



NEW MEXICO CANNABIS CONTROL DIVISION MANUFACTURING FACILITY INSPECTION CHECKLIST

RESULTS SUMMARY (Pg 5)
Total Number of
Violations: _____

LICENSE INFORMATION

General Inspection Complaint Inspection

CCD License ID Number/Class:		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)		Production: _____
VICE _____		Consumption Type: _____
Integrated _____		Courier _____
Microbusiness _____		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 AND PROHIBITED ADDITIVES

Y	N	UO	NA	Description	Rule
				CCD License(s) displayed in a conspicuous place and available upon request.	16.8.2.8 (I)

				The facility maintains the required license(s) for the operations conducted on site. Facility operations include: Manufacturing- Class: _____ 16.8.2.29(C) <input type="checkbox"/> Consumption- Type: _____ 16.8.2.49(C) <input type="checkbox"/> Production 16.8.2.21(C) <input type="checkbox"/> Commercial Retail 16.8.2.35 (B) Courier 16.8.2.41(B)	
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Notes:

				Manufacturer is NOT manufacturing or distributing a product that is intended to be consumed by inhalation that includes polyethylene glycol, polypropylene glycol, vitamin E acetate, or medium chain triglycerides.	16.8.2.29 (E) <ul style="list-style-type: none"> • polyethylene glycol • polypropylene glycol • vitamin E acetate • medium chain triglycerides
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Notes:

				Manufacturer is NOT combining nicotine, caffeine, or any other addictive substance with a cannabis product. (Does <u>not apply</u> to combining with <u>sugar, or caffeine</u> if it is naturally occurring, such as <u>coffee, tea, or chocolate</u>).	16.8.2.29 (E)
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Notes:

Notes: The manufacturer is **NOT** using **dimethylsulfoxide (DMSO)** in the production of cannabis products, and **DOES NOT** possess DMSO on the premises. 16.8.2.30 (A)(18)

OPERATIONAL REQUIREMENTS AND MINIMUM STANDARDS FOR MANUFACTURING

Y	N	UO	NA	Description	Rule
				Cannabis extraction is conducted using permissible extraction methods. Extraction method(s) used include(s): Mechanical extraction -dry screens, sieves, or presses -potable water and ice made from potable water -cryogenic or subzero manufacturing not involving a solvent -pressure and temperature Chemical extraction <i>nonvolatile solvents: food grade nonhydrocarbon-based</i> -water -vegetable or food grade glycerin -vegetable oils -animal fats Chemical extraction using a division approved closed loop extraction system .	16.8.2.34 (B)(1)(2)

Notes: A **method** that has been **authorized by the division**. Method: _____

Notes:	A track and trace system account is activated and functional and comprehensive records are maintained to ensure adequate inventory tracking of any cannabis or cannabis products.	16.8.7.10 (C)
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	Scales used to weigh product prior to entry into the track and trace system are certified to be registered and calibrated in accordance with applicable requirements of the New Mexico department of agriculture.	16.8.7.9 (A)
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SECURITY AND LIMITED-ACCESS REQUIREMENTS

Y	N	UO	NA	Description	Rule
				All areas where cannabis and cannabis products are stored or held, weighted, 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
				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)(E)(F)

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
(B)

POLICIES AND PROCEDURES

Y	N	UO	NA	Description	Rule
				<p>Protocols to ensure that cannabis or cannabis products are transported and stored in a manner that prevents degradation, contamination, tampering, or diversion are maintained.</p> <p><i>Notes:</i></p>	16.8.2.33 (A)(1)(d)
				<p>Record keeping and chain of custody protocols for transportation of cannabis or cannabis products to another cannabis establishment for any purpose.</p> <p><i>Notes:</i></p>	16.8.2.33 (A)(1)(c)
				<p>Protocols for testing sample collection that ensures accurate test results.</p> <p><i>Notes:</i></p>	16.8.2.33 (A)(1)(e)
				<p>Procedures for 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.</p> <p><i>Notes:</i></p>	16.8.2.34 (A)(1)(f)
				<p>Written Procedures for recalling cannabis products that have been sold or otherwise distributed to the public or other cannabis establishments are available upon request.</p> <p><i>Notes:</i></p>	16.8.2.11

EMPLOYEE TRAINING

				<p>All personnel present at the premises are provided information and training, within 30 days of the start of employment and prior to independently engaging in any cannabis manufacturing process, including but not limited to extraction.</p> <p><i>Notes:</i></p>	16.8.2.33 (B)(1)(2)
				<p>A licensee, or employee, involved in the handling, transportation, manufacture, extraction, testing, or packaging of cannabis products must successfully complete a food handler course accredited by the American national standards institute (ANSI) prior to conducting any related activities.</p> <p><i>Notes:</i></p>	16.8.2.33 (B)(3)

Notes:	The licensee or a person in charge is present at the cannabis manufacturer facility during all hours of operation and has the education, training, or experience necessary to supervise the production of clean and safe edible or topical cannabis products or edible or topical cannabis finished products and ensure the cannabis manufacturer remains in compliance with the food code .	16.8.2.27 (D)
Notes:	Personal care items on the premises are stored in a manner to protect edible and topical cannabis products, edible and topical cannabis finished products, other ingredients, equipment, and utensils from contamination at all times.	16.8.6.9 (F)
Volatile Solvent/Closed Loop Extractions:		
Notes:	Are performed in a closed loop extraction system , unless approved by the division.	16.8.2.34 (C)(4)
Notes:	Extraction equipment is used and operated in accordance with its intended manufacturer use and design.	16.8.2.34 (B)(3)
Notes:	No open flame source is next to extraction equipment that utilizes volatile solvents, in rooms designated for extraction, or in areas that contain or use flammable liquids and gases.	16.8.2.34 (C)(5)
Notes:	A list of the name(s) of all trained employees is prominently displayed inside or immediately outside of the extraction area.	16.8.2.34 (D)(3)
Notes:	Current safety data sheets are kept on the premises for all chemicals used in the extraction process.	16.8.2.34 (B)(4)
Notes:	Hydrocarbon-based solvents (Butane and Propane) are at least 99.5 percent purity with a certificate of analysis from the manufacturer to confirm purity.	16.8.2.34 (C)(1)
Notes:	Ethyl alcohol (Drinking Alcohol) is food grade , and non-denatured in composition. Solvents are free of odorants, bitterants, or other additives and stored, handled, and disposed of in accordance with local, state, and federal regulations.	16.8.2.34 (C)(2)(3)

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

If violations were observed, complete the Corrective Action Plan template. Reply to the compliance team email and attach the 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 all proof of corrections have been reviewed, the licensee will receive a Closeout Letter in which documents that the 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**

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

Compliance Questions
CCD.Compliance@rld.nm.gov

General Complaints
CCD.Complaints@rld.nm.gov

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 diagram shall show the boundaries of the property and the proposed premises to be licensed, the dimensions of each area that cannabis will be manufactured, and the location of the extraction area. The diagram shall also include, as applicable, any equipment to be used, entrances and exits, interior partitions, 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 and the markings on the diagram shall be in black-and-white print. 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. 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. 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 	16.8.2.32 (A)-(H)

Description	PREREQUISITE AND RESPONSIBILITY FOR OPERATION	Rule
Class II, III, or IV cannabis manufacturers that were licensed by RLD prior to the effective date of 16.8.6 NMAC, and that are also engaged in manufacturing of cannabis edible products or cannabis edible finished products, shall apply for a food permit from NMED or a home rule municipality by January 1, 2023 .		16.8.6.8 (G)
Beginning April 1, 2023 , Class II, III, or IV cannabis manufacturers that manufacture cannabis edible products or cannabis edible finished products shall not operate without a food permit from NMED or a home rule municipality.		16.8.6.8 (I)

Description	GENERAL PROVISIONS	Rule
Class I: A licensee that only packages or repackages cannabis products or labels or relabels the cannabis product container. Class II: A licensee that conducts Class I activities and manufactures edible products or topical products using infusion processes, or other types of cannabis products other than extracts or concentrates and does not conduct extractions. Class III: A licensee that conducts Class I and Class II activities, and extracts using mechanical methods or nonvolatile solvents. Class IV: A licensee that conducts Class I, Class II, and Class III activities, and extracts using volatile solvents or supercritical CO2.		16.8.2.29 (A)
Closed loop systems, other equipment used, the extraction operation, and facilities must be approved for use by the local fire code official and meet any required fire, safety, and building code requirements specified in: <ul style="list-style-type: none"> National Fire Protection Association (NFPA) standards International Building Code (IBC) International Fire Code (IFC) Other applicable standards including all applicable fire, safety, and building codes related to the processing, handling and storage of the applicable solvent or gas 		16.8.2.34 (D)(1)
All pressure vessels must comply with the Construction Industries Licensing Act, Section 60-13-1 et seq., NMSA 1978, including associated rules, applicable codes, and standards		16.8.2.34 (D)(2)
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)
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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)
Reporting of theft or security incident to division: Licensees shall submit to the division written notification of any attempted theft, theft, assault of employees or patrons, robbery or attempted robbery, break-in, or security breach that occurs on the licensee's premises, no later than 24 hours after the licensee first becomes aware of the event.		16.8.2.8 (M)

Description	POLICIES AND PROCEDURES	Rule
A manufacturer shall develop, implement, and maintain on the licensed premises, standard policies and procedures, which shall include the following: <ul style="list-style-type: none"> • Employee health and safety training materials • 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; • 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 	<ul style="list-style-type: none"> • 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. • Protocols for testing sample collection that ensures accurate test results. • Procedures for 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. 	16.8.2.33 (A)(1)
Employee policies and procedures to address the following minimum requirements: <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 	<ul style="list-style-type: none"> • occupational safety • crime prevention techniques • confidentiality laws 	16.8.2.33 (A)(2)
Documentation prepared for each employee and statements signed by employees indicating receipt and understanding of policies and procedures.		16.8.2.33 (C)

Description	MANAGEMENT AND PERSONNEL	Rule
A licensee shall have written procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the edible cannabis manufacturing facility. The procedures shall be maintained onsite and address the specific actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter.		16.8.6.9 (B)
A licensee shall immediately contact the division to report an illness of an employee or conditional employee as specified and immediately discontinue operations and notify the division if an imminent health hazard may exist as specified in 16.8.6.13 NMAC		16.8.6.9 (F)(G)

EMPLOYEE TRAINING

Description

All personnel present at the premises are provided information and training that, at minimum, covers, *within 30 days of the start of employment*: Health and safety hazards; Security procedures; 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; Record keeping requirements. *Prior to independently engaging in any cannabis manufacturing process, including but not limited to extraction*: An overview of the process and standard operating procedure(s) Quality control procedures Hazard analysis and control procedures as appropriate Proper and safe usage of equipment or machinery Safe work practices applicable to an employee’s job tasks, including; Appropriate use of any necessary safety or sanitary equipment; Cleaning and maintenance requirements; Emergency operations, including shutdown; Any additional information reasonably related to an employee’s job duties.

Rule

16.8.2.33
(B)(1)(2)
Within 30 Days
Health and Safety Hazards
Security Procedures
Hazard Communication
Health and Safety Measures
Emergency Procedures
Security Procedures
Record Keeping
Prior to independently
engaging in Manufacturing
Overview of SOPs
Quality Control
Hazard Analysis and Control
Proper and Safe use of
equipment
Safe Work Practices
Cleaning and Maintenance
Emergency Operations

GENERAL TRACK AND TRACE SYSTEM USE

Description

System required: all track and trace activities of a licensee must be tracked through use of the track and trace system. Licensees must reconcile all on-premises and in-transit cannabis or cannabis products each day in the track and trace system by 11:59 p.m. that same day. Track and trace system software must then be synchronized by the licensee prior to closing the session (as applicable).

Weights and measures: licensees must utilize a standard of weights and measures that is supported by the track and trace system to track all cannabis or cannabis products. A scale used to weigh product prior to entry into the track and trace system shall be certified to be registered and calibrated in accordance with applicable requirements of the New Mexico department of agriculture.

System security: licensees shall maintain the security of the track and trace system, as follows:
-maintain an accurate and complete list of all track and trace system users for each licensed premise
-update this list when a new track and trace system user is trained or when an existing user is removed;
-train and authorize any new track and trace system users before they may access track and trace system or input, modify or delete any information in the track and trace system
-cancel any track and trace system administrators and track and trace system users from their associated track and trace system accounts once any such individuals are no longer employed by the licensee or at the licensed premises.

Responsible for employee actions: licensees are accountable for all actions employees take while logged into the track and trace system or otherwise conducting cannabis or cannabis product inventory tracking activities. Responsible for individual actions: each individual user is also accountable for all of their actions while logged into the track and trace system or otherwise conducting cannabis or cannabis product inventory tracking activities.

Rule

16.8.7.10

Notes:

CCD License #:

DBA/Company Name

Inspection Date:

Licensee Name:

Physical Address:

Inspection Time:

Facility Inspection Images

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Inspector Name:

Image #1
Description:

Image #2
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Image #3
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