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Governor

CANNABIS COMPLIANCE BOARD STATE OF NEVADA

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Common Questions – December 2020 Newsletter

1. I received approval to send a failed lot to extraction in Accela, but I don't see an approval form. What do I send to the Production facility?

A: Once your request for extraction is approved, log into your Accela account and print or take a screenshot of the record. Please be sure the 'More Details' drop-down tab is open, showing the approval and additional information (see sample below). Attach the printed copy or screenshot to your transfer.

In the 'More Details' section, you will see the batch number, along with the initial reason for failure and the name of the Production facility where the product will be sent. The Production facility will need to be able to review this information.

When sending your request to a Production facility, please also include the corresponding Certificate of Analysis (CoA).

8/20/2020 Accela Citizen Access

Home Search + New Help

Logged in as: afountain Collections (0) Account Management Logout

Google Chrome is the preferred browser for accessing this website.
If you need guidance on how to use this website, please visit the tutorials on our website at [here](#).

Home Cannabis

Create an Application Search & Renew Licenses

License RSE2000016: Add to collection

Request for Extraction

Record Status: Pending

Record Info Payments

Business Address

License Details

More Details

- Related Contacts
- Application Information

ADDITIONAL INFORMATION

RIRE ID:	RC043
Date of Failure:	01/01/2020
Testing Laboratory:	Hooka
Failed Batch/Lot ID Number:	654654654
Weight of Product:	654
Reason(s) for failure (list all):	654564654654654654
Production facility where product will be sent:	564654654
Method of Extraction:	54654654

2. I received approval to send a failed lot to a Laboratory for retest in Accela, but I don't see an approval form. What do I send to the Lab?

A: Once your retest is approved, log into your Accela account and print or take a screenshot of the record. Please be sure the 'More Details' drop-down tab is open, showing the approval and additional information (see sample below). Attach the printed copy or screenshot to your transfer.

In the 'More Details' section, you will see the batch number, along with the initial reason for failure and the name of the Lab, where the product will be sent. The Lab will need to be able to review this information.

Home **Cannabis**

Create an Application Search & Renew Licenses

License RLR2000018:

Request for Laboratory Retesting

Record Status: Approved

Record Info Payments

Business Address

License Details

▼ More Details

- Related Contacts
- Application Information

SUPPORTING INFORMATION	
MME ID:	RC777
Date of Failure:	11/20/2020
Testing Laboratory:	Sage Labs
Failed Batch/Lot ID Number:	1077109871
Weight of Product:	17lbs
Has a secondary sample been secured?:	Yes
Reasons for failure (list all):	Yeast and Mold

When sending your request to a Lab, please also include the corresponding Certificate of Analysis (CoA) and the email from Accela, stating the Lab, which your retest has been assigned to (see email below). The Lab will need to confirm and review this information.

RLR2000018



Do Not Reply <donotreply@ccb.nv.gov> (Do Not Reply via sendgrid.net)
To Michele Courtney

Mon 11/9/2020 3:10 PM



The actual sender of this message is different than the normal sender. Click here to learn more.

Good afternoon,

RLR2000018 has been assigned to Orchids Labs (L077) for Retesting.

Thank you,
- Nevada Cannabis Compliance Board

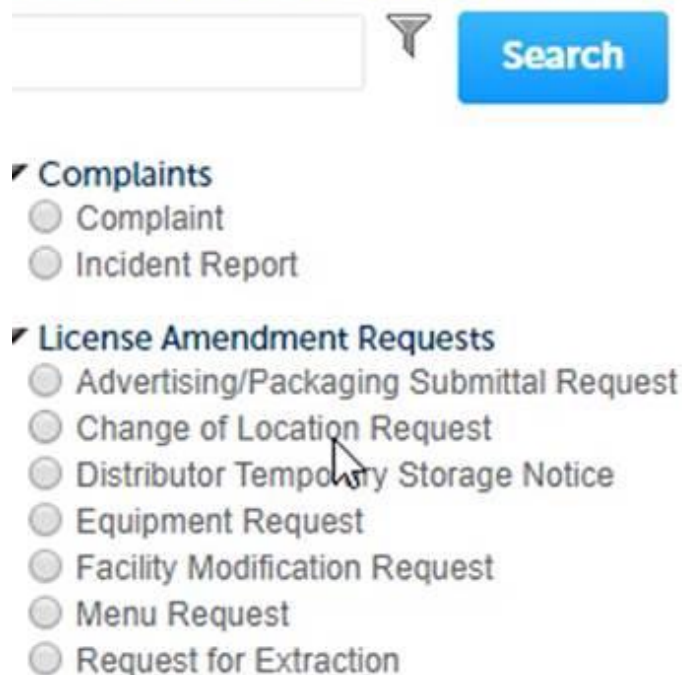
3. Where can I submit a request (amendment) in Accela?

A: There are multiple tutorials on the CCB's website, including video and written tutorials. Those can be viewed, here: <https://ccb.nv.gov/guidance/#item-2>.

Reviewing the video and tutorials should help you understand and be able to navigate the portal. The video labeled '**System Capabilities**' explains the steps, once you log in, to find the submission for Retest and Extraction Requests.

Sign into Accela > Click 'Cannabis' > Create an application > Accept disclaimer > Click on 'License Amendment Requests' for a drop down. Here you will find options for separate submissions (Retest and Extraction Requests) (see screenshot below). Please be sure to submit this information under the license and note that in order to do that, you must be the POC who set up the facility's account with a pin code or a delegate that has been added under the POC of the license.

Please select an application from the lists below



The screenshot shows a web interface for selecting an application. At the top, there is a text prompt "Please select an application from the lists below". Below this, there is a search bar with a funnel icon and a blue "Search" button. Under the search bar, there are two main categories, each with a dropdown arrow icon:

- Complaints**
 - ☐ Complaint
 - ☐ Incident Report
- License Amendment Requests**
 - ☐ Advertising/Packaging Submittal Request
 - ☐ Change of Location Request
 - ☐ Distributor Temporary Storage Notice
 - ☐ Equipment Request
 - ☐ Facility Modification Request
 - ☐ Menu Request
 - ☐ Request for Extraction

REMINDER: when using the Accela portal (<https://aca-prod.accela.com/nvmed/Default.aspx>), all requests must be submitted under the license.