

The City of Arcata recognizes that meeting track and trace requirements is a primary objective of ensuring compliance without causing unwarranted burdens to businesses. The following interim process will satisfy track and trace compliance for the City’s CCAP holders.

INTERIM PROCESS: CCAP businesses may use any track and trace system which meets all of the specifications in four areas (described below) – Inventory, Labeling, Record Keeping, and Submittals of information to the City on a regular basis. Both scheduled and drop-in inspections will be made by the City.

Inventory	Inventory of all cannabis and cannabis products must be kept and include the following information: <ul style="list-style-type: none"> • Product name • Product type • Specific location • Quantity • Unit of measure
Labeling	Inventory of cannabis and cannabis products must meet all state labeling requirements.
Record Keeping	In addition to keeping a strict inventory as described above, accurate and comprehensive current status records must be kept. These records must account for, reconcile, and evidence all activity of all cannabis and cannabis products. Businesses may use an alternative format, but all information found in the City’s adaptation of the State of California’s “Sales Invoice / Shipping / Activity Manifest” must be included to document all sales, shipments, and activities. The form can be found on the City website’s Commercial Cannabis page, or enter the following address in a browser: https://tinyurl.com/ybcuzgwc . <ul style="list-style-type: none"> • Nature of activity (ex: Transport, Harvest Batch, Destruction, etc.) • Date/ Time • All information included on the Sales Invoice / Shipping / Activity Manifest
Submittals	All permit holders must submit weekly records of inventory, including all activities/ transactions within that week, with all the required information as outlined above. <i>Contact the City of Arcata to determine your schedule.</i>

To ensure compliance the City will review submittals, and make inspections:

Inspections	Two types of inspections will be made by City staff. <ol style="list-style-type: none"> 1. <u>Scheduled inspections</u> will take place at a reasonable time with prior notice to the permittee. 2. <u>Drop-in inspections</u> will occur within normal business hours within an agreed upon time range. Such inspections will be random and without prior notice. The following will be part of either type of inspection: <ul style="list-style-type: none"> • On request, the permit holder shall provide all inventory records, including shipping manifests/invoices, in hard and/or electronic copy prior to the inspection. • Inventory will be checked against current records. Any discrepancy must be accounted for, and reconciled.
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CCAP holders must be in compliance by 08-10-18.