

Standard Operating Procedures

This form DCC-LIC-019, Standard Operating Procedures, must be prepared by applicants for licensure and maintained post licensure pursuant to Cal. Code Regs., tit. 4, § 15011. By signing this form, the applicant declares that the information is true, correct, and complete. Completed copies of this form may be uploaded into the Department of Cannabis Control's (Department) licensing system, submitted to the Department by mail in writing, or may be submitted to the Department by electronic mail to: licensing@cannabis.ca.gov.

Please be aware that pursuant to Cal. Code Regs., tit. 4, § 15037, licensees must keep and maintain records in connection with the commercial cannabis business, such as licensee protocols, plans and procedures, for at least seven years from the date of creation, unless a shorter time is specified by the Department. Such records are subject to inspection by the Department and shall be kept in a manner that allows the Department to view and obtain copies of the records at the licensed premises immediately upon request.

Note that applicants for a testing laboratory license must submit additional forms concerning standard operating procedures, including the DCC-LIC-021 for Sampling, the DCC-LIC-022 for Sample Preparation, and the DCC-LIC-023 for Test Methods.

Section 1. Applicant Information

1. Legal Business Name:

2. Owner Name:

3. Application/License Number:

Section 2. Security Information

4. Do you have sign in/sign out procedures for tracking all persons entering and exiting the premises, including authorized individuals, suppliers, and visitors?

- Yes
- No

5. Do you have a security alarm system installed at the premises?



- Yes
- No

If you answered yes to Question 5, complete the next two questions.

5a. What is the name of the licensed alarm company operator that installs, maintains, monitors, and responds to the alarm system? _____

5b. Briefly describe the security alarm system that is installed at the premises: _____

6. Will you use security personnel at the premises?

- Yes
- No

If you answered yes to Question 6, complete the next three questions.

6a. Are the security personnel directly employed or contracted?

- Directly employed
- Contracted

If contracted, what is the name of security company: _____

6b. What are the hours security personnel will be onsite? _____

6c. Are the security personnel unarmed or armed?

- Unarmed
- Armed

If armed, what weaponry is used by the security personnel? _____

Note: The Department of Cannabis Control regulations require that all security personnel hired or contracted by the licensee be licensed by the Bureau of Security and Investigative Services (See Bus. & Prof. Code, § 7580, et seq.).



Complete the next two questions if you are an applicant for a manufacturing, distribution, retail, testing laboratory or microbusiness license.

7. Do you have video surveillance cameras meeting the requirements of Cal. Code Regs., tit. 4, § 15044 installed at the premises?

- Yes
- No

8. How will video recordings be stored?

- Storage device
- Cloud storage
- Other: _____

Section 3. Cannabis Waste Management Information

9. Do you have a written cannabis waste management plan?

- Yes
- No

10. How will you dispose of cannabis waste? (Check all that apply)

- On-premises composting
- Reintroduction of cannabis waste into agricultural operation

Self haul to:

- A solid waste landfill
- A composting facility or operation
- An In-vessel digestion facility or operation
- A transfer/processing facility or operation
- A chip and grind facility or operation
- A Recycling Center

Picked up and hauled by:

- A municipal hauler (A local agency or waste hauler franchised or contracted by a local agency)
- A private waste hauler

If you answered that your cannabis waste will be picked up and hauled to Question 10, complete the next question.

10a. What is the name of the waste hauler that will be collecting and/or processing your cannabis waste? _____

11. Will you generate hazardous waste on-site?

- Yes
- No

If you answered yes to Question 11, complete the next question.

10a. What type of hazardous waste will you be generating on-site? _____

Section 4. Quality Control Information

Complete this section if you are an applicant for a manufacturing license.

12. Do you have a quality control program?

- Yes
- No

13. Do you have a written product quality plan assessing the potential hazards to be controlled during the manufacturing process?

- Yes
- No

14. Do you have written master manufacturing protocols for each unique formulation of cannabis product manufactured at the premises?

- Yes
- No

15. Do you prepare and maintain written batch production records to document information about the batch at the time of manufacturing?

- Yes
- No

16. Do any of the cannabis products that will be manufactured on the premises contain a major food allergen?

- Yes

No

If you answered yes to Question 16, complete the next question.

16a. What major food allergens will cannabis products that are manufactured on the premises contain? _____

16b. Do you have a written allergen control program in place?

Yes

No

17. If you will be manufacturing juice or beverages at the premises: do you have a written hazard analysis and critical control plan?

Yes

No

N/A - I will not be manufacturing juice or beverages at the premises

18. Do you have emergency response procedures, including safety data sheets for any chemicals onsite?

Yes

No

N/A – I will not be using any chemicals onsite

Section 4. Vehicle Information

Applicants for distribution or testing laboratory licenses: complete this section for all vehicles that will be used for transportation.

Type of Vehicle	Year	Make	Model	License Plate Number	Vehicle Identification Number (VIN)
<input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer					
<input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer					
<input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer					
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Type of Vehicle	Year	Make	Model	License Plate Number	Vehicle Identification Number (VIN)
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<input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer					
<input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer					
<input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer					

Upon request of the Department, licensed distributors and testing laboratories must submit a copy of the certificate of ownership or registration card issued by the California Department of Motor Vehicles and proof of insurance for each vehicle or trailer used to transport cannabis and cannabis products with this form pursuant to Cal. Code Regs., tit. 4, § 15709 and 15312.

Section 6. Signature

Owner Signature: _____ Date: _____