

## All Applicants

### Application Form –

- All fields completed
- Date of birth of all required applicants

### Allowable Location –

- 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 requirement

### 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

## Testing Facility – 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
- Each person with a significant role in financial or business decisions is listed on application form

### Conflict of Interest and Confidentiality Policies

- Operating plan provides sufficient detail to determine that no principal officer, board member, or person with an ownership interest has an ownership interest in any type of cannabis establishment other than another cannabis testing facility
- Each owner, manager, or other employee is required to sign a conflict-of-interest statement
- Conflict of interest statement covers financial or ownership interests, management interests, investments, gifts or other incentives, leases, and loans
- Operating plan specifies confidentiality requirements for staff, including:
  - Non-disclosure of test results, except to client, the department, or law enforcement
  - Non-disclosure of proprietary information
  - Prevention of access to computer systems by unauthorized persons

### Testing to Be Performed

- Operating plan lists tests to be performed, specifying:
  - The analyte to be tested for
  - The matrix (dried cannabis, liquids, etc.)
  - The instrumentation and method to be used
- Copies of standard operating procedures for each test that identify:
  - How the sample will be prepared
  - How the sample will be analyzed
  - How the results will be determined and reported
- A description, for each test, of how the testing facility will validate its own results to ensure that its methods are appropriate, including ensuring consistent test results across multiple samples

### Sample Collection

- Operating plan specifies procedures for
  - Collection of samples for each matrix
  - Ensuring that sample represents the batch (e.g., mixing beforehand, taking sample increments from throughout the batch)
  - Storing, labeling, and transporting samples, including protection from heat, light, and humidity
  - Preventing contamination, including use of gloves and protective clothing, sterilization of instruments and use of clean containers

- Chain of custody form supplied
- Chain of custody procedures specify the use of forms to document that sample was tested as collected without mix-up or contamination

#### Accreditation and Quality Assurance

- Copy of current ISO/IEC scope of accreditation *OR*
- Signed statement that applicant will begin work with an accrediting body within 6 months of licensing
- *If licensed less than 18 months*, each of the following:
  - Agreement to submit quarterly reports of progress toward accreditation
  - Agreement to comply with departmental confirmation testing requirements
- A description of external proficiency testing, including:
  - Identification of the vendor that will prepare samples for proficiency testing
  - The frequency of testing
  - The standards for passage or failure of testing
  - Who is required to perform the tests
  - What is done if any tests are failed
- A description of internal staff competency evaluations, including:
  - Quality assurance testing required in addition to external proficiency testing
  - The frequency of competency evaluations of staff (at least annually)
  - The standards for passage or failure of testing (typically passage is within 2–3 standard deviations)
  - Who has to participate (all persons performing sample preparation or analysis)
  - What is done if performance is unacceptable

#### Site Plan

- Site plan submitted
- Site plan does not indicate access from any business or residence
- Scale drawing of premises is provided
- Each area includes a description of activities to take place
  - Instruments and their listing
  - Where samples are stored prior to testing
  - Where samples are prepared
  - Where microbiological samples are incubated, if applicable
  - Where waste is disposed
- Site plan identifies access from public right of way
- Instruments' listing by UL or another NRTL

#### 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., extended holiday closures) are explained

### Workplace Safety Plan

- *If ladders are used*, a description of precautions to be taken, including monitoring weight limits, avoiding electrical hazards, and ensuring stability
- A description of training to be provided on the use of personal protective equipment (PPE)
- Evidence that the applicant will provide gloves, eye protection, or respirators
- A description of training to be provided on safe use of chemicals and the communication and reporting of safety hazards
- Assurances that all required labels and signs will be in place and safety data sheets will be maintained

### 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
- Diagram illustrates placement of all security cameras
- Security cameras at all exterior doors and gates
- 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.
- The alarm system must be capable of being disabled remotely.
- The alarm system must notify the security company if power fails.
- 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 (e.g., 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
- *Unless an onsite (septic) system or hauling is specified*, a pretreatment industrial use permit *OR* exemption letter/form from Department of Agriculture and Natural Resource
- *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