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Updated Sample Industry Logs

This notice is to emphasize the importance of maintaining comprehensive and accurate logs across all relevant aspects of your operations. These logs serve as essential tools for ensuring regulatory compliance, operational efficiency, and product quality within our industry. Specifically, we wish to address the necessity of maintaining logs for the following areas: Visitors, Destructions, Clone Plant Operations, Harvesting, Packaging, and Security Malfunctions.

1. **Visitors Log:** NCCR 6.070(6)
 - It is imperative to maintain a detailed log of all individuals entering your premises including visitors, contractors, and delivery personnel.
 - Each entry should include the date, time of arrival/departure, specific purpose of visit (“Visit” is not specific), first and last name of the visitor, and any other pertinent details.
 - Strict adherence to visitor log protocols is essential for security, regulatory compliance, and maintaining a record of interactions within your facility.
2. **Destructions Log:** NCCR 6.080(7)(d)(9) & NCCR 11.070 (4)
 - A comprehensive destructions log is necessary to document the disposal of any materials, products, or waste that are no longer viable for use.
 - Entries should include the date and time of destruction, description of items destroyed, reason for destruction, method of the destruction, Employee name and agent id performing the destruction.
 - Accurate record-keeping in the destructions log ensures transparency and accountability in managing unusable materials and compliance with relevant regulations.
3. **Clone Plant Logs:** NCCR 6.080 (7)(d)
 - For facilities involved in cloning operations, maintaining detailed clone plant logs is essential for tracking propagation activities and ensuring genetic integrity.
 - Entries should include information such as clone ID, date of cloning, parent plant details, propagation methods, and any other relevant data.
 - Proper documentation of clone plant activities facilitates quality control, genetic tracing, and compliance with cloning regulations.
4. **Harvest Logs:** NCCR 6.080 (7)(d)(8)
 - Harvest logs are crucial for documenting the harvesting process, including dates, quantities, strains, and any relevant observations or quality assessments.
 - Each entry should accurately reflect the harvested batches, associated cultivation parameters, and any deviations from standard procedures.
 - Harvest logs support product traceability, quality assurance, and compliance with harvesting protocols and regulatory requirements.

5. **Packaging Logs / Production Logs** : NCCR 6.080 (8)

- Detailed packaging / production logs are essential for tracking the packaging / production process, including batch numbers, product quantities, packaging materials used, and responsible personnel.
- Entries should encompass all stages of packaging / production, from initial assembly to final labeling and sealing, to ensure product integrity and compliance with packaging standards.
- Proper documentation in packaging / production logs facilitates inventory management, quality control, and adherence to packaging regulations.

6. **Security Malfunction Logs**: NCCR 6.085 (5)

- Security malfunction logs are critical for documenting any incidents or malfunctions related to security systems, surveillance equipment, or access controls.
- Entries should include the date, time, nature of the malfunction, affected areas, corrective actions taken, and any follow-up procedures.
- Timely and accurate reporting in security malfunction logs helps identify vulnerabilities, mitigate risks, and ensure the effectiveness of security measures.

Sample logs can be found by clicking [here](#) or on the Cannabis Compliance Boards website at www.ccb.nv.gov under the Guidance Tab> Resources for Licensee>Sample Industry Logs. We urge all stakeholders to prioritize diligent record-keeping practices and adherence to established protocols for log maintenance.

If you have any questions, please reach out to Auditinspections@ccb.nv.gov.