



Dragonfly Processing

**State of Utah Department of Agriculture and Food &
State of Utah Division of Purchasing Medical
Cannabis Processor License Renewal Application**

Site:

Dragonfly Processing

Presented By:

MANAGEMENT EXPERIENCE

Entity Overview

Management Team

Processing Establishment Information

1. Legal Status:

a.

2. Other industrial hemp and/or medical cannabis licenses currently or previously held by applicant/entity/principals:

a.

3. Ownership & Contact Information

a.

4. DBA (Assumed name of the Business):

a.

5. List of all owners and their position in the company: 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.

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6. Days and Hours of Operation:

a.

7. Days Open for Business (Projected)

a.

8. Processing Establishment Property Information: 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;

i.

b. the square footage of the area(s) where cannabis products are manufactured;

i.

c. location of all extraction machinery/ stationary equipment;

i.

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) :

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e. the areas where cannabis is to be dried, trimmed, and cured (if applicable):

i.

f. the square footage of the areas where cannabis is to be packaged;
i.

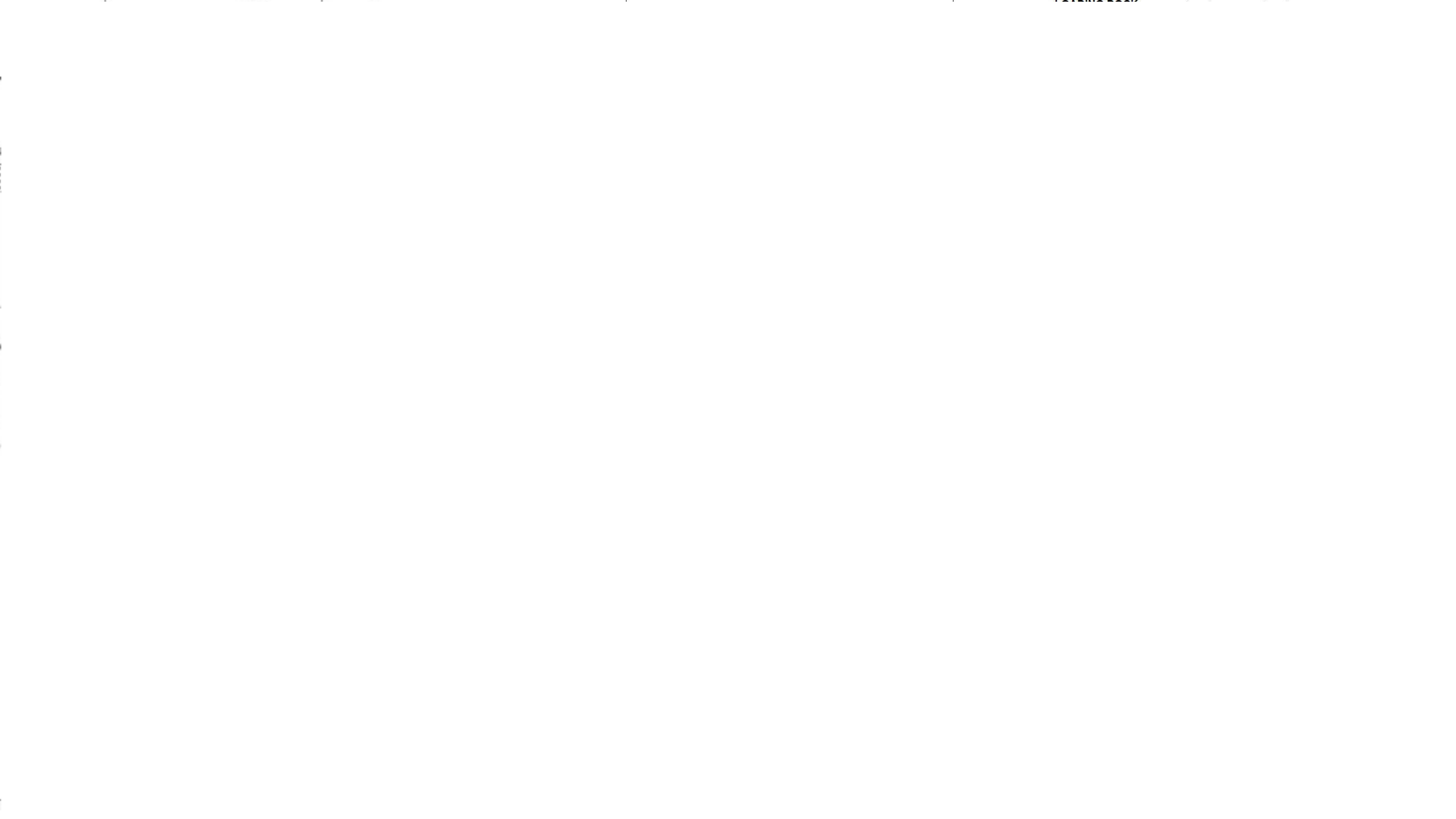
g. the location of the toilet facilities and hand washing facilities;
i.

h. the location of a break room;
i.

i. the location of lobby or area where non-agents can access;
i.

j. the location of the areas to be used for loading and unloading of cannabis products for transportation; and
i.

k. the location of all cameras and external lights.
i.



9. 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.

10. 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 26-61a-103 and use the state Electronic Verification System to track facility agents.

4.

11. 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.

12. 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.

13. 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.

a.

14. 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.

15. 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

16. List all extraction methods used at the facility. Include all solvents, chemicals, and equipment used. Please upload written SOPs. - Attach Standard Operating Procedures for each extraction method

17. Is the facility doing CBD to THC conversion? If yes, outline the facility's methods.

a.

18. Provide the processing facility's written plan and procedures to handle potential recalls in accordance with R66-2. 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.**

19. 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.

a. See Procedure below

**20. Does the licensee complete Research and Development - Attach all Standard
Operating Procedures**

21. Does this facility process or store hemp?

a.

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

a.

23. List of equipment

a.

24. Provide facility's plan for remediation

a.

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

26. 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.

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27. 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.

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28. 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.

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29. 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.

- c. 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.

30. 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.
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31. Submit proof of registration as a Manufactured Food Establishment with UDAF's Regulatory Services.
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32. 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
- a.

