

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 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

Product Manufacturing 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
- ❑ *If edibles will be manufactured:* certified food service manager is listed

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
- ❑ Site plan identifies access from public right of way
- ❑ Each area includes a description of activities to take place, (e.g., extraction, storage of solvents, edibles preparation, refrigerated storage, cooking or heating, and packaging)
- ❑ Secure storage for cannabis product awaiting test results must be provided
- ❑ No ethanol, inherently hazardous substances, or compressed gas may be used in same structure as a dispensary

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

Manufacturing Processes

- ❑ Applicant provides a clear list of the types of products that will be manufactured onsite, including intermediate products such as extracts
- ❑ *If extraction/concentration will take place*, the applicant describes:
 - The methods to be used (solvent extraction, CO₂ extraction, alcohol infusion, heat infusion in oils, ice water extraction, sieving, etc.)
 - The solvents to be used
 - The equipment to be used
- ❑ *If extraction using volatile solvents or CO₂ will take place:*
 - A list of extraction equipment
 - For each piece of extraction equipment, either its listing by UL or another NRTL *OR* an assessment by a licensed engineer or local fire official that the equipment is safe for its intended use
 - An assessment by a licensed engineer or the equipment manufacturer that the equipment is a closed-loop system capable of recovering unused solvent

- Ventilation equipment (fume hood) will be in place
- *If edibles will be manufactured*, food establishment licensed obtained
- Applicant indicates whether it will remediate cannabis or cannabis products that fail testing
- Applicant indicates how it will remediate cannabis or cannabis products, specifying the specific item, the types of failures, and the manufacturing process to be used
- Scales used for determining sale prices must have a certificate of conformance from a National Type Evaluation Program approved laboratory (DPS requirement).
- *If extraction using volatile solvents or CO₂ will take place*:
 - Extraction equipment must have an emergency cutoff switch
 - A gas detection system must be used

Workplace Safety Plan

- *If ladders are used*, a description of precautions to be taken, including monitoring weight limits, avoiding electrical hazards, and ensuring stability
- *If any potentially hazardous chemicals or power tools are used or dust will be created*, a description of training to be provided on the use of personal protective equipment (PPE) and evidence that the applicant will provide gloves, eye protection, or respirators
- *If any potentially hazardous chemicals are used*, a description of training to be provided on safe use of chemicals and the communication and reporting of safety hazards
- *If any potentially hazardous chemicals are used*, 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 cultivation or 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 (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
- *Unless an onsite (septic) system or hauling is specified*, a pretreatment industrial use permit *OR* exemption letter/form from Department of Agriculture and Natural Resources
- *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