

## All Applicants

### Application Form –

- All fields completed
- Date of birth of all required applicants
- Not within 1,000 feet of a public or private school

### Proof of Property Owner Consent –

- Deed to property  
*OR*
- Either of the following:
  - Current lease *OR*
  - Letter from landlord specifically referencing type of cannabis activity

### Local Licenses, Permits, or Registration –

- Form E (Local Government Compliance Certification) from local government stating that no local licensing, permitting, or registration requirements apply  
*OR*
- Form E from local government stating that local licensing, permitting, or registration requirements apply and if the applicant has met those requirements

### Principal Officers/Board Members – Copy of driver's license/non-driver ID for each principal officer or board member (refer to org chart)

- All principal officers/board members are 21 years of age or older
- At least one principal officer is a resident of South Dakota

### Organizational Documents –

- Copy of articles of incorporation, partnership agreement, or equivalent
- Copy of bylaws
- Copy of operating agreement *OR* signed statement that no agreement exists
- Copy of partnership/revenue sharing agreement *OR* signed statement that no agreement exists

### Submission of Fee –

- Application Fee Paid

## Dispensary – Operating Procedures

### Management Plan

- ❑ Management plan submitted
- ❑ People in charge of day-to-day operations are identified
- ❑ Specific roles for each key person are described
- ❑ Organizational chart provided

### Site Plan

- ❑ Site plan submitted
- ❑ Site plan does not indicate access from any business or residence, except another medical establishment with common ownership
- ❑ Scale drawing of premises is provided
- ❑ Each area includes a description of activities to take place (sales floor, receiving area, storage of cannabis, storage of cash)
- ❑ Site plan identifies access from public right of way
- ❑ Site plan indicates one of the following methods for verification of patient/caregiver status:
  - Cashier window
  - Vestibule with locked or monitored door
  - Outdoor ID check area
- ❑ *If co-located*, no pesticide applicator or use of ethanol, inherently hazardous substances, or compressed gas in the same structure
- ❑ *If co-located*, lockable door prevents public access to other licensed activities
- ❑ Site plan indicates entrances and restrooms
- ❑ Site plan identifies where patients/caregivers can park

### Operating Days and Hours

- ❑ Days and hours of normal operation are specified
- ❑ Site will have personnel present during normal business hours for purposes of inspections
- ❑ Any anticipated deviations (e.g., holidays) are explained

### Marketing Practices

- ❑ Applicant identifies the types of products to be dispensed
- ❑ Applicant identifies whether it will package bulk cannabis or cannabis products at the point of sale
- ❑ *If packaging at point of sale*, applicant describes tamper-evident, child-resistant, opaque packaging
- ❑ Applicant identifies a licensed source of cannabis and cannabis products
- ❑ Applicant identifies the size and content of signs to be placed onsite
- ❑ Applicant specifies procedures for verifying identification
- ❑ Applicant specifies procedures for limiting purchases to legal amounts
- ❑ Applicant identifies point-of-sale software
- ❑ Applicant describes how location promotes patient access (e.g., easy to get to)

- ❑ Dispensary signs may not appeal to persons under 21 years of age, make specific medical claims, or depict cannabis consumption
- ❑ Point-of-sale software must be interoperable with tracking system
- ❑ *If packaging at point of sale*, scales used for determining sale prices must have a certificate of conformance from a National Type Evaluation Program approved laboratory (DPS requirement)

#### Workplace Safety Plan

- ❑ Safety plan submitted

#### Security Plan

- ❑ Security plan submitted
- ❑ Alarm company responsible for installing and monitoring alarms is named
- ❑ Diagram illustrates all windows and doors and indicates that sensors are present
- ❑ *If site plan includes outdoor storage of cannabis waste*, fences are shown and gates indicate alarm sensors
- ❑ *If site plan indicates public parking or outdoor cultivation*, outdoor lighting is indicated.
- ❑ Diagram illustrates placement of all security cameras
- ❑ Security cameras at all exterior doors and gates
- ❑ Security cameras at doors separating sales floor from nonpublic areas
- ❑ Security cameras at doors set to record outside normal business hours
- ❑ Security cameras positioned to provide coverage of all activities involving cannabis
- ❑ Storage of security footage is identified as onsite or on third-party server
- ❑ *If security footage is onsite*, storage device is protected by locks and sensors
- ❑ All persons with access to security footage are listed
- ❑ Written procedures for protecting footage are listed
- ❑ The alarm system must give an audible warning.
- ❑ Battery backup for the alarm system must provide four hours minimum run time.
- ❑ Security camera resolution must be 720 pixel minimum.
- ❑ Cameras must record 15 or more frames per second.
- ❑ The camera system must be IP compatible and support live viewing by department.
- ❑ The camera system must provide date and time stamps.
- ❑ Battery backup for video recording must be two hours minimum.
- ❑ Video storage capability must be minimum of 90 days.

#### Additional Precautions/Prevention of Diversion

- ❑ Applicant specifies how dried cannabis and cannabis products will be secured when site is unoccupied
- ❑ Applicant specifies procedures to prevent employee theft (e.g., working in pairs, searching bags)

#### Waste Management Plan

- ❑ Waste management plan submitted
- ❑ Applicant identifies types of cannabis waste that will be produced

- Applicant specifies how cannabis waste will be protected from diversion
- Applicant identifies the type(s) of non-cannabis materials to be mixed with cannabis waste
- Applicant identifies what will be done with cannabis waste (either composting or use of a specific hauler)

#### Wastewater Plan

- Wastewater plan submitted
- Applicant specifies whether it will connect to a public wastewater system, use an onsite wastewater system (septic system), or have wastewater hauled
- *If an onsite (septic) system is used*, a signed statement that the system complies with ARSD chapter 74:53:01

#### Pre-Employment Screening Procedures

- Pre-employment screening procedures are specified
- At minimum, screening includes a state criminal background check
- Written policy prohibits, at minimum, hiring of anyone with disqualifying felony

#### Control of Access to Site

- Applicant has written procedures prohibiting unauthorized access to nonpublic areas, including a prohibition of anyone under 21 years of age
- Applicant has procedures for allowing authorized access, including a visitor log, checking of identification, issuing of visitor badges, and accompanying visitors while onsite
- Applicant specifies who has keys/codes for entry