

State of California, Department of Cannabis Control
Licensee Notification and Request Form

Notifications and Requests Regarding Testing Laboratories

This form is for use by licensees who need to provide a notification to the Department or request approval from the Department, as required under the regulations. Specific directions on completing the form and providing supporting documents can be found below under Form Instructions.

Licensee Name:

License Number:

License Expiration Date:

Email a completed copy of this form and supporting documents to testinglabs@cannabis.ca.gov to notify the Department of any of the following:

Application for Each ISO/IEC 17025 Accreditation is Granted or Denied - § 15703(i)

Use of New or Altered Test Methods by Testing Laboratory - § 15713(d)(8)

Notification of Receipt of Proficiency Testing Results (if not concurrently sent to the Department by the provider) - § 15733(h)

Completion of Internal Audit by Testing Laboratory - § 15735(c)

Receipt of Accrediting Body On-site Audit Findings by Testing Laboratory - § 15735(d)

Use space below for additional information, as needed.

Disclosures

Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted in regulation. Failure to provide any of the required information may result in disciplinary action.

See instructions on the following pages



Notifications and Requests Regarding Testing Laboratories - Form Instructions

Pursuant to the provisions in the Department's regulations and the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), there are specific instances when licensees are required to notify the Department of changes to business operations. When completing the Licensee Notification and Request Form, please check the box next to item(s) that require Department notification or request and attach any other information required and relevant to the notification requirement(s). The general requirements for each notification or request item are listed below. Specific requirements can be found in the relevant code sections of the Department's regulations. All sections are in reference to the California Code of Regulations, Title 4, Division 19.

Application for Each ISO/IEC 17025 Accreditation is Granted or Denied - 15703(i)

A testing laboratory licensee with a provisional testing laboratory license pursuant to section 15703 of the Department's regulations shall notify the Department if the application for each ISO/IEC 17025 accreditation is granted or denied within 5 business days of receiving the decision from the accrediting body.

Use of New or Altered Test Methods by Testing Laboratory - 15713(d)(8)

Testing Laboratories are required to generate a validation report for each test method pursuant to the requirements in section 15713 of the Department's regulations. If a testing laboratory uses a new or altered test method, the testing laboratory shall submit the new validation report to the Department within 5 business days.

Notification of Receipt of Proficiency Testing Results (if not concurrently sent) - 15733(h)

Pursuant to section 15733 of the Department's regulations, a testing laboratory is required to participate in a proficiency testing program provided by an organization that operates in conformance with the requirements of ISO/IEC 17043.

The laboratory shall request the proficiency testing program provider to send results concurrently to the Department, if available, or the laboratory shall provide the PT program results to the Department within three business days after the laboratory receives notification of their test results from the proficiency testing program provider.

Completion of Internal Audit by Testing Laboratory - 15735(c)

Pursuant to section 15735 of the Department's regulations, a testing laboratory is required to conduct an internal audit at least once per year, or in accordance with the ISO/IEC 17025 accrediting body's requirement, whichever is more frequent. The testing laboratory shall submit the results of the internal audit to the Department within three business days of completing the internal audit.