



Medical Marijuana Facility Inspection Coversheet

Licensee name:	License issuance date:
License type: <input type="checkbox"/> Cultivator <input type="checkbox"/> Processor <input type="checkbox"/> Plant-only Processor	License #:
Co-located with other MMEs: <input type="checkbox"/> Processor <input type="checkbox"/> Dispensary <input type="checkbox"/> None	Co-located license #:
Facility address:	
Inspection contact name:	Inspection contact phone:
Inspecting agent(s):	
Inspection date/time:	Inspection type: <input type="checkbox"/> Certificate <input type="checkbox"/> Compliance <input type="checkbox"/> Limited
Attached forms:	
Names/titles and employee ID card numbers of business representatives and employees on-site for inspection:	



Medical Marijuana Cultivator Facility Certificate of Operations Inspection Form

A. OPERATIONAL REQUIREMENTS

1. Facility

a. Facility Environment

Reference	Requirement	Yes	No	N/A
2-2-01(A)(1)	Cultivator shall designate areas in the facility that are compartmentalized based on function, with restricted access between the different areas of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(A)(4)	Establish a standard 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 kinds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(A)(5)	Maintain a facility with adequate lighting, ventilation, temperature, sanitation, equipment and security for the safe and consistent cultivation of medical marijuana.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(D)(1)	Keep all floors and benches free of debris, dust, and any other potential contaminants, remove dead and unusable plant parts from the marijuana cultivation area, and control rodents and other non-plant related pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(D)(2)	A cultivator shall use chemicals, cleaning solutions, and other sanitizing agents approved for use around vegetables, fruit, or medicinal plants and shall store them in a manner that protects against contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(D)(3)	Keep equipment in a clean, professional environment and maintain a cleaning and equipment maintenance log at the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(D)(4)	Have scales, balances, or other weight and/or mass measuring devices 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"/>
2-2-01(D)(5)	The water supply shall be derived from a source that is a regulated water system or a private water supply and shall meet the needs of the cultivator. A private water supply shall be derived from a water source that is capable of providing a safe, potable, and adequate supply of water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-01(D)(6)	A cultivator shall implement policies and procedures related to receiving, inspecting, transporting, segregating, preparing, packaging, and storing medical marijuana 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. Inventory Control

a. Inventory Controls and Procedures

Reference	Requirement	Yes	No	N/A
2-2-01(A)(3)	Document chain-of-custody for all medical marijuana in the inventory tracking system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-04(A)	A cultivator shall track and submit into the inventory tracking system any information the department determines necessary for maintaining and tracking medical marijuana. When a plant reaches twelve inches in height or is transplanted from a cloning medium or apparatus into a growth medium or apparatus intended for the vegetative or flowering stages of growth cycle, whichever occurs sooner, the cultivator shall securely attach a tag to the plant or the plant's container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-04(B)	Prior to commencing business, each cultivator shall do the following:			
	(1) Conduct an initial comprehensive inventory of all medical marijuana at the cultivator. If the cultivator commences business with no medical marijuana on hand, the cultivator shall record this fact as the initial inventory; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Establish ongoing inventory controls and procedures for the conduct of inventory reviews and comprehensive inventories of medical marijuana for traceability in the department's inventory tracking system, which shall enable the cultivator to detect any diversion, theft, or loss in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-04(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"/>
2-2-04(F)	A cultivator is authorized to store medical marijuana inventory on the premises in a designated, enclosed, locked facility identified in the cultivator's plans and specifications submitted to the department and accessible only by authorized individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-08(A)(6)	Each cultivator 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 3796:2-2-04 of the Administrative Code;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



3. Waste Disposal

a. Marijuana Waste Disposal

Reference	Requirement	Yes	No	N/A
2-2-03(A)	A cultivator 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 cultivator's disposal plan under the supervision of a type 1 key employee, as defined in paragraph (H)(1) 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"/>
2-2-03(B)	The disposal procedures established by the cultivator 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 cultivator, or may be composted in a secured area at the cultivation site for future use at the facility. 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 or garden waste; (5) Grease or other compostable oil waste; (6) Bokashi, or other compost activators; (7) Soil or other used growth media; or (8) Other wastes approved by the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-03(C)	The disposal of medical marijuana shall be performed by a type 1 key employee in the designated destruction area identified in the cultivator'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"/>
2-2-05(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
2-2-03(E)	The disposal of other waste from the cultivator 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): Policies have been established for the disposal of non-marijuana waste in a manner consistent with applicable regulations.				

c. Marijuana Disposal Record Keeping

Reference	Requirement	Yes	No	N/A
2-2-03(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 the following: (1) The date and time of disposal; (2) The manner of disposal; (3) The volume and weight of the approved solid waste media used to render the medical marijuana unusable; (4) The unique identification codes associated with the medical marijuana scheduled for destruction; (5) The reasoning for and description of the disposal; (6) The signature of the type 1 key employee overseeing the disposal of the medical marijuana; and (7) If the medical marijuana waste for disposal contains plant material that was prepared for sale to a dispensary or processor, the batch number, strain, volume, and weight of the plant material being disposed of.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-08(A)(1)	Each cultivator 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):				



4. Marijuana Production

a. Marijuana Production Record Keeping

Reference	Requirement	Yes	No	N/A
2-2-08(E)	<p>Medical marijuana production and disposal records may be stored at the facility and shall include all of the following:</p> <ul 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 cultivator shall maintain records in accordance with paragraph (D) of rule 3796:2-2-03 of the Administrative Code. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-08(A)(7)	<p>Each cultivator shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in this chapter, true, complete, legible and current cultivation records. Cultivation records, at a minimum, shall include the following:</p> <ul style="list-style-type: none"> (a) Forms and types of medical marijuana maintained at the cultivator on a daily basis; (b) Soil amendment, fertilizers, pesticides, or other chemicals applied to the growing medium or plants or used in the process of growing medical marijuana in accordance with paragraph (C) of rule 3796:2-2-01 of the Administrative Code; and (c) Production records, including planting, harvesting and curing, weighing, and packaging and labeling. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



b. Chemical Application Log

Reference	Requirement	Yes	No	N/A
2-2-01(C)(6)	<p>A record of all pesticide, fertilizer, or other chemical applications shall be maintained by the cultivator for at least five years and shall be made available to the department upon request. The application record shall include the following information:</p> <ul style="list-style-type: none"> (a) Date and time of application; (b) Stage of cultivation process; (c) Date when the plants in the application area were moved to the flowering stage, if applicable; (d) United States Environmental Protection Agency registration number, if applicable; (e) Analysis of the fertilizer applied; (f) Application site, which shall be identified by the location legend maintained by the cultivator; (g) Name of the product being applied; (h) Amount applied; (i) Unique plant identifier or other information that identifies which plants received the application; (j) Size of the application area; (k) Name of individual making the application; and (l) Comments or special conditions related to the application. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):				

SAMPLE



5. Packaging/Labeling

a. For Shipment to Processors:

Reference	Requirement	Yes	No	N/A
2-2-02(A)(1)	Tamper-evident, light-resistant packaging;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-02(A)(2)	Label contains: (a) Name/license number of cultivator; (b) Name/license number of processor to receive shipment; (c) Product identifier; (d) Label contains name of the strain as registered with the department per the product registration requirements; (e) Batch number; (f) Dates of harvest, lab testing, and packaging; (g) Total weight of plant material; (h) Name/license number laboratory that performed analysis; (i) Results of lab tests including cannabinoid profile; (j) Expiration date (not to exceed 1 year from harvest); (k) "This product is for medical use and not for resale or transfer to another person. This product may cause impairment and may be habit-forming. This product may be unlawful outside of the State of Ohio."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				

b. For Shipment to Dispensaries (Plant-only Processor License Required):

Reference	Requirement	Yes	No	N/A
2-2-02(B)(1)	Tamper-evident, light-resistant, child-proof packaging;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-02(B)(2)	Label contains: (a) Name/license number of cultivator; (b) Name/license number of dispensary to receive shipment; (c) Product identifier; (d) Label contains name of the strain as registered with the department per the product registration requirements; (e) Batch number; (f) Dates of harvest, lab testing, and packaging; (g) Total weight of plant material; (h) Name/license number laboratory that performed analysis; (i) Results of lab tests including cannabinoid profile; (j) Expiration date (not to exceed 1 year from harvest); (k) "This product is for medical use and not for resale or transfer to another person. This product may cause impairment and may be habit-forming. This product may be unlawful outside of the State of Ohio."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				



6. Business

a. Financial Responsibility

Reference	Requirement	Yes	No	N/A
2-1-05(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 \$750,000 for level I cultivators or \$75,000 for level II cultivators, that it shall be 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 cultivator as principal of the bond, in the amount of \$750,000 for level I cultivators or \$75,000 for level II cultivators 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
2-2-08(B)	A cultivator may use an electronic system for storage and retrieval of records required by this rule 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 cultivator that elects to use an electronic system shall use a system that does all of the following:			
	(1) Guarantees the confidentiality of the information stored in the system;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Is capable of providing safeguards against erasures and unauthorized changes in data after the information has been entered and verified by the cultivator;			
	(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.			
Notes/ Deficiencies/ Corrections (if any):				



c. Financial Record Keeping

Reference	Requirement	Yes	No	N/A
2-2-08(C)	A cultivator 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 cultivator; (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 cultivator, if applicable; and (4) Accounting and tax records related to the cultivator and all investors in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-08(A)(8)	Each cultivator 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 cultivator 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
2-2-08(D)	A cultivator 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"/>
2-2-08(D)(3)	Visitor logs maintained in accordance with rule 3796:5-2-01 of the Administrative Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-08(A)(9)	Each cultivator 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):				



7. Security

a. Security System

Reference	Requirement	Yes	No	N/A
2-2-05(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"/>
2-2-05(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"/>
2-2-05(A)(6)	Ensure the outside perimeter of the cultivator is well-lit and in accordance with the cultivator's plan in its license application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-05(D)	A cultivator shall keep all security equipment in good-working order and the systems shall be inspected and all devices tested on an annual basis by a third party.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-05(B)	The cultivator 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, and any other area where medical marijuana is being cultivated, harvested, 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 cultivation 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 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 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) 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 cultivation 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"/>
2-2-08(A)(5)	Each cultivator 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 3796:2-2-05 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
2-2-05(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 9600 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 600 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 thirty frames per second during alarm or motion based recording; and	<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
2-2-05(C)	In addition to the requirements listed in paragraph (B) of this rule, each cultivator 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
2-2-01(A)(2)	Implement policies and procedures that provide for secure cultivation of medical marijuana, which includes restricted movement between the different production areas by personnel based on access credentials assigned by the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-05(A)(5)	Keep all approved safes, approved vaults, or any other approved equipment or areas used for cultivating, harvesting, or storing of medical marijuana, securely locked and protected from unauthorized access to medical marijuana;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-05(A)(7)	Restrict access to any area within a cultivator containing medical marijuana except registered employees and agents or an individual permitted to access the facility under the supervision of a registered employee or agent in accordance with the visitor authorization procedures set forth in this chapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2-2-05(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 cultivator 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. (b) A cultivator shall make available to the department, upon request, a current list of type 1 key employees and contractors who have access to the surveillance rooms. A cultivator 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"/>
2-2-05(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"/>
2-2-05(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: (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: (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: (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):				



B. APPLICATION MATERIAL VERIFICATION

OAC 3796:2-1-06(A) A provisional licensee is prohibited from operating as a licensed cultivator and performing any cultivation or production activities until a certificate of operation is issued by the department. The information and plan submitted by a provisional licensee shall become mandatory conditions that must be met before a certificate of operation can be awarded.

1. Document Checklist

a. Business Information

Requirement		Yes	No	N/A
Form 1A	Ohio Secretary of State registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form 1E	Property use approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form 1I	Owners and officers roster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form 1J	Organizational chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form 1O	Disadvantaged group applicant verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):				

b. Local Compliance Verification

Requirement	Yes	No	N/A
Jurisdiction in which the facility is located has not enacted a moratorium or ban on facility type as of the date of inspection by the Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):			



2. Application

a. Alterations to Plans

Reference	Requirement	Yes	No	N/A
2-2-07(E)	A cultivator shall not amend or otherwise change its approved operations plan, quality assurance plan, or cultivation or production techniques, unless written approval is obtained from the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/ Deficiencies/ Corrections (if any):				

b. Business Plan

Requirement	Yes	No	N/A
Licensee has substantially conformed to application or to changes approved in writing by the Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):			

c. Operations Plan

Requirement	Yes	No	N/A
Licensee has substantially conformed to application or to changes approved in writing by the Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):			

d. Quality Assurance Plan

Requirement	Yes	No	N/A
Licensee has substantially conformed to application or to changes approved in writing by the Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):			



e. Security Plan

Requirement	Yes	No	N/A
Licensee has substantially conformed to application or to changes approved in writing by the Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Deficiencies/Corrections (if any):			

SAMPLE



[LICENSEE NAME]
[FACILITY ADDRESS]
[CITY], Ohio [ZIP]

RE: Inspection Report & Statement of Deficiencies

On [INSPECTION DATE], Medical Marijuana Control Program staff at the Department of Commerce conducted an inspection of the medical marijuana cultivation facility located at [FACILITY ADDRESS] operated by provisional licensee [LICENSEE NAME]. During the inspection, MMCP staff identified the deficiencies that follow in this notice.

Pursuant to Ohio Administrative Code 3796:2-3-01(C)(2)(a), it is the responsibility of the licensee to submit a Plan of Correction to the Department identifying specific actions that will be taken to correct the deficiencies that follow in this notice. The Plan of Correction must be submitted within ten (10) business days of receipt of this notice unless a written extension is issued by the Department. Once your Plan of Correction is received by the Department, it will be reviewed by MMCP staff, at which point you will either receive notice that your plan has been approved, or MMCP staff may instruct you to resubmit the plan or may develop a directed plan of correction with which you must comply. Once approved, you will have thirty (30) days to execute the actions submitted in the plan. If parties are unable to agree on the Plan of Correction, the Department may take any enforcement action permitted under rule Ohio Administrative Code 3796:5-6-01.

If you have questions regarding this notice, please contact Mark Nye, Director of Compliance, at 614-466-5084 or Mark.Nye@com.ohio.gov.

Sincerely,
Mark Nye
Director of Compliance, MMCP
Ohio Department of Commerce
77 S High St, 23rd Floor
Columbus, OH 43215
Mark.Nye@com.ohio.gov
614 | 466-5084



STATEMENT OF DEFICIENCIES / PLAN OF CORRECTION

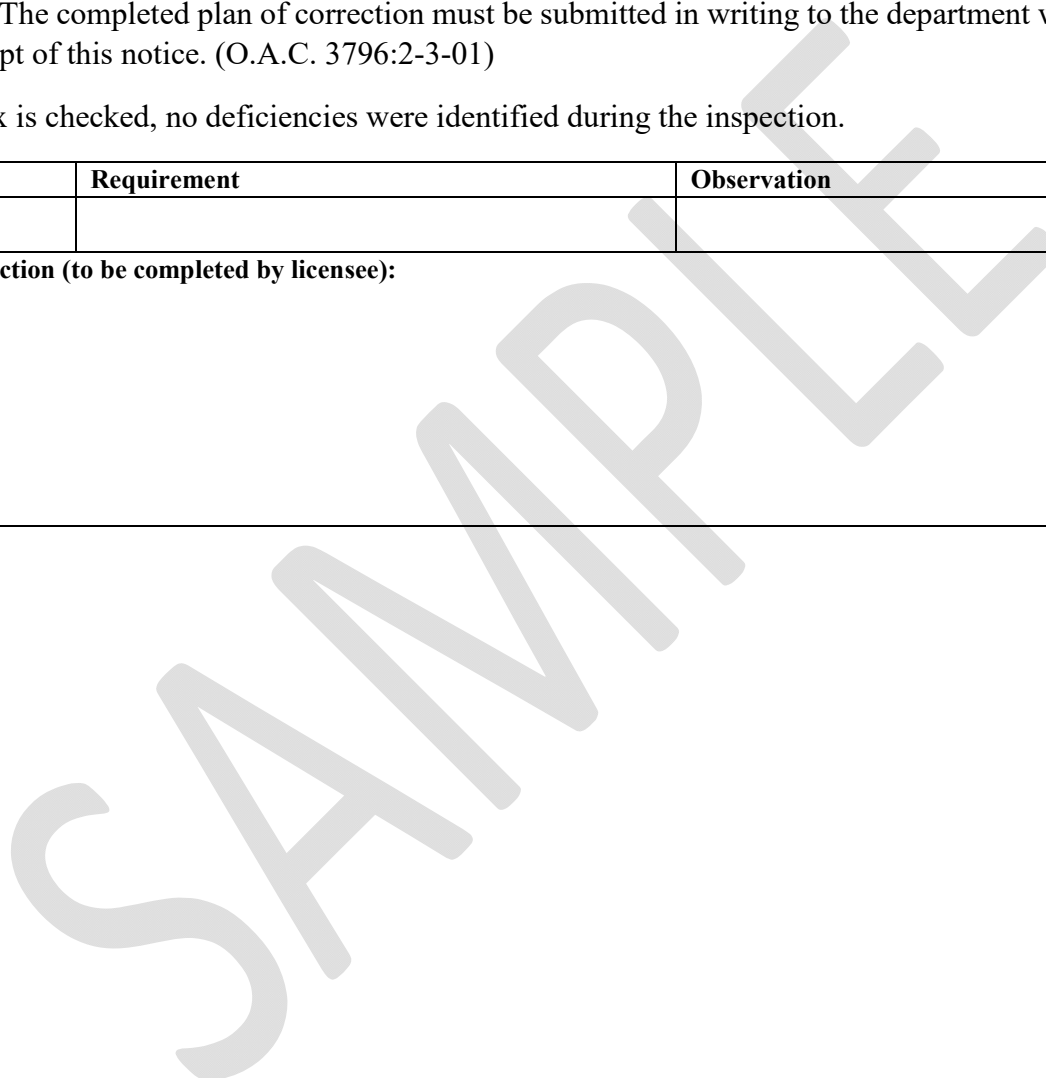
Licensee:
License type:
Inspection date:

Location:
Inspection type:
Inspecting agents:

The items listed in the following table were observed to be out of compliance with applicable rules. Each item and must be individually addressed with a plan of corrective action that will be taken to bring the item into compliance. The completed plan of correction must be submitted in writing to the department within 10 business days of receipt of this notice. (O.A.C. 3796:2-3-01)

If this box is checked, no deficiencies were identified during the inspection.

Rule	Requirement	Observation
OAC		
Plan of correction (to be completed by licensee):		





DEPARTMENT RESPONSE: PLAN OF CORRECTION

Licensee:
License type:
Inspection date:
Inspection report sent:

Location:
Inspection type:
Inspecting agents:
Plan of correction submitted:

The items listed in the following tables were observed during inspection to be out of compliance with applicable rules. Each item was addressed with a plan of corrective action by the licensee, submitted to the Department in a separate document. Plans of correction were reviewed by the Department and approved/accepted or denied/rejected. Clarification has been requested where applicable. Items requiring follow-up inspection to verify execution of the plan of correction have been identified. In the case of denial of a licensee’s plan of correction, a directed plan of correction or additional information has been provided.

DEFICIENCY

Rule	Requirement	Observation
Plan of correction (submitted by licensee):		Department response: <input type="checkbox"/> Approved/accepted <input type="checkbox"/> Denied/rejected <input type="checkbox"/> Clarification required <input type="checkbox"/> Follow-up inspection required
Comments / directed plan of correction (if applicable):		