



Package Review Form Instructions

Package/Label Review Process

Cannabis Regulatory Agency
517-284-8599
[Michigan.gov/CRA](https://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 marihuana infused:

The Cannabis Regulatory Agency performs informal packaging review on marihuana-infused products and edible marihuana products based on restrictions and requirements of Administrative Rule 420.403. We do not perform informal packaging review on other marihuana 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
<div><input type="checkbox"/> Proposed packaging</div> <div><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.</div>
Provide a Detailed Description of the Packaging Being Submitted
<div></div>

10 in <

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 Michigan CRAonline website interface. At the top right, there are links for "Announcements", "Register for an Account", and "Login". Below these, a navigation bar includes "Home" (highlighted with a dropdown arrow), "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Complaints & License Maintenance", and "Registry Cards". A blue bar below the navigation contains the text "Advanced Search". The main content area is titled "Sign In". It features two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". Green arrows point to these fields. Below the password field is a link for "Forgot Password?". A checkbox labeled "Remember me on this device" is located below the "Forgot Password?" link. At the bottom, a large blue button labeled "Sign In" is highlighted with a green arrow.

Announcements Register for an Account Login

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

Advanced Search

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

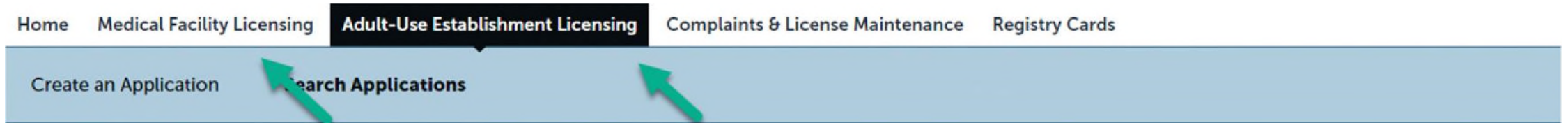
☐ Remember me on this device

Sign In

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	Marihuana 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

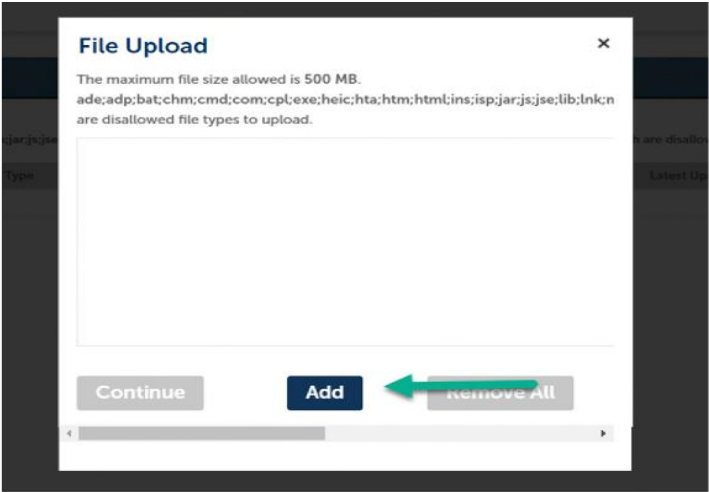
Attachments

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;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
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.***

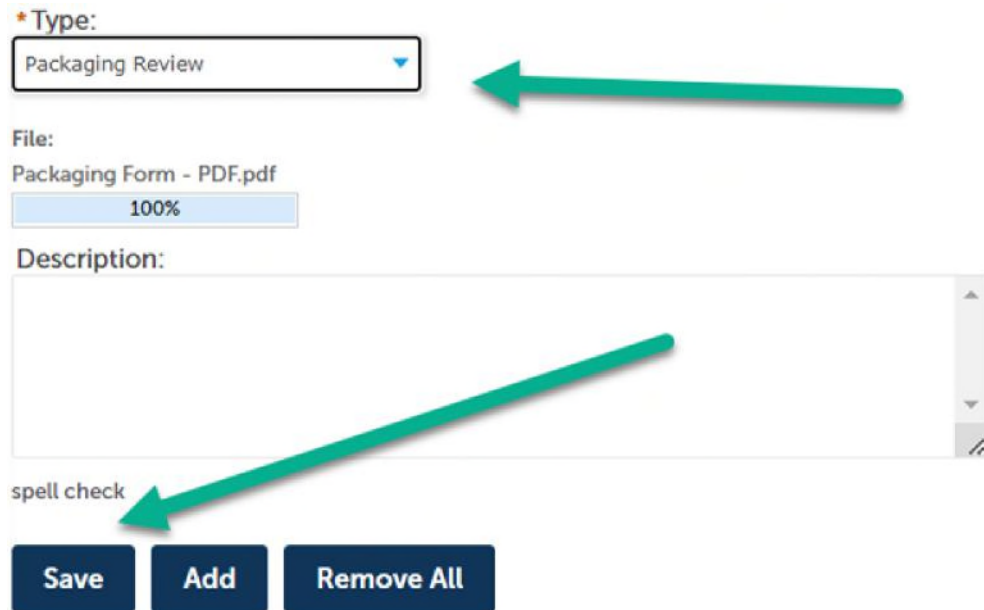
*Type:
Packaging Review

File:
Packaging Form - PDF.pdf
100%

Description:

spell check


Save Add Remove All


A screenshot of a web form titled "Package Review Form Instructions" with a subtitle "Upload Supporting Documents". The form contains a dropdown menu for "Type" with "Packaging Review" selected, a file upload section showing "Packaging Form - PDF.pdf" at 100% completion, a large text area for "Description", and a "spell check" link. At the bottom are three buttons: "Save", "Add", and "Remove All". Two green arrows are overlaid on the image: one points from the right to the "Type" dropdown, and another points from the bottom right to the "Save" button.

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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