



SAN FRANCISCO
OFFICE OF CANNABIS

Reporting Deadline Checklist

A. All Cannabis Business Licensees

- Criminal Penalty or Civil Judgment - 1618(dd)(1)
 - Notify within 48 hours 1618(dd)(1)
- Revocation of a Local License, Permit or Other Authorization - 1618(dd)(2)
 - Notify within 48 hours 1618(dd)(2)
- Significant Discrepancies Identified During Inventory - 1618(ee)(1)-(4)
 - Notify within 24 hours 1618(ee)(1)-(4)
- Diversion, Theft, Loss, or any Criminal Activity – 1618(ee)(2)
 - Notify within 24 hours 1618(ee)(2)
- The Loss or Authorized Alteration of Records – 1618(ee)(3)
 - Notify within 24 hours 1618(ee)(3)
- Any Other Breach of Security – 1618(ee)(4)
 - Notify within 24 hours 1618(ee)(4)

B. Applicable ONLY to Licensed Cannabis Testing Facilities

- Cannabis Batch Performed By A Cannabis Business Located In San Francisco Failed Testing Requirements - 1625(b)(1)
 - Notify the Department of Public Health and Office of Cannabis within 5 business days of conducting such a test 1625(b)(1)
- Test Sample Found To Contain Levels Of A Contaminant Not Allowable By The State That Could Be Injurious To Human Health If Consumed - 1625(b)(2)
 - Notify the Office of Cannabis within 24 hours of conducting a test containing levels of a contaminant not allowable by the State 1625(b)(2)
- Accreditation As A Cannabis Laboratory Has Been Denied, Suspended Or Revoked - 1625(b)(3)
 - Notify the Office of Cannabis within one business day after receipt of notice that accreditation as a Cannabis Laboratory has been denied, suspended or revoked 1625(b)(3)



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C. Applicable ONLY to Cannabis Distributors

- Cannabis Or Cannabis Products That Have Been Tested And Have Failed Any Requirements Established By State Regulation - [1626\(b\)\(3\)](#)
 - Notify as soon as practicable, and no later than 48 hours after the Cannabis Distributor receives notice of those results [1626\(b\)\(3\)](#)

D. Ownership; Changes in Ownership; Changes in Form or Structure; Surrender of Permit

- Any Changes In Ownership Interest - [1608\(c\)\(1\)](#)
 - Must be promptly disclosed, in writing [1608\(c\)\(1\)](#)
- Changes In Ownership Affecting Person Holding An Aggregate Ownership Interest Of 20% Or More - [1608\(c\)\(2\)](#)
 - Shall require the Permittee to promptly obtain a permit amendment [1608\(c\)\(2\)](#)
- Any Change In The Direction, Control, Or Management Of A Cannabis Business Must Be Promptly Disclosed - [1608\(c\)\(3\)](#)
 - Promptly disclose, in writing [1608\(c\)\(3\)](#)
 - Such change shall require the Permittee to promptly apply for and obtain a permit amendment, consistent with [1608\(c\)\(4\)](#).
- Transfer Of An Aggregate Ownership Interest Of 50% Or More In A Permittee – [1608\(c\)\(5\)](#)
 - The Permittee shall promptly surrender the permit to the Director [1608\(c\)\(5\)](#)
- Change In Form Or Structure Of A Permittee - [1608\(c\)\(6\)](#)
 - The Permittee must promptly disclose its change in form or structure in writing [1608\(c\)\(6\)](#); and
 - Promptly apply for and obtain a permit amendment [1608\(c\)\(4\)](#).
- Transfers Of Ownership Interest - [1608\(c\)\(8\)](#)
 - An individual transfers an ownership interest in a cannabis business to a person that is entirely owned and controlled by that same individual.
 - Must be promptly disclosed in writing [1608\(c\)\(8\)](#).
 - Any subsequent transfer of an ownership interest considered a change affecting an ownership interest in the Cannabis Business.
 - Must be promptly disclosed in writing [1608\(c\)\(8\)](#).



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- Change in Form or Structure Affecting Equity Applicants - [1608\(c\)\(9\)](#)
 - A change in ownership results in a decrease in an Equity Applicant's ownership interest, as defined in Section [1604\(b\)](#), in the Cannabis Business.
 - Permittee must obtain a permit amendment [1608\(c\)\(9\)](#)
 - A change in the Equity Applicant's role as Chief Executive Officer or member of the Board of Directors.
 - Permittee must obtain a permit amendment [1608\(c\)\(9\)](#)
 - A material change in the degree of the Equity Applicant's participation in the direction, control, or management of the Cannabis Business.
 - Permittee must obtain a permit amendment. [1608\(c\)\(9\)](#)
- Permit Amendment Required for:
 - Changes in Ownership Affecting Person Holding an Aggregate Ownership Interest of 20% or More [1608\(c\)\(2\)](#)
 - Any change in the direction, control, or management of a Cannabis Business must be promptly disclosed [1608\(c\)\(3\)](#)
 - Permit Amendment [1608\(c\)\(4\)](#)
 - Transfer of an Aggregate Ownership Interest of 50% or More in a Permittee [1608\(c\)\(5\)](#)
 - Change in Form or Structure of a Permittee [1608\(c\)\(6\)](#)
 - Change in ownership results in a decrease in an equity applicant's ownership interest in the cannabis business [1608\(c\)\(9\)](#).
 - Change in the Equity Applicant's role as Chief Executive Officer or member of the Board of Directors [1608\(c\)\(9\)](#)

A material change in the degree of the Equity Applicant's participation in the direction, control, or management of the Cannabis Business [1608\(c\)\(9\)](#)