

Lower-Potency Hemp Edible Retailer: Site, Security, and Operations Plan Questions

This document provides an overview of the questions included on the Lower-Potency Hemp Edible Business: Site, Security, and Operations Plan for your LPHE retailer final plan of record. **You must submit your answers to these questions on [our online form \(mn.gov/ocm/lphe-fpor\)](https://mn.gov/ocm/lphe-fpor).**

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 will need to submit that PDF via [Accela](#).

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, last name text field]

1d. Phone number*

[text field]

1e. Email*

[text field]

1f. Endorsement types and business activities (you must choose at least one)*

Note: Lower-potency hemp edible retailers must select the endorsement(s) that correspond to the business activities they intend to conduct under this license.

- Lower-potency hemp edible retailers intending to do delivery operations only, and not also operating a retail location, should only select the **delivery endorsement (LPHE)**.
- Lower-potency hemp edible retailers intending to do delivery operations and also operate a retail location should select both 1) **LPHE retailer operations endorsement** and 2) **delivery endorsement (LPHE)**.
- Lower-potency hemp edible retailers intending to offer on-site consumption of lower-potency hemp edibles on their premises should also select the **on-site consumption endorsement (LPHE)**.
- Lower-potency hemp edible retailers intending to transport to their own sites and to other LPHE license holders should also select the **internal/external transport activity**.

Applicants should select all endorsements that accurately reflect the activities they intend to conduct under this license.

- ☐ *LPHE retailer operations endorsement*
- ☐ *On-site consumption endorsement (LPHE)*
- ☐ *Delivery endorsement (LPHE)*
- ☐ *Internal/external transport activity*

1g. Upload your site list, up to 99 sites per application, including each site name and site address.*

“Site” means each physical location a business operates.

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

1i. 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 Minnesota Statutes, section 176.181, subdivision 2, or provide an attestation that you are exempted from obtaining workers' compensation insurance coverage in compliance with Minnesota Statutes, 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.*

Section 2: Site Requirements

Required fields are marked with an asterisk ().*

2a. Describe the site's product storage area(s), including methods of ensuring that lower potency hemp edible products are free from contamination and how products will be stored.* [M.R. P. 9810.1100, subp. 2; M.S. § 342.46 subd. 10]

[text field]

2b. Describe specific procedures for how your business will manage stock/inventory of regulated products. Please note that LPHE activity is not tracked within the state's seed to sale tracking system, so the description should reference your business's general stock/inventory management procedures.* [M.S. § 342.44 subd. 1; M.R. P. 9810.1100 subp. 2]

[text field]

2c. Describe your policy and procedures for verifying that all sales of LPHE are made only to individuals who are 21 years of age or older and not visibly intoxicated.* [M.S. § 342.46, subds. 3, 7; M.S. § 342.27, subd. 4(a)]

[text field]

2d. Describe how you will ensure that all products displayed on the sales floor (excluding beverages) are kept either behind the counter or in a locked display case.* [M.S. § 342.46, subd. 4]

[text field]

2e. Which of these three approved product types are you planning on selling? Select all that apply.*

- ☐ *Beverages*
- ☐ *Edibles*
- ☐ *Tinctures*

Section 2A: Site Requirements for Businesses with Internal/External Transport Activity

Required fields are marked with an asterisk ().*

The questions in this section are only required for hemp businesses with an internal/external transport activity.

2Aa. Explain how you will ensure that all products are packaged in non-visible, non-recognizable, tamper-evident containers prior to transport.* [M.S. § 342.46, subd. 5(a)(2)]

[text field]

2Ab. Describe your process for preparing and maintaining accurate shipping manifests for each transport of product.* [M.S. § 342.46, subd. 5(a)(3)]

[text field]

2Ac. Explain how you will document all departures, arrivals, and stops during product transport.* [M.S. § 342.46, subd. 5(a)(4)]

[text field]

Section 2B: Site Requirements for Businesses with On-Site Consumption Endorsement (LPHE)

Required fields are marked with an asterisk ().*

The questions in this section are only required for hemp businesses with an on-site consumption endorsement (LPHE).

2Ba. Provide proof of on-sale licensure issued under Minnesota Statutes, chapter 340A, or proof of liability insurance that meets the requirements outlined in Minnesota Statutes, section 340A.409 for an on-sale license, or documentation demonstrating equivalent coverage for on-site consumption activities.* [M.S. § 346.46, subd. 8(b); M.S. § 340A.409]

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

2Bb. Describe your policies and procedures for preventing individuals from leaving the site or event with an open package.* [M.S. § 346.46, subd. 8(d), (h)(4)]

[text field]

2Bc. Describe the procedures you will use to prevent sales to individuals who are visibly intoxicated.* [M.S. § 342.46, subd. 8(h)(1)]

[text field]

Section 2C: Site Requirements for Businesses with Delivery Endorsement (LPHE)

Required fields are marked with an asterisk ().*

The questions in this section are only required for hemp businesses with a delivery endorsement (LPHE).

2Ca. Upload proof of insurance for each delivery vehicle or proof of general liability insurance with a limit of at least \$1,000,000 for each occurrence.* [M.S. § 342.46, subd. 1b(a)(1)]

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

2Cb. Describe your business plan and policies for ensuring that lower-potency hemp edibles are not sold to individuals under 21 years of age, including the procedures you will use to verify age before completing a sale.* [M.S. § 342.46, subd. 1b(a)(2)]

[text field]

2Cc. Describe how you will ensure that lower-potency hemp edibles are not visible from outside the delivery vehicle.* [M.S. § 342.46, subd. 1b(b)(1)]

[text field]

2Cd. Describe your procedures for securing vehicles containing lower-potency hemp edibles, including ignition shut-off, locking doors and compartments, and key/device removal, or ensuring the vehicle is attended by an authorized employee or contractor.* [M.S. § 342.46, subd. 1b(b)(2)]
[text field]

2Ce. Confirm that you will not use a vehicle or trailer with any image or name suggesting that hemp products are being transported (e.g., cannabis/hemp leaves, product images, or related names).* [M.S. § 342.46, subd. 1b(b)(3)]

☐ *I confirm.*