



**9. Ownership/Management and Employee Information**

List the name and address of the owners, officers, & directors of the Medical Cannabis Processing establishment. Include, on a separate sheet, a description of the credentials and experience of each officer, director, and owner who has a financial or voting interest of 2% or greater in the proposed cannabis production establishment, as well as any prospective employees; or the power to direct or cause the management or control of a proposed cannabis production establishment, as well including check. All individuals listed as owner/directors must be 21 years or older.

NAME	COMPLETE HOME ADDRESS CITY,STATE, ZIP	POSITION HELD	DATE OF BIRTH mm/dd/yy	FINGERPRINTS SUBMITTED Y/N

- 10. The applicant understands that as an applicant and potential licensee you are required to know the current statutory law, administrative rules and Departmental policies and comply in full? Yes  No
- 11. A non-refundable application fee: \$1250.00 must be paid before the application is reviewed. Call UDAF’s number 801.982.2200 and ask for Accounting to make the payment.
- 12. Criminal History Background Documents: This portion **should NOT be part of the application**. Please email to [cannabischeck@utah.gov](mailto:cannabischeck@utah.gov)
  - A. Electronic Fingerprints (instate applicants) or Fingerprint card (out of state applicant). Signed” Informed consent waiver” form.
  - B. FBI Background fees: \$51.50 for all officers, directors, and owners who have a financial or voting interest of 2% or greater in the proposed cannabis production establishment; or the power to direct or cause the management or control of a proposed cannabis production establishment
  - C. Background Receipt (See background instructions)
- 13. Ownership / Management information, Utah Code 4-41a-204(b)
  - A. Descriptions of the credentials and experience of each officer, director, and owner and prospective employee who have a financial or voting interest of 2% or greater in the proposed cannabis production establishment; or the power to direct or cause the management or control of a proposed cannabis production establishment
  - B. A description of any investigation or adverse action taken by any licensing jurisdiction, government agency, law enforcement agency, or court in any state for any violation or detrimental conduct in relation to any of the applicant’s cannabis-related operations or businesses.

**Processing Facility Information**

- 14. Application for: Tier 1  Tier 2
- 15. Provide the procedures for each of the processes that the proposed processing facility plans to encompass: (Select all that apply)
 

<input type="checkbox"/> Drying	<input type="checkbox"/> Trimming	<input type="checkbox"/> Curing
<input type="checkbox"/> Extraction	<input type="checkbox"/> Refinement	<input type="checkbox"/> Formulation
<input type="checkbox"/> Packaging	<input type="checkbox"/> Labeling	<input type="checkbox"/> Other: _____

**Processor Operating Procedures and Processes**

- 16. Provide the standard operating procedures for the cannabis processing facility extraction process. Detail the intended cannabis processing practices, including the cannabis processing facility’s intended:
  - A. Variety of cannabis products produced;
  - B. Cannabinoid extraction method(s) and cannabinoid extraction equipment;
  - C. Processing equipment and processing techniques;
- 17. Provide the sanitation and manufacturing safety procedures for items for human consumption. Explain how the Standard Operating Procedures will meet the requirements of R68-28-5 Cannabis Extraction Requirements.
- 18. Provide all written emergency procedures to be followed in case of fire, chemical spill and other emergencies.

**Processing Establishment Property Information**

- 19. Date open for business (projected): \_\_\_\_\_ Days / hours of operation: \_\_\_\_\_
- 20. Is the location of the processing facility in a municipality’s industrial, agriculture zone or not zoned? \_\_\_\_\_
- 21. Proposed location physical address: \_\_\_\_\_ GPS coordinates: \_\_\_\_\_
- 22. Submit, on a separate sheet, physical characteristics of the proposed facility, including a floor plan and an architectural elevation. Explain in detail the proposed medical cannabis processing facility’s:
  - A. square footage of the areas where cannabis is to be extracted;
  - B. square footage of the areas where cannabis or cannabis products are to be packaged and labeled;
  - C. square footage of the areas where cannabis products are manufactured;
  - D. square footage and location of store rooms for cannabis awaiting extraction;
  - E. square footage and location of store rooms for cannabis awaiting further manufacturing;
  - F. area where finished cannabis and cannabis products are stored;
  - G. location of toilet facilities and hand washing facilities;
  - H. location of a break room and location of personal lockers;
  - I. location of the areas to be used for loading and unloading of cannabis and cannabis products; and
  - J. total square footage of the overall cannabis processing facility
- 23. Proximity: List any public or private school, a licensed child-care facility or preschool, a church, a public library, a public playground, or a public park located within 1000 feet by pedestrian travel to the proposed establishment; or any district zoned as primarily residential within 600 feet by pedestrian travel to the establishment:  
\_\_\_\_\_

**Operating Plan**

- 24. Provide the proposed medical cannabis processing facility’s employee training standards.
- 25. Submit the proposed medical cannabis processing facility’s security plan. Explain how the processing facility will operate in a facility that meets all security requirements in Utah Administrative Rule R68-28-6.
- 26. Describe the medical cannabis processing facility’s inventory control system; Detail the procedures the cannabis processing facility will employ to meet the Inventory Control System requirements of Utah Code 4-41a-103 Inventory Control System and Utah Administrative Rule R68-28-7 Inventory Control. Including a description of how the facility will be compliance with section 26-61a-103 and use the state electronic verification system to track facility agents.
- 27. Provide the proposed medical cannabis processing facility’s storage protocols, both short and long-term, to ensure all cannabis is stored in a manner that is sanitary and preserves the integrity of the cannabis.
- 28. Provide the proposed medical cannabis processing facility’s written plan and procedures to handle potential recalls and destruction of cannabis because of contamination;
- 29. Submit the procedures documenting how the cannabis processing facility will dispose of excess and medical cannabis waste in compliance with federal and state laws.
- 30. Provide the facility’s plan and procedures to have a representative sample of cannabis and cannabis tested by an independent cannabis testing laboratory to determine if the product is safe for human consumption.

## Compliance

31. Detail the procedures the medical cannabis processing facility will employ to meet the transport and transfer requirements of Utah Code 4-41a-404 "Cannabis, cannabis product, or medical cannabis device transportation" and Utah Administrative Rule R68-28-13. Transportation.
32. Provide proof of a \$50,000 performance bond that a surety business in the state issues. This can be done after and intent to license has been issued.
33. Registration as a Manufactured Food Establishment with the UDAF's Regulatory Services
34. Copy of current local business license or letter of intent from the county/municipality, or a letter from the city/municipality stating their intent to issue a permit once the facility is licensed.

Applicant understands the requirements for licensure are based on current statute and rule and are subject to change. Applicant agrees as a condition of licensing that he has read and will abide by the provisions of Utah Code 4-41a and all rules promulgated thereunder and all directives of the Utah Department of Agriculture and Food. The applicant also understands that failure to adhere to or maintain the qualifications of their license, may result in suspension or revocation of the license and/or forfeiture of the performance bond or any other remedies allowed by law.

Applicant agrees to immediately notify the department of any change in ownership or financial interest of the facility; the facility's name, change in location, change in testing methods, equipment, remodeling, expansion, reduction or physical, non-cosmetic alteration of the facility, change in written operating procedures, or change in any information submitted in this application.

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

### Disclaimer

Applicant acknowledges and understands that cultivating, possessing, using, distributing and/or selling marijuana is prohibited by federal law, notwithstanding Utah law or any authorizations in the Agent or this Registration to the contrary. Nothing in this Application is intended to provide any guidance or assistance in violating or complying with existing federal laws regulating marijuana cultivation, distribution, or use. Similarly, compliance with state law or the terms of this Registration, or possession of the registration card does not confer immunity from enforcement of federal law or federal enforcement practices. Further, nothing in this Application or the Registration Card shall be construed as advice with regard to compliance with applicable federal, state, or local tax laws or any regulatory consequences of engaging in any business in this industry.

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

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

If selected for a license, applicant agrees to pay the required license fee (\$100,000 tier 1 or \$35,000 Tier 2) within 30 days of being notified of licensure decision.

\_\_\_\_\_  
Applicant/Owner of business

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date