

Bois Forte Cannabis Regulatory Ordinance - Resolution # 46-2025

TEMPORARY LICENSE - RETAIL FACILITY CHECKLIST

This Checklist is a tool designed to aid the Commission in its evaluation of Band Cannabis Business Applications and its inspection processes. It is not a substitute for the Commission's Regulatory Ordinance. All information recorded on this Checklist must adhere to the standards established by the Regulatory Ordinance.

Chapter 4 Facility and Operational Standards, Audits, and Inspections

Reference	<i>The purpose of this regulation is to set forth the standards for audits and inspections of Band Cannabis Businesses. This regulation is additionally reserved for general matters concerning facility and operation standards the Commission may establish in addition to those standards set forth in the Bois Forte Cannabis Regulatory Ordinance.</i>	Findings
4.2.3.1	A Cannabis business licensed under the Ordinance shall provide and maintain adequate security for its facilities, which shall include at a minimum the following:	- -
4.2.3.1(1)	All employees shall be required to hold and properly display a current identification badge issued by the Commission at all times. Proper display of the badge shall consist of wearing the badge in a plainly visible manner, at or above the waist, and with the photo of the holder visible. The holder shall not alter, obscure, damage, or deface the badge in any manner.	- -
4.2.3.1(2)	Security surveillance cameras shall be installed and maintained in good working condition to monitor the main entrance and exterior of all facilities and laboratories to discourage loitering, crime, illegal, or nuisance activities. Security video shall be maintained for a minimum of two full weeks.	- -
4.2.3.1(3)	Professionally monitored robbery alarm and burglary alarm systems shall be installed and maintained in good working condition.	- -
4.2.3.1(4)	Professionally monitored fire alarm and fire suppression systems shall be installed and maintained in good working condition.	- -
4.2.3.1(5)	Security personnel shall patrol or be present on the premises as needed to maintain security of the facility.	- -
4.2.3.1(6)	All points of ingress and egress shall have commercial-grade, nonresidential door locks.	- -

Security

4.2.3.1(7)		Firearms and other weapons are prohibited on the premises of any business licensed under this Ordinance, except that law enforcement and licensed security personnel may carry such firearms or other weapons as otherwise permitted by applicable law.	- -
4.2.3.2	Inventory	Every Cannabis business licensed under the Ordinance shall maintain an inventory control system and must adhere to the following minimum inventory control requirements:	- -
4.2.3.2(1)		Each licensee shall designate, in writing, a facility employee who is generally responsible for the inventory control systems and procedures for that facility;	- -
4.2.3.2(2)		Licensees shall maintain all records required by this section for at least five (5) years;	- -
4.2.3.2(3)		Each licensee shall use the inventory control system as its system of record to track cannabis product from seed or immature plant stage until the cannabis product is either purchased by a consumer expended during testing; or destroyed;	- -
4.2.3.2(4)		The inventory control system shall, insofar as is practicable, be able to monitor and report the chain of custody and current whereabouts, in real time, of cannabis from the point that it is harvested at a cultivation facility until it is sold at a distribution facility and, if applicable, if it is processed at a facility for the production of cannabis products;	- -
4.2.3.2(5)		Management employees must enter into the inventory system each day's beginning inventory, harvests, acquisitions, sales, disbursements, remediations, disposals, transfers, deliveries, ending inventory, and any other data necessary to complete the inventory control records in the inventory system;	- -
4.2.3.2(6)		Discrepancies in cannabis product inventory records shall not be corrected by entering an inventory adjustment without first being documented, investigated by management personnel, and reported to the Commission within twenty-four (24) hours of discovering the discrepancy. A discrepancy is a situation where the cannabis product may not be accounted for physically or in the inventory system;	- -
4.2.3.2(8)		The inventory control system must be able to monitor and report a real time accounting of the total amount of product sold; and	- -

4.2.3.2(9)		The inventory control system must be able to monitor and report such other information as the Commission may require.	-	-
Chapter 5 Retail Sales				
<i>Reference</i>		<i>The purpose of this Chapter is to provide guidance to cannabis retailers, their employees and agents in the operation of cannabis retail facilities, as well as the regulatory and enforcement duties of the Commission in overseeing those operations.</i>	<i>Findings</i>	
5.2.1	General	A cannabis retail facility must establish Standard Operating Procedures for the distribution of cannabis products. The operating procedures must contain, at a minimum, the information contained in Section 9.3 of the Bois Forte Cannabis Regulatory Ordinance. The rules and procedures contained in this Chapter shall serve as the minimum standard for Standard Operational Procedures.	-	-
5.6.1	Inventory Control	The Standard Operating Procedures adopted by a cannabis retailer shall include an Inventory Control Plan prior to purchasing any Cannabis Product. The Inventory Control Plan shall, at minimum, require the cannabis retailer to track and document the following:	-	-
5.7.1(1)	Electronic Tracking	Cannabis retailers shall utilize an electronic tracking system approved by the Commission to electronically track the following: a. The purchase and intake of Cannabis Products in accordance with Section 5.3; b. The Inventory Control Plan as described in Section 5.6; c. All purchase and sale of Cannabis Products, including integration with the POS System; d. Any purchaser return of Cannabis Products; and e. Destruction of Cannabis Products as Cannabis Waste pursuant to Section 5.9.	-	-
5.7.1(2)		The Commission shall only approve electronic tracking systems that meet best industry practices and meet the criteria set forth in this Section.	-	-
5.13.2(1)		All retail cannabis facilities must install and maintain a digital video surveillance system which shall be at all times able to effectively and clearly record images of the areas under surveillance.	-	-

5.13.2(2)	Security & Surveillance	<p>The digital video surveillance system must include permanently mounted cameras' so as to permit a clear and unobstructed view of:</p> <p>a. The indoor and outdoor vantage points of all entrances and exits of the cannabis retail facility;</p> <p>b. All Limited Access Areas, specifically including areas where Secured Inventory is held, and all areas storing a surveillance system storage device;</p> <p>c. All entrances and exits to all Limited Access Areas;</p> <p>d. All areas where Cannabis Product is weighed, packed, stored, loaded, or unloaded for Transportation, prepared or otherwise moved within the cannabis retail facility or the surrounding premises; and</p> <p>e. All point-of sale areas and all areas where Cannabis Product is displayed.</p>	- -
5.13.2(3)		<p>For all areas required to be surveilled under this Section, sufficient cameras shall be installed and maintained to allow for the clear and certain identification of any person and all activities in such areas, without "blind spots."</p>	- -
5.13.2(4)		<p>The cameras utilized as part of the surveillance system must:</p> <p>a. Have a minimum resolution of 1280 X 720 pixels; and</p> <p>b. Record continuously for twenty-four hours per day, and record at least fifteen frames per second.</p>	- -
5.13.2(5)		<p>The use of motion detection is authorized when a cannabis retailer can demonstrate to the satisfaction of the Commission that monitored activities are adequately recorded.</p>	- -
5.13.2(6)		<p>All video footage shall be kept in a cloud-based or "NVR" (network video recorder) system.</p>	- -
5.13.2(7)		<p>All video footage shall be retained by the cannabis retailer in the system referenced in Subsection 5.13.2(6) for at least 90 days.</p>	- -
5.13.2(8)		<p>The date and time must be embedded on all surveillance recordings without significantly obscuring the picture.</p>	- -
5.13.2(9)		<p>No employee who is not a Key Employee shall have access to video footage or the system described in Subsection 5.13.2(6).</p>	- -

5.13.2(10)		All information technology associated with the digital surveillance system shall be kept in a Limited Access Area, other than the video cameras and other associated equipment that must, by their nature and function, be located outside of a Limited Access Area.	-	-
5.13.2(11)		The digital video surveillance system must be connected to an uninterruptable power supply that provides continuous power.	-	-
5.13.2(12)		Once installed, camera locations and camera angles shall not be adjusted or otherwise modified without the written approval of the Commission.	-	-
5.13.3(1)		The system referenced in Subsection 5.13.2(6) shall at all times be remotely accessible by the Commission.	-	-
5.13.3(2)		Only the Commission shall have administrator credentials to the system referenced in Subsection 5.13.2(6).	-	-
5.14.1(1)		A cannabis retail facility shall have a Security Alarm System, installed by an Alarm Installation Company, on all perimeter entry points and perimeter windows.	-	-
5.14.1(2)		Each Security Alarm System used in association with a cannabis retail facility shall incorporate at least one panic alarm located inconspicuously near the point-of-sale terminals.	-	-
5.14.1(3)		A cannabis retailer must ensure its cannabis retail facility is continuously monitored by a Monitoring Company.	-	-
5.15.1(1)		The construction, erection, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, and maintenance of cannabis retail facilities are subject to all Band building and fire codes, including any standards regarding installation of fire suppression and monitored fire alarm.	-	-
5.15.1(2)		A cannabis retail facility shall maintain a defensible safety zone for fire prevention surrounding the facility, such that flammable materials such as brush and vegetation are located no less than 30 feet from the Facility.	-	-
5.15.1(3)		A cannabis retailer shall ensure that its cannabis retail facilities are maintained in a clean and sanitary condition, free from infestation by insects, rodents, or other pests.	-	-

5.15.1(4)	Building, Fire Safety, Security	Nothing herein is intended, nor shall, diminish the authority of the Commission or any tribal building inspectors, as defined in an applicable Band building or fire code, and each agency shall have concurrent authority regarding building safety, including fire safety.	- -
5.15.2		A cannabis retailer must keep all lighting outside and inside the cannabis retail facility in good working order and of sufficient wattage for security cameras and to provide sufficient illumination for the safety and security of the cannabis retail facility.	- -
5.15.3		A cannabis retailer shall take all reasonable measures to mitigate odors from the activities occurring at the cannabis retail facility.	- -
5.16.1(1)		A cannabis retailer shall use commercial-grade, nonresidential doors and door locks, including an Electronic Key Card System, on all points of entry and exit to the cannabis retail facility.	- -
5.16.1(2)		Entrances to cannabis retail facilities shall be unobstructed by tall landscaping or architectural features and shall be visible from the public right of way and parking areas.	- -
5.16.2(1)		Every point of entry and exit of a Limited Access Area shall be secured by a commercial grade door and Electronic Key Card System.	- -
5.16.2(2)		For the purposes of this subsection, Limited Access Areas specifically include: a. Any area where Cannabis Product is stored as inventory; b. Any area where Cannabis Product is received in delivery; c. Any area where information technology equipment is stored (other than equipment that, by its nature and function, must be located outside of a Limited Access Area); d. Any area where records of a confidential nature are physically stored (e.g. a filing cabinet containing paper copies of confidential records); and e. Any area where cash is stored (other than cash registers, drop safes, and other locations where cash is temporarily and customarily held in a non-limited access area).	- -

5.16.4(1)		The Electronic Key Card System used in association with a cannabis retail facility shall have the capability to restrict entry and exit privileges only to members of the Commission and those licensees with the appropriate level of access and shall be programmable only by the Commission (such as through the use of “admin privileges).	- -
5.16.4(2)		The Electronic Key Card System shall also have the ability to keep a record of administrative changes to the Electronic Key Card System, to control when doors are accessed, and to view historical logs of when certain areas were accessed and by whom, all in a form accessible by the Commission.	- -
5.16.4(3)		The Electronic Key Card System shall include an automatic, unalterable electronic personnel access log accessible by the Commission.	- -
5.16.5		All exterior windows of a cannabis retail facility shall be “smash and grab” impact resistant.	- -
5.18.2		All cannabis retail facilities must be located: a. Within the Band’s Territory’ b. Within the boundaries of a Cannabis Retail Facility Land Assignment; and c. On a parcel of land with access to electricity, water, and other utilities necessary for the normal operation of the cannabis retail facility and with the capacity to accommodate the facility standards of Section 9.2 of the Ordinance.	- -
5.22.1(1)		Any area of a cannabis retail facility that is not intended for retail sales shall be considered a Limited Access Area.	- -
5.22.1(2)		Every point of entry and exit of a Limited Access Area shall be secured by a commercial grade door and Electronic Key Card System.	- -
5.22.1(3)		All points of entry to a Limited Access Area from a Public Access Area or the exterior of the Cannabis Retail Facility shall have posted signage that clearly identifies entry to a Limited Access Area.	- -
5.22.1(4)		Visitors must prominently display a Visitor Badge on their person at all times when in a Limited Access Area and must at all times be accompanied by a licensee while in such areas.	- -
5.22.2(1)		Except as otherwise permitted under this subsection, only licensees may enter a Limited Access Area.	- -

5.22.2(2)	Facility Operations & Location	Commissioners and members of Commission Staff may enter a Limited Access Area in the performance of their official duties.	-	-
5.22.3(1)		All Secured Inventory must be secured in a Limited Access Area.	-	-
5.22.3(2)		All deliveries of Cannabis Product must be made through a Limited Access Area.	-	-
5.22.3(3)		Except for temporary storage and handling of cash that is customarily done in the Public Access Areas of a cannabis retail facility, all storage and handling of cash shall be done in a Limited Access Area.	-	-
5.22.3(4)		All Cannabis Waste shall be stored in a Limited Access Area.	-	-
5.22.3(5)		All information technology equipment associated with the Cannabis Retail Facilities digital surveillance system shall be kept in a Limited Access Area, other than video cameras and other associated equipment that must, by their nature and function, be located outside a Limited Access Area.	-	-
5.23.1(1)		All Cannabis Product stored at a cannabis retail facility must be either on display in the retail area or held as Secured Inventory.	-	-
5.23.1(2)		All Secured Inventory must be stored in a Limited Access Area.	-	-
5.23.1(3)		The Limited Access Area used for Secured Inventory storage shall have ventilation, lighting and climate control adequate to prevent mold, bacterial contamination and spoilage of the Inventory Class stored within.	-	-
5.23.1(4)		Secured Inventory shall not be stored outdoors.	-	-
5.23.1(5)		Bathrooms and changing facilities shall be separated from Limited Access Areas used for Secured Inventory by solid walls that extend from the floor to the ceiling.	-	-
5.23.1(6)		Employee break areas shall be separate and distinct from Limited Access Areas used for Secured Inventory storage.	-	-
5.23.2		Each Inventory Class stored within a cannabis retail facility must be separated from all other inventory Classes by solid walls that extend from the floor to the ceiling.	-	-
5.23.3		Non-Cannabis Inventory must be stored separately from Secured Inventory. Non-Cannabis Inventory may, but need not, be stored in a Limited Access Area.	-	-
Comments:				

