

## Appendix D: Submission Checklist

### Analytical Testing Licence Application Checklist

#### Licence Ownership

- Copy of the Licence Holder/Head of Laboratory/Responsible Person's Government-issued ID (e.g., driver's licence).
- A copy of the Certificate of Corporation (if applying as a corporation).

#### Site Details

- Complete address of your site including:
  - ✓ Unit number, if applicable
  - ✓ Street number
  - ✓ Street Name
  - ✓ City
  - ✓ Province
  - ✓ Postal code
- Confirmation that the proposed site is not a dwelling house (i.e., residential) or an alternative address of your proposed site.

#### Site personnel

- Qualifications of the proposed Head of Laboratory as well as those for any designated alternate Head(s) of Laboratory, as they relate specifically to the duties of the position. Note that the Head of Laboratory must hold a diploma, certificate or credential awarded by a post-secondary educational institution in Canada in a field or occupation that is relevant to the duties of the position, such as chemistry, biology, pharmaceutical or scientific regulatory affairs, laboratory management or laboratory technician. If awarded by a foreign institution, an equivalency assessment must be issued by an organization or institution that is responsible for issuing equivalency assessments and is recognized by a province.

The candidate's proof of qualifications should include, but is not limited to:

- Copy of a diploma, certificate or credential awarded by a post-secondary educational institution in Canada in a field or occupation that is relevant to the duties of the position, such as chemistry, biology, laboratory technician, pharmaceutical or scientific regulatory affairs, or laboratory management. If awarded by a foreign institution, an equivalency assessment must be issued by an organization or institution that is responsible for issuing equivalency assessments and is recognized by a province.
- Resume/CV.

*See Appendix A for form.*

### Destruction

- A description of the destruction method to be used to that meets the requirements of the *Cannabis Regulations*, including:
  - Attestation that at least two individuals who are qualified to witness the destruction (e.g. employees of the Licence Holder) will be present.

### Physical Security

- A physical security description for your site that includes:
  - how the physical security of the storage areas prevent unauthorized access to the cannabis.
  - who has access to storage areas and how their presence in the area is required by their duties.
  - the physical barriers surrounding the storage areas.

*See Appendix B for template.*

- A site plan with clearly identified perimeters and delineation of storage areas.

### Record Keeping

- Record Keeping attestation

*See Appendix C for attestation.*