



Montana Medical Marijuana Program Retail/Dispensary Facility Checklist

Region # _____

Section 1: General Data

Inspection Type:

Announced
 Un-announced
 Application
 Annual
 Follow-up
 Complaint driven

Compliance History:

- Tax Status: _____
- Evidence of Electronic Advertising: _____
- Complaints Rec'd: _____
- Previous Violations: _____

Name of Inspector(s): _____

Inspector Identification Presented

Other Inspection Participants - Organization(s)/Title(s): _____

Inspection Date	Entry/Exit Time	License Number	License Effective/Expiration	Number of Patients	Facility Contact	Facility Phone Number

Section 2: Licensee Names/Addresses

Name Shown on License: _____

Business Name: _____

Email Address: _____

Mailing Address: _____

Physical Address: _____

Section 3: Employees

Rule	Criteria
ARM 37.107.120 (1) Marijuana Employee Permit must be carried when performing work	Number EEs? Permits Carried?
ARM 37.107.120 (3) 2 Dept. issued volunteer badges for no more than 300 hours/year	Number volunteers? Hours worked annually?

Section 4: Other Permits

Rule	Criteria
MCA 50-46-308(5)(d): Providers/MIPs must obtain Dept. of Ag license (MCA 80-7-106) if they sell live plant	List:

Section 5: Facility Details

Rule	Criteria
MCA 50-46-341: Persons with licenses/reg. cards may not advertise marijuana/products in any medium including electronic media	Evidence of advertising?
ARM 37.107.115(15)(b): A licensee must display proof of licensure in a prominent place on the RP	
ARM 37.107.118(17): Documentation meeting all local jurisdiction requirements such as licensing, fire health and safety must be maintained on premises	
MCA 50-46-308 (6)(b): property may not be shared\rented\leased to another provider	Partner situation? Other?
MCA 50-46-312 (4)(a): Dept. may deny a license if RP is: <ul style="list-style-type: none"> • not approved by local building, health or fire officials • w/in 500 of a place of worship or school • if local gov't has adopted an ordinance prohibiting it 	
ARM 37.107.118(1): licensee must clearly identify all limited access areas at RP	Signage?
ARM 37.107.118(3): Licensee must maintain a daily log of all visitor activity at RP	Names/dates?
ARM 37.107.118(5): Licensee must <u>conspicuously</u> post signs inside RP: <ul style="list-style-type: none"> • minors not permitted unless accompanied by an adult • no on-site consumption of marijuana except by registered cardholders 	
ARM 37.107.118(8): Licensee must have a written security plan maintained on the RP	and emergency procedures, ARM 37.107.118(15)

Rule	Criteria
ARM 37.107.118(9): Commercial grade door locks must be installed on every external door & gate of RP	
ARM 37.107.118(10): Licensee must ensure sanitary requirements are met: <ul style="list-style-type: none"> • handwashing facilities • proper\timely waste removal • toilet facilities maintained 	

Section 6: Retail-Dispensary Questions

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Section 7: Facility Inventory

Categories	Expected	Verified
Marijuana (flower, buds, shake, trim)		
Pre-rolls		
Concentrates		
Extracts		
FECO/RSO		
Vape Sticks		
Edibles		
Tinctures		
Other		

Section 8: Waste Management

Rule	Criteria
ARM 37.107.413(1): Licensee must store all solid & liquid waste in accordance with all state & local laws\regs	
ARM 37.107.413(2): Licensee must store marijuana waste in a secured waste receptacle	
ARM 37.107.413(5): Licensee must maintain accurate, comprehensive	

Rule	Criteria
records that accounts for, reconciles & evidences all marijuana waste activity	

Section 9: QA Testing

Rule	Criteria
MCA 50-46-326: A Provider\MIPP may not sell marijuana or MIP until the marijuana or products have been tested by a Lab	

Section 10: Packaging/Labeling

Rule	Criteria
<p>ARM 37.107.401(2):</p> <ul style="list-style-type: none"> • Labels for all marijuana items must include: <ol style="list-style-type: none"> 1. Licensee business or trade name 2. Licensee registration number 3. Date of harvest of marijuana, or date marijuana item was manufactured 4. (Common) Name of strain or marijuana item 5. Net weight or volume in both U.S. customary and metric units 6. Concentration by weight or volume of: THC, THCA, CBD, CBDA 7. A unique identification numbers 8. A consumer warning that states: 9. “For use by MMP registered cardholders only – keep out of children’s reach” 10. “It is illegal to drive a motor vehicle while under the influence of marijuana 11. “This product is not approved by the U.S. Food and Drug Administration (FDA) to treat, cure, or prevent any disease.” 12. If the marijuana item has passed required testing: “This Product Has Been Tested and 	

Rule	Criteria
<p>Meets the Quality Assurance Requirements of the State of Montana.”</p> <p>13. If the marijuana item has not been tested (because the licensee has ten or fewer registered cardholders who are not required to submit marijuana items for testing): “This Product Has Not Been Tested for compliance with Quality Assurance Requirements for the State of Montana.”</p> <ul style="list-style-type: none"> • Additional labeling requirements for Marijuana Topicals, Ointments, Suppositories and other marijuana products not intended to be administered orally: <ol style="list-style-type: none"> 1. “DO NOT EAT” (Bold/Capitalized) 2. List of ingredients used to process the product (in descending order or predominance by weight/volume) • Additional labeling requirements for edible marijuana products and tinctures: <ol style="list-style-type: none"> 1. “BE CAUTIOUS” (Bold/Capitalized) followed by “This product can take up to two hours or more to take effect” 2. If perishable: “Product must be kept refrigerated/frozen 3. A “contains” statement w/a list of major food allergens either: <ol style="list-style-type: none"> a. At the end or immediately adjacent to the ingredients list b. OR: in parenthesis with/in the ingredients list after the common name of the 	

Rule	Criteria
<p style="text-align: center;">ingredient derived from that major food allergen</p> <ul style="list-style-type: none"> • Additional labeling requirements for marijuana concentrates and extracts: <ol style="list-style-type: none"> 1. “DO NOT EAT” (Bold/Capitalized) 2. Extraction method & solvent • All Labels MUST: <ol style="list-style-type: none"> 1. Be placed on the container & any packaging that is used to display marijuana items for sale or transfer to a registered cardholder 2. Be no smaller than eight-point Times New Roman, Helvetica, or Arial font 3. Be in English 4. Be unobstructed and conspicuous 5. IF a marijuana item is place in a package that is being reused, the old label(s) must be removed and replaced with new labels • All Labels MAY: <ol style="list-style-type: none"> 1. Have one or more labels affixed to the container or packaging 2. Use a peel-back OR accordion label with the required information IF the label can be identified by a registered cardholder as to containing important information • All Labels MAY NOT: <ol style="list-style-type: none"> 1. Contain any untruthful or misleading statements 2. Be attractive to minors: In regard to packaging, labeling, & marketing that features: cartoons, designs, brands, or names that resemble a not-cannabis consumer product of the type that is typically marketed to minors, symbols or celebrities that are 	

Rule	Criteria
<p>commonly used to market products to minors, images of minors, words that refer to products that are commonly associated with minors or marketed by minors</p> <p>3. All Exit Packages MUST: contain a label that reads “Keep out of reach of children”</p>	
<p>ARM 37.107.402(1)-(2): Packages for useable marijuana must protect the consumer from contamination, and be child resistant</p>	
<p>ARM 37.107.402(2): Marijuana items for final sale must be in a container that is</p> <ul style="list-style-type: none"> • child resistant as defined in ARM 37.107.110(6): designed or constructed to be significantly difficult for children under 5 to open • Labeled in Accordance with ARM 37.107.401 (above) 	

Section 11: Transportation

Rule	Criteria
<p>ARM 37.107.124(1): Marijuana items may only be transported between a RP, licensed Lab or cardholder’s home by a licensee\licensee employee</p>	<p>How are items transferred to Lab, dispensary?</p>
<p>ARM 37.107.124(2)-(5): A printed manifest or sales/manifest must accompany every transport & must contain the following info:</p> <ul style="list-style-type: none"> • RP address & license # of departure & receiving locations • Product name, quantities & ID numbers • date\time of departure & arrival • delivery vehicle info • name\signature of licensee\EEs accompanying transport • receiving location must review manifest, verify description of inventory, & note and document any discrepancies 	

Rule	Criteria
ARM 37.107.124(3): A transport manifest or sales/manifest may not be voided or changed after departing from the originating RP	
ARM 37.107.124(8): Transport vehicle must shield marijuana from view, must secure (be locked) marijuana during transport	
ARM 37.107.206(15): A receiving location must document in METRC any marijuana items received & any differences between quantity specified in manifest & quantity received	

Section 12: Record keeping

Rule	Criteria
ARM 37.107.130(1)(k): Dept. after written notice may revoke license if licensee fails to file a change request reporting they no are longer listed as a cardholder provider	Verify number current of patients and/or any changes.
ARM 37.107.206(1): Licensee must use METRC as primary inventory tracking & record keeping system	
ARM 37.107.206(2): Each 12" marijuana plant must be issued a METRC ID tag that gets attached to & follows the plant through production	Present? Legible?
ARM 37.107.206(8): All on-premises, in-transit inventories must be reconciled in METRC at the close of each business day	
ARM 37.107.206(9): Each marijuana sale\transfer to a cardholder must be recorded in METRC at the close of each business day	
ARM 37.107.206(10): Licensee must record in METRC: <ul style="list-style-type: none"> • Wet weight of all harvested marijuana plants immediately after harvest • Information for marijuana items by unit count • Weight per unit of a product • Weight and disposal of post-harvest waste materials • Theft or loss of marijuana items • Other information as may be required by the department 	

Rule	Criteria
ARM 37.107.206(12)-(14): All samples taken for QA testing & results must be recorded in METRC.	
ARM 37.107.118(14): Licensee must maintain the following records in paper or electronic form for at least 3 years: <ul style="list-style-type: none"> • financial records • employee training & payroll 	
MCA 50-46-329(3)(a): Provider\MIPP shall keep a complete set of records to show all transactions w\cardholders	

Section 13: General Interviewee Questions

1. Where are your infused products coming from (manufactured by RP)?

2. _____
3. _____
4. Are you affiliated with any dispensaries (how many/locations)?

5. _____
6. _____
7. After records review (if applicable), ask about discrepancies, frequency/amount purchase by cardholders?

8. _____
9. _____
10. Do you have any other major concerns?

Photo Log

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

Other Attachments

Describe (scanner data, property receipt for samples taken, copies of documents received from licensee)

11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Notes