

**APPLICATION EVALUATION – Evaluator’s Guidelines - CARE, QUALITY AND SAFEKEEPING (NON-IDENTIFIED)**

Applications shall be consistently evaluated and scored in accordance with NRS 453D and LCB File No. R092-17.

**TOTAL POSSIBLE POINTS = 90 Points**

The following is intended to assist evaluators in scoring responses to the request for applications for marijuana establishments. Applying these guidelines using your experience and expertise to the scoring process will ensure that your scoring is consistent and unbiased, which is critical when deciding the points assigned to each individual criteria. The point range is detailed under each criteria section and points should be assigned based on the evaluators assessment of the response falling into categories of "excellent," "average," or "inadequate."

Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
<p><b>R092-17 Sec. 80 (a) Whether the applicant has an integrated plan for the care, quality and safekeeping of marijuana from seed to sale</b></p>	<p>Documentation concerning the integrated plan of the proposed marijuana establishment for the care, quality and safekeeping of marijuana from seed to sale, including, without limitation:</p> <p>A plan for testing, verifying and promoting marijuana</p> <p>Evaluators - use the specific criteria for recreational marijuana retail store.</p> <p>Each recreational marijuana retail store shall ensure that :</p> <ul style="list-style-type: none"> <li>-marijuana product has been tested for content, quality and potency and that product is in Metrc and passed all testing requirements and is logged and verified in Metrc.</li> <li>-Demonstrates that no product will be sold until all required quality assurance testing has been completed</li> <li>-Demonstrates responsibility for the content and quality of any product sold or dispensed by the establishment</li> <li>-Demonstrates responsibility that all screening or testing has been performed</li> <li>-Demonstrates that it must disclose the name of the independent testing lab which performed the required quality assurance tests</li> </ul>				

		<p>-Demonstrates the proper labeling requirements as necessary to be included in addition to the label from the independent testing results and / or cultivation or production facility</p> <p>-Defines processes for receipt, identification, storage, handling, segregation of marijuana product before sale.</p> <p>-Defines procedures describing in sufficient detail the receipt, identification, storage, handling, sampling, examination and testing of labeling and packaging materials, containers and closures and that it follows those procedures</p> <p>-Defines that each container or grouping of containers for components, product containers or closures is identified with a metric package number and lot or production run number.</p> <p>Each lot must be appropriately identified as to its status such as quarantined, approved or rejected.</p> <p>-Processes for the disposal or remediation of product.</p> <p>-Defines processes for how the facilities will train employees on how to respond, upon the request of the Department, on providing a sample of marijuana or a marijuana product for random quality assurance compliance checks in a secure manner.</p> <p>-Demonstrates the promotion of marijuana or marijuana product through marketing the laboratory results only on the label and will not promote any other attributes of the products</p> <p>-Demonstration of any other value added services the recreational retail store will offer to consumers.</p>	
<b>Range 0 - 5 points</b>			

Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
	<p><b>A Transportation Plan:</b></p> <p>The following regulatory requirements should be reflected in the applicant's transportation plan:</p> <ul style="list-style-type: none"> <li>-Demonstrating how marijuana products, paraphernalia, marijuana infused products or marijuana edible products will be transported from the applicant's facility to a consumer or to another recreational marijuana retail store.</li> <li>-Demonstrate that no more than 5 ounces (or equivalent) of marijuana, edible marijuana products or marijuana-infused products, or any combination thereof, may be transported at any one time from an establishment to consumers within a single trip.</li> <li>-Demonstrate before transportation, that the establishment will confirm verbally with the consumer by telephone that the consumer ordered the marijuana or marijuana products</li> <li>-Provide documentation of the sample log which will be made available for inspection by the appropriate law enforcement agency, including customer signatures for delivery</li> <li>-Provide documentation of a sample trip plan which will be used by the facility for deliveries</li> <li>-Provide a description all vehicles which will be used in the transport of marijuana products, ensuring that they contain no identification, and products will not be visible during transportation</li> <li>-Demonstrate what means of communication and communication strategy will be used in the transportation of marijuana products</li> <li>-Identify processes for reporting accidents and any loss or theft of marijuana that occurs during transportation to the appropriate law enforcement agency and the department</li> <li>-Identifies a transportation plan that will deter the loss, theft or diversion of marijuana products</li> </ul>				

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	<p>An excellent response would include the following: The criteria response clearly demonstrates how the establishment intends to provide transportation of marijuana products, including any necessary information regarding agents who are authorized to transport marijuana products.</p> <p>An average response would include the following: The criteria somewhat demonstrates how the establishment intends to provide transportation of marijuana products, but only somewhat includes any necessary information regarding agents who are authorized to transport marijuana products.</p> <p>An inadequate response would include the following: The criteria does not demonstrate how the establishment intends to provide transportation of marijuana products, and may reference outside delivery services as the transportation plan of choice, which will not be authorized to transport marijuana products</p>			
<p><b>Range 0 - 10 points</b></p>				

Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
	<p>Procedures to ensure adequate security measures including, without limitation, for building security</p> <p>Documentation that the marijuana establishment has a single customer entrance and shall implement strict security measures including security equipment to deter and prevent unauthorized entrance into limited access areas, which should include:</p> <ul style="list-style-type: none"> <li>-Devices to detect unauthorized intrusion</li> <li>-Exterior lighting to facilitate surveillance</li> <li>-24 hour Electronic monitoring, including one call-up monitor, a video printer and video cameras with recording resolution of at least 1920 x 1080 or the equivalent, at a rate of at least 15 frames per second which provides coverage of all areas</li> <li>-A video camera at each point of sale</li> <li>-A method for storing video recordings for at least 30 days</li> <li>-A failure notification system</li> <li>-Sufficient battery backup for video cameras and recording equipment</li> <li>-Immediate notification for law enforcement agencies for unauthorized breach</li> <li>-Procedures for building security, including requirements for the protection by a fully operational security alarm system installed by a professional security firm</li> <li>-Processes for permission for entry for reasonable inspection and authorized access. An inspector conducting an inspection pursuant to this section does not need to be accompanied during the inspection</li> <li>-Demonstrates how the building security plan will describe in detail the enclosed locked facility where marijuana will be stored, including when the location is closed for business, and its security measures, including steps taken to ensure that marijuana is not visible to the public</li> </ul>				

<p>-Documentation of the storage requirements-Must be stored in a secure, locked device, display case, cabinet or room within the enclosed, locked facility, which must be protected by a lock or locking mechanism that meets at least the security rating established by Underwriters Laboratories for key locks</p>			
<p>An excellent plan would include the following: The plan fully demonstrates the building security features and procedures demonstrate the applicant's ability to prevent the theft or diversion of marijuana and how the plan will assist law enforcement and the department . Should include a detailed budget for the proposed establishment that fully shows pre-opening, construction and first year operating expenses.</p>			
<p>An average plan would include the following: The plan simply demonstrates the building security features and procedures may demonstrate the applicant's ability to prevent the theft or diversion of marijuana and how the plan will assist law enforcement and the department .</p>			
<p>An inadequate plan would include the following: The plan does not fully demonstrate the building security features and procedures do not fully demonstrate the applicant's ability to prevent the theft or diversion of marijuana or are not addressed in the response. Does not have a detailed budget for the proposed establishment that adequately shows pre-opening, construction and first year operating expenses.</p>			<p><b>Range 0 - 10 points</b></p>

Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
	<p>Procedures to ensure adequate security measures including, without limitation, for product security</p> <ul style="list-style-type: none"> <li>-The response demonstrates a plan for recordkeeping, tracking and monitoring inventory, quality control and security and other policies and procedures that will discourage unlawful activity</li> <li>-The response demonstrates how the establishment intends to prevent diversion of marijuana and the procedures for preventing minors from purchasing marijuana</li> </ul>				
	<ul style="list-style-type: none"> <li>-Demonstration of how the applicant plan to accept delivery of marijuana to the facility, including procedures on how it is received and documented</li> <li>-Documentation on the proper use of security measures and controls that have been adopted by the marijuana establishment for the prevention of diversion, theft or loss of marijuana</li> </ul> <p>An excellent plan would include the following: The plan fully demonstrates the product security plans and the security measures fully demonstrate the applicant's ability to prevent the theft or diversion of marijuana and how the plan will assist law enforcement and the department</p> <p>An average plan would include the following: The plan somewhat demonstrates the product security plans and the security measures somewhat demonstrate the applicant's ability to prevent the theft or diversion of marijuana and how the plan will assist law enforcement and the Department</p> <p>An inadequate plan would include the following: The plan does not fully demonstrate the product security plans and little to no security measures are demonstrated in the response.</p>				
<b>Range 0 - 15 points</b>					

Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
	<p>A detailed budget for the proposed establishment, including pre-opening, construction and first-year operating expenses</p> <p>An excellent response would demonstrate expenses and projected revenue as clearly delineated, reasonable and cover all expenses, including regulatory requirements as follows:</p> <ul style="list-style-type: none"> <li>-An annual financial statement</li> <li>-A report of an audit by a certified public accountant</li> <li>-Excise taxes</li> <li>-Agent card fees</li> <li>-Initial certification fee/renewal</li> <li>-Application evaluation fee</li> <li>-Fee for time and effort for inspection over-sight</li> <li>-Provision for annual physical inventories</li> </ul>				
	<p>An average response would demonstrate expenses and revenue appearing to be reasonable and cover major categories of expenses for a start up operation; a small contingency may or may not be contemplated; some regulatory requirements are missing</p> <p>An inadequate response would demonstrate expenses and revenue are somewhat defined; start up expenses are un-reasonable; no contingency fund; most regulatory requirements are missing</p>				
<b>Range 0 - 10 points</b>					



	<p>An operations manual that demonstrates compliance with applicable statutes and regulations</p> <p>Each recreational marijuana retail store shall ensure that :</p> <p><b>Governing Documents</b></p> <ul style="list-style-type: none"> <li>-Mission and Vision Statement, Bylaws, Core Values, Goals and Action Plans</li> </ul> <p><b>Oversight</b></p> <ul style="list-style-type: none"> <li>-Job Descriptions and Responsibilities, Training and Education, Organizational Chart, Contact Information, Safety Policies, Attendance and Workplace Policies, Wage and Hour Policies and Over-time, Confidentiality, Disciplinary policies, Holidays, Insurance and Benefits</li> </ul> <p><b>Standard Operating Procedures</b></p> <p><b>Recordkeeping</b></p> <ul style="list-style-type: none"> <li>-Electronic verification system, inventory control system and control, testing and verification procedures, notification of agent status to the department , business records and retention, product acquisition and reporting, sales and dispensing processes and reporting, including recognition of non-resident cards, patient records, and confidentiality and retention</li> </ul> <p><b>Safety and Security</b></p> <ul style="list-style-type: none"> <li>-Product and Building safety procedures, transportation procedures, public consumption, storage and handling, product disposal, reporting of suspected criminal activity, salvage procedures, building maintenance and cleaning procedures</li> </ul> <p><b>Inspection</b></p> <ul style="list-style-type: none"> <li>-Procedures on inspection activities, visitor and establishment authorized access, responding to deficiencies, and quality control unit</li> </ul> <p><b>Packaging and Labeling</b></p> <ul style="list-style-type: none"> <li>-Processes and procedures for packaging and labeling, requirements for edibles, sampling procedures, packaging material examination and contamination procedures</li> </ul> <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>-Either included as its own section, or incorporated into the relevant sections</li> </ul>			
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Merit Criteria Per NRS and R092-17	Range 0 - 15 points	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
An excellent response would include all the following elements: The operations manual of the applicant reflect all or most of the requirements for a marijuana establishment. The manual has been developed and included. An average response would include all the following elements: The operations manual of the applicant reflect some but not all of the requirements for a marijuana establishment An inadequate response would include the following: The operations manual of the applicant reflect few or none of the requirements for a marijuana establishment						

	<p>An education plan which must include, without limitation, providing educational materials to the staff of the proposed establishment</p> <p>The education plans should include the following educational regulatory requirements:                  Documentation that training for all employees will include the following                  -Training will be provided to a marijuana establishment agent before that person begins work or volunteers                  -Proper use of security measures and controls which have been adopted by the establishment for the prevention of diversion, theft or loss                  -Procedures and instructions for responding to an emergency</p>			
	<p>-State and federal statutes and regulations regarding confidentiality of information                  -Health and cleanliness standards, including the person who will address health conditions                  The following requirements must be reflected in the education plans of each type of establishment:</p> <p><b>Marijuana Retail Store:</b>                  -The different strains of marijuana                  -The different methods of using marijuana                  -Recognizing signs of abuse or instability in a consumer</p> <p>-Consumer education and support, including:                  -Availability of different strains                  -Information on effectiveness of methods, forms and routes of administration                  -Prohibition of smoking in public places</p> <p>An excellent response would include all the following elements: The education plan of the applicant reflects all of the requirements for the marijuana establishment type, and appropriate demonstration or reference to an outside resource to supply the appropriate training is provided. The plan has been developed and included.</p>			

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Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
<b>Range 0 - 2.5 points</b>	<p>An average response would include all the following elements: The education plan of the applicant reflects some of the requirements for the marijuana establishment type, and appropriate demonstration or reference to an outside resource to supply the appropriate training may be referenced but not provided</p> <p>An inadequate response would include all the following elements: The education plan of the applicant does not reflect the requirements for the marijuana establishment type, and appropriate demonstration or reference to an outside resource to supply the appropriate training is not provided</p>				

	<p>A plan to minimize the environmental impact of the proposed establishment</p> <p>A plan to minimize the environmental impact of an establishment could include the following:</p> <ul style="list-style-type: none"> <li>-Demonstration that focused energy management is a key strategic initiative for the facility and it is committed to operating a facility that maximizes energy performance while conserving consumption.</li> <li>-Demonstration that the facility will use a clean energy supply, including renewable energy and clean distributed generation, such as combined heat and power to control energy use.</li> <li>-Demonstration of post-consumer waste reduction including a plan to execute the use of recycled-content material, maximization of plastic and paper recycling, reducing paper use by means of electronic data transfer and online document storage.</li> <li>-Demonstration of environmentally friendly product choices, focusing on the way these products are manufactured, the raw materials they utilize, or the way they can be disposed of or recycled.</li> <li>-Inclusion of organic and natural offerings to meet the marijuana needs of their customers</li> <li>-Demonstration of sustainable sources of supply and collaboration that demonstrate strong sustainable practices which minimize the depletion of natural resources. The applicant supports local sources of supply when product availability, food safety, and quality are not compromised.</li> <li>-Documentation that distribution of safe products is a principal objective and commitment to provide high-quality products that meet regulatory specifications and customer expectations is demonstrated.</li> <li>-Demonstration of solutions that enable people who will work for the facility to improve their livelihoods and make environmentally conscious choices.</li> </ul>			
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Merit Criteria Per NRS and R092-17	Evaluation Elements	Individual Scores	Comments	Revised Score if applicable	Comments
	<p>An excellent response would include all the following elements: The environmental impact plan of the applicant reflects many elements for reducing waste and maximizing sustainability in the proposed establishment.</p> <p>An average response would include all the following elements: The environmental impact plan of the applicant reflects addresses some elements for reducing waste and maximizing sustainability in the proposed establishment.</p> <p>An inadequate response would include all the following elements: The environmental impact plan of the applicant reflects few elements for reducing waste and maximizing sustainability in the proposed establishment.</p>				
<b>Range 0 - 2.5 points</b>					