



## **SOUTH DAKOTA MEDICAL CANNABIS PROGRAM**

600 EAST CAPITOL AVENUE  
PIERRE, SD 57501-2536

**PHONE:** 605.773.3361 | **EMAIL:** [MCQuestions@state.sd.us](mailto:MCQuestions@state.sd.us) | **WEB:** [medcannabis.sd.gov](http://medcannabis.sd.gov)

### **Medical Cannabis Establishment Closing Checklist**

*The following checklist is provided to assist establishments with the process of closing.*

#### **Notification**

- Notify the Office of Medical Cannabis, via an email to [MCQuestions@state.sd.us](mailto:MCQuestions@state.sd.us), of the intended closing date and schedule a time for the OMC inspector to conduct a final walkthrough.

#### **Cannabis Products**

- Prior to the final walkthrough by the Medical Cannabis inspector, all cannabis and cannabis products must be destroyed or transferred to a medical cannabis establishment with an active certificate from the South Dakota Medical Cannabis Program.
- Destruction of product must be captured and recorded by establishment's security cameras.
- Video recording of product destruction must be immediately provided to the Office of Medical Cannabis.
- All destruction of product and product transfers are properly recorded in the inventory tracking system (Metrc) and manifested as required in ARSD 44:90.

#### **Waste Management**

- All cannabis waste must be destroyed according to the establishment's approved operating procedures.
- All destruction of waste is captured and recorded by establishment's security cameras.
- Video recording of waste destruction must be immediately provided to the Office of Medical Cannabis.
- All destruction of waste is properly recorded in the inventory tracking system (Metrc).

#### **Inventory Tracking Software**

- All package tags have been finished out and there are no plants or cannabis products remaining within the inventory tracking software (METRC).
- Notify inventory tracking software provider (metrc) of closure.

**NOTE:** If there are remaining cannabis products onsite when the inspector completes the final walk through, the establishment owner, or designee, must destroy all cannabis products. The inspector will observe the destruction but will not assist in the destruction process.

Once the final walk through is deemed satisfactory, the establishment's certificate will be closed on all SD medical cannabis software platforms and access will no longer be granted.