



Micro-Cultivation Licensing Guide for Good Production Practices for Outdoor Producers

Good Production Practices (GPP) - Outdoor

Introduction

This document serves to provide guidance on Good Production Practices (GPPs) and Standard Operating Procedures (SOPs) to support small-scale cultivators with the Health Canada licence application process for an outdoor micro-cultivation licence.

This document is comprised of three sections:

1. Good Production Practices (GPP) Report Guidance Document provides guidelines and useful notes to assist licence applicants with the completion of the report
2. The Sample GPP Report (Appendix A) provides an example of a completed GPP Report for an outdoor facility
3. The GPP SOP Templates (Appendix B) provide a sample completed GPP SOP along with guidelines and useful notes to prepare other GPP SOPs for an outdoor facility

Please note that the information provided in this document is not intended to be exhaustive. The Sample GPP Report and SOP Templates are included for illustrative purposes to further assist you in completing your GPP report. Guiding questions, notes, and applicable examples have been provided as considerations and should not be considered as requirements unless otherwise stated. For all application requirements, refer to the *Cannabis Regulations* and Health Canada's guidance documents.

This guidance document applies primarily to applicants for a micro-cultivation licence (plant surface area less than or equal to 200m²). Applicants for a standard cultivation licence (anything greater than 200m²) can leverage the information contained in this document but are required to submit additional information in order to comply with Health Canada's requirements for standard licences (i.e., greater security requirements). For more information on standard cultivation licence requirements, please refer to Table 11 of Health Canada's guide: [Application requirements for cannabis cultivation, processing and medical sales licences - Canada.ca](#)

For more information on how to become a Licensed Producer in BC, please visit BC's Navigator at: [How to Become a Licensed Cannabis Producer in B.C. - Province of British Columbia \(gov.bc.ca\)](#)

Acknowledgement

Funding for this project is provided by the Government of Canada and British Columbia under the Canadian Agricultural Partnership, a Federal-Provincial-Territorial initiative.



Disclaimer

This document should be read in conjunction with relevant sections of the Cannabis Act and its Regulations. In the case of any discrepancies between this document and the Cannabis Tracking and Licensing System (CTLS), *Cannabis Act* and its Regulations, the latter two shall prevail. Refer to Health Canada's OSP template for more information.

These documents are intended to provide guidance and examples to micro-cultivation applicants in BC, and cannot be used directly in the submission of an application. The use of material contained in this document does not warrant nor guarantee the outcome of the user's application. Specifically, the information provided in Appendix A is for illustrative purposes only; where guidelines may appear prescriptive or exact parameters are used, they should be considered as examples based on a particular sample facility. Examples used are not intended to be transferable to any application and are insufficient on their own to satisfy the requirements of Health Canada's licensing process. In all cases, applicants must represent their own facility and application as it relates to their business model and operations for the purposes of the application. These documents should only be used for the purpose of guidance and suggestions. In cases of a discrepancy between information in this document and the *Cannabis Act* and its Regulations, and Health Canada's guidance documents, the latter two are the final authority on the matter.

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Additional Considerations

Indigenous and Indigenous-Affiliated Applicants

Indigenous and Indigenous-affiliated applicants can receive ongoing support throughout the licensing process through the dedicated Navigator Service by contacting navig@canada.ca. Indigenous and Indigenous affiliated applicants can request a two-stage review of their application as follows:

Step 1: Submit a paper-based application without a fully built physical site. Health Canada will conduct a preliminary review of the paper-based application and issue a Confirmation of Readiness letter.

Step 2: Build out the facility and submit the site evidence package for Health Canada's review.

Agricultural Land Reserve (ALR)

Municipalities and zoning bylaws may regulate or prohibit cannabis production, although they may not prohibit all forms of cannabis production. According to the Agricultural Land Commission (ALC), the use of ALR land for producing cannabis generally may not be prohibited if it is produced a) outdoors in a field, or b) inside a structure that has a base consisting entirely of soil.

Further, cannabis production on ALR land may be permitted if the cannabis is produced inside a structure that was constructed or under construction before July 13, 2018 (and has not been altered since to increase its base or change the base material) if the purpose of this structure was for growing crops. If the structure was under construction on that date, it must have been constructed according to all applicable authorizations and construction must not have been unreasonably interrupted prior to its completion. (See bulletin for more information: https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_04_cannabis_production_in_the_alr.pdf)

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Good Production Practices (GPP) Report: Guidance Document

Introduction

The Good Production Practice (GPP) Report outlines GPP practices the licence applicant will apply to their operations in order to maintain a set of standard practices and ensure an effective approach to cannabis product quality control and risk management. Licence holders are responsible for developing and complying with their GPP to ensure cannabis is produced, packaged, labelled, distributed, stored, sampled, tested, and sold consistently; and that all activities meet appropriate quality standards.

The GPP report needs to cover the following areas:

1. Storage of cannabis
2. Building materials and cannabis movement
3. Filtration and ventilation systems
4. Supply of water
5. Lighting
6. Sanitation program
7. Hand cleaning and sanitizing stations

Storage

Purpose of this section

- Describe how and where cannabis and anything used as an ingredient will be stored. This includes in-process, bulk, immediate containers, samples, quarantined, product approved for sale, rejected, returned or recalled product, and material awaiting destruction.
- Describe how cannabis and anything that will be used as an ingredient will be distributed, e.g. transferred, transported, sent, delivered

Guiding questions

- How are you storing cannabis and anything used as an ingredient in order to maintain its quality?
- Where are you storing cannabis?
- What storage devices are you using, e.g., containers, locking containers, mylar bags, plastic bags, totes?
- How will storage containers be organized to keep products and ingredients separate?
- What type(s) of containers will be used for storage?
- How will temperature and humidity in storage areas be maintained? What control instruments are you using and what are the specified temperature and humidity levels? How often will the control instruments be checked and how will the records be maintained the in the SOP?
- What storage records will you maintain, i.e., records of temperature, humidity, and lighting; deviations; maintenance and calibration?

Notes

- Storage: To save space, one room could be used for trimming, drying, curing, and storing cannabis so long as the cannabis is stored in sealed containers and there is little to no chance of cross-contamination

Building

Building Materials

Purpose of this section

- To describe the building or part of the building included in your site and details of the construction materials used for the facility
- For outdoor cultivation, this applies to any building(s) or part(s) of buildings that are used for post-harvest activities, i.e., trimming, drying, curing, storing.

Guiding questions

- What materials were used in the construction of the facility?
- How will porous construction materials and joints between ceilings, walls, and floors be sealed?
- How will the building be designed to prevent entry of pests and extraneous substances from the outside or from one area to another?
- How will the facility design control waste treatment and disposal?
- What washable paint did you use on the walls, ceiling and floor?
- Will you be washing surfaces by hand or with a pressure washer?

Notes

- You can describe or include photos and renderings to show the details of construction materials
- The building or part of the building must be designed and built in a way that permits effective repeated cleaning of all surfaces to maintain sanitary conditions and prevent contamination
- If washing surfaces by hand, indoor electrical outlets will suffice. If washing with a pressure washer, waterproof outdoor electrical outlets are recommended

Building Area	Guiding questions	Notes
Exterior Walls	<ul style="list-style-type: none">● Does it provide insulation and a barrier for air and vapour?	For example, concrete, metal cladding
Interior Walls	<ul style="list-style-type: none">● How have the surfaces been sealed?● How does the sealing make the surfaces washable?	For example, PVC panelling, FRP panels, HDPE sheets, stainless steel panels
Ceiling		For example, non-porous panels, sealant, plastic sealing panel, PVC panels

Floor	<ul style="list-style-type: none"> What will be in place to ensure pests will not enter the building? 	For example, sealed concrete, polished concrete, epoxy sealant
Seams		For example, caulking, joints between floor, walls, and ceiling
Doors	<ul style="list-style-type: none"> What makes the doors secure? What material is it made out of? What type(s) of locks will be used? Does the door have leak seals? 	For example, commercial steel doors, door sweeps, deadbolt locks

Cannabis Movement

Purpose of this section

- To provide a process flow diagram or step-by-step description showing the movement of cannabis and other ingredients throughout the building
- To show how operations areas, storage areas, and non-cannabis areas are separated

Guiding questions

- What routes will be followed in your facility from one room to the other?
- How will the flow of cannabis and other ingredients prevent cross-contamination?
- Where are the operations area (including grow)? Storage areas? Non-cannabis areas?
- How will the cannabis flow be designed to prevent mix-ups and cross-contamination?
- How is the facility designed to allow production to take place in a logical order that matches the sequence of operations and levels of cleanliness?

Notes

- Use the floor plan from the OSP to indicate the flow of cannabis throughout your facility
- Written explanations must also accompany your floor and site plans
- Receiving and shipping areas should not allow for direct access to production areas
- Mechanical areas, e.g., boiler rooms, generators, should be separate from production areas

Filtration and Ventilation System

Purpose of this section

- To describe the filtration and ventilation system used to filter the air

Guiding questions

- How will the system prevent odours associated with cannabis plant material from escaping to the outdoors?
- How will the system provide sufficient air exchanges to prevent the contamination of the cannabis or thing that will be used as an ingredient?
- What are the types, number, and location of air filters installed, e.g., HEPA, carbon, charcoal, combination, portable filters?

- What screens are used to prevent pests from entering the building through the fresh air intake?
- Where are the air intake and air exhaust locations?
- What direction will air flow within the building and various rooms?
- How will the filtration and ventilation systems be cleaned?

Notes

- Provide a HVAC schematic, photos, and/or indicate the HVAC system on the floor plan

Supply of Water

Purpose of this section

- To describe your water supply source, and if applicable, evidence it is appropriate for the activity being conducted

Guiding questions

- Is your water source municipal, potable water? If so, which municipality?
- If the source is not municipal water, is the water appropriate for cannabis irrigation and facility and equipment sanitation? Is it potable?
- Is your water system cross-connected with any other system? If yes, what measures are you using to eliminate risks of contamination of cannabis or anything that will be used as an ingredient, e.g., backflow valves?

Notes

- Water supply safety is only a concern if the water supply is not provided by your municipality, e.g., well or aquifer water
- If your water supply is provided by the city, the only requirement in this section is that you state that
- If your water is not from a municipal source, you must demonstrate its potability through testing, and create and retain records demonstrating testing, maintenance, and sanitation records of water systems

Lighting

Purpose of this section

- To describe the type of lighting used in operations areas (including grow areas) and storage areas
- To explain how the lighting can be repeatedly cleaned and sanitized to prevent contamination of cannabis and ingredients

Guiding questions

- What type of light will you use in your operations and storage areas? Is it natural or artificial lighting, e.g., high frequency HID, LED, fluorescent?
- What type of light fixtures will you use, i.e., what material are they made of?
- How will you ensure that glass from a broken light will not contaminate the cannabis or other ingredient, e.g., shatter-resistant material, shielded with safety covers?
- How will the light fixtures be able to withstand repeated cleaning and sanitizing?
- How will the lighting fixtures be installed?

Notes

- Grow lights do not need to be installed prior to licensing
- If you are not using safety covers, explain what materials you are using, and how they prevent contamination

Sanitation Program

Purpose of this section

- To describe how all areas of the building where cannabis and other ingredients will be in are sanitized, including frequency and maintenance schedule

Guiding questions

- What are the cleaning procedures for the grow room, storage area, facility, HVAC, lighting, and other equipment?
- What cleaning materials and solutions will you use?
- What surfaces need to be sanitized?
- How often will you sanitize each area, e.g., daily, weekly, monthly, and/or prior to a new batch?
- What protective clothing (gloves, eye protection) will be worn when cleaning?
- Where will hot water and cleaning supplies be located?
- How will safe air quality be maintained when cleaning enclosed spaces?
- What health and hygiene behaviour are required of personnel involved in cannabis activities to ensure sanitary conditions?
- What will personnel coming in contact with cannabis and other ingredients, and/or have to wear to prevent contamination, e.g., coveralls, gloves, hair nets, beard nets, shoe covers?
- Where and how will the record of sanitation be logged?

Notes

- Consider how and with what frequency the following will be sanitized:
 - Lighting
 - Ceiling
 - Walls
 - Floors
 - Tables
 - Chairs
 - Shelves and racks
 - Scales, scissors, totes, bins, electronics
 - Totes and bins
 - HVAC, e.g., vents, ducting, dehumidifiers, humidifiers, air filters, fans

Hand Cleaning and Sanitizing Stations

Purpose of this section

- To identify hand cleaning and sanitizing stations and lavatories on the floor plan

Guiding questions

- How many hand cleaning and sanitizing stations/lavatories are there in the facility?
- Who has to wash their hands and when to prevent contamination of cannabis?
- Are there enough stations for the number of people who will be using them?
- Is the station near the production area entrances?
- Is there a sign with proper handwashing technique posted at the station?

Notes

- Hand cleaning and sanitizing stations are necessary to prevent contamination of cannabis or other ingredients
- Hand cleaning and sanitizing stations must not be used for any other purpose
- Stations must be regularly cleaned and sanitized, and accessible for use by employees at all times
- Stations must be able to provide running hot and cold water, soap, and supplies to sanitarily dry hands
- Stations should be designed to avoid splash-back of water into cannabis, other ingredients, or surfaces that will touch cannabis
- Create and maintain records for hand cleaning through SOPs and training matrices

Appendix A: Sample GPP Report

Introduction

This document provides a sample of a completed Good Production Practices Report for an outdoor micro-cultivation licence application. This sample is intended for illustrative purposes only and is not sufficient to guarantee a successful application. Licence applicants should use this sample only as a basis to develop their own GPP Report and must tailor it to meet the needs of their own facility and business model.

Storage

Cannabis will be stored in food grade bags within food grade containers in the cannabis storage areas. Each batch will be housed separately into labelled bins.

Agronomic inputs and packaging materials will also be stored separately in clearly labelled bins in the cannabis storage areas.

Building



Building Materials

The building used for post-harvest activities is a converted, detached, windowless one-car garage.

Building Area	Materials
Exterior Walls	<ul style="list-style-type: none">• 4' concrete• Double 2 x 6" framing sheathed interior• Metal cladding exterior siding
Interior Walls	<ul style="list-style-type: none">• Standard 2 x 4" walls• 1/4" finish grade (smooth) plywood• Shellac primer sealant• Two coats of washable interior/exterior gloss paint
Ceiling	<ul style="list-style-type: none">• Shellac primer sealant• Two coats of washable interior/exterior gloss paint
Floor	<ul style="list-style-type: none">• Poured concrete floor• Shellac primer• Two coats of washable sealant
Seams	<ul style="list-style-type: none">• Vinyl trim and caulking
South Door	<ul style="list-style-type: none">• Exterior grade metal• Solid wood core

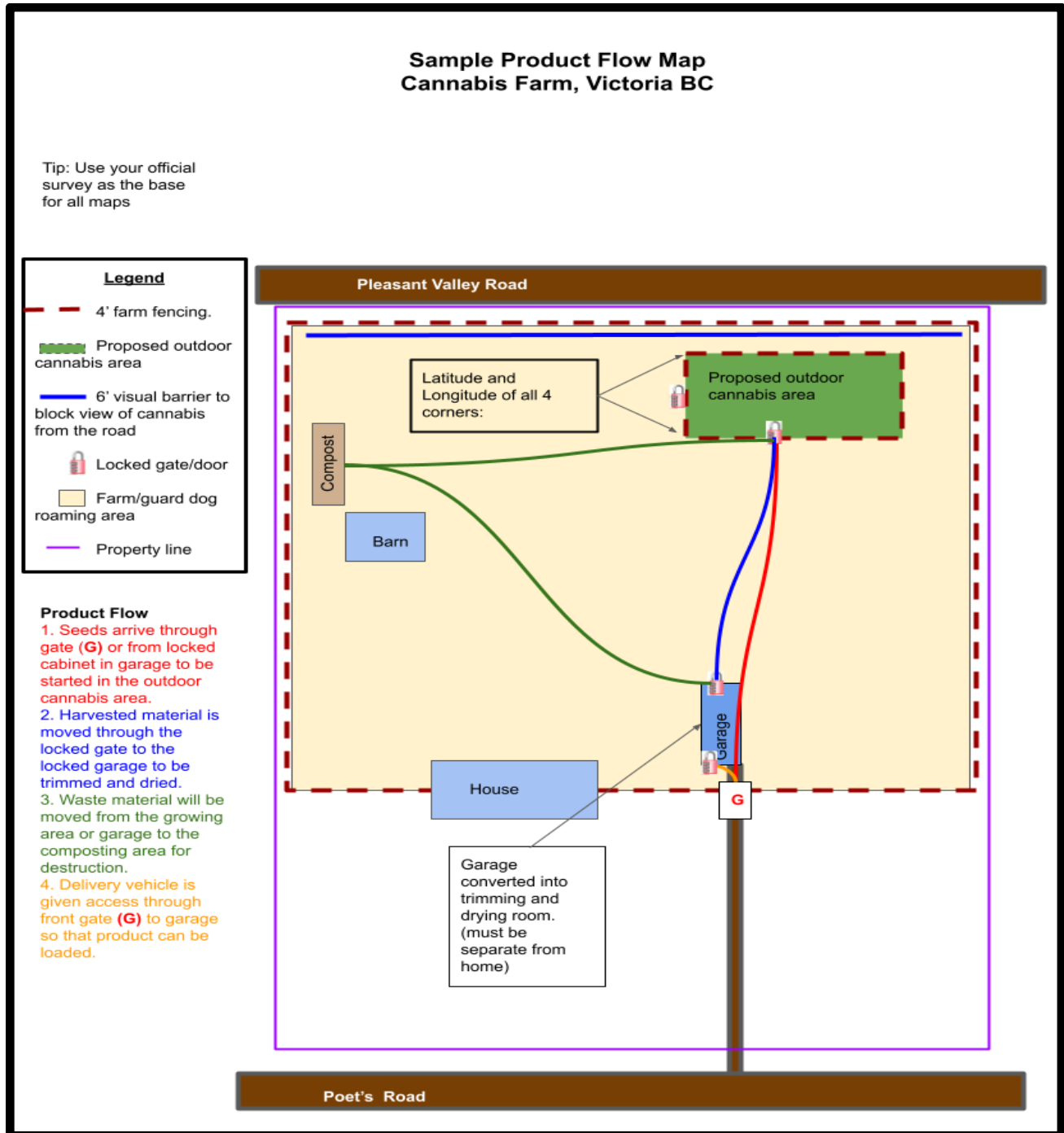
	<ul style="list-style-type: none"> • Deadbolt lock
Barn Door	<ul style="list-style-type: none"> • 2 x 4" lumber for framing • Sheeted with $\frac{3}{8}$" plywood exterior • $\frac{1}{4}$" finish grade smooth plywood interior • Expanded polystyrene installation between sheeting layers for insulation • Deadbolt lock
Roof	<ul style="list-style-type: none"> • Asphalt

Photos provided below are for illustrative purposes and not required for the GPP Report.

	<p>Concrete floor with sealing shellac primer and sealing epoxy paint with vinyl trim and caulking to ensure it is fully sealed and washable</p>
	<p>Ceiling with sealing shellac primer, seams caulked, and painted with two coats of washable, mold and mildew resistant paint. New washable light fixtures have been installed.</p>

Cannabis Movement

Cannabis movement will follow the flow map below:

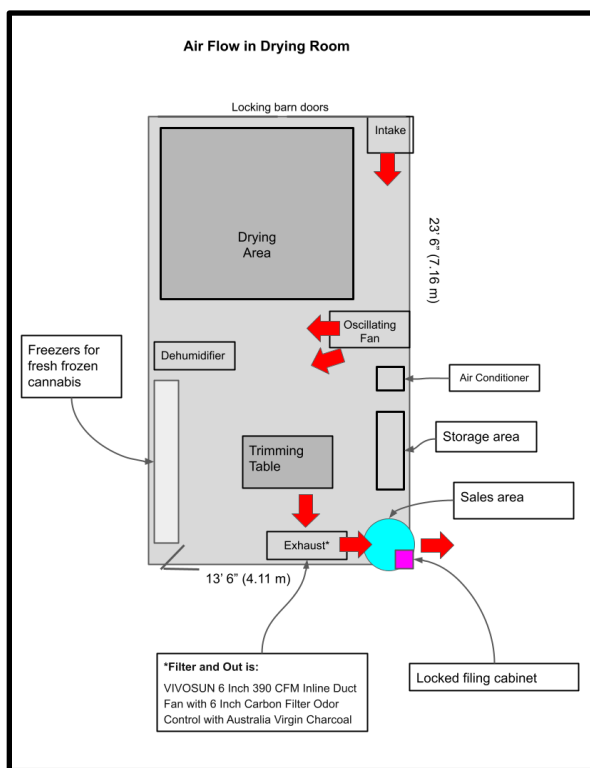


Filtration and Ventilation System

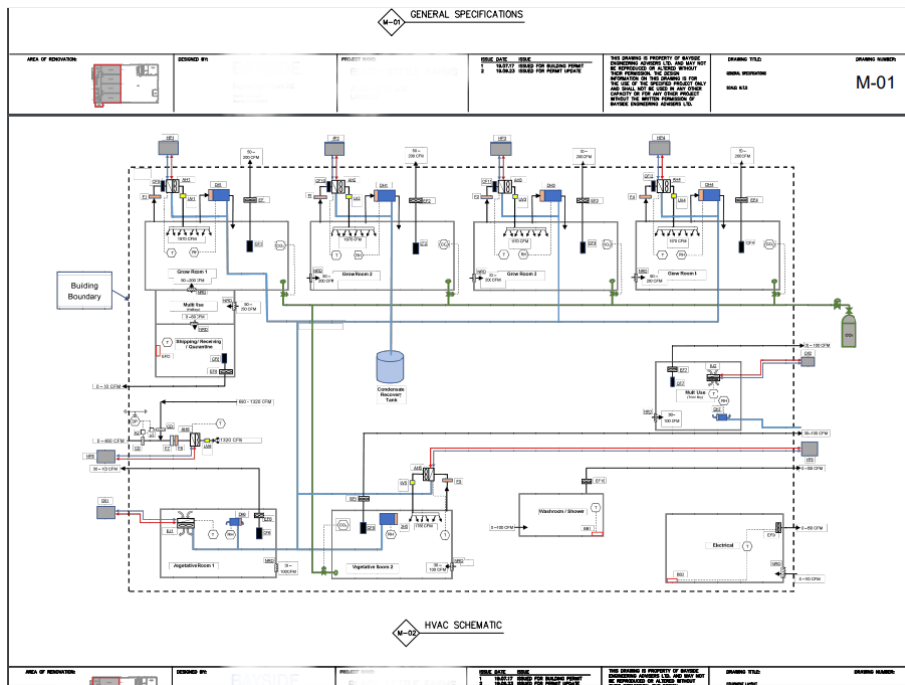
The filtration and ventilation system consists of:

- Portable oscillating fans
- Portable dehumidifier pre-set to 50%
- Inline Duct Fan with 6 Inch Carbon Filter Odor Control exhaust
- Fresh air intake screen
- Wireless thermostat

The system will be inspected with each component unscrewed and cleaned separately on a monthly basis. Filters will be changed quarterly.

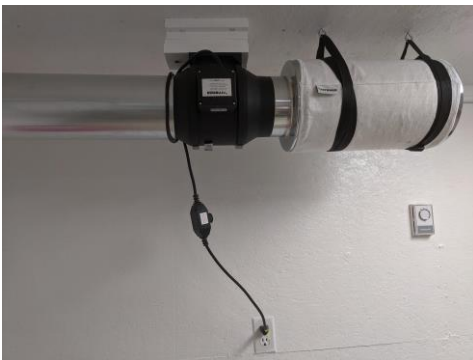


Example 1: HVAC system on floor plan



Example 2: HVAC Schematic

Photos provided below are for illustrative purposes and not required for the GPP Report.



Exhaust provided by inline duct fan with 6 inch carbon filter odor control with Australia virgin charcoal





Fresh air intake, view from inside



Fresh air intake (with screen), view from outside



Dehumidifier set to 50%

	<p>The mild climate typically does not require air conditioning, but it can be preset to maintain consistent temperature and humidity</p>
	<p>Temperature and humidity are monitored using a wireless thermostat</p>

Supply of Water

The facility is connected to a municipal water source.

Lighting


Lighting in non-grow operations and storage areas will be enclosed multi-volt wet lights. These lights are enclosed by polycarbonate housing with continuous paired gaskets for an airtight seal, keeping out moisture, dust, and humidity. The polycarbonate lens is impact-resistant and can withstand repeated sanitation.

Sanitation Program

Personnel Safety	<ol style="list-style-type: none"> 1. Personnel cleaning in production areas will wear coveralls and gloves to ensure their safety 2. The ventilation system will be turned on to ensure air quality
Room Sanitation	<ol style="list-style-type: none"> 1. All surfaces will be hand-wiped with a detergent and hot water mixture prior to the start of a new batch or lot <ol style="list-style-type: none"> a. Following the wash with hot soapy water, all surfaces will be rinsed and then hand wiped with a mild bleach solution.

	<ul style="list-style-type: none"> b. A mild bleach solution is made by mixing 1 tablespoon of bleach to 4 litres of cool water c. Water is located immediately outside the trimming room d. Surfaces to be sanitized include: <ul style="list-style-type: none"> i. Walls and outlets ii. Tables and chairs iii. Ventilation and climate control devices iv. Ceiling and light fixtures
Equipment Sanitation	<ul style="list-style-type: none"> 1. All equipment will be hand-wiped with detergent and hot water, rinsed, and then sanitized by hand-wiping with a mild bleach solution prior to trimming. 2. Trimming and drying room equipment includes: <ul style="list-style-type: none"> a. Scissors and trimmers (will also be cleaned using 70% isopropyl alcohol to remove cannabis) b. All totes and bins used to move cannabis c. Scale d. Racks and hangers e. Dehumidifiers, air filters, air conditioner, and fans 3. Room sanitation will include: <ul style="list-style-type: none"> a. Walls b. Ceiling c. Floor d. Lights e. All fixed equipment including electrical outlets, vents, and ducting

Equipment used in the facility will be non-porous and easily sanitized. Photos provided below are for illustrative purposes and not required for the GPP Report.

	<p>Cannabis-only garbage can</p> <p>Food grade buckets and lids for packing and curing dried cannabis (with food grade plastic liners)</p> <p>Food grade large container for carrying cannabis for trimming and drying</p>
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Trimming area with washable furniture and food grade large container for saveable trimmings





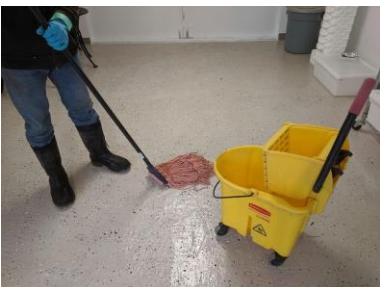
Rubber tote beside entrance with food grade gloves, hand sanitizers, hair covers, shoe covers and disposable aprons



Moveable stainless steel drying racks with coat hangers for cannabis can be easily cleaned



Hot water is located immediately outside the trimming room

	<p>Walls and outlets will be washed by hand</p>
	<p>Shelving will be washed by hand</p>
	<p>Light fixtures will be washed by hand</p>
	<p>Floors will be washed using a mop and bucket</p>

Hand Cleaning and Sanitizing Stations

There is one hand cleaning and sanitizing station located outside the trimming room, and one washroom indicated on the floor plan. All personnel will wash their hands with warm water and soap, and wear single-use food safe gloves before handling or harvesting cannabis.

Appendix B - GPP SOP Templates

Introduction

This section includes sample SOP templates to help you get started on preparing SOPs for your business model, facility and operations. The purpose of an SOPs is to provide detailed, step-by-step instructions on how to conduct routine operations so that qualified and/or trained individuals can carry out the same task correctly every time and be reviewed and updated regularly to reflect changes in operations. These SOPs should not be understood as an exhaustive list, and depending on your operations, you may choose to develop more or less SOPs than provided here in order to cover the required information.

GPP SOPs should include all steps necessary to comply with Good Production Practices and avoid adverse impacts on the quality of the cannabis, e.g., cannabis or an ingredient becoming contaminated, or of extraneous substances being inadvertently added to the cannabis.

Please note the following important points:

1. As part of the licence application, applicants must only provide **a list and short description** of their SOPs.
2. Although applicants do not have to submit fully developed SOPs with their licence application, they will need to have complete SOPs in place by the time the licence is received.
3. Applicants must develop their own SOPs as they are not provided by Health Canada.
4. Health Canada does not dictate how licence holders should conduct their operations. Licence holders can conduct their operations the way they want as long as they follow their SOPs.
5. Licence holders must review and update their SOPs to reflect changes in operations.

SOPs should follow the same format and include the following elements:

1. **Purpose:** What is the reason for this SOP?
2. **Scope:** What is SOP about? What area does it cover?
3. **References:** Are there any appropriate references such as links to Health Canada's regulations or other standard procedures?
4. **Procedures:** What are the step by step actions that need to be taken?
5. **Revision:** This section includes the date of the revision, SOP version number, who made the change, and a brief description of the change.

The SOPs templates included in this section are:

1. Cannabis Tracking and Record Keeping SOP*
2. Cannabis Cultivation SOP
3. Quality Complaints and Recall Procedures SOP
4. Equipment Calibration and Maintenance SOP
5. Materials Storage and Distribution SOP
6. Sanitation SOP
7. Sampling and Testing of Cannabis SOP

*Note: This one completed SOP includes detailed and step-by-step procedures and is provided as a sample for illustrative purposes. You will still need to update it to suit your own facility, operations, and business.

Guiding questions

- What is the purpose of the SOPs?
- Who is responsible for following the SOPs?
- Who is responsible for reviewing, maintaining, and updating the SOPs?
- Where will SOPs be kept?
- How often will these SOPs be updated?
- How long are outdated copies of your SOPs kept for?
- How will personnel responsible for following the SOPs be trained on the SOPs

Cannabis Tracking and Record Keeping SOP

Purpose

- To describe how cannabis movement will be tracked, recorded, and the records retained from seed to sale.

Guiding questions

Tracking:

- What type of seed-to-sale tracking system will you use?
- How will batch records be managed?
- How will you track the production, receipt, destruction, sampling, shipment, and sale of cannabis in its various forms including the quantity and weight of:
 - Seeds
 - Vegetative (non-flowering) plants
 - Whole plants (budding or flowering)
 - Fresh cannabis (post-harvest)
 - Dried cannabis
- How will cannabis destruction be recorded and witnessed by two qualified individuals?
- What records are required for the release of cannabis for shipment?
- Who will be responsible for tracking cannabis?

Record Keeping:

- How long will records be maintained and retained? What will the records include?
- What backup storage or backup plan do you have if your system fails?
- How will sanitation of rooms, buildings, and equipment be recorded?
- How will SOPs, the OSP, logs, checklists, forms, documents, sales records, and inventory records be maintained?

Notes

- Records must be retained and available for inspection for a minimum of two years
- All cannabis must be tracked from the moment it enters the facility until it either leaves or is destroyed
- Records must be kept to account for every seed, plant, and gram of cannabis
- Licence holders must report on cannabis inventory and movement via the Cannabis Tracking System Report on a monthly basis

SOP #: 002	Version: 2	Category: Record Keeping
Approved by: Person A		Date: 04/20/21

Purpose

To describe how cannabis movement will be tracked, recorded, and the records retained.

References

[Cannabis Tracking System - Monthly Reporting Guide](#)

Cannabis Regulations, Part 11: Retention of Documents and Information

Procedure(s)

Records will be maintained using secure cloud-based resources and/or paper. Records will be maintained for a minimum of two years and include:

- Purchases and Sales
- Communication with local authorities
- Seed to sale
- Destruction
- SOPs and GPPs

Retention of Documents and Information

1. All documents and information, including SOPs, security, amendment schedules, and sanitation schedules will be retained for a minimum of two years following their replacement by a new version or following the expiration of Cannabis Farm's cannabis licence.

Cannabis Tracking

1. Cannabis Tracking
 - a. All cannabis material will be tracked by batch ID number from the moment the seeds are sown until either the final product leaves the property or it is destroyed.
 - b. This cannabis tracking document will be paper-based and compiled by the Master Grower.
 - c. Completed documents will be stored in the locking filing cabinet for a minimum of two years after the batch has left the property.
2. Seed-to-Sale Tracking
 - a. Seed-to-sale tracking will be paper-based only. These paper copies will be maintained for a minimum of two years. Monthly seed-to-sale tracking (refer to Appendix) by strain includes:
 - i. Fertilizer and amendment
 1. Where is/was it purchased from?
 2. Lot #
 3. Date of application
 4. Reason for use
 5. Quantity applied
 6. Method of application
 - ii. Sanitation of building and equipment
 - iii. Plant health

- iv. Destruction
- v. Release criteria

Revision

Version #	Date	Revision Summary	Initials
2	04/20/21	Added reference to <i>Cannabis Regulations</i> , Part 11	PA

Appendix

Seed to Sale & Batch Records

Month and Year: _____ Batch ID _____

Seeds (Number x 0.00002 = Kg)		Whole Cannabis Plants (Flowering)		Dried Cannabis (In Trimming Room)	
Opening Inventory	#, Kg	Opening Inventory	#	Opening Inventory	Kg, Date
Additions: Produced Received Other	#, Kg, Date	Additions -Produced (fm veg) Received Other	#, Date	-Additions Produced (total) -Flower -Trim -Stems	Kg, Date
Reductions: -Processed (to veg) Destroyed* Sold Other	#, Kg, Date	Reductions -Processed (to fresh) Destroyed* Other	#, Date	Reductions Processed Testing Drying Loss Destroyed (stems)* Sold/Other	Kg, Date
Closing Inventory (\$2/seed)	#, Kg, Value	Closing Inventory (\$50/plant)	#, Value	Closing Inventory (\$1/g)	Kg, Value
Vegetative Plants (Non Flowering)		Fresh Cannabis (After Harvest)		Notes (Include drying room cleaning, plant health & amendments)	
Opening Inventory	#	Opening Inventory	Kg		
Additions Produced (fm seed) Produced (fm clone)	#, Date	Additions -Prod. Total (fm whole) Flowering/non-flowering	Kg, Date		
Reductions Processed (to whole) Destroyed* Other	#, Date	Reductions Processed (to dried) Destroyed* Other	Kg, Date		
Closing Inventory (\$20/plant)	#, Value	Closing Inventory (\$0.25/g)	Kg, Value		

* 2 signatures required. See reverse

Cannabis Cultivation SOP

Purpose

- To describe how cannabis will be cultivated and outline step-by-step procedures covering all aspects of cultivation from obtaining the original genetics to seed germination, cutting, pruning, drying, and packing

Guiding questions

- General
 - How will you ensure sanitized equipment is used at all stages of cultivation?
- Germinating seeds
 - How and where will seeds be germinated within the facility?
 - What substance will be used for germination?
 - How will started seeds be recorded or tracked?
- Cloning
 - How and where will cloning take place within the facility?
 - What growing medium will be used?
 - How will clones be recorded or tracked?
- Seed production
 - Where will seed production take place within the facility?
 - How will seeds be produced, counted, and recorded?
- Water, nutrients, fertilizers and amendments
 - What is the process and schedule for plant watering?
 - What type of nutrient, fertilizer and amendment will be used?
 - How will the nutrients be mixed, used, and recorded? ?
- Pest control
 - How will pest control be monitored at the various stages?
 - What type of pest control products will be used?
 - How will they be used?
- Pruning of vegetative plants
 - Who will trim and prune vegetative plants?
 - Will sanitized equipment be used?
- Harvesting and post-harvest activities
 - How and when will cannabis be harvested?
 - Where will harvested cannabis be placed?
 - How and when will trimming take place?
 - How and where will cannabis be dried?
 - At what temperature and humidity level will cannabis be dried?
 - How will temperature and humidity be controlled in the drying room?
 - How and where will cannabis be cured?
 - What temperature and humidity levels will cannabis be cured at and for how long?
 - How frequently will the containers be opened during curing?
 - How and where will cannabis be bulk packaged?

Notes

- It is important to structure the cultivation procedures so that the date, net weight, and quantity of seeds, vegetative plants, budding or flowering plants, fresh, and dried cannabis can be recorded during propagation, sowing, harvest, and drying where applicable
- Only cultivation, propagation, and harvest may be conducted outdoors; all other activities, e.g., testing, storage, packaging, and labelling, must be conducted indoors

SOP #:	Version:	Category:
Approved by:		Date:

Purpose**References****Procedure(s)****Revision**

Version #	Date	Revision Summary	Initials

Quality Complaints and Recall Procedures SOP

Purpose:

- To describe the procedures required for responding to quality concerns and outline recall procedures

Guiding questions

- How will you investigate quality concerns?
- What steps will be taken to recall a batch or lot of cannabis?
- How will you identify the location(s) of the batch or lot to be recalled?
- Who will you notify about the recall and how? When will notification be made after the issue is identified?
- Who will be responsible for notifying the processor and Health Canada?
- Who will be responsible for the recall procedures?
- How will the procedures be tested? How often will testing be conducted?

Notes

- Cultivators can only sell their bulk packaged cannabis to a processor; therefore the only steps required will be to notify the processor who purchased the cannabis, and Health Canada.
- Licence holders must conduct annual recall simulations and document the process

SOP #:	Version:	Category:
Approved by:		Date:

Purpose

References

Procedure(s)

Revision

Version #	Date	Revision Summary	Initials

Equipment Calibration and Maintenance SOP

Purpose:

- To describe the procedures for calibrating and maintaining equipment, e.g., HVAC, locks, scales, filters

Guiding questions

- Who will be responsible for maintaining the facility's equipment?
- How often will each piece of equipment be maintained and how will it be recorded?
- What steps will be taken to ensure equipment is calibrated and operating as intended?
- How will you ensure that the scales are accurately calibrated prior to use?

Notes

- Scales used for trade purposes, i.e., sales, purchases, exchanges, must be certified by Measurement Canada and be recalibrated on a regular basis
- Maintenance does not have to be on a set time frame, e.g., it can be performed on an as-needed basis, before every harvest, or between each batch or lot

SOP #:	Version:	Category:
Approved by:		Date:

Purpose

References

<https://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm04914.html>

Procedure(s)

Revision

Version #	Date	Revision Summary	Initials

Materials Storage and Distribution SOP

Purpose

- To describe the procedures for cannabis receipt, storage, transfers, and distribution

Guiding questions

Storage

- Where will cannabis be stored?
- Who will be responsible for maintaining the security of the storage area?
- What procedures or equipment will be used to ensure the security of the storage area?
- What are the environmental specifications and requirements of the storage area?
- Who is permitted access to the storage area?
- How will cannabis be organized in the storage area?
- How will cannabis products be labelled while in storage?

Inventory Additions

- Where will receipt of cannabis take place?
- What procedures will be used to record the receipt of cannabis?
- If there is an occupied dwelling on the site, how will you ensure that cannabis deliveries are secure and will not enter the dwelling?
- How will the receipt of cannabis be recorded?

Inventory Reductions

- Where will cannabis shipping take place?
- What procedures will be used to record the transfer of cannabis from the facility?
 - How will cannabis leave your facility?
 - Where on the property will cannabis be loaded?
 - What will you use to label containers of cannabis being sold or distributed?
- How will cannabis be distributed? Will it be transported by a security cleared individual by vehicle? Will it be shipped?
- How will the cannabis be packaged for shipment?
- How will cannabis be stored during transport?
- How will temperature, humidity, and air quality be maintained in the vehicle during cannabis transportation to ensure the quality of the cannabis?
- Will transport vehicles be inspected for cleanliness to ensure the quality of cannabis?
- What procedures will be in place to track cannabis shipments?
- What records will be kept of the cannabis distributed?
- Who will be responsible for storage and distribution?

Notes

- Each container that contains cannabis not packaged for the retail level, e.g., bulk packaged cannabis, must be labelled with the following information:
 - Licence holder name
 - Contact phone number
 - Contact email address
 - Lot number

- Packaging date

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Approved by:		Date:

Purpose

References

Procedure(s)

Revision

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Sanitation SOP

Purpose

- To describe the procedures for creating and maintaining sanitary conditions to ensure the finished product is clean and free of any hazards such as insects, molds, pathogens, fungi and plant viruses.
-

Guiding questions

- What equipment and sanitizing agents will be used for sanitation?
- What protective equipment will individuals performing sanitation need to wear for their own safety and to prevent contamination?
- What are the sanitation procedures for rooms, equipment, lighting, HVAC, shelving, furniture, containers, and surfaces?
- How frequently will each sanitation procedure be undertaken?
- How are all areas containing cannabis disinfected?
- How is each room sanitized between lots or batches?
- How will sanitation procedures mitigate risks of cross-contamination?
- How and where will sanitation records be logged?

Notes

- Sanitation can be achieved by using heat, filtration, and/or chemical cleaners.

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Approved by:		Date:

Purpose

References

Procedure(s)

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Sampling and Testing of Cannabis SOP

Purpose

- To describe the procedures for sampling cannabis for the purpose of testing for potency, aflatoxins, pesticides, heavy metals, foreign matter, and microbial.

Guiding questions

Cannabis Sampling

- How will the sample used for testing be representative of the lot or batch?
- What quantity of each sample will be retained after the last sale of the entire batch or lot of cannabis? How long and where will retention samples be stored?
- Who will be responsible for collecting, packaging, and storing the samples?
- How will the sampling be conducted?

Cannabis Testing

- Who is responsible for sending samples to the lab?
- How will the samples be packaged, released, and shipped to the lab, i.e., what are the chain of custody requirements?
- How will testing records be retained and for how long will the records?

Notes

- Samples must be sent to a lab with an Analytical Testing licence from Health Canada
- Cultivators may perform lab testing for product development, input and environmental checks, or at the request of a processor

SOP #:	Version:	Category:
Approved by:		Date:

Purpose

References

[Good Production Practices Guide for Cannabis - Section 5.3 Testing requirements](#)

[Laboratories authorized to conduct analytical testing under the Cannabis Act](#)

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