



NEW MEXICO CANNABIS CONTROL DIVISION

RETAIL FACILITY INSPECTION CHECKLIST

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

LICENSE INFORMATION

General Inspection Complaint Inspection

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

Additional License Type(s)		Manufacturing Class: _____
VICE _____		Consumption Type: _____
Integrated _____		Courier _____
Microbusiness _____		Production _____

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 **UO** Unable to Observe (Notes Required)
N Out of Compliance, needs correction (notes required) **NA** Not Applicable (Notes Required)

GENERAL LICENSING REQUIREMENTS

Y	N	UO	NA	Description	Rule
				CCD License is displayed in an area that is within plain sight of the public.	16.8.2.8 (I)
				The facility maintains the required license(s) for the operations conducted on site. Facility operations include: <input type="checkbox"/> Commercial Retail 16.8.2.35 (B) <input type="checkbox"/> Medical <u>Only</u>	
				<input type="checkbox"/> Consumption- Type: _____ 16.8.2.49(C) <input type="checkbox"/> Manufacturing- Class: _____ 16.8.2.29(C)	
				<input type="checkbox"/> Production 16.8.2.21(C) <input type="checkbox"/> Courier 16.8.2.41(B)	

Notes:

OPERATIONAL REQUIREMENTS AND MINIMUM STANDARDS FOR RETAIL

Y	N	UO	NA	Description	Rule
				Individuals are only granted access to purchase cannabis goods after the retailer has confirmed the individuals age and identity, and, if applicable, the individuals status as a qualified patient, primary caregiver, or reciprocal participant.	16.8.2.40 (C)(1)

Notes:

<i>Notes:</i>	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.	16.8.7.9 (A)
<i>Notes:</i>	Cannabis or cannabis products for sale were received by the retail licensee from a licensed producer, licensed producer microbusiness, licensed manufacturer, licensed vertically integrated cannabis establishment or licensed integrated cannabis microbusiness.	16.8.2.40 (G)(1)(A)
<i>Notes:</i>	A reconciliation of inventory performed at least once every calendar month verifies that the licensed retailer's physical inventory is consistent with the licensed retailer's records pertaining to inventory, and is made available to the division upon request.	16.8.2.40 (K)
<i>Notes:</i>	An accurate record of every sale includes: first name and employee number; date and time of transaction; list of all products purchased (including quantity); and the total amount paid including the individual prices paid for each cannabis or cannabis product and any amounts paid for cannabis excise tax.	16.8.2.40 (L) EMPLOYEE FIRST NAME EMPLOYEE NUMBER DATE AND TIME PRODUCT LIST/QUANTITY TOTAL AMOUNT PAID EXCISE TAX

SECURITY AND LIMITED-ACCESS REQUIREMENTS

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

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>	<p>16.8.2.39 (A)(1)(e)</p>
				<p>Chain of custody procedures and documentation requirements to ensure appropriate tracking and tracing of cannabis and cannabis products are maintained with a paper-based or electronic form that documents the possession of cannabis or cannabis products, and includes: the originating location; the time and date of transfer; the size, number of boxes, and number of pieces; the internal batch or lot numbers, (and if different, the track and trace batch or lot numbers); and a dated signature of the person receiving the products.</p> <p><i>Notes:</i></p>	<p>16.8.2.12 LOCATION ORIGIN TIME OF TRANSFER DATE OF TRANSFER PRODUCT SIZE NUMBER OF BOXES NUMBER OF PIECES INTERNAL BATCH/LOT # DATED SIGNATURE</p>
				<p>For samples, in addition to the above, chain of custody procedures include: the types of containers, mode of collection, the authorized individual who collected the sample, the date and time of collection, preservation, and requested analyses of the sample and security requirements to ensure security and the safety of cannabis and cannabis products and transport personnel.</p> <p><i>Notes:</i></p>	<p>16.8.2.12 (A)(6) TYPE OF CONTAINER MODE OF COLLECTION AUTHORIZED INDIVIDUAL DATE OF COLLECTION TIME OF COLLECTION REQUESTED ANALYSIS SECURITY REQUIREMENTS</p>
				<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>	<p>16.8.2.11 CIRCUMSTANCES PERSONNEL RESPONSIBLE CUSTOMER NOTIFICATION ESTABLISHMENTS NOTIFICATION CUSTOMER INSTRUCTIONS WASTAGE/DESTRUCTION</p>

EMPLOYEE TRAINING

Y	N	UO	NA	Description	Rule
				<p>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; Record keeping requirements and prior to engaging in any cannabis retail process: An overview of the process and standard operating procedure(s); 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; and any additional information reasonably related to an employee's job duties.</p> <p><i>Notes:</i></p>	<p>16.8.2.39 (B)(1)(2) <i>Within 30 Days</i> HEALTH & SAFETY SECURITY PROCEDURES RECORD KEEPING <i>Prior to Engaging in Retail</i> OVERVIEW/S.O.P.'s SAFE WORK PRACTICES CLEANING & MAINTENANCE EMERGENCY OPERATIONS</p>
				<p>All personnel who handle edible products successfully completed a food handler course accredited by the American national standards institute (ANSI). The licensee obtained documentation evidencing the fulfillment of this requirement.</p> <p><i>Notes:</i></p>	<p>16.8.2.39 (B)(3)</p>

FINISHED PRODUCT PACKAGING AND LABELING

Y	N	UO	NA	Description	Rule
				Branding is not designed to be appealing to a child and does not contain cartoons, symbols, images, or resemble a product typically marketed to minors.	16.8.3.8 (C)
<i>Notes:</i>					
				Containers are child-resistant (except containers with only cannabis flower). If the product is multiple use, or contains multiple servings, it is also packaged in a container that is resealable and continually child-resistant.	16.8.3.12 (A)(3)
<i>Notes:</i>					
				Cannabis or cannabis products for sale have undergone laboratory testing as required.	16.8.2.40 (G)(d)
<i>Notes:</i>					

FINISHED PRODUCT PACKAGING AND LABELING REVIEW / SAMPLE OF - 3 FINISHED PRODUCTS

Y	N	UO	NA	Description	Rule
				Product packaging and labeling complies with division rules and regulations and the cannabis or cannabis product complies with all applicable requirements.	16.8.2.40 (G)(1)(e)(f)

Product #1 Name: _____ **ID#:** _____ **Type:** _____

Notes: _____

Product #2 Name: _____ **ID#:** _____ **Type:** _____

Notes: _____

Product #3 Name: _____ **ID#:** _____ **Type:** _____

Notes: _____

#1	#2	#3	Product Packaging Rules 16.8.3.12	#1	#2	#3	Principle Display Panel Must Contain 16.8.3.9 (K)	#1	#2	#3	Label Shall Not Contain 16.8.3.9(I)
			Includes a child-resistant mechanism				Product Identity in Bold **				Words associated with products for minors including: "Candy" or "Candies"
			Not damaged or compromised				Net Qty, Weight, or Volume*				Cartoons, Celebrities, or Celebrity Likeness
			Compostable and recyclable or, made from recycled materials				Potency THC & CBD**				Misleading or Untruthful Statements
			(Flower) Resealable				Division Approved THC! Logo**				Advertising or Marketing
			(Edibles, Topicals, Seeds) Food grade or GRAS container no toxic or deleterious substances				Required Warning Statements				
			(Recreational edibles) do not exceed: 10 mg THC per serving or, 100 mg total THC per container				(Edibles/Topicals) If Perishable or Time/Temp control food includes the statement Must be refrigerated,				
			(Medical edibles) are Identified as Medical Use Only , and Do not exceed 50 mg THC per serving				And an Informational Panel or QR Code 16.8.3.9(L)				Seeds and Immature Plants 16.8.3.10
			(Edibles) identify individual servings				Track and Trace Identifier**				Potency Potential (laboratory confirmed of, the parent cannabis plant)
			(Liquid products) are single serving only or, include a mechanism that identifies single servings				Manufacturer Name***				Division Approved THC! Logo
							Manufacturer License #***				(Seeds) Net Quantity *ADDITIONAL REQUIREMENTS REFERENCE: NMDA SEED LAW
							Pesticides Used by Producer*				* Required on an informational panel or a QR code for seeds and immature plants
							Date Manufactured *				Required Warning Statements
							Ingredient List				Label must contain the following warning statement in bold font: For use only by adults 21 and older. Keep out of reach of children. Do not drive a motor vehicle or operate machinery while under the influence of cannabis. BE CAUTIOUS. Cannabinoid edibles can take up to two hours or more to take effect.
							Active Ingredients				Required FDA Statement (QR code/Peel-back/Accordion label) This product is not approved by the FDA to treat, cure, or prevent any disease. FDA has not evaluated this product for safety, effectiveness, and quality. There may be long term adverse health effects from consumption of cannabis, including additional risks for women who are or may become pregnant or are breastfeeding.
							Contains Allergens Statement				
							Nutritional Information				
							Poison Control Center Phone#				
							If applicable, Manufactured for and Distributed by*				

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
<p>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:</p> <ul style="list-style-type: none"> • the boundaries of the property • the dimensions of each area that cannabis will be stored and available to the public • any equipment to be used • entrances and exits, interior partitions, walls, rooms, windows, and doorways • a description of the principal activity conducted • where all cameras are located with a number to each camera for identification purposes • must be to scale and not contain any highlighting, markings in black-and-white print. 		16.8.2.38
<p>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.</p>		16.8.2.38 (F)
<p>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.</p>		16.8.2.38 (G)
<p>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.</p>		16.8.2.38 (H)
<p>All sales of cannabis goods, with the exception of cannabis goods sold through delivery, must take place within the retail area of the retailer's licensed premises.</p>		16.8.2.40 (C)(3)
<p>A licensed retailer shall sell and deliver cannabis goods only between the hours reported to the division as regular business hours.</p>		16.8.2.40 (C)(4)
<p>Establishments shall make reasonable efforts to sell a min. of 25% of monthly cannabis sales to qualified patients, (until Dec 31, 2022- After 10% in stock monthly is designated for patients).</p>		16.8.8.11 (A)(C)(1)
<p>Cannabis excise tax shall not apply to retail sale of medical cannabis or cannabis products. Cannabis excise tax shall apply to commercial sales of cannabis and cannabis products.</p>		16.8.2.40 (H)(3)
<p>A licensed retailer shall not sell more than the following amounts at one time to a single commercial cannabis customer:</p> <ul style="list-style-type: none"> • two ounces of cannabis • 16 grams of cannabis extract • 800 milligrams of edible cannabis • six immature cannabis plants 		16.8.2.40 (H)(1)
<p>The limits shall not be combined to allow a customer to purchase cannabis or cannabis products in excess of the limits provided.</p>		16.8.2.40 (H)(4)
<p>The limits shall not prohibit the sale of different product types to a single customer, as long as the total amount sold does not exceed the limits set forth above.</p>		16.8.2.40 (H)(5)
<p>At least one employee shall be physically present in the retail area when non-employees are present.</p>		16.8.2.40 (C)(2)
<p>If cannabis products are made available for customer inspection retail personnel must assist.</p>		
<p>Retailers shall not provide free cannabis or cannabis product(s) to any person or allow individuals to provide free cannabis product to any person on the licensed premises(only to qualified patients if all criteria are met).</p>		16.8.2.40 (J)(1)
<p>Retailers shall not provide free cannabis or cannabis product(s) to any person or allow individuals to provide free cannabis product to any person on the licensed premises(only to qualified patients if all criteria are met).</p>		16.8.2.40 (J)(2)
<p>Cannabis products removed from packaging for display shall not be sold or consumed but destroyed.</p>		16.8.2.40 (F)(3)
<p>Customer Return of Cannabis Goods: A licensed retailer may accept customer returns of cannabis or cannabis products that were previously sold to a customer and shall not resell they shall destroy all cannabis or cannabis products that have been returned to the licensed retailer by a customer, pursuant to 16.8.2.15 WASTAGE OF CANNABIS OR CANNABIS PRODUCTS; PERMITTED METHODS</p>		16.8.2.40(I)
<p>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.</p>		16.8.2.15
<p>Any perimeter entry point must have lighting sufficient for observers to see, and cameras to record, any activity within 20 feet of the gate or entry (a motion detection lighting system may be employed to light required areas in low-light conditions).</p>		16.8.2.10 (L)

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)
LIMITED ACCESS AREAS	
Description	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 is 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)
POLICIES AND PROCEDURES	
Description	Rule
Cannabis handling criteria and procedures, include at a minimum: <ul style="list-style-type: none"> • employee health and safety training materials; • training requirements for the proper use of health and safety measures and controls • if applicable, record-keeping and chain of custody protocols for transportation of cannabis or cannabis product samples to a cannabis testing laboratory • record-keeping and chain of custody protocols for transportation of cannabis or cannabis products to another cannabis establishment for any purpose; • protocols to ensure that cannabis or cannabis products, including any samples of cannabis or cannabis products, are transported and stored in a manner that prevents degradation, contamination, tampering, or diversion • if applicable, protocols for testing sample collection that ensures accurate test results • if applicable, procedures for remedial measures to bring cannabis or cannabis products into compliance with division standards or destruction of a tested batch of cannabis or cannabis products if the testing samples from the tested batch indicate noncompliance with applicable health and safety standards 	16.8.2.39 (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 • occupational safety • crime prevention techniques • confidentiality laws 	16.8.2.39 (A)(2)
Documentation prepared for each employee and statements signed by employees indicating receipt and understanding of policies and procedures.	16.8.2.39 (A)(3)
REQUIRED TESTING	
Description	Rule
A cannabis retailer, vertically integrated cannabis establishment, or integrated cannabis microbusiness shall not sell or deliver to a patient or consumer any cannabis product unless the cannabis product has undergone all testing required. (Potency, homogeneity, visual inspection, microbiological, residual pesticides, residual solvents).	16.8.7.15 (A)(3)



DBA/Company Name

Inspection Date:

CCD License #:

Physical Address:

Inspection Time:

Licensee Name:

Inspector Name:

NM,

Image #1
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