



# FOCUS

Foundation of  
Cannabis Unified Standards

[focusstandards.org](http://focusstandards.org)

The Cannabis Health & Safety Organization

# Retail Standard

## Requirements Summary 2020

### ***Important***

*This document contains the high level requirements for the FOCUS Retail Standard. It is provided as a courtesy to AFDO members.*

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# FOCUS Retail Standard Requirements Summary

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## Management Summary

Requirements related to management's responsibilities, training, and qualifications overall to ensure product quality, health and safety, security, procedures, training, and regulatory compliance throughout the operation.

## Business Practices

Requirements related to the operation's business practices including goal setting, internal and external business assessments, certifications, licensing and permitting, insurance, accounting, operational controls, fair labor practices, record keeping, inventory, advertising methods and crisis management.

## Training

Requirements related to the operation's ability to adequately train employees to complete assigned responsibilities safely and effectively prior to beginning work. Including requirements for cash management, policies and procedures, customer and patient care, laws and regulations, hazardous materials, HIPAA, hygiene and food safety, ID verification, packaging and labeling, equipment and facility maintenance, product quality, product specifications, testing, uses and consumption methods, regulatory inspections, sanitation and cleaning, security and interaction with law enforcement, sexual harassment, violations and enforcement, and worker health and safety.

## Worker Practices

Requirements related to the operation's employee hygiene and cleanliness including clothing and outer garments, shoes, wounds and infection, protective clothing, prohibited items, eating and drinking, smoking and tobacco, control of drug use, violence and weapons, and GMP signage.

## Health & Safety

Requirements related to the operation's ability to develop and maintain a comprehensive health and safety program that protects all workers, patients, customers, contractors, and visitors. Specific requirements include physical safety, safely designed processes, safe tools and equipment PPE, signage, accident and emergency procedures, first aid, facility and environmental safety, safety assessments, worker engagement and ongoing safety training.

## Security

Requirements related to the operation's ability to develop, document, implement, and maintain a security plan that protects the businesses assets, facilities, products, workers, visitors and the community from risks and threats. Specific requirements include roles and responsibilities, confidentiality and information security, security system access, alarms and video surveillance, cash management, record keeping and reporting, employee policies and disciplinary actions, dynamic entry, intrusion, theft, loss and diversion, facility access, worker ingress/egress, inventory control, safety and emergency policies and procedures, CPTED approach, risk assessments, security qualification, training, records security, incident reporting, background checks, physical barriers, grounds and external areas, door locks, access controls, restricted area access, visitor access, product control, theft/loss plan, alarm monitoring, motion detection, panic buttons, alarm system maintenance, video system maintenance, monitoring, retention, transport security, transport agent credentialing, delivery route process, shipments, invoices, transport packaging, and vehicle controls.

## Product Quality

Requirements related to the operation's ability to develop, implement, and maintain a comprehensive quality management system to ensure that products meet established standards and specifications. Specific requirements include a hazard control plan, critical control points, product hazard analysis, flow charts, product classification and control, product specifications, rejection process, quarantined products and materials, environmental controls, pre-operation inspections, cross contamination prevention, cleanability of

the facility, equipment design, maintenance, and calibration, and inventory control.

### **Facility Operations**

Requirements related to the business' operational policies and procedures including the preclusion of minors from entering the facility, customer capacity and flow, infectious diseases and open wounds, service animals, maintenance plan, ventilation and exhaust fans, conservation plan, grounds maintenance, and hazardous materials.

### **Product Transactions**

Requirements related to the operation's ability to train employees to provide information that aligns with product specifications including product strains, types, consumption methods, potential effects and side effects, dosing, strength and consumption quantities, manufacturing processes, extraction methods, solvents, additives, homogenization, dosing and perishability, testing, certificate of analysis, appropriate medical information sharing, consumer protections, and warnings. Also included are selling procedures, medical cannabis information, cash management and product transfers.

### **Records Management**

Requirements related to the operation's ability to develop, implement, and maintain a records management system to ensure the organized storage, retention, and protection of all records and supporting data. Specific requirements include a records management plan, records inventory list, and patient records.

### **Product Testing**

Requirements related to the operation's ability to develop, implement, and maintain a testing plan including policies and procedures to ensure that all products sold or transferred are free from contaminants and adulterants as specified in the product specifications. Also includes specific requirements for sampling, testing labs, allowable thresholds, microbiological testing, solvents and chemical residue, heavy metals, pesticide residue, potency and cannabinoid profile, contaminants and filth, test results analysis, and batch monitoring.

### **Packaging & Labeling**

Requirements related to the operation's packaging and labeling policies and procedures including selection of materials, design, inspection, approval, storage, handling, and rejection process. Also includes specific requirements around labeling protocols, warning labels, infused product labels, exit packaging, child resistant packaging, and tamper evident packaging.

### **Traceability & Withdrawal**

Requirements related to the operation's ability to develop, implement and maintain a documented traceability system that tracks products from the production site to the consumer or patient distribution point. Specific requirements include a recall program, mock recalls, and compliant handling procedures.

### **Product Storage**

Requirements related to the operation's ability to assure cannabis and cannabis products are stored in a controlled environment at all times to preserve product identity, strength, purity, and quality. Specific requirements include storage area access controls, quarantined materials segregation, storage area construction, cleaning, and pest control.

### **Receiving & Transport**

Requirements related to the operation's receiving and transport policies and procedures including a supplier qualification plan, incoming goods inspection, vehicle inspections, sealed trucks and trailers, and contract carriers.

## **Pest Control**

Requirements related to the operation's ability to develop, implement, and maintain a pest management plan to protect products, production areas, storage areas, packaging, equipment and supplies from pests, disease, discourage pest populations and prevent disease. Specific requirements include pest contaminant inspections, pest control devices, and domestic animals.

## **Sanitation & Cleaning**

Requirements related to the operation's ability to maintain sanitary conditions at all times including sanitation procedures and training, master sanitation schedule, cleaning equipment and supplies, cleaning equipment identification, general cleanliness, sanitation logs, flood drain cleaning, swab testing, and product protection during cleaning.

## **Sanitary Facilities**

Requirements related to the operation's facilities including toilet and handwashing facilities, secondary hand sanitation stations, and drinking water.

## **Waste Management**

Requirements related to the operation's waste management plan including policies and procedures, hazardous materials disposal, minimize landfill waste, sustainable packaging, cannabis waste disposal, and waste container controls.