

Additional Baseline App Requirements: Cultivators

It is important to remember that cultivators will need to comply with all applicable state laws and regulations, in addition to what is required to have a complete application for license with the CCB. This could be different depending on type, size, scale, and whether you construct any new buildings.

- If an applicant owns the land or space to cultivate, a copy of the deed, title, or right to occupy should be submitted
- If renting, provide rental agreement
- Grow Site Address Latitude (DD.DDDD) Longitude –(DD.DDDD)
 - Information will be kept confidential with the Cannabis Control Board (CCB)
 - [Mapping Guidance](#)
 - If no rental agreement in place, this component can be provided at the time of licensure
 - School Property Account Number (SPAN)- on property deed, required by Tax Dept.

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- Diagram of Premises/Site Plan
 - The site plan should include the following plans for the premises and attached drawings should be 8.5 x 11 or 11 x 17 inches in size.
 - Check list to illustrate site plan, including drawings of all buildings on the property where the premise is located
 - North Arrow
 - Size of total property in acres
 - Total cultivation canopy dimensions
 - Standard Scale
 - Use of land and structures
- Applicants should provide a concise statement briefing the CCB on the business's short-term and long-term business goals and ventures

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- Cultivators on Municipal Water Supply
 - Obtain a letter from water utility of ability to provide quantity of water to applicant of a specific location- CCB can develop form letter for local utilities that acknowledges sufficient capacity
- Cultivators on Municipal Wastewater
 - Letter from local wastewater utility (or other offsite wastewater system owner) of their ability to accept, convey and treat quantity and quality of wastewater at a specific location- CCB can develop form letter for local utilities that acknowledges sufficient capacity
- If still working on rental agreement, not require at the time the application is submitted, but at the time the license is granted

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- Onsite Water Supply
 - Lower tier cultivators drawing under 20,000 gal/day of groundwater and under 25 employees don't need to submit anything as part of their baseline applications but including information could make for a stronger application.
 - For Tier 5 and Tier 6 indoor/outdoor irrigation and for employees and other uses covered by the Wastewater System and Potable Water Supply Rule (WW Rule), where they are planning on withdrawing water, by what means will they withdraw (and necessary store) the water prior to use, when on-site water is also included for potable/sanitary purposes for employees, and state how many people may be on-site in a given day.
- Onsite Wastewater
 - Larger tiers (Tier 5 and Tier 6) should specify the wastewater the facility anticipates generating
 - Whether their operation needs to comply with the Indirect Discharge Rules and Underground Injection Control Rules (Guidance and support can be found with ANR)
 - Anticipated means of collecting, storing, treating and discharging wastewater.
 - Employees and other uses covered by the Wastewater and Potable Water Supply Rule
- If still working on rental agreement, not require at the time the application is submitted, but at the time the license is granted

Additional Baseline App Requirements: Indoor Cultivators

- If it is an application to operate exclusively within an indoor facility:
 - Entire square foot of the facility
 - 'Ability to Serve' letter from servicing utility
 - Diagram of cultivation site (for the tier they are applying for) within the facility
 - Diagram of how the rest of the facility will be utilized (admin, agricultural input storage, etc.).
- All indoor cultivation plans should be designed so that they will not cause excessive or uneconomic demands on public utilities
 - Indoor, greenhouse, or hydroponic growing, processes should identify whether their system(s) need(s) to comply with one or more of the ANR-DEC Drinking and Groundwater Protection Division rules
 - Indirect Discharge Rules, Underground Injection Control Rules, or the Wastewater System and Potable Water Supply Rules
 - Anticipated means of collecting, storing, treating, and discharging wastewater.

Additional Baseline App Requirements: Labs

- Laboratory current accreditation certificates
- Laboratory Quality Assurance (QA) manual or procedures which document the lab quality control system, and an outline of the Quality Management System (QMS)
- Method validation summaries for any new test seeking certification
- The laboratory Standard Operating Procedures (SOPs) for sample handling, extraction, and analysis of cannabis crops, trim, concentrates, products, and infused products
- A master list of all analytical and non-analytical (i.e. safety and training) SOPs indicating the latest revision/review dates and current effective dates
- Resume or Curriculum vitae of all key technical and management personnel

Additional Baseline App Requirements: Labs, Continued

- The latest proficiency results for cannabis testing or similar matrix (i.e. food, solids,) for test areas requesting certification, if available
- Example Certificates of Analysis (CoAs) to be issued by the laboratory for each test area requesting certification, containing all information required in a CoA by the Agency
- Current org chart, that includes reporting relationships

Analytical Methods Worklist

Test	Crop/ trim/ concentrate	Products/ infused products	Technique (i.e. ICP- MS)	Method reference (i.e. AOAC 2018.11)	check here if parameters are accredited for this test	check here if this is a change from previous year's application
1. Potency Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Microbiology Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Total Aerobic Bacteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Total Yeast and Mold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mycotoxins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heavy Metals Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pesticide Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Residual Solvents Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Moisture, Water Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>