



## Pre-Licensure Inspection List

***Disclaimer:** The Office of Cannabis Management (OCM) is providing a list of items likely to be inspected as a part of a pre-license inspection. This list may not be exhaustive of all items that the office will be inspecting during a pre-license inspection. OCM is tasked with inspecting the entire premises of a cannabis business and is in no way limited in its authority to inspect any and all parts of a cannabis business. This list is based on requirements in Minnesota Rules (M.R.), chapter 9810, and Minnesota Statutes (M.S.), chapter 342.*

### License type: cannabis manufacturer

#### Endorsements and activity types available:

- Adult-use manufacturing activity**
  - (M.S. § 342.26, subd. 2)
- Edible cannabinoid product handler endorsement**
  - [M.S. § 342.26, subd. 4(a)]
- Extraction and concentration endorsement**
  - [M.S. § 342.26, subd. 3(a)]
- Medical cannabis processor endorsement**
  - [M.S. § 342.51, subd. 1(a)]
- Production of consumer products endorsement**
  - [M.S. § 342.26, subd. 4(b)]
- Internal transport activity**
  - [M.S. § 342.31, subd. 4(b)]

*Not all questions will apply; requirements will vary based on what endorsements and activity types you selected in your application.*

### On-site inspection list

#### Minnesota Statutes, section 151.72 registration

- **Are they manufacturing hemp-derived cannabinoid products (HCDPs) under Minnesota Statutes, section 151.72?**
- **Are the products compliant with Minnesota Statutes, chapter 342, and if not, what is the business' plan to either cease sale or update them?**
  - (M.S. § 342.26, subd. 4)

## Facility/property

- **Is the license holder included on the most recent monthly notice by the Minnesota Department of Revenue (DOR) for “Posting of Tax Delinquency”?**
  - (M.S. § 270C.726, subd. 1)
- **How does the license holder ensure they do not make any sales or deliveries to another licensee that is included on the most recent monthly notice by the Minnesota DOR for “Posting of Tax Delinquency”?**
  - (M.S. § 270C.726, subd. 2)
- **Does the building have a certificate of occupancy?**
  - [M.R. P. 9810.1100, subp. 6(B)]
  - **If no, proceed through the next four questions (one of these must be yes to pass).**
    - **Has the municipality waived the requirement?**
    - **Does the applicant have a letter or certification from the municipality that the building does not need a certificate of occupancy?**
    - **Does the applicant have a letter or certification from the municipality or third-party certifier that the building meets all codes?**
    - **Is the building exempt under an “agricultural building” designation?**
- **Is there at least one toilet facility located on the premises in a completely enclosed room with a tight-fitting and self-closing door?**
  - [M.R. P. 9810.1100, subp. 6(A)]
- **Does the product storage area allow regulated products to be stored at least six inches above the ground?**
  - (M.R. P. 9810.1104, subp. 2)
- **Is the product storage area clean, well ventilated, and free from condensation, sewage, dust, dirt, pests, chemicals, and other contaminants?**
  - (M.R. P. 9810.1104, subp. 2)
- **Is the manufacturing area completely enclosed and locked, and used only for manufacturing purposes?**
  - [M.S. § 342.26, subd. 2(a)]
- **Is manufacturing equipment used exclusively for the manufacture of cannabis products, creation of hemp concentrate, creation of artificially derived cannabinoids, creation of lower-potency hemp edibles, or creation of hemp-derived consumer products?**
  - [M.S. § 342.26, subd. 2(b)]
- **Has OCM been notified of all methods of extraction and concentration intended to be used, along with any volatile chemicals that will be used?**
  - [M.S. § 342.26, subd. 3(b)]
- **Has OCM been notified of all methods of cannabinoid conversion intended to be used, along with any catalysts that will be used?**
  - [M.S. § 342.26, subd. 3(c)]
- **If the business is creating cannabis or hemp concentrate via any method of extraction and concentration, has the business obtained a certification from an independent third-party industrial hygienist or professional engineer approving all electrical, gas, fire suppression, and exhaust systems, and the plan for safe storage and disposal of hazardous substances, including volatile chemicals?**
  - [M.S. § 342.26, subd. 3(d)]

- **Are there separate areas for storing cannabis flower, hemp plant parts, and cannabis concentrates received from an unlicensed individual vs. a licensed cannabis business?**
  - [M.S. § 342.26, subd. 3(e)]
- **Is there separate manufacturing equipment designated for use with cannabis flower, hemp plant parts, and cannabis concentrates received from an unlicensed individual vs. a licensed cannabis business?**
  - [M.S. § 342.26, subd. 2(a)]
- **Does the facility have adequate physical space for all manufacturing and storage?**
  - [M.R. P. 9810.2102, subp. 6(A)(1)]
- **Is there a ventilation and air-handling system that includes humidity and temperature controls that are adequate for safe processing and sanitary operations?**
  - [M.R. P. 9810.2102, subp. 6(A)(3)]
- **Are there lighting fixtures adequate for performing manufacturing and sanitation functions in a safe manner?**
  - [M.R. P. 9810.2102, subp. 6(A)(4)]
- **Are floors, walls, and ceilings in the manufacturing area constructed with materials that are easily cleaned and maintained in good repair?**
  - [M.R. P. 9810.2102, subp. 6(A)(5)]
- **Are there hand-washing facilities in all manufacturing areas where unpackaged product is handled?**
  - [M.R. P. 9810.2102, subp. 6(A)(6)]
- **Do hand-washing facilities have hot water supply?**
  - [M.R. P. 9810.2102, subp. 10(A)(2)(a)]
- **Do hand-washing facilities have cold water supply?**
  - [M.R. P. 9810.2102, subp. 10A(2a)]
- **Do hand-washing facilities include soap and paper towels, sanitary towel service, or an electric hand dryer?**
  - [M.R. P. 9810.2102, subp. 10(A)(2)(b)-(c)]
- **Are all toxic cleaning compounds, sanitizing agents, and other potentially harmful chemicals stored in a separate location away from regulated products?**
  - [M.R. P. 9810.2102, subp 10(D)]
- **Is the facility clean and in sanitary condition, free from infestation by insects, rodents, or other pests?**
  - [M.S. § 342.26, subds. 3(e), 4(c)]

## Security

- **Is the product storage area locked?**
  - (M.R. P. 9810.1104, subp. 3)
- **Does the product storage area have a posted sign at the entrance stating “Restricted access. Authorized personnel only”?**
  - (M.R. P. 9810.1104, subp. 3)
- **Is security provided at the business premises, including at minimum: alarm system, video surveillance, lighting locks, and an immediate response protocol that must be initiated within 30 minutes after a security event occurs?**
  - [M.R. P. 9810.1500, subp. 1(A)]

- **Does the business have effective security measures to guard against product theft?**
  - [M.R. P. 9810.1500, subp. 5(A)]
- **Does the business have effective security measures to guard against product diversion?**
  - [M.R. P. 9810.1500, subp. 5(B)]
- **Does the business have effective security measures to guard against unauthorized access to the premises?**
  - [M.R. P. 9810.1500, subp. 7(A)]
- **Does the business have effective security measures to guard against unauthorized access to motor vehicles used in the transport or delivery of cannabis or cannabis products?**
  - [M.R. P. 9810.1500, subp. 7(B)]
- **Does the business have effective security measures to guard against unauthorized access to electronic business and customer records created and maintained by the business?**
  - [M.R. P. 9810.1500, subp. 7(C)]
- **Does the business have effective security measures to guard against unauthorized access to paper records created and maintained by the business?**
  - [M.R. P. 9810.1500, subp. 7(D)]
- **Is there an alarm system in good working order?**
  - [M.R. P. 9810.1500, subp. 8(A)]
- **Is the alarm system active 24 hours per day, seven days per week?**
  - [M.R. P. 9810.1500, subp. 8(A)]
- **Is the alarm system monitored by a contracted security company or a worker employed by the business?**
  - [M.R. P. 9810.1500, subp. 8(A)]
- **Does the alarm system provide immediate alerts to the business and local law enforcement for any unauthorized breach of the premises or a system failure?**
  - [M.R. P. 9810.1500, subp. 8(A)(1)]
- **Does the alarm system provide immediate alerts to the business and local law enforcement for any hazardous conditions detected on the premises?**
  - [M.R. P. 9810.1500, subp. 8(A)(2)]
- **Does the alarm system have a backup system that activates immediately and automatically upon the loss of electricity, and alerts authorized personnel of the loss of electricity?**
  - [M.R. P. 9810.1500, subp. 8(A)(3)]
- **Does the alarm system have an audible alarm capable of being heard by an individual within a 100-foot radius from entrances and exits?**
  - [M.R. P. 9810.1500, subp. 8(A)(4)]
- **Does the alarm system have the capability to remotely disable the audio alarm by authorized personnel?**
  - [M.R. P. 9810.1500, subp. 8(A)(5)]
- **Is there an operational video surveillance system on the premises?**
  - [M.R. P. 9810.1500, subp. 9(A)]
- **Is the video surveillance system active 24 hours per day, seven days per week?**
  - [M.R. P. 9810.1500, subp. 9(B)]
- **Does the video surveillance system include cameras that are placed in locations to allow clear recording of activity within a radius of at least 20 feet from all points of entry and exit?**
  - [M.R. P. 9810.1500, subp. 9(C)(1)]

- **Does the video surveillance system include cameras affixed to the exterior and interior of the premises to identify individuals entering and exiting the premises, limited-access areas, and restricted-access areas?**
  - [M.R. P. 9810.1500, subp. 9(C)(2)]
- **Does the video surveillance system allow viewing of all areas where cannabis is cultivated, manufactured, stored, packaged and labeled, prepared for transfer, displayed, sold, where samples are collected, or where waste is destroyed or made unusable?**
  - [M.R. P. 9810.1500, subp. 9(D)]
- **Does the video surveillance system produce video files that are stored in a secure place for a minimum of 90 days?**
  - [M.R. P. 9810.1500, subp. 9(E)(1)]
- **Do security cameras record at a minimum of 15 frames per second?**
  - [M.R. P. 9810.1500, subp. 9(E)(2)]
- **Do security cameras have a minimum resolution of 720p?**
  - [M.R. P. 9810.1500, subp. 9(E)(3)]
- **Do security cameras have date and time stamps on all recordings?**
  - [M.R. P. 9810.1500, subp. 9(E)(4)]
- **Do security cameras have the capability to continue recording for an additional eight hours during a power outage?**
  - [M.R. P. 9810.1500, subp. 9(E)(5)]
- **Are all video surveillance recordings saved in an industry-standard file format that can be played without the purchase of particular software or equipment?**
  - [M.R. P. 9810.1500, subp. 9(F)(2)]
- **Is there fully functioning lighting in the interior and exterior of the premises?**
  - (M.R. P. 9810.1500, subp. 10)
- **Does lighting permit observers to see and cameras to record any activity in a radius of at least 20 feet around all entrances and exits?**
  - (M.R. P. 9810.1500, subp. 10)
- **Are all external entrances and perimeter windows in good condition?**
  - (M.R. P. 9810.1500, subp. 12)
- **Are all external entrances and perimeter windows lockable with commercial-grade locks?**
  - (M.R. P. 9810.1500, subp. 12)
- **Do all perimeter entry doors have electronic locks and keypads?**
  - (M.R. P. 9810.1500, subp. 12)

## Employees and personnel

- **Are there any employees under 21 years of age whose scope of work involves the handling of cannabis plants, cannabis flower, artificially derived cannabinoids, or cannabinoid products?**
  - [M.S. § 342.24, subd. 1(a)]

## Operational requirements

- **Does it appear that the business will be conducting any licensed activity in a dwelling (home or residence)?**
  - (M.R. P. 9810.1100, subp. 4)

- **Does the business have a scale?**
- **Is all equipment for weighing and measuring maintained in a sanitary manner that does not contaminate any products?**
  - (M.R. P. 9810.1100, subp. 7)
- **Is manufacturing activity taking place outside of areas identified in the manufacturing plan?**
  - [M.R. P. 9810.2102, subp. 4(A)]
- **Are all inputs and ingredients stored in original containers with original labels intact, or in working containers of diluted or prepared applications labeled with required information?**
  - [M.R. P. 9810.2102, subp. 9(A)(4)]
- **Is all extraction and concentration equipment designed to consistently function, operate safely, and provide sanitary production conditions?**
  - (M.R. P. 9810.2205, subp. 1)
- **Are all electrical, gas, fire suppression, and exhaust systems and hazardous waste storage and disposal plans certified by an industrial hygienist or a professional engineer qualified to conduct the certification?**
  - (M.R. P. 9810.2205, subp. 1)
- **Did the certification of manufacturing systems include assessment of all electrical, gas, fire suppression, and exhaust systems in the facility?**
  - [M.R. P. 9810.2205, subp. 1(B)(1)]
- **Did the certification of manufacturing systems include assessment of the facility's plan for safe storage and disposal of hazardous substances and volatile chemicals?**
  - [M.R. P. ,9810.2205, subp. 1(B)(2)]

## **Manuals, standard operating procedures (SOPs), and record keeping**

- **Does the business have SOPs that include implementation procedures for the general operational requirements under Minnesota Statutes, chapter 342?**
  - [M.R. P. 9810.1100, subp. 2(A)(1)]
- **Does the business have SOPs for the safe and sanitary storage of cannabis plants, cannabis flower, and cannabis products, including maintaining the cleanliness of any building or equipment that the business uses to store or display cannabis plants, cannabis flower, and cannabis products?**
  - [M.R. P. 9810.1100, subp. 2(A)(5)]
- **Does the business have SOPs that include the proper segregation and disposal of a regulated product that is damaged, has a broken seal, has been contaminated, has not been sold by the expiration date on the label, or is the subject of a recall?**
  - [M.R. P. 9810.1100, subp. 2(A)(6)]
- **Does the business have SOPs that include the proper designation of authorized personnel for specified duties of the cannabis business or hemp business and the procedure for issuing necessary worker identification for restricted-access areas?**
  - [M.R. P. 9810.1100, subp. 2(A)(7)]
- **Does the business have SOPs that include the proper designation of authorized personnel who have the authority to access, enter, and update private and nonpublic computer data?**
  - [M.R. P. 9810.1100, subp. 2(A)(8)]

- **Does the business have SOPs that include procedures for responding to a security breach, consistent with Minnesota Statutes, sections 325E.61 and 325E.64?**
  - [M.R. P. 9810.1100, subp. 2(A)(9)]
- **Does the business have SOPs that include procedures for providing samples of the business's cannabis plants, cannabis flower, and cannabis products for testing?**
  - [M.R. P. 9810.1100, subp. 2(A)(10)]
- **Does the business have SOPs that include procedures for reporting all potential substances that the business uses during cultivating, manufacturing, and packaging processes to the statewide monitoring system for batch safety testing?**
  - [M.R. P. 9810.1100, subp. 2(A)(11)]
- **Does the business have written procedures for ensuring the consistent and accurate use of weighing and measuring equipment for mandatory controls and the accurate entry of weights and measurements into the statewide monitoring system?**
  - [M.R. P. 9810.1100, subp. 7]
- **Does the business ensure that a cannabis worker receives annual training that applies to the role, authority, and responsibilities of the cannabis worker?**
  - [M.R. P. 9810.1102, subp. 2(B)]
- **Does the business have annual worker training, including SOPs required under Minnesota Rules, part 9810.1100, subpart 2, item A?**
  - [M.R. P. 9810.1102, subp. 2(B)(1)]
- **Does the business have annual worker training, including state and federal cannabis laws?**
  - [M.R. P. 9810.1102, subp. 2B(2)]
- **Does the business have annual worker training, including state and federal laws regarding data privacy and confidentiality?**
  - [M.R. P. 9810.1102, subp. 2(B)(3)]
- **Does the business have annual worker training, including the proper use of security measures and controls that have been adopted in compliance with Minnesota Rules, part 9810.1500 and Minnesota Statutes, chapter 342?**
  - [M.R. P. 9810.1102, subp. 2(B)(4)]
- **Does the business have annual worker training, including procedures on responding to an emergency, including a fire, loss of electrical power, robbery, natural disaster, and workplace violence?**
  - [M.R. P. 9810.1102, subp. 2(B)(5)]
- **Does the business have annual worker training, including product recall procedures?**
  - [M.R. P. 9810.1102, subp. 2(B)(6)]
- **Does the business maintain records containing information about each worker who conducts activities authorized by the office, including records that the worker has completed necessary training?**
  - [M.R. P. 9810.1102, subp. 2(D)]
- **Is each worker provided with information about hazardous materials that may be present on the premises?**
  - [M.R. P. 9810.1102, subp. 3(C)]
- **Is each worker provided with information about procedures for safely handling and operating equipment or tools?**
  - [M.R. P. 9810.1102, subp. 3(D)]

- **Does the business have procedures for storing regulated products in a controlled environment, ensuring that products are free from contamination?**
  - (M.R. P. 9810.1104, subp. 1)
- **Do the business's storage procedures ensure that product storage areas are only used for the storage of regulated products?**
  - [M.R. P. 9810.1104, subp. 1(A)]
- **Are records maintained that describe the date and time of each occasion when a product storage area was accessed, by whom, and the name of individual, and the products that were added or removed from the storage area?**
  - [M.R. P. 9810.1104, subp. 1(B)]
- **Are records maintained for the names and log-in credentials of all Metrc system administrators and system users who have had access within the past 12 months?**
  - (M.R. P. 9810.1301, subp. 8)
- **Does the business have an SOP that describes how to collect a representative sample for each regulated product?**
- **Does the sampling SOP address all requirements for sample and data collection and laboratory analysis?**
  - [M.R. P. 9810.3100, subp. 3(A)(1)]
- **Does the sampling SOP contain details necessary for accurate and consistent actions by assigned staff?**
  - [M.R. P. 9810.3100, subp. 3(A)(2)]
- **Does the sampling SOP describe all processes for supervisors to verify that sample collection procedures are completed accurately by staff?**
  - [M.R. P. 9810.3100, subp. 3(A)(3)]
- **Are records for training of staff conducting sampling activities or sample testing maintained (for three years)?**
  - [M.R. P. 9810.3100, subp. 3(B)]