



WSLCB Topics and Trends

News and tips for the industries we regulate

Message from the LCB Cannabis Manager Kevin Milovac

The Cannabis Licensing Unit continues its improvement efforts by focusing on the licensing process as a whole – from start to finish. We are committed to eliminating redundancies, finding out where barriers are, and to making the application process as smooth as possible. We are always looking to find ways to improve. To accomplish these goals, we need your feedback. Please take a few minutes to send us your thoughts on the following:

- What part of the licensing process did you find most challenging?
- What resources would have helped you?
- Were there any resources that did help you?
- If yes, what were they?
- How can we better assist applicants through the licensing process?



Please send me your responses. I look forward to hearing from you!

Kevin Milovac – Cannabis Licensing Manager Email:

kevin.milovac@lcb.wa.gov

Work cell phone - 360-338-2881

Monday - Thursday 7:00 am - 4:30 pm

Friday 7:00 am – 11:00 am

LCB has New Communication Tool -Microsoft Teams

The Cannabis Licensing team is piloting a new communication option. The agency recently began using Microsoft Teams. We want to see if using this tool is helpful for licensees to use while working with their licensing specialist. If you would like to try this feature ask your licensing specialist about it. We can do phone calls and chat messages on this application.

Once you are assigned to a licensing specialist, they can send you a calendar invitation with a Microsoft Teams link in it. Once you have connected for the first time, you will be able to connect through the application going forward.

During the initial contact you can establish a chat between you and your specialist. We are hoping that this feature will help with quick status updates and questions either party may have.

Please let us know if you have any questions about this at:

marijuanalicensing@lcb.wa.gov.



Cannabis Licensing Team Schedule and Contact Information

Some of you have asked how to contact your Licensing Specialist. The information below provides the names, email, phone numbers, and schedules for the Cannabis Licensing Team.

However, most question can be answered by calling the General Phone line at 360-664-1600.

General Cannabis Licensing Question Email:

MarijuanaLicensing@lcb.wa.gov

General Questions by Phone: 360-664-1600

If you have an open application and need to speak directly to your assigned Licensing Specialist call them at their number listed in the chart next to this article.

Licensing Specialists:

Tamara Barger tamara.barger@lcb.wa.gov	360-664-1653	Monday - Friday 7:30 am - 4:00 pm
Lauren Ware lauren.ware@lcb.wa.gov	360-664-1788	Monday - Friday 7:30 am - 4:00 pm
Kayden Goodwin kayden.goodwin@lcb.wa.gov	360-664-4512	Monday - Friday 8:00 am - 5:00 pm
Blake Skidmore blake.skidmore@lcb.wa.gov	360-664-1780	Tuesday - Friday 7:30 am - 6:00 pm
Bill Clark william.clark@lcb.wa.gov	360-664-1745	Monday - Thursday 6:30 am - 5:00 pm
Allen Wambold allen.wambold@lcb.wa.gov	360-664-1649	Tuesday - Friday 6:00 am - 4:30 pm
Jamie Routh jamie.routh@lcb.wa.gov	360-664-1706	Monday - Friday 8:00 am - 4:30 pm
Rebecca Wrynn rebecca.wrynn@lcb.wa.gov	360-664-1707	Monday - Thursday 7:00 am - 5:30 pm
Aimee Becker aimee.becker@lcb.wa.gov	360-664-9826	Tuesday - Friday 6:00 am - 4:30 pm
Warren Robertson warren.robertson@lcb.wa.gov	360-664-1649	Monday - Friday 8:00 am - 5:00 pm
Sarah Worley sarah.worley@lcb.wa.gov	360-664-1610	Monday - Thursday 6:00 am - 4:30 pm
Doug Gibb doug.gibb@lcb.wa.gov	360-664-1605	Monday - Friday 8:00 am - 5:00 pm
Erik Jennings erik.jennings@lcb.wa.gov	360-664-1659	Tuesday - Friday 6:00 am - 4:30 pm

Licensing Supervisors:

Shannon Angell shannon.angell@lcb.wa.gov	360-664-4539	Monday - Thursday 8:00 am - 5:30 pm Friday 8-5/Off every other Friday
Linda Brock linda.brock@lcb.wa.gov	360-664-4521	Monday - Friday 8:00 am - 5:00 pm

Changes in COVID-19

On June 30 or sooner (if the state reaches 70% vaccination coverage), most business restrictions will be lifted. You can find out more on the [state's website](#).

While the state restrictions are likely to be lifted on June 30, the LCB Legal/Policy Team is currently discussing the allowances made during this period. These allowances will not end June 30.



We will soon communicate the ending date for each allowance. Please be sure to check all messages from LCB.

Build-Out and Final Documents

As part of the license process, applicants sometimes require additional time to complete construction, permitting, or to gather signatures on documents required for final approval. If your application requires additional time after you submit the required documents or information, your licensing specialist will provide you with written notification that your application has been moved to either a “build out” status or “final documents required” status. In these statuses, you will be required to submit updates with proof of progress every 30 days, as well as provide an estimated time for completion. If at any time your plans change from your original application, or you have questions, be sure to reach out to your licensing specialist for additional information or clarification.



Update on Social Equity in Cannabis Task Force Work

In 2020, the LCB requested that the Legislature create a social equity program to allocate licenses to persons of color who were disproportionately impacted by the war on drugs. Our [agency request bill](#) was passed into law. As the law is implemented, before the LCB (which will issue licenses) and the Department of Commerce (which



Washington State
Liquor and Cannabis Board

Fact Sheet

Bill Description: Allowing additional marijuana retail licenses for social equity purposes.

Bill Number: E2SHB 2870

Bill Sponsor: Representative Eric Pettigrew, by request of Liquor and Cannabis Board

Effective Date: June 11, 2020

Amends: RCW 69.50.540; RCW 69.50.325; adds new sections to chapter 69.50 RCW and a new section to chapter 43.330 RCW

administers a grant program to support social equity applicants) can start to implement this program, some other steps need to occur.

The LCB will need to receive guidance on certain important details about how the program should be set up from the [Social Equity in Cannabis Task Force](#). The law that created the social equity in cannabis program also created this Task Force to steer the process of developing program details. They are now working hard to create their recommendations to our two agencies, so we can start the program.

The LCB has not accepted new applications for any cannabis producer, processor or retail licenses in several years. The task force has work ahead that we don't know yet know who will be eligible to apply. The law intentionally left out several important details the program needs in order to operate. The purpose for that was to ensure the Task Force, not the LCB, would have the key role in shaping the program.

No one knows for sure how long the Task Force will need to complete its recommendations. When it does, the LCB will need at least additional months to adopt regulations and prepare to open for applications. It is unlikely that the program will be ready to open before the end of the year. Please be sure to follow the work of the Task Force on their website: Social Equity in Cannabis Task Force: [Governor's Interagency Council on Health Disparities \(wa.gov\)](#) and sign up for their distribution list so that you get notifications of their meetings and other activities.

Is that Customer Under Age 21? Compliance Checks at All Cannabis Retailers

After a hiatus during COVID-19, the Enforcement and Education Division has resumed regular compliance checks of retail cannabis stores. Working with underage investigative aides, the goal of LCB's Education and Enforcement officers, is to do at least one compliance check at every retail cannabis business in the state. In advance of these checks, LCB recommends that licensees review and remind employees about best practices for avoiding an illegal sale to a minor. The LCB website has several educational tools for you to read and share.

Website Links:

- Responsible Cannabis Sales [Video](#)
- Acceptable Identification – [What you can accept as proof of age](#)
- Responsible Cannabis Sales – [PDF of course slides](#)

Compliance checks are proven tools to reduce the sale of age-restricted products to minors. Investigative aides, ages 18-20 years, assist officers with compliance checks and must either present their true identification or none at all if asked by a clerk.



What Happens After My Final Inspection?

Even though it is called “final inspection,” your inspection is not the last step of the licensing process. After you pass the inspection, your file is returned to the Licensing Division for final processing, and then final approval. After your inspection your licensing specialist may need additional documents, such as an updated floor plan or a Certificate of Insurance. They will let you know if anything else is needed before final approval.

Applications for new licenses and assumptions will then be sent for fee collection. You will receive an email invoice from the Finance Division within seven business days. If you don't receive it, check your junk or spam email folders. Once you have paid the license fees, your file will be sent for final approval.

Once your file is sent to final approval, you will receive an approval letter via email within 5 business days. If you are getting a new license from the Department of Revenue (DOR), it should arrive by US mail within two weeks. You can also access your business license from [DOR online](#) one week after you receive the approval email.

Please contact your licensing specialist if you have questions about any of the steps in the approval process.



Administrative Penalties

For safety reasons, the LCB paused compliance checks during the COVID-19 restriction period. We recently notified licensees that we are resuming them and to state vigilant. Early checks across all LCB-regulated industries indicate a drop in compliance.

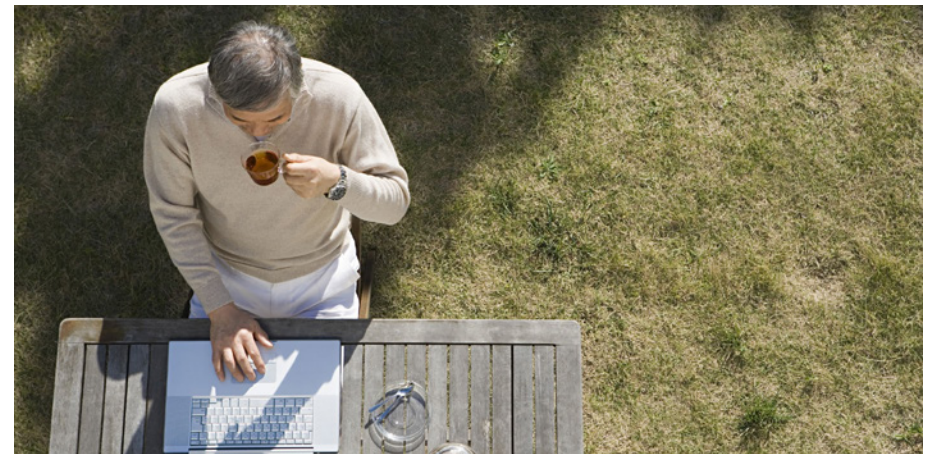
Enforcement officers are empowered to issue Administrative Violation Notices to businesses that fail compliance checks. Fines or temporary license suspensions can be issued depending on the severity of the infraction and/or the frequency with which a business has been cited.

Sales to minors are considered the most serious violations because they present a threat to public safety. Businesses cited for sale to a minor face a 10-day suspension or \$2,500 fine. A second violation within three years requires a 30-day suspension with no monetary option. Businesses who receive three public safety violations within three years can face license cancellation.



Changing your Entity or Trade Name?

Cannabis licensees are required to report changes to their entity name or trade name to the LCB. Licensees can notify the WSLCB of these changes by submitting a Change Entity Name and/or Trade Name application, which is available [on-line here](#). In addition, any changes to an entity name



(where the UBI remains the same) must be registered with the [Secretary of State's](#) office and trade names must be registered with Dept. of Revenue's [Business License Services](#).

Cannabis Legislation: What Happened in the Legislature this Year?

During the recent legislative session, several bills related to cannabis were considered. Each year, we summarize the bills that passed that are relevant to our stakeholders. You can find the fact sheets on the LCB website [here](#).

This year, there are two new laws relevant to the cannabis industry.

1. **Modifying social equity in cannabis programs**
(Task Force scope and membership)

Bill ESHB 1443

The full ESHB 1443 is on the state's website and LCB's Fact Sheet for ESHB 1443 is available [here](#).

2. **Modifying Testing and Creating a Hemp Processor Registration and Hemp Extract Certification**

Bill Number: ESB 5372

The bill has other impacts for WSDA and hemp processors which are outlined in the ESHB 5372 [fact sheet](#) or found on the state's website for this topic.

If you have questions about them, please feel free to get in touch with Chris Thompson Chris.Thompson@lcb.wa.gov.



LCB Holds Second Annual Gathering with Public Health and Prevention Professionals

The second statewide LCB Prevention Roundtable was held Thursday, June 3, with nearly 90 prevention and public health professionals from across the state in attendance. Discussion topics included the interplay of state and local cannabis regulations, edible cannabis products and appealing to youth, COVID-19 alcohol allowances, and how to engage with LCB. Spokane Regional Health District shared their [Weed To Know](#) campaign, highlighting cannabis retailer involvement. LCB's Rules Coordinator Audrey Vasek talked about currently open rulemaking and gave participants resources on how to take part in rulemaking. A planning team of prevention and public health partners developed the agenda and co-facilitated the event with LCB's Public Health Liaison, Sara Cooley Broschart.

The first LCB Prevention Roundtable was in Spokane in January of 2019.

Since then there have been two regional and one statewide event each year. The goals of these roundtables are 1) Build relationships between LCB Leadership and Prevention/Public Health communities; 2) Address questions and issues at the regional level; 3) Provide a forum for Prevention/Public Health to share experiences, input, and/or knowledge with LCB; and 4) Establish regular mechanisms for outreach. The locations for the 2021 regional Roundtables have not yet been identified, but they will take place in the fall.



Updates on Rules and Rulemaking

As rules get drafted, modified, and implemented, there are many chances to provide input. To sign up for email notifications regarding LCB Rulemaking, please [follow this link to join](#) our GovDelivery subscriber list. You can also view [a webpage](#) explaining the rulemaking process and rules in progress.

Questions about the rules in progress or rulemaking process? Email rules@lcb.wa.gov

Promote public safety and trust through fair administration and enforcement of liquor, cannabis, tobacco, and vapor laws.
-WSLCB Mission Statement

