

Laboratory Inspection Form Updated June 2023 (Version 3.0)

	OMMA Information				
Prin	nary Inspector:	Inspection Date:			
Seco	ondary Inspector:	Arrival Time:			
Tert	iary Inspector:	Inspection Type: Laborator	У		
Oth		Pre-Licensure (PL)	Follow-up Inspection (FU)		
		Routine Announced (RA)	Complaint Response (CR)		
	Busine	ess Information			
OM	MA License #	Facility Address:			
	ness Name:	,			
Trac	de Name (DBA):				
Haza	ardous or Non-Hazardous?	City:			
E-M	ail:	Zip Code:			
	Contact Information of Busin	ness Representative Preser	nt at Inspection		
		Contact Phone:			
Last	Name:	Contact E-mail:			
	 When potential violation(s) are observed, evidence of 	NOTES f such potential violation sh	ould be collected, unless it is not	: possible.	
	 Not Applicable includes not at the time of inspection, licent 	see doesn't perform or hasi	n't performed action at the time	of inspection.	
	General Observations & Premises	Potential Violation(s) Observed	No Potential Violation(s) Observed	Not Applicable	
1	Is the appropriate OMMA laboratory license conspicuously posted on the premises?				
	OAC 442:10-5-1.1(1)				
2	Are the records and information maintained in the laboratory's online OMMA license account correct, including, but not limited to, the following?				
	(a) Physical address of licensed premises(b) Mailing address(c) Contact information				
	(d) Ownership information (e) Certificate of Compliance				
	(f) Using a different trade name or DBA OAC 442:10-5-1.1(7)				
3	Is the laboratory using any trade name (or DBA) that is not on file as a trade name with OMMA?				
4	OAC 442:10-5-3(d)(3); OAC 442:10-5-1.1(7) If the laboratory has medical marijuana on the premises, does the				
4	laboratory have an active OBNDD registration that has been issued to an owner and reflects the proper premises address?				
	Note: If the laboratory does not have medical marijuana on the premises, mark "N/A" as the appropriate answer.				
	OAC 442:10-1-5(c)				
5	Does the laboratory have appropriate security measures to deter and prevent unauthorized entrance into areas containing marijuana and the theft and diversion of marijuana?				
	OAC 442:10-6-1(a)				
	Transportation and Inventory Tracking	Potential Violation(s) Observed	No Potential Violation(s) Observed	Not Applicable	
6	Does the laboratory have policies, protocol, or procedures for receipt, handling, and disposition of samples of usable marijuana?				
	OAC 442:10-8-2(i)(3)				
7	Do all individuals transporting marijuana have a current and valid transport agent license?				
	OAC 442:10-3-1(f): OAC 442:10-3-3(a)				

	*When lab is collecting samples			
	OAC 442:10-8-3(a)(3)			
9	Does the licensee and transporter agent(s) implement appropriate security measures to deter and prevent theft/diversion of marijuana during transportation?			
- 12	OAC 442:10-3-2(e); OAC 442:10-6-1(a)			
10	Does the laboratory transport and store samples in a manner that prevents degradation, contamination, and tampering?			
	OAC 442:10-8-3(a)(7); OAC 442:10-8-3(d)(1)			
11	Is each transport vehicle equipped with GPS trackers that are capable			
	of storing and transmitting GPS data?			
	Note: The use of cell phones for GPS tracking does not meet this requirement.			
	63 O.S. § 427.16(J)(1); OAC 442:10-3-2(b)(1)			
12	Do all transportation vehicles have a shipping container that locks, is shielded from public view, and is clearly labeled "Medical Marijuana or Derivative"?			
	63 O.S. § 427.16(J)(2); OAC 442:10-3-2(a)(1)			
13	Does the licensee have the following information for each sales			
	transaction or transfer? (1) Name, license number, address, and phone number of all			
	licensees involved;			
	(2) Quantity and type of medical marijuana;			
	(3) Batch number(s);			
	(4) Transaction date;(5) Monetary value, including total sales/purchase amounts;			
	(6) Point-of-sale and tax records; and			
	(7) Transportation manifests and other documentation related to			
	transporting the medical marijuana.			
	OAC 442:10-5-6(b)(3); OAC 442:10-8-3(a)(9)			
14	Does the licensee maintain copies of all transportation manifests for			
	medical marijuana/medical marijuana products on site for at least 7 years from the date of receipt?			
	Note: This includes originating manifests for items transported by the licensee and received manifests for items transported to the licensee.			
	OAC 442:10-3-6(f)			
	Sampling and Testing	Potential Violation(s)	No Potential Violation(s)	Not Applicable
15	Do laboratory originating manifests contain the following	Observed	Observed	
	information:			
	(1) The license number, business name, address, and contact			
	information of the originating licensee; (2) The license number, business name, address, and contact			
	information of the commercial transporter, grower, processor,			
	dispensary, laboratory, research facility, or education facility			
	transporting the medical marijuana if such licensee is not the originating licensee;			
	(3) A complete inventory of the medical marijuana and medical			
	marijuana products to be transported, including the quantities by			
	weight or unit of each type of medical marijuana and medical			
	marijuana products and the batch number(s); (4) The date of transportation and the approximate time of			
	departure;			
	(5) Printed names, signatures, and transporter agent license			
	, , , , , , , , , , , , , , , , , , , ,			
	authorizing the transport; and			
	(7) The license number(s), business name(s), address(es), and			
	contact information for all end point recipients.			
	OAC 442:10-3-6(b)(1)(A-G); OAC 442:10-8-3(a)(9)			
	departure; (5) Printed names, signatures, and transporter agent license numbers of personnel accompanying the transport; (6) Notation of the commercial transporter, grower, processor, dispensary, laboratory, research facility, or education facility authorizing the transport; and			

16	Do received manifests contain the following information:	
	(1) The license number, business name, address, and contact	
	information for the receiving licensee; (2) The license number, business name, address, and contact	
	(2) The license number, business name, address, and contact information of the originating licensee;	
	(3) The license number, business name, address, and contact	
	information of the commercial transporter, grower, processor,	
	dispensary, laboratory, research facility, or education facility	
	transporting the medical marijuana if such licensee is not the	
	originating licensee;	
	(4) A complete inventory of the medical marijuana and medical	
	marijuana products delivered to the receiving licensee, including the quantities by weight or unit of each type of medical marijuana and	
	medical marijuana products and the batch number(s);	
	(5) The date and estimated time of arrival;	
	(6) The printed names, signatures, and transporter agent license	
	numbers of the personnel accompanying the transport; and	
	(7) The printed names, titles, and signatures of any personnel	
	accepting delivery on behalf of the receiving licensee.	
	OAC 442:10-3-6(b)(2)(A-G)	
17	Has the licensee accepted any medical marijuana that was not	
	accompanied by a transportation manifest?	
	0.00 4.42.40 2.6/5	
10	OAC 442:10-3-6(h)	
TQ	If the licensee has refused to accept medical marijuana, did the licensee fully document all of the following information in the	
	transportation manifest accompanying the rejected items?	
	(1) Complete inventory of items being returned	
	(2) Batch number of items being returned	
	(3) Date and time of the refusal	
	(4) Confirmation of return to originating licensee	
	Note: The license number, business name, address, and contact	
	information of the licensee must also be documented in a rejection	
	but are already required to be included on the manifest.	
	0.0.4.0.4.0.0.5(.)(0)	
	OAC 442:10-3-6(g)(2)	
19	Does the laboratory store and analyze the primary and reserve	
	sample separately?	
	OAC 442:10-8-3(a)(6)	
20	Does the laboratory have sampling protocols and procedures that are appropriate for each test method and each type of matrix?	
	are appropriate for each test method and each type of matrix?	
	OAC 442:10-8-3(c)(2)	
21	Is the sampling protocol signed by the laboratory director and	
	include any revision dates and authors?	
	OAC 442:10-8-3(c)(4)	
22	Does the sampling protocol have:	
	A) Step-by-step guide for obtaining samples from each matrix type	
	B) Protocols for ensuring contaminants are not introduced during	
	sampling, including protocols relating to the sanitizing of equipment	
	and tools, protective garb, and sampling containers	
	C) Accepted test sample types	
	D) Minimum test sample size	
	E) Recommended test sample containers F) Test sample labeling	
	G) Transport and storage conditions as appropriate to protect the	
	physical and chemical integrity of sample	
	H) Other requirements designed to protect sample integrity	
	Chain-of-custody documentation for each sample?	
	OAC 442:10-8-3(c)(3)(A-I)	
23	Does the laboratory keep reserve samples for at least 30 days?	
	0.4.5.4.0.4.0.0.2.4.11/53	
24	OAC 442:10-8-3 (d)(3) Is all inventory properly tagged?	
24	is an inventory properly tagged:	
	OAC 442:10-5-6(f)(3)(A)	

25	Does licensee ensure they have an adequate supply of RFID tags?			
	OAC 442:10-5-6(f)(3)(B)			
26	Do the RFID tags on hand have the legal name and correct license number of the lab?			
	OAC 442:10-5-6(f)(3)(c)			
27	Does licensee reuse RFID tags?			
	OAC 442:10-5-6(f)(3)(H)			
28	Does licensee ensure all on-premises and in-transit marijuana and marijuana product inventories are reconciled by each day at close of business?			
	OAC 442:10-5-6(f)(2)			
	,	Potential Violation(s)	No Potential Violation(s)	
	Inventory Tracking Admin & Users	Observed	Observed	Not Applicable
29	Does licensee have at least 1 owner, or manager, who is an inventory tracking system administrator?			
	OAC 442:10-5-6(g)(1)			
30	Does licensee ensure a new administrator is assigned within 30 business days after there is a change in administrators?			
	OAC 442:10-5-6(g)(3)			
31	Does licensee maintain accurate and complete list of all administrators and employee users?			
	OAC 442:10-5-6(g)(4)			
32	Does licensee ensure all owners and employees are trained and authorized before they access Metrc?			
	OAC 442:10-5-6(g)(5)			
33	Does each administrator and system user have a unique log-in			
	credential that is not used by any other person?			
	OAC 442:10-5-6(g)(7)			
2/	Does licensee ensure access is removed for any administrator or user			
34	Does licensee ensure access is removed for any administrator or user if any such individual is no longer utilizing the system or is no longer employed, within 3 business days?			
34	if any such individual is no longer utilizing the system or is no longer			
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38	Does the laboratory report Pass/Fail at the thresholds stated in OMMA Rules?			
	OAC 442:10-8-1(i)			
39				
	OAC 442:10-8-3(e)(4)(A)			
40	Does the laboratory indicate "Pass" or "Fail" when reporting qualitative results for each analyte?			
	OAC 442:10-8-3(e)(4)(B)			
41	Is "Pass" or "Fail" clear, conspicuous, and easily identifiable in a font size no less than the size of 12pt font and is not in fine print or			
	footnotes?			
	OAC 442:10-8-3(e)(4)(C)			
42	Does the laboratory report results for any analytes that were detected below the analytical method LOQ and list the results for			
	analytes that were detected above the LOQ but below the allowable limit?			
	OAC 442:10-8-3(e)(4)(D)			
43	Does the laboratory indicate "NT" (not tested) for any test that was not performed?			
	not performed:			
44	OAC 442:10-8-3(e)(4)(E) Does the laboratory keep all raw data, documentation, protocols,			
	and final reports for at least 7 years from date of completion of			
	analysis?			
	OAC 442:10-8-2(h)(1)	Potential Violation(s)	No Potential Violation(s)	
	aboratory Quality Assurance and Quality Control	Observed	Observed	Not Applicable
45	Does the laboratory have and implement an LQA program?			
	OAC 442:10-8-4(a)			
46	Does the LQA program include a written LQA manual that addresses the following:			
	A) Quality control procedures, including remedial actions B) Laboratory organization and employee training and			
	responsibilities			
	C) LQA criteria for acceptable performance D) Traceability of data and analytical results			
	E) Instrument maintenance, calibration procedures, and frequency			
	F) Performance and system audits G) Steps to change processes when necessary			
	H) Record retention I) Test procedure standardization			
	J) Method validation			
	OAC 442:10-8-4(a)(1)			
47	Does the laboratory director annually review, amend if necessary,			
	and approve the program and manual when: A) The LQA program and manual are created			
	B) There is a change in methods, lab equipment, or the supervisory			
	or management lab employee overseeing the LQA program			
	OAC 442:10-8-4(a)(2)			
48	Does the laboratory use laboratory quality control samples in the performance of each analysis?			
	performance of each analysis:			
49	OAC 442:10-8-4(b)(1)			
	OAC 442:10-8-4(b)(1)			
	OAC 442:10-8-4(b)(1) Does the laboratory analyze LQC samples in the same manner as the lab analyzes samples of medical marijuana or medical marijuana			
50	OAC 442:10-8-4(b)(1) Does the laboratory analyze LQC samples in the same manner as the lab analyzes samples of medical marijuana or medical marijuana products?			
50	OAC 442:10-8-4(b)(1) Does the laboratory analyze LQC samples in the same manner as the lab analyzes samples of medical marijuana or medical marijuana products? OAC 442:10-8-4(b)(2) Does the laboratory use negative and positive controls for microbial			

21	analytic run:			
	A) Method blank			
	B) Continuing calibration verification			
	C) Laboratory replicate sample			
	D) Matrix spike sample or matrix spike duplicate sample			
	OAC 442:10-8-4(b)(4)			
52	If an analysis is outside the specified acceptance criteria, does the			
	laboratory take steps to remedy the problem until the result is within			
	the specified acceptance criteria?			
	0.10.1.10.10.0.1/1.)/5\			
	OAC 442:10-8-4(b)(5)			
53	Does the laboratory generate a LQC sample report for each analytical			
	run that includes LQC parameters, measurements, analysis date, and matrix? Results must fall within the criteria set forth is Appendix B.			
	matrix: Results must fall within the criteria set for this Appendix B.			
	OAC 442:10-8-4(b)(6)			
54	Are reagents, solutions, and reference standards:			
	A) Secured in accordance with the lab's storage policies; labeled to			
	indicate identity, date received or prepared, and expiration or requalification date; and where applicable, concentration or purity,			
	storage requirements, and date opened			
	B) Stored under appropriate conditions to minimize degradation or			
	deterioration of the material			
	C) Used only within the item's expiration or requalification date			
	OAC 442:10 9 4(a)(1): OAC 442:40 9 2(i)(5)			
	OAC 442:10-8-4(c)(1); OAC 442:10-8-2(i)(5)	Potential Violation(s)	No Potential Violation(s)	
	Reagents & CRM's	Observed	Observed	Not Applicable
55	Does the laboratory properly dispose of deteriorated or outdated			
	reagents and solutions in compliance with federal, state, and local regulations?			
	regulations:			
	OAC 442:10-8-4(c)(2)			
56	Does the laboratory acquire commercial reference standards for			
	cannabinoids and other chemicals or contaminants?			
	OAC 442:10-8-4(c)(3)			
57	If the laboratory internally produces reference standards, did they			
	utilize standard analytical techniques to document the purity and			
	concentration of the produced reference standards?			
	0.0.4.0.40.0.47.170			
Ε0	OAC 442:10-8-4(c)(3)			
58	Does laboratory have a certificate of analysis for each lot of reference standard?			
	OAC 442:10-8-4(c)(4)			
C	General Operating Requirements and Procedures	Potential Violation(s) Observed	No Potential Violation(s) Observed	Not Applicable
59	Does the laboratory only perform testing for analytes in which they			
	have accreditation?			
	0.00 443:10 9 3/h)			
60	OAC 442:10-8-2(b) For outsource testing, does the laboratory only send samples to			
50	another licensed laboratory?			
	,,.			
	OAC 442:10-8-1(a); OAC 442:10-8-2(b)			
61	Does the laboratory review proficiency testing failures and			
	determine a root cause for failure? Does the laboratory review test			
	sample results to determine the potential impact of failed proficiency			
	test challenges?			
	OAC 442:10-8-2(c)(3); OAC 442:10-8-2(c)(6); OAC 442:10-8-2(g)(4)			
62				
	Does the lab operate when the laboratory director is not on site?			
	Does the lab operate when the laboratory director is not on site? OAC 442:10-8-2(f)			
63				
63	OAC 442:10-8-2(f)			
63	OAC 442:10-8-2(f) Do deviations from the laboratory's operating standards occur			

64	Does the equipment used for analysis have a Limit of Detection	
	(LOD) capable of detecting the quantities at or below 50% of the	
	thresholds listed in OAC 442:10-8-1(h) and Appendix A?	
	OAC 442:10-8-2(g)(1)	
65	Is the equipment adequately inspected, cleaned, and maintained?	
	OAC 442:10-8-2(g)(2)	
66	Does the laboratory have documented procedures detailing the	
	methods and schedules to be used in the routine inspection, cleaning, maintenance, testing, and calibration of equipment and	
	remedial action to be taken in the event of failure or malfunction of	
	equipment?	
	OAC 442:10-8-2(g)(3); OAC 442:10-8-2(i)(4)	
67	Does the laboratory keep detailed records of all inspection,	
	maintenance, testing, and calibrating operations?	
	OAC 442:10-8-2(g)(4)	
68	Do the detailed records of inspection, maintenance, testing, and	
	calibrating operations include the following?: 1) Date of the operation	
	2) Person who performed it	
	3) Written procedures used and any deviations from the written	
	procedure	
	OAC 442:10-8-2(g)(4)	
69	Do records of non-routine repairs performed on equipment include	
	the following: 1) Nature of the repair	
	2) How and when the need for the repair was discovered	
	3) Any remedial action taken in response to the repair	
	4) Written assessment of the validity of the results obtained previous	
	to the failure	
	OAC 442:10-8-2(g)(4)	
70	Does the computer systems used ensure that electronic records, electronic signatures, and hand written signatures executed to	
	electronic records are trustworthy, reliable, and generally equivalent	
	to paper records and handwritten signatures executed on paper?	
	to paper records and name of paper.	
	OAC 442:10-8-2(g)(5)	
71	Is the methodology employed by the laboratory appropriate for its	
	intended purpose? Can a result reported by a laboratory on a COA be obtained using the laboratory's stated methodology?	
	be obtained using the laboratory's stated methodology:	
	OAC 442:10-8-2(i)(8); OAC 442:10-8-2(g)(4)	
72	Is there evidence of any employee or owner improperly influencing	
′′	the testing process?	
	OAC 442:10-8-2(d)	
73	Is there evidence of any employee or owner improperly manipulating	
	data?	
	046 442 40 0 27 13	
L_	OAC 442:10-8-2(d)	
'4	Does laboratory have documentation demonstrating that the staff is competent in the processes the staff member performs?	
	competent in the processes the stail member periorilis:	
	OAC 442:10-8-2(i)(8)	
75	Does the laboratory have the following personnel documentation:	
	1) Employment records	
	2) Job descriptions	
	3) Education	
	4) Training requirements of the lab	
	5) Documentation of education and training provided to staff for the	
	purpose of performance of assigned functions	
	OAC 442:10-8-2(i)(1)	
76	Does the laboratory have a policy to prevent the existence of or	
	appearance of undue commercial, financial, or other influences	
	that may diminish the competency, impartiality, and integrity of the	
	testing processes or results of the laboratory?	
	0.00 4.42.40 0. 2/-1/	
I	OAC 442:10-8-2(d)	

	Does the laboratory notify the Department within seven (7) business			
	days when there is a change in laboratory director?			
	,			
	OAC 442:10-8-2(f)(4)			
78	Does laboratory comply with Occupational Safety and Health			
	Administration Standard 29 CFR 1910.1450?			
	OAC 442:10-8-2(e)			
79	Does the laboratory have policies for data recording, review, storage,			
	and reporting?			
	0.4.0.4.0.0.0.0.0(1)(0)			
	OAC 442:10-8-2(i)(9)			
80	Does the laboratory have a designated individual who is responsible for record maintenance?			
	for record maintenance:			
	OAC 442:10-8-2(h)(2)			
81	Does the laboratory maintain records:			
"	1) In a manner that allows retrieval, as needed			
	2) Under conditions of storage that minimize deterioration			
	throughout the retention period			
	3) In a manner that prevents unauthorized alteration			
	OAC 442:10-8-2(h)(3)			
82	Does the laboratory submit to the Department, within thirty days of			
	an accrediting entity's assessment, the results of any proficiency			
	testing or an accrediting entity's audit?			
	OAC 442:10-8-2(k)			
		Potential Violation(s)	No Potential Violation(s)	
	Licensed Premise Standards	Observed	Observed	Not Applicable
83	Does workspace have adequate lighting, water, gas, vacuum, and			
	electrical outlets?			
	OAC 442:10-8-2(I)(1)			
84	Are instruments, computer systems, and equipment placed in			
	locations where their operation is not affected adversely by physical			
	or chemical factors?			
	OAC 442:10-8-2(I)(1)			
85	Are equipment tops used as workbench space?			
"	The equipment tops used as worksent space.			
	0.00 4.42.40 8.2(1)(4)			
	OAC 442:10-8-2(I)(1)			
86	OAC 442:10-8-2(I)(1) Is lighting/backgrounds appropriate for visual interpretation of test			
86				
86	Is lighting/backgrounds appropriate for visual interpretation of test results?			
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88 89 90	Is lighting/backgrounds appropriate for visual interpretation of test results? OAC 442:10-8-2(I)(2) Is there a system in place which ensures that the ventilation system properly removes vapors, fumes, and excessive heat as appropriate for the type of testing done? OAC 442:10-8-2(I)(3) Is there an adequate, stable electrical source maintained at each testing location that meets the power requirements for each piece of equipment? OAC 442:10-8-2(I)(4) Is the lab designed to minimize contamination of samples, equipment, instruments, reagents and supplies? OAC 442:10-8-2(I)(5) If the lab performs molecular amplification procedures, do they have a mechanism to detect cross-contamination of specimens? OAC 442:10-8-2(I)(5) Are reagents prepared in an area that is separate from where specimens are processed, prepared, amplified, and detected to prevent contamination? OAC 442:10-8-2(I)(6) Waste Are analyzed test samples held in a controlled access area pending			Not Applicable
88 89 90	Is lighting/backgrounds appropriate for visual interpretation of test results? OAC 442:10-8-2(I)(2) Is there a system in place which ensures that the ventilation system properly removes vapors, fumes, and excessive heat as appropriate for the type of testing done? OAC 442:10-8-2(I)(3) Is there an adequate, stable electrical source maintained at each testing location that meets the power requirements for each piece of equipment? OAC 442:10-8-2(I)(4) Is the lab designed to minimize contamination of samples, equipment, instruments, reagents and supplies? OAC 442:10-8-2(I)(5) If the lab performs molecular amplification procedures, do they have a mechanism to detect cross-contamination of specimens? OAC 442:10-8-2(I)(5) Are reagents prepared in an area that is separate from where specimens are processed, prepared, amplified, and detected to prevent contamination? OAC 442:10-8-2(I)(6) Waste			Not Applicable Not Applicable
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93 Do all packages of waste have an RFID tag affixed to them?			
OAC 442:10-5-6(f)(8)			
94 Is any portion of medical marijuana or medical marijuana product			
test sample that is not destroyed during analysis:			
A) Returned to the licensed individual or entity that provided samp	ole		
after required retention period			
B) Transported to a state or local law enforcement office			
C) Disposed of in accordance with OAC 442:10-5-10			
OAC 442:10-8-3(d)(4)			
Final Observations	Potential Violation(s) Observed	No Potential Violation(s) Observed	Not Applicable
95 Were you given access to enter and inspect the licensed premises?)		
OAC 442:10-8-2(j); OAC 442:10-5-1.1(3)			
J ,,			
96 Did you observe or encounter any evidence of onsite consumption	of		
alcohol or the smoking/vaping of medical marijuana?			
0.00.443.40.5.46(.)			
OAC 442:10-5-16(a)			
97 Are all employees observed at least 18 years of age or older?			
OAC 442:10-5-16(b)			
98 Were any minors under eighteen (18) present at the licensed			
premises without a parent or legal guardian?			
OAC 442:10-5-15			
99 Did the laboratory have records onsite and readily accessible?			
OAC 442:10-8-2(i)(1)-(11); OAC 442:10-8-2(j)			
100 Were you threatened or harmed in any way?			
OAC 442:10-5-16(h)			
The questions and selected responses	•	•	
marijuana and documents observed, re			
at the licensed premises. They are not	•	•	
Post-Inspection Assessment	Potential Violation(s) Observed	No Potential Violation(s) Observed	Not Applicable
Were potential violation(s) observed?			
(List Question #s of potential violation(s) observed.)			
Does the licensee submit monthly reporting each month in the manner prescribed by the department?			
Additional comments, concerns, observations, or other issues:			
Inspector Signature:	Inspection Completion Ti	me:	