



## Ohio Administrative Code

### Rule 1301:18-6-03 Processor Operating Procedures and Quality Assurance.

Effective: August 28, 2025

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(A) Each processor shall establish, maintain, and comply with written policies and procedures for the daily operation and processing of cannabis. The processor's standard operating policies and procedures shall ensure the safe processing, extracting, manufacturing, and distribution and compliance with all mandates under division 1301:18 of the Administrative Code.

(B) Major modifications

(1) Any proposed major renovation or modification of the licensed premises shall be submitted to the division prior to implementation.

(2) The division of cannabis control will review the proposed modification and may do any of the following:

(a) Approve the submission;

(b) Deny the submission; or

(c) Mandate updates to the submission to ensure compliance with this chapter.

(3) The division may inspect the licensed premises pursuant to any proposed major renovation or modification.

(4) A processor shall not proceed with any major modification unless and until the division provides the processor written approval to do so.

(C) Each processor shall ensure the licensed premises:

(1) Conforms with all relevant local ordinances, zoning and planning requirements, and fire codes;



- (2) Complies with all applicable OSHA regulations, fire, safety, and building codes pertaining to the use and storage of the equipment and solvents used in the manufacture of cannabis products and pass all associated inspections;
- (3) Prominently displays its certificate of operation and license seal issued by the division;
- (4) Contains sufficient lighting to ensure visibility, security, and proper surveillance;
- (5) Maintains proper cleanliness, ventilation, temperature control, and sanitation of the facility to ensure safe and consistent inventory;
- (6) Conducts routine calibration of all scales, balances, or other weight or mass measuring devices using "National Institute of Standards and Technology" (NIST)-traceable reference weights, at least annually, by an independent third party approved by the division.
- (7) In accordance with rule 1301:18-3-14 of the Administrative Code, documents the following processes utilized at the licensed premises:
  - (a) The form and types of cannabis maintained at the facility on a daily basis;
  - (b) Production records, including extraction, refining, manufacturing, records;
  - (c) All ingredients used in the production of each lot of cannabis products, documented in a manner that reconciles the identity and amount of cannabis and all other ingredients used with each lot; and
  - (d) The vendor name, part number and lot identifier of the vaporization units for each lot of vaporization solution that is manufactured.
- (D) Designated areas within the facility.
- (1) Each processor shall designate areas within the facility that are compartmentalized based upon function and restricts movement between the different production areas by personnel based on access



credentials assigned by the facility.

(2) Each processor shall maintain the following designated, secure limited access areas accessible only by authorized registered employees:

(a) A cannabis extraction area;

(b) A storage area for all cannabis;

(c) A security area for all security and surveillance systems and equipment;

(d) A preparation and packaging area for all cannabis intended for distribution;

(e) A cannabis destruction and disposal area that complies with rule 1301:18-3-14 of the Administrative Code; and

(f) An area for receipt of all deliveries to the facility.

(E) Employees

(1) Prior to commencing employment, each processor shall ensure all employees registered with the division pursuant to rule 1301:18-3-09 of the Administrative Code and receive adequate education and training on standard operating procedures and as mandated by rule 1301:18-3-10 of the Administrative Code.

(2) All registered employees are to display their employee badge at all times during working hours.

(3) A registered responsible party as outlined by rule 1301:18-3-09 of the Administrative Code is to be present at the licensed premises at least twenty hours per week.