



NEW MEXICO CANNABIS CONTROL DIVISION PRODUCTION FACILITY INSPECTION CHECKLIST

RESULTS SUMMARY (Pg 7)

Total Number of
Violations: _____

LICENSE INFORMATION

General Inspection Complaint Inspection

CCD License ID Number:		Business Name (DBA)/Company Name:	
Physical Address:	City:	Zip:	
CCD Inspector(s):	Licensee Name:		
	Contact Details:		
Contact Details:			
Inspection Date:	Time:	Facility Rep. On Site:	
Active/Open	Not Active/Not Open	Facility Rep. Job Title:	

Additional License Type(s)

VICE _____
Integrated _____
Microbusiness _____

Manufacturing Class: _____
Consumption Type: _____
Courier _____
Retail _____

Notes:

ALL ITEMS MARKED OUT OF COMPLIANCE REPRESENT VIOLATIONS AND MUST BE CORRECTED. FAILURE TO CORRECT A VIOLATION MAY RESULT IN DIVISION ACTION.

Y In compliance, all requirements for this item are met
N Out of Compliance, needs correction (notes required)

UO Unable to Observe (notes required)
NA Not Applicable (notes required)

GENERAL LICENSING REQUIREMENTS

Y	N	UO	NA	Description	Rule
				CCD License(s) available upon request. Date Issued:	16.8.2.8 (I)
				The facility maintains the required license(s) for the operations conducted on site. Facility operations include: Production 16.8.2.21(C) <input type="checkbox"/> Consumption- Type: _____ 16.8.2.49(C) <input type="checkbox"/> Manufacturing- Class: _____ 16.8.2.29(C) <input type="checkbox"/> Commercial Retail 16.8.2.35 (B) <input type="checkbox"/> Courier 16.8.2.41(B)	

Notes:

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The licensee is cultivating the number of mature cannabis plants they have been allocated by the Division to cultivate. Cannabis Producer- Designated Plant Level: _____ Cannabis Producer Microbusiness- Licensed Plant Count: _____	16.8.8.9 (A)(B) (1) Level 1: 201 – 2,000 (2) Level 2: 2,001 – 6,000 (3) Level 3: 6,001 – 12,000 (4) Level 4: 12,001 – 16,000
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Notes:

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The licensee is <u>NOT</u> growing more than 20,000 mature cannabis plants at one time. Number of Mature Cannabis Plants Currently in Cultivation: _____ Number of Harvests-12 Months: _____	16.8.8.9 (F)
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Notes:

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MINIMUM REQUIREMENTS FOR THE PRODUCTION OF CANNABIS

Y N UO NA	Description	Rule
	The licensee's right to use the quantity of water sufficient to meet the production facility's needs remains in good standing.	16.8.2.27 (A)(2)
Notes:	Water Source: _____ Total Amount Used <i>Monthly/12 Months</i> : _____	
	Plumbing is of adequate size and design, adequately installed, and maintained to carry sufficient quantities of water to required locations throughout the facility, including sufficient quantities of water to properly convey sewage and liquid disposable waste from the facility.	16.8.2.27 (A)(3)
Notes:		
	All weighting or measuring devices that are used in the wholesale of cannabis are appropriately documented as having undergone certified registration and calibration that is in accordance with applicable requirements of the New Mexico department of agriculture.	16.8.2.27 (A)(4)
Notes:		
	A cultivation plan has been created, is maintained, and includes all of the following: a detailed premises diagram showing all cultivation activity areas, boundaries, and dimensions in feet; square foot measurement of mature cannabis plant cultivation area(s), including aggregate square footage if the mature cannabis plant cultivation areas are noncontiguous; area(s) outside of the mature cannabis plant cultivation areas where only immature plants shall be maintained; <i>if applicable, designated pesticide and other agricultural chemical storage area(s); designated processing area(s) if the licensee will process on site; designated packaging area(s) if the licensee will package products on site; designated composting area(s) if the licensee will compost plant or cannabis waste on site; designated secured area(s) for cannabis waste if different than composting area(s); designated area(s) for harvested cannabis storage; designated seed production area(s) which may contain mature plants for nursery purposes only.</i>	16.8.2.27 (B) DETAILED PREMISE DIAGRAM: -ALL AREAS, BOUNDARIES, DIMENSIONS -SQUARE FOOTAGE, OR, -AGGREGATE SQUARE FOOTAGE -OUTSIDE AREAS <i>IF APPLICABLE,</i> -PESTICIDE/CHEMICAL STORAGE AREAS -PROCESSING AREAS -PACKAGING AREAS -COMPOSTING AREAS, OR, -SECURED WASTAGE AREAS -HARVESTED STORAGE AREAS -SEED PRODUCTIONS AREAS
Notes:		
	Lighting: For indoor and mixed-light cultivation, a lighting diagram , has been created, is maintained and includes: -Location of all lights in the cannabis plant cultivation area(s). -Maximum wattage, <i>or wattage equivalent, of each light.</i>	16.8.2.27 (C)
Notes:	Total Number of lights: _____ Max Watt/Equivalent: _____	
	A pest management plan has been created, is maintained and includes: product name and active ingredients of all pesticides applied to cannabis during any stage of plant growth. Product Name(s)	16.8.2.27 (D) -PRODUCT NAME -ACTIVE INGREDIENTS
Notes:		

SECURITY AND LIMITED-ACCESS REQUIREMENTS

Y	N	UO	NA	Description	Rule
				All areas where cannabis and cannabis products are stored or held, weighed, packaged, manufactured, disposed of, wastage and all point of sale areas, take place in a designated limited-access area that complies with the security requirements to ensure that the licensed premises, including a vault, are secure.	16.8.2.10 (I) LOCKS (J)(2) RECORD LOGS (J)(5) POSTED SIGNS (K) ID BADGES (L) LIGHTING (M) DOORS, WINDOWS
<i>Notes:</i>					
				A digital surveillance system is maintained and clearly and effectively records images 24 hours or is motion activated, is recording in all required areas, recordings are kept for a minimum of 30 days, is stored in a manner to protect from theft or tampering, recorded images clearly and accurately display the time and date , and it is equipped with a failure notification system.	16.8.2.10 (D)(1) CLEAR IMAGES (E) ALL REQUIRED AREAS (F)(1) 24 HOURS (F)(2) STORED SECURELY (F)(3) 30 DAYS (F)(6) DATE AND TIME (G) FAILURE NOTIFICATION
<i>Notes:</i>					
				An operational security alarm system is maintained, continuously monitored, includes a failure notification, monitored sensors on entry points and perimeter windows, is audible and capable of being disarmed remotely and all security system equipment is maintained in a secure location so as to prevent theft, loss, destruction and alterations.	16.8.2.10 (A) CONTINUOUSLY MONITORED (A) FAILURE NOTIFICATION (A) MONITORED SENSORS (A) AUDIBLE (A) DISARMED REMOTELY (B) MAINTAINED SECURELY (C) RECORDS MAINTAINED
<i>Notes:</i>					

SAFETY AND HEALTH REQUIREMENTS

Y	N	UO	NA	Description	Rule
				All equipment , implements, and fixtures that are used for the production of cannabis are used exclusively for the production of cannabis and meet required sanitation and safety standards.	16.8.2.27 (F)(1)
<i>Notes:</i>					
				Operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where cannabis is exposed.	16.8.2.27 (F)(6)
<i>Notes:</i>					
				Rubbish is disposed of so as to minimize the development of odor, and the potential for the waste becoming an attractant and harborage, or breeding place for pests.	16.8.2.27 (F)(9)
<i>Notes:</i>					
				Contact surfaces , including utensils and equipment used for preparation of cannabis or cannabis products are cleaned and sanitized as frequently as necessary to protect against contamination.	16.8.2.27 (F)(11)
<i>Notes:</i>					

<i>Notes:</i>	Hand-washing facilities are provided that are adequate, accessible, furnished with running water at a suitable temperature, conveniently located in indoor production facilities, in restrooms, and wherever good sanitary practices require employees to wash or sanitize their hands, and stocked with effective hand-cleaning and sanitizing preparations, and sanitary towel service or suitable drying devices.	16.8.2.27 (F)(4)
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<i>Notes:</i>	Adequate safety-type lighting in all areas where cannabis is produced or stored, if applicable, and where equipment is cleaned.	16.8.2.27 (F)(8)
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<i>Notes:</i>	Water damage is properly and timely treated to protect health and safety of employees and the public, and that fiberglass and other insulation material is not exposed.	16.8.2.27 (F)(7)
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<i>Notes:</i>	Premises, fixtures, and physical facilities where cannabis or cannabis products are produced are maintained to ensure the health and safety of employees and the public.	16.8.2.27 (F)(10)
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<i>Notes:</i>	Toxic cleaning compounds, sanitizing agents, and pesticide chemicals are identified, held, and stored in a manner that protects against contamination of cannabis or cannabis products.	16.8.2.27 (F)(13)
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<i>Notes:</i>	Production is conducted in a manner that does not allow cross-contamination from chemical or biological hazards.	16.8.2.27 (F)(2)
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<i>Notes:</i>	Storage and transportation of cannabis and cannabis products is accomplished under conditions that will maintain security and protect the cannabis or cannabis products against physical, chemical, and microbial contamination, as well as against deterioration of the cannabis or cannabis products and the container.	16.8.2.27 (F)(14)
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POLICIES AND PROCEDURES

Y	N	UO	NA	Description	Rule
				Protocols for collection of a testing sample that ensures accurate test results consistent with self-sampling guidance issued annually by the division are maintained on the licensed premises.	16.8.2.26 (A)(1)(g)

Recordkeeping and chain of custody protocols for transportation of cannabis or cannabis product samples to a cannabis testing laboratory, recordkeeping and chain of custody protocols for transportation of cannabis or cannabis products to another cannabis establishment for any purpose are maintained on the licensed premises.

16.8.2.26
(A)(1)(d)(e)
TRANSPORT TO TESTING LAB
TRANSPORT TO ESTABLISHMENTS

Notes:

Protocols to ensure that cannabis or cannabis products, including any samples of cannabis or cannabis products, are transported and stored in a manner that prevents degradation, contamination, tampering, or diversion are maintained on the licensed premises.

16.8.2.26 (A)(1)(f)
SAMPLES OF CANNABIS
CANNABIS PRODUCTS
TRANSPORT/STORAGE

Notes:

Written Procedures for **recalling cannabis** and products that have been sold or otherwise distributed to the public or other cannabis establishments are available upon request.

16.8.2.11
CIRCUMSTANCES
PERSONNEL RESPONSIBLE
NOTIFICATION OF CUSTOMERS
NOTIFICATION OF ESTABLISHMENTS
INSTRUCTIONS TO CUSTOMERS
COLLECTION AND WASTAGE

Notes:

Procedures for **remedial measures** to bring cannabis or cannabis products into compliance with division standards or destruction of a tested batch of cannabis or cannabis products if the testing samples from the tested batch indicate noncompliance with applicable health and safety standards are maintained on the licensed premises.

16.8.2.26
(A)(1)(h)

Notes:

EMPLOYEE TRAINING

Y	N	UO	NA	Description	Rule
				A training program has been implemented that ensures all personnel present at the premises are provided information and training that, at minimum, covers the following topics within 30 days of the start of employment: employee health and safety training materials; health and safety hazards; hazard communication training for all solvents or chemicals used at the licensed premises and as described in the safety data sheet for each solvent or chemical; training requirements for the proper use of health and safety measures and controls; emergency procedures; security procedures; and record keeping requirements.	16.8.2.26 (B)(1) <i>Within 30 Days</i> EMPLOYEE HEALTH & SAFETY HEALTH AND SAFETY HAZARDS HAZARD COMMUNICATION SOLVENTS OR CHEMICALS USED (SDS) HEALTH SAFETY MEASURES CONTROLS EMERGENCY PROCEDURES SECURITY PROCEDURE RECORD KEEPING
				Employees involved in the handling, transportation, manufacture, extraction, testing, or packaging of cannabis products has successfully complete a food handler course accredited by the American National Standards Institute (ANSI) prior to conducting any related activities.	16.8.2.26 (B)(2)

Notes:

Notes:

Additional Notes:

INSPECTION REPORT

No Violations Observed.

Violations marked, notes included, **corrective action required.**

Total Number of Violations: _____

Name	Signature	Date
Inspector:		
Facility Representative:		

CORRECTIVE ACTION PLAN

A corrective action plan shall be submitted to the CCD within five (5) business days from the date you receive the Corrective Action Plan template from the compliance team. *If no violations were found during the inspection you will receive a Close-Out Letter for your records.*

If violations are found, complete the Corrective Action Plan template sent by the compliance team. Reply to the compliance team email and attach the completed document. Complete all responses related to the inspection, including the proof of all corrections within the same email chain as the initial inspection checklist that was sent by CCD.

Provide photos, videos, or completed documents, as applicable to the violation corrected, to be reviewed by staff when all corrections have been completed and proof of all corrections is available (*No more than 30 days*).

Once proof of corrections have been reviewed, the licensee will receive a Closeout Letter in which documents that all violations noted in the inspection conducted have been rectified and that the facility is in compliance and in good standing for license renewals.

Failure to submit corrective action plans and/or proof of corrective actions may result in a revocation or suspension of your license and/or fees and fines. **See, Division Action 16.8.12.11**

CCD General Questions
(505)476-4995
rld.cannabis.control

CCD # iance Questions
CCD.Compliance@rld.nm.gov

CCD General Complaints
CCD.Complaints@rld.nm.gov

CCD Licensing Questions
CCD.Licensing@rld.nm.gov

NOTICE PROVIDED TO LICENSEE/REPRESENTATIVE

Description	GENERAL	Rule
A complete and detailed premises diagram must be maintained on the licensed premises and shall be used by the division to determine whether the premises meets CCD requirements. The diagram must show the following:	<ul style="list-style-type: none"> The boundaries of the property and the proposed premises to be licensed. The dimensions of each area that cannabis plants will be cultivated. The location(s) and the dimensions of other areas where other horticulture will be cultivated, if applicable. As applicable, any equipment to be used entrances and exits, interior partitions location of lights in the cannabis plant cultivation area(s) and the maximum wattage or wattage equivalent, walls, rooms, windows, and doorways. The diagram shall include a brief statement or description of the principal activity to be conducted in each area on the premises. The diagram shall show where all cameras are located and assign a number to each camera for identification purposes. The diagram shall be to scale. The diagram shall not contain any highlighting markings on the diagram shall be in black-and-white print. 	16.8.2.24 (A)(B)(C) (D)(E)
If the proposed premises consists of only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed premises and what the remaining property is used for.		16.8.2.24 (F)
If the proposed premises consists of only a portion of a property that will contain two or more licensed premises, then the diagram shall be supplemented with a description of how two or more licensed premises will be managed on the property.		16.8.2.24 (G)
If a proposed premise is located on only a portion of a property that also includes a residence, the diagram shall clearly show the designated buildings for the premises and the residence.		16.8.2.24 (H)
Description	GENERAL PROVISIONS FOR PLANT COUNT	Rule
The cannabis plant growth cycle is based on the following four stages:	<ul style="list-style-type: none"> Germination stage includes a seed sprouting to form a seedling; Seedling stage includes a shoot emerging from the soil surface, eventually forming the first leaves; Vegetative stage is the period of growth between germination and the beginning of flowering, including cloned cannabis plants. Flowering stage is the reproductive state of the cannabis plant in which there are physical signs of flower budding out of the nodes. 	16.8.8.8 (A)
A mature cannabis plant shall be a female cannabis plant in the flowering stage.		16.8.8.8 (B)
“Plant” means any cannabis plant, cutting, or clone that has roots or that is cultivated with the intention of growing roots.		16.8.1.7
“Plant material” means leaves, stalks, stems, roots, and any other part of the cannabis plant.		(P)(2)(3)
Description	CANNABIS PLANT LIMIT TIER LEVELS	Rule
Designated mature cannabis plant levels:	<ul style="list-style-type: none"> Level 1: 201 – 2,000 mature cannabis plants. Level 2: 2,001 – 6,000 mature cannabis plants. Level 3: 6,001 – 12,000 mature cannabis plants. Level 4: 12,001 – 16,000 mature cannabis plants. 	16.8.8.9 (B)
Incremental increase: A licensee may increase the number of mature cannabis plants, at the time of renewal and one other time per year. An authorized mature cannabis plant count increase shall only be approved in increments of 500 mature cannabis plants.		16.8.8.9 (C)
Limit of incremental increase: A licensee may be allowed to increase its authorized mature cannabis plant count up to eight increments at a time upon application and approval by the division.		16.8.8.9 (D)
Immature Plants: For purposes of calculating the maximum number of authorized mature cannabis plants, the germination, seedling, and vegetative stages are classified as immature cannabis plants and are excluded from a licensee's approved cannabis plant level.		16.8.8.9 (E)
Maximum cannabis plant count: In no event shall a licensee be permitted to grow more than 20,000 mature cannabis plants at one time.		16.8.8.9 (F)
Cannabis wastage must be rendered unusable and unrecognizable by grinding and incorporating into ground material so the resulting mixture is at least 50% non cannabis. It must be held in a secure location for 72 hours prior to being wasted. Wastage must be recorded recording must be retained for no less than 120 days and be available to the division upon request.		16.8.2.15

All external entrances to indoor facilities must be able to be locked and all perimeter doors and windows of indoor facilities must be in good condition and lockable. **16.8.2.10 (M)**

Description	LIMITED ACCESS AREAS	Rule
Only authorized employees of the licensee and other authorized individuals have access to the limited-access areas of the licensed premises.		16.8.2.10 (J)
A daily record log, which may be a sign-in and sign-out sheet at the entrance of a premises, of all authorized employees and authorized individuals that are not employees of the licensee who enter the limited-access areas must maintained.		16.8.2.10 (J)(2)
Limited-Access record logs are kept for a minimum of 90 days, or 12 months if a theft or security incident occurs, and must be made available to the division within 48 hours upon request.		16.8.2.10 (J)(3)
Entrances to all limited-access areas have a solid door, or if appropriate, a gate adequate to block access, and a lock meeting the requirements set forth in subsection I of this section, and unless prohibited by building or fire codes, the entrance shall remain locked when not in use during regular business hours.		16.8.2.10 (J)(4)
Posting of a sign identifies all limited-access areas (12" x 12" and states "Do Not Enter - Limited Access Area Access Limited to Authorized Personnel Only").		16.8.2.10 (J)(5)
Employee identification badges are visibly displayed at all times while present within a limited-access area are laminated or plastic-coated and include: <ul style="list-style-type: none"> •the licensee's "doing business as" name and license number •the individual's first name •an employee number exclusively assigned to that employee for identification purposes •a color photograph of the employee that clearly shows the full front of the employee's face). 		16.8.2.10 (K)
Visitor identification badges are obtained by other authorized individuals prior to entering a limited-access areas.		16.8.2.10 (J)(7)

Description	POLICIES AND PROCEDURES	Rule
<p>A producer shall develop, implement, and maintain on the licensed premises, standard policies and procedures, which shall include the following:</p> <ul style="list-style-type: none"> • employee health and safety training materials • training requirements for the proper use of health and safety measures and controls • representative sampling and analytical testing of cannabis or cannabis products for contaminants prior to wholesale or transfer to another cannabis establishment consistent with self-sampling guidance issued by the division • recordkeeping and chain of custody protocols for transportation of cannabis or cannabis product samples to a cannabis testing laboratory • recordkeeping and chain of custody protocols for transportation of cannabis or cannabis products to another cannabis establishment for any purpose • protocols to ensure that cannabis or cannabis products, including any samples of cannabis or cannabis products, are transported and stored in a manner that prevents degradation, contamination, tampering, or diversion 		16.8.2.26 (A)(1)
<p>Employee policies and procedures to address the following minimum requirements:</p> <ul style="list-style-type: none"> • adherence to state and federal laws • responding to an emergency, including robbery or a serious accident • alcohol and drug-free workplace policies and procedures • safety and security procedures • occupational safety • crime prevention techniques • confidentiality laws 		16.8.2.39 (A)(2)
<p>Documentation prepared for each employee and statements signed by employees indicating receipt and understanding of policies and procedures.</p>		16.8.2.39 (A)(3)

Description	REQUIRED TESTING	Rule																									
Establishment shall segregate a batch of cannabis product and arrange for samples to be collected and tested by a cannabis testing laboratory. The batch must pass all required tests prior to the sale or delivery to a qualified patient, primary caregiver or consumer.		16.8.7.15																									
<p>"Batch" means, with regard to cannabis, an identified quantity of cannabis no greater than 15 pounds that is of the same strain of cannabis, that is harvested during the same specified time period from the same specified cultivation area, and with respect to which the same agricultural practices were utilized, including the use of any pesticides; and with regard to concentrated and cannabis product, means an identified quantity that is uniform, that is intended to meet specifications for identity, strength, and composition, and that is manufactured, packaged, and labeled during a specified time period according to a single manufacturing, packaging, and labeling protocol. 16.8.1.7 (B)</p>	<p>Water: If using for irrigation water from a non-municipal source, a cannabis establishment shall maintain quarterly testing data indicating concentrations at or below the action levels in Table 1, Heavy Metal Testing Requirements for Water and Soil, below. 16.8.7.17 (B)</p>																										
<table border="1"> <caption>Table 1. Heavy Metal Testing Requirements for Water and Soil</caption> <thead> <tr> <th>Analyte</th> <th>Symbol</th> <th>CAS Number</th> <th>Action Level: Soil*</th> <th>Action Level: Water†</th> </tr> </thead> <tbody> <tr> <td>Arsenic</td> <td>As</td> <td>7440-38-2</td> <td>4.25</td> <td>10.0</td> </tr> <tr> <td>Cadmium</td> <td>Cd</td> <td>7440-43-9</td> <td>7.05</td> <td>5.0</td> </tr> <tr> <td>Lead</td> <td>Pb</td> <td>7439-92-1</td> <td>400</td> <td>15.0</td> </tr> <tr> <td>Mercury</td> <td>Hg</td> <td>7439-97-6</td> <td>2.38</td> <td>2.0</td> </tr> </tbody> </table> <p>*Reported in micrograms per gram (µg/g) of sample parts per million (ppm). Based on New Mexico Environment Department's <i>Risk Assessment Guidance for Site Investigations and Remediation</i>. †Reported in micrograms per liter (µg/L) of sample. Based on U.S. Environmental Protection Agency's maximum contaminant levels.</p>			Analyte	Symbol	CAS Number	Action Level: Soil*	Action Level: Water†	Arsenic	As	7440-38-2	4.25	10.0	Cadmium	Cd	7440-43-9	7.05	5.0	Lead	Pb	7439-92-1	400	15.0	Mercury	Hg	7439-97-6	2.38	2.0
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Mercury	Hg	7439-97-6	2.38	2.0																							



CCD License #:

DBA/Company Name:

Inspection Date:

Licensee Name:

Physical Address:

Inspection Time:

Inspector Name:

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