

# CANNABIS INSPECTION GUIDE



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**Environmental Health Division**  
[www.publichealth.lacounty.gov/eh](http://www.publichealth.lacounty.gov/eh)



**COUNTY OF LOS ANGELES**  
**Public Health**

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# I. INTRODUCTION

## Background

In December 2017, the Los Angeles County (County) Board of Supervisors approved the Cannabis Facilities Ordinance to authorize the Department of Public Health (DPH) to contract with incorporated cities to issue Public Health permits and conduct environmental health and sanitation inspections of commercial cannabis facilities licensed by those cities.

A copy of this guide and additional information regarding the permitting and inspection of cannabis facilities can be found on our website at:

<http://publichealth.lacounty.gov/eh/business/cannabis.htm>

## Purpose

The Cannabis Facility Inspection Guide was developed to assist EHSs during their inspections to ensure proper marking of all sections of the COIR. The inspection report is divided into ten (10) sections: Employee Practice; Cannabis Safety; Proper Storage; Equipment/Utensils; Facility; Plumbing Fixtures; Sign/License Requirements; Record Keeping; Compliance & Enforcement; and Requirements for Manufacturing.

This Inspection Guide can also assist cannabis operators in understanding the inspection report and the items marked on the report. The Inspection Guide is subject to change. As such, the Environmental Health Division will make every effort to inform industry stakeholders of significant changes in a timely manner.

**NOTE:** *This guide is subject to change based on changes to the laws and when further clarification is warranted.*

## II. DEFINITIONS

The success of any cannabis inspection program requires a clear understanding of the common terminology used by the EHS and the cannabis industry. The definitions of the following terms are provided for context in the cannabis inspection process.

**Approved** means approved by the Director based upon a determination of conformity with applicable laws, or in the absence of applicable laws, with current public health principles, practices, and generally recognized industry standards that protect public health.

**Approved Source** means a cultivator, manufacturer, distributor, or a retailer that is acceptable to the enforcement agency based upon a determination of conformity with applicable laws.

**Clean-In-Place (CIP)** means to clean in place with a detergent solution flowing by mechanical means through a piping system of a detergent solution, water rinse, and sanitizing solution onto or over equipment surfaces that require cleaning.

**Cannabis Area** means any area that is involved in the growing, processing, storing, or packaging of cannabis.

**Cannabis Facility** is a permanent structure in a fixed location where a cannabis retailer, distributor, manufacturer, or cultivator operates or conducts business. The facility shall be a contiguous area and shall only be occupied by one licensee.

**Cannabis Goods** means cannabis and cannabis products in final form, packaged and labeled as they will be sold at retail.

**Cannabis Manufacturing Facility** means all aspects of the extraction process, infusion process, post-processing, remediation, packaging and labeling processes, including processing, preparing, holding, and storing of cannabis products, components, and ingredients.

**Cannabis Products** means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis or edible or topical product containing cannabis or concentrated cannabis and other ingredients.

**Cannabis Waste** means any material intended for disposal that contains cannabis but is not otherwise considered a hazardous waste. Cannabis waste consisting solely of plant material shall be considered an organic waste as defined in Public Resources Code section 42649.8(d).

**Common Area** refers to all aspects of a cannabis facility under the control of the owner/operator. Common areas include, but are not limited to, toilet rooms, mop sinks, handwashing facilities, cannabis and non-cannabis waste receptacles and collection services, drinking fountains, loading areas, parking lots, and security.

**Construction** means any building or structure that is being constructed as a new cannabis facility or an existing building or structure that is being converted into a cannabis facility. Additionally, any facility changes, use, change of business, or a remodel.

**Contact Surface** means any surface that contacts cannabis products and cannabis product components and those surfaces from which drainage, or other transfer, onto the cannabis product or cannabis product components, occurs during the normal course of operations. Examples of contact surfaces include containers, utensils, tables, and equipment.

**Cultivation Facility** means any activity conducted indoors or outdoors, involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

**Department** means the Los Angeles County Department of Public Health.

**Director** means the director of the Los Angeles Department of Public Health or his/her duly authorized designee.

**Easily Cleanable** means a characteristic of a surface that allows effective removal of soil, food residue, or other organic or inorganic materials by normal cleaning methods.

**Hazard** means a biological, chemical, or physical property that may cause an unacceptable public health risk.

**HACCP** means Hazard Analysis Critical Control Point.

**HACCP Plan** means a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

**Imminent Health Hazard** means a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury or illness.

**Ingredient** means any substance that is used in the manufacture of a cannabis product and that is intended to be present in the finished cannabis product.

**Kief** means the resinous trichomes of cannabis that have been separated from the cannabis plant.

**Non-Storefront Retailer** means a retailer licensee conducting retail sales exclusively by delivery.

**Pathogen** means a microorganism that can cause illness or injury.

**Package or Packaging** means any container or wrapper that may be used for enclosing or containing any cannabis or cannabis products.

**Pest** means an undesired insect, rodent, nematode, fungus, bird, vertebrate, invertebrate, weed, virus, bacteria, or other microorganism that is, or is liable to become, injurious, dangerous, or detrimental to health, the environmental, or the agricultural environment of the state.

**Pre-roll** means any combination of the following rolled in paper: flower, shake, leaf, or kief that is obtained from accumulation in containers or sifted from loose, dry cannabis flower or leaf with a mesh screen or sieve.

**Processing** means all activities associated with the drying, curing, sifting, grading, trimming, rolling, storing, packaging, and labeling of cannabis or non-manufactured cannabis products.

**Quarantine** means the storage or identification of cannabis or a cannabis product to prevent use, movement, or transfer of the cannabis or cannabis product.

**Remodel** means construction, renovation, or repair of less than 300 Sq. Ft. to an existing cannabis facility. It includes the installation of equipment and repair to a cannabis facility that alters the configuration, the facility, the usage of the facility, or the business operation conducted from the facility and requires a permit or approval from other local and state enforcement agencies.

**Retail Facility** means a building, room, or other area that is open to the public, upon the retailer facility in which cannabis goods are sold or displayed.

**Sanitize** means to treat cleaned surfaces by a process that is effective in destroying vegetative cells of pathogens and substantially reducing the numbers of other undesirable microorganisms, but without adversely affecting the product or its safety for the consumer.

**Site Evaluation** means an inspection that determines if a pre-existing cannabis facility meets the current health and safety code requirements or if plans would be required to be submitted for review and approval.

**Smooth** means a contact surface that is free of pits, pinholes, cracks, crevices, inclusions, rough edges, and other surface imperfections detectable by visual or tactile inspection; a floor, wall, or ceiling having an even or level surface with no roughness or projections that render it difficult to clean.

**Standard Operating Procedures (SOPs)** describe all procedures that a cannabis facility will conduct daily, before, during, and after operations, sufficient to prevent direct contamination or adulteration of cannabis products and their ingredients.

**Tamper-Evident** means that the cannabis product packaging is sealed in a manner that prevents the packaging from being opened without obvious destruction of the seal.

**Transport** means the physical movement of cannabis or cannabis products from one facility to another permitted facility.

**Utensil** means an implement, tool, or container used in the storage, preparation, manufacture, or processing of cannabis and cannabis products. In addition to kitchenware, examples of utensils include, but are not limited to, gloves, screens, sieves, implements to create pre-rolls, buckets, and scissors.

### III. INSPECTION SERVICES

An Environmental Health Specialist (EHS) from DPH is responsible for conducting unannounced inspections and complaint investigations of permitted cannabis facilities to determine compliance with state and local regulations. Upon completion of the inspection or investigation, the EHS shall complete and issue a Cannabis Official Inspection Report (COIR) that identifies any observed violations and provides a reinspection date by which the violations must be abated. If any violation poses an imminent health hazard, the facility will be closed, and the Public Health Permit (PHP) will be suspended until that violation is corrected. Progressive enforcement will be utilized to gain compliance at sites with common violations. Cities may choose to take additional enforcement actions at facilities that do not immediately comply.

All commercial cannabis facilities receive at least two unannounced inspections per year.

- The EHS shall begin the inspection by introducing themselves to the Person-in-Charge (PIC). The EHS shall check for a valid Public Health Permit (PHP) and other required records. The EHS shall also verify ownership and contact information.
- If instructed by the PIC, the EHS shall wear protective eye protection and/or clothes covering in the facility or designated areas.
- The EHS shall check all violation categories on the Cannabis Official Inspection Report (COIR) and indicate the status for each as instructed in the next section of this guide.
- Upon completion of the inspection, the EHS shall discuss the findings with the facility owner or PIC.
- Marked violations shall be corrected by the Reinspection Date given. A Compliance Review shall be scheduled when the owner/operator fails to comply or does not show reasonable progress. See **Appendix A** for enforcement instructions.
- Cannabis facilities shall be closed when an imminent health hazard is identified or when high-risk violations cannot be corrected at the time of inspection. A high-risk violation is defined as any violation that, if not corrected, can lead to an imminent health hazard. See **Appendix B** for closure and reopening instructions.
- All permitted cannabis facilities are encouraged to provide their email address so that information can be shared quickly.

### IV. POSTING REQUIREMENTS

The Emblem Placard serves as notice to the public that the commercial cannabis business is an Authorized Cannabis Store at the time of issuance and is in compliance with all applicable public health laws and regulations. Signs shall be posted in the front window of the store within five (5) feet of the front door or posted in a display case mounted to the outside front wall of the store within five (5) feet of the front door or in a location as directed and determined by the enforcement officer to ensure proper notice to the public and patrons. Proper posting of signs informs the consumers that the facility is permitted and follows the state rules about health and safety.

## V. UNDERSTANDING THE CANNABIS OFFICIAL INSPECTION REPORT

The Cannabis Official Inspection Report (COIR) (see **Appendix A**) is the official document that is used by the EHS to indicate the compliance status of each violation category observed during a routine inspection. The goal of the report is to fairly document and present the conditions of the Cannabis facility at the time of inspection to consumers and operators. For each inspection violation category on the COIR, the inspector is required to select the applicable compliance status:

- **IN:** Indicates that the category was observed in compliance with applicable code(s) during the routine inspection.
- **OUT:** Indicates that the category was not observed in compliance with applicable code(s) during the routine inspection and warrants correction by the re-inspection date.
- **COS:** Indicates that the category was not in compliance with applicable code(s), but the facility corrected the violation(s) before the end of the inspection. The corrective action is to be documented on the inspection report. Critical Risk Factor marked “COS” will be scheduled for a reinspection to ensure ongoing compliance.
- **N/A:** Indicates that the category is not applicable to the facility.
- **N/O:** Indicates that the category, which normally occurs at the food facility (e.g., cooling, warewashing, etc.), could not be evaluated because it was not observed at the time of the routine inspection.

# VI. CANNABIS OFFICIAL INSPECTION REPORT VIOLATION CATEGORIES

## EMPLOYEE PRACTICES

### 1. Person in Charge is Present/Performs Duties

Every commercial cannabis facility must have a Person in Charge (PIC) during all operational hours. The PIC may be the permit holder, or a person designated by the permit holder. The PIC shall be able to demonstrate knowledge and principles applicable to their duties.

The EHS is to mark as follows:

- IN** Mark **IN** if the PIC is in the facility at the start of the inspection and is present for the entire inspection.
- OUT** Mark **OUT** if the PIC is not present for the entirety of the inspection.
- COS** Mark **COS** is during the time of the inspection the PIC becomes available.

Authority: LA County Code of Ordinances, Title 11, § 11.37.020.FF, 11.37.130.C

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### 2. Communicable Disease Reporting/Restrictions/Exclusions

Any employee who is diagnosed with an infectious agent or is shown to have, or appears to have, an illness, open lesions such as boils, sores, cuts, rash, or infected wounds shall be excluded from any operations until their health condition is corrected. An employee is required to report to the PIC when he/she has been diagnosed with an “illness” or has an open lesion on the hands, wrists, or exposed portion of the arms. The cannabis facility may be closed until, in the opinion of the Enforcement Agency, the identified danger of disease outbreak has been addressed.

Working with cannabis goods while experiencing a communicable disease exposes the end user as well as the coworkers to that communicable illness.

The EHS is to mark as follows:

- IN** Mark **IN** if none of the workers at the cannabis facility are experiencing an illness.
- OUT** Mark **OUT** if any of the following are observed:
  - The PIC is aware of an employee who has been diagnosed with an “*illness*” and has not notified the enforcement agency.
  - The PIC is aware that two or more employees are concurrently experiencing symptoms associated with an acute gastrointestinal illness and have not reported it to the local enforcement agency.
  - The PIC has not excluded an employee with an “*illness*” as required.
  - The PIC has been made aware of an employee who is suffering from an acute gastrointestinal illness and has not restricted the duties of the cannabis employee.
  - The PIC removes a restriction of an employee before the resolution of symptoms of acute gastrointestinal illness.
  - The PIC removes the exclusion of an employee before receiving clearance.
  - An employee does not inform the PIC of a lesion or wound on their hand that is exposed and not properly protected with an impermeable cover and single-use glove.

- COS** Mark **COS** if the PIC excludes an employee with an “illness” during the time of inspection.
- N/O** Mark **N/O** when you are not able to observe activities that demonstrate compliance or non-compliance with a requirement.

**NOTE:** “Illness” includes *Salmonella typhi*, *Salmonella spp.*, *Entamoeba histolytica*, *Enterohemorrhagic or shigella toxin-producing Escherichia coli*, *Hepatitis A virus*, *Norovirus*, or other communicable diseases.

**Authority: LA County Code of Ordinances, Title 11, § 11.37.110 (a-e), California Code of Regulations, Title 4, § 17211 (a) (1)**

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### 3. No Discharge from Eyes/Nose/Mouth Open Lesion

Discharges from the eyes, nose, mouth, or lesions could potentially be infectious. It is important to prevent people with possible infectious conditions from spreading those infections.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the employees in the facility have no evidence of persistent sneezing, coughing, or runny nose.
- OUT** Mark **OUT** if an employee is experiencing persistent sneezing, coughing, or runny nose that is associated with discharges from eyes, nose, or mouth that cannot be controlled by medication and the employee is working with exposed cannabis, clean equipment, clean utensils, or clean linen.
- COS** Mark **COS** if during the time of the inspection, the employee with persistent sneezing, coughing, or runny nose is excluded from working with exposed cannabis, clean equipment, clean utensils, or clean linen.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.110; California Code of Regulations, Title 4, § 17211 (a) (1)**

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### 4. Proper Handwashing

Employees shall wash their hands thoroughly in a hand-washing facility that meets the requirements before starting work, after each absence from the workstation, and at any time when the hands may have become soiled or contaminated.

Proper hand washing is a key element of preventing the spread of illnesses.

**The EHS is to mark as follows:**

- IN** Mark **IN** if inspector observes proper handwashing.
- OUT** Mark **OUT** if any of the following are observed:
- Employee handling any cannabis product and is unable to wash hands due to lack of supplies at the handwashing sink.
  - Employee fails to properly change gloves when it is required.
  - Not washing hands after sneezing, coughing, eating, before starting work, after each absence from workstation, when hands are soiled, or after toilet use.
- COS** Mark **COS** if during the time of the inspection, an employee is observed not washing their hands but properly and correctly washes their hands after the violation is brought to their attention.

**Authority: California Code of Regulations, Title 4, § 17211 (2) (b)**

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## 5. Personal Cleanliness (Cultivation, Distribution, and Manufacturing)

Employees must wear hair nets, caps, beard covers, or other hair restraints that are designed and worn to prevent hair from coming in contact with cannabis, cannabis products, contact surfaces, or packaging material. Gloves must be maintained in an intact, clean, and sanitary condition.

Employees shall wear clean outer clothing to protect against allergen cross-contact and contamination of cannabis products, contact surfaces, and packaging materials.

Employees must remove all unsecured jewelry and other objects that might fall into cannabis products, equipment, or containers. Hand rings that cannot be sanitized shall be removed during periods in which cannabis products are manipulated by hand. If such hand jewelry cannot be removed, gloves should be worn and maintained clean to effectively protect against the contamination of the cannabis products, contact surfaces, and/or cannabis product-packaging materials.

Preventing foreign objects from contacting or falling into cannabis goods helps maintain the products in a sanitary manner.

### The EHS is to mark as follows:

- IN** Mark **IN** if all employees are wearing clean outer garments, secured jewelry, and hair restraints.
- OUT** Mark **OUT** if any of the following are observed:
- An employee working with soiled outer garments or inadequate clothing.
  - Not removing all unsecured jewelry and other objects that might fall into cannabis goods, equipment, or containers.
  - Not wearing hat nets, caps, beard covers, or other hair restraints that are designed to prevent hair contact with cannabis goods.
- COS** Mark **COS** if the violation is corrected before the end of the inspection.

**Authority: California Code of Regulations, Title 4, § 17211 (a)(2)**

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## 6. No Sleeping Quarters

No sleeping quarters shall be maintained or kept in any room where cannabis products and their ingredients are prepared, processed, stored, distributed, sold, and other substances that are ingested.

### The EHS is to mark as follows:

- IN** Mark **IN** if no bedding is observed and there is no direct access to living/sleeping quarters.
- OUT** Mark **OUT** if any of the following are observed:
- Bedding is observed in the cannabis storage or product manufacturing area.
  - A door/opening is observed between a cannabis facility and living / sleeping quarters.
- COS** Mark **COS** if the bedding is removed before the end of the inspection.

**Authority: California Retail Food Code, § 114286**

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## 7. No Smoking/Vaping/Ingesting Alcohol/Cannabis Product

Smoking, eating, drinking alcohol, and vaping are forbidden at facilities that prepare or handle food, edibles, or other substances that are ingested. Smoking/vaping, ingesting alcohol, or using cannabis products in non-designated areas may contaminate non-prepackaged cannabis products, equipment, and utensils.

The EHS is to mark as follows:

- IN** Mark **IN** if smoking or chewing tobacco is not observed, consumed cannabis or alcohol is not observed in the cannabis facility.
- OUT** Mark **OUT** if an employee is observed smoking or chewing tobacco, consuming cannabis, smoking cigarettes, drinking alcohol, or vaping in the cannabis facility.
- COS** Mark **COS** if during the time of the inspection, the violation is corrected before the end of the inspection.

**Authority: California Code of Regulations, Title 4, § 15603 (c), 17211 (a)(2)**

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## 8. No Eating Food/Chewing Gum/Drinking Beverages

Eating, chewing gum, and drinking beverages are prohibited at workstations.

The EHS is to mark as follows:

- IN** Mark **IN** if no eating, drinking, or chewing gum at the cannabis workstation is observed.
- OUT** Mark **OUT** if an employee is observed eating or drinking at the cannabis goods workstation area.

**NOTE:** *Eating, chewing gum, and drinking beverages at a cannabis goods workstation increases the likelihood of contaminating the cannabis goods.*

**Authority: California Retail Food Code, § 113977; California Code of Regulations, Title 4, § 17211.2 (a)(2)**

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# CANNABIS SAFETY

## 9. Free from Contamination/Additives/Adulteration

Cannabis products and their ingredients that are contaminated, unfit for human consumption, or found to be dangerous to public health shall be ordered quarantined or destroyed by the Director. If quarantined, instructions shall be given to the person who controls such cannabis products and their ingredients as to the condition of the quarantine. It is unlawful for such a person to make any disposition of such cannabis products and their ingredients other than as ordered by the Director.

Any product that people will consume should be free from contamination and adulteration.

The EHS is to mark as follows:

- IN** Mark **IN** if the cannabis products are free from contamination.
- OUT** Mark **OUT** if any of the following are observed:
  - Foreign objects or evidence of vermin infestation are found in cannabis goods.

- Cannabis and cannabis products are stored on the floor in contact with overflowing sewage or wastewater.
- Cannabis products with unapproved additives that are not naturally occurring.

**COS** Mark **COS** if the adulterated cannabis products are disposed of during the time of the inspection.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.020 (A); California Code of Regulations, Title 4, § 17212**

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## 10. Returned Cannabis Goods Not Available for Resale

All cannabis goods shall be sold in their original packaging. The package shall be resealable, tamper-evident, and child-resistant. Returned cannabis goods may not meet the packaging requirements and are not safe to be resold.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the cannabis goods are not resold after the customer returns the product.
- OUT** Mark **OUT** if returned cannabis goods were repackaged and sold back to customers.
- COS** Mark **COS** if during the time of the inspection, returned cannabis goods were removed from the display case.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.060; California Code of Regulations Title 4, § 15412 (a-c)**

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## 11. Obtained from Approved Source

All cannabis goods need to pass regulatory compliance laboratory testing. The consumption of unapproved cannabis goods that are not tested is unsafe.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the cannabis goods are from an approved source with proper documentation.
- OUT** Mark **OUT** if cannabis goods are received from an unapproved or unpermitted cannabis facility.
- COS** Mark **COS** if during the time of the inspection, the unapproved cannabis goods are disposed.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.060, 11.37.160 (A); California Code of Regulations, Title 4, § 17212(b)(2)**

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## 12. Contact Surface Clean/Sanitized

All cannabis facilities in which cannabis products and their ingredients are prepared or in which multi-use utensils are used shall provide manual or mechanical methods to effectively clean and sanitize utensils.

Contact surface areas where cannabis products and their ingredients are prepared, and utensils are used, shall be clean and sanitized to prevent contamination.

Manual or mechanical sanitization shall be accomplished in the final sanitizing rinse by one of the following methods:

1. Hot water manual operations in the ware washing sink by immersion for at least 30 seconds where the water temperature is maintained at 171° F or above.

2. Chemical, manual, or mechanical, by immersion, manual swabbing, or brushing, using one of the following solutions:

- i. Contact with a solution of 100 ppm available chlorine solution for at least 30 seconds.
- ii. Contact with a solution of 25 ppm available iodine for at least one minute.
- iii. Contact with a solution of 200 ppm quaternary ammonium for at least one minute.
- iv. Contact with any chemical sanitizer that meets the requirements of all applicable State laws and regulations when used in accordance with the manufacturer's suggested directions for use as specified on the product label.

3. Any surface, utensil, or cutting tool that will come into contact with cannabis or cannabis products needs to be properly cleaned and sanitized.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the cannabis contact surfaces and utensils have been properly cleaned and sanitized.
- OUT** Mark **OUT** if contact surfaces not cleaned and sanitized after a task has been completed.
- COS** Mark **COS** if during the time of the inspection, the employee properly cleaned and sanitized the item that led to the violation.

**Authority: California Code of Regulations Title 4, § 17207, 17209 (b)(5)**

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### 13. Labeling Requirements Met

All cannabis products shall meet the labeling requirements set by the State. All required label information shall be written in English and be located on the outside container or wrapper of the finished product to be sold at a retail facility. A label shall be unobstructed and conspicuous so that it can be read by the consumer.

Proper labeling allows the tracking of cannabis products and informs the public of the safety, efficacy, and possible allergens in the cannabis products.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the cannabis products are properly labeled.
- OUT** Mark **OUT** if any of the following are observed:
- A package has an incomplete label.
  - There is a false or misleading information claiming that cannabis products are organic.
  - Cannabis products are not labeled in English.
- COS** Mark **COS** if the violation is corrected before the end of the inspection.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040, 11.37.050 (C); California Code of Regulations, Title 4, § 15303, 17402 – 17410**

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## 14. Packaging Requirements Met

All cannabis products shall meet the packaging requirements set by the State. A package used to contain cannabis products shall:

- Protect the product from contamination and shall not expose the product to any toxic or harmful substance.
- Be tamper-evident so that the contents cannot be opened without obvious destruction of the seal.
- Not imitate any package used for products typically marketed to children.
- Be opaque if the product is edible.
- Be child-resistant.

Proper packaging ensures the product is safe and untampered.

The EHS is to mark as follows:

**IN** Mark **IN** if the packaging meets all requirements.

**OUT** Mark **OUT** if any of the following are observed:

- Pre-packaged cannabis products are missing the required panel labeling information (e.g. identity of product, net weight, universal symbol, unique identifier (UID), date of packaging for retail sale, government warning statement, THC and CBD content shall be expressed in milligrams per serving and milligrams per package).
- Package not tamper-proof and child-resistant and are attractive to children.
- Products that are attractive to children in the shape of a person, animal, insect, or fruit.

**COS** Mark **COS** if violation is corrected before the end of the inspection.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040 (E), 11.37.050 (G); California Code of Regulations, Title 4, § 15303**

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## 15. No Evidence of Vermin Infestation

The facility shall at all times be constructed, equipped, maintained, and operated so as to prevent the entrance and harborage of animals, birds, and vermin, including but not limited to rodents and insects.

Vermin inside a cannabis facility can lead to contamination and possibly disease transmission. If evidence of vermin infestation is present, the facility should self-close, have a professional pest control company eliminate the infestation, properly clean, and then reopen.

The EHS is to mark as follows:

**IN** Mark **IN** if there is no evidence of vermin in the cannabis facility.

**OUT** Mark **OUT** if any of the following are observed:

- There is a rodent infestation as evidenced by any of the following: fresh droppings, gnaw marks, nesting materials, grease marks, live or dead rodents in the cannabis area, ware washing areas, or in the restroom. **(CLOSURE)**
- There is a cockroach infestation as evidenced by one or more live cockroaches in the cannabis area, warewashing area, or restrooms. **(CLOSURE)**.
- There are cockroaches in a janitorial area, dead cockroaches, and/or fecal spots with no evidence of an active infestation.

**COS** Mark **COS** if during the time of the inspection, the violation is corrected before the end of the inspection.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.050; California Code of Regulations Title 4, § 17209 (a)(2, 4), 17212**

## **16. Testing/Certificate of Analysis**

A licensed laboratory shall obtain a representative sample from a licensed distributor and perform all the required testing at one licensed laboratory facility. A printed copy of the Certificate of Analysis (COA) for regulatory compliance testing shall accompany the batch and be provided to the licensee receiving the cannabis products. A COA shall contain the results of all required analyses performed for the representative sample.

Testing requirements serve two purposes: 1.) to ensure that pesticides and other impurities are not present above allowable levels so that the product is safe for the consumers, and 2.) to ensure that the amount of active compound listed on the label is accurate so that the consumer is aware the quality of the product meets the standards.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all cannabis testing is conducted by a certified laboratory and evidence is available of the testing.
- OUT** Mark **OUT** if any of the following are observed:
- A certificate of analysis for cannabis goods is not available.
  - Cannabis batch testing is not conducted by a certified laboratory.

**Authority: Los Angeles County Code of Ordinances, Title 8, § 8.04.1305; California Code of Regulations Title 4, § 15307, 17305, 15714**

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## **PROPER STORAGE**

### **17. Products and Ingredients Separated and Protected**

Adequate and suitable space shall be provided for the storage of cannabis, cannabis products, and their ingredients. It shall be protected from contamination by storing the cannabis, cannabis products, and their ingredients, in a clean, dry location, where it is not exposed to splash, dust, vermin, or other forms of contamination or adulteration, and at least six inches above the floor.

Storing the cannabis products in an area and in a way that they are protected will reduce the likelihood of contamination.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all cannabis products are properly stored and protected.
- OUT** Mark **OUT** if any of the following are observed:
- Cannabis products are not protected.
  - Cannabis is stored in an unapproved area (e.g. outside, cargo containers, toilet room, or locker room).
  - Cannabis container that is next to a cleaning chemical and is not at least 6" above the floor.
- COS** Mark **COS** if during the time of the inspection, the cannabis products become properly stored.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.050; California Code of Regulations Title 4, § 15000.7 (a-d), 17208, 17212 (b)**

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## 18. Hazardous Materials/Chemicals Identified/Stored/Used

Cleaning compounds, sanitizing agents, pesticides, or other hazardous materials shall be identified, held, used, and stored in a manner that protects against the contamination of cannabis products and their ingredients, cannabis contact surfaces, or cannabis product packaging materials. Household use only insecticide, pesticide, or rodenticide is prohibited at the cannabis facility.

Storing the hazardous materials and chemicals in a way and in an area that is properly secured will reduce the likelihood of contamination.

### The EHS is to mark as follows:

- IN** Mark **IN** if all chemicals are properly labeled, stored, and approved.
- OUT** Mark **OUT** if any of the following are observed:
- If the chemicals and pesticides are not tightly sealed, labeled, and not stored in an approved area.
  - Unapproved insecticide stored in the janitorial area.
  - Chemical container without a label identifying the contents.
- COS** Mark **COS** if an employee removed non-approved chemicals and improperly labeled chemicals during the time of the inspection.

**Authority: California Code of Regulations Title 4, § 15010 (C) (vii), 16307**

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## EQUIPMENT/UTENSILS

### 19. Equipment/utensils Approved

All equipment installed and used shall be of commercial grade. The use of approved National Sanitation Foundation (NSF) - certified equipment in good repair allows equipment to be properly cleaned and reduces the likelihood of contamination.

### The EHS is to mark as follows:

- IN** Mark **IN** if all equipment is commercial grade, properly stored and in good condition.
- OUT** Mark **OUT** if any of the following are observed:
- Household use equipment at the facility.
  - Equipment and utensils not properly stored.
  - Cracked containers used.
- COS** Mark **COS** if during the time of the inspection, the equipment is removed or properly stored.

**Authority: California Retail Food Code, § 114130; California Code of Regulations, Title 4, § 17210**

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## 20. Adequate Ventilation/Lighting

Approved ventilation shall be provided throughout the facility to facilitate proper air circulation, free from excessive heat and condensation; and to provide reasonable comfort for all employees. Adequate lighting is required at workstations, sink areas, toilet rooms, storage areas, and refrigeration units.

All rooms and areas in which cannabis products are stored, processed or packaged, where utensils are washed, where walk-in refrigerators and freezers are located, where employee locker areas/dressing rooms are located, where janitorial areas are located, in all toilet rooms and handwashing areas, and where cannabis and non-cannabis waste are stored shall have sufficient natural or artificial lighting. The lighting shall be protected against breakage through the use of plastic shields, plastic sleeves with end caps, or shatterproof bulbs or other approved device located above where open cannabis is stored or packaged, where utensils are washed, and in walk-in refrigerators and freezer units.

Proper ventilation and lighting provide a healthier environment for the employees.

**The EHS is to mark as follows:**

- IN** Mark **IN** if there is adequate ventilation and lighting that is properly maintained.
- OUT** Mark **OUT** if any of the following are observed:
  - No ventilation where required.
  - Inadequate lighting where required.
- COS** Mark **COS** if during the time of the inspection, the violation is corrected before the end of inspection.

**Authority: California Retail Food Code, § 114149; California Code of Regulations, Title 4, § 17209(b)**

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## 21. Approved Mechanical Ventilation/Fume Hood

Adequate mechanical exhaust ventilation hoods shall be provided over all cannabis extraction equipment, all cooking equipment, and heat-generating equipment. Hoods shall extend at least six inches (6") horizontally beyond the equipment. Mechanical exhaust vents shall effectively remove gases, vapors, fumes, smoke, steam, heat, and odors from the facility. The exhaust and make-up air systems shall be connected by an electrical interlocking hardwired connector so that one system cannot be operated when the other system is off. All equipment, construction, and installation shall be in accordance with all applicable local building and mechanical codes. Fume hoods and mechanical ventilation systems maintain a healthy environment for the employees and should be maintained fully functional and clean.

**The EHS is to mark as follows:**

- IN** Mark **IN** if there is adequate and approved ventilation in good repair in all locations required.
- OUT** Mark **OUT** if any of the following are observed:
  - Missing or inoperable ventilation/fume hood.
  - Inoperable make-up air systems.
- COS** Mark **COS** if during the time of the inspection, the violation is corrected before end of inspection. A facility should discontinue using a hood until equipment under it is repaired or replaced.

## FACILITY

### 22. Fully Enclosed/Vermin Proof

The facility shall be fully enclosed to prevent the entrance and harborage of animals, birds and vermin, including, but not limited to rodents and insects. Vermin proofing shall be implemented at all exterior openings exceeding one-fourth inch (1/4"). All exterior wall pipes or other openings shall be tightly sealed. All exterior wall vents shall be properly screened with one-fourth inch (1/4") hardware mesh screening. All delivery doors shall be equipped with a microswitch-activated air curtain and all exterior doors shall be self-closing. All vermin exclusion devices shall be maintained and in good repair. Vermin can lead to the contamination of cannabis goods, so vermin shall be excluded from the facilities.

The EHS is to mark as follows:

- IN** Mark **IN** if all doors and windows are secured against vermin intrusion.
- OUT** Mark **OUT** if any of the following are observed:
- Missing/torn window screens.
  - Air curtain is inoperable or turned off at the open door.
  - Front door has a gap at the bottom greater than one-fourth (1/4) of an inch.
  - The exterior door does not seal adequately at the sides, top, or bottom.
- COS** Mark **COS** if during the time of the inspection, the windows and doors that led to the violation are secured against vermin intrusion.

Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.050; California Retail Food Code, §114375 (f); California Code of Regulations Title 4, § 17209 (a)(2, 4)

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### 23. Cannabis/Non-Cannabis Waste Secured/Disposed/Maintained

All waste generated from the facility must be properly stored in nonabsorbent, water-tight, durable, easily cleanable, galvanized metal or heavy plastic containers with tight-fitting lids. The cannabis waste storage bin/area must be secured to prevent public access. All cannabis waste shall be unrecognizable and unusable as cannabis or a cannabis product at the time of disposal. The cannabis waste storage bin/area must be secured to prevent public access.

The EHS is to mark as follows:

- IN** Mark **IN** if cannabis waste is secured and properly disposed of and waste areas/bins are clean and in good repair.
- OUT** Mark **OUT** if any of the following are observed:
- Cannabis waste bin is not secured.
  - Non-cannabis waste container propped open or missing.
  - Storage areas and/or receptacles are not clean and/or in good repair.
  - Cannabis waste and non-cannabis waste are not kept in nonabsorbent, durable, cleanable, heavy plastic containers with tight-fitting lids.
  - Damaged/cracked container used for storing cannabis waste.
  - Cast-off/non-functional equipment stored at the exterior of the facility resulting in vermin (rodent, cockroach, fly) infestation at the exterior area.

**COS** Mark **COS** if the violation is corrected before the end of the inspection.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.080 (e); California Code of Regulations, Title 4, § 17223**

#### **24. Dressing/Locker Room: Adequate/Maintained**

Dressing rooms shall be provided and used by employees if the employees regularly change their clothes in the facility. Dressing rooms shall be located in a designated area where contamination of equipment, utensils, linens, and single-use articles cannot occur. Lockers shall be provided and used for the orderly storage of employee clothing and other possessions. Dressing rooms shall be provided and used by employees if the employees regularly change their clothes in the facility. Dressing/locker rooms should be maintained clean for employee safety and comfort.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all personal items are properly stored away and the dressing room is maintained clean.
- OUT** Mark **OUT** if storing clothing and personal belongings at the workstation area.
- COS** Mark **COS** if during the time of the inspection, the employee removed the item that led to the violation.

**Authority: California Code of Regulations, Title 4, § 17211 (f)**

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#### **25. Floors/Walls/Ceiling Clean/Maintained**

The facility, including any fixtures and other physical facilities therein, shall be maintained in a clean and sanitary condition and kept in good repair so as to prevent cannabis products from becoming adulterated, and shall be free of litter and items that are unnecessary to the operation or maintenance of the facility, such as equipment that is nonfunctional or no longer used.

Maintaining the floors, base coves, walls, and ceilings clean and in good repair improves the ease of cleaning and reduces vermin harborage.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all the floors, walls and ceilings are properly maintained.
- OUT** Mark **OUT** if any of the following are observed:
  - Missing base cove tiles, floor tiles, or grout between tiles.
  - Deteriorated/damaged floors/wall/ceilings, not smooth, durable, easily cleanable.
  - Missing or unapproved type of ceiling panels.
  - Facility not fully enclosed in a building or does not consist of permanent floors, walls, and an overhead structure that meets minimum standards.
- COS** Mark **COS** if the violations are corrected before the end of the inspection.

**Authority: California Code of Regulations, Title 4, § 17209 (b)(1)**

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## PLUMBING FIXTURES

### 26. Plumbing Sinks/Fixtures/Backflow Devices Accessible/Maintained

All plumbing and plumbing fixtures shall be installed in compliance with applicable local plumbing ordinances, shall be maintained to prevent any contamination, and shall be kept clean, fully operative, and in good repair. The potable water supply shall be protected with a backflow or back siphonage protection device, as required by applicable local plumbing codes.

A handwash sink shall be provided at processing areas, toilet rooms, and warewashing areas. And washing sinks shall be sufficient in number, conveniently located, unobstructed and accessible at all times. A warewashing sink with at least three (3) compartments with two integral metal drain boards sloped towards the sinks shall be provided at processing areas where cannabis products are prepared or packaged or where utensils/tools/trays are used. A preparation sink shall be at least one (1) compartment with (1) integral drain board sloped toward the sink and drain indirectly into a floor sink with an air gap, supplied with hot, minimum 120° F, and cold running water through a mixing valve or combination faucet, and be free-standing. A mop sink/basin shall be equipped with hot and cold water and shall be provided and conveniently located for the cleaning of mops and similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. Maintaining all sinks and fixtures properly prevents contamination of the water supply and reduces the likelihood of contamination of cannabis products.

The EHS is to mark as follows:

- IN** Mark **IN** if all plumbing devices and areas are clean and properly maintained and installed.
- OUT** Mark **OUT** if any of the following are observed:
- Backflow prevention device is missing, not installed, not working, or leaking.
  - Drain line without a one-inch air gap at the floor sink.
  - Unapproved rubber hose used as a faucet extension.
  - Accumulation of mold or slime on drain lines.
  - Uncapped sewer clean-out (no discharge).
  - Unsecured flexible drain line used for discharge from refrigerator or unit draining to a bucket/floor/pan/exterior ground surface.
- COS** Mark **COS** if the violations are corrected before the end of the inspection.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.030; California Code of Regulations, Title 4, § 17209 (b)(3).**

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## 27. Hot/Cold Water

An adequate, protected, pressurized, potable supply of hot water at least 120°F and cold running water shall be provided from an approved source. All handwash sinks shall be equipped with an adequate supply of warm (minimum of 100°F) and cold running water under pressure through a mixing valve or combination faucet. Handwash sinks from a premixing faucet shall measure warm water between 100°F -108°F.

Warm water is an integral part of proper handwashing and hot water is required for proper washing of utensils.

**The EHS is to mark as follows:**

- IN** Mark **IN** if hot and cold water is available at all sinks (warm water at hand sinks).
- OUT** Mark **OUT** if any of the following are observed:
  - Water is measured <100°F throughout the cannabis facility. **(CLOSURE)**
  - Water temperature is measured <100°F throughout the facility, however it is restored between 100- 119°F by the end of the inspection, facility is given 24 hours to correct the violation.
  - Lack of warm water (100°F - 108°F) at a handwashing sink through a mixing valve.
  - If there is no water available at the cannabis manufacturing facility. **(CLOSURE)**
- COS** Mark **COS** if the violations are corrected before the end of the inspection.

**Authority: California Code of Regulations, Title 4, § 17209 (b)(3)**

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## 28. Hand Wash Sink/Supplies

All handwash sinks shall be equipped with wall-mounted single-use soap and paper towel dispensers (or air hand dryers). Soap and clean paper towels are an integral part of proper handwashing.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all handwashing sinks have soap and paper towels available in their dispensers.
- OUT** Mark **OUT** if any of the following are observed:
  - Empty or missing soap or towel dispenser.
  - The use of bar soap and cloth towels.
  - Washing hands in the prep sink.
- COS** Mark **COS** if during the time of the inspection, the employee replaces the missing soap or paper towels.

**Authority: California Code of Regulations, Title 4, § 17209 (b)(3), 17211 (2)(B)**

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## 29. Toilet Rooms Adequate/Supplied/Maintained

The toilet room shall be provided with at least one toilet, a handwashing sink with hot and cold potable running water, a wall-mounted single-use soap and paper towel dispensers (or air hand dryer), adequate lighting, proper ventilation, and a self-closing device on the door. Toilet rooms shall be vented to the outside air by means of an openable, screened window, an air shaft, or a light-switch-activated exhaust fan consistent with the requirements of local building codes. The toilet room shall be kept clean and shall not

pose a potential source of contamination of cannabis, cannabis products, contact surfaces, or packaging materials. Employees must have access to toilet facilities in good working order.

**The EHS is to mark as follows:**

- IN** Mark **IN** if the toilet facilities are accessible, operable, and in good working order.
- OUT** Mark **OUT** if any of the following are observed:
- Toilets are not accessible to employees at all times, or inoperable while the facility is in operation.
  - Toilet paper not provided or missing in permanently installed dispensers.
  - Toilet room door removed or propped open.
  - Missing or damaged self-closing device.
  - Unclean toilet room.
- COS** Mark **COS** if during the time of the inspection, the situation that led to the violation is corrected.

**Authority California Code of Regulations, Title 4, § 17209 (b)(3)(D)**

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### 30. Sewage/Wastewater Properly Disposed

Liquid water shall be disposed of through the approved plumbing system and shall be discharged into the public sewage disposal system. Backup of sewage or wastewater in the facility could easily lead to contamination of the cannabis goods. If this occurs, the facility operator should self-close, have the problem fixed, and after the pipes are properly functioning and the affected areas are cleaned and sanitized, and reopened.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all drain lines are properly operating.
- OUT** Mark **OUT** if any of the following are observed:
- Overflow or backup of floor sinks/drains of sewage/wastewater in the cannabis facility.
  - Overflowing or clogged drains **(CLOSURE)**.
  - Open sewer line discharging to the outside of the facility.
  - Lack of operable toilet room **(CLOSURE)**.
  - Floor sinks closed with standing water but sewage not backing up.
  - A drain line from a refrigeration unit which drains onto the ground outside of the facility.
- COS** Mark **COS** if during the time of the inspection, the violation is corrected before the end of the inspection.

**Authority: California Code of Regulations, Title 4, § 17209 (b)(3)(D)**

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## REQUIREMENTS

### 31. Signs Posted (Emblem at Retail Front)

Signs shall be posted in the front window of the store within five (5) feet of the front door or posted in a display case mounted to the outside front wall of the store within five (5) feet of the front door or in a location as directed and determined by the enforcement officer to ensure proper notice to the general public and to patrons. Proper posting of signs informs the consumers that the facility is permitted and follows the state rules about health and safety.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all the required signs are properly posted.
  - OUT** Mark **OUT** if the required signs are not posted (Emblem - Retail Storefront).
  - COS** Mark **COS** if during the time of the inspection, the missing signs are posted.
  - N/A** Mark **N/A** for Retail Delivery, Cultivation, Distribution, and Manufacturing facilities.
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### 32. Required Permits/Licenses Available/Posted

A permit shall be posted in a conspicuous place at the cannabis facility. Proper posting of permits and licenses informs the consumers that the facility is permitted and follows the state rules about health and safety.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all the required permits are available and posted.
- OUT** Mark **OUT** if any of the following are observed:
  - The facility is open for business and does not have a valid Public Health Permit (PHP).
  - The facility does not have required State licenses.
- COS** Mark **COS** if during the time of the inspection, the missing permits are posted.

**Authority: Los Angeles County Code of Ordinances, Title 8, § 8.04.1300, 8.04.1310**

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## RECORD KEEPING

### 33. Waste Management Plan (Cultivation & Manufacturing)

A Waste Management Plan shall address the storing, handling, disposing, and reusing of all waste by-products and shall characterize the volume and types of waste generated for all commercial cannabis activities in compliance with the best management practices and State laws and regulations. A Waste Management Plan will provide a method for the safe disposal of both cannabis and non-cannabis waste.

The EHS is to mark as follows:

- IN** Mark **IN** if a hard copy of the waste management plan is available and being followed.
- OUT** Mark **OUT** if any of the following are observed:
- Cannabis cultivation facility not following their waste management plan for the disposal of cannabis waste.
  - Cannabis waste activity is not being entered into the track-and-trace system.
  - Cannabis waste and non-cannabis waste are disposed of in the same bin.
- N/A** Mark **N/A** for Distribution and Retail facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.080 (I), 11.37.090; California Code of Regulations, Title 4, § 17223**

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### 34. Odor Management Plan (Cultivation & Manufacturing)

The Odor Management Plan shall comply with the requirements of the local building and safety department, if any, and describe sufficient processes that, if implemented, will prevent odors from the cannabis facility from being detected by a person outside of the facility or indoor cultivation site.

An odor management plan will mitigate community odors and reduce complaints.

The EHS is to mark as follows:

- IN** Mark **IN** if a hard copy of the odor management plan is available and being followed.
- OUT** Mark **OUT** if any of the following are observed:
- The facility has deviated from its approved odor management plan and has not submitted a modified odor management plan to the department.
  - Odor is detectable outside of the facility.
- N/A** Mark **N/A** for Distribution and Retail facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.070; California Code of Regulations, Title 4, § 17225**

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### 35. Standard Operating Procedures (Manufacturing)

A cannabis facility shall establish and maintain written standard operating procedures that are easily accessible to onsite personnel. Standard operating procedures allow the enforcement agencies to better understand the processes that will be used at the facility and better provide guidance for methods and systems.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a hard copy of the applicable operating procedure is available and being followed.
- OUT** Mark **OUT** if the facility does not have approved Standard Operational Procedures (SOP).
- COS** Mark **COS** if during the time of the inspection, the facility is able to provide or return to compliance with an applicable standard operating procedure.
- N/A** Mark **N/A** for Cultivation, Distribution and Retail facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040, 11.37.090 (a) (b), 11.37.120 (A)(2), 11.37.130 (D), California Code of Regulations, Title 4, § 15704, 17208, 17213, 17217**

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### 36. Recall Protocol (Manufacturing)

A cannabis facility shall establish and implement a written procedure approved by the Department for the recall of cannabis and cannabis products that are determined to be misbranded or adulterated in accordance with the requirements of State and local laws and regulations.

A Recall Protocol provides guidance in the event that a cannabis product that has been sold can be retrieved and returned before that cannabis product causes illnesses.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a hard copy of the applicable operating procedure is available and being followed.
- OUT** Mark **OUT** if any of the following are observed:
  - The facility does not have an approved recall protocol.
  - Cannabis facility failed to notify the Department regarding a recall of cannabis.
- N/A** Mark **N/A** for Retail, Distribution and Cultivation facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.160; California Code of Regulations, Title 4, § 17226**

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## COMPLIANCE & ENFORCEMENT

### 37. Impoundment/Quarantine/Voluntarily Condemnation/Destruction

The Director, based upon inspection findings or other evidence, may impound, quarantine, or order condemnation and destruction of the cannabis goods for the protection of the public health. The enforcement officer shall impound cannabis goods, equipment, or tools that are found to be, or suspected of being unsanitary or in such disrepair that may become contaminated or adulterated.

**The EHS is to mark as follows:**

- OUT** Mark **OUT** if the Department has been notified by the State that cannabis goods are adulterated, contaminated, or misbranded and would pose an immediate and serious threat to public health.
- N/A** Mark **N/A** if there is no need to impound, quarantine, or destroy contaminated products.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.160 (E); California Code of Regulations, Title 4, § 17226, 17801.5**

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### 38. Permit Suspension

A permit may be suspended to prevent a health hazard such as an active vermin infestation or due to non-compliance with the health and safety requirements. A cannabis facility's permit may also be suspended due to imminent health hazard, continued non-compliance, or when a cannabis facility is closed for not having a valid health permit.

The EHS is to mark as follows:

- OUT** Mark **OUT** if any of the following are observed:
- An imminent health hazard exists at the facility.
  - A facility is operating without a valid Public Health Permit (PHP).
- N/A** Mark **N/A** if there is no need to suspend the PHP.

**Authority: Los Angeles County Code of Ordinances, Title 8, § 8.04.1330; Los Angeles County Code of Ordinances, Title 11, § 11.37.150; California Code of Regulations, Title 4 § 17804 (c), 17810, 17816**

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### 39. Plan Review Required

Plans are required to be submitted to the Cannabis Compliance and Enforcement Program (CCEP) for review and approval when there is a change in operation, renovation, facility has closed for more than ninety (90) days, or new construction. Facility conformance to the structural health and safety requirements shall reduce the risk of having unsafe products.

The EHS is to mark as follows:

- OUT** Mark **OUT** if there is new construction or remodeling at the cannabis facility and plans are not submitted prior to operation.
- N/A** Mark **N/A** if there is no need evidence of renovation or construction that would require plan submission.

**Authority: Los Angeles County Code of Ordinances, Title 8, § 8.04.1310, 8.04.1325; California Retail Food Code, § 114380 (a-e)**

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## REQUIREMENTS FOR MANUFACTURING (IF APPLICABLE)

### 40. Proper Holding Temperature

Potentially Hazardous Food (PHF) shall be held at a temperature not to exceed 41°F. PHF that is held above 45°F shall be destroyed in a manner approved by the enforcement agency. Proper temperature holding shall prevent bacterial growth that can lead to illnesses. Check the refrigeration temperature regularly to ensure that it is operating properly.

The EHS is to mark as follows:

- IN** Mark **IN** if all ingredients and temperature-controlled cannabis/cannabis products are held at approved temperatures.
- OUT** Mark **OUT** if any of the following are observed:
  - Ingredients that are not shelf-stable are stored at room temperature.
  - Potentially hazardous foods (PHF) and temperature-controlled cannabis/cannabis products held above 41°F.
  - Ingredients and temperature-controlled cannabis/cannabis products that have exceeded the 2-hour limit for food preparation found in the range of 41°F-135°F.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of the inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**NOTE:** PHF and temperature-controlled cannabis/cannabis products that have been observed outside of the proper holding temperature and have exceeded the 2-hour limit for food preparation will be disposed of.

**Authority:** Los Angeles County Code of Ordinances, Title 11, § 11.37.040, 11.37.050, 11.37.060; California Code of Regulations, Title 4, § 17214 (e)

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### 41. Approved Warewashing/Sanitizing

Equipment, utensils, and tools shall be washed, rinsed, and sanitized in a 3-compartment sink with two integral metal drainboards. Proper cleaning and sanitizing of surfaces and utensils that come into direct contact with cannabis goods will reduce the opportunity for contamination of the cannabis goods.

The EHS is to mark as follows:

- IN** Mark **IN** if all cannabis product contact surfaces are properly cleaned and sanitized, sanitizer levels are maintained, and all warewashing equipment are in good working order and properly installed.
- OUT** Mark **OUT** if any of the following are observed:
  - Cannabis product-contact surfaces, including utensils and equipment, are not cleaned as frequently as necessary to protect against allergen cross-contact and contamination of cannabis products.
  - Sanitizer level is below the required limits (100 ppm for chlorine solution or 200 ppm for quaternary ammonium).
  - Faucet does not reach all 3 compartments of a warewashing sink.
  - Missing 3-compartment sink for washing utensils.
  - Missing required type II hood over mechanical dish washing machine.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of the inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority:** California Code of Regulations, Title 4, § 17209 (b)(5), 17214 (d)

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## 42. Thermometers Provided/Accurate

A thermometer shall be provided for each refrigeration unit and shall be located to indicate the air temperature in the warmest part of the unit. Temperature measuring devices shall be easily readable and have a numerical scale, printed record, or digital readout in increments no greater than 2°F or over the intended range of use. Thermometers allow refrigerators and freezers to be regularly monitored and will indicate if they are not operating properly.

The EHS is to mark as follows:

- IN** Mark **IN** if all refrigeration units have an accurate thermometer in them.
- OUT** Mark **OUT** if a refrigerator is either missing a thermometer or it is not working properly.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of the inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040; California Retail Food Code, § 114159; California Code of Regulations, Title 4, § 17214 (e)**

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## 43. Approved Cooling Methods

Whenever food has been prepared or heated so that it becomes potentially hazardous, it shall be rapidly cooled if not held at or above 135°F. The rapid cooling of Potentially Hazardous Food (PHF) shall be accomplished in accordance with the time and temperature criteria as specified by the State.

Perishable products that need to be refrigerated after cooking can grow bacteria when the temperature is between 135°F and 41°F. Therefore, it is important to limit the amount of time those products spend in that temperature range. Once the temperature cools to 135°F, rapid cooling should start either in an ice bath or in a refrigerator unit.

The EHS is to mark as follows:

- IN** Mark **IN** if all PHF and items requiring Temperature Control Safety (TCS) are cooling using approved methods and are within the time and temperature parameters.
- OUT** Mark **OUT** if any of the following are observed:
  - A PHF or TCS product is not cooled rapidly from 135°F to 70°F within two (2) hours from 70°F.
  - A PHF or TCS product is cooling using an unapproved method but still within time and temperature parameters. Faulty equipment results in a cooling violation.
  - Faulty equipment results in a cooling violation.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040; California Retail Food Code, § 114002**

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## 44. Approved Thawing Methods

Frozen food shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020 of the California Retail Food Code. If the cannabis facility is thawing frozen food products to create edibles, then the thawing process should follow the thawing rules stipulated by the State of California.

Improper thawing methods or excessive thawing time causes PHF to be in the temperature danger zone.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all thawing of frozen cannabis products is conducted using approved methods at the time of the inspection.
- OUT** Mark **OUT** if any of the following are observed:
- Cannabis flowers being thawed in the 3-compartment sink.
  - Frozen cannabis products thawing with an unapproved method that exposes the cannabis products to adulteration.
- COS** Mark **COS** if during the time of the inspection the violation is corrected before the end of the inspection.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority: California Retail Food Code, § 114020; California Code of Regulations, Title 4, § 17212 (b), Los Angeles County Code of Ordinances, Title 11, § 11.37.040**

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#### 45. Wiping Cloths Used/Stored

Wiping cloths that are in use for cleaning food or cannabis spills shall not be used for any other purposes. Working containers of sanitizing solutions for storage of in-use wiping cloths shall be used in a manner to prevent contamination of food, cannabis, cannabis products, ingredients, equipment, utensils, tools, linens, or single-use articles. Wet wiping cloths can grow bacteria, so storing of wet wiping cloths in a sanitizing solution will prevent contamination of surfaces wiped by those cloths.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all wiping cloths are either single-use or stored in a bucket with the correct levels of sanitizing solution (100 ppm for chlorine).
- OUT** Mark **OUT** if any of the following are observed:
- The same wiping cloth is used for multiple purposes, such as wiping preparation tables for edibles in addition to storage shelves.
  - Storage of a wiping cloth in a bucket with excessively soiled solution.
  - Sanitizing solution for wiping cloths with a concentration level that is too low or too high.
- COS** Mark **COS** if during the time of the inspection the issue that led to the three violations is corrected.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040; California Retail Food Code, § 114185.1, Los Angeles County Code of Ordinances, Title 11, § 11.37.040**

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## 46. Specialized Process/HACCP

Cannabis facilities may engage in a specialized process after having a HACCP Plan approved by the State. Manufacturers of cannabis juice or cannabis-infused juice or beverages shall prepare and implement a written juice hazard analysis and critical control plan in accordance with the requirements of 21 CFR, Part 120.

Manufacturers of cannabis-infused dried meat products shall be conducted in accordance with the United States Department of Agriculture FSIS Compliance Guideline for Meat and Poultry Jerky. HACCP plans are designed to reduce contamination risk and should be followed as written.

**The EHS is to mark as follows:**

- IN** Mark **IN** if a HACCP plan is in use and all the required documentation is available.
- OUT** Mark **OUT** if the manufacturer is unable to provide approved variance document from a State or local licensing agency to support use of any alternative practices or procedures for manufacturing cannabis products.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities, or if the manufacturing facility does not engage in a specialized process.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040; California Retail Food Code, § 114419 (a-b), 114419.1 (a-d), 114419.2 (a-e), 114419.3, California Code of Regulations, Title 4, § 17219, 17220**

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## 47. Food Handler Certificate Available/Current (ONLY Edible Manufacturer)

A permittee that produces edible cannabis products shall ensure that all personnel who prepare, handle, or package edible products successfully complete a California food handler certificate course from an entity accredited by the American National Standards Institute (ANSI) within 90 days of commencing employment at the facility and again every three years during employment.

The California Food Handler course provides basic food safety and sanitation guidelines for individuals who will be handling food in a retail setting. Many of the ingredients in the preparation of edibles are food and the same guidelines should be followed.

**The EHS is to mark as follows:**

- IN** Mark **IN** if all employees handling food or edibles have a current and valid food handler certification and documentation.
- OUT** Mark **OUT** if any of the following are observed:
  - Employee without a valid food handler certificate after 90 days of commencing employment at the manufacturer's facility.
  - Employee on duty handling edible products without a valid food handler certificate.
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.120; California Retail Food Code, 113947.1; California Code of Regulations, Title 4, § 17211.1 (3)**

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## 48. Approved Extraction Methods

Extraction operations shall be approved by the local fire code official and shall be operated in accordance with applicable Division of Occupational Safety and Health (Cal/OSHA) regulations and any other state and local requirements. Cannabis extraction frequently uses components that have a risk of fire or explosions, so having a system approved by the fire department and a California -Licensed Professional Engineer will help protect employee safety.

The EHS is to mark as follows:

- IN** Mark **IN** if the extraction method has been approved by the Fire Department, in a system approved by a licensed professional engineer, and is using approved solvents.
- OUT** Mark **OUT** if any of the following are observed:
- The extraction system is not approved by the Fire Department.
  - Chemical extractions are not performed in a professional closed loop extraction system and not approved by a CA Licensed Professional Engineer.
  - Chemical extractions not using food-grade solvents (hydrocarbon-based solvents exempted).
- N/A** Mark **N/A** for Retail, Cultivation, and Distribution facilities.

**Authority: Los Angeles County Code of Ordinances, Title 11, § 11.37.040; California Code of Regulations, Title 4, § 17202.1, 17203, 17205, 17206, 17206.1**

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## VII. CANNABIS OFFICE LOCATION

For plan submittal, please contact our office or email us for an appointment.

**Monday – Friday**  
**8:00am – 5:00pm**  
**Tel: [\(626\) 430-5635](tel:6264305635)**  
**Email: [ccep@ph.lacounty.gov](mailto:ccep@ph.lacounty.gov)**

**County of Los Angeles Public Health**  
**Environmental Health Headquarters**  
**[Cannabis Compliance & Enforcement Program](#)**  
**5050 Commerce Drive**  
**Baldwin Park, CA 91706**

ENVIRONMENTAL HEALTH ADMINISTRATIVE / DIVISION SUPPORT BRANCH	
<b>QUALITY ASSURANCE:</b> Ensure all programs within Environmental Health are adhering to current policies and procedures. <b>Environmental Health Headquarters</b> <b>5050 Commerce Drive,</b> <b>Baldwin Park, CA 91706</b> <b>(626) 430-5300</b> <b>Fax: (626) 813-3000</b>	<b>CUSTOMER SUPPORT CENTER:</b> Telephone agents available to receive reports of public health issues between the hours of 8:00 am – 5:00 pm, Monday through Friday. <b>Environmental Health Headquarters</b> <b>5050 Commerce Drive,</b> <b>Baldwin Park, CA 91706</b> <b>(888) 700-9995</b>

## VIII. FREQUENTLY ASKED QUESTIONS

### 1. How do you Receive the Emblem to Display at an Operating Facility?

The Emblem will only be provided at retailers (storefronts). We will post the Emblem at the conclusion of the routine inspection if there are no critical items observed, or after all violations are corrected at the revisit.

### 2. If a Retail Emblem is Issued after a Re-inspection, Does the QR Code on the Emblem Link to Both the Original Inspection Results and Re-inspection Results?

The QR code will take you to the website where both inspection reports are available for review.

### 3. Is cultivation required to have a Public Health Permit?

Yes, each activity will have its own Public Health Permit.

### 4. Are microbusinesses inspected as one total inspection?

Each activity will be permitted, inspected separately, and have its own inspection report. Multiple activities at one location will all be inspected at the same time.

### 5. If a retailer also has a cultivation and is not a microbusiness, can those inspections be separated?

Each activity will have its own permit and inspection.

### 6. How many inspections will I get each year?

There will be two unannounced routine inspections per fiscal year.

### 7. How long does it take for plan review?

Plans are reviewed on a first come, first served basis. The owner or representative will be notified if plans are approved or not approved within twenty (20) working days after receipt of payment.

### 8. Will the plan resubmittal take 20 days to review?

The turnaround time may be sooner. We will try to give priority to plan resubmittals.

### 9. Are operational plans required for retail storefront or delivery businesses during plan submission?

No, an operational plan is not required.

### 10. Can I walk in and request a consultation?

No, the consultation session is scheduled by appointment only and a fee will be applied.

### 11. Can I send pictures as proof of corrected violations identified on the inspection report?

It will depend on the type of corrections needed. Examples such as repair or replacement of soap dispenser or door hinges, pictures are acceptable.

### 12. Will the City know that my facility was approved by Public Health?

Yes, the City will be informed of your approval.

### 13. When can I get the permit once it's paid?

The permit will be mailed within 2-3 weeks.

# IX. APPENDIX A



**CANNABIS OFFICIAL INSPECTION REPORT**  
 OFFICE: CANNABIS COMPLIANCE & ENFORCEMENT ♦ CHIEF: THAO KOMURA  
 5050 COMMERCE DRIVE, BALDWIN PARK, CA 91706 – Phone: (626) 430-5635  
[WWW.PUBLICHEALTH.LACOUNTY.GOV/EH](http://WWW.PUBLICHEALTH.LACOUNTY.GOV/EH)



<b>Facility Name:</b>				<b>Inspection Date:</b>	
<b>Owner/Permittee:</b>				<b>Re-inspection Date:</b>	
<b>Facility Address:</b>			<b>City/Zip:</b>		
<b>Program Identifier:</b>			<b>Time In:</b>	<b>Service:</b>	
<b>FA:</b>	<b>PR:</b>	<b>PE:</b>	<b>Time Out:</b>	<b>Result:</b>	
				<b>Action:</b>	

During an inspection of the facility at the above address, the following statuses were noted which may require immediate action.

**IN** = In Compliance      **Out** = Out of Compliance      **COS** = Corrected On Site      **NO** = Not Observed      **NA** = Not Applicable

The items marked as Out of Compliance represent violations and must be corrected by the reinspection date given above, unless otherwise stated in the report.

EMPLOYEE PRACTICES	Status
1. Person in charge present /performs duties	
2. Communicable disease reporting/restrictions/exclusions	
3. No discharge from eyes/nose/mouth/open lesion	
4. Proper handwashing	
5. Personal cleanliness (Cultivation, Distribution, Manufacturing)	
6. No sleeping quarters	
7. No smoking/vaping/ingesting alcohol/cannabis product	
8. No eating food/chewing gum/drinking beverages	
CANNABIS SAFETY	Status
9. Free from contamination/additives/adulteration	
10. Returned cannabis goods not available for resale	
11. Obtained from approved source	
12. Contact surface clean/sanitized	
13. Labeling requirements met	
14. Packaging requirements met	
15. No evidence of vermin infestation	
16. Testing/certificate of analysis	
PROPER STORAGE	Status
17. Products and ingredients separated and protected	
18. Hazardous materials/chemicals identified/stored/used	
EQUIPMENT/UTENSILS	Status
19. Equipment/utensils approved	
20. Adequate ventilation/lighting	
21. Approved mechanical ventilation/fume hood	
FACILITY	Status
22. Fully enclosed/vermin proof	
23. Cannabis/non-cannabis waste secured/disposed/maintained	
24. Dressing/locker room adequate/maintained	
25. Floors/walls/ceilings clean/maintained	

PLUMBING FIXTURES	Status
26. Plumbing sinks/fixtures/backflow devices accessible/maintained	
27. Hot/cold water	
28. Hand wash sink/supplies	
29. Toilet rooms adequate/supplied/maintained	
30. Sewage/wastewater property disposed	
REQUIREMENTS	Status
31. Signs posted (emblem at Retail Storefront)	
32. Required permits/licenses available/posted	
RECORD KEEPING	Status
33. Waste Management Plan (Cultivation & Manufacturing)	
34. Odor Management Plan (Cultivation & Manufacturing)	
35. Standard Operating Procedures (Manufacturing)	
36. Recall Protocol (Manufacturing)	
COMPLIANCE & ENFORCEMENT	Status
37. Impoundment/Quarantine/Voluntary Condemnation/Destruction	
38. Permit Suspension	
39. Plan Review required	
REQUIREMENTS FOR MANUFACTURING (IF APPLICABLE)	Status
40. Proper holding temperatures	
41. Approved warewashing/sanitizing	
42. Thermometers provided/accurate	
43. Approved cooling methods	
44. Approved thawing methods	
45. Wiping cloths used/stored	
46. Specialized process/HACCP	
47. Food Handler Certificate available/current (ONLY Edible Manufacturer)	
48. Approved extraction methods	



### CANNABIS OFFICIAL INSPECTION REPORT

OFFICE: CANNABIS COMPLIANCE & ENFORCEMENT + CHIEF: THAO KOMURA  
5050 COMMERCE DRIVE, BALDWIN PARK, CA 91706 – Phone: (626) 430-5635  
[WWW.PUBLICHEALTH.LACOUNTY.GOV/EH](http://WWW.PUBLICHEALTH.LACOUNTY.GOV/EH)



Facility Name:	Inspection Date:
Facility Address:	City/Zip:

OVERALL INSPECTION COMMENTS

It is improper and illegal for any County officer, employee or inspector to solicit bribes, gifts or gratuities in connection with performing their official duties. Improper solicitations include requests for anything of value such as cash, free services, paid travel or entertainment, or tangible items such as food or beverages. Any attempt by a County employee to solicit bribes, gifts or gratuities for any reason should be reported immediately to either the County manager responsible for supervising the employee or the Fraud Hotline at (800) 544-6861 or [www.fraud.lacounty.gov](http://www.fraud.lacounty.gov). **YOU MAY REMAIN ANONYMOUS.**

1. Failure to correct the violations by the compliance date may result in an additional fee of \$ \_\_\_\_ for each additional re-inspection and issuance of a Compliance Review.
2. Non-compliance with the conditions of the public health permit could result in suspension or revocation of the permit.
3. Your signature on this form does not constitute agreement with its contents. You may discuss the content of this report by contacting the supervisor at the Environmental Health office indicated on page 1 of this report. Until such time as a decision is rendered by this department, the content of this report shall remain in effect.

By signing below, the Person in Charge/Owner understands the above noted violations and statements.

\_\_\_\_\_  
PIC/ Owner Signature

\_\_\_\_\_  
EHS Signature

## X. APPENDIX B

### ENFORCEMENT ACTIONS

Violations of state and local requirements as indicated on the Cannabis Official Inspection Report (COIR) are misdemeanors and may be punishable by a fine of not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000), or by imprisonment for not more than six months, or both. Each day that a violation continues is a separate offense. The EHS shall ensure that all violations cited on the COIR are corrected by the indicated compliance date. If most violations are corrected or reasonable progress is made, additional time may be granted. However, the owner may be charged for the additional re-inspections.

### COMPLIANCE REVIEWS

A Compliance Review is an in-person or telephone conference between the owner/responsible party and a representative from the Department of Public Health to discuss violations/conditions observed during the inspection.

Compliance reviews are held at the discretion of the Chief Environmental Health Specialist (CEHS).

- Reasons for issuing a compliance review to an operator included but were not limited to Serious conditions, such as sewage, not immediately corrected. Repeated violations. Facility closures. A closed facility is being reopened without written permission from the Department. Renovation or change of equipment without a plan review. Failure to correct the violations by the compliance date.
- The following will be discussed during the Compliance Review: the observed violations/conditions, the health impacts of the violation's methods of compliance deadline for compliance, and enforcement actions/penalties for non-compliance.

### PROCEDURES FOR CLOSING A CANNABIS FACILITY

The EHS shall obtain approval from an EHS IV or higher before closing any cannabis facility. To close the facility, the EHS shall:

1. Issue the Cannabis Official Inspection Report (COIR).
2. Mark OUT in the PERMIT SUSPENSION box (violation #38) along with any other violations closing the facility. In the Overall Inspection Comments section, indicate the regulation(s) and section number(s) of the violation(s) resulting in the closure of the cannabis facility. Include the corrective action needed to abate the violation.
3. Include the statement "The cannabis facility is officially closed". Correct all violations and contact your inspector to reopen the facility. The cannabis facility can only be reopened with written approval by the enforcement agency."
4. Remove the County EMBLEM (Retail Storefront)
5. Complete and post the Closure Sign. The closure sign shall be securely posted in a visible area adjacent to the facility. The following shall be indicated on the Cannabis Closure sign: Reason for closure Date, Site address, PR number, Signature of the EHS, Office/program name, and Office/program telephone number.
6. Obtain a signature and provide a copy of the COIR to the owner or PIC.
7. When reporting a closure, provide the following information: Name of Facility Address and City, PR #, time of the closure, and the Reason for the closure.