



Package Review Form Instructions

Package/Label Review Process

Cannabis Regulatory Agency
517-284-8599
[Michigan.gov/CRA](https://www.michigan.gov/CRA)
CRA-Enforcement@michigan.gov

Package Review Form Instructions

General Overview

This form is for those licensed under the Medical Marihuana Facilities Licensing Act (MMFLA) and/or the Michigan Regulation and Taxation of Marihuana Act (MRTMA) that are submitting packaging for marihuana infused product or edible marihuana product for informal review.

The applicant/licensee must submit a Package Review Form for each separate packaging/label review request from the appropriate license portal.

The Package Review Form must be submitted with the appropriate supporting documentation as listed on page one of the Form. Package Review Forms must be submitted on the Accela Citizen Access Portal (ACA). Any additional documents after the initial submission should also be uploaded to ACA. Please do not email documents.

After initial review of the Form and supporting documentation submitted, additional supporting documentation may be required. The applicant/licensee will receive a notice from the agency, if applicable.

If there are any questions regarding an informal Package Review Form, please contact the agency by calling (517) 284-8599 or emailing CRA-Enforcement@michigan.gov.

Please note that this is not a formal approval and is only a brief review based on limited information.

Please note, when submitting these forms only authorized contacts for the licensee can submit documentation, information, or requests. To be added as an authorized contact please complete the [Authorization of Additional Contact Person](#) form.

Package Review Form Instructions

Supporting Documentation

If requesting a packaging or label review:

- Submit a complete package for review, including front and back pictures
- Multi-dose documentation needed:
 - If your package is more than a single dose you must submit documentation that the packaging is compliant with R 420.403(10) along with your review request. Documentation could include information from the packaging company showing compliance.

Submission of product that is NOT edible or marijuana infused:

The Cannabis Regulatory Agency performs informal packaging review on marijuana-infused products and edible marijuana products based on restrictions and requirements of Administrative Rule 420.403. We do not perform informal packaging review on other marijuana products. We recommend that you review Administrative Rule 420.504 for guidance on labeling and packaging requirements for other product types.

Package Review Form Instructions

Completing the Form

Package Review Form Instructions

Checklist

Checklist: Indicate on the checklist which item you are reporting. Only one item should be reported per reporting form.

| PACKAGE REVIEW FORM – CRA ENFORCEMENT (Facility/Establishment Submission) |
|---|
| <p>This form is for those licensed under the Medical Marihuana Facilities Licensing Act (MMFLA) and/or the Michigan Regulation and Taxation of Marihuana Act (MRTMA) that are submitting one of the following situations as stated in the Supporting Documents Checklist:</p> |
| <p style="text-align: center;">Supporting Documents Checklist</p> |
| <p>If submitting proposed packaging, provide:</p> <p><input checked="" type="checkbox"/> All potential drafts</p> |
| <p>If submitting a multi-dose package with more than 1 serving, provide:</p> <p><input type="checkbox"/> Documentation that the packaging is compliant with R 420.403(10)</p> <ul style="list-style-type: none">• Supporting Documentation could include information from the packaging company showing compliance |

Package Review Form Instructions

General Information

General Information: Complete all fields within the general information section.

- Licensee Legal Name - This section should be the official name of the company, not an Assumed Name/Doing Business As name.
- Licensee Record Number (e.g., AU-R-000000) - This section requires all record numbers the specific Package Review Form will apply to. If you are unsure of the record number, please login to your ACA account to find the correct numbers or send an email to CRA-Enforcement@michigan.gov.
- Packaging Applies to - This section asks what type of product the packaging review pertains to, please check Medical, Adult Use, or both.
- Date of packaging implementation - This section should be the date of which your product is expected to be packaged or sold.
- Email Contact - Enter email address where you want approval/denial to be sent

| <u>PACKAGE REVIEW FORM – CRA ENFORCEMENT</u> | |
|--|--|
| General Information | |
| Licensee Legal Name: <input type="text"/> | Licensee Number (e.g., AU-R-000000): <input type="text"/> |
| Packaging applies to: <input type="checkbox"/> Medical (MMFL) Only <input type="checkbox"/> Adult-Use (AU) Only <input type="checkbox"/> Both MMFL and AU | Date of packaging implementation: <input type="text"/> |
| Email contact (this is where your response will be sent) <input type="text"/> | |

Package Review Form Instructions

- **Item(s) Being Submitted:** Select the checkbox for proposed packaging and supporting documentation if applicable
- **Provide a Detailed Description of the Packaging Being Submitted:** Include details of the request and any specific concerns you want addressed.

| Item(s) Being Submitted |
|---|
| <p><input type="checkbox"/> Proposed packaging</p> <p><input type="checkbox"/> Documentation that the packaging is compliant with R 420.403(10) Supporting Documentation could include information from the packaging company showing compliance.</p> |
| Provide a Detailed Description of the Packaging Being Submitted |
| <p>10 in <</p> |

Package Review Form Instructions

Person Completing Form

Signature & Declaration: Complete all fields in this section.

- *Printed Name* - Provide the name of the person who is submitting the form.
- *Date* - Provide the date the form was completed.
- *Affiliation to Licensee* - Provide the affiliation that the person signing the form has with the Main Applicant/Licensee.

Signature & Declaration

I attest the information I provided on this reporting form is true and accurate and that I will comply with the requirements of the Medical Marihuana Facilities Licensing Act (MMFLA) and/or the Michigan Regulation and Taxation of Marihuana Act (MRTMA) and associated rules. I understand that falsified or fraudulent information could subject the licensee to disciplinary action as provided in the MMFLA, MRTMA, and associated rules, up to and including license revocation.

Printed Name:

Date:

Affiliation to Licensee:

Package Review Form Instructions

Submitting the Form

Package Review Form Instructions

- Go to www.Michigan.gov/CRAonline
- Enter **User Name or E-mail**.
- Enter **Password**.
- Select **Sign In**.

The screenshot shows the top navigation bar with links for "Announcements", "Register for an Account", and "Login". Below this is a secondary navigation bar with "Home" (highlighted), "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Complaints & License Maintenance", and "Registry Cards". A blue bar contains an "Advanced Search" link. The main content area is titled "Sign In" and features two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". A "Forgot Password?" link is located below the password field. A checkbox labeled "Remember me on this device" is positioned above the "Sign In" button, which is a prominent blue rectangle. Three green arrows are overlaid on the image: one points to the user name field, another points to the password field, and a third points to the "Sign In" button.

Package Review Form Instructions

Select appropriate license

- Select the appropriate license type – Medical Facility Licensing or Adult-Use Establishment Licensing



- Select *appropriate license record or perform a general search for license record.*

Records

Showing 1-3 of 3 | Download results | Add to collection

| <input type="checkbox"/> | Record Number | Record Type | License Name | Address | Expiration Date | Status | Action | Home Delivery | Disciplinary Action |
|-------------------------------------|---------------|------------------------------------|----------------------|-------------------------------------|-----------------|--------|--------|---------------|---------------------|
| <input type="checkbox"/> | AU-G-C-000704 | Class C Marihuana Grower - License | BFS Test Junk | 9999 Fake ST, Lansing MI 48917 | 04/20/2024 | Active | | | |
| <input type="checkbox"/> | AU-P-000676 | Marihuana Processor - License | Green Tree Test, LLC | 456 Clark ST, Lansing MI 48906 | 04/06/2024 | Active | | | |
| <input checked="" type="checkbox"/> | AU-G-A-000183 | Grower - License | Sample Entity, LLC | 115 Windyrush Lane, DeWitt MI 48820 | 09/25/2021 | Active | | | |

Search for Records
Enter information below to search for records.

- License Number
- License Type
- Name of Business
- Doing Business As (DBA) Name
- Address

To see a List of the MRA Complaint Orders and Final Order Stipulations please click [here](#) and select the year.

General Search

Package Review Form Instructions

Select Attachments to upload

- **Verify you have the correct record entity**
- **Select the Record Info: Attachments**

Home Medical Facility Licensing **Adult-Use Establishment Licensing** Complaints & License Maintenance Registry Cards

Create an Application Search Applications

Record AU-G-A-000183: Add to collection

Class A Marihuana Grower - License

Record Status: Active
Expiration Date: 09/25/2021

Record Info ▾

Record Details

Attachments 

Package Review Form Instructions

File Upload

- Select the blue “Add” button to add the form and supporting documentation

Attachments

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;pages;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

| Name | Record ID | Record Type | Entity Type | Type | Size | Latest Update | Action | Entity |
|-------------------|-----------|-------------|-------------|------|------|---------------|--------|--------|
| No records found. | | | | | | | | |



- Select **Add** on the file upload pop out window. Please see next page to continue.

Package Review Form Instructions

Upload Supporting Documents

- **Select** and **Open** the file(s) you wish to upload.
 - Attachments should be uploaded in PDF format.
 - Files should be named according to their document type. For example, the Package Review Form PDF should be named “Package Review Form.”
- Confirm the file(s) are 100% uploaded and select **Continue**.

| <input type="checkbox"/> | Name | Date modified | Type | Size |
|---|---------------------------------------|---------------------|----------------------|--------|
|  | Packaging and supporting documenta... | 12/14/2022 10:57 AM | Microsoft Excel W... | 13 KB |
|  | Packaging Form - PDF | 5/22/2023 1:26 PM | Kofax Power PDF ... | 246 KB |

File Upload

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;n are disallowed file types to upload.

| | |
|----------------------------|------|
| Criminal Documentation.pdf | 100% |
| Reporting Form.pdf | 100% |

Continue **Add** **Remove All**

Package Review Form Instructions

Upload Supporting Documents

- Select document **Type**.
 - For a package review, select Packaging Review
- Select **Save**.
- **You must repeat the process for all applicable documents and supporting documentation.**

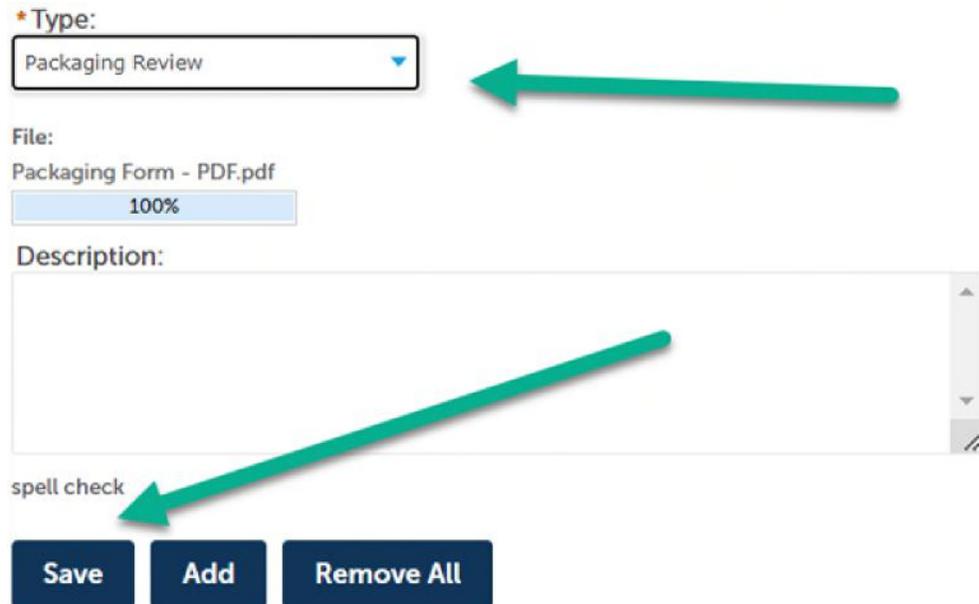
* Type:
Packaging Review

File:
Packaging Form - PDF.pdf
100%

Description:

spell check

Save Add Remove All



Package Review Form Instructions

Upload Supporting Documents and Saving Form

- After the package review form and all supporting documentation has been added and saved you can verify the list of attachments to confirm your submission is complete. It will take a few minutes before these changes are reflected.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record AU-G-A-000183: Add to collection

Class A Marihuana Grower - License

Record Status: Active
Expiration Date: 09/25/2021

Record Info ▾

Attachments

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;dll;doc;docx;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;pages;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

| Name | Record ID | Record Type | Entity Type | Type | Size | Latest Update | Action | Entity |
|--------------------------|---------------|------------------------------------|-------------|------------------|-----------|---------------|-----------|--|
| Packaging Form - PDF.pdf | AU-G-A-000183 | Class A Marihuana Grower - License | Record | Packaging Review | 245.37 KB | 05/22/2023 | Actions ▾ | Class A Marihuana Grower - License - AU-G-A-000183 |

Package Review Form Instructions

- After review, you will receive an approval or a denial of your package review via email. If your submission is denied, your denial email will include specific reasons why.
- To avoid a denial for incomplete requests, please submit **all of** the required supporting documentation with the original Package Review Form.



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