

Instructions for Diagram of Hemp Manufacturing Facility

Create a diagram of the layout of the hemp manufacturing facility in accordance with Minnesota Statutes, chapter 342 and Minnesota Rules, chapter 9810. Make sure that includes the following:

- Name of business
- Primary contact
- Phone number
- Site address
- Fire and smoke detection systems
- Carbon monoxide detections systems
- Enclosed toilet facilities
- Hand-washing facilities
- Product storage, waste storage, chemical storage, and ingredient storage areas
- Ventilation and filtration systems
- Planned square feet of space for licensed activities
- Manufacturing equipment
- All points of ingress and egress
- Windows and doors, with identification of locks
- Alarm systems, including control panels and alarm sensors (if applicable)
- Video surveillance cameras and storage devices, including identification of video area coverage (if applicable)
- Lighting
- Lock keypads (if applicable)
- Legend with labels for each symbol / number used (if applicable)

The diagram does not need to be created using design software. It can be created in any format—it can be simply drawn by hand and scanned with a smartphone—that works best for the business to demonstrate that the site meets requirements.

LPHE manufacturer businesses must comply with state and local building, fire, and zoning codes, requirements, and regulations. Further, all hemp manufacturing must take place in a facility using equipment that meets the applicable health and safety requirements established by the office, including requirements for cleaning and testing machinery between production of different products. Review Minnesota Statutes, section 342.45, subdivisions 2, 6. To demonstrate compliance with these requirements, applicants for an LPHE manufacturer license must submit a site diagram of the physical layout of the facility that includes requirements requested in the online fillable form.

For items marked “if applicable,” applicants should add the items to the diagram only if the business already has them in place. However, items marked “if applicable” are not required information and will not impact licensing review if they are not included.

Example Diagram of Hemp Manufacturing Site



LEGEND

1	Card reader/FOB lock	6	Ventilation and filtration system	11	Window
2	Alarm sensor	7	Fire and smoke detection	12	Door
3	Commercial-grade lock	8	Carbon monoxide detection		
4	Video surveillance camera(s)	9	Lighting and emergency lighting		
5	Alarm control panel	10	Digital video recording device storage		
					Video area coverage

BUSINESS INFORMATION

Business: Edible Hemp Solutions
Primary contact: Jane Doe
Phone number: 987-654-3210

Site Address:
 420 Green St.
 Budville, MN 12345
 (total area = 4,000 sq. ft.)