

MEDICINAL CANNABIS REGULATIONS

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1. Citation

This Regulation may be cited as the Class One (Dispensary) Medicinal Cannabis Regulations 2024.

2. Interpretations

For the purposes of this subsection:

“Authorized Distributor” means a licensed Central Trading Entity, Importer or Processor.

(1) “Class C offence” means a Class C offence specified in the Cannabis & Industrial Hemp Act 2025;

(2) “Class One Dispensary Licence” means a Class One Dispensary Licence issued under section [];

(3) “Class One Medicinal Cannabis” means cannabis or a cannabis product so designated pursuant to the Cannabis and Industrial Hemp Act:

(a) With an approved amount of tetrahydrocannabinol or other cannabinoid, and

(b) That can be obtained without authorization or prescription from a licenced and registered physician

(4) “Cannabis product” means:

(a) a substance, compound, mixture, extraction, derivative, product or other preparation of cannabis, including, a topical formulation, tincture, beverage, edible substance or similar product that contains cannabis and other ingredients intended for human consumption;

(b) does not include synthetic cannabinoids;

(5) “Licenced Business” means a business issued a Class One Dispensary Licence

(6) “Person” includes a company or an unincorporated body

(7) “Store-front” means physical location where cannabis products are sold

(8) “Young person” means an individual under the age of 21.

“Security clearance” status granted to individuals allowing them access to classified information or to restricted areas, after completion of a thorough background check.

3. Application procedure for a Class One Dispensary Licence

(1) An application to be issued as a Class One Dispensary shall be submitted in electronic, typed or printed format to the Regulated Substance Authority (RSA).

(2) Applications shall be submitted as completed annexed forms and accompanied by –

- (i) the non-refundable application fee provided the cannabis & industrial hemp fees regulations;
- (ii) documentation evidencing ownership or authority to use the property on which the Class One Dispensary is to be house including –

(1) title deed;

(2) authorization for occupation;

(3) permission or consent to conduct activities stated under the licence for which the applicant is applying for.

(iii) grant for security clearance

(iv) site plan as specified herein;

(v) Evidence of designation as legacy operator is applicable.

(vi) statutory declaration, as prescribed which indicates the applicant agrees to allow for the inspection of the premises by the RSA, to ensure compliance and auditing with respect to the terms and conditions of the central trading license; and

(vii) the details and evidence as requested by the RSA.

(3) The RSA shall have the right to require additional documentation to establish whether an applicant satisfies the mandatory qualifications and criteria, including information pertinent to ensuring public health and safety;

4. Approval of the license of a Class One Dispensary Licence

–(1) The RSA may approve an application for a licence once it is determined that an applicant has submitted the required documentation, information and payment and meets the criteria outlined in the Cannabis and Industrial Hemp Act, these regulations and other relevant regulations and inform the applicant of the approval of the application within 21 day working days of the said approval.

(2) A Class one Dispensary Licence is valid for up to three (3) years from the date of approval or up to 5 years in the case of a renewal.

(3) Upon approval of the Class One Dispensary license–

(a) the applicant shall pay the annual certificate fee pursuant to the cannabis and industrial hemp fee regulations

(b) the applicant shall sign a Record Keeping Attestation form referenced in Schedule 3, attesting that they will retain documents and information as prescribed in the regulations;

(c) the applicant shall submit a request to grant security clearance for any additional individuals who require access to the site as part of their employment duties;

(d) the RSA shall –

(i) grant security clearances for all approved individuals;

(ii) present the applicant with a Class One Dispensary license as prescribed in Schedule 3. The Class One Dispensary license shall set out the following information:

(1) the name of the approved business, company or corporative;

(2) the certificate number;

(3) the address of the site where the activity is authorized and, if applicable, of each building within the site;

(4) any conditions that the RSA considers appropriate;

(5) be signed and sealed by the RSA;

(6) the effective date of certificate, and;

(7) the expiration date of the certificate.

(4) The Class One Dispensary license shall be displayed at the address of the site where the activity is authorized and, if applicable, at each building within the site.

(5) Refusal of an Application for Class One Dispensary Licence may be denied if the applicant fails to submit to documentation, information or payments or otherwise satisfy the criteria outlined in the Cannabis and Industrial Hemp Act, these regulations and other relevant regulations.

(6) A person whose application for a licence has been refused by the RSA, shall be informed, in writing, of the decision and the reason(s) thereof, within twenty-one () days of submission of the application.

(7) Where a licence is denied pursuant to subsection [] the RSA applicant is at liberty to reapply at any time where they are able to satisfy the requirements for a licence as specified in Cannabis and Industrial Hemp Act, these regulations and other relevant regulations.

5. Changes to the information in the Class One Dispensary license

(1) The holder of the Class One Dispensary license must submit an application in electronic, typed or printed format to the RSA for an amendment to the certificate if they propose to make any of the following changes –

- (a) a change to the name of the company or cooperative on the certificate;
- (b) a change to the address of the site or building within the site where the activity is authorized, or;
- (c) a change to the authorized activity at the site or the authorized activity that may be conducted at each building within the site.

a. The application for changes to the certificate shall include –

- (a) a description of the change;
- (b) the proposed new site plan;
- (c) a signed and dated declaration by the applicant or person authorized by applicant to sign, indicating that all the information provided in support of the application is correct and complete to the best of

their

knowledge.

6. Approval of a change

(1) The RSA –

- (a) shall have the right to require additional documentation to establish whether the requested changes satisfy the mandatory qualifications and criteria, including information pertinent to ensuring public health and safety;
- (b) may inspect the site, if the proposed changes require revisions to the site plan to ensure that the proposed changes are sufficient to meet the required measures under section 8.
- (c) shall, upon approval of the changes, and receipt of a payment of \$150 USD reissue a new Class One Dispensary license if required.

7. Renewal of a Class One Dispensary license

(1) A holder of a Class One Dispensary al trading license shall within 3 months of the date of expiration on the Class One Dispensary license submit to the RSA –

- (a) a completed request for renewal form as prescribed in Schedule 3;
- (b) all requisite documentation and information;

the details and evidence as requested by the RSA.

Once the licence renewal is approved, the applicant shall pay the prescribed licence renewal fee within 30 days and the new licence may be issued

8. Site plan

(1) Pursuant to section 5(2)(b)(vi), the applicant shall submit to the RSA, a site plan that includes the following

–

- (b) boundaries;
- (c) entrances;

- (d) exits;
- (e) interior partitioning;
- (f) walls;
- (g) rooms;
- (h) windows;
- (i) doorways.

(2) The site plan shall include –

- (a) a brief statement or description of the principal activities to be conducted therein, along with the interior and exterior dimensions and boundaries of the premises;
- (b) all roads and water crossing on the property;
- (c) all water sources identified and labeled for beneficial use, including but not limited to irrigation and domestic use.

(3) The site plan must also demonstrate the following –

- (a) that it can meet the physical security measures outlined in section 10.
- (b) that it is designed and constructed with a system that allows for filtration and ventilation;
- (c) that the site is designed and constructed with hand cleaning and hand sanitization stations and washrooms;
- (d) that the site is designed and constructed in a manner that ensures that it meets the fire safety code; and
- (e) all other applicable safety requirements.

9. Site inspection

(1) Pursuant to the Act, the RSA may conduct an inspection of the premises, in order to verify the site plan and –

- (f) to ensure that the site is designed, constructed and can be maintained in a manner that ensures good production practice measures. Such measures shall –

- (i) permit the building or part of the building be kept clean and orderly;
 - (ii) ensure the effective cleaning of all surfaces in the building or part of the building;
 - (iii) prevent the contamination of cannabis, ingredients or tools that will be used in the production process, and
 - (iv) prevents the introduction of peripheral substances to the cannabis, ingredients or tools that will be used in the cultivation process; and
 - (v) include power generation or power backup.
- (g) that it is designed and constructed in a manner that ensures that any part of the building where cannabis is stored or used, is equipped with natural or artificial lighting that is appropriate for the activity being conducted. Any light fixtures in the building or part of the building shall –
- (i) be capable of withstanding repeated cleaning and, if necessary be repeatedly sanitized if necessary to prevent contamination of the cannabis, ingredients or tools that are used in the production process; and
 - (ii) in the event of a breakage, not present a risk of contamination of the cannabis, ingredients or tools that are used in the production process.
- (h) that the system that allows for filtration and ventilation specified in these regulations ensures that –
- (i) the air can be filtered to prevent the escape of odors associated with cannabis plant materials to the outdoors;
 - (ii) it provides natural or mechanical means of ventilation with sufficient air exchange to supply clean air and remove unclean air as a means to prevent the contamination of cannabis or ingredients that will be used in the production process;
 - (iii) the system is accessible and, if necessary for its cleaning, maintenance or inspection is capable of being disassembled;

(i) that the site is designed and constructed with hand cleaning and hand sanitization stations and washrooms as specified in these regulations that –

- (i) are equipped and adequate in number and size for the number of individuals using them;
- (ii) are capable of withstanding repeated cleaning and, as necessary, repeated sanitization, and
- (iii) are located so that –

2. they can be readily accessible to individuals;

3. they do not present any risk of contamination of cannabis.

(j) the site is designed and constructed in a manner that ensures that the temperature and humidity –

- (i) of the building or part of the building where cannabis is stored or used is maintained at levels that are appropriate for the activity being conducted with the cannabis;
- (ii) system is accessible and, if necessary, is capable of being disassembled for cleaning, maintenance or inspection;
- (iii) system is disposed to repeated cleaning, and
- (iv) system permits it to function in accordance with its intended use.

(k) exterior facility and grounds must meet the following minimum standards in order to minimize the risk of potential contamination –

- (i) be equipped with draining areas in order to prevent pool or stagnant water;
- (ii) grass, weeds, vegetation shall be cut within the immediate vicinity of the cannabis processing premises;
- (iii) litter and waste should not be present and should be removed;
- (iv) roads, yards, and parking lots shall be maintained in a manner so that these areas do not constitute a source of contamination in areas where cannabis products are handled or transported;

- (v) access points to the building, such as windows, exhaust fans, ventilation ducts or plumbing vents shall be screened, sealed or otherwise protected to minimize the risks of pests entering the building;
- (vi) waste treatment and disposal systems shall be present and maintained in order to prevent contamination in areas where cannabis and cannabis products may be exposed.

10. Suspended or Revoked Licence

The RSA may suspend or revoke a dispensary licence issued pursuant to these regulations if:

- (a) a person fails to pay the mandatory licence fee
- (b) if a person does not comply with the conditions for a dispensary licence or these regulations

11. Operational terms and requirements of the Class One Dispensary

The Class One Dispensary shall –

- (a) designate and retain a person as the operations manager as specified in these regulations.
- (b) retain a copy of any site plan that is submitted to the RSA referenced in section 8, including any updated designs as referenced in section 12(2) and;
 - (i) retain a copy for a retention period as prescribed in section 32.
- (c) obtain a security clearance from the RSA for every member of staff as part of the hiring process as referenced in section 6;
- (d) within the first 6 weeks of obtaining the Class One Dispensary license and prior to commencing operations establish the following:
 - (i) register for the seed-to-sale system established by the RSA
 - (ii) standard operating procedures for all applicable parts of the distribution, importation, exportation, transportation and packaging processes to ensure that activities are conducted in compliance with all applicable Cannabis Regulations under the Act. Such standard operation procedures should be developed for –
 - (1) security plan in keeping with the physical security measures;
 - (2) purchasing cannabis from licenced cultivators;
 - (3) the wholesale distribution of cannabis to licenced processor;
 - (4) processing and packaging of cannabis to holders of Class One Dispensary Licence;

- (5) cannabis waste management procedures which shall ensure that waste disposal is done in accordance with Waste Management Act;
 - (6) importation of cannabis;
 - (7) exportation of cannabis;
 - (8) transportation of cannabis;
 - (9) all other applicable operations.
 - (ii) establish mechanisms to ensure that the cannabis be stored under conditions that maintain quality;
 - (iii) establish mechanisms to ensure that the cannabis be distributed under conditions that maintain quality;
 - (iv) set up a system of auditing that allows for the rapid and complete recall of every lot or batch of cannabis that has been sold or distributed.
 - (v) provide proof of insurance to the RSA that is designed to protect the entity from risks, such as general liability, equipment protection, recalls, third-party bodily injury, fire, theft and other loss.
- (e) establish and ensure good production practices, including –
- (i) that individuals who enter or is in any building or part of a building where operation or storage areas exist, wears clothing, footwear and protective coverings, including gloves, a hairnet, or beard net and a smock, that are in good condition and clean and that are appropriate for the activity being conducted;
 - (ii) that any equipment used at the site are designed, constructed, maintained, operated and arranged in a manner that –
 - (1) permits the effective cleaning of its surfaces;

- (2) is accessible and, if necessary for its cleaning, maintenance or inspection, is capable of being easily disassembled;
 - (3) permits it to function in accordance with its intended use;
 - (4) prevents the contamination of cannabis or tools that will be used in the operation and distribution processes, and
 - (5) prevents the introduction of peripheral substances to the cannabis or tools that will be used in operations and distribution process.
- (f) ensure that any individual who conducts activities in relation to his or her duties has the competencies and qualifications that are necessary to conduct those activities at the site set out in the Class One Dispensary license;
- (g) as part of their staff compliment, retain the services of an individual who is responsible for quality assurance as specified in section 17;
- (h) ensure that security measures listed in section 10 are complied with and if there is any occurrence or detection of any attempt or actual unauthorized access at the site –
 - (i) record the date and time of the occurrence;
 - (ii) retain visual recordings and records of the occurrence;
 - (iii) determine the appropriate measures to be taken in response and
 - (iv) the date and time when the response was taken.
 - (v) provide a notice to the RSA, with a detailed report, including information under this subsection.
- (i) ensure that no animal is present in any building or part of a building where cannabis or any part of the operations process will be.

12. Security clearances

- (1) The RSA shall assess and where applicable grant security clearances for all directors of a Class One Dispensary Licence holder.
- (2) A Class One Dispensary shall notify the RSA of all employees or perspective employees of the Class One Dispensary. Security clearance shall be required for all employees as part of the hiring process.
- (4) The RSA upon receipt of the notice shall conduct due diligence checks on the persons referenced in the notice and if satisfied may issue a security clearance authorizing that person to engage or be employed with the Class One Dispensary.
- (3) An individual shall not be granted a security clearance or shall have the security clearance revoked if–
 - (i) he/she has been convicted of a criminal offence, except where the offence is a minor traffic offence or has been spent in accordance with the Criminal Records (Rehabilitation of Offenders) Act, Cap 3.13, or was an offence for possession of 30 grams or less of cannabis;
 - (ii) he/she has been convicted of an offence under the Act;
 - (iii) the RSA has reasonable grounds to believe that the individual poses a risk to public health or safety, including the risk of cannabis being diverted to an illicit market or activity; or
 - (iv) he/she is terminated or ceases to be employed with the Class One Dispensary

13. Refusal to grant security clearance

- (1) If the RSA intends to refuse to grant a security clearance, the RSA must provide the applicant, holder of the Class One Dispensary license or applicant of the Class One Dispensary, with a written notice of the refusal.
- (2) In the event a security clearance is not granted –
 - (a) the RSA has the right to deny the application for recognition as a Class One Dispensary;
 - (b) the Class One Dispensary shall not hire or continue to employ the individual.
 - (c) the applicant may resubmit a request, if the conditions of refusal no longer exist or apply.

14. Location of Licenced Premises

(1) The location of the licenced premises must be approved by the RSA as part of the dispensary's site plan (described above) and comply with any local zoning ordinances.

(2) The licenced premises of the dispensary will only be approved if the dispensary is in a location consistent with public convenience and advantage standards, as determined by the RSA. Factors that influence an approval decision include:

(a) evidence that all necessary licences and permits have been obtained from the state and all other governing bodies;

(b) effect of granting of the licence on pedestrian or vehicular traffic, and parking, in proximity to the location;

(3) In addition to these standards, the licenced premises of the dispensary cannot within a distance of 100 meters near school grounds

(4) A licence holder should ensure that the site plan stays up-to-date. Any changes to the site plan that do not require prior RSA approval, shall be submitted to the RSA within 10 days of such change. The RSA may request to see the site plan at any time.

15. Purchase of Cannabis Products

- (1) Licence holders are only authorized to purchase cannabis products from authorized distributors.

16. Access to Class One Dispensary and purchase of cannabis

- (1) Access to a class one dispensary is restricted to persons over the age of 21 unless accompanied by an adult over the age of 21
- (2) Cannabis or cannabis products can only be purchased by An adult aged 21 or older
- (3) The retailer employed by the Class one Dispensary is responsible for ensuring with a degree of certainty, by way of government issued identification or otherwise, the age of the customer prior to processing the purchase of any cannabis or cannabis product.
- (4) It is prohibited to sell or distribute cannabis or a cannabis product by means of a display that allows for self-service

17. Physical Security Measures

- (1) Licence holders must implement sufficient security measures to deter diversion, theft or loss of cannabis and cannabis products, theft or loss of cash, prevent unauthorized entrance into areas containing cannabis or cannabis products, and to ensure the safety of the licensee's workers and the general public. Licence holders are permitted to hire armed service providers as part of their security measures, if they wish.
- (2) The licence holder must take the following specific security measures:
 - (a) Implementing and maintaining a security plan. A security plan must include, at a minimum, a description of the measures a licensee will undertake to:
 - (i) prevent access to secure locations by unauthorized persons
 - (ii) deter theft or loss of cannabis products;
 - (iii) prevent loitering and ensure that only individuals engaging in activity expressly or by necessary implication permitted by the Cannabis & Industrial Hemp Act are allowed to remain on the premises of the licensee;

- (iv) visual monitoring of the perimeter, operations area and storage area of the site which must be monitored at all times by visual recording devices to detect any attempt or actual unauthorized access;
- (v) visual recording devices which must be capable of making and storing visual recordings of any attempt or actual unauthorized access for a period as prescribed in 32;
- (vi) an intrusion detection system which operates at all times and is capable of detecting any attempt or actual unauthorized access to the site and any attempted or actual tampering with the system;
- (vii) The intrusion detection system in subsection (c) must be capable of being monitored at all times;
- (viii) a means of restricting access to each operation and storage area to individuals whose presence in the area is required by their duties;
- (ix) a means of logging and recording the identity of every individual entering or exiting the site and accessing operations and storage areas;
- (x)(f) physical barriers surrounding operations and storage areas that are capable of preventing unauthorized access.
- (xi) Requirements for barriers of access to products being sold at a Class One Dispensary as laid out in the schedule
- (xii) securing all entrances to the licenced facility to prevent unauthorized access;
- (xiii) ensuring that both the inside, and the outside perimeter of the licenced facility are sufficiently illuminated to facilitate surveillance;
- (xiv) maintaining trees, bushes and other foliage outside of the licenced premises so as to prevent a person from concealing themselves from sight.

(3) Licence holders are required to have a security system at the dispensary that utilizes commercial grade equipment to prevent and detect diversion, theft, or loss. The system, at a minimum, must include:

(a) A perimeter alarm that communicates with an internal designee and a third-party commercial central monitoring station when intrusion is detected;

(b) Video camera surveillance in all areas that may contain cannabis products, all surveillance areas or rooms and at all points of entry and exit, and in any parking lot, which shall be appropriate for the normal lighting conditions of the area under surveillance. Video camera surveillance shall meet the following additional requirements:

(i) video cameras shall be directed at all safes, vaults, sales areas, and any other areas where cannabis products are stored, handled, transferred or sold and for the purpose of securing cash;

(ii) video cameras shall be positioned at entry and exit points, and at each point-of-sale area, to allow for the capture of clear and certain identification of any person entering or exiting the facility or at the point-of-sale;

(iii) video cameras shall have the ability to immediately produce a clear color still photo from any camera image (live or recorded);

(iv) video recordings shall allow for the exporting of still images in an industry standard image format (including .jpeg, .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;

(v) video cameras shall include 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;

(vi) video cameras shall produce continuous recordings during hours of operation and at any time that cannabis products are handled, and motion activated recordings at all other times;

(vii) For all video cameras, the licence holder shall make available via remote access or login credentials for immediate viewing by the RSA or the RSA's authorized representative upon request. All recordings shall be retained for at least 60 days;

(viii) licence holder shall make an unaltered copy of video camera recording(s) to the RSA upon request;

(ix) if a licence holder is aware of a pending criminal, civil or administrative investigation or legal proceeding for which a recording may contain relevant information, the licence holder shall retain an unaltered copy of the recording until the investigation or proceeding is closed or the entity conducting the investigation or proceeding notifies the licensee that it is not necessary to retain the recording, but in no event for less than 60 days;

(x) the physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft;

(xi) a failure notification system that provides an audible, text or visual notification of any failure in the security system. The failure notification system shall provide an alert to the licensee's designated representative(s) within five minutes of the failure, either by telephone, email, or text message;

(xii) limiting access to any surveillance areas and keeping all on-site surveillance rooms locked. A licence holder shall make available to the RSA, upon request, a current list of all individuals who have access to any surveillance room or equipment;

(xiii) keeping all locks, storage and security equipment in full operating order and shall test and inspect such equipment at regular intervals, not to exceed 30 calendar days from the previous inspection and test.

18. Display of Cannabis and Cannabis Products

- (1) Licence holders may display cannabis product samples and make these samples available to customers for inspection. Customers cannot consume the samples or take them out of the dispensary, but may smell or otherwise inspect the samples. Display samples must be handled in a sanitary and secure manner at all times. When they are not being inspected by customers, samples can be displayed in a case or kept elsewhere on the premises, but they must be kept in a secure, locked place.
- (2) A person that is authorized to sell cannabis may not display it, or any package or label of cannabis, in a manner that may result in the cannabis, package or label being seen by a young person.
- (3) Licence holders must clearly designate the price of all items for sale. Dispensaries are required to clearly communicate the price of all items to customers, whether provided in-person or online.
- (4) Any items that are displayed for sale in the interior of the dispensary must have a price tag, sign, or placard stating the item's price (including tax).

(5) Dispensaries cannot give away, including through donation, any cannabis products. Dispensaries cannot advertise giveaways, discounts, price reductions, points-based reward systems, or customer loyalty programs including, but not limited to, by using the words “sale”, “free”, “price drop”, or “discount” on a menu, in any communications to customers, or elsewhere. This does not prohibit dispensaries from changing the price of cannabis products or otherwise “discounting” products.

(6) All Class One Cannabis products sold shall bare the Cannabis stamp and be subject to the Cannabis Levy Regulations

19. Display of Documents and Notices

(1) Licence holders must post inside the store, in a manner to ensure the information is plainly visible to all customers:

- (a) The Class One dispensary licence;
- (b) The standardized Cannabis symbol referenced in the Cannabis Packaging and Labeling Regulations
- (c) Hours of operation;
- (d) Unless Notification that “Consuming cannabis is not allowed on this premises.”;
- (e) The maximum quantity that can be purchased, as specified by the RSA

(2) Licence holders must ensure that the interior of the store is kept in an orderly manner, even during periods of heavy customer traffic. This may require licence holder to utilize a line with stanchions, pre-orders, an appointment schedule, a pick-up lane, or other traffic control methods.

(3) All restricted access areas must have a sign posted on or near the door indicating that access to the area is restricted to employees only.

(4) Exterior signs must be affixed to a building or permanent structure (such as a signpost). Exterior signs cannot be larger than necessary to reasonably display the information on the sign to individuals within or near the licenced premises. Licence holders must ensure that no cannabis products are displayed in an area that is visible from outside the store and that no advertisement, unless it is a permitted outdoor sign, can be seen from a school ground, childcare center, playground, public park, or library.

(5) Licence holders must also comply with local ordinances and rules related to odors, noises, parking, and other nuisances not preempted by these regulations or determined to be unreasonably impracticable by the RSA.

20. Employee Requirements and Duties

(1) Licence holders must designate an Employee in Charge who is twenty-one (21) years of age or older, responsible for managing the core day-to-day function of the dispensary. This is the person responsible for submitting required reports and notifications to the RSA. An individual cannot be the Employee in Charge of more than one dispensary at a time.

(2) The Employee in Charge must maintain the dispensary's staffing plan and update the plan within five business days of any change in an individual's employment status. The staffing plan should, at minimum, include the name, contact information, and age of all workers involved in activities related to the sale of cannabis products.

(3) A dispensary cannot hire anyone under the age of eighteen (18) and only workers who are at least twenty-one years of age can have direct interactions with customers inside the dispensary, transport cannabis products in any way, or be involved in any delivery operations.

(4) All employees should possess:

(a) Security clearance

(b) Certifications for training initiatives on responsible sales, product knowledge, customer service, security protocols, compliance with local regulations

(5) A dispensing licensee shall have a continuing responsibility to ensure that persons employed by such licensee can either demonstrate a lack of a felony conviction within the previous ten (10) years or that a felony conviction within the previous ten (10) years has been expunged, the person has been pardoned, or the person had his or her civil rights restored.

21. Employee Training

(1) Licence holders are responsible for the actions of their workers and are responsible for ensuring their workers possess the education and training required to do their jobs. Licence holders must provide adequate supervision of staff, including trainees, by persons familiar with operating procedures.

(2) Licence holders must maintain a written training manual. The training manual must be available to all workers, and it must include, at a minimum:

(a) Worker guidelines and security, operating, and safety procedures, including, but not limited to:

(i) daily opening and closing procedures;

(ii) security, customer admittance, and customer traffic-control procedures;

(iii) ordering and point of sale procedures;

(iv) delivery service procedures (if the licensee delivers to customers);

(v) product inventory intake procedures;

(vi) product return and disposal procedures;

(vii) emergency procedures; and

(viii) an explanation of how workers will monitor for and prevent sales to customers where there is a risk to health or safety, underage or illegal sales of cannabis products, or any other criminal activity within the licenced premises;

(b) Information about all types of cannabis products the dispensary sells or plans to sell, including, but not limited to:

- (i) Product types;
- (ii) Serving size;
- (iii) Onset and duration of effects, if applicable;
- (iv) Method of administration;
- (v) Warnings for use; and
- (vi) Tips for secure storage and proper disposal;

(c) Customer privacy and confidentiality requirements; and

(d) Alcohol-free, drug-free, and smoke-free workplace policies

(3) Licence holders must ensure that all workers are trained in compliance with the training manual, including the minimum curriculum below or any worker certification program authorized by the RSA.

(4) The Employee in Charge must maintain signed and dated records that all workers have been trained within thirty days of their hiring. Records must include the name and hire date of each employee (with a list of all trainings received by that employee) and a copy of any training materials used other than the training manual.

(5) Trainings must occur during a worker's normal work hours and workers must be compensated their normal rate of pay while completing required trainings. Training does not need to be completed in one session or one day. Training does not need to be conducted by the licensee; licensees are permitted to utilize a third-party trainer to conduct some or all of the required training.

(6) Required training must include the following minimum curriculum:

- (a) History of cannabis use, prohibition, legalization;
- (b) Ensuring safe use of cannabis, including, but not limited to:
 - o Cannabis physical effects on the human body;

- (i) Advice for recognizing signs of impairment;
 - (ii) Appropriate responses in the event of overconsumption;
 - (iii) Safer storage of cannabis products;
 - (iv) Explanation of required text on cannabis product labeling;
 - (v) Risks of cannabis use and over-use, including cannabis use disorder dependency;
 - (vi) Risks of operating any vehicle (including watercraft) under the influence;
 - (vii) Explanation of consumer education materials; and
 - (viii) Overview of marketing and advertising prohibitions;
- (c) Prevention of sales to individuals under twenty-one, including, but not limited to: o
How to check customer photo identification;
- (i) Spotting fraudulent identification; and
 - (ii) Provisions for safely confiscating fraudulent identification;
- (d) Security and surveillance of licenced premises;
- (e) Emergency procedures;
- (f) Compliance with, and operation of, inventory tracking systems;
- (g) Relevant state and federal laws or regulations;
- (h) Permitted investigations or inspections of the premises;
- (i) Licence suspension, revocation and renewal;
- (j) Civil and criminal penalties;
- (k) Cannabis product waste disposal; and
- (l) Practices for maintaining customer privacy and confidentiality.

(7) All personnel shall handle cannabis products in a sanitary manner, maintain adequate personal cleanliness, and wash and sanitize hands thoroughly in an adequate hand-washing area before starting work, after each visit to a restroom, after handling contaminated material, eating, or at any other time when hands may have become soiled or contaminated.

(8) Licence holders must ensure that all workers have access to hand washing and toilet facilities on the licenced premises and must maintain such facilities in clean and sanitary condition, maintaining records of regular cleaning and sanitizing of such facilities.

22. Refusal of Service

(1) Dispensary workers may refuse to sell cannabis products to a customer if they believe the sale would endanger the health or safety of the customer.

(2) Workers must refuse a sale if, based on the information available to them at the time, that the sale:

- (a) Would result in the customer exceeding the legal possession limit;
- (b) Would create a risk of diversion; or
- (c) Would be to or on behalf of an individual who is under twenty-one years of age.

23. Treatment of Reports of Serious Adverse Reaction Not Life Threatening

(1) Serious adverse reactions should be reported to the RSA via completion of The Adverse Reaction form

(2) Records should be retained electronically or as hard copy files:

- (a) In a safe space
- (b) For no less than 2 years

24. Required inclusions in Standard Operating Procedures and Quality Management Systems

(1) A dispensing licensee shall establish, maintain, and follow standard operating procedures for the accurate and safe dispensing/selling of cannabis products in final packaged form to customers. Such procedures, and changes to such procedures, shall be maintained on the premises and made available to employees of such licensee.

(2) Licencing and compliance:

- (a) Details on schedule for maintaining all required licences
- (b) Regular assessments to ensure ongoing compliance with local regulations

(3) Security Protocols:

- (a) Physical security
- (b) Managing transactions

(4) Product handling, Storage and Waste Management:

- (a) Procedures for receiving and storing cannabis products
- (b) Procedures for monitoring inventory and preventing discrepancies
- (c) Procedures for handling and disposing waste or products that do not meet quality standards e.g. broken seal, in compliance with regulations
- (d) Procedures to track and document waste disposal
- (e) Measures to maintain product quality (temperature and humidity control)

25. Storage of Cannabis Products

(1) Customers cannot have direct access to cannabis products while shopping unless inspecting samples with the assistance of authorized dispensary staff.

(2) Products may be displayed to customers only if locked behind a counter or other barrier. Licence holders may utilize product displays or other branded elements to advertise the product within such locked counters or barriers, even if these elements are provided by another licensee. However, such product displays or other branded elements must comply with all restrictions on marketing and advertising.

(3) Products not intended for display should be secured in an area that is only accessible to authorized workers and not visible to customers. Any counters, cases, safes, rooms, or other areas of the premises containing cannabis products (such as keys, passwords, or combination numbers), must not be accessible to customers or to workers who are not authorized to access such products.

26. Initial Inventory

(1) A licensee shall conduct an initial comprehensive inventory of all cannabis product in the possession of the licensee at the authorized premises on the date the cannabis licensee first engages in the sale of cannabis products to customers.

(a) Inventory shall include damaged, defective, expired, or adulterated cannabis products awaiting disposal, including the name, the quantity, and the reasons for which the licensee is maintaining the cannabis product.

(b) The initial comprehensive inventory shall be reported to the RSA utilizing the inventory tracking system.

(c) Licensees shall establish inventory controls and procedures and conduct comprehensive inventories of cannabis products which shall include the following:

(i) Maintaining real-time inventory tracking;

(ii) Conducting a monthly inventory audit of all cannabis products; and

(iii) For each audit, recording at a minimum, the following, in the inventory tracking system;

(iv) name(s) and signature(s) of worker(s) who conducted the inventory audit;

(v) date of the inventory audit;

(vi) summary of inventory findings; and

(vii) any other information as determined by the RSA.

(d) A licensee, upon becoming aware of discrepancies identified during an inventory audit, shall notify the RSA no later than twenty-four hours after discovery of the event in a manner prescribed by the RSA.

27. Required Documentation and Information

(1) A Class one dispensary licence holder should record all of the following:

- (a) Cannabis Products procured/purchased
 - (i) Date of receipt of packages
 - (ii) Number of packages received
 - (iii) Any identifying mark or stamp on packages
 - (iv) Name and address of suppliers of the cannabis products procured/purchased
- (b) Cannabis products sold on a daily basis
- (c) Funds collected as cannabis levy
- (d) Cannabis products destroyed/wasted

(2) The licence holder should maintain a copy of reports regarding any incidents of loss or theft for a minimum of two (2) years.

For purposes of contesting and validating such claims in dispute before the RSA, licensees must keep dated records of all accounts payable and payments made and provide such records upon request by the RSA within 48 hours.

28. Inventory Tracking System

(1) Licence holders must use an inventory tracking system approved by the RSA capable of compiling the dispensary's cannabis product inventory, transaction data, and tax liability. That system must be compatible and capable of reporting real-time data to the RSA into the approved seed to sale traceability platform.

Licence holders must:

- (a) accurately record all inventory in the inventory tracking system;
- (b) maintain, real-time, at a minimum, the following information, in the inventory tracking system:

- (i) batch and/or lot unique identifiers for cannabis products that will track each cannabis product sold by the dispensary back to the source of cultivation and processing in the event of a recall;
 - (ii) a complete cannabis product inventory, as well as inventory adjustments from sale, disposal, product return, or any other activity;
 - (iii) any other information as determined by the RSA;
- (d) utilize a standard of measurement, as defined by the RSA, that is supported by the inventory tracking system to track all cannabis product;
- (e) track, at a minimum, the following data elements for each activity (transaction, quarantine, disposal, etc.) performed with cannabis products;
 - (i) type of cannabis products;
 - (ii) weight, volume, or count of the cannabis products;
 - (iii) date of activity;
 - (iv) lot unique identifier assigned to the cannabis products;
 - (v) identification of the worker performing the action in the inventory tracking system;
 - (vi) type of activity being performed; and

(2) If at any point a licensee loses access to the inventory tracking system for any reason, the licence holder must keep and maintain comprehensive records detailing all inventory tracking activities that were conducted during the loss of access, including customer transactions.

(3) A licence holder cannot initiate transport for, receive, transfer or deliver any cannabis products to another licenced entity until access is restored. Licensees are not required to continue sales to customers during a loss of system access, but if sales may safely continue during such loss, then the licence holder may choose to do so.

(4) Licence holders that continue sales during a loss of system access must have a process in place to continue to provide receipts to customers during a loss of system access if the licensee wishes to continue sales during such loss.

(5) Once access is restored, a licence holder must document, at a minimum:

- (a) the date and time when access to the system was lost;
- (b) the date and time when access to the system was restored;
- (c) and the cause for loss of access.

(6) Within three (3) calendar days of access being restored, all licenced cannabis activity that occurred during the loss of access must be entered into the inventory tracking system unless otherwise approved by the RSA.

29. Cleaning and Sanitizing

(1) The licence holder is responsible for the upkeep and maintenance of all facilities, containers, tools, contact surfaces, and equipment used in the sale of cannabis products. Cleaning and sanitizing shall be performed as frequently as necessary to maintain all facilities, areas, containers, tools, contact surfaces, and equipment in a clean and sanitary condition.

30. Disposal

(1) Licence holders must dispose of any cannabis product that is beyond the date of expiration, damaged, deteriorated, contaminated, or otherwise deemed not appropriate for sale.

Cannabis product waste shall be maintained in a secured waste receptacle or secured area on the licenced premises until the time of disposal, to prevent unauthorized access. All disposal of cannabis products must be conducted in compliance with all applicable laws, rules, regulations, and guidance.

(2) Cannabis waste may be disposed of using one of the following methods:

- (a) Deliver cannabis waste to a permitted solid waste management facility for final disposition.
- (b) Manage disposal on-site by the licence holder in accordance with the RSA requirements.

(c) Return the cannabis waste to the distributor which sold the product to the licensee.

(3) A licence holder who is using another entity to transport cannabis waste must maintain and make available to the RSA upon request the business name, address, contact person, and contact phone number of the permitted or registered waste transporter transporting the cannabis waste; and obtain documentation from the waste transporter transporting the cannabis waste that evidences subscription to a waste collection service.

(4) A licensee who is self-transporting cannabis waste shall be subject to the following additional requirements:

(a) The licensee or its employees shall be registered or permitted as a waste transporter in accordance with the relevant regulations.

(b) Self-transported cannabis waste shall only be transported by the licensee or its workers;

(c) Self-transported cannabis waste shall only be transported to a solid waste management facility that is permitted by the Cannabis & Industrial Hemp Act to accept cannabis waste; and

(d) The licensee or its worker who transports the cannabis waste shall obtain for each delivery of cannabis waste a copy of a record, indicating the amount of cannabis waste transported to the permitted solid waste management facility or receipt from the permitted solid waste management facility.

(5) All cannabis waste disposed of shall be weighed, recorded and entered into the inventory tracking system prior to, and after, disposal. Licensees shall maintain records of disposal for at least five years, and make available to the RSA for inspection, which shall include:

(a) the form (or type) cannabis product being disposed;

(b) the quantity of the cannabis product;

(c) the batch or lot number, as applicable, of the cannabis product;

(d) the signatures of at least two of the licensee's workers who witnessed the disposal;

(e) any other information as determined by the RSA.

31. Theft or Loss of Cannabis/ or Cannabis Product(s)

- (1) Class one dispensary licence holders should report any theft or loss to the police within 24 hours of becoming aware of said loss.
- (2) An incident report form (*see Appendix 4*) should be submitted to the police, and a copy made available upon request by the RSA.

32. Inspection/Audits

- (1) Licenced premises, all vehicles used for transporting cannabis products, and all records including, but not limited to, financial statements and corporate documents, shall be subject to inspection by the RSA.
- (2) The Employee in Charge shall be available and present for any inspection required by the RSA. An inspection may include, but is not limited to:
 - (a) ensuring compliance by the licensee with all requirements of the regulations pursuant thereto, and other applicable state and local building codes, fire, health, safety, and other applicable laws and regulations.
- (3) Any deficiencies identified by the inspection shall be documented in a statement of findings by the RSA and require that the licensee submit a written plan of correction in a format acceptable to the RSA within 30 calendar days of the issue date of the statement of findings.
- (4) Any inspection finding which the RSA determines jeopardizes the immediate health, safety, or well-being of the public shall be deemed a critical deficiency and shall require immediate corrective action to remove the immediate risk. The licensee must submit a preliminary corrective action plan to the RSA within 24 hours of notification by the RSA of a critical deficiency.

33. Correction Plan

- (1) A plan of correction shall address all deficiencies or areas of noncompliance cited in the statement of findings and shall contain:
 - (a) an assessment and analysis of the events and/or circumstances that led to the noncompliance;
 - (b) a procedure addressing how the licensee intends to correct each area of noncompliance;

(c) an explanation of how proposed corrective actions will be implemented and maintained to ensure noncompliance does not recur;

(d) the proposed date by which each area of noncompliance shall be corrected;

If the RSA determines that the corrective action plan needs modification, the licensee shall modify the plan until it is in its final form, as accepted by the RSA. Upon written approval of the RSA, the licensee shall implement the plan of correction.

34. Reporting and Disclosure

(1) A licensee shall establish written policies and procedures to monitor and track all quality assurance concerns and complaints from licensees and customers, including, but not limited to, procedures for rapid notification to the licensees' supply and distribution chain to recall any cannabis product when directed by the RSA, or as deemed necessary by the licensee.

Such procedures must include notification to the RSA with 24 hours of learning of a serious adverse event, quality assurance concern or initialing a recall.

(a) identification of factors that necessitate recall and personnel responsible for implementing the recall procedures;

(b) notification protocols, including a mechanism to notify the RSA within 24 hours of initiating a recall and to notify any licensee that supplied or received the recalled cannabis product;

(c) instructions to the general public and other licensees for the return or destruction of the recalled cannabis products; and

(d) a requirement that all recalled products held by a licensee must be held in quarantine until the RSA authorizes additional actions.

(2) Implemented written procedures for recalling a cannabis product, whether initiated by the licensee or mandated by the RSA, shall include:

(a) All inventories, policies and procedures and other documents required by this section shall be maintained on the licenced premises and shall be made readily available to the

RSA upon request. Documents may be stored electronically if they are readily available from the licenced premises.

(b) A licensee shall not sell or transfer a cannabis product that has been placed on administrative hold by the RSA, recalled, or ordered or otherwise required to be destroyed. Such cannabis products shall be stored securely and separate and apart from other cannabis products while awaiting final disposition.

(c) A licensee shall not sell or a transfer a cannabis product after the printed expiration date on the package.

(3) A Class One Dispensary Licence holder must inform the RSA of any changes as it relates to:

- (a) Name of Licence holder
- (b) Name of business
- (c) Significant renovations to business space
- (d) Change of business location
- (e) Termination of employee/s
- (f) Hiring of new employees

(4) A request for approval of the changes should include the following:

- (a) a description of the change;
- (b) an application for preliminary inspection if the change is a change of location
- (c) a plan transfer of inventory if location change
- (d) all supporting documents
- (e) a declaration, signed and dated by the responsible person, indicating that all information provided in support of the application is correct and complete to the best of their knowledge
- (f) required fees as described in the fee schedule

35. Prohibited Health Claims

(1) The licensee, its workers, and all individuals or entities which hold a direct or indirect interest in the licence cannot give the impression to customers that the dispensary, or any adult-use cannabis products sold by the dispensary, will:

- (a) cure or prevent specific illnesses or diseases,
- (b) treat any specific symptoms,
- (c) or otherwise provide specific medical advice to customers.

(2) This does not prevent dispensary workers from providing general information to customers about the effects of cannabis consumption on the human body or specific recommendations about safer storage or consumption of cannabis products, but this does prevent dispensary workers from providing specific medical advice to customers based on factors unique to that individual's health, including providing recommendations to pregnant or nursing individuals to consume cannabis.

(3) Medical advice should be referred to that individual's health care practitioner.

(4) If a medical cannabis patient presents their patient certification to a worker and the dosing recommendation is "Per Pharmacist's Consultation", then the dispensary worker must notify the patient that they are not a pharmacist before they can make any recommendations to the patient.

(5) If the worker believes the sale would be a risk to the patient's health or safety, then they can refuse to sell adult-use cannabis products to the individual.

36. Undue Influence

(1) To prevent suppliers from exerting inappropriate control over retail dispensaries, there should be restrictions on the ability of an entity in one tier from having an interest in an entity in another tier of the industry.

(2) Retail dispensaries, their true parties of interest, passive investors, and any management service providers cannot have any interest in any business anywhere that cultivates, processes, or distributes cannabis.

(3) Applicants with an interest in such a business, no matter how small that interest is, will not be approved.

(4) A licensee who, themselves or through their True Parties of Interest, passive investors, or any management service providers, holds a prohibited interest, risks their licence being cancelled, suspended, or revoked or other enforcement actions being taken.

37. Appendix

Appendix 1.

Application for Licence – Class One (Dispensary) Medicinal Cannabis

All Applicants shall certify and attest, that each of the following statements made are true and correct.
Failure to certify and attest, or the making a false statement, will result in denial of the licence.

<input type="checkbox"/> New Application <input type="checkbox"/> Renewal	FOR OFFICIAL USE ONLY Date Received: Date Approved:
--	--

General Information (All requested information is required.)

1. Business Name:

2. Dispensary Name:

3. Dispensary Address:

4. Business Mailing Address:

5. Dispensary Telephone Number:

6. Dispensing Organization's Primary Contact Name, Title, Address, Email Address, and Direct Telephone Number:

7. Dispensing Organization's Alternate Contact Name, Title, Address, Email Address, and Direct Telephone Number:

8. Please list in descending order of responsibility all Dispensary's Employee-in-Charge with 1) Direct phone Number 2) Email and 3) Confirm access to Inventory Tracking System (Yes/No):

--

9. Estimated Dispensary Opening Date:

--

Staffing and Training Plan

	YES	No
Does your staffing plan include minimum staffing levels?	<input type="checkbox"/>	<input type="checkbox"/>
Does your staffing plan include a plan to contract with a private security contractor?	<input type="checkbox"/>	<input type="checkbox"/>
Does your training plan include a plan to provide 8 hours of annual training?	<input type="checkbox"/>	<input type="checkbox"/>
Does your training plan include training on effectively using an inventory tracking system?	<input type="checkbox"/>	<input type="checkbox"/>
Does your training plan include training on specific uses of cannabis?	<input type="checkbox"/>	<input type="checkbox"/>

Education Plan

	YES	No
Does your education plan offer information on the potential side effects of cannabis available to purchasers?	<input type="checkbox"/>	<input type="checkbox"/>
Does your dispensary offer materials or signs informing purchasers that consuming cannabis is prohibited in public places?	<input type="checkbox"/>	<input type="checkbox"/>

Sales Transaction Plan

	YES	No
Does the sales transaction plan include a plan to allow national IDs, drivers' licenses, and passports as proof of age?	<input type="checkbox"/>	<input type="checkbox"/>
Does the sales transaction plan include a plan to limit the purchasing within statutory possession limit?	<input type="checkbox"/>	<input type="checkbox"/>

Inventory Tracking Plan

	YES	No
Does your inventory tracking plan include a plan to inspect all cannabis deliveries to ensure the compliance of all packaging and labeling with laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to use a real-time, web-based, inventory control system accessible 24/7 by the RSA?	<input type="checkbox"/>	<input type="checkbox"/>

Record Keeping Plan

	YES	No
Will you retain a copy of your policies and procedures manual at your dispensary in a manner accessible to the RSA?	<input type="checkbox"/>	<input type="checkbox"/>

Destruction Plan

	YES	No
Will the dispensary segregate and quarantine outdated, deteriorated, misbranded, adulterated, mis-labeled, or non-compliantly packaged cannabis products?	<input type="checkbox"/>	<input type="checkbox"/>
Will all products placed into quarantine be destroyed at the next upcoming scheduled day for destruction unless otherwise permitted by the RSA?	<input type="checkbox"/>	<input type="checkbox"/>
Will the dispensary record the destruction in the inventory tracking system and on forms created by the dispensary?	<input type="checkbox"/>	<input type="checkbox"/>

Recall Plan

	YES	No
Does the dispensary have a recall plan?	<input type="checkbox"/>	<input type="checkbox"/>
Does the recall plan include a mechanism that is "reasonably calculated" to contact purchasers that have or likely have obtained a recalled cannabis product (e.g., directly contacting purchasers if the purchaser has consented to giving the dispensary their personal information, posting signs at the dispensary, posting notices on websites and social meeting, contacting the press, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Will the dispensary destroy all recalled products?	<input type="checkbox"/>	<input type="checkbox"/>

Security Plan

	YES	No
Will monthly tests be performed of all security systems?	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I personally completed this application, that the answers provided are true and correct to the best of my knowledge and belief, and that I am legally authorized to sign this application.

Signature

Date

Printed Name

Job Title

Appendix 2.



CLASS ONE (DISPENSARY) LICENCE

THIS SERVES TO CERTIFY THAT

PERSON/COOPERATION

Having satisfied the requirements of the Regulated Substances
Authority, is licenced to dispense/sell Class One Medicinal Cannabis
and Cannabis Products.

Licence number _____

Dispensary Address _____

Date Issued _____

Expiration Date _____

LOGO

RSA Signature

Appendix 3.

ADVERSE DRUG REACTION REPORTING FORM

A. Patient Information		D. Medicinal Cannabis/Product Infor	
1. Name:	2. Date of Birth:	11. Where was the product purchased /obtained (Name and address of Business/Dispensary)	
3. Sex: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>	4. Weight (in Kg.)		
5. Medical History and other related information (allergies, pregnancy, smoking, alcohol use, etc.)			
		12. Product start date (dd/mm/yyyy)	
		13. Product end date (dd/mm/yyyy)	
		At the time of the adverse reaction, specify:	
		14. Dosage 15. Frequency	
B. Suspected Adverse Reaction			
6. Event/Reaction start date (dd/mm/yyyy)		16. Did you stop the product after the adverse reaction?	
7. Event/Reaction stop date (dd/mm/yyyy)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Describe Event/Reaction		17. If the product was stopped, did the adverse reaction stop?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		18. Was the product restarted after the adverse reaction stopped?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		19. If the product was restarted, did the adverse reaction return?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. How long the the adverse reaction last?			
D. Current Medications		E. Additional Information	
10. Please list the all medications that you are currently on		20. Please provide any additonaly information deem relevant to this report.	
		21. Date of this report (dd/mm/yyyy)	
		22. Signature and Name of Receiving Personnel:	
		Signature:	
		Name:	

Appendix 4.

Incident Report Template

REPORTED
BY: _____

DATE OF
REPORT: _____

TITLE / ROLE: _____

INCIDENT NO.: _____

INCIDENT INFORMATION

INCIDENT TYPE
: _____

DATE OF
INCIDENT: _____

(Theft, Loss,
Damage, etc.)

LOCATION: _____

CITY: _____

SPECIFIC AREA OF LOCATION (if
applicable): _____

INCIDENT DESCRIPTION

NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. _____

2. _____

3. _____

NAME / ROLE / CONTACT OF WITNESSES

1. _____

2. _____

3. _____

POLICE REPORT
FILED? _____

REPORTING OFFICER: _____

STATION: _____

PHONE: _____

FOLLOW-UP ACTION

SUPERVISOR
NAME: _____

SUPERVISOR
SIGNATURE: _____

DATE: _____