

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 official 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 "Minnesota Office of Cannabis Management" with a PDF attachment containing your answers. To finalize your submission, you'll need to submit that PDF to [Accela](#).

Section 1: Applicant/Licensee Information

Required fields are marked with an asterisk ().*

1a. Legal Business Name*

[text field]

1b. Trade Name (DBA)*

[text field]

1c. Primary Contact*

[text field]

1d. Phone Number*

[text field]

1e. Email*

[text field]

1f. Endorsement Types and Business Activities*

Lower-potency hemp edible retailers intending to do delivery operations only, and not also operating a retail location, should only select the delivery endorsement. Lower-potency hemp edible retailers intending to do delivery operations and also operate a retail location should select both 1) lower-potency hemp retail operations endorsement and 2) delivery endorsement.

- ☐ Lower-potency hemp retail operations endorsement
- ☐ On-site consumption endorsement
- ☐ Delivery endorsement
- ☐ Transportation (to own sites and other LPHE businesses)

1g. Upload your site list, including each site name and site address.*

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

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.* [Minn. R. 9810.1100, subp. 1; Minn. Stat. § 342.44 subd. 1]

[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.* [Minn. Stat. § 342.44 subd. 1; Minn. R. 9810.1100]

[text field]

2c. Describe the procedure your business will follow to handle customer complaints, including how complaints are received, documented, investigated, and resolved.* [Minn. Stat. § 342.44, subd. 1]

[text field]

2d. 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.* [Minn. Stat. § 342.46, subds. 3, 7; Minn. Stat. § 342.27, subd. 4(a)]

[text field]

2e. 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.* [Minn. Stat. § 342.46, subd. 4]

[text field]

Section 2A: Site Requirements for Businesses with Transportation Activity

Required fields are marked with an asterisk ().*

The questions in this section are only required for hemp businesses with a transportation business activity.

2Aa. Describe your plan for ensuring that products are stored in a locked, safe, and secure storage compartment during transport.* [Minn. Stat. § 342.45, subd. 5(a)(1); Minn. Stat. § 342.46, subd. 1b(b)(1); Minn. R. 9810.2300, subp. 6A]

[text field]

2Ab. Explain how you will ensure that all products are packaged in non-visible, non-recognizable, tamper-evident containers prior to transport.* [Minn. Stat. § 342.45, subd. 5(a)(2); Minn. Stat. § 342.46, subd. 5(a)(2)]

[text field]

2Ac. Describe your process for preparing and maintaining accurate shipping manifests for each transport of product.* [Minn. Stat. § 342.45, subd. 5(a)(3); Minn. Stat. § 342.46, subd. 5(a)(3)]

[text field]

2Ad. Explain how you will document all departures, arrivals, and stops during product transport.* [Minn. Stat. § 342.45, subd. 5(a)(4); Minn. Stat. § 342.46, subd. 5(a)(4)]

[text field]

2Ae. List of vehicles and license plate.* Ex: 2018 Volvo TT - ABC1234 [Minn. R. 9810.2300, subp. 3A(6); Minn. Stat. § 342.45, subd. 5(b); Minn. Stat. § 342.46, subd. 5(b)]

[text field]

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

Required fields are marked with an asterisk ().*

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

2Ba. 2Ba. Provide 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.* [Minn. Stat. § 346.46, subd. 8b]

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2Bb. Describe your policies and procedures for preventing individuals from leaving the site or event with an open package.* [Minn. Stat. § 342.62, subd. 2(g); Minn. Stat. § 346.46, subds. 8(d), 8(g)(3)]

[text field]

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

[text field]

Section 2C: Site Requirements for Businesses with Delivery Endorsement

Required fields are marked with an asterisk ().*

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

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.* [Minn. Stat. § 342.46, subd. 1b(a)(1)]

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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.* [Minn. Stat. § 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.* [Minn. Stat. § 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.* [Minn. Stat. § 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).* [Minn. Stat. § 342.46, subd. 1b(b)(3)]

☐ *I confirm this attestation.*