

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. Directions for 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 Onsite Audit Findings by Licensed 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.



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 this form, please mark 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 with an interim testing laboratory license pursuant to section 15703 shall notify the Department if the application for each ISO/IEC 17025 accreditation is granted or denied within 1 business day of receiving the decision from the accrediting body.

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

A licensed laboratory is required to generate a validation report for each test method pursuant to the requirements in section 15713. If a licensed laboratory uses a new or altered test method, the licensed 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 to the Department by the provider) - § 15733(h)

Pursuant to section 15733, a licensed 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 licensed laboratory shall request the proficiency testing program provider to send results concurrently to the Department, if available, or the laboratory shall provide the proficiency testing 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 Licensed Laboratory - § 15735(c)

Pursuant to section 15735, a licensed 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 licensed laboratory shall submit the results of the internal audit to the Department within 3 business days of completing the internal audit.

Receipt of Accrediting Body Onsite Audit Findings by Licensed Laboratory - § 15735(d)

Pursuant to section 15735, when a licensed laboratory receives onsite audit findings, the laboratory shall submit the results to the Department within 3 business days of receipt of the results.