Standard Operating Procedure

SOP Title: Product Release SOP
Document Code: SOP-VA-106
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Supersedes: [Previous Version if applicable]
Approved By: [Name / Title]
Review Date: [Annually or as needed]

1. Purpose

To define the final QA review and release process for finished cannabis products, ensuring only batches that meet all CCA and cGMP requirements are shipped to dispensaries.

2. Scope

Covers all finished goods—flower, concentrates, infused products, topicals, and vapes—manufactured at Verano Virginia.

3. Responsibilities

Role	Key Responsibilities
QA Release Specialist	Verifies documentation, COA compliance, and label accuracy; signs Release Authorization.
Production Manager	Ensures all batch records and label proofs are complete and accurate before QA review.
Distribution Lead	Ships only QA-released product; retains transfer manifests.
QA/Compliance Manager	Confirms release procedures adhere to CCA regulations.

4. Procedure

4.1 Document Review

- Confirm Master Batch Record (MBR) is complete, legible, and signed (Post-Harvest Log, QA Checklist, Breakdown Worksheet).
- Verify deviations, if any, are closed via SOP-VA-104.

4.2 COA Verification

- COA must meet potency specs and show “Pass” for contaminants per VA CCA limits.
- Cross-check COA date and batch ID against label.

4.3 Label & Packaging Check

- Compare label proof to QA Checklist for: product name, net weight, NDC, batch/lot #, test date, expiration.
- Confirm child-resistant and light-resistant packaging.

4.4 Release Decision

Decision	Criteria	Action
Released	All requirements met	QA signs Release Authorization; batch status in BioTrack updated to “Vault”
Rejected	Critical non-conformance	Batch status set to “Rejected”; product quarantined and dispositioned.
Quarantine	Awaiting investigation or CAPA	Hold tag applied; batch locked in BioTrack until resolved.

4.5 Release Documentation

- File signed Release Authorization in MBR.
- Product release logs to be maintained by distribution staff as Transfer Logs. MBR to be turned into QA and archived accordingly.

5. Records

Record	Location	Retention
Release Authorization (within MBR)	QA Archive	3 years

6. References

- 21 CFR 211.165 – Testing and Release for Distribution

- Virginia CCA Regulations – Product Testing & Labeling

- SOP-VA-104 Deviation & CAPA SOP

- SOP-VA-101 Document Control SOP

- QM-VA-001 Quality Manual

7. Revision History

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