, has executed a lease for the property that does not contain any use restrictions that would otherwise prevent the testing laboratory from operating pursuant to Chapter 3796. of the Revised Code and the rules promulgated in accordance with Chapter 3796. of the Revised Code, or has secured the ability to purchase or lease the property that does not contain any use restrictions that would otherwise prevent the testing laboratory from operating pursuant to Chapter 3796. of the Revised Code and the rules promulgated in accordance with Chapter 3796. of the Revised Code.

Form F 500 Foot Compliance Cover Page: Applicants are required to upload a location map of the area surrounding the proposed Testing Laboratory facility into eLicensing.



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The location map shall:

1. Provide an image that represents the area within at least 1000 feet measured in all directions of the parcel of land on which the proposed facility will be located;
2. Demonstrate that the proposed Testing Laboratory facility is not located within five hundred feet of the boundaries of a parcel of real estate having situated on it a school, church, public library, public playground, or public park in accordance with Ohio Revised Code 3796.30.
3. Clearly mark and identify every prohibited facility within 1000 feet of the proposed testing lab facility;

The map must also clearly show:

1. The boundary of property lines controlled by the applicant;
2. A representation of 500 feet from that boundary in all directions;
3. Identify on the map any prohibited facility, and;
4. A measurement of the shortest linear distance between the closest point of the property lines of the medical marijuana entity and any prohibited facility. (Ohio Admin. Code 3796:5-5-01)(A)).

In this submission, the applicant bears the burden of demonstrating that the facility location is in compliance with rule.

At a minimum, the location map should include representation of any of the following prohibited facilities, as defined in Revised Code 3796.30:

- School including child day-care centers, preschools, or a public or nonpublic primary school or secondary school (as defined in Revised Code 5104.01 and 2950.034);
- Church (as defined in Revised Code 1710.01);
- Public library (as defined in Revised Code Chapter 3375);
- Public Playground (including state or local government property); and
- Public Park (including state or local government property).

Map may be divided into 8.5x11 page sections.

Map must be clearly labeled and legible.

Zoning Attestations: Applicant will be required to complete several attestations that detail zoning requirements.



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Form H Tax Certification Page: This form will be required to be uploaded and can be [found here](#). Ohio Admin. Code 3796:4-1-02(B)(5)(e) requires a “record of tax payments in the form of tax summary pages for individuals and businesses at the state and federal level in this state and in all jurisdictions in which an applicant has operated as a business and for every person with a financial interest of one per cent or greater in the applicant for the five years before the filing of the application, unless the department determines that documentation should be submitted for all individuals and entities.”

Form I Marijuana Businesses in Other Jurisdictions Form Business Applicant: This form will be required to be uploaded and can be [found here](#). Please identify all jurisdictions, including state and local, that the businesses entity operated as a marijuana business. This includes medical and recreational, licenses, permits, or registrations ever held, current or expired, by the applicant in any other U.S. jurisdiction.

Copies of Licenses from Medical Marijuana Business in Other Jurisdictions Cover Page: Applicant will be required to upload copies of licenses detailed via Form I Marijuana Businesses in Other Jurisdictions Form.

Section Two

This section includes multiple forms that are required to be completed by every owner, partner, officer, director, shareholder, member, or other person who may significantly influence and/or control the activities of the licensee. These forms must be completed by every required individual in order to receive a provisional license.

Individual Applicant Packet: This packet of forms can be [found here](#) and are required to be completed by every individual listed on “Owners and Officers Roster” Form. These forms will be uploaded via eLicensing. Please note that the individual should be sure to use their reference number provided in the “Owners and Officers Form”. The forms should be uploaded as one document under the form section in eLicensing. For example, the “Background Information Forms” for each owner and officer, should be uploaded under the section titled Section 2: Individual Applicant Background Information Forms (Form K)”. The individual packet includes the following individual forms:

- **Individual Applicant Background Information Form:** Every owner, partner, officer, director, shareholder, member, or other person who may significantly influence and/or control the activities of the licensee must submit to a criminal records check (FBI and BCI&I criminal records check). **Please mark the reference number at the top of the form.**
- **Individual Tax Certification Form:** To be completed by the business applicant and every individual identified in the “Owners and Officers Roster” form. Please identify all jurisdictions, including federal, state and local, that the individuals and businesses operated as a business for the five years before the filing of the application. This form is to be completed by every person with a financial interest



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of one per cent or greater. **Please mark the reference number at the top of the form.**

- **Marijuana Businesses in Other Jurisdictions Form** Please identify all jurisdictions, including state and local, that the individual operated as a marijuana business. This includes medical and recreational, licenses, permits, or registrations ever held, current or expired, by the applicant in any other U.S. jurisdiction. **Please mark the reference number at the top of the form.**
 - Applicant will be required to include copies of licenses detailed in the Marijuana Businesses in Other Jurisdictions Form.

Section Three

This section requests applicants to provide information regarding its business plan, financial plan, security plan, and operational plan. This section will be scored based on the completion of attestations and submission of the required information.

The following sections will require the applicant to upload additional documents:

- **Business Plan:**
 - Proposed Business Model will be required to be uploaded by applicant.
- **Operations Plan:**
 - Applicants are required to identify both the equipment and method for each testing category. This form can be [found here](#).
- **Security Plan:**
 - An applicant is required to upload a plot plan, via eLicensing, of the laboratory facility drawn to a reasonable scale that designates the different areas of operation, with the mandatory access restrictions. Please review the [Plot Plan Checklist found here](#).
- **Financial Plan:**
 - An applicant is required to upload a document that provides an “operating expense breakdown.”

Form C and Organizational Chart Instructions

The following is intended to provide additional guidance on the information that is required for Form C and the Organizational Chart. The Organizational Chart Example document is designed to identify the individuals who must be listed on Form C and the Organizational Chart. Form C Owners and Officers Example Document can be [found here](#) and is also provided in the instructions document. Applicant’s Organizational Chart is not required to follow the formatting of the example document.

Please note: Any individual with at least a 1% ownership interest, and any individual who directly participates in the management of the operation must be listed. This is true whether the individual’s interest is directly in the testing laboratory entity or through a parent entity.



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The following provides explanations for the example documents Organizational Chart and Form C. The “role” of any individual is based on what their role or position with the testing laboratory entity:

- Both Company A and Company B are shown on the organizational chart with their respective ownership interest. Any individual owners should be shown as well.
- Company B Shareholder 1 – Company B Shareholder 1 has both a 48% ownership interest in New Lab, and serves as a board member. As a result, Company B Board Member 1 is listed as a Board Member, with the appropriate ownership interest.
- Company A CEO – Company A CEO has a 20% ownership interest and is a board member. As a result, Company A CEO is listed as a board member for New Lab with the appropriate ownership interest.
- Company B Shareholder 2 – Company B Shareholder 2 has a 12% interest in New Lab, but does not directly participate in the management of New Lab. They must be listed as an owner.
- Company A financial stakeholder - Company A financial stakeholder has an 8% interest in New Lab, but does not directly participate in the management of New Lab. They must be listed as an owner.
- Company A Board Member 1 – Company A Board Member 1 has a 4% interest in New Lab and is a Board Member. As a result, they must be listed as a board member.
- Company A Board Member 2 – Company A Board Member 2 has a 4% interest in New Lab, but does not directly participate in the management of New Lab. As a result, they are listed as an owner.
- Company A Minor Owner 1 – Company A Minor Owner 1 has less than 1% ownership interest in New Lab but serves as the CEO of New Lab (directly participating in the management of New Lab). As a result, they must be listed with their accurate ownership interest (even though it is less than 1%).
- Other owners, less than 1% - This is how to list owners who do not otherwise need to be individually identified (less than 1% ownership interest in New Lab, and do not directly participate in the management of New Lab).
- Company A Minor Owner 2 – Company A Minor Owner 2 has a 0.4% interest in New Lab, but does not directly participate in the management of New Lab. As a result, they are grouped in with the other less than 1% owners. (This individual could be grouped in with the “other owners” on the example chart but was pulled out here to illustrate who does not need to be listed.)
- Company B significant influencer 1 – Company B significant influencer 1 does not need to be listed because although they may significantly influence Parent Company B, they do not directly participate in the management of New Lab.



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- Company B Manager – Company B manager has 0% interest in New Lab, but as a board member is directly involved in the management of New Lab. They must be listed as a board member.
- Lab Director – Lab Director does not have an ownership interest but because they are a known individual who directly participates in the management of New Lab, they must be listed (either as “employee” or “manager”).
- Director of Operations – This is another known individual who directly participates in the management of New Lab, so they must be listed as “employee.”
- Director of Compliance – Although this individual directly participates in the management of New Lab, they are unknown at this time, and do not need to be listed on Form C.
- Lab Tech – This individual person does not directly participate in the management of New Lab, and does not need to be listed on Form C even if they were known.
- Marketing employee – Although this individual is known, they do not directly participate in the management of New Lab. As a result, they do not need to be listed on Form C.
- Transportation employee – Although this individual is known, they do not directly participate in the management of New Lab. As a result, they do not need to be listed on Form C.
- Company B Security Specialist – Because this is a known individual, who directly participates in the management of New Lab, they must be listed on Form C, even though they are in the line of reporting to an unknown person at this time. They must also be listed as having a role in Parent Company B, even though their ownership interest in both companies is 0%.

IV. Scoring Methodology

Review Process

Every application will be assessed to determine whether it meets the mandatory qualification criteria set forth in rule 3796:4-1-03 of the Administrative Code. An applicant who fails to provide information or who fails to submit one of the attachments will be disqualified prior to the scoring process.

The MMCP will only review and score applications that:

- Are submitted during the designated submission period via eLicensing with the application fee;
- Fully respond to all required portions of this application;
- Meet the minimum statutory qualifications under Ohio Revised Code section 3796.10; and
- Contain all required information and signatures.



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The MMCP reserves the right to request clarifications, modifications, or amendments to an application. Please note an application may be denied for noncompliance with any provision in Ohio Admin. Code Chapter 3796.

Evaluation Criteria

All application question responses will be evaluated. Sections One and Two include mandatory information and if this information is not provided, it will be considered incomplete. Therefore, an applicant may not be eligible to receive a provisional license if Sections One and Two are not complete.

Section Three consists of both pass / fail questions as well as scorable questions. Pass / fail questions are those for which information needs to be submitted to achieve the mandatory requirements as articulated in statute and rule. These include responses that are attestation check boxes and other short form answers. Failure to answer such questions, may lead to the application being deemed incomplete. Section Three is divided into four sections: Business Plan; Operations Plan; Security Plan; and Financial Plan. The evaluation criteria for these four sections are below. **A qualifying Score will total between 180-200 points.**

- **Business Plan:** Total points that can be awarded for this section is **36 points**, but the applicant must complete the individual questions and attestations identified as mandatory for a provisional license. An applicant will be qualified if they are awarded at least **30 points**.
 - Question One: Applicants will receive 6 points for submitting the required forms. Each form is required to be completed to receive a provisional license. **Each form is mandatory.**
 - Question Two: Applicant must demonstrate experience in at least one of the listed criteria in order to be awarded a provisional license. **Identifying experience in one category is 6 points. This is mandatory.** A minimal score of “6 Points” is required. Applicant could receive 1 point for identifying experience in additional categories but will not pass if the applicant has not achieved 6 points.
 - Question Three: This question is not scored and meets O.A.C. 3796:4-1-03(B)(1)(c) requirements.
 - Question Four: **Applicant receives 6 points for submitting a proposed business model. This is mandatory.** Applicant must receive a minimal score of “6 Points” for submitting a business model to receive a provisional license. Additional points may be awarded for years of additional experience owning a business. However an application will not be qualified if the applicant has not submitted a business model. Up to 3 additional points may be awarded for years of experience owning a business, 1 point per each level of experience.
 - Question Five: Applicant receives “6 Points” for completing the attestation. **This is mandatory.**
 - Question Six: Applicant receives “6 Points” for completing the attestation. **This is mandatory.**



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- **Operations Plan:** Total points that can be awarded for this section is **65 Points**, but the applicant must complete the individual questions and attestations identified as mandatory for a provisional license. An applicant will be qualified if they are awarded at least **58 points**.
 - Questions One: Applicant will receive **8 points** for completing the question and its attestation. **This is mandatory.**
 - Question Two: Applicant will receive **8 points** for completing the question and its attestations. **This is mandatory**
 - Question Three: Applicant will receive **8 points** for completing the question and its attestations. **This is mandatory**
 - Question Four: Applicant will receive **8 points** for completing the question and its attestations. **This is mandatory**
 - Question Five: Applicant will receive **8 points** for completing the question and its attestations. **This is mandatory**
 - Questions Six: Applicant will receive **8 points** for completing the question and its attestation. **The applicant must complete each question in order to receive a provisional license.** An additional 4 points could be awarded if the applicant details the name of the scientific director.
 - Question Seven: Applicants are required to identify both the equipment and method for each testing category. **This section is pass/fail and mandatory.** If any of the 8 mandatory testing category sections is blank, the applicant will not be awarded points for this question. Applicant will receive **10 points** for completing this section. Testing categories one thru eight are required to be completed in order to receive a provisional license. O.A.C. 4-2-04.
 - An additional 3 points could be awarded for specifying the equipment and method for an additional analytical test in the category identified as “Other.”
- **Security Plan:** Total points that can be awarded for this section is **52 points**, but the applicant must complete the individual questions and attestations identified as mandatory for a provisional license. An applicant must achieve all **52 points** in order to be qualified for a provisional license.
 - Questions One through Seven: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**
 - Question Two: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**



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- Question Three: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**
- Question Four: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**
- Question Five: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**
- Question Six: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**
- Question Seven: Applicant will receive **1 point** for completing the question and its attestation. The applicant must complete the question in order to receive a provisional license. **This is mandatory.**
- Question Eight: Applicant is required to upload a plot plan. A plot plan is a scaled drawing of the internal and external layout of the facility. This section is broken up into 15 items that must appear on the plot plan and is graded as pass/fail. Applicant will receive **45 points (representing 3 points per individual item)** total for identifying all the items listed on the checklist. **If any item is not identified, the applicant will not receive any points for this section and will not be eligible to receive a provisional license.**
- **Financial Plan:** Total points that can be awarded for this section is **47 Points**, but the applicant must complete the individual questions and attestations identified as mandatory for a provisional license. An applicant will be qualified if they are awarded at least **40 points**.
 - Question One: Applicants will receive **8 points** for submitting the required forms. **Each form is mandatory and required to be completed to receive a provisional license.**
 - Question Two: Applicant receives **8 Points** for completing the attestation. **Completion of the attestations are mandatory to receive a provisional license.**
 - Question Three: Applicant receives **8 Points** for completing the attestation. **Completion of the attestations are mandatory to receive a provisional license.**
 - Question Four: Applicant receives **8 Points** for completing the attestation. **Completion of the attestations are mandatory to receive a provisional license.**
 - Question Five: The applicant must upload a document that provides an “operating expense breakdown” in order to receive a provisional license. Applicant will receive **8 points** for the “operating expense breakdown.” O.A.C. 3796:4-1-03(B)(4)(b)/3796:4-1-02(B)(5)(b). **Applicant must upload the “operating expense breakdown” to receive a provisional license. This is mandatory.**



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- A total of 7 additional points could be awarded if the operating expense breakdown contains details of the criteria below. This is in addition to the 8 points awarded for uploading the mandatory “operating expense breakdown.”
 - Multi-year cost projections (1 Points)
 - Costs for construction (1 Points)
 - Costs for lab equipment (1 Points)
 - Employee salaries and benefits (1 Points)
 - Costs associated with IT/Software/Hardware (1 Points)
 - Lease or mortgage payments (1 Points)
 - Other costs not specifically named above (1 Points)