PRODUCTION FACILITY APPLICATION

UTAH DEPARTMENT OF AGRICULTURE AND FOOD

Application Type	[redacted]

General Information
The Application submitted by a Cannabis Production Establishment and approved by the Establishment Board will be considered the business's operation plan. UDAF Inspectors will use the operation plan for regulatory purposes. Ensure all information is complete, current, and accurate. The information provided by the applicant for a Medical Cannabis Production Establishment must fit within the following Guidelines: Information provided must be clear and concise; do not repeat information Ensure each section speaks to the requested information and appear in the same order as application

Application Date	[redacted]
Legal Status	[redacted]

The 2023 renewal document must be submitted to the Utah Department of Agriculture and Food by . A cannabis cultivation facility shall submit a notice of intent to renew the cannabis cultivation facility license each November based on the deadline date determined by UDAF and as approved each year by the Cannabis Production Establishment Licensing Board. The application submitted to the Department will be considered the notice of intent to renew specified in R66-1-15. A UDAF Establishment Approval Board Meeting will be held in mid-December to officially approve or request changes to the business plans submitted.
To renew an Establishment License Application, an approved Medical Cannabis Establishment must submit the $100,000 annual licensing fee by December 31st.
If the licensing fee and intent to renew are not submitted by December 31st, the licensee shall not continue to operate.

Medical Cannabis Processor Facility is multi-tiered:
(a) A tier 1 processor license allows the licensee process, manufacture, dry, cure, package, and label cannabis and cannabis products for sale or transfer to another cannabis processing facility, a medical cannabis pharmacy, or the state central fill medical cannabis pharmacy. A tier 1 processing license is $90,000 per year.
(b) A tier 2 processor license allows the licensee to package and label cannabis and cannabis products for sale or transfer to another cannabis processing facility or a medical cannabis pharmacy. A tier 2 processing license is $35,000 per year. Prior to approving an application, the department may contact any applicant and request additional supporting documentation or information. The department may conduct face-to-face interviews with an applicant if needed. The department shall inspect the premises to determine if the applicant complies with state laws, administrative rules and best practice standards

Other industrial hemp and/or medical cannabis licenses currently or previously held by applicant/entity/principals:
[redacted]

Ownership and Contact Information			
Ownership Entity	[redacted]		
Business Contact:			
Name	[redacted]		
Business Phone	[redacted]	**Fax**	[redacted]
Other Phone		**Email**	[redacted]
Facility Manager Contact:			
Name [redacted]	**Phone** [redacted]	**Email** [redacted]	
Contact Person for Inspection:			
Name [redacted]	**Phone** [redacted]	**Email** [redacted]	
Contact Person for Sampling/Results:			
Name [redacted]	**Phone** [redacted]	**Email** [redacted]	
DBA			
Facility Address			
Street	[redacted]		
City	[redacted]	**State**	[redacted]
Country	[redacted]	**Zip**	[redacted]
Mailing Address			
Street	[redacted]		
City	[redacted]	**State**	[redacted]
Country	[redacted]	**Zip**	[redacted]
Application Locations			
*An owner is a person who, if the company is privately held, has a financial or voting interest of **2%** or greater in the cannabis production establishment; or if the entity is publicly traded has more than a **2%** financial interest in the company; or is an individual who has the power to direct or cause the management or control of a facility, in other words is a general manager of daily operations.*			

List all Owners and their positions in the Company

[redacted]

Upload descriptions of the credentials and experience of each officer, director, and owner and prospective employee who have a financial or voting interest of 2% or greater in the proposed cannabis production establishment; or the power to direct or cause the management or control of a proposed cannabis production establishment: A. Include a description of any investigation or adverse action taken by any licensing jurisdiction, government agency, law enforcement agency, or court in any state for any violation or detrimental conduct in relation to any of the applicant's cannabis-related operations or businesses.

Property Information

Days and Hours of Operation

[redacted]

Days Open for Business (Projected)

[redacted]

All information in this section must follow specific requirements as outlined in Utah Administrative Rule: Cannabis Cultivation (R66-1), Cannabis Processing (R66-2), Quality Assurance Testing on Cannabis (R66-3), and/or Independent Cannabis Testing Laboratory (R66-4) as applicable to the license type you are seeking.

Please upload the establishment's current facility blueprint with:

a) the square footage of the areas where cannabis is extracted;
b) the square footage of the area(s) where cannabis products are manufactured;
c) location of all extraction machinery/ stationary equipment;
d) the square footage of the areas used for storage and what type of product is stored there (i.e crude oil, untested products, final tested product) ;
e) the areas where cannabis is to be dried, trimmed, and cured (if applicable);
f) the square footage of the areas where cannabis is to be packaged;
g) the location of the toilet facilities and hand washing facilities;
h) the location of a break room;
i) the location of lobby or area where non-agents can access;
j) the location of the areas to be used for loading and unloading of cannabis products for transportation; and
k) the location of all cameras and external lights. [redacted]

Operating Plan

Submit the proposed cannabis facility's most up-to-date security plan. Security plans shall include:

a) Description of security alarm system
b) Person(s) notified of potential security breaches and alerts
c) Video storage device location: local or cloud storage
d) Procedures to provide UDAF inspectors immediate access to current and archived video footage when requested
e) Any additional security measure in place that exceed the security requirements
f) Visitor Policy
g) Description of backup power source and SOP for power outage. [redacted]

Describe the proposed cannabis facility's Inventory Control System (ICS) and detail the procedures the facility will employ to meet the ICS requirements of Utah Code 4-41a-103 and Utah Administrative Rule related to inventory control. Include a description of how the facility will comply with section 4-41a-2 and use the state Electronic Verification System to track facility agents.

[redacted]

Provide the proposed cannabis facility storage protocols, both short and long-term, to ensure all cannabis is stored in a manner that is sanitary and preserves the integrity of the cannabis.

[redacted]

Provide all written emergency procedures to be followed in case of fire, chemical spill and other emergencies at the cannabis facility. This information plus the Material Safety Data Sheet (MSDS) must be easily accessed by all employees.

[redacted]

Provide the proposed cannabis facility's waste disposal plan. Explain how the facility will comply with Utah Code 4-41a-405 and Utah Administrative Rule related to waste disposal.

[redacted]

Detail the procedures the cannabis facility will employ to meet the transport and transfer requirements of Utah Code 4-41a-404 Medical cannabis transportation. Include the cannabis facility's sample transport and transfer plan in accordance with all applicable Utah Administrative Rules regarding the transportation of medical cannabis.

[redacted]

Does the licensee complete Research and Development

Does this facility process or store hemp?

Provide procedure for the use of cannabinoid isolate, outlined R66-2-7(5).

List all product types that will be produced in the upcoming year. (e.g., Concentrate, Flower, Infused Edible)

Attach Standard Operating Procedures for each product produced. In each SOP, please include quality control procedures for each product

List all extraction methods used at the facility. Include all solvents, chemicals, and equipment used.

Attach Standard Operating Procedures for each extraction method

Is the facility doing CBD to THC conversion?

Provide the processing facility's written plan and procedures to handle potential recalls in accordance with R66-2-15. Include:
a) The name(s) of person(s) designated as recall coordinator(s);
b) Contact information for the designated recall coordinator(s);
c) How affected parties will be notified; and
d) A written procedure with specifics of what to do in case of a product recall.

Provide facility's plan for remediation.

Submit the facility's plan and procedure to dispose of product that fails quality assurance testing. A destruction plan must be written for every product type produced at the facility and must comply with federal laws, Utah Code 4-41a-405, and Administrative Rule R66-2-17.

Provide outline to meet requirement 21 CFR 111, "Current Good Manufacturing, Packaging, Labeling, or Holding Operation for Dietary Supplements.

Compliance

Submit proof of a performance bond issued by a surety business, or proof of a liquid cash account in the required amount with a financial institution: Each Cultivation Facility $100,000; each Tier 1 and Tier 2 Processing Facility and Testing Lab $50,000.

All scales must be certified as outlined in Utah Administrative Rule 66-2-4 (8) and 66-2-4 (4). Visit the Weights and Measures Program for more information about how to certify scales.

Upload a copy of the current local business license or a letter from the city/municipality stating their intent to issue a business license once the facility is licensed as a Medical Cannabis Production Establishment.

Submit the names of all agents currently working at the company's processing facility. All agents listed must: a) be in the process of applying for an agent card in the EVS; or b) have an agent card and have an account in the EVS. The Facility is responsible for ensuring all employees have background checks and are registered in the EVS. The company is also responsible for collecting agent cards and notifying the Department when an agent leaves their facility. Failure to comply will result in a citation and a fine to the company.

Provide the facility's plan and procedures to have a representative sample of cannabis products tested by an independent testing laboratory to determine if the product is safe for human consumption.

Submit proof of registration as a Manufactured Food Establishment with UDAF's Regulatory Services.

Provide a description of any investigation or adverse action taken by any licensing jurisdiction, government agency, law enforcement agency, or court in any state for any violation or detrimental conduct in relation to any of the applicant's cannabis-related operations or businesses.

Licensee understands the current statute and rules are subject to change. Licensees agrees as a condition of licensing that they have read and will abide by the provisions of Utah Code 4-41a and all rules promulgated there under all directives of the Utah Department of Agriculture and Food. The licensee also understands that failure to adhere to or maintain the qualifications of their license, may result in suspension or revocation of the license and/or forfeiture of the performance bond or any other remedies allowed by law.

Licensee agrees to immediately notify the department of any change in ownership or financial interest of the facility; the facility's name, change in location, change in equipment, remodeling, expansion, reduction or physical non-cosmetic alteration of the facility, change in written operating procedures, or change in any information submitted in this application in accordance with Utah Administrative Rule 68-27-13.

The undersigned acknowledges that representatives of the Utah Department of Agriculture and Food may inspect the records and facility of a cannabis production establishment at any time during business hours to determine and ensure the cannabis production establishment is in compliance with the law. Failure to provide the department or the department's authorized agent's immediate access to records and facilities during business hours in accordance with this section may result in a civil monetary penalty; license or registration suspension or revocation; or an immediate cessation of operations under a cease and desist order issued by the department.

The Licensee acknowledges and understands that cultivating, possessing, using, distributing and/or selling marijuana is prohibited by federal law, notwithstanding Utah law or any authorizations in the Agent or this Registration to the contrary. Nothing in this Application is intended to provide any guidance or assistance in violating or complying with existing federal laws regulating marijuana cultivation, distribution, or use.

Similarly, compliance with state law or the terms of this registration, or possession of the registration card does not confer immunity from enforcement of federal law or federal enforcement practices. Further, nothing in this application or the registration card shall be construed as advice with regards to compliance with applicable federal, state, or local tax laws or any regulatory consequences of engaging in any business in this industry.

The undersigned acknowledges that he/she has read and understands the statements herein and the execution thereof is done voluntarily and by the authorization of the applicant entity.

The undersigned hereby makes application to the Utah Department of Agriculture and Food and certifies that the information contained herein and attached here is true and correct.

Applicant/Owner of Business:	
Title/Position:	
Applicant Signature	
Date	

Property Info:

[redacted]

Operating Plan:

[redacted]

[redacted]

Compliance:

[redacted]

[redacted]

- **Please upload the establishment's current facility blueprint with:**
    - **The areas where cannabis is extracted;**
    - **Where cannabis or cannabis products are to be packaged and labeled;**
    - **The areas where cannabis products are manufactured;**
    - **Location of storerooms for cannabis awaiting extraction;**
    - **Location of storerooms for cannabis awaiting further manufacturing;**
    - **The area where finished cannabis and cannabis products are stored;**
    - **The location of toilet facilities and hand washing facilities;**
    - **The location of a break room and location of personal belonging lockers; and**
    - **The location of the areas to be used for loading and unloading of cannabis and cannabis products.**

Please see below for additional information:

- **Describe the proposed cannabis facility's Inventory Control System (ICS) and detail the procedures the facility will employ to meet the ICS requirements of Utah Code 4-41a-103 and Utah Administrative Rule related to inventory control. Include a description of how the facility will comply with section 4-41a-2 and use the state Electronic Verification System to track facility agents.**

[redacted]

- **Provide the proposed medical cannabis facility's storage protocols, both short and long-term, to ensure all cannabis is stored in a manner that is sanitary and preserves the integrity of the cannabis.**

[redacted]

- **Provide all written emergency procedures for Fire, Chemical Spills, and other Emergencies. This information plus the material Safety Data Sheet (MSDS) must be easily accessed by all employees.**

[redacted]

- **Submit the proposed cannabis facility's waste disposal plan. Explain how the facility will operate in a way that meets all requirements of Utah Code 4-41a-405 Excess and disposal and applicable Utah Administrative Cannabis waste disposal.**

[redacted]

- **Detail the procedures the cannabis processing facility has employed to meet the transport and transfer requirements of Utah Code 4-41a-404 medical cannabis transportation. Include the cannabis facility's sample transport and transfer plan in accordance with all applicable Utah Administrative Rules regarding the transportation of medical cannabis.**

[redacted]

- **List all extraction methods used at the facility. Include all solvents, chemicals, and equipment used. Please upload written SOPs.**

[redacted]

- **Provide the processing facility's written plan and procedures to handle potential recalls in accordance with R66-2. Include:**
    - **The name(s) of person(s) designated as recall coordinator(s);**
    - **Contact information for the designated recall coordinator(s);**
    - **How affected parties will be notified; and**
    - **A written procedure with specifics of what to do in case of a product recall**

[redacted]

- **Submit the facilities plan and procedure to dispose of a product that fails quality assurance testing. A destruction plan must be written for every product type produced at the facility and must comply with federal laws, Utah Code 4-41a-405, and Administrative Rules R66-2**

[redacted]

- **Submit the names of all agents currently working at the company's facility. All agents listed must:**
    - **Be in the process of applying for an agent card in the EVS; or**
    - **Have an agent card and have an account in the EVS.**

[redacted]

- **Provide the facility's plan and procedures to have a representative sample of cannabis products tested by an independent testing laboratory to determine if the product is safe for human consumption.**

[redacted]