



Ohio Department of Commerce
Medical Marijuana Control Program



Processor Application – Filing Packet Part 2: Non-Identifiers

Instructions are provided in a separate document: “Processor Application – Request for Applications / Instructions Packet (MMCP-P-1000)”

Processor Application – Filing Packet Part 2 Non-Identifiable Information Checklist

Please note: All of the following must be submitted in a non-identified format.

Section	Description	Completed (✓)
Part 2: Non-Identifiable Information Section		
2A	Business Plan (maximum of 15 pages)	
	Experience in Business	
	Business Model	
2B	Operations Plan (maximum of 30 pages)	
	Experience in Processing / Manufacturing	
	Processing Protocols and Proposed Products	
	Product Time and Production Schedule	
	Marijuana Processing Area Layout and Environment	
	Standard Operating Procedures	
	Staffing & Training	
2C	Quality Assurance Plan (maximum of 30 pages)	
	Packaging & Labeling	
	Production Control	
	Ingredient Sourcing and Manufacturing Safety	
	Inventory Control	



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	Disposal and Waste Removal	
	Adverse Events and Recall Procedures	
2D	Security Plan (maximum of 30 pages)	
	Surveillance Technology and Physical Security	
	Security and Transportation Policies and Procedures	
	Facility Plot Plan and Specifications	
	Record Keeping, Regulatory Compliance, and Emergency Notification Procedures	
2E	Financial Plan (maximum of 10 pages)	
	Funding Analyses	
	Operating Expense Breakdown	



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2A Business Plan
(Maximum of 15 pages, see instructions for formatting)

**Please note: The following must be submitted in a non-identified format.
Include this form as a cover page.**

Applicant should provide a narrative detailing support for the following:

Part I: Experience in Business

Experience, which includes generic, non-identifying information on business licenses held by any person affiliated with the applicant. (3796:3-1-03(B)(1)(c))

Part II: Business Model

(A) A proposed business model demonstrating a likelihood of success, a sufficient business ability, and experience on the part of the applicant. (3796:3-1-03(B)(1)(a))

(B) (OPTIONAL) If applicant is seeking additional scoring considerations on an Ohio Based Jobs and economic development plan, the applicant may also provide a plan for generating Ohio-based jobs and economic development. (3796:3-1-03(C)(1)(b))



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2B Operations Plan
(Maximum of 30 pages, see instructions for formatting)

Please note: The following must be submitted in a non-identified format.
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Applicant should provide a narrative detailing support for the following:

Part I: Experience in Processing / Manufacturing

Demonstrating experience with the manufacture and processing of medical marijuana or agricultural or horticultural products. (3796:3-1-02(B)(3)(b), 3796:3-1-03(B)(2)(b))

Part II: Processing Protocols and Proposed Products

(A) Medical marijuana processing techniques / Documentation of extraction and manufacturing methods and standards that will provide a steady, uninterrupted supply of medical marijuana. (3796:3-1-02(B)(3)(a), 3796:3-1-03(B)(2)(a))

(B) A list of medical marijuana products proposed to be manufactured with estimated cannabinoid profiles, if known, including varieties with high cannabidiol content. (3796:3-1-02(B)(3)(c), 3796:3-1-03(B)(2)(c))

(C) (OPTIONAL) If applicant is seeking additional scoring considerations on a research plan, the applicant may provide the department with a detailed proposal to conduct or facilitate a scientific study or studies related to the medicinal use of marijuana. (3796:3-1-03(C)(5))

Part III: Product Timeline and Production Schedule

Indicate the estimated timeline and production schedule. Describe how all raw materials will proceed from acquisition from a cultivator to shipment to a dispensary as dried and packaged plant material or processed product. Please indicate the estimated time elapsed for each area of production and/or each process involved at that particular stage of production.

Part IV: Marijuana Processing Area Layout and Environment

Facility specifications, including the manufacturing environment, layout of the marijuana processing area evidencing that the applicant will comply with the requirements of Chapter 3796 of the Revised Code and will operate in accordance with the rules promulgated pursuant to Chapter 3796 of the Revised Code. (3796:3-1-02(B)(3)(d), 3796:3-1-03(B)(2)(d))



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Part V: Standard Operating Procedures

- (A) *The implementation of standards and guidelines for processing, extracting, and manufacturing medical marijuana products, including safety protocols and equipment. (3796:3-1-02(B)(3)(e))*
- (B) *(OPTIONAL) If applicant is seeking additional scoring considerations for submitting an environmental plan, the applicant may demonstrate an environmental plan of action to minimize the carbon footprint, energy usage, environmental impact, and resource needs for the production of medical marijuana. (3796:3-1-03(C)(2)(a))*
- (C) *(OPTIONAL) If applicant is seeking additional scoring considerations for submitting an environmental plan, the applicant may describe any plans for the construction or use of a greenhouse Processing facility, energy efficient lighting, use of alternative energy, the treatment of waste water and runoff, and scrubbing or treatment of exchanged air. (3796:3-1-03(C)(2)(b))*

Part VI: Staffing and Training

- (A) *Staffing and training guidelines/ Facility staffing and employment matters, including employee training and employee compliance with Chapter 3796 of the Revised Code and in accordance with the rules promulgated pursuant to Chapter 3796 of the Revised Code. (3796:3-1-03(B)(2)(e), 3796:3-1-02(B)(3)(f))*
- (B) *(OPTIONAL) If applicant is seeking additional scoring considerations on employment practices, the applicant may demonstrate a plan of action to inform, hire, and educate minorities, women, veterans, disabled persons, and Ohio residents. (3796:3-1-03(C)(3))*



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2C Quality Assurance
(Maximum of 30 pages, see instructions for formatting)

Please note: The following must be submitted in a non-identified format.
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Applicant should provide a narrative detailing support for the following:

Part I: Packaging & Labeling

Elements of a quality assurance plan shall include best practices for the packaging and labeling of medical marijuana. (3796:3-1-02(B)(4)(d), 3796:3-1-03(B)(3)(d))

Part II: Production Control

Intended use and sourcing of extraction equipment and associated solvents for the extraction of medical marijuana, or, in the case of non-solvent extraction, the intended methods and equipment. (3796:3-1-02(B)(4)(a), 3796:3-1-03(B)(3)(a))

Part III: Ingredient Sourcing and Manufacturing Safety

*(A) Intended use and sourcing of all non-marijuana ingredients utilized in the manufacture of medical marijuana products, including methods to verify or ensure the safety and integrity of those ingredients, as well as their potential to be allergens or to contain allergens as a result of their specific manufacturing; 3796:3-1-02(B)(4)(b), 3796:3-1-03(B)(3)(b),
(B) Compliance with Chapter 901:3-1 of the Administrative Code in the production of edible medical marijuana products, if applicable; 3796:3-1-02(B)(4)(c), 3796:3-1-03(B)(3)(c),*

Part IV: Inventory Control

An inventory control plan, including implementation of the inventory tracking system. (3796:3-1-02(B)(4)(e), 3796:3-1-03(B)(3)(e), 3796:3-1-02(B)(4)(f), 3796:3-1-03(B)(3)(f))

Part V: Disposal and Waste Removal

Standards for the disposal/destruction of medical marijuana waste and other wastes. (3796:3-1-02(B)(4)(g), 3796:3-1-03(B)(3)(g))

Part VI: Adverse Events and Recall Procedures

Recall policies and procedures in the event of contamination, expiration or other circumstances that render the medical marijuana unsafe or unfit for consumption, including, at a minimum, identification of the products involved, notification to the dispensary or others to whom the product was sold or otherwise distributed, and how the products will be disposed of if returned to or retrieved by the applicant. (3796:3-1-02(B)(4)(h), 3796:3-1-03(B)(3)(h))



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2D Security Plan
(Maximum of 30 pages, see instructions for formatting)

Please note: The following must be submitted in a non-identified format.
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Applicant should provide a narrative detailing support for the following:

Part I: Surveillance Technology and Physical Security

Physical equipment used to monitor the facility and meet the security requirements under Chapter 3796 of the Revised Code and the rules promulgated in accordance with Chapter 3796 of the Revised Code. (3796:3-1-03(B)(4)(b))

Part II: Security and Transportation Policies and Procedures

(A) A security plan in accordance with rule 3796:3-2-05 of the Administrative Code, that establishes policies and procedures to ensure a secure, safe facility to prevent theft, loss, or diversion and protect facility personnel. (3796:3-1-03(B)(4)(a))

(B) Transportation policies and procedures, which includes the transportation of medical marijuana from a processor or dispensary and from a Processor to a testing laboratory in the state of Ohio, in accordance rule 3796:5-3-01 of the Administrative Code. (3796:3-1-02(B)(5)(c), 3796:3-1-03(B)(4)(e))

Part III: Facility Plot Plan and Specifications

A plot plan of the Processing facility drawn to a reasonable scale that designates the different areas of operation, including the marijuana Processing area, with the mandatory access restrictions. (3796:3-1-03(B)(4)(d), 3796:3-1-02(B)(5)(d))

(A) If the building is in existence at the time of the application, the applicant shall submit plans and specifications drawn to scale for the interior of the building.

(B) If the building is not in existence at the time of application, the applicant shall submit a plot plan and a detailed drawing to scale of the interior and the architect's drawing of the building to be constructed.

Part IV: Record Keeping, Regulatory Compliance, and Emergency Notification Procedures

(A) Record keeping policies and procedures that will ensure the facility complies with rule 3796:3-2-08 of the Administrative Code. (3796:3-1-02(B)(5)(a))

(B) Implementation and compliance with the inventory tracking system. (3796:3-1-02(B)(4)(e), 3796:3-1-03(B)(3)(e), 3796:3-2-04)

(C) Emergency notification procedures with the department, law enforcement, and emergency response professionals. (3796:3-1-03(B)(4)(c))



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2E Financial Plan
(Maximum of 10 pages, see instructions for formatting)

Please note: The following must be submitted in a non-identified format.
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Applicant should provide a narrative detailing support for the following:

Funding Analyses

A breakdown of the applicant's proposed and budgeted sources of funding.

Operating Expense Breakdown

A cost breakdown of the applicant's anticipated costs in building the facility and implementing the policies and procedures submitted as part of the application and the source of funding for the associated costs. (3796:3-1-02(B)(6)(b), 3796:3-1-03(B)(5)(b))