

ILLINOIS STATE POLICE
Infuser Checklist
8 Part 1300.400-495, 410 ILCS 705/35-25(b)



Facility Name:

Address:

Date Reviewed:

Approved: Yes No

Reviewer 1:

Reviewer 2:

Item Ref. #	Security Component <i>(Items italicized in parentheses indicate ISP best practice standard)</i>	Admin. Rule Citation	Yes	No	Meets ISP Std.
	Licensing	8 part 1300.400			
1	An applicant applying for an Infuser License shall submit the following: <ul style="list-style-type: none"> Verification from ISP that all background checks of the prospective principal officers, board members, and agents of the infuser have been conducted. If ISP has not completed the background check, then the applicant shall provide verification that the background check request has been submitted to ISP 	d) 7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<ul style="list-style-type: none"> A description of the enclosed, locked facility where cannabis will be infused, packaged, or otherwise prepared for distribution to a dispensing organization or other infuser; 	d) 12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Processing, inventory, and packaging plans;	d) 13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<i>(Documentation is provided regarding policies and procedures in dealing with security incidents such as robberies, civil unrest, evacuations, weather, and natural disaster.)</i>	ISP Standard Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Records	8 part 1300.455			
5	Each infuser is responsible for keeping and maintaining records that clearly reflect all financial transactions and the financial condition of the business. The following records must be kept and maintained on the licensed premises for a 5-year period and must be made available for inspection if requested by the Department, and, when applicable, DOR: <ul style="list-style-type: none"> All employee records, including training, education, discipline, etc.; 	b) 5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Item Ref. #	Security Component <i>(Items italicized in parentheses indicate ISP best practice standard)</i>	Admin. Rule Citation	Yes	No	Meets ISP Std.
6	<ul style="list-style-type: none"> Records of any theft, loss or other unaccountability of any cannabis, extracts, cannabis-infused products, or other items containing cannabis. 	b) 12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Licensing and Records Notes:

Agents and Identification Cards		8 part 1300.465			
7	No person shall begin working at an infuser prior to receiving his or her infuser agent ID card.	d)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	An infuser agent must keep his or her ID card visible at all times when on the property of the infuser.	h)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Upon termination of employment, the infuser agent ID cards shall be immediately returned to the infuser. The infuser shall promptly return the ID cards to the Department.	i)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inventory		8 part 1300.480			
10	Each infuser, prior to commencing business, shall: <ul style="list-style-type: none"> Conduct an initial comprehensive inventory of all cannabis and cannabis-infused products at the facility. If an infuser commences business with no cannabis or cannabis-infused products on hand, the infuser shall record this fact as the initial inventory; and 	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<ul style="list-style-type: none"> Establish ongoing inventory controls and procedures for the conduct of inventory reviews and comprehensive inventories of cannabis and cannabis-infused products, which shall enable the infuser to detect any diversion, theft or loss in a timely manner. 	a) 2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Upon commencing business, each infuser shall conduct a weekly inventory of cannabis and cannabis-infused products stock, which shall include, at a minimum: <ol style="list-style-type: none"> The date of the inventory; A summary of the inventory findings; The name, signature and title of the individuals who conducted the inventory and the agent-in-charge who oversaw the inventory; and The product name and quantity of cannabis and cannabis-infused products at the facility. 	b) 1-4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	All inventories, procedures and other documents required by this Section shall be maintained on the premises and made available to the Department at all times.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Agents and ID Cards and Inventory Notes:

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	Video Surveillance System	8 part 1300.485 a)	Yes	No	Meets ISP Std.
14	Operate and maintain 24 hours/7 days per week on premises	a)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	The surveillance system shall visually record and monitor all building entrances and exits, all parking lot areas, and rear alley areas immediately adjacent to the building, and covers the entire inside of the facility, including all limited access areas and all areas where cannabis is produced, stored, shipped or destroyed, but does not include restrooms nor the executive office. <i>(Facial recognition at a clarity of 10 feet of distance) (Pan/Tilt/Zoom {PTZ} cameras in enhanced security areas and exterior locations coupled with a fixed view cameras) (Cameras with zoom capability in all places where product is located - May be fixed camera with zoom capability)</i>	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Fixed cameras shall be installed to provide a consistent recorded image of these areas. <i>(Overlapping camera coverage with opposing views)</i>	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	The infuser shall instruct the company or individuals installing the surveillance cameras to maximize the quality of facial and body images and to avoid backlighting and physical obstructions.	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Cameras installed outdoors and in low-light interior areas shall be day/night cameras with a minimum resolution of 600 lines per inch (analog) or D1 (IP) and a minimum light factor requirement of 0.7 LUX.	a) 2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	The recording device shall be digital and meet the following minimum standards: <ul style="list-style-type: none"> • Displays a date and time stamp on all recorded video; 	a) 3) A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	<ul style="list-style-type: none"> • Can produce a digital video disc using an installed media recording drive. The video on the disc shall be viewable on any Windows PC. The disk shall include any required player software; 	a) 3) B)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21	<ul style="list-style-type: none"> • The ability to remain operational during a power outage for an unlimited amount of time; 	a) 3) C)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22	<ul style="list-style-type: none"> • Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system; 	a) 3) D)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23	<ul style="list-style-type: none"> • All recordings shall be erased or destroyed prior to disposal; 	a) 3) D)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24	A display monitor with a minimum screen size of 12 inches shall be connected to the electronic recording security system at all times; <i>(32" or larger monitors)</i> <i>(Monitors should be HD and capable of displaying up to 4 camera views per 20 inches of monitor.)</i> <i>(Blackout or privacy capability to shield monitor view from visitors.)</i>	a) 4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25	<i>(Monitors placed at secured exterior access points showing what/who is on the other side prior to opening door.)</i>	ISP Standard Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26	Electronic recording security systems are required to be maintained in good working order at all times. The owner of an infuser shall instruct each manager, employee or agent overseeing the functioning of the video recording security system to immediately report to the agent-in-charge any malfunctioning or technical problems with the system; <i>(Completion of a daily monitoring log documenting functionality, quality of picture, and appropriate field of view of all cameras)</i>	a) 5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27	Security recordings shall meet the following minimum requirements: <ul style="list-style-type: none"> The recorded image resolution shall be at least D1; and <i>(1080p minimum resolution)</i> 	a) 6) A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28	<ul style="list-style-type: none"> The recorded image frame rate shall be at least 3 frames per second during alarm or motion-based recording. <i>(10 frames per second resolution)</i> 	a) 6) B)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29	Security recordings shall be retained by the infuser for a minimum of 90 days at the licensed premises and an additional 90 days off site (e.g., cloud storage). <i>(180- day cloud-based storage with 100% redundancy.)</i> <i>(Redundant server capability allowing for at least 14 days of storage for expansion and backups in the event of failed/overloaded servers.)</i>	a) 7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30	The recording system for the security cameras must be located in a locked, tamper-proof compartment;	a) 7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31	Have available a video printer capable of immediately producing a clear still photo from any video camera image; and	a) 8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

VSS System Notes:

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	Access to Surveillance Areas and Availability	8 part 1300.485 b) - e)	Yes	No	Meets ISP Std.
32	Access to surveillance areas shall be limited to persons who are essential to surveillance operations, law enforcement agencies, security system service personnel, the Department, and others when approved by the Department.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33	A current list of authorized employees and service personnel that have access to the surveillance room must be available to the Department upon request.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34	Surveillance rooms shall remain locked.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35	The electronic security system shall be available 24 hours per day, 7 days per week, to the Department and law enforcement agencies via a secure web-based portal. <i>(Playback ability of live and recorded video is required.)</i> <i>(Web-portal is password protected requiring a valid SSL certificate and supporting modern SSL encryption cipher suites and compatible with Windows and iOS platforms.)</i> <i>(Historical remote viewing capability of at least 180 days.)</i>	c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36	No person, except infuser agents, local law enforcement, the Department or the Department's authorized representative, DPH inspectors, or other federal, State or local government officials when necessary to perform their governmental duties, shall be allowed on the premises of a infuser, except that: 1. Laboratory staff may enter an infuser for the sole purpose of identifying and collecting cannabis samples for purposes of conducting laboratory tests; 2. Emergency personnel may enter an infuser when necessary to perform their duties; 3. Upon written notice to the Department, an infuser may allow contractors to enter an infuser when they are working on a job unrelated to medical cannabis, such as installing or maintaining security devices or performing electrical wiring; and 4. Upon prior written request, the Department or the Department's authorized representative may permit other persons to enter an infuser.	d)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37	All persons who are not infuser agents, but who are permitted on the premises of an infuser pursuant to subsection (b), shall obtain a visitor identification badge from infuser personnel prior to entering the infuser, and shall be escorted and monitored at all times by infuser personnel.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38	The visitor identification badge shall be visibly displayed at all times while the visitor is in the infuser.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39	All visitors, after presenting valid government issued identification with a picture, shall be logged in and out, and that log shall include the date, time and purpose of the visit and shall be maintained and made available to the Department, at any time, for a period of five years.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40	All visitor identification badges shall be returned to the infuser personnel upon the visitor exiting the infuser.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Access to Surveillance Areas and Availability Notes:

	Transportation	8 part 1300.495	Yes	No	Meets ISP Std.
41	An infuser or infuser agent shall not transport cannabis or cannabis-infused products to any other cannabis business establishment without a transport organization license unless it has received from the Department a registration certificate for each vehicle authorized to transport cannabis.	a)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Security Plan - 410 ILCS 705/35-25	Statute	Yes	No	Meets ISP Std.
42	An infuser shall implement a security plan reviewed by the Department of State Police that includes, but is not limited to: <ul style="list-style-type: none"> • facility access controls 	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43	<ul style="list-style-type: none"> • perimeter intrusion detection systems 	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44	<ul style="list-style-type: none"> • personnel identification systems 	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45	All processing of cannabis by an infuser must take place in an enclosed, locked facility.	c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46	The infuser location shall only be accessed by the agents working for the infuser, the Department of Agriculture staff performing inspections, the Department of Public Health staff performing inspections, State and local law enforcement or other emergency personnel, contractors working on jobs unrelated to cannabis, such as installing or maintaining security devices or performing electrical wiring, transporting organization agents as provided in this Act, participants in the incubator program, individuals in a mentoring or educational program approved by the State, local safety or health inspectors, or other individuals as provided by rule.	c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Transportation and Security Plan Notes:

Overall Notes:

Reviewer 1:

Reviewer 2:

Decision Date:

Approved: Yes No