

Applicant Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

*Points will be assigned for each item listed as follows:*

- 5 Applicant’s application or capability is exceptional and exceeds expectations for this criterion.*
- 4 Applicant’s application or capability is superior and slightly exceeds expectations for this criterion.*
- 3 Applicant’s application or capability is satisfactory and meets expectations for this criterion.*
- 2 Applicant’s application or capability is unsatisfactory and contains numerous deficiencies for this criterion.*
- 1 Applicant's application or capability is not acceptable or applicable for this criterion.*

**1. Narrative: Business Overview and Plan**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
<b>Summary</b>					
Provide a brief summary of the applicant manufacturer’s qualifications, experience, and industry knowledge relevant to the development and operation of a medical cannabidiol manufacturing business in Iowa.	1	2	3	4	5
<i>Comments:</i>					
<b>Business Plan</b>					
Describe the steps and anticipated timeframes for becoming operational as a manufacturer and having medical cannabidiol available at dispensaries by July 1, 2019.	1	2	3	4	5
<i>Comments:</i>					
Describe the proposed production capacity by July 1, 2019, and in the second and third year of operation. Include a description of the ability to expand capacity in the future.	1	2	3	4	5
<i>Comments:</i>					

Give a summary of the business continuity plan should there be a loss of power or other natural or man-made event that precludes manufacturing at the site for a period of time keeping in mind that manufacturers are limited to a single physical location.	1	2	3	4	5
<i>Comments:</i>					
Describe the forms and quantity of medical cannabidiol (i.e., products) that will be manufactured during the first year of operation (i.e., available July 1, 2019), and any forms and quantities of products that are likely to be developed in the second and third year of operation. All forms must be consistent with 641 IAC 154.14, as amended by ARC 3707C.	1	2	3	4	5
<i>Comments:</i>					
Describe planned product pricing for each of the first three years of operation.	1	2	3	4	5
<i>Comments:</i>					
Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!					
<i>Multiple by Weight of 20</i>					
<b>Recommended Section Score</b>					
<b>Maximum Potential Score</b>					
<b>100</b>					

**2. Narrative: Manufacturer Facility**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Specify the physical location of the proposed manufacturing facility.	1	2	3	4	5
<i>Comments:</i>					
Provide documentation sufficient to establish that the applicant is authorized to conduct business in the State of Iowa; and that state and local building, fire, and zoning requirements and all applicable local ordinances are or will be met for the proposed location of the manufacturing facility. Documentation may include blueprints, equipment specifications, or statements from local officials, etc. that state and local building, fire, and zoning requirements and applicable local ordinances will be met if the manufacturer completes construction and operates as proposed in the application.	1	2	3	4	5

<i>Comments:</i>						
Provide documentation of any support by a local government authority for the proposed manufacturing facility location.		1	2	3	4	5
<i>Comments:</i>						
Describe how the manufacturer will inform the Department of potential new hires to initiate required background investigation and national criminal history background checks.		1	2	3	4	5
<i>Comments:</i>						
Provide documentation that the proposed manufacturing facility location is owned by the applicant. If not owned by the applicant, provide a written statement from the property owner certifying that the property owner has consented to the applicant operating a manufacturing facility at that location and the duration of the actual or planned lease.		1	2	3	4	5
<i>Comments:</i>						
Describe signage, lettering, text and graphic materials that will be shown on the exterior of the manufacturing facility.		1	2	3	4	5
<i>Comments:</i>						
Provide a site plan, drawn to scale, of the proposed manufacturing facility showing perimeter fencing as well as all streets, property lines, buildings, parking areas, and outdoor areas, if applicable, that are within a 500-foot radius of the manufacturing facility.		1	2	3	4	5
<i>Comments:</i>						
Provide a blueprint or floor plan, drawn to scale, of the proposed manufacturing facility, which shows and identifies the following information: (1) The square footage of the overall manufacturing facility. (2) The locations and square footage of all areas that may contain <i>Cannabis</i> or medical cannabidiol with descriptions of the activities to occur in the spaces. The diagram should include walls, partitions, counters and all areas of ingress and egress. Said diagram must also reflect all cultivation, propagation, harvest, extraction, refinement, testing, storage, packaging and labeling, and transportation areas.		1	2	3	4	5

(3) The square footage and location of areas to be used as storerooms or stockrooms, if not included above. (4) The location of pesticide, fungicide, and fertilizer storage, mixing, and cleanup areas, including equipment storage and cleanup. (5) The location of all break rooms, employee lockers, and employee shower facilities (for those applying pesticides or other crop inputs). (6) The locations of any business operations on the property that will not be related to the production and distribution of medical cannabidiol. (7) All points of entrance and exit at the manufacturing facility.						
<i>Comments:</i>						
Provide a site development and construction (or conversion) plan identifying the construction start date, duration, and completion date.		1	2	3	4	5
<i>Comments:</i>						
Describe any air treatment system or other means to reduce odors released from the facility.		1	2	3	4	5
<i>Comments:</i>						
Explain previous experience with developing new manufacturing facilities.		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
		<i>Multiple by Weight of 15</i>				
<b>Recommended Section Score</b>						
<b>Maximum Potential Score</b>						<b>75</b>

**3. Narrative: Security Requirements**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Provide a plan to meet the restricted access requirements of 641 IAC 154.18(1) to 154.18(2).	1	2	3	4	5
<i>Comments:</i>					

Provide a plan to meet the perimeter intrusion detection system requirement of 641 IAC 154.18(3), including a floor plan noting location of all cameras, and including a description of the storage capabilities for the onsite retention of historical recordings. Note that network cameras do not meet the definition of a closed-circuit TV system, but they may be used in addition to closed-circuit TV systems.		1	2	3	4	5
<i>Comments:</i>						
Provide a plan to meet the security alarm system requirements of 641 IAC 154.18(4).		1	2	3	4	5
<i>Comments:</i>						
Provide a plan to meet the personnel identification system requirements of 641 IAC 154.18(5).		1	2	3	4	5
<i>Comments:</i>						
Provide the names and addresses of any contractors hired or planned to provide security.		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
		<i>Multiple by Weight 10</i>				
<b>Recommended Section Score</b>						
<b>Maximum Potential Score</b>		<b>50</b>				

**4. Narrative: Advertising and Marketing**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe planned marketing and advertising activities consistent with 641 IAC 154.20(1), including templates for manufacturer displays, signs, website pages, and educational materials.	1	2	3	4	5

<i>Comments:</i>						
Describe other marketing and advertising activities consistent with 641 IAC 154.20(2) intended to be conducted in the first year.		1	2	3	4	5
<i>Comments:</i>						
Describe how interior displays of medical cannabidiol, signs and other exhibits will be arranged to prevent viewing from outside the manufacturing facility consistent with 641 IAC 154.20(3).		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
	<i>Multiple by Weight 10</i>					
<b>Recommended Section Score</b>						
<b>Maximum Potential Score</b>	<b>50</b>					

**5. Narrative: Packaging and Labeling**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe planned medical cannabidiol packaging consistent with 641 IAC 154.21(1). <i>Comments:</i>	1	2	3	4	5
Describe the intended medical cannabidiol trade names consistent with 641 IAC 154.21(2). <i>Comments:</i>	1	2	3	4	5
Describe medical cannabidiol package labeling consistent with 641 IAC 154.21(3), including a sample label template for each type of product proposed. A space no smaller than 0.75 inches wide by 0.5 inches high should be reserved on the label for the Department's warning symbol. The symbol will be made available at a later time. <i>Comments:</i>	1	2	3	4	5
Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!	<i>Multiple by Weight 10</i>				
<b>Recommended Section Score</b>	<b>50</b>				
<b>Maximum Potential Score</b>	<b>50</b>				

**6. Narrative: Transportation of Medical Cannabidiol and Plant Material**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe experience in transporting product of high value with potential risk for diversion. <i>Comments:</i>					
Describe how medical cannabidiol will be transported to and from dispensaries, the laboratory, and a waste facility consistent with 641 IAC 154.22 and proposed administrative rule 154.71(2) (see ARC 3707C). Include the following in the narrative: (1) The frequency of medical cannabidiol transport to each location. (2) The frequency of collection of waste medical cannabidiol from dispensaries and the laboratory consistent with 641 IAC 154.23(1). (3) The location of the waste facility. (4) Proposed methods for minimizing the risk of diversion or theft of medical cannabidiol during transport. (5) The manifest or tracking system to be used in the event that the secure sales and inventory system is not operational. <i>Comments:</i>	1	2	3	4	5
Describe how <i>Cannabis</i> plant material will be transported to a waste disposal site consistent with 641 IAC 154.22. Include the following in the narrative (1) The frequency of transport to the waste facility. (2) The location of the waste facility. (3) Proposed methods for minimizing the risk of diversion or theft of <i>Cannabis</i> plant material during transport. (4) The manifest or tracking system to be used in the event that the secure sales and inventory system is not operational. <i>Comments:</i>	1	2	3	4	5
Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!					
	<i>Multiple by Weight of 10</i>				
<b>Recommended Section Score</b>					
<b>Maximum Potential Score</b>	<b>50</b>				



**7. Narrative: Disposal of Medical Cannabidiol and Plant Material**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe the process for collecting and documenting medical cannabidiol that has been returned from patients and dispensaries as detailed in 641 IAC 154.23(1). <i>Comments:</i>	1	2	3	4	5
Describe how medical cannabidiol and plant material waste will be stored and disposed of consistent with 641 IAC 154.23(2). Include estimates of the amount of waste products that will need to be stored and disposed of. Describe the waste disposal site or sites (these are not licensed by the Department). <i>Comments:</i>	1	2	3	4	5
Describe the process for disposal of liquid and chemical waste consistent with 641 IAC 154.23(3). Include estimates of the amount of liquid and chemical waste that will need to be disposed of and the location of the waste facility. <i>Comments:</i>	1	2	3	4	5
Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!					
	<i>Multiple by Weight of 10</i>				
<b>Recommended Section Score</b>					
<b>Maximum Potential Score</b>	<b>50</b>				

## 8. Narrative: Record-keeping Requirements

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe how the record-keeping requirements in 641 IAC 154.24 will be met, including how and where each type of record will be stored.	1	2	3	4	5
<i>Comments:</i>					
Describe contingency plans in the event that the Department's secure sales and inventory tracking system is not operational.	1	2	3	4	5
<i>Comments:</i>					
Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!					
	<i>Multiple by Weight of 10</i>				
<b>Recommended Section Score</b>					
<b>Maximum Potential Score</b>	<b>50</b>				

## 9. Narrative: Production Requirements

### Employee Experience and Qualifications

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe the process for hiring of, qualifications of, and training for employees involved in the cultivation of <i>Cannabis</i> .	1	2	3	4	5
<i>Comments:</i>					
Describe the process to assure that all employees are age 18 or older and have not been convicted of a disqualifying felony offense.	1	2	3	4	5
<i>Comments:</i>					
Describe the applicant's experience in controlled growth environments and agricultural and/or					

horticultural crops. Include the experience of any person employed by or consulting with the applicant, including the person's name and position.		1	2	3	4	5
<i>Comments:</i>						
Describe the number, experience, and training of staff who will be producing medical cannabidiol, including the extraction, refinement, and production of medical cannabidiol. Describe the qualifications of and the number of employees to be involved in extraction, refinement, and production of medical cannabidiol. Describe the experience of any person employed by the applicant who has expertise in these areas, including the person's name and position. Cite any experience the applicant may have in turning <i>Cannabis</i> into medical cannabidiol.		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
<b>Recommended Section Score</b>	<i>Multiple by Weight of 5</i>					
<b>Maximum Potential Score</b>	<b>25</b>					

**Cultivation**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe the controlled growth environment, systems, and automation that will be used to cultivate <i>Cannabis</i> from seed or cutting to harvest.	1	2	3	4	5
<i>Comments:</i>					
Describe the expected hours of operation of the cultivation operations, the number of staff expected to be working in the cultivation operations at any one time, and the total number of full-time and part-time employees or contractors.	1	2	3	4	5
<i>Comments:</i>					
Describe the proposed propagation, cultivation, and harvesting procedures, including biosecurity measures to minimize contamination consistent with 641 IAC 154.25(1).	1	2	3	4	5
<i>Comments:</i>					
Describe any media that will be used to grow plants from cutting to harvest. Describe what crop inputs will likely be used from propagation to harvest of <i>Cannabis</i> plants, and how these will be applied and recorded, consistent with 641 IAC 154.25(2). Crop inputs include, but are not limited to, pesticides, fungicides, fertilizers, and other soil or medium amendments. If the applicant manufacturer proposes to grow organically, specify the standards with which it intends to comply. (For example, standards from the USDA National Organic Program Handbook, <a href="http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5096778">http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5096778</a> ). Note that the Iowa Department of Agriculture and Land Stewardship (IDALS) has not approved any pesticides for use on <i>Cannabis</i> . See Iowa Code chapter 206 and 21 IAC chapters 44 and 45 for state law and regulations governing application and use of pesticides. State laws and regulations on the use of fertilizers can be found in Iowa Code chapter 200 and 21 IAC chapter 43 and 44.	1	2	3	4	5
<i>Comments:</i>					
Describe any data systems other than the department's secure sales and inventory tracking system that will be used to collect plant, cultivation, inventory, and production information.	1	2	3	4	5

<i>Comments:</i>						
Describe the protocol to be used if a fungal or pest outbreak were to occur to both address the issue and resume/restart cultivation.		1	2	3	4	5
<i>Comments:</i>						
Describe who will be certified to apply pesticides, fungicides, or other insecticidal agents at the manufacturing facility and how the credentials will be reviewed to ensure that all licenses and recertification requirements are met according to Iowa pesticide laws and regulations (Iowa Code chapter 206, and 21 Iowa Administrative Code chapters 44 and 45) as well as FDA and EPA regulations.		1	2	3	4	5
<i>Comments:</i>						
Describe the process for propagating and tracking individual plants and assigning them to batches consistent with 641 IAC 154.25(2).		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
	<i>Multiple by Weight of 20</i>					
<b>Recommended Section Score</b>						
<b>Maximum Potential Score</b>	<b>100</b>					

**Extraction and Production**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe the method that will be employed to extract the active ingredients from the <i>Cannabis</i> plant to produce the medical cannabidiol and where the extractions will occur. Explain how the process ensures that no residual solvents, if any solvents are used, will remain in the finished product, and how the work environment will be made safe for employees. Include a description of the protocols and equipment that will be used in extraction, refinement, and production of medical cannabidiol products. Describe the method of ensuring product traceability from plant and batch to medical cannabidiol product through the extraction and refinement process to the final product.	1	2	3	4	5
<i>Comments:</i>					
Describe the hours of operation for extraction, refinement, and production of medical cannabidiol.	1	2	3	4	5
<i>Comments:</i>					
Describe how all production requirements of 641 IAC 154.25(3) will be met.	1	2	3	4	5
<i>Comments:</i>					
Describe how all general sanitation requirements in 641 IAC 154.25(4) will be met.	1	2	3	4	5
<i>Comments:</i>					
Describe all additives, excipients, flavorings, or other products that will be used in producing medical cannabidiol.	1	2	3	4	5
<i>Comments:</i>					

Describe how medical cannabidiol and <i>Cannabis</i> plant material will be stored, consistent with 641 IAC 154.25(5).		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
		<i>Multiple by Weight of 20</i>				
<b>Recommended Section Score</b>						
<b>Maximum Potential Score</b>						<b>100</b>

**10. Narrative: Quality Assurance and Control**

Criteria: Applicant addressed the following	Individual Criteria Scoring					
	1	2	3	4	5	
Describe the elements of the quality control program, consistent with 641 IAC 154.26, as amended by ARC 3707C, including the qualifications of staff involved in sampling, laboratory testing, and determining product purity and stability. Include the experience and credentials of any person employed by the applicant who has expertise in laboratory testing and stability testing, including the person's name and position.		1	2	3	4	5
<i>Comments:</i>						
Describe medical cannabidiol sampling procedures consistent with 641 IAC 154.26(2), including: (1) Sampling protocols; (2) Documentation; (3) Labeling; and (4) Retention of results.		1	2	3	4	5
<i>Comments:</i>						
Name the laboratory that will be used to conduct testing consistent with 641 IAC 154.26, as amended by ARC 3707C. If the selected laboratory is not the State Hygienic Laboratory at the University of Iowa, provide evidence that the laboratory is or will be accredited to Standard ISO/IEC 17025 by an ISO-approved accrediting body, has a controlled substance registration certificate from the Drug Enforcement Administration of the US Department of Justice, and a certificate of registration from the Iowa Board of Pharmacy.		1	2	3	4	5
<i>Comments:</i>						

Describe the testing procedures consistent with administrative subrule 154.26(3), as amended by ARC 3707C, including expected frequency and volume of testing; the type of testing that will be requested; protocols for samples that fail to meet acceptance criteria; and procedures for documenting test results, assessments, and destruction of failed product lots.	1	2	3	4	5
<i>Comments:</i>					
Describe how the stability testing procedures detailed in 641 IAC 154.26(4), as amended by ARC 3707C, will be met. Include a description of: (1) Procedures for stability testing of each product type and determination of storage conditions; (2) Plans to involve dispensaries in shelf-life and product expiration date studies; (3) Intervals for testing; and (4) Timeline for the development of the stability testing program.	1	2	3	4	5
<i>Comments:</i>					
Describe the procedures for reserving samples from each lot consistent with 641 IAC 154.26(5).	1	2	3	4	5
<i>Comments:</i>					
Describe the procedures for disposal of substandard medical cannabidiol product consistent with 641 IAC 154.26(7).	1	2	3	4	5
<i>Comments:</i>					
Describe the process to collect, review, analyze and determine actions needed when information on adverse events from patients using the medical cannabidiol is discovered.	1	2	3	4	5
<i>Comments:</i>					
Describe recall and market withdrawal procedures consistent with 641 IAC 154.26(8). Include a description of: (1) The factors that would make a recall or market withdrawal necessary; (2) The personnel who would be responsible for overseeing the recall or market withdrawal; and (3) How the manufacturer will work with the Department to notify affected parties, including a projected timeline for the process.	1	2	3	4	5
<i>Comments:</i>					



Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!						
	<i>Multiple by Weight of 15</i>					
<b>Recommended Section Score</b>						
<b>Maximum Potential Score</b>	<b>75</b>					

**11. Narrative: Supply and Inventory**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe the procedures for ensuring a reliable and ongoing supply of medical cannabidiol to the dispensaries consistent with 641 IAC 154.27. Include a description of: (1) Inventory controls and procedures to prevent and detect diversion, theft, or loss in a timely manner; (2) The process for any employee to report the suspected or confirmed diversion of <i>Cannabis</i> plants at any point in the manufacturing process; (3) Systems for maintaining a real-time record of the inventory of plant material and medical cannabidiol should the Department’s secure sales and inventory tracking system be inoperable; (4) The personnel who will conduct inventory and the schedule for the inventory.	1	2	3	4	5
<i>Comments:</i>					
Describe the procedures for inventory of medical cannabidiol waste and plant material waste consistent with 641 IAC 154.27(4), including the personnel involved and the schedule for the inventory.	1	2	3	4	5
<i>Comments:</i>					
Describe procedures for inventory reconciliation consistent with 641 IAC 154.27(5), including the personnel involved and the schedule for the inventory reconciliation.	1	2	3	4	5
<i>Comments:</i>					
Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!					
	<i>Multiple by Weight of 5</i>				
<b>Recommended Section Score</b>					
<b>Maximum Potential Score</b>	<b>25</b>				

**12. Narrative: Ownership and Financial Structure**

Criteria: Applicant addressed the following	Individual Criteria Scoring				
	1	2	3	4	5
Describe the applicant manufacturer's business structure, for example, but not limited to, sole proprietorship, limited partnership, or C-corporation. Provide (as applicable):	1	2	3	4	5
<ul style="list-style-type: none"> <li>• Articles of incorporation</li> <li>• Articles of association</li> <li>• Charter</li> <li>• By-laws</li> <li>• Partnership agreement</li> <li>• Any agreements between any two or more members of the applicant manufacturer's business that relate in any manner to the assets, property or profit of the applicant or</li> <li>• Any other comparable documents that set forth the legal structure of the applicant or relate to the organization, management, or control of the applicant.</li> </ul>					
<i>Comments:</i>					
Provide current organizational charts that include position descriptions and the names of persons holding each position, to the extent such positions have been filled.	1	2	3	4	5
<i>Comments:</i>					
Provide the resume of each person listed on the organizational chart setting out the employee's particular skills, education, experience or significant accomplishments that are relevant to the position.	1	2	3	4	5
<i>Comments:</i>					
Provide copies of all compensation agreements with investors, board members, directors, owners, officers, and other management. For purposes of this RFP, a compensation agreement includes any agreement that provides, or will provide, a benefit to the recipient whether in the form of salary, wages, commissions, fees, stock options, interest, bonuses or otherwise.	1	2	3	4	5
<i>Comments:</i>					
Provide a list of any criminal history and civil litigation (as a plaintiff or defendant) for all individuals identified in items b, c, and d above.	1	2	3	4	5
<i>Comments:</i>					

Describe the nature, type, terms, covenants, and priorities of all outstanding bonds, loans, mortgages, trust deeds, pledges, lines of credit, notes, debentures, or other forms of indebtedness issued or executed, or to be issued or executed, in connection with the opening or operating of the proposed manufacturer.		1	2	3	4	5
<i>Comments:</i>						
Provide audited financial statements for the previous three (3) fiscal years, which shall include, but not be limited to, an income statement, balance sheet, statement of retained earnings or owners' equity, statement of cash flows, and all notes to such statements and related financial schedules, prepared in accordance with generally accepted accounting principles, along with the accompanying independent auditor's report.		1	2	3	4	5
<ul style="list-style-type: none"> <li>• If the audited financial statements are more than three months old, provide an affidavit indicating that there are no material changes subsequent to the most recently submitted financial statements.</li> <li>• If the applicant was formed within the year preceding this application, provide certified financial statements for the period of time the applicant has been in existence and any pro forma financials used for business planning purposes.</li> </ul>						
<i>Comments:</i>						
Provide a list of owners, their ownership percentage and financial investment for all investors.		1	2	3	4	5
<i>Comments:</i>						
Describe future financial investments and commitments per owner or investor and potential owners or investors.		1	2	3	4	5
(1) Provide the amount of future financial investment and the timeline the commitment is valid for.						
(2) Each commitment should be accompanied by a letter certified by a Certified Public Accountant (CPA) verifying that the commitment by each owner (or potential owner) does not exceed 50% of their personal net worth.						
<ul style="list-style-type: none"> <li>• If such commitment exceeds 50% of an owner or potential owner's personal net worth, indicate the percentage of that person's net worth that the commitment represents.</li> </ul>						
<i>Comments:</i>						

Total Individual Criteria Scores					
Average Score for Section – Whole numbers only!					
	<i>Multiple by Weight of 25</i>				
<b>Recommended Section Score</b>					
<b>Maximum Potential Score</b>	<b>125</b>				

### 13. Operating Documents

Criteria: Attach a copy of each of the following operating documents, consistent with 641 IAC 154.17(1)	Individual Criteria Scoring				
	1	2	3	4	5
<p>Procedures for the oversight of the manufacturer, including descriptions of operational and management practices regarding:</p> <ol style="list-style-type: none"> <li>a. The forms and quantities of medical cannabidiol products that are produced at the manufacturing facility;</li> <li>b. The methods of planting, harvesting, drying, and storing <i>Cannabis</i>;</li> <li>c. The estimated types and amounts of all crop inputs used in the production of medical cannabidiol;</li> <li>d. The estimated types and amounts of medical cannabidiol waste and plant material waste to be generated;</li> <li>e. The disposal methods for all waste materials;</li> <li>f. Employee training methods for the specific phases of production and who (or what position) will be responsible for oversight of the training;</li> <li>g. Biosecurity measures used in the production and manufacturing of medical cannabidiol;</li> <li>h. Strategies for identifying and reconciling discrepancies in inventory of plant material or medical cannabidiol;</li> <li>i. Sampling strategy and quality testing for labeling purposes and shelf-life determination;</li> <li>j. Medical cannabidiol packaging and labeling procedures;</li> <li>k. Procedures for mandatory (i.e., recall) and voluntary (i.e., market withdrawal) of medical cannabidiol;</li> <li>l. Plans for responding to a security breach at a manufacturing facility or while medical cannabidiol is in transit to a dispensary;</li> <li>m. A business continuity plan;</li> <li>n. Records relating to all transport activities;</li> <li>o. Handling, storage, application, and disposal of pesticides, fertilizers, and other crop inputs;</li> <li>p. Oversight of all personnel and phases of manufacturing and production of cannabidiol (including a table of organization).</li> </ol>					

<i>Comments:</i>						
Procedures to ensure accurate recordkeeping.		1	2	3	4	5
<i>Comments:</i>						
Procedures for the implementation of appropriate security measures to deter and prevent the theft of medical cannabidiol and unauthorized entrance into areas containing medical cannabidiol		1	2	3	4	5
<i>Comments:</i>						
Total Individual Criteria Scores						
Average Score for Section – Whole numbers only!	<i>Multiple by Weight of 15</i>					
<b>Recommended Section Score</b>	<b>75</b>					
<b>Maximum Potential Score</b>	<b>75</b>					

Application: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

**Reviewer Suggested Scoring**

<b>Narrative Sections</b>	<b>Reviewer Suggested Score</b>	<b>Total Possible</b>
Business Overview and Plan		100
Manufacturer Facility		75
Security Requirements		50
Advertising and Marketing		50
Packaging and Labeling		50
Transportation of Medical Cannabidiol and Plant Material		50
Disposal of Medical Cannabidiol and Plant Material		50
Record-keeping Requirements		50
Production Requirements		
Employee Experience and Qualifications		25
Cultivation		100
Extraction and Production		100
Quality Assurance and Control		75
Supply and Inventory		25
Ownership and Financial Structure		125
Operating Documents		75
<b>Reviewer's Suggested Total Score</b>		<b>1000</b>