



# FOCUS

Foundation of  
Cannabis Unified Standards

[focusstandards.org](http://focusstandards.org)

The Cannabis Health & Safety Organization

# CANNABIS LABORATORY STANDARD INDEX

FS-4001-1:2016

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## OVERVIEW

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FOCUS Standards form the foundation for a rigorous, comprehensive quality and safety system that provides cannabis business owners, consumers, regulators and the public with a single, concise, accepted standard that protects public health and consumer safety, and safeguards the environment.

FOCUS Standards are developed according to internationally accepted voluntary consensus processes to ensure robust, impartial standards. Volunteer members of FOCUS Standards development committees include professionals from the cannabis industry, regulatory agencies, quality assurance, occupational safety, medical services, law enforcement, education, science and research, consumers, patients and the public.

## SCOPE

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This FOCUS Standard provides direction for cannabis laboratory operations to meet safety and quality requirements.

This document uses the word *operation* to indicate a cannabis company, business, facility, laboratory or individual location that is applying the FOCUS Standard.

The terms *must* and *shall* are used interchangeably to indicate requirements; the terms *should*, *could*, *may* and *can* are used to indicate flexibility or to provide examples.

The standards identify job titles for specific responsibilities to add clarity. The organization's job descriptions, work assignments and training will define each worker's actual title and responsibilities. Depending on an operation's size and structure, one worker may cover several roles (or job titles) to meet a requirement.

**FS-4001-0100 QUALITY MANAGEMENT SYSTEM**

- 1) QUALITY MANAGEMENT SYSTEM
- 2) DOCUMENT CONTROL
- 3) WORKER POLICIES
- 4) PROCEDURES AND TRAINING

**FS-4001-0200 GENERAL OPERATIONS**

- 1) MANAGEMENT CAPABILITY
- 2) ORGANIZATIONAL STRUCTURE
- 3) REGULATORY COMPLIANCE
- 4) BUSINESS ASSESSMENTS
- 5) OPERATIONAL CONTROLS
- 6) ACCOUNTING STANDARDS
- 7) LICENSES AND PERMITS
- 8) BUSINESS INSURANCE
- 9) BUSINESS CERTIFICATIONS
- 10) ADVERTISING METHODS
- 11) ADA COMPLIANCE
- 12) CRISIS MANAGEMENT PLAN
- 13) CRISIS PLAN TRAINING AND TESTING

**FS-4001-0300 EMPLOYMENT**

- 1) GOAL SETTING
- 2) FAIR LABOR STANDARDS
- 3) WORKPLACE DISCRIMINATION
- 4) WORK CONTRACTS
- 5) WORKERS' COMPENSATION
- 6) WORKER DATA
- 7) BACKGROUND CHECKS
- 8) STAFF QUALIFICATIONS

**FS-4001-0400 TRAINING**

- 1) TRAINING MANAGER
- 2) WORKER TRAINING PROGRAM
- 3) COMPREHENSIVE TRAINING MATERIALS
- 4) REGULATORY AND LAW ENFORCEMENT INTERACTION
- 5) SECURITY TRAINING
- 6) HYGIENE TRAINING
- 7) PROFICIENCY REVIEWS
- 8) ONGOING TRAINING PROGRAM

**FS-4001-0500 RECORDKEEPING**

- 1) RECORDS MANAGEMENT
- 2) RECORDS INVENTORY LIST
- 3) SECURITY OF RECORDS
- 4) STANDARD REPORT FORMAT
- 5) ERROR AND COMPLAINTS PROCESS
- 6) REPORT CONTROL AND RETENTION

**FS-4001-0600 FACILITY MANAGEMENT**

- 1) FACILITY MAINTENANCE PLAN
- 2) ENVIRONMENTAL CONTROLS
- 3) GROUNDS MAINTENANCE
- 4) VENTILATION AND EXHAUST FANS
- 5) HAZARDOUS MATERIALS
- 6) CLEANABILITY
- 7) CONSERVATION PLAN

**FS-4001-0700 SIGNAGE**

- 1) SIGNAGE
- 2) SAFETY SIGNAGE

**FS-4001-0800 SECURITY**

- 1) SECURITY
- 2) CPTED APPROACH
- 3) SECURITY PROGRAM
- 4) SECURITY RISK ASSESSMENT
- 5) SECURITY QUALIFICATIONS
- 6) SECURITY INCIDENT REPORTING
- 7) PHYSICAL BARRIERS
- 8) GROUNDS AND EXTERNAL AREAS
- 9) DOOR LOCKS
- 10) FACILITY ACCESS CONTROLS
- 11) RESTRICTED AREA ACCESS CONTROLS
- 12) VISITOR ACCESS CONTROLS
- 13) PRODUCT CONTROL
- 14) THEFT/PRODUCT LOSS PLAN
- 15) CASH MANAGEMENT

**FS-4001-0900 SURVEILLANCE SYSTEM**

- 1) VIDEO MONITORING
- 2) VIDEO RECORDING SECURITY
- 3) VIDEO QUALITY AND COVERAGES
- 4) CONTINUOUS VIDEO MONITORING
- 5) VIDEO RETENTION
- 6) VIDEO SYSTEM MAINTENANCE

**FS-4001-1000 ALARM SYSTEM**

- 1) FACILITY ALARM SYSTEM
- 2) ALARM MONITORING
- 3) MOTION DETECTION
- 4) PANIC BUTTONS
- 5) ALARM SYSTEM MAINTENANCE

**FS-4001-1100 HEALTH AND SAFETY**

- 1) HEALTH AND SAFETY
- 2) HEALTH AND SAFETY PROGRAM
- 3) HEALTH AND SAFETY MANAGER
- 4) WORKER CLEANLINESS
- 5) HAND SANITATION
- 6) WOUNDS AND INFECTIONS
- 7) PROTECTIVE CLOTHING
- 8) PROHIBITED ITEMS
- 9) EATING AND DRINKING
- 10) SMOKING AND TOBACCO PRODUCTS
- 11) CONTROL OF DRUG USE
- 12) VIOLENCE AND WEAPONS
- 13) HEALTH AND SAFETY RISK ASSESSMENT
- 14) HEALTH AND SAFETY PROCEDURES AND TRAINING
- 15) PERSONAL PROTECTIVE EQUIPMENT
- 16) ACCIDENT AND EMERGENCY PROCEDURES
- 17) FIRST AID
- 18) DOMESTIC ANIMALS
- 19) DRINKING WATER
- 20) EYEWASH STATIONS
- 21) CHANGING AREAS

**FS-4001-1200 SANITATION**

- 1) GENERAL CLEANLINESS
- 2) MASTER SANITATION SCHEDULE
- 3) SANITATION PROCEDURES AND TRAINING
- 4) CLEANING EQUIPMENT AND SUPPLIES

- 5) CLEANING EQUIPMENT IDENTIFICATION
- 6) SANITATION LOGS
- 7) SWAB TESTING
- 8) PRODUCT PROTECTION DURING CLEANING
- 9) TOILET AND HAND WASHING FACILITIES
- 10) SECONDARY HAND SANITATION STATIONS

**FS-4001-1300 PEST CONTROL**

- 1) PEST MANAGEMENT PLAN
- 2) PEST CONTAMINANT INSPECTIONS
- 3) PEST CONTROL DEVICES
- 4) STORAGE AREAS

**FS-4001-1400 LABORATORY METHODS**

- 1) LABORATORY METHODS
- 2) PROCESS PROCEDURES
- 3) PRE-TEST INSPECTIONS
- 4) DATA PROTOCOLS
- 5) CHEMICAL ASSAY PROCEDURES
- 6) QUALITY CONTROL SAMPLES
- 7) LAB METHOD COMPARISON
- 8) SAMPLE HANDLING PROCEDURES
- 9) SAMPLE CONTROL AND DESTRUCTION

**FS-4001-1500 WATER QUALITY AND USE**

- 1) PLUMBING CONTAMINATION
- 2) WATER QUALITY ANALYSIS

**FS-4001-1600 EQUIPMENT MANAGEMENT**

- 1) EQUIPMENT MANAGEMENT
- 2) EQUIPMENT DESIGN
- 3) EQUIPMENT CALIBRATION
- 4) EQUIPMENT VERIFICATION
- 5) CRITICAL EQUIPMENT INSTALLATION

**FS-4001-1700 QUALITY CONTROL**

- 1) CROSS CONTAMINATION PREVENTION
- 2) QUALITY MANAGEMENT RESPONSIBILITY
- 3) LAB RISK ASSESSMENT
- 4) QUALITY STATUS AND UPDATES
- 5) QUALITY CONTROL CHECKLISTS
- 6) OUT-OF-SPECIFICATION PROCEDURE
- 7) CORRECTIVE ACTION PROCESS

**FS-4001-1800 TESTING METHODS**

- 1) TEST METHODS
- 2) TEST METHOD VALIDATION
- 3) ACTIVE TESTS
- 4) TEST METHOD TRACKING
- 5) POLYMERASE CHANGE REACTION TESTING

**FS-4001-1900 LABORATORY OPERATIONS**

- 1) SERVICE QUALITY
- 2) COMPUTER FUNCTIONALITY

**FS-4001-2000 PACKAGING**

- 1) SUSTAINABLE PACKAGING

**FS-4001-2100 PRODUCT STORAGE**

- 1) PRODUCT STORAGE

**FS-4001-2200 WASTE MANAGEMENT**

- 1) CANNABIS WASTE DISPOSAL
- 4) WASTE CONTAINER CONTROL
- 5) MINIMIZE LANDFILL WASTE

**FS-4001-2300 RECEIVING**

- 1) SUPPLIER QUALIFICATION
- 2) INCOMING GOODS INSPECTION
- 3) INCOMING SAMPLE INSPECTION

**FS-4001-2400 TRANSFERS AND TRANSPORT**

- 1) TRANSPORT MANAGER
- 2) TRANSPORT SECURITY PROCEDURES
- 3) TRANSPORT AGENTS
- 4) TRANSPORT AGENT CREDENTIALS
- 5) DELIVERY ROUTE PROCESS
- 6) SHIPMENT INVOICE
- 7) TRANSPORT PACKAGING
- 8) TRANSPORT VEHICLE CONTROLS
- 9) VEHICLE INSPECTIONS
- 10) CONTRACT CARRIERS

**FS-4001-2500 SOCIAL SUSTAINABILITY**

- 1) COMMUNITY RELATIONS
- 2) CANNABIS INDUSTRY SUPPORT