Standard Operating Procedure

SOP Title: Manufacturing Facility Compliance
Document Code: FAC-VA-001
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Approved By: [Name / Title]
Review Date: [Annually or as needed]

1. Purpose

To define the facility-level operational standards that support the implementation of Verano's Quality Management System (QMS) and ensure compliance with the Virginia Cannabis Control Authority (CCA). This SOP supports the broader Quality Manual (QM-VA-001) and Master Batch Record SOP (SOP-VA-001).

2. Scope

This SOP applies to all employees and departments involved in facility-level functions including:
- Production/Manufacturing operations
- Secure storage and handling of cannabis materials
- Final product transfer and seed-to-sale documentation
- Recordkeeping and regulatory readiness

Note: Batch-level QA procedures and product lifecycle documentation are addressed in SOP-VA-001 (MBR SOP).

3. Responsibilities

Facility/Production Managers:
- Ensure all restricted areas are secure.
- Monitor visitor entry and enforce compliance.
- Confirm that facility operations support GMP and CCA standards.

QA/Compliance Personnel:
- Verify packaging and labeling compliance.
- Ensure transfer documentation and seed-to-sale logs are correct.

Operators/Technicians:
- Comply with restricted access policies.
- Maintain real-time documentation logs.

Distribution Staff:
- Complete and retain shipping and transfer manifests.
- Handle only authorized product transfers.

4. Security & Restricted Access

- All production and storage areas must remain locked when not in use.
- Only authorized personnel with current access credentials are permitted entry.
- Visitors (e.g., contractors, inspectors) must be logged in the Visitor Log and wear issued badges.
- Any unauthorized access or suspected breach must be reported immediately to Facility Management and QA/Compliance.
- All restricted access areas must be monitored via security cameras with footage retained per policy.

5. Final Product Transfer

- QA must complete final product reviews using the Production QA Checklist.
- Packaging must be child-resistant and light-resistant, and labeling must include batch number, net weight, expiration date, and NDC number.
- Seed-to-sale systems (e.g., BioTrack) must be updated with all relevant batch and packaging data.
- Transfer manifests must accompany all product shipments to licensed dispensaries.
- Only authorized Distribution personnel may handle product transfers.

6. Record Retention

- All batch-related documentation (MBRs, COAs, QA Checklists, Production Worksheets) must be retained for a minimum of 3 years.
- Visitor Logs, Security Logs, and Transfer Manifests must be retained for the same duration.
- Records must be readily accessible and organized to ensure prompt retrieval during regulatory inspections.

7. CCA Inspection Readiness Checklist

Use this checklist to prepare for CCA inspections:
- Production/storage areas are secured with restricted access enforced.
- Cameras and alarm systems are operational.
- Visitor badges are issued and logs are maintained.
- No products are dispensed on site (manufacturing only).
- QA Checklists are fully completed and attached to each MBR.
- Labels include correct batch #, expiration date, NDC, and net weight.
- All products are transferred with completed manifests and logged in the seed-to-sale

system.
- Transfer records, QA logs, and MBRs are accessible for the past 3 years.
- Staff are aware of their roles in security, compliance, and documentation.

8. References

- Quality Manual (QM-VA-001)
- Master Batch Record SOP (SOP-VA-001)
- Virginia CCA Cannabis Regulations
- Seed-to-Sale Platform Documentation (BioTrack or equivalent)

9. Revision History

Version	Date	Change Description	Approved By
2.0	05May2025	Aligned with updated Quality Manual QM-VA-001 and Master Batch Record SOP.	[Name / Title]