

# Cannabis Mezzobusiness or Microbusiness: Final Plans of Record (FPOR) Questions

This document provides an overview of the questions included on the five (5) final plans of record forms for the cannabis mezzobusiness or microbusiness licenses. **You must submit your answers to these questions on their corresponding online fillable forms.**

The five online fillable forms outlined in this document include:

1. **Accounting and Tax Compliance Standard Operating Procedure (SOP) form** – Page 2  
([https://officeofcannabismanagement.formstack.com/forms/accounting\\_tax\\_compliance](https://officeofcannabismanagement.formstack.com/forms/accounting_tax_compliance))
2. **Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure (SOP) form** – Page 2  
([https://officeofcannabismanagement.formstack.com/forms/inventory\\_control\\_storage\\_and\\_diversion\\_prevention](https://officeofcannabismanagement.formstack.com/forms/inventory_control_storage_and_diversion_prevention))
3. **Quality Assurance Standard Operating Procedure (SOP) form** – Page 5  
([https://officeofcannabismanagement.formstack.com/forms/quality\\_assurance](https://officeofcannabismanagement.formstack.com/forms/quality_assurance))
4. **Site, Security, and Operations Plan form** – Page 12  
([https://officeofcannabismanagement.formstack.com/forms/site\\_security\\_and\\_operations\\_2026](https://officeofcannabismanagement.formstack.com/forms/site_security_and_operations_2026))
5. **Vehicle Disclosure form** – Page 30  
([https://officeofcannabismanagement.formstack.com/forms/vehicle\\_disclosure\\_form](https://officeofcannabismanagement.formstack.com/forms/vehicle_disclosure_form))

After completing and submitting the online form, you will receive a confirmation email from "no-reply@webmerge.me" with a PDF attachment containing your answers. To finalize your submission, you'll need to submit that PDF to [Accele](#).

# Accounting and Tax Compliance Standard Operating Procedure (SOP) Form

## Section 1: Applicant/Licensee Information

*Required fields are marked with an asterisk (\*).*

**1a. Legal business name\***

*[text field]*

**1b. Facility address\***

*[Address Line 1]*

*[Address Line 2]*

*[City] [State] [ZIP Code]*

**1c. Accela application number\***

To find your application number, check your email for messages from noreply@accela.com. Your application number will be in the subject of the email. Include the dashes in your application number.

*[text field]*

**1d. Email\***

*[text field]*

## Section 2: Accounting and Tax Compliance SOP

*Required fields are marked with an asterisk (\*).*

**2a. Describe specific procedures for how your business will adhere to GAAP (Generally Acceptable Accounting Principles) standards.\*** [M.R. P. 9810.1100, subp. 3A(2)]

*[text field]*

**2b. Describe specific procedures for how your business will ensure the timely filing of taxes.\*** [M.S. § 342.14, subd. 1(a)(9)(iii)]

*[text field]*

**2c. Does the applicant have a policy for adhering to the sales restrictions in MN Statutes section 270c.726 regarding the Minnesota Department of Revenue's posting of tax delinquency?\*** [M.S. § 270c.726, subd. 2]

*[text field]*

# Inventory Control, Storage, and Diversion Prevention Standard Operating Procedure (SOP) Form

## Section 1: Applicant/Licensee Information

*Required fields are marked with an asterisk (\*).*

**1a. Legal business name\***

*[text field]*

**1b. Doing business as (DBA) or assumed name\***

*[text field]*

**1c. Primary contact: First name\***

*[text field]*

**1d. Primary contact: Middle initial**

*[text field]*

**1e. Primary contact: Last name\***

*[text field]*

**1f. Primary contact: Suffix**

*[text field]*

**1g. Phone number\***

*[text field]*

**1h. Email\***

*[text field]*

**1i. Accela application number\***

To find your application number, check your email for messages from noreply@accela.com. Your application number will be in the subject of the email. Include the dashes in your application number.

*[text field]*

**1j. Endorsement and activity types for license (select as many as apply)\***

- ☐ *Cannabis cultivation endorsement †*
- ☐ *Medical cannabis cultivation endorsement †*
- ☐ *Internal transporter endorsement*
- ☐ *Edible cannabinoid product handler endorsement*
- ☐ *Production of consumer products endorsement †*
- ☐ *Cannabis extraction and concentration endorsement †*
- ☐ *Hemp extraction and concentration endorsement †*
- ☐ *Creation of artificially derived cannabinoids endorsement †*
- ☐ *Medical cannabis manufacturer endorsement †*
- ☐ *Retail operations endorsement*
- ☐ *Medical cannabis retail endorsement*
- ☐ *Cannabis flower packaging endorsement (deli-style)*
- ☐ *On-site consumption endorsement – only available for microbusinesses*
- ☐ *Research activity (higher education institution) – only available for microbusinesses*

*Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.*

**1k. Primary facility address\***

*[Address Line 1]*

*[Address Line 2]*

*[City] [State] [ZIP Code]*

## Section 2: Inventory Control, Storage, and Diversion Prevention SOP

Required fields are marked with an asterisk (\*).

**2a. Describe specific procedures for how your business will manage stock/inventory of regulated products.\***

[M.S. § 324.14 subd. 1(9)(ii); M.S. § 342.24, subds. 3, 5; M.R. P. 9810.1500, subp. 2]

[text field]

**2b. Describe specific procedures for how your business will securely store and control access to cannabis plants, product, and waste.\***

[M.S. § 342.23, subd. 3; M.S. § 342.14, subd. 1(9)(ii), 1(c)(3); M.S. § 342.25, subd. 7; M.R. P. 9810.1100, subp. 2A; M.R. P. 9810.1104]

[text field]

**2c. Describe specific procedures for how your business will ensure the accurate and timely entry of data into the statewide tracking system.\***

[M.S. § 324.14, subd. 1(9)(ii); M.S. § 342.24, subd. 5; M.R. P. 9810.1100, subp. 2A(4); M.R. P. 9810.1300-1302]

[text field]

**2d. Describe specific procedures for how your business will maintain records of an individual accessing a product storage area, including the date and time of access, the name of the individual, and any regulated products that were added to or removed from the product storage area.\***

[M.S. § 342.24, subd. 3; M.R. P. 9810.1100, subp. 2]

[text field]

**2e. Describe specific procedures for how your business will manage inventory audits and any necessary reporting after an incident of theft or another security breach.\***

[M.S. § 342.23, subd. 3(d); M.R. P. 9810.1302, subp. 5E]

[text field]

## Section 2A: Inventory Control, Storage, and Diversion Prevention for Retail Operations

Required fields are marked with an asterisk (\*).

The questions in this section are only required if applying for a retail operations endorsement or medical cannabis retail endorsement.

**2Aa. Describe the specific procedures the business will take to prevent unauthorized access to display product samples.\***

[M.S. § 342.27, subd. 4-5, 12; M.S. § 342.23, subd. 3; M.R. P. 9810.1302, subp. 5]

[text field]

**2Ab. Describe the specific procedures the business will take to prevent sample theft.\***

[M.S. § 342.27, subd. 5, 9; M.S. § 342.24, subd. 6; M.S. § 342.23, subd. 3; M.R. P. 9810.1302, subp. 5]

[text field]

**2Ac. Describe the specific procedures the business will take to properly dispose of samples to prevent consumption.\***

[M.S. § 342.27, subd. 4-5, 12; M.S. § 342.23, subd. 3; M.R. P. 9810.1302, subp. 5]

[text field]

**2Ad. Describe the specific sample destruction timeline procedure.\*** [M.S. § 342.27, subd. 4-5, 12; M.S. § 342.23, subd. 3; M.R. P. 9810.1302, subp. 5]  
[text field]

**2Ae. Describe how you will verify age when an order is placed via phone or internet.\*** [M.S. § 342.27, subd. 4; M.S. § 342.59, subd. 2; M.R. P. 9810.2501, subp. 2; M.R. P. 9810.2501, subp. 5]  
[text field]

**2Af. Describe how you will verify that a customer's physical identification matches information at the time of order when an order is placed via phone or internet.\*** [M.S. § 342.27, subd. 4; M.R. P. 9810.2501, subp. 2, 5]  
[text field]

**2Ag. Describe specific procedures for accepting payment and pre-orders made via phone or internet and how you will ensure any information collected by you or a third party is used solely for the purpose of completing the transaction.\***  
[M.S. § 342.27, subd. 4; M.R. P. 9810.2501, subp. 2, 5]  
[text field]

## Section 2B: Inventory Control, Storage, and Diversion Prevention for On-site Consumption Endorsement

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required if applying for an on-site consumption endorsement.

**2Ba. Describe the procedures for providing customers with the required label information for products that are served outside of their original containers.\*** [M.S. § 342.28, subd. 10(c); M.S. § 342.27, subd. 2; M.S. § 342.62; M.S. § 342.63]  
[text field]

**2Bb. Describe your policies and procedures for preventing individuals from leaving the facility with an open package.\*** [M.S. § 342.28, subd. 10]  
[text field]

**2Bc. Describe your policy for training staff on the safe handling and service of THC products.\*** [M.R. P. 9810.1102]  
[text field]

## Quality Assurance Standard Operating Procedure (SOP) Form

### Section 1: Applicant/Licensee Information

*Required fields are marked with an asterisk (\*).*

**1a. Legal business name\***  
[text field]

**1b. Doing business as (DBA) or assumed name\***  
[text field]

**1c. Primary contact: First name\***

*[text field]*

**1d. Primary contact: Middle initial**

*[text field]*

**1e. Primary contact: Last name\***

*[text field]*

**1f. Primary contact: Suffix**

*[text field]*

**1g. Phone number\***

*[text field]*

**1h. Email\***

*[text field]*

**1i. Accela application number\***

To find your application number, check your email for messages from noreply@accela.com. Your application number will be in the subject of the email. Include the dashes in your application number.

*[text field]*

**1j. Endorsement and activity types for license (select as many as apply)\***

- ☐ *Cannabis cultivation endorsement †*
- ☐ *Medical cannabis cultivation endorsement †*
- ☐ *Internal transporter endorsement*
- ☐ *Edible cannabinoid product handler endorsement*
- ☐ *Production of consumer products endorsement †*
- ☐ *Cannabis extraction and concentration endorsement †*
- ☐ *Hemp extraction and concentration endorsement †*
- ☐ *Creation of artificially derived cannabinoids endorsement †*
- ☐ *Medical cannabis manufacturer endorsement †*
- ☐ *Retail operations endorsement*
- ☐ *Medical cannabis retail endorsement*
- ☐ *Cannabis flower packaging endorsement (deli-style)*
- ☐ *On-site consumption endorsement – only available for microbusinesses*
- ☐ *Research activity (higher education institution) – only available for microbusinesses*

*Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.*

**1k. Primary facility address\***

*[Address Line 1]*

*[Address Line 2]*

*[City] [State] [ZIP Code]*

## Section 2: Quality Assurance SOP

*Required fields are marked with an asterisk (\*).*

**2a. Describe specific procedures for how your business will ensure the safe and sanitary storage of regulated products in a controlled environment that is used *only* for the storage of regulated products.\*** [M.S. § 342.27, subd. 8(b); M.R. P. 9810.1104; M.R. P. 9810.1100, subp. 2A(5)]

*[text field]*

**2b. Describe specific procedures for how your business will manage proper segregation and disposal of a regulated product that is damaged, contaminated, or expired.\*** [M.S. § 342.23, subd. 3; M.R. P. 9810.1101, subp. 2(6); M.R. P. 9810.1200]

*[text field]*

**2c. Describe specific procedures for how your business will manage proper segregation and disposal of product that is the subject of a recall.\*** [M.S. § 342.23, subd. 3; M.R. P. 9810.1101, subp. 2; M.R. P. 9810.1200]

*[text field]*

**2d. Describe the specific product recall response procedures your business will take if required, in response to a manufacturer or office-ordered recall.\*** [M.R. P. 9810.1101; M.S. § 342.27, subd. 6(1)]

*[text field]*

**2e. Describe specific procedures for how your business will ensure consistent and accurate use of the statewide tracking system for inventory management and discrepancies, sales data, waste tracking, and theft/loss reporting.\*** [M.R. P. 9810.1101; M.S. § 342.27, subd. 6(1)]

*[text field]*

**2f. Describe specific procedures for how your business will manage cannabis waste storage.\*** [M.S. § 342.24, subd. 5; M.R. P. 9810.1104, subp. 5; M.R. P. 9810.1200; M.R. P. 9810.1302, subp. 3]

*[text field]*

**2g. Describe specific procedures for how your business will manage cannabis waste disposal.\*** [M.S. § 342.24, subd. 5; M.R. P. 9810.1104, subp. 5; M.R. P. 9810.1200; M.R. P. 9810.1302, subp. 3]

*[text field]*

**2h. Describe specific procedures for how your business will manage cannabis waste tracking and entry into the statewide tracking system.\*** [M.S. § 342.24, subd. 5; M.R. P. 9810.1104, subp. 5; M.R. P. 9810.1200; M.R. P. 9810.1302, subp. 3]

*[text field]*

**2i. Describe your annual training plan for management and employees.\*** [M.S. § 342.14, subd. 1(a)(11); M.S. § 342.18, subd. 3(a)(2); M.R. P. 9810.1100, subp. 2A(2); M.R. P. 9810.1102, subp. 2]

*[text field]*

## Section 2A: Quality Assurance for Retail Operations with On-Site Consumption Endorsement (Microbusinesses Only)

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required if applying for a retail operations endorsement with an on-site consumption endorsement.

**2Aa. Describe how the on-site consumption premises are definite and distinct from all other areas of the microbusiness and are accessed through a distinct entrance.\*** [M.S. § 342.28, subd. 10(b)]

*[text field]*

**2Ab. Describe specific procedures your business will use to prevent any individuals who are under the age of 21 from entering the on-site consumption area.\*** [M.S. § 342.28, subd. 10(h)(2)]

*[text field]*

**2Ac. Describe how the business will provide customers with the required label information for products that are served outside of their original containers for on-site consumption.\*** [M.S. § 342.28, subd. 10(d)]

*[text field]*

**2Ad. Describe how this business will ensure that the display and consumption of any edible cannabis product or lower-potency hemp edible is not viable from outside of the licensed premises of the business.\*** [M.S. § 342.28, subd. 10(f)]

*[text field]*

**2Ae. Describe the business's policy on the safe handling and service of THC products to prevent service to anyone that is visibly intoxicated.\*** [M.S. § 342.28, subd. 10(h)(3)]

*[text field]*

**2Af. Describe how the business will prevent the sale or consumption of alcohol on the premises.\*** [M.S. § 342.28, subd. 10(h)(4)]

*[text field]*

**2Ag. Describe how the business will prevent edible cannabis products or lower-potency hemp edibles sold in the on-site consumption area from being removed from that area.\*** [M.S. § 342.28, subd. 10(h)(6)]

*[text field]*

**2Ah. Describe how the business will prevent any smoking or vaping on the premises.\*** [M.S. § 342.28, subd. 10(h)(7)]

*[text field]*

**2Ai. Describe how the business will not distribute or allow free samples of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.\*** [M.S. § 342.28, subd. 10(h)(8)]

*[text field]*

## Section 2B: Quality Assurance for Retail Operations with Cannabis Flower Packaging Endorsement (Deli-Style Sales: Adult-Use or Medical)

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required if applying for a retail endorsement with a cannabis flower packaging endorsement for deli-style sales.

**2Ba. Describe procedures the business will follow for deli-style cannabis flower sales to include how batches are stored, displayed and identified for tracking and tracing; how flower is removed from the storage container and weighed; and how it is packaged and labeled at the final point of sale.\*** [M.S. § 342.27, subd. 5; M.R. P. 9810.1100, subp. 7; M.R. P. 9810.1401, subp. 2]  
[text field]

**2Bb. Describe the scale you will use to weigh flower for deli-style sales and how you will comply with the retail requirements of the Minnesota Department of Commerce — Division of Weights and Measures.\*** [M.R. P. 9810.1100, subp. 7]  
[text field]

**2Bc. Describe how the business will record deli-style cannabis flower sales in the statewide tracking system.\*** [M.R. P. 9810.1300, subp. 2; M.R. P. 9810.1302, subp. 2]  
[text field]

**2Bd. Describe the safety measures that the business will have in place to ensure that deli-style cannabis flower is provided in a safe and sanitary manner.\*** [M.R. P. 9810.1100, subp. 7; M.R. P. 9810.2500, subp. 2]  
[text field]

## Section 2C: Quality Assurance for Medical Cannabis Retail Endorsement

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required if applying for a medical retail endorsement.

**2Ca. Describe the specific procedures your business will use to confirm an individual is enrolled in the patient registry before initiating a sale of a medical cannabis product.\*** [M.S. § 342.24, subd. 1; M.R. P. 9810.2502, subp. 2]  
[text field]

**2Cb. Describe the specific procedures for ensuring a patient has completed a patient self-evaluation when first purchasing medical cannabis product and every three months thereafter.\*** [M.R. P. 9810.2502, subp. 4]  
[text field]

**2Cc. Describe the specific procedures ensuring compliance with the requirements for patient consultation.\*** [M.S. § 342.51, subd. 2-3; M.R. P. 9810.2502, subp. 5]  
[text field]

**2Cd. Describe the specific procedures ensuring compliance with the requirements for patient-specific labeling.\*** [M.S. § 342.51, subd. 2(a)(4); M.S. § 342.63, subd. 4; M.R. P. 9810.2502, subp. 6; M.R. P. 9810.1402, subp. 2]  
*[text field]*

**2Ce. Describe the specific procedures your business will use to prevent any individuals who are under the age of 21 and not enrolled as a patient in the medical registry from entering the retail area.\*** [M.S. § 342.27, subd. 2(a); M.R. P. 9810.2502, subp. 2; M.R. P. 9810.2501, subp. 2]  
*[text field]*

## Section 2D: Quality Assurance for a Cannabis Cultivation Endorsement

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required if applying for a cannabis cultivation endorsement.

**2Da. Describe specific procedures for how your business will provide samples of regulated products for testing.\*** [M.S. § 342.19, subd. 2(f); M.S. § 342.61, subds. 1-4; M.R. P. 9810.3100, subps. 1, 8]  
*[text field]*

**2Db. Describe specific procedures for how your business will report all crop inputs and foreign materials during cultivation processes to the statewide tracking system for batch safety testing.\*** [M.S. § 342.61, subd. 4(b-c); M.S. § 342.26, subd. 3(b); M.R. P. 9810.3100, subp. 5B; M.R. P. 9810.2102, subp. 9A(1)]  
*[text field]*

**2Dc. Describe the batch numbering system used by your business and how your business will track product batches from cultivation through harvest, curing, sampling/testing, processing and packaging in the statewide monitoring system.\*** [M.R. P. 9810.2000, subp. 3A(9); M.R. P. 9810.2000, subp. 13]  
*[text field]*

**2Dd. Describe specific procedures for how your business will ensure consistent and accurate use of weighing and measuring equipment for mandatory controls, and the accurate entry of weights and measures into the statewide tracking system.\*** [M.R. P. 9810.1300, subp. 2; M.R. P. 9810.1100, subp. 7]  
*[text field]*

**2De. Describe specific procedures for how your business will clean, sanitize or disinfect all cultivation areas, and equipment where product may be stored, cured, processed or packaged.\*** [M.S. § 342.28, subd. 3(1); M.S. § 342.29, subd. 3(1); M.R. P. 9810.1104; M.R. P. 9810.1100, subp. 2A(5); M.R. P. 9810.2000, subp. 12C]  
*[text field]*

## Section 2E: Quality Assurance for Cannabis Extraction and Concentration Endorsement, Hemp Extraction and Concentration Endorsement, Creation of Artificially Derived Cannabinoids Endorsement, Medical Cannabis Manufacturer Endorsement, and/or Production of Consumer Products Endorsement

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required if applying for a cannabis extraction and concentration endorsement, hemp extraction and concentration endorsement, creation of artificially derived cannabinoids endorsement, medical cannabis manufacturer endorsement, and/or production of consumer products endorsement.

**2Ea. Describe specific procedures for how your business will provide samples of regulated products for testing.\*** [M.S. § 342.19, subd. 2(f); M.S. § 342.61, subds. 1-4; M.R. P. 9810.3100, subps. 1, 8]

*[text field]*

**2Eb. Describe specific procedures for how your business will report all solvents and foreign materials (including but not limited to catalysts) during manufacturing processes to the statewide tracking system for batch safety testing.\*** [M.S. § 342.61, subd. 4(b-c); M.S. § 342.26, subd. 3(b); M.R. P. 9810.3100, subp. 5B; M.R. P. 9810.2102, subp. 9A(1)]

*[text field]*

**2Ec. Describe specific procedures for how your business will ensure consistent and accurate use of weighing and measuring equipment for mandatory controls, and the accurate entry of weights and measures into the statewide tracking system.\*** [M.R. P. 9810.1300, subp. 2; M.R. P. 9810.1100, subp. 7]

*[text field]*

**2Ed. Describe the batch numbering system used by your business and how your business will track product batches from intake, through manufacturing, sampling/testing, packaging, and rework/remediation, if necessary, in the statewide tracking system.\*** [M.S. § 342.61, subd. 4(b); M.S. § 342.63, subds. 2(3), 3(a)(5); M.R. P. 9810.1302, subp. 2C; M.R. P. 9810.2102, subp. 11A]

*[text field]*

**2Ee. Describe specific procedures for how your business will clean, sanitize or disinfect manufacturing areas and equipment where product is stored.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1100, subp. 2A(5); M.R. P. 9810.1104, subp. 2; M.R. P. 9810.2102, subp. 10]

*[text field]*

**2Ef. Describe specific procedures for how your business will clean, sanitize or disinfect areas and equipment where product is processed and cured.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1100, subp. 2A(5); M.R. P. 9810.1104, subp. 2; M.R. P. 9810.2102, subp. 10]

*[text field]*

**2Eg. Describe specific procedures for how your business will clean, sanitize or disinfect areas and equipment where product is packaged.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1100, subp. 2A(5); M.R. P. 9810.1104, subp. 2; M.R. P. 9810.2102, subp. 10]

*[text field]*

**2Eh. Describe what sanitizers will be used and how the correct titration will be verified (if applicable).** [M.R. P. 9810.2102, subp. 10]  
[text field]

**2Ei. Describe specific procedures for sanitary handling of ingredients.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1104; M.R. P. 9810.1100, subp. 2A(5)]  
[text field]

**2Ej. Describe specific procedures for sanitary handling of in-process product.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1104; M.R. P. 9810.1100, subp. 2A(5)]  
[text field]

**2Ek. Describe specific procedures for sanitary handling of finished products.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1104; M.R. P. 9810.1100, subp. 2A(5)]  
[text field]

**2El. Describe specific procedures for sanitary handling of packaging materials.\*** [M.S. § 342.26, subd. 4(c); M.R. P. 9810.1104; M.R. P. 9810.1100, subp. 2A(5)]  
[text field]

## Site, Security, and Operations Plan Form

### Section 1: Applicant/Licensee Information

*Required fields are marked with an asterisk (\*).*

**1a. Legal business name\***  
[text field]

**1b. Doing business as (DBA) or assumed name\***  
[text field]

**2. Primary contact: Legal first name\***  
[text field]

**3. Primary contact: Middle initial**  
[text field]

**4. Primary contact: Legal last name\***  
[text field]

**5. Primary contact: Suffix**  
[text field]

**6. Accela application number\***  
To find your application number, check your email for messages from noreply@accela.com. Your application number will be in the subject of the email. Include the dashes in your application number.  
[text field]

**7a. Phone number\***  
[text field]

**7b. Email\***  
[text field]

**8. Endorsement and activity types for license (select as many as apply)\***

- ☐ *Cannabis cultivation endorsement †*
- ☐ *Medical cannabis cultivation endorsement †*
- ☐ *Internal transporter endorsement*
- ☐ *Edible cannabinoid product handler endorsement*
- ☐ *Production of consumer products endorsement †*
- ☐ *Cannabis extraction and concentration endorsement †*
- ☐ *Hemp extraction and concentration endorsement †*
- ☐ *Creation of artificially derived cannabinoids endorsement †*
- ☐ *Medical cannabis manufacturer endorsement †*
- ☐ *Retail operations endorsement*
- ☐ *Medical cannabis retail endorsement*
- ☐ *Cannabis flower packaging endorsement (deli-style)*
- ☐ *On-site consumption endorsement – only available for microbusinesses*
- ☐ *Research activity (higher education institution) – only available for microbusinesses*

*Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.*

**9. Do you have a business banking account with a bank or credit union?\***

- ☐ *Yes, with a bank*
- ☐ *Yes, with a credit union*
- ☐ *No, cash only*

**10. Pursuant to Minnesota Statutes, section 176.182, you are required to provide to the Office of Cannabis Management proof of workers' compensation insurance coverage in compliance with section 176.181, subdivision 2, or provide an attestation that you are exempted from obtaining workers' compensation insurance coverage in compliance with section 176.041.**

To provide proof of workers' compensation insurance coverage, you must provide:

- the name of the insurance company
- the policy number or self-insurance identification number
- dates of coverage or self-insurance effective dates

The office is required to withhold licensure, renewal, or permission to operate your business if you do not provide the required information. Failure to report or falsely report the required information may also result in a penalty.

**Select your workers' compensation insurance coverage.\***

- ☐ *Insured by an insurance company*
- ☐ *Self-insured*
- ☐ *Exempted from obtaining workers' compensation insurance*

If ***Insured by an insurance company*** is selected:

**Name of the insurance company\***

*[text field]*

**Policy number or self-insurance identification number\***

*[text field]*

**Dates of coverage or self-insurance effective dates\***

*[text field]*

I attest that the information provided is accurate; and acknowledge that failure to obtain and provide to the Office of Cannabis Management evidence of all required insurance, or applicable exclusion approvals from the Minnesota Department of Labor and Industry, will result in regulatory actions on my application and license up to and including application denial or license revocation.\*

☐ I confirm this attestation.

If **Self-insured** is selected:

**Upload a copy of your permit to self-insure from the Minnesota Department of Commerce.\***

*[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]*

**Policy number or self-insurance identification number\***

*[text field]*

**Dates of coverage or self-insurance effective dates\***

*[text field]*

I attest that the information provided is accurate; and acknowledge that failure to obtain and provide to the Office of Cannabis Management evidence of all required insurance, or applicable exclusion approvals from the Minnesota Department of Labor and Industry, will result in regulatory actions on my application and license up to and including application denial or license revocation.\*

☐ I confirm this attestation.

If **Exempted from obtaining workers' compensation** is selected:

I attest that, pursuant to Minnesota Statutes, section 176.041, I am not required to obtain workers' compensation insurance required under Minnesota Statutes, section 176.181 because one or more exceptions in Minnesota Statutes, section 176.041 apply to me and/or my business.\*

☐ I confirm this attestation.

I attest that the information provided is accurate; and acknowledge that failure to obtain and provide to the Office of Cannabis Management evidence of all required insurance, or applicable exclusion approvals from the Minnesota Department of Labor and Industry, will result in regulatory actions on my application and license up to and including application denial or license revocation.\*

☐ I confirm this attestation.

**11. Number of facilities\***

*[text field]*

**12. Facility 1 name\***

*[text field]*

**13. Facility 1 address\***

*[Address Line 1]*

*[Address Line 2]*

*[City] [State] [ZIP Code]*

**14. Endorsement and activity types utilized at facility 1\***

- ☐ *Cannabis cultivation endorsement †*
- ☐ *Medical cannabis cultivation endorsement †*
- ☐ *Internal transporter endorsement*
- ☐ *Edible cannabinoid product handler endorsement*
- ☐ *Production of consumer products endorsement †*
- ☐ *Cannabis extraction and concentration endorsement †*
- ☐ *Hemp extraction and concentration endorsement †*
- ☐ *Creation of artificially derived cannabinoids endorsement †*
- ☐ *Medical cannabis manufacturer endorsement*
- ☐ *Retail operations endorsement*
- ☐ *Medical cannabis retail endorsement*
- ☐ *Cannabis flower packaging endorsement (deli-style)*
- ☐ *On-site consumption endorsement – only available for microbusinesses*
- ☐ *Research activity (higher education institution) – only available for microbusinesses*

*Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.*

**15. Facility 2 name**

*[text field]*

**16. Facility 2 address**

*[Address Line 1]*

*[Address Line 2]*

*[City] [State] [ZIP Code]*

**17. Endorsement and activity types utilized at facility 2**

- ☐ *Cannabis cultivation endorsement †*
- ☐ *Medical cannabis cultivation endorsement †*
- ☐ *Internal transporter endorsement*
- ☐ *Edible cannabinoid product handler endorsement*
- ☐ *Production of consumer products endorsement †*
- ☐ *Cannabis extraction and concentration endorsement †*
- ☐ *Hemp extraction and concentration endorsement †*
- ☐ *Creation of artificially derived cannabinoids endorsement †*
- ☐ *Medical cannabis manufacturer endorsement †*
- ☐ *Retail operations endorsement*
- ☐ *Medical cannabis retail endorsement*
- ☐ *Cannabis flower packaging endorsement (deli-style)*
- ☐ *On-site consumption endorsement – only available for microbusinesses*
- ☐ *Research activity (higher education institution) – only available for microbusinesses*

*Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.*

**18. Facility 3 name**

*[text field]*

**19. Facility 3 address**

[Address Line 1]

[Address Line 2]

[City] [State] [ZIP Code]

**20. Endorsement and activity types utilized at facility 3**

- ☐ Cannabis cultivation endorsement †
- ☐ Medical cannabis cultivation endorsement †
- ☐ Internal transporter endorsement
- ☐ Edible cannabinoid product handler endorsement
- ☐ Production of consumer products endorsement †
- ☐ Cannabis extraction and concentration endorsement †
- ☐ Hemp extraction and concentration endorsement †
- ☐ Creation of artificially derived cannabinoids endorsement †
- ☐ Medical cannabis manufacturer endorsement †
- ☐ Retail operations endorsement
- ☐ Medical cannabis retail endorsement
- ☐ Cannabis flower packaging endorsement (deli-style)
- ☐ On-site consumption endorsement – only available for microbusinesses
- ☐ Research activity (higher education institution) – only available for microbusinesses

Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.

**21. Facility 4 name**

[text field]

**22. Facility 4 address**

[Address Line 1]

[Address Line 2]

[City] [State] [ZIP Code]

**23. Endorsement and activity types utilized at facility 4**

- ☐ Cannabis cultivation endorsement †
- ☐ Medical cannabis cultivation endorsement †
- ☐ Internal transporter endorsement
- ☐ Edible cannabinoid product handler endorsement
- ☐ Production of consumer products endorsement †
- ☐ Cannabis extraction and concentration endorsement †
- ☐ Hemp extraction and concentration endorsement †
- ☐ Creation of artificially derived cannabinoids endorsement †
- ☐ Medical cannabis manufacturer endorsement †
- ☐ Retail operations endorsement
- ☐ Medical cannabis retail endorsement
- ☐ Cannabis flower packaging endorsement (deli-style)
- ☐ On-site consumption endorsement – only available for microbusinesses
- ☐ Research activity (higher education institution) – only available for microbusinesses

Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.

**24. Facility 5 name**

*[text field]*

**25. Facility 5 address**

*[Address Line 1]*

*[Address Line 2]*

*[City] [State] [ZIP Code]*

**26. Endorsement and activity types utilized at facility 5**

- ☐ *Cannabis cultivation endorsement †*
- ☐ *Medical cannabis cultivation endorsement †*
- ☐ *Internal transporter endorsement*
- ☐ *Edible cannabinoid product handler endorsement*
- ☐ *Production of consumer products endorsement †*
- ☐ *Cannabis extraction and concentration endorsement †*
- ☐ *Hemp extraction and concentration endorsement †*
- ☐ *Creation of artificially derived cannabinoids endorsement †*
- ☐ *Medical cannabis manufacturer endorsement †Retail operations endorsement*
- ☐ *Medical cannabis retail endorsement*
- ☐ *Cannabis flower packaging endorsement (deli-style)*
- ☐ *On-site consumption endorsement – only available for microbusinesses*
- ☐ *Research activity (higher education institution) – only available for microbusinesses*

*Please note that each endorsement with a dagger (†) can only be performed at one location but multiple endorsed activities can be performed at one location if all other requirements are met. Also note mezzobusinesses are required to select at least two endorsement types.*

**Note:** Questions 27-35 are not on the Site, Security and Operations form for cannabis mezzobusinesses/microbusinesses.

## Section 2: Diagram of Facility Layout

*Required fields are marked with an asterisk (\*).*

[M.S. § 342.28, subd. 3(1) (microbusiness); M.S. § 342.29, subd. 3(1) (mezzobusiness)]

Upload a detailed facility diagram for each location listed in Section 1, in accordance with Chapter 342 of Minnesota Statutes and OCM regulations 9810. Each diagram must include the following:

- Fire and smoke detection systems [M.R. P. 9810.1102, subp. 3A]
- Carbon monoxide detection systems [M.R. P. 9810.1102, subp. 3A]
- Enclosed toilet facilities [M.R. P. 9810.1100, subp. 6A]
- Product storage areas [M.R. P. 9810.1104]
- Limited-access areas and restricted-access areas [M.S. § 342.24, subd. 3]
- Ventilation and filtration systems [M.S. § 342.24, subd. 4]
- Planned square feet of space for licensed activities [M.S. § 342.14, subd. 1(a)(5)]
- Planned square feet or acres of space for cultivation (if applicable) [M.S. § 342.14, subd. 1(a)(5)]
- Planned square feet of space for manufacturing (if applicable) [M.R. P. 9810.2102, subp. 2(2)]
- Planned square feet or acres of plant canopy (if applicable) [M.S. § 342.14, subd. 1(a)(5)]
- Planned square feet or acres of space for retail sales (if applicable) [M.S. § 342.14, subd. 1(a)(5)]
- Manufacturing equipment (if applicable) [M.R. P. 9810.2102, subp. 2(2)]
- Separate manufacturing equipment used for product received from unlicensed individuals (if applicable) [M.S. § 342.26, subd. 3(e)]
- All points of ingress and egress [M.S. § 342.14, subd. 1(a)(6)]
- Windows and doors, with identification of locks [M.R. P. 9810.1500, subp. 12]
- Alarm systems, including control panels and alarm sensors [M.R. P. 9810.1500, subp. 8]
- Video surveillance cameras and storage devices, including identification of video area coverage [M.R. P. 9810.1500, subp. 9]
- Lighting [M.R. P. 9810.1500, subp. 10]
- Lock keypads [M.R. P. 9810.1500, subp. 12]
- Fencing or locked gates (if applicable) [M.R. P. 9810.1500, subp. 14]

### 36.1. Upload your first facility diagram.\*

*[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]*

### 36.2. Upload your second facility diagram.

*[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]*

### 36.3. Upload your third facility diagram.

*[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]*

### 36.4. Upload your fourth facility diagram.

*[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]*

### 36.5. Upload your fifth facility diagram.

*[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]*

**36a. Describe how the business will ensure both building and fire codes are met by pre-license inspection.**  
**[M.R. P. 9810.1100, subp. 6(B)]**

Both building and fire code must be addressed:

- **Building code – must meet one:**
  - The applicant has documentation from their local certified building official certifying building code compliance (in the form of a certificate of occupancy or other official documentation) or an agricultural exemption, or
  - The applicant has official documentation from a private certified building official certifying building code compliance.
- **Fire code – must meet one:**
  - The applicant has a certificate of occupancy or other official documentation from their local fire code official certifying fire code compliance, or
  - The applicant has official documentation from a State Fire Marshall inspector certifying fire code compliance.

[text field]

## Section 3: Certifications

Required fields are marked with an asterisk (\*).

The questions in this section are only required if applying for a cannabis extraction and concentration endorsement, hemp extraction and concentration endorsement or creation of artificially derived cannabinoids endorsement.

**37. If creating cannabis concentrate, hemp concentrate, or artificially derived cannabinoids, attach with this checklist all certifications from an independent third-party industrial hygienist or professional engineer that approve:\*** [M.R. P. 9810.2205]

- ☐ *Electrical systems*
- ☐ *Gas systems*
- ☐ *Fire suppression systems*
- ☐ *Exhaust systems*
- ☐ *Plans for safe storage and disposal of hazardous substances, including volatile chemicals*
- ☐ *N/A, I do not plan to use processes that require certifications from an independent third-party industrial hygienist or professional engineer\*\**

**\*\* If you intend to use processes that do not require certification from an independent third-party industrial hygienist or professional engineer, please provide a report from a qualified independent third party confirming that such certification is not required.**

If **Electrical systems** is selected:

**37a. Upload certification for electrical systems.\***

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, tif, pdf, doc, docx.]

If **Gas systems** is selected:

**37b. Upload certification for gas systems.\***

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, tif, pdf, doc, docx.]

If **Fire suppression systems** is selected:

**37c. Upload certification for fire suppression systems.\***

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, tif, pdf, doc, docx.]

If **Exhaust systems** is selected:

**37d. Upload certification for exhaust systems.\***

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, tif, pdf, doc, docx.]

If **Plans for safe storage and disposal of hazardous substances, including volatile chemicals** is selected:

**37e. Upload certification for safe storage and disposal of hazardous substance, including volatile chemicals.\***

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, tif, pdf, doc, docx.]

If **N/A, I do not plan to use processes that require certifications from an independent third-party industrial hygienist or professional engineer\*\*** is selected:

**37f. Upload a report from a qualified independent third party confirming that such certification is not required.\***

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, tif, pdf, doc, docx.]

## Section 4: Site Requirements

Required fields are marked with an asterisk (\*).

**38. Describe the facility's access to electrical services.\*** [M.S. § 342.30, subd. 3(1); M.S. § 342.28, subd. 3(1); M.S. § 342.29, subd. 3(1); M.S. § 342.37, subd. 2(1); M.R. P. 9810.2000, subp. 3A(3)]  
[text field]

**39. Describe the facility's access to water services.\*** [M.S. § 342.30, subd. 3(1); M.S. § 342.28, subd. 3(1); M.S. § 342.29, subd. 3(1); M.S. § 342.37, subd. 2(1); M.R. P. 9810.2000, subp. 3A(3)]  
[text field]

**40. Describe the facility's access to sewer services.\*** [M.S. § 342.30, subd. 3(1); M.S. § 342.28, subd. 3(1); M.S. § 342.29, subd. 3(1); M.S. § 342.37, subd. 2(1); M.R. P. 9810.2000, subp. 3A(4)]  
[text field]

**41. Describe the facility's ventilation and filtration system, including humidity and temperature controls.\*** [M.S. § 342.28, subd. 3(1); M.S. § 342.29, subd. 3(1); M.S. § 342.37, subd. 2(1); M.S. § 342.30, subd. 3(1); M.R. P. 9810.2102, subp. 6A(3)]  
[text field]

**42. Describe the facility's product storage area(s), including methods of ensuring that regulated products are free from contamination.\*** [M.R. P. 9810.1104; M.R. P. 9810.2000, subp. 12]  
[text field]

**43. Describe the facility's product storage area(s), including methods of ensuring no mixing between batch numbers or different types of regulated products.\*** [M.R. P. 9810.1104, subps. 1A, 4]  
[text field]

**44. Describe the facility's product storage area(s), including methods of storing products at least six inches above the ground.\*** [M.R. P. 9810.1104, subp. 2]  
[text field]

**45. Describe how the business will record and maintain verification that cannabis workers are following the storage procedures.\*** [M.R. P. 9810.1104, subp. 1; M.S. § 342.25, subd. 2]

[text field]

**46. Describe how the business will record when the storage area(s) was accessed and by whom, and which regulated products were added or removed from the storage area.\*** [M.R. P. 9810.1104, subp. 1B]

[text field]

**47. Describe how the business will maintain these storage area records and make them available for inspection.\*** [M.R. P. 9810.1104, subp. 1B]

[text field]

**48. Provide a description of the signage the business will post at all points of access to storage areas containing cannabis.\*** [M.R. P. 9810.1104, subp. 3]

[text field]

**49. Describe the facility's cannabis waste storage area(s).\*** [M.R. P. 9810.1104, subp. 5]

[text field]

**50. Describe the facility's pest prevention and control measures, including integrated pest management principles, pesticides, traps, and physical barriers such as screening.\*** [M.R. P. 9810.2000, subp. 3A(6); M.R. P. 9810.2102, subp. 10A(3), C(1); M.S. § 342.25, subd. 4(4); M.S. § 342.34, subd. 3(b); M.S. § 342.27, subd. 8(b)]

[text field]

**51. Describe the facility's sanitation facilities. These must include hand-washing facilities in all cultivation or manufacturing areas where unpackaged product is handled, that supply hot and cold water, and sanitary drying functions (such as electronic drying devices, single-use towels, or sanitary towel service).\*** [M.R. P. 9810.2102, subp. 10A(2), 6A(6); M.R. P. 9810.2000, subp. 12D]

[text field]

**Note:** Questions 52-57 are not on the Site, Security and Operations form for cannabis mezzobusinesses/microbusinesses.

## **Section 4A: Site Requirements for Businesses with a Cannabis Extraction and Concentration Endorsement, Hemp Extraction and Concentration Endorsement, Creation of Artificially Derived Cannabinoids Endorsement and/or a Production of Consumer Products Endorsement**

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required for cannabis businesses applying for a cannabis extraction and concentration endorsement, hemp extraction and concentration endorsement, creation of artificially derived cannabinoids endorsement. and/or production of consumer products endorsement.

**58. Describe the facility's floors, walls, and ceilings, including their ability to be easily cleaned and maintained in good repair.\*** [M.R. P. 9810.2102, subp. 6A(5)]

[text field]

**59. Describe the facility's chemical control program, including practices for storing toxic cleaning compounds, sanitizing agents, and other potentially harmful chemicals.\*** [M.R. P. 9810.2102, subp. 10D]

[text field]

**60. Describe the facility's plans for recycling supplies, inputs, ingredients, and work-in-progress (rework) for manufacturing, including water and packaging materials.\*** [M.R. P. 9810.2102, subp. 2A(6)]

[text field]

**61. Describe the facility's methods to secure inputs, ingredients, and in-process products.\*** [M.R. P. 9810.2102, subp. 2A(12)]

[text field]

**62. Describe the equipment you will use to manufacture consumable items including tables or countertops, mixing bowls, utensils, food storage units, etc. Surfaces must be corrosion-resistant and made of materials approved for food contact.\*** [M.R. P. 9810.2102, subp. 10A(6-7)]

[text field]

**63. Describe the surfaces used to manufacture consumable items, which must be corrosion-resistant and made of materials approved for food contact.\*** [M.R. P. 9810.2102, subp. 10A(6-7)]

[text field]

**64. Identify all methods of extraction, concentration, and/or conversion to create artificially derived cannabinoids intended to take place at the facility.\*** [M.S. § 342.28, subd. 3(3); M.S. § 342.29, subd. 3(3); M.S. § 342.26, subd. 3(b)]

[text field]

**65. Identify the hazards (biological, chemical, and physical) and controls for each product and process.\*** [M.R. P. 9810.2102, subp. 2A(9)]

[text field]

**66. Are you going to be manufacturing cannabis products while also planning to receive product from unlicensed individuals to process for those individuals?\*** [M.S. § 342.26, subd. 3(e)]

- ☐ Yes
- ☐ No

*If Yes is selected:*

**66a. Describe the facility's procedures for storing, processing, and returning cannabis flower, hemp plant parts, and cannabis concentrates received from unlicensed individuals. Include details on the use of separate storage areas, separate processing equipment, and the protocols for ensuring the product is returned to the individual in compliance with applicable regulations.\*** [M.S. § 342.26, subd. 3(e)]

[text field]

**67. List all volatile chemicals and/or catalysts that will be involved in extraction, concentration, and/or conversion (for artificially derived cannabinoids) activities.\*** [M.S. § 342.28, subd. 3(3); M.S. § 342.29, subd. 3(3); M.S. § 342.26, subd. 3(b)]

**Catalyst/Chemical 1** (Repeat questions below—for up to 20 catalysts/chemicals—to answer question 67.)

**Product Name\***

[text field]

**Active Ingredient (if applicable)**

[text field]

**Product Type/Use (catalyst, solvent, etc.)\***

*[text field]*

**Vendor Name\***

*[text field]*

**Vendor Address/Phone\***

*[text field]*

**Add another chemical/catalyst?\***

- ☐ Yes
- ☐ No

**68. Identify and describe all products the business intends to manufacture. Fill out a separate entry for each product. Products with multiple flavors may be listed on the same entry, but you must list each flavoring ingredient separately.\*** [M.R. P. 9810.2102, subp. 2A]

**Product 1** (Repeat questions below—for up to 20 products—to answer question 68.)

**Product Name\***

*[text field]*

**Product Description\***

*[text field]*

**Ingredients\***

*[text field]*

**Flavoring Ingredients\***

*[text field]*

**Ingredient Brand/Product Name(s)\***

*[text field]*

**Ingredient Vendor Name(s), Address(es), and Phone Number(s)\***

*[text field]*

**Packaging Used\***

*[text field]*

**Intended Use\***

*[text field]*

**Intended Consumers\***

*[text field]*

**Shelf Life\***

*[text field]*

**Labeling Instructions Related to Safety** (e.g. product will be ready to eat, must be cooked by the consumer, intended to be smoked or vaporized, etc.)\*

*[text field]*

**Storage and Distribution\***

*[text field]*

**Planned Annual Volume\***

[text field]

**Add another product?\***

- ☐ Yes
- ☐ No

## Section 4B: Site Requirements for Businesses with a Cannabis Cultivation Endorsement

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required for cannabis businesses applying for a cannabis cultivation endorsement.

**69. Describe the facility's plans for recycling any supplies or environmental inputs for cultivation, including water and packaging materials.\*** [M.R. P. 9810.2000, subp. 3A(5)]

[text field]

**70. Describe the method(s) of cultivation (hydroponic, aeroponic, in-ground, etc.).\*** [M.R. P. 9810.2000]

[text field]

**71. Describe the approximate growing schedules, including number of harvests and number of plants intended per year, and how the facility will record the actual dates such activity occurs including seeding planting, and harvesting dates.\*** [M.R. P. 9810.2000, subps. 3A(10-11), 13]

[text field]

**72. Describe the methods for harvesting, drying, curing, and storing cannabis.\*** [M.R. P. 9810.2000, subp. 3A(12)]

[text field]

**73. List all products intended for use during cultivation:\*** *Please note that only the products listed on this form may be used during cultivation. If additional products are needed, the form must be updated, resubmitted, and approved prior to use.* [M.S. § 342.25, subd. 2, 4]

[text field]

**Product 1** (Repeat questions below—for up to 50 products—to answer question 73.)

**Product Name\***

[text field]

**Active Ingredient (if applicable)**

[text field]

**Product Type (pesticide, fertilizer, nutrients, etc.)\***

[text field]

**Vendor Name\***

[text field]

**Vendor Address/Phone\***

[text field]

**Add another product intended for use during cultivation?\***

- ☐ Yes
- ☐ No

## **Section 4C: Site Requirements for Businesses with a Retail Operations Endorsement**

*Required fields are marked with an asterisk (\*).*

The questions in this section are only required for cannabis businesses applying for a retail operations endorsement.

**74. Describe the point-of-sale (POS) system that will be used, which must be integrated with the statewide tracking system.\*** All POS systems that can be used are listed at <https://www.metro.com/validated-integrators/#Minnesota>. [M.R. P. 9810.2501, subp. 1B]

*[text field]*

**75. Describe the procedures for ensuring the retail sale area is only accessed by individuals either 21 years or older or registered in the medical registry program.\*** [M.R. P. 9810.2501, subp. 2; M.R. P. 9810.1500, subp. 7]

*[text field]*

**76. Describe the facility's ventilation and filtration for odor control.\*** [M.R. P. 9810.2500, subp. 2A]

*[text field]*

**77. Describe how the business will track all adult-use cannabis and medical inventory management and sales separately.\*** [M.R. P. 9810.4200, subp. 1]

*[text field]*

**78. Describe the plans to prevent the visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the retail location.\*** [M.S. § 342.32, subd. 3(2)]

*[text field]*

## **Section 4D: Site Requirements for Businesses with Medical Cannabis Cultivation, Medical Cannabis Manufacturer, and/or Medical Cannabis Retail Endorsements**

*Required fields are marked*

The questions in this section are only required for cannabis businesses applying for a medical endorsement.

**79a. Describe how the facility will utilize separate spaces for the manufacture and/or cultivation of medical cannabis and adult-use cannabis.\*** [M.R. P. 9810.4200, subp. 1]

*[text field]*

**79b. Describe how the business will track all adult-use cannabis and medical cannabis cultivation, manufacturing, packaging, inventory management, and sales separately.\*** [M.R. P. 9810.4200, subp. 1]  
*[text field]*

**80. Any cannabis business applicant that is interested in selling medical cannabis to enrolled registered patients must employ at least one employee who has earned a medical cannabis consultant certificate issued by the office and has completed the required training or has at least one employee who is a licensed pharmacist under chapter 151.\*** [M.S. § 342.51, subd. 1(f)(2)]

**80a. Consultant/pharmacist first name\***  
*[text field]*

**80b. Consultant/pharmacist middle name/initial**  
*[text field]*

**80c. Consultant/pharmacist last name\***  
*[text field]*

**80d. Employee type\***  
*[dropdown field with options for Pharmacist and Certified Medical Cannabis Consultant]*

If **Pharmacist** is selected:

**80e. Pharmacist's license number\***  
*[text field]*

**80f. Issue date\***  
*[date field]*

**80g. Expiration date\***  
*[date field]*

If **Cannabis Medical Cannabis Consultant** is selected:

**80e. Certification number\***  
*[text field]*

**80f. City\***  
*[date field]*

**80g. County\***  
*[date field]*

**80h. I attest that during all hours of retail operation, medical cannabis products will be made available to individuals who are enrolled and registered as medical cannabis patients in accordance with applicable law.\***

☐ *I confirm this attestation.*

## Section 5: Security Plan

If you have multiple locations, provide responses for each facility in all prompts within this section.

*Required fields are marked with an asterisk (\*).*

### Secure Access Procedures and Related Equipment

Describe the facility's secure access procedures and related equipment.

**81. Describe any commercial-grade locks.** \* [M.R. P. 9810.1500, subp. 12]  
*[text field]*

**82. Describe any lockable product storage areas and restricted-access areas.**\* [M.R. P. 9810.1104, subp. 3]  
*[text field]*

**83. Describe any lockable entrance and exit doors and windows.**\* [M.R. P. 9810.1500, subp. 12]  
*[text field]*

**84. All cannabis workers must have an employment identification badge (issued by the cannabis business) that implements a visual coding system indicating the activities the worker may perform and the areas the worker may access. Describe your plans for meeting this requirement.**\* [M.S. § 342.24, subd. 3; M.S. § 342.59, subd. 2; M.R. P. 9810.1100, subp. 2; M.R. P. 9810.1500, subp. 6]  
*[text field]*

**85. Describe the presence of electronic locks and keypads on all perimeter entry doors.**\* [M.R. P. 9810.1500, subp. 12]  
*[text field]*

**86. Describe the secure storage of electronic and paper customer and business records.**\* [M.R. P. 9810.1500, subp. 7(C-D)]  
*[text field]*

**87. Describe any fencing that might be used for the facility.** [M.R. P. 9810.1500, subp. 14]  
*[text field]*

### Alarm System

[M.R. P. 9810.1500, subp. 8]

**88. Describe how you'll ensure your alarm system has an operational status of 24 hours per day, seven days per week.**\* [M.R. P. 9810.1500, subp. 8A]  
*[text field]*

**89. Describe how the facility's alarm system will be monitored by a security company or an employee of the licensed business.**\* [M.R. P. 9810.1500, subp. 8A]  
*[text field]*

**90. Describe the facility's alarm system's capability of immediately alerting local law enforcement and the business for any unauthorized breaches or a system failure.**\* [M.R. P. 9810.1500, subp. 8A(1)]  
*[text field]*

**91. Describe the presence of a back-up alarm system that activates immediately and automatically upon the loss of electricity.\*** [M.R. P. 9810.1500, subp. 8A(3)]

*[text field]*

**92. Describe the alarm system's audible alarm capable of being heard within a 100-foot radius from all facility entrances and exits.\*** [M.R. P. 9810.1500, subp. 8A(4)]

*[text field]*

**93. Describe the ability of the audible alarm to be remotely disabled by authorized personnel.\*** [M.R. P. 9810.1500, subp. 8A(5)]

*[text field]*

## **Security Personnel**

[M.R. P. 9810.1500, subp. 16]

**94. Describe any security personnel that may be utilized, including acknowledging that they must be at least 21 years of age.\*** [M.R. P. 9810.1500, subp. 16]

*[text field]*

**95. If employing a security company, ensure they are licensed by the State of Minnesota. Provide information on the security company (if applicable).**

*[text field]*

## **Testing and Inspection of Security Measures**

[M.R. P. 9810.1500, subp. 3]

**96. Describe the plan for repairing alarm system failures within 72 hours of system failure.\*** [M.R. P. 9810.1500, subp. 3A(2)]

*[text field]*

**97. Describe periodic testing and inspection of security measures (that must occur at least every 90 days).\***

[M.R. P. 9810.1500, subp. 3A(1)]

*[text field]*

## **Video Surveillance System**

[M.R. P. 9810.1500, subp. 9]

**98. Describe how you'll ensure your video surveillance system has an operational status of 24 hours per day, seven days per week.\*** [M.R. P. 9810.1500, subp. 9B]

*[text field]*

**99. Describe how cameras will allow for clear recording of activity within a radius of at least 20 feet from all entrances and exits.\*** [M.R. P. 9810.1500, subp. 9C(1)]

*[text field]*

**100. Describe how cameras will allow for the clear identification of all individuals entering and exiting the facility, all limited-access areas, and all restricted-access areas.\*** [M.R. P. 9810.1500, subp. 9C(2)]

*[text field]*

**101. Describe how cameras will allow for the viewing of all areas where cannabis is stored, packaged and labeled, prepared for transfer, prepared for sale, sold, where samples are collected, or where cannabis waste is destroyed.\*** [M.R. P. 9810.1500, subp. 9D(3-8)]

*[text field]*

**102. Describe the facility's video surveillance system's ability to produce video files that are stored in a secure place for at least 90 days and saved in an industry standard file format that can be played without the purchase of specialized software or equipment.\*** [M.R. P. 9810.1500, subp. 9E(1), F(1-3)]

*[text field]*

**103. Describe how the cameras are capable of recording at a minimum of 15 frames per second and with a minimum resolution of 720p.\*** [M.R. P. 9810.1500, subp. 9E(2-3)]

*[text field]*

**104. Describe the cameras' ability to display an accurate date and time stamp on all recordings that do not obscure the image.\*** [M.R. P. 9810.1500, subp. 9E(4)]

*[text field]*

**105. Describe the facility's video surveillance system's capability to record for an additional eight hours during a power outage.\*** [M.R. P. 9810.1500, subp. 9E(5)]

*[text field]*

## **Lighting**

[M.R. P. 9810.1500, subp. 10-11]

**106. Describe the lighting for both the interior and exterior of the facility.\*** [M.R. P. 9810.1500, subp. 10]

*[text field]*

**107. Describe how the lighting will ensure that observers can see and cameras can clearly record activity within at least 20 feet of all entrances and exits.\*** [M.R. P. 9810.1500, subp. 10]

*[text field]*

**108. Describe how the lighting will not disturb surrounding businesses or neighbors.\*** [M.R. P. 9810.1500, subp. 10]

*[text field]*

**109. Describe how deficient or inoperable lighting will be repaired within 48 hours of detection.\*** [M.R. P. 9810.1500, subp. 10]

*[text field]*

**110. Will motion sensors be used with lighting? If so, describe.\*** [M.R. P. 9810.1500, subp. 11]

*[text field]*

## Cultivation Security

[M.R. P. 9810.1500, subp. 10-11]

The questions in this section are only required for cannabis businesses applying for a cannabis cultivation endorsement.

### 111. Will you be cultivating cannabis outdoors?\*

- ☐ Yes
- ☐ No

**111a. Describe the physical security of the outdoor cultivation area, including enclosure by commercial or security-grade fencing and locked gates that are secure, at least six feet high, and that obscure the cultivation area from being readily viewed from outside the fenced area.\*** [M.R. P. 9810.1500, subp. 15]

*[text field]*

## Vehicle Disclosure Form

The questions in this section are only required for cannabis businesses applying for an internal transporter endorsement

## Section 1: Applicant/Licensee Information

*Required fields are marked with an asterisk (\*).*

### 1a. Legal business name\*

*[text field]*

### 1b. Doing business as (DBA) or assumed name\*

*[text field]*

### 1c. Primary contact: Legal first name\*

*[text field]*

### 1d. Primary contact: Middle initial

*[text field]*

### 1e. Primary contact: Last name\*

*[text field]*

### 1f. Primary contact: Suffix

*[text field]*

### 1g. Phone number\*

*[text field]*

**1h. Facility address\***

[Address Line 1]

[Address Line 2]

[City] [State] [ZIP Code]

**1i. Accela application number\***

To find your application number, check your email for messages from noreply@accela.com. Your application number will be in the subject of the email. Include the dashes in your application number.

[text field]

**1j. Email\***

[text field]

## Section 2: Proof of Insurance and Registration

*Required fields are marked with an asterisk (\*).*

**2a. Upload proof of Minnesota vehicle insurance.\*** [M.R. P. 9810.1500, subp. 17B(4); M.R. P. 9810.2300, subp. 4]

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]

**2b. Upload proof of Minnesota vehicle registration.\*** [M.R. P. 9810.1500, subp. 17B(4); M.R. P. 9810.2300, subp. 4]

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]

Repeat question 2b up to 10 times.

**Upload additional proof of Minnesota vehicle registration?\***

- ☐ Yes
- ☐ No

**2c. Upload proof of an appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$300,000, for loss of or damage to cargo.\*** [M.S. § 342.35, subd. 2(1)]

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]

Repeat question 2c up to 5 times.

**Upload additional proof?\***

- ☐ Yes
- ☐ No

**2d. Upload proof of an appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$1,000,000, for injury to one or more persons in any one accident and, if an accident has resulted in injury to or destruction of property, of not less than \$100,000 because of such injury to or destruction of property of others in any one accident.\*** [M.S. § 342.35, subd. 2(2)]

[Upload up to 1 document. Max file size 10MB. File types accepted: jpg, jpeg, gif, png, bmp, tif, pdf, doc, docx.]

Repeat question 2d up to 5 times.

**Upload additional proof?\***

- ☐ Yes
- ☐ No

## Section 3: Vehicle Storage Requirements

*Required fields are marked with an asterisk (\*).*

**3a. Confirm the following characteristics of the vehicle's product storage feature.** [M.R. P. 9810.2300, subp. 6C; M.S. § 342.42, subd. 5 (delivery services)]

**Lockable.\***

- ☐ Yes
- ☐ No

**Ensures that regulated products are not visible from outside the vehicle.\***

- ☐ Yes
- ☐ No

**3b. If the vehicle utilizes the entire cargo bay, cargo area, or trunk for regulated product storage, does it have the following features?** [M.R. P. 9810.2300, subp. 6B]

**Locking mechanism with a lock or keypad separate from the vehicle's door locks.\***

- ☐ Yes
- ☐ No

**Regulated products are not visible from outside the vehicle.\***

- ☐ Yes
- ☐ No

**Storage is inaccessible from the driver and passenger areas of the vehicle.\***

- ☐ Yes
- ☐ No

## Section 4: Vehicle Equipment Requirements

*Required fields are marked with an asterisk (\*).*

**4a. Does the vehicle contain any identifying logos or business names that may identify the type of cargo (including in the vehicle's external paint, on any vehicle wrap or stick-on products, or otherwise directly affixed to the vehicle)?\*** [M.S. § 342.42, subd. 6; M.R. P. 9810.2300, subp. 7]

- ☐ Yes
- ☐ No

**4b. Is the vehicle equipped with a GPS (Global Positioning System) tracking device?\*** [M.R. P. 9810.2300, subp. 4; M.R. P. 9810.1500, subp. 17B(2)]

- ☐ Yes
- ☐ No

**4c. Is the GPS tracking device capable of operating regardless of whether or not the vehicle's engine is running?\*** [M.R. P. 9810.1500, subp. 17B(2)]

- ☐ Yes
- ☐ No

**4d. Is the GPS tracking device permanently or temporarily and securely affixed to the vehicle while in operation?\*** [M.R. P. 9810.1500, subp. 17B(2)]

- ☐ Yes
- ☐ No

**4e. Identify the GPS tracking device brand.\***

*[text field]*

**4f. Is the GPS tracking device capable of storing data for at least 30 days?\*** [M.R. P. 9810.1500, subp. 17B(2)]

- ☐ Yes
- ☐ No

**4g. Does the vehicle contain functioning heating and air conditioning systems that maintain temperatures appropriate for storing regulated cannabis products?\*** [M.R. P. 9810.1500, subp. 17B(3)]

- ☐ Yes
- ☐ No

**4h. Is the vehicle in good working condition, with no defects that prevent the vehicle from being operated in a manner that complies with applicable traffic and safety laws?\*** [M.R. P. 9810.2300, subp. 1; M.R. P. 9810.1500, subp. 3B(1)]

- ☐ Yes
- ☐ No

**4i. Is the vehicle's security system manufacturer-installed or aftermarket?\***

- ☐ *Manufacturer-installed*
- ☐ *Aftermarket*

*If Aftermarket is selected:*

**Identify the aftermarket security system brand.\***

*[text field]*

**4j. Vehicle(s) must be equipped at all times with a secure form of communication. Please describe features in your vehicle.\*** [M.R. P. 9810.1500, subp. 17B(5)]

*[text field]*

**4k. Is the US DOT license number visible on the outside of the vehicle?\*** [M.R. P. 9810.2300, subp. 1; M.R. P. 9810.1500, subp. 3B(1)]

- ☐ Yes
- ☐ No

## Section 5: Vehicle Information

*Required fields are marked with an asterisk (\*).*

**5. For each vehicle intended to be used for the transportation of regulated cannabis products, provide the following information:**

**Vehicle 1** (Repeat questions below—for up to 10 vehicles—to answer question 5.)

**Make\***

*[text field]*

**Model\***

*[text field]*

**Year of Manufacture\***

*[text field]*

**Color of Vehicle\***

*[text field]*

**Vehicle Identification Number (VIN)\***

*[text field]*

**License Plate Number\***

*[text field]*

**Gross Vehicle Weight (GVW) (if applicable)**

*[text field]*

**US Department of Transportation Number (DOT#) (if applicable)**

*[text field]*

**Do you have another vehicle intended to be used for the transportation of regulated cannabis products?\***

- ☐ *Yes*
- ☐ *No*