

FINAL DRAFT PHASE 1

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1 GROWER

1.1 GENERAL TERMS & DEFINITIONS

The following **Definitions and Interpretations** apply to such terms when used in this U.S. Hemp Guidance Program.

Adulteration refers to a food that may be considered adulterated if it contains "any poisonous or deleterious substance which may render it injurious to health.....or if any valuable constituent has been in whole or in part omitted or abstracted therefrom; or (2) if any substance has been substituted wholly or in part therefor; or (3) if damage or inferiority has been concealed in any manner; or (4) if any substance has been added thereto or mixed or packed therewith so as to increase its bulk or weight, or reduce its quality or strength, or make it appear better or of greater value than it is".

Batch means a specific quantity of industrial hemp that is uniform, that is intended to meet specifications for identity, purity, strength, and composition, and that is produced during a specified period of time according to a single manufacturing record.

Batch number, or lot number means any distinctive group of letters, or numbers, or any combination of them, from which the complete history of the processing, packaging, labeling, and/or storage of a batch or lot of industrial hemp product can be determined.

Biomass means the amount of living matter in a given habitat, expressed either as the weight of organisms per unit area or as the volume of organisms per unit volume of habitat.

Component means any substance intended for use in the manufacture of industrial hemp, including those that may not appear in the finished batch of the industrial hemp.

Growth Medium means the solid, liquid or semi-solid substance used to support the growth of the plant.

Hemp refers to cannabis varieties that are primarily grown as an agricultural crop. Hemp plants are low in THC (marijuana's primary psychoactive chemical). As established in 7 U.S.C. § 5940, industrial hemp must have a delta-9 tetrahydrocannabinol (THC) concentration of not more than 0.3 percent on a dry weight basis, measured from any part of the plant.

Industrial Hemp means a plant of the genus *Cannabis Sativa L* and any part of the plant, whether growing or not, containing a delta-9 tetrahydrocannabinol (THC) concentration of no more than three-tenths of one percent (0.3%) on a dry weight basis.

Ingredient means any substance that is used in the manufacture of hemp and that is intended to be present in the finished batch of the hemp product.

In-process material means any material that is compounded, blended, ground, extracted, sifted, sterilized, derived by chemical reaction, or processed in any way for use in the manufacture of the hemp product.

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Lot means a batch, or a specific identified portion of a batch, or, in the case of a hemp product produced by continuous process, a specific identified amount produced in a specified unit of time or quantity in a manner that is uniform and that is intended to meet specifications for identity, purity, strength, and composition.

Microorganisms means yeasts, molds, bacteria, viruses, toxins, and other similar microscopic organisms which may or may not have a health or sanitary concern.

Pest means any objectionable insect or other animal including but not limited to birds, rodents, flies, mites, and larvae.

Physical plant or facility means all or any part of a building or facility used for or in connection with manufacturing, processing packaging, labeling, or storage of industrial hemp products or ingredients.

Processor means making a transformative change to the hemp plant or product following harvest.

Product complaint means any communication that contains any allegation, written, electronic, or oral, expressing concern, which may or may not have be related to the quality of an industrial hemp product.

Quality means that the hemp product meets the established specifications for identity, purity, strength, and composition, and limits on contaminants, and has been manufactured, packaged, labeled, and held under conditions to prevent adulteration.

Quality Management Systems means a planned and systematic operation or procedure for ensuring the quality of a hemp product.

Quality Management Systems personnel means any person, persons, or group, within or outside the organization, designated to be responsible for quality control operations.

Representative sample means a sample with an adequate number of units that are intended to ensure that the sample accurately portrays the material being sampled.

Reserve sample means a representative sample of product that is held for a designated period of time.

Sanitize means to adequately treat cleaned equipment, containers, utensils, etc.by a process that is effective in destroying of microorganisms of public health concerns.

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1.2 REGISTRATION/APPLICATION/NOTIFICATION

Prior to the Industrial Hemp Grower planting any seed, a license or agreement with the State must be obtained. The following information is required to make the application before a license will be issued: (Each State may have different regulations – refer to application – See Kentucky Hemp Policy Guide as an example)

1.2.1 Registration/Application Guidance

- Name of the person or corporation to whom the license or authorization is to be issued
- Address of the farm or place including county and township or legal description
- The number of acres
- Global Positioning System coordinates
- Intended purpose (seed, oil or fiber) of industrial hemp
- In the case of a plant breeder, the variety of industrial hemp that may be cultivated; and
 - Any conditions that are necessary to minimize security, public health or safety hazards related to the licensed or authorized activities.
 - Specify if the hemp is for food or non-food purposes

1.2.2 Notification of Changes to the licensor by the licensee

Every licensee shall notify the State of any changes to the information provided on the application, within 15 days after the change, including:

- Corporate name or ownership, or officers, and the replacement of an officer, or director
- Any change to the address of the licensee
- The replacement of an individual referred to a licensee
- Any change in the mailing address of the licensee
- Any change in the ownership of the land used to cultivate industrial hemp
- Any change to the approved cultivar being sown or, in the case of a plant breeder, to the variety of industrial hemp being sown;
- Any genetic modification.

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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1.3 PERSONNEL GUIDANCE

Qualified employees who grow, manufacture, package, or label industrial hemp should be qualified to do so, and those responsible for quality control or performing any quality control operations, must have the education, training, or experience to perform the assigned functions.

Supervisors should be qualified by education, training, or experience to supervise.

Contamination Prevention and Hygienic measures should be taken to exclude from any operations any person who might be a source of microbial contamination.

Such measures could include the following:

- Exclude personnel from working in any operations that may have an illness, infection, open lesion, or any other abnormal source of contamination.
- Instructing employees to notify their supervisor if there is a possibility that they have a health condition described above.
- Wearing outer garments in a manner that protects against the contamination.
- Maintaining adequate personal cleanliness.
- Washing hands thoroughly, and sanitizing if necessary, in a hand-washing facility.
- Removing or covering all unsecured jewelry and other objects that might fall into components, industrial hems, equipment, or packaging.
- Using gloves when appropriate.
- Wearing, where appropriate, hair nets, caps, beard covers, shoes, PPE etc.

Personnel and employee safety measures should include the following:

- Appropriate and Adequate First Aid Equipment
- Adequate bathrooms and changing rooms
- Appropriate OSHA warnings, labels, and training
- Appropriate training and personal protective equipment for pesticide application

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1.3.1 U.S. HEMP GUIDANCE - GROWER - PERSONNEL GUIDANCE CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Are the supervisors qualified for their responsibilities by training, education or experience?			
	Do the employees performing the growing, processing, packaging and labeling tasks, have the proper training necessary to perform the tasks?			
	Are contamination and hygienic measures in place to exclude personnel who might be a source of contamination?			
	Are personnel excluded from operations if they have, an illness, infection, open lesion, or any other abnormal source of contamination?			
	Do employees notify their supervisor if there is a possible health condition as described above?			
	Do personnel wear outer garments in a manner that protects against the contamination?			
	Do operating personnel maintain adequate personal cleanliness?			
	Are hand washing facilities available and used?			
	Do operating personnel remove or cover unsecured jewelry etc. to prevent them from falling into hemp products or causing harm?			
	Are gloves used when appropriate?			
	Are caps, shoes and head covering used when appropriate?			
	Is the appropriate Personal Protective Equipment (PPE) used as needed?			
	Are there adequate and appropriate first aid equipment available?			
	Is there adequate bathrooms and changing rooms?			
	Are the OSHA warnings and signs visible?			
	Has there been adequate training?			
	If applicable is the PPE and trains available for the pesticide applicators?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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1.3.2 U.S. HEMP GUIDANCE – GROWER - BEST MANAGEMENT PRACTICES CHECKLIST			
	YES	NO	NOTES
Are you using the best soil available?			
Have you Soil tested for macro and micro nutrients?			
Have you used the appropriate Growth Medium for intended purposes?			
Has the licensee determined the concentration of THC in the hemp?			
Is seed planted listed on the license?			
Is the entire hemp plant used as licensed?			
Do you properly use pre- plant weed control?			
Do you have a Germination Certificate from the seed supplier			
Did you use the proper Certified Seed suitable for location?			
Did you use the proper seed treatment?			
Do you have a site history?			
Do you have a water quality report or history?			
Did you use fertilizer to target desired yield per acre according to soil test?			
Did you use animal manure for fertilizer or biomass purposes?			
Did you plant by optimum seeding date?			
Did you plant at the optimum rate of seeds per acre?			
Have samples of the industrial hemp been collected in accordance with the Guidance Procedures?			
Has the equipment used to sow, harvest and transport the hemp been thoroughly cleaned to prevent contamination?			
Are you prepared to harvest when the plant is ready?			
Have you complied with the drying procedures			
Do you have sufficient and proper storage facilities or adequate transportation equipment available?			
Is the biomass sold to a licensed person or entity according the Guidance Procedures?			
Is the biomass packaged, labeled, and transported according to the Transportation Guidance Procedures?			
Has any loss or theft been reported according to the license requirements?			
Are the records being kept according to the Guidance Procedures for Record Retention?			

Grower Signature _____

Date _____

Printed Name _____ **Farm location or identifier** _____

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1.3.3 U.S. HEMP GUIDANCE - GROWER - FACILITY & BIOSECURITY AWARENESS CHECKLIST				
A.	Facility Security (physical security of buildings and grounds)			
√ if Applicable	Is the facility using:	YES	NO	NOTES
	Security lighting			
	Perimeter fencing			
	Controlled gate access			
	Off-hours security guard			
	Electronic motion detectors			
	Door alarms			
	Video cameras			
	Adequate indoor lighting			
	Alarms linked to an off-site security system			
	Door hardware is of industrial design			
	Guards are installed on exterior ladders			
	Exit doors and gate are electronically/mechanically secured			
	Entry and discharge points of exterior tanks are padlocked when not in use			
	All vehicles parked outside are locked			
	Empty/loaded containers are parked inside			
	Law enforcement patrol over company premises on regular but unpredictable basis			
	Employees reporting any suspicious behaviors			
	Restricted access to computer process control and data systems			
	Safeguard of data systems using data security program			
	Backup of all data and processes at an off-site place			
B.	Visitor Policy			
√ if Applicable	Is the facility using:	YES	NO	NOTES
	Company representative for visitor to check in with			
	Signs informing visitors where to report			
	Specific area for visitor parking			
	Records of visitors (include name, company, arrival and departure, and purpose of visit)			
	Visitor badges/identification cards			
	Company representative to escort visitor all the time			
	Restricted access to key manufacturing areas			
C.	Distribution			
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES

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	Bulk containers are inspected prior to loading for foreign and/or suspicious material			
	Verify that all customer pick-up drivers are representatives of the customer			
	The product stream is inspected visually			
	Container access points are secured after loading			
	Seal numbers are documented on the shipping papers			
	Shipping documents are used to identify the contents of each compartment			
	Shipping log is maintained			
	Bio-sanitation program is implemented			
	Procedures exist to disinfect vehicles and drivers			
D. Housekeeping				
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES
	Written housekeeping program for all areas of the facility			
	Written pesticide and rodenticide program			
E. Emergency Response				
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES
	Employees are adequately trained to respond to a crisis as calmly and safely as possible			
	Current inventory of all hazardous and flammable products			
	A plan to provided MSDS to emergency response teams etc.			
	A list of emergency contacts is posted			
	An action plan to deal with suspicious devices or substances			
	Evacuation plan in case of fire and explosions is published			
	Establish and maintain an up-to-date employee roster and visitor log to facilitate personnel head count at any time			
	Disaster Preparedness Plan			
	A weapons security program			
	Conduct evacuation and respond drill periodically			
	Post a site plan depicting escape routes, fire-fighting and rescue equipment			

Signature: _____

Date: _____

Printed Name: _____

Company: _____

Facility Location: _____

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1.4 STORAGE AND DISTRIBUTION

Storage of industrial hemp should be in under appropriate conditions of temperature, humidity, and light so that the identity, purity, strength, and composition of the components and industrial hems are not affected.

Storage of hemp and hemp products should be properly labeled at all times to prevent contaminations and unintended comingling

Storage of hemp and hemp products should be properly labeled to indicate a hold or available for release.

Storage of material in-process should be identified under conditions that prevent mix-ups, contamination, and deterioration.

Storage of material in-process should be held under appropriate conditions of temperature, humidity, and light.

Storage of packaging and labels should be under conditions adequate to prevent the packaging and labels from being adversely affected.

Distribution of hemp products should be under conditions that will protect the products against contamination and deterioration .

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1.4.1 U.S. HEMP GUIDANCE - GROWER - STORAGE & DISTRIBUTION CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is the industrial hemp and hemp products stored or warehoused under appropriate conditions?			
	Are the storage conditions sufficient to prevent adulteration?			
	Are the storage conditions sufficient to prevent changes in specifications of the hemp products?			
	Is the material used in-process held under adequate conditions to prevent changes in the components or ingredients?			
	Are the packaging materials stored and held in conditions to prevent deterioration?			
	Are the labels and labeling materials stored and held in conditions to prevent deterioration?			
	Is the hemp distribution plan adequate to preserve the quality of the hemp products?			
	Is the hemp distribution plan adequate to assure that the hemp products are shipped to the intended place and to the intended recipient?			
	Is the Storage of hemp and hemp products properly labeled at all times to prevent contaminations and unintended comingling?			
	Is the Storage of hemp and hemp products properly labeled to indicate a hold or available for release?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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1.5 RECORD RETENTION

Growers/licensee shall keep the records, electronically or hard copy, that contain the following information for at least five (5) years after obtained:

- Source of the industrial hemp seed (imported or purchased or grown), name and address and the country of origin,
- Name and (licensee name) license number of the person from whom the seed was purchased,
- Form in which the industrial hemp is imported, purchased or sold,
- Variety of industrial hemp,
- Germination Certificate
- Site History including water quality
- Statement of appropriate growth mediums
- Images of product and labels if available
- Curing or drying records
- Processing records
- Quantity of each form of industrial hemp imported, purchased, or sold,
- Date of planting and harvest,
- Date of each pesticide, herbicide, fungicide and fertilizer application if any,
- Destination of the industrial hemp that is sold, - name and address of the purchaser and the country, to which it is exported,
- Date that each shipment of industrial hemp is sent or received,
 - Name of the carrier
 - Results of any tests
 - Quantity shipped
- Name and (Licensee name) license number of the person to whom the seed was sold.

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1.5.1 U.S. HEMP GUIDANCE – GROWER - RECORD RETENTION CHECKLIST				
√ if Applicable	<i>ALL RECORDS ARE TO BE KEPT FOR 5 YEARS</i>			
	DO THE RECORDS INCLUDE THE FOLLOWING?	YES	NO	NOTES
	Source of industrial hemp seed including			
	Name, address and country of origin			
	Name and license of person who sold the seed			
	Form of the industrial hemp seed			
	Variety of the seed			
	Quantity of the seed			
	Germination Certificate			
	Site History including water quality			
	Statement of appropriate growth mediums			
	Images of product and labels if available			
	Curing or drying records			
	Processing records			
	Date of planting			
	Date of harvesting			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

2 PROCESSOR

2.1 GENERAL TERMS & DEFINITIONS

The following Definitions and Interpretations apply to such terms when used in this U.S. Hemp Guidance Program.

Adulteration refers to a food that may be considered adulterated if it contains "any poisonous or deleterious substance which may render it injurious to health.....or if any valuable constituent has been in whole or in part omitted or abstracted therefrom; or (2) if any substance has been substituted wholly or in part therefor; or (3) if damage or inferiority has been concealed in any manner; or (4) if any substance has been added thereto or mixed or packed therewith so as to increase its bulk or weight, or reduce its quality or strength, or make it appear better or of greater value than it is".

Batch means a specific quantity of industrial hemp that is uniform, that is intended to meet specifications for identity, purity, strength, and composition, and that is produced during a specified period of time according to a single manufacturing record.

Batch number, or lot number means any distinctive group of letters, or numbers, or any combination of them, from which the complete history of the processing, packaging, labeling, and/or storage of a batch or lot of industrial hemp product can be determined.

Biomass means the amount of living matter in a given habitat, expressed either as the weight of organisms per unit area or as the volume of organisms per unit volume of habitat.

Component means any substance intended for use in the manufacture of industrial hemp, including those that may not appear in the finished batch of the industrial hemp.

Growth Medium means the solid, liquid or semi-solid substance used to support the growth of the plant.

Hemp refers to cannabis varieties that are primarily grown as an agricultural crop. Hemp plants are low in THC (marijuana's primary psychoactive chemical). As established in 7 U.S.C. § 5940, industrial hemp must have a delta-9 tetrahydrocannabinol (THC) concentration of not more than 0.3 percent on a dry weight basis, measured from any part of the plant.

Industrial Hemp means a plant of the genus *Cannabis Sativa L* and any part of the plant, whether growing or not, containing a delta-9 tetrahydrocannabinol (THC) concentration of no more than three-tenths of one percent (0.3%) on a dry weight basis.

Ingredient means any substance that is used in the manufacture of hemp and that is intended to be present in the finished batch of the hemp product.

In-process material means any material that is compounded, blended, ground, extracted, sifted, sterilized, derived by chemical reaction, or processed in any way for use in the manufacture of the hemp product.

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Lot means a batch, or a specific identified portion of a batch, or, in the case of a hemp product produced by continuous process, a specific identified amount produced in a specified unit of time or quantity in a manner that is uniform and that is intended to meet specifications for identity, purity, strength, and composition.

Microorganisms means yeasts, molds, bacteria, viruses, toxins, and other similar microscopic organisms which may or may not have a health or sanitary concern.

Pest means any objectionable insect or other animal including but not limited to birds, rodents, flies, mites, and larvae.

Physical plant or facility means all or any part of a building or facility used for or in connection with manufacturing, processing packaging, labeling, or storage of industrial hemp products or ingredients.

Processor means making a transformative change to the hemp plant or product following harvest.

Product complaint means any communication that contains any allegation, written, electronic, or oral, expressing concern, which may or may not have be related to the quality of an industrial hemp product.

Quality means that the hemp product meets the established specifications for identity, purity, strength, and composition, and limits on contaminants, and has been manufactured, packaged, labeled, and held under conditions to prevent adulteration.

Quality Management Systems means a planned and systematic operation or procedure for ensuring the quality of a hemp product.

Quality Management Systems personnel means any person, persons, or group, within or outside the organization, designated to be responsible for quality control operations.

Representative sample means a sample with an adequate number of units that are intended to ensure that the sample accurately portrays the material being sampled.

Reserve sample means a representative sample of product that is held for a designated period of time.

Sanitize means to adequately treat cleaned equipment, containers, utensils, etc.by a process that is effective in destroying of microorganisms of public health concerns.

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2.2 REGISTRATION/APPLICATION/NOTIFICATION

Prior to the Industrial Hemp Processor processing any seed or hemp product, a license or agreement with the State must be obtained. The following information is required to make the application before a license will be issued: (Each State may have different regulations – refer to application – See Kentucky Hemp Policy Guide as an example)

2.2.1 Registration/Application Guidance

- Applicant’s contact information, including a copy of current driver’s license for applicant and each proposed signing authority.
- Full names of each individual who will be primarily responsible for the processing or handling the applicant’s hemp material.
- Research plan, including the estimated quantity of hemp material to be processed annually.
- Address of each location and GPS coordinates of each building or site where hemp will be stored, processed or handled.
- Map(s) depicting each site where hemp will be processed, or stored, and designating entrances and specific points where GPS coordinates were taken.
- Seed/propagule acquisition plan, including a list of proposed affiliated growers.
- Material acquisition plan, including a list of proposed affiliated growers.
- Marketing plan, including the type of products to be marketed and to whom
- Consent to all statements in the Acknowledgments Section in the Processor/Handler Application.
- Quality Management Systems

2.2.2 Notification of Changes to the licensor by the licensee

Every licensee shall notify the State of any changes to the information provided on the application, within 15 days after the change, including:

- Corporate name or ownership or officers & and the replacement of an officer, or director
- Any change to the address to the licensee
- The replacement of an individual referred to on licensee
- Any change in the mailing address of the licensee
- Any change in the ownership of the land used to cultivate industrial hemp
- Any change to the approved cultivar being sown or, in the case of a plant breeder to the variety of industrial hemp being sown;

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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2.3 PERSONNEL GUIDANCE

Qualified employees who manufacture, package, or label industrial hemp should be qualified to do so and those responsible for quality control or performing any quality control operations, must have the education, training, or experience to perform the assigned functions.

Supervisors should be qualified by education, training, or experience to supervise.

Contamination Prevention and Hygienic measures should be taken to exclude from any operations any person who might be a source of microbial contamination.

Such measures could include the following:

- Excluding personnel from working in any operations that may have, an illness, infection, open lesion, or any other abnormal source of contamination.
- Instructing employees to notify their supervisor if there is a possibility that they have a health condition described above.
- Wearing outer garments in a manner that protects against the contamination.
- Maintaining adequate personal cleanliness.
- Washing hands thoroughly, and sanitizing if necessary, in a hand-washing facility.
- Removing or covering all unsecured jewelry and other objects that might fall into components, industrial hems, equipment, or packaging,
- Using gloves when appropriate.
- Wearing, where appropriate, hair nets, caps, beard covers, shoes, PPE, etc.

Personnel and employee safety measures should include the following:

- Appropriate and Adequate First Aid Equipment
- Adequate bathrooms and changing rooms
- Appropriate OSHA warnings, labels, and training
- Appropriate training and personal protective equipment for pesticide application.

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2.3.1 U.S. HEMP GUIDANCE - PROCESSOR- PERSONNEL GUIDANCE CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Are the supervisors qualified for their responsibilities by training, education or experience?			
	Do the employees performing the growing, processing, packaging and labeling tasks, have the proper training necessary to perform the tasks?			
	Are contamination and hygienic measures in place to exclude personnel who might be a source of contamination?			
	Are personnel excluded from operations if they have, an illness, infection, open lesion, or any other abnormal source of contamination?			
	Do employees notify their supervisor if there is a possible health condition as described above?			
	Do personnel wear outer garments in a manner that protects against the contamination?			
	Do operating personnel maintain adequate personal cleanliness?			
	Are hand washing facilities available and used?			
	Do operating personnel remove or cover unsecured jewelry etc. to prevent them from falling into hemp products or causing harm?			
	Are gloves used when appropriate?			
	Are caps, shoes and head covering used when appropriate?			
	Is the appropriate Personal Protective Equipment (PPE) used as needed?			
	Are there adequate and appropriate first aid equipment available?			
	Is there adequate bathrooms and changing rooms?			
	Are the OSHA warnings and signs visible?			
	Has there been adequate training?			
	If applicable is the PPE and trains available for the pesticide applicators?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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2.4 PHYSICAL PLANT AND GROUNDS

Facilities used in the processing, packaging, labeling, or holding of industrial hemp should be adequate in size, construction, and design.

Facilities should be such to provide adequate space for the equipment and materials necessary for normal operations as well as maintenance, cleaning, and sanitizing operations and to prevent contamination.

Equipment that controls temperature and humidity as well as fans and other air-blowing equipment used should be adequate for use.

Aisles or working spaces between equipment and walls should be adequate to permit all persons to perform their duties.

Adequate light should be available in all areas as needed.

Facilities should be maintained to protect against contamination of industrial hemp.

Facility maintenance should include facilities in repair sufficient to prevent industrial hems, or products contamination.

Facility should have adequate bathrooms and changing rooms.

Facility should have a sanitary/cleaning plan

Cleaning compounds, sanitizing agents, pesticides, and other toxic materials need to be free from microorganisms and that are safe and adequate under the conditions of use.

Pest control includes not allowing animals or pests in any area of your facilities except Guard or working dogs.

Insecticides, fumigants, fungicides, herbicides, or rodenticides, should be used with care and in the intended manner.

Water supply needs to be safe and sanitary, at suitable temperatures, and under pressure as needed for appropriate use.

Plumbing in the facility should be of an adequate size and design and be adequately installed and maintained to satisfy operational needs.

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Floor drainage should be adequate for operations and to prevent contamination of industrial hemp products or components.

Sewage disposal should be adequate for operational needs and bathrooms.

Hand-washing facilities should be available and designed to ensure that an employee's hands are not a source of contamination of hemp products.

Trash disposal should be adequate to minimize odors, attract pests or become a source of contamination.

Grounds should be maintained to protect against contamination of industrial hemp.

Ground maintenance includes:

- Properly storing equipment, removing litter and waste, and cutting weeds or grass so that it does not attract pests, harbor pests, or provide pests a place for breeding;
- Maintaining roads, yards, and parking lots to prevent contamination of industrial hemp products
- Adequately operating waste treatment and disposal.

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2.4.1 U.S. HEMP GUIDANCE - PROCESSOR - PHYSICAL PLANT AND GROUNDS CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Are the facilities used in the processing, packaging, labeling, or storage of industrial hemp adequate in size, construction, and design?			
	Do the facilities provide adequate space for the equipment and materials necessary for normal operations?			
	Are the facilities adequate for maintenance, cleaning, and sanitizing and to prevent contamination?			
	Does the equipment adequately control temperature and humidity?			
	Are the fans / air-blowing equipment adequate for use?			
	Do the aisles or working spaces between equipment and walls permit all persons to perform their duties?			
	Is there adequate light in all areas as needed?			
	Are the facilities maintained to protect against contamination of industrial hemp?			
	Are the cleaning compounds, sanitizing agents, pesticides, and other materials free from microorganisms and adequate under the conditions of use?			
	Is pest control sufficient to exclude all animals or pests in any areas except Guard or working dogs?			
	Are insecticides, fumigants, fungicides, herbicides, or rodenticides, used with care and in the intended manner?			
	Is the water supply safe and sanitary, and at suitable temperatures, and pressure as needed?			
	Is the plumbing of adequate size and installed and maintained to satisfy operational needs?			
	Does the floor drainage prevent contamination of industrial hemp products or components?			
	Is the sewage disposal adequate for operational needs and bathrooms?			
	Are hand-washing facilities available to ensure that employee's hands are not a source of contamination?			
	Is the trash disposal sufficient to minimize odors, and not attract pests or become a source of contamination?			
	Are the grounds maintained to protect against contamination of industrial hemp?			
	Is the equipment stored and litter and waste removed to prevent pests?			
	Is the grass mowed and weeds cut to prevent pests a place for breeding?			
	Are the roads, yards, and parking lots maintained to prevent contamination of industrial hemp products?			
	Is the waste treatment and disposal operating adequately?			
	Does the Facility have adequate bathrooms and changing rooms?			

U.S. Hemp Guidance Program

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2.4.2 U.S. HEMP GUIDANCE - PROCESSOR - FACILITY & BIOSECURITY AWARENESS CHECKLIST				
A.	Facility Security (physical security of buildings and grounds)			
√ if Applicable	Is the facility using:	YES	NO	NOTES
	Security lighting			
	Perimeter fencing			
	Controlled gate access			
	Off-hours security guard			
	Electronic motion detectors			
	Door alarms			
	Video cameras			
	Adequate indoor lighting			
	Alarms linked to an off-site security system			
	Door hardware is of industrial design			
	Guards are installed on exterior ladders			
	Exit doors and gate are electronically/mechanically secured			
	Entry and discharge points of exterior tanks are padlocked when not in use			
	All vehicles parked outside are locked			
	Empty/loaded containers are parked inside			
	Law enforcement patrol over company premises on regular but unpredictable basis			
	Employees reporting any suspicious behaviors			
	Restricted access to computer process control and data systems			
	Safeguard of data systems using data security program			
	Backup of all data and processes at an off-site place			
B.	Visitor Policy			
√ if Applicable	Is the facility using:	YES	NO	NOTES
	Company representative for visitor to check in with			
	Signs informing visitors where to report			
	Specific area for visitor parking			
	Records of visitors (include name, company, arrival and departure, and purpose of visit)			
	Visitor badges/identification cards			
	Company representative to escort visitor all the time			
	Restricted access to key manufacturing areas			
C.	Distribution			
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES

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	Bulk containers are inspected prior to loading for foreign and/or suspicious material			
	Verify that all customer pick-up drivers are representatives of the customer			
	The product stream is inspected visually			
	Container access points are secured after loading			
	Seal numbers are documented on the shipping papers			
	Shipping documents are used to identify the contents of each compartment			
	Shipping log is maintained			
	Bio-sanitation program is implemented			
	Procedures exist to disinfect vehicles and drivers			
D. Housekeeping				
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES
	Written housekeeping program for all areas of the facility			
	Written pesticide and rodenticide program			
E. Emergency Response				
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES
	Employees are adequately trained to respond to a crisis as calmly and safely as possible			
	Current inventory of all hazardous and flammable products			
	A plan to provided MSDS to emergency response teams etc.			
	A list of emergency contacts is posted			
	An action plan to deal with suspicious devices or substances			
	Evacuation plan in case of fire and explosions is published			
	Establish and maintain an up-to-date employee roster and visitor log to facilitate personnel head count at any time			
	Disaster Preparedness Plan			
	A weapons security program			
	Conduct evacuation and respond drill periodically			
	Post a site plan depicting escape routes, fire-fighting and rescue equipment			

Signature: _____

Date: _____

Printed Name: _____

Company: _____

Facility Location: _____

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2.5 EQUIPMENT

Equipment and multi-use utensils should be designed, and built, to be suitable for its intended use and able to be adequately cleaned and properly maintained.

Equipment should be designed and build so that use will not result in the contaminations.

Equipment should be Installed and maintained to facilitate cleaning the equipment, utensils, and all adjacent spaces.

Equipment should be maintained to protect industrial hemp from contaminations.

Equipment should have a certificate of Installation Qualification (IQ), Operational Qualification (OQ) and Performance Qualification (PQ)

Freezer, refrigerator, and other cold storage equipment should have a working thermometer.

Compressed air or other gases should be used and be treated in such a way that the industrial hemp, or contact surface is not contaminated.

Instruments and controls used in processing, packaging or labeling or testing industrial hemp products should be calibrated as necessary to assure accuracy.

Automated, or electronic equipment used to manufacture, package, label, or hold industrial hemp, should be designed to ensure that industrial hemp product specifications are consistently met.

Equipment should be properly calibrated according to the manufactures specifications.

Automated, mechanical, and electronic equipment (including software for a computer controlled process) should be used and operated by trained personal for proper use.

Utensils intended for one-time use, (paper cups, and paper towels etc.) should be stored in appropriate containers; and disposed of to prevent contamination.

Cleaning materials should be approved and properly labeled for intended use and safe under their conditions of used.

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2.5.1 U.S. HEMP GUIDANCE - PROCESSOR – EQUIPMENT CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is the equipment and multi-use utensils designed, and built for its intended use?			
	Is the equipment able to be adequately cleaned and properly maintained?			
	Is the equipment designed and build so that use will not result in the contaminations?			
	Is the equipment Installed and maintained to facilitate cleaning?			
	Is the equipment maintained to protect industrial hemp from contaminations?			
	Does the Equipment have a certificate of Installation Qualification (IQ), Operational Qualification (OQ) and Performance Qualification (PQ)?			
	Does the freezer, refrigerator, and all cold storage equipment have a working thermometer?			
	Is the compressed air or other gases used in such a way that the hemp, or contact surface is not contaminated?			
	Are the instruments and controls used in processing, packaging or labeling for testing hemp products calibrated to assure accuracy?			
	Are the automated, or electronic equipment used to manufacture, package, label, or hold industrial hemp, designed to ensure that hemp product specifications are consistently met?			
	Are the automated, mechanical, and electronic equipment (including software for a computer controlled process) used and operated by trained personal for proper use?			
	Are the utensils intended for one-time use, (paper cups, and paper towels etc.) stored in appropriate containers; and disposed of to prevent contamination?			
	Are the cleaning materials approved and properly labeled and stored and used under their conditions of used?			
	Is the Equipment properly calibrated according to the manufactures specifications?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

U.S. Hemp Guidance Program

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2.6 PRODUCTION AND PROCESS CONTROL

Production and in-process control system should be designed to ensure that the industrial hemp is manufactured, packaged, labeled, and held in a manner that will ensure the quality of the industrial hemp and that the industrial hemp is packaged and labeled as specified in the manufacturing record.

Specifications should be made for any part of in the manufacturing process where control is necessary and limits are set to ensure the quality and consistency of the industrial hemp products.

In-process production should have established in-process specifications for any part in the manufacturing record where control is necessary to help ensure that specifications are met for the identity, purity, strength, and composition of the hemp products and, as necessary, for limits on those types of contamination that may adulterate or may lead to adulteration of the finished batch of the hemp product.

Production documentation should be made for meeting the in-process specifications.

Quality control personnel should review and approve the in-process documentation.

Product Definitions and Specifications should be established for all industrial hemp products for identity, purity, strength, and composition of the hemp product.

Product specifications should also include the packaging and labeling requirement of the finished packaged and labeled hems,

Labeling Operations Procedures should be made for packaging industrial hemp products.

Quality Management Systems in the manufacturing, packaging, labeling, and holding of industrial hemp should ensure the quality of the industrial hemp is packaged and labeled as specified in the manufacturing record.

Quality Control procedures should include:

- Verify the identity of any component that is to be used in the production or processing of the hemp products.
- Maintain documentation of verification.
- Monitor each in-process parts of the process where control is necessary to ensure the quality of the hemp products.
- For each batch or lot of finished industrial hemp products a sample should be taken to verify, if necessary, that the batch meets its product specifications.

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2.6.1 U.S. HEMP GUIDANCE - PROCESSOR - PRODUCTION & PROCESS CONTROL CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is there a process control plan?			
	Is the process control system designed and operating for intended use of processing hemp?			
	Are there written definitions and specifications for processing hemp?			
	Do you have specifications for packaging?			
	Do you have specifications for labeling?			
	Do you have quality management personal?			
	Does the quality management personal review and approve the in-process documentation for all hemp processing?			
	Does the in-process production control ensure that only specified components and ingredients are used?			
	Does the in-process production control ensure that the specified components and ingredients are limited to specifications only?			
	Is each lot or batch given a separate identity as a lot or batch number?			
	Can the lot or batch number be traced to processing or manufacturing record?			
	Is there a sample taken for each lot or batch of hemp processed?			
	Is the sample retained?			
	Is there a processing or manufacturing record?			
	Are there Labeling Operations procedures for packaging industrial hemp products			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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2.7 PACKAGING AND LABELING INDUSTRIAL HEMP

Packaging and Labeling products received, but not processed, should have a control system to examine each container to determine that the appropriate product was received, content labeled, and that the container had no damage, contamination or deterioration of the components.

2.7.1 Guidance for packaging and labeling operations

Packaging and labeling operations should be such that the condition of the packaging will ensure the quality of the industrial hemp products.

Issuance and use of packaging and labels should be controlled and recorded.

Packaging and labels for each lot or batch of industrial hemp should be documented to determine whether the packaging and labels conform to the manufacturing record.

Packaged and labeled industrial hemp should be documented through distribution.

Packaging, labeling, and other related operations should ensure that the quality of the industrial hemp products are packaged and labeled as specified in the manufacturing record, including the following:

- Cleaning and sanitizing all filling and packaging equipment, as appropriate.
- Protecting industrial hems from contamination, including airborne contamination.
- Using sanitary handling procedures.
- Establishing physical or spatial separation of packaging and label operations from operations on other components.
- Identifying containers that are set aside and held in unlabeled condition.
- Assigning a batch, lot number to each lot of packaged and labeled industrial hemp from a finished batch of industrial hemp.

Representative samples of each batch of the packaged and labeled industrial hemp should be kept to determine whether the product meets specifications.

Suitably disposing of labels and packaging which are obsolete or incorrect to ensure that they are not used in any future packaging and label operations.

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Records should be kept of the written procedures for packaging and labeling operations. Management should approve the hemp products for final distribution/sale.

2.7.2 Quality control procedures should include:

Determine whether the received product meets the product specification.

Approval of the components for use in the packaging and labeling of an industrial hemp product.

Identifying each unique lot within each shipment of components received so that it can be tracked through the packaging, labeling, marketing and distribution processes.

Storage of the components should be under conditions that will protect against contamination and deterioration.

Collection of a representative sample of each lot.

Hold packaging material and labels under conditions that will protect against contamination and deterioration.

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2.7.3 U.S. HEMP GUIDANCE - PROCESSOR - PACKAGING AND LABELING CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is there a packaging and labeling plan to examine all incoming components and ingredients?			
	Does the packaging and labeling plan determine that the product received meets the appropriate product description?			
	Does the packaging and labeling plan determine the container damage or contamination?			
	Do the packaging and labeling operations ensure the quality of the industrial hemp products?			
	Are the issuance and use of packaging and labels to the proper person controlled and recorded?			
	Are the packaging and labels for each lot or batch of hemp documented to that the packaging and labels conform to the manufacturing record?			
	Are the packaged and labeled hemp products documented through distribution?			
	Are the packaging and labeling equipment cleaned and sanitized as appropriate?			
	Does the packaging and labeling equipment protect hemp against all contamination?			
	Are sanitary handling procedures being used?			
	Is there physical or spatial separation of packaging and label operations implemented?			
	Are all containers identified that are set aside and held in unlabeled condition for future use?			
	Is a lot or batch number on each package of hemp?			
	Is a representative sample of each batch of the packaged and labeled hemp product kept to determine whether the product meets specifications?			
	Is obsolete or incorrect material properly disposed of to prevent future use?			
	Are records kept of the written procedures for packaging and labeling operations?			
	Do quality control procedures determine whether the received product meets the product specification?			
	Is there an approval process for the components for use in the packaging and labeling of hemp product?			
	Do the quality control procedures identify each unique lot within each shipment of components received so that it can be tracked through the packaging, labeling, marketing and distribution processes?			
	Storage of the components should be under conditions that will protect against contamination and deterioration?			
	Is there a representative sample of each lot?			
	Are the packaging materials and labels held under conditions that will protect against contamination and deterioration?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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2.8 STORAGE AND DISTRIBUTION

Storage of industrial hemp should be in under appropriate conditions of temperature, humidity, and light so that the identity, purity, strength, and composition of the components and industrial hems are not affected.

Storage of hemp and hemp products should be properly labeled at all times to prevent contaminations and unintended comingling

Storage of hemp and hemp products should be properly labeled to indicate a hold or available for release.

Storage of material in-process should be identified under conditions that prevent mix-ups, contamination, and deterioration.

Storage of material in-process should be held under appropriate conditions of temperature, humidity, and light.

Storage of packaging and labels should be under conditions adequate to prevent the packaging and labels from being adversely affected.

Distribution of hemp products should be under conditions that will protect the products against contamination and deterioration .

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2.8.1 U.S. HEMP GUIDANCE - PROCESSOR - STORAGE AND DISTRIBUTION CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is the industrial hemp and hemp products stored or warehoused under appropriate conditions?			
	Are the storage conditions sufficient to prevent adulteration?			
	Are the storage conditions sufficient to prevent changes in specifications of the hemp products?			
	Is the material used in-process held under adequate conditions to prevent changes in the components or ingredients?			
	Are the packaging materials stored and held in conditions to prevent deterioration?			
	Are the labels and labeling materials stored and held in conditions to prevent deterioration?			
	Is the hemp distribution plan adequate to preserve the quality of the hemp products?			
	Is the hemp distribution plan adequate to assure that the hemp products are shipped to the intended place and to the intended recipient?			
	Is the Storage of hemp and hemp products properly labeled at all times to prevent contaminations and unintended comingling?			
	Is the Storage of hemp and hemp products properly labeled to indicate a hold or available for release?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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2.9 RECORD RETENTION

Processor, packagers and labelers should keep records, electronically or hard copy that contain the following information for at least five (5) years after process or operations

- Source of the industrial hemp seed (imported or purchased or grown), name and address and the country of origin.
- Form in which the industrial hemp is imported or processed.
- Quantity of each form of industrial hemp imported, purchased or sold.
- Destination of the industrial hemp that is sold, name and address of the purchaser and the country, to which it is exported.
- Date that each shipment of industrial hemp is sent or received.
 - Name of the carrier,
 - Results of any tests,
 - Quantity shipped,
- Written procedures of production processes.
- If available all images of products and labels
- Processing records including the time the operations were performed. the components, packaging, labels, or products used and the batch or lot number for the finished product.
- Any and all certification documents
- Records kept should be originals or true copies, such as photocopies, or other accurate reproductions of the original records, or as electronic records.

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Draft 1

2.9.1 U.S. HEMP GUIDANCE – PROCESSOR - RECORD RETENTION CHECKLIST				
√ if Applicable	<i>ALL RECORDS ARE TO BE KEPT FOR 5 YEARS</i>			
	DO THE RECORDS INCLUDE THE FOLLOWING?	YES	NO	NOTES
	Name, address and country of origin?			
	Name and license of person who grew or sold the seed?			
	Form of the industrial hemp is imported or processed?			
	Quantity of the hemp imported, purchased or sold?			
	Written procedures for processing?			
	Written procedures for packaging and labeling?			
	Processing records including components, ingredients, time, and lot or batch number?			
	Packaging records including labels?			
	Destination of hemp sold, name, address?			
	Date of shipment, name of carrier?			
	Quantity of hemp shipped?			
	Results of any and all tests?			
	All available all images of products and labels?			
	Any and all certification documents?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

3 SERVICE PROVIDER

3.1 GENERAL TERMS & DEFINITIONS

The following **Definitions and Interpretations** apply to such terms when used in this U.S. Hemp Guidance Program.

Adulteration refers to a food that may be considered adulterated if it contains "any poisonous or deleterious substance which may render it injurious to health.....or if any valuable constituent has been in whole or in part omitted or abstracted therefrom; or (2) if any substance has been substituted wholly or in part therefor; or (3) if damage or inferiority has been concealed in any manner; or (4) if any substance has been added thereto or mixed or packed therewith so as to increase its bulk or weight, or reduce its quality or strength, or make it appear better or of greater value than it is".

Batch means a specific quantity of industrial hemp that is uniform, that is intended to meet specifications for identity, purity, strength, and composition, and that is produced during a specified period of time according to a single manufacturing record.

Batch number, or lot number means any distinctive group of letters, or numbers, or any combination of them, from which the complete history of the processing, packaging, labeling, and/or storage of a batch or lot of industrial hemp product can be determined.

Biomass means the amount of living matter in a given habitat, expressed either as the weight of organisms per unit area or as the volume of organisms per unit volume of habitat.

Component means any substance intended for use in the manufacture of industrial hemp, including those that may not appear in the finished batch of the industrial hemp.

Growth Medium means the solid, liquid or semi-solid substance used to support the growth of the plant.

Hemp refers to cannabis varieties that are primarily grown as an agricultural crop. Hemp plants are low in THC (marijuana's primary psychoactive chemical). As established in 7 U.S.C. § 5940, industrial hemp must have a delta-9 tetrahydrocannabinol (THC) concentration of not more than 0.3 percent on a dry weight basis, measured from any part of the plant.

Industrial Hemp means a plant of the genus Cannabis Sativa L and any part of the plant, whether growing or not, containing a delta-9 tetrahydrocannabinol (THC) concentration of no more than three-tenths of one percent (0.3%) on a dry weight basis.

Ingredient means any substance that is used in the manufacture of hemp and that is intended to be present in the finished batch of the hemp product.

In-process material means any material that is compounded, blended, ground, extracted, sifted, sterilized, derived by chemical reaction, or processed in any way for use in the manufacture of the hemp product.

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Lot means a batch, or a specific identified portion of a batch, or, in the case of a hemp product produced by continuous process, a specific identified amount produced in a specified unit of time or quantity in a manner that is uniform and that is intended to meet specifications for identity, purity, strength, and composition.

Microorganisms means yeasts, molds, bacteria, viruses, toxins, and other similar microscopic organisms which may or may not have a health or sanitary concern.

Pest means any objectionable insect or other animal including but not limited to birds, rodents, flies, mites, and larvae.

Physical plant or facility means all or any part of a building or facility used for or in connection with manufacturing, processing packaging, labeling, or storage of industrial hemp products or ingredients.

Processor means making a transformative change to the hemp plant or product following harvest.

Product complaint means any communication that contains any allegation, written, electronic, or oral, expressing concern, which may or may not have be related to the quality of an industrial hemp product.

Quality means that the hemp product meets the established specifications for identity, purity, strength, and composition, and limits on contaminants, and has been manufactured, packaged, labeled, and held under conditions to prevent adulteration.

Quality Management Systems means a planned and systematic operation or procedure for ensuring the quality of a hemp product.

Quality Management Systems personnel means any person, persons, or group, within or outside the organization, designated to be responsible for quality control operations.

Representative sample means a sample with an adequate number of units that are intended to ensure that the sample accurately portrays the material being sampled.

Reserve sample means a representative sample of product that is held for a designated period of time.

Sanitize means to adequately treat cleaned equipment, containers, utensils, etc.by a process that is effective in destroying of microorganisms of public health concerns.

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3.2 REGISTRATION/APPLICATION/NOTIFICATION

Prior to the Industrial Hemp Processor processing any seed or hemp product, a license or agreement with the State must be obtained. The following information is required to make the application before a license will be issued: (Each State may have different regulations – refer to application – See Kentucky Hemp Policy Guide as an example)

3.2.1 Registration/Application Guidance

- Applicant’s contact information, including a copy of current driver’s license for applicant and each proposed signing authority.
- Full names of each individual who will be primarily responsible for the processing or handling the applicant’s hemp material.
- Research plan, including the estimated quantity of hemp material to be processed annually.
- Address of each location and GPS coordinates of each building or site where hemp will be stored, processed or handled.
- Map(s) depicting each site where hemp will be processed, or stored, and designating entrances and specific points where GPS coordinates were taken.
- Seed/propagule acquisition plan, including a list of proposed affiliated growers.
- Material acquisition plan, including a list of proposed affiliated growers.
- Marketing plan, including the type of products to be marketed and to whom
- Consent to all statements in the Acknowledgments Section in the Processor/Handler Application.
- Quality Management Systems

3.2.2 Notification of Changes to the licensor by the licensee

Every licensee shall notify the State of any changes to the information provided on the application, within 15 days after the change, including:

- Corporate name or ownership or officers & and the replacement of an officer, or director
- Any change to the address to the licensee
- The replacement of an individual referred to on licensee
- Any change in the mailing address of the licensee
- Any change in the ownership of the land used to cultivate industrial hemp
- Any change to the approved cultivar being sown or, in the case of a plant breeder to the variety of industrial hemp being sown;

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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3.3 PERSONNEL GUIDANCE

Qualified employees who manufacture, package, or label industrial hemp should be qualified to do so and those responsible for quality control or performing any quality control operations, must have the education, training, or experience to perform the assigned functions.

Supervisors should be qualified by education, training, or experience to supervise.

Contamination Prevention and Hygienic measures should be taken to exclude from any operations any person who might be a source of microbial contamination.

Such measures could include the following:

- Excluding personnel from working in any operations that may have, an illness, infection, open lesion, or any other abnormal source of contamination.
- Instructing employees to notify their supervisor if there is a possibility that they have a health condition described above.
- Wearing outer garments in a manner that protects against the contamination.
- Maintaining adequate personal cleanliness.
- Washing hands thoroughly, and sanitizing if necessary, in a hand-washing facility.
- Removing or covering all unsecured jewelry and other objects that might fall into components, industrial hems, equipment, or packaging,
- Using gloves when appropriate.
- Wearing, where appropriate, hair nets, caps, beard covers, shoes, PPE, etc.

Personnel and employee safety measures should include the following:

- Appropriate and Adequate First Aid Equipment
- Adequate bathrooms and changing rooms
- Appropriate OSHA warnings, labels, and training
- Appropriate training and personal protective equipment for pesticide application.

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3.3.1 U.S. HEMP GUIDANCE - SERVICE PROVIDER - PERSONNEL GUIDANCE CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Are the supervisors qualified for their responsibilities by training, education or experience?			
	Do the employees performing the growing, processing, packaging and labeling tasks, have the proper training necessary to perform the tasks?			
	Are contamination and hygienic measures in place to exclude personnel who might be a source of contamination?			
	Are personnel excluded from operations if they have, an illness, infection, open lesion, or any other abnormal source of contamination?			
	Do employees notify their supervisor if there is a possible health condition as described above?			
	Do personnel wear outer garments in a manner that protects against the contamination?			
	Do operating personnel maintain adequate personal cleanliness?			
	Are hand washing facilities available and used?			
	Do operating personnel remove or cover unsecured jewelry etc. to prevent them from falling into hemp products or causing harm?			
	Are gloves used when appropriate?			
	Are caps, shoes and head covering used when appropriate?			
	Is the appropriate Personal Protective Equipment (PPE) used as needed?			
	Are there adequate and appropriate first aid equipment available?			
	Is there adequate bathrooms and changing rooms?			
	Are the OSHA warnings and signs visible?			
	Has there been adequate training?			
	If applicable is the PPE and trains available for the pesticide applicators?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

U.S. Hemp Guidance Program

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3.4 PHYSICAL PLANT AND GROUNDS

Facilities used in the processing, packaging, labeling, or holding of industrial hemp should be adequate in size, construction, and design.

Facilities should be such to provide adequate space for the equipment and materials necessary for normal operations as well as maintenance, cleaning, and sanitizing operations and to prevent contamination.

Equipment that controls temperature and humidity as well as fans and other air-blowing equipment used should be adequate for use.

Aisles or working spaces between equipment and walls should be adequate to permit all persons to perform their duties.

Adequate light should be available in all areas as needed.

Facilities should be maintained to protect against contamination of industrial hemp.

Facility maintenance should include facilities in repair sufficient to prevent industrial hems, or products contamination.

Facility should have adequate bathrooms and changing rooms.

Facility should have a sanitary/cleaning plan

Cleaning compounds, sanitizing agents, pesticides, and other toxic materials need to be free from microorganisms and that are safe and adequate under the conditions of use.

Pest control includes not allowing animals or pests in any area of your facilities except Guard or working dogs.

Insecticides, fumigants, fungicides, herbicides, or rodenticides, should be used with care and in the intended manner.

Water supply needs to be safe and sanitary, at suitable temperatures, and under pressure as needed for appropriate use.

Plumbing in the facility should be of an adequate size and design and be adequately installed and maintained to satisfy operational needs.

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Floor drainage should be adequate for operations and to prevent contamination of industrial hemp products or components.

Sewage disposal should be adequate for operational needs and bathrooms.

Hand-washing facilities should be available and designed to ensure that an employee's hands are not a source of contamination of hemp products.

Trash disposal should be adequate to minimize odors, attract pests or become a source of contamination.

Grounds should be maintained to protect against contamination of industrial hemp.

Ground maintenance includes:

- Properly storing equipment, removing litter and waste, and cutting weeds or grass so that it does not attract pests, harbor pests, or provide pests a place for breeding;
- Maintaining roads, yards, and parking lots to prevent contamination of industrial hemp products
- Adequately operating waste treatment and disposal.

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3.4.1 U.S. HEMP GUIDANCE – SERVICE PROVIDER - FACILITY & BIOSECURITY AWARENESS CHECKLIST				
A.	Facility Security (physical security of buildings and grounds)			
√ if Applicable	Is the facility using:	YES	NO	NOTES
	Security lighting			
	Perimeter fencing			
	Controlled gate access			
	Off-hours security guard			
	Electronic motion detectors			
	Door alarms			
	Video cameras			
	Adequate indoor lighting			
	Alarms linked to an off-site security system			
	Door hardware is of industrial design			
	Guards are installed on exterior ladders			
	Exit doors and gate are electronically/mechanically secured			
	Entry and discharge points of exterior tanks are padlocked when not in use			
	All vehicles parked outside are locked			
	Empty/loaded containers are parked inside			
	Law enforcement patrol over company premises on regular but unpredictable basis			
	Employees reporting any suspicious behaviors			
	Restricted access to computer process control and data systems			
	Safeguard of data systems using data security program			
	Backup of all data and processes at an off-site place			
B.	Visitor Policy			
√ if Applicable	Is the facility using:	YES	NO	NOTES
	Company representative for visitor to check in with			
	Signs informing visitors where to report			
	Specific area for visitor parking			
	Records of visitors (include name, company, arrival and departure, and purpose of visit)			
	Visitor badges/identification cards			
	Company representative to escort visitor all the time			
	Restricted access to key manufacturing areas			
C.	Distribution			
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES

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	Bulk containers are inspected prior to loading for foreign and/or suspicious material			
	Verify that all customer pick-up drivers are representatives of the customer			
	The product stream is inspected visually			
	Container access points are secured after loading			
	Seal numbers are documented on the shipping papers			
	Shipping documents are used to identify the contents of each compartment			
	Shipping log is maintained			
	Bio-sanitation program is implemented			
	Procedures exist to disinfect vehicles and drivers			
D. Housekeeping				
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES
	Written housekeeping program for all areas of the facility			
	Written pesticide and rodenticide program			
E. Emergency Response				
√ if Applicable	Is the facility implementing the following:	YES	NO	NOTES
	Employees are adequately trained to respond to a crisis as calmly and safely as possible			
	Current inventory of all hazardous and flammable products			
	A plan to provide MSDS to emergency response teams etc.			
	A list of emergency contacts is posted			
	An action plan to deal with suspicious devices or substances			
	Evacuation plan in case of fire and explosions is published			
	Establish and maintain an up-to-date employee roster and visitor log to facilitate personnel head count at any time			
	Disaster Preparedness Plan			
	A weapons security program			
	Conduct evacuation and respond drill periodically			
	Post a site plan depicting escape routes, fire-fighting and rescue equipment			

Signature: _____

Date: _____

Printed Name: _____

Company: _____

Facility Location: _____

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3.5 EQUIPMENT

Equipment and multi-use utensils should be designed, and built, to be suitable for its intended use and able to be adequately cleaned and properly maintained.

Equipment should be designed and build so that use will not result in the contaminations.

Equipment should be Installed and maintained to facilitate cleaning the equipment, utensils, and all adjacent spaces.

Equipment should be maintained to protect industrial hemp from contaminations.

Equipment should have a certificate of Installation Qualification (IQ), Operational Qualification (OQ) and Performance Qualification (PQ)

Freezer, refrigerator, and other cold storage equipment should have a working thermometer.

Compressed air or other gases should be used and be treated in such a way that the industrial hemp, or contact surface is not contaminated.

Instruments and controls used in processing, packaging or labeling or testing industrial hemp products should be calibrated as necessary to assure accuracy.

Automated, or electronic equipment used to manufacture, package, label, or hold industrial hemp, should be designed to ensure that industrial hemp product specifications are consistently met.

Equipment should be properly calibrated according to the manufactures specifications.

Automated, mechanical, and electronic equipment (including software for a computer controlled process) should be used and operated by trained personal for proper use.

Utensils intended for one-time use, (paper cups, and paper towels etc.) should be stored in appropriate containers; and disposed of to prevent contamination.

Cleaning materials should be approved and properly labeled for intended use and safe under their conditions of used.

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3.5.1 U.S. HEMP GUIDANCE – SERVICE PROVIDER – EQUIPMENT CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is the equipment and multi-use utensils designed, and built for its intended use?			
	Is the equipment able to be adequately cleaned and properly maintained?			
	Is the equipment designed and build so that use will not result in the contaminations?			
	Is the equipment Installed and maintained to facilitate cleaning?			
	Is the equipment maintained to protect industrial hemp from contaminations?			
	Does the Equipment have a certificate of Installation Qualification (IQ), Operational Qualification (OQ) and Performance Qualification (PQ)?			
	Does the freezer, refrigerator, and all cold storage equipment have a working thermometer?			
	Is the compressed air or other gases used in such a way that the hemp, or contact surface is not contaminated?			
	Are the instruments and controls used in processing, packaging or labeling for testing hemp products calibrated to assure accuracy?			
	Are the automated, or electronic equipment used to manufacture, package, label, or hold industrial hemp, designed to ensure that hemp product specifications are consistently met?			
	Are the automated, mechanical, and electronic equipment (including software for a computer controlled process) used and operated by trained personal for proper use?			
	Are the utensils intended for one-time use, (paper cups, and paper towels etc.) stored in appropriate containers; and disposed of to prevent contamination?			
	Are the cleaning materials approved and properly labeled and stored and used under their conditions of used?			
	Is the Equipment properly calibrated according to the manufactures specifications?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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3.6 PACKAGING AND LABELING INDUSTRIAL HEMP

Packaging and Labeling products received, but not processed, should have a control system to examine each container to determine that the appropriate product was received, content labeled, and that the container had no damage, contamination or deterioration of the components.

3.6.1 Guidance for packaging and labeling operations

Packaging and labeling operations should be such that the condition of the packaging will ensure the quality of the industrial hemp products.

Issuance and use of packaging and labels should be controlled and recorded.

Packaging and labels for each lot or batch of industrial hemp should be documented to determine whether the packaging and labels conform to the manufacturing record.

Packaged and labeled industrial hemp should be documented through distribution.

Packaging, labeling, and other related operations should ensure that the quality of the industrial hemp products are packaged and labeled as specified in the manufacturing record, including the following:

- Cleaning and sanitizing all filling and packaging equipment, as appropriate.
- Protecting industrial hems from contamination, including airborne contamination.
- Using sanitary handling procedures.
- Establishing physical or spatial separation of packaging and label operations from operations on other components.
- Identifying containers that are set aside and held in unlabeled condition.
- Assigning a batch, lot number to each lot of packaged and labeled industrial hemp from a finished batch of industrial hemp.

Representative samples of each batch of the packaged and labeled industrial hemp should be kept to determine whether the product meets specifications.

Suitably disposing of labels and packaging which are obsolete or incorrect to ensure that they are not used in any future packaging and label operations.

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Records should be kept of the written procedures for packaging and labeling operations. Management should approve the hemp products for final distribution/sale.

3.6.2 Quality control procedures should include:

Determine whether the received product meets the product specification.

Approval of the components for use in the packaging and labeling of an industrial hemp product.

Identifying each unique lot within each shipment of components received so that it can be tracked through the packaging, labeling, marketing and distribution processes.

Storage of the components should be under conditions that will protect against contamination and deterioration.

Collection of a representative sample of each lot.

Hold packaging material and labels under conditions that will protect against contamination and deterioration.

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3.6.3 U.S. HEMP GUIDANCE – SERVICE PROVIDER - PACKAGING AND LABELING CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is there a packaging and labeling plan to examine all incoming components and ingredients?			
	Does the packaging and labeling plan determine that the product received meets the appropriate product description?			
	Does the packaging and labeling plan determine the container damage or contamination?			
	Do the packaging and labeling operations ensure the quality of the industrial hemp products?			
	Are the issuance and use of packaging and labels to the proper personal controlled and recorded?			
	Are the packaging and labels for each lot or batch of hemp documented to that the packaging and labels conform to the manufacturing record?			
	Are the packaged and labeled hemp products documented through distribution?			
	Are the packaging and labeling equipment cleaned and sanitized as appropriate?			
	Does the packaging and labeling equipment protect hemp against all contamination?			
	Are sanitary handling procedures being used?			
	Is there physical or spatial separation of packaging and label operations implemented?			
	Are all containers identified that are set aside and held in unlabeled condition for future use?			
	Is a lot or batch number on each package of hemp?			
	Is a representative sample of each batch of the packaged and labeled hemp product kept to determine whether the product meets specifications?			
	Is obsolete or incorrect material properly disposed of to prevent future use?			
	Are records kept of the written procedures for packaging and labeling operations?			
	Do quality control procedures determine whether the received product meets the product specification?			
	Is there an approval process for the components for use in the packaging and labeling of hemp product?			
	Do the quality control procedures identify each unique lot within each shipment of components received so that it can be tracked through the packaging, labeling, marketing and distribution processes?			
	Storage of the components should be under conditions that will protect against contamination and deterioration?			
	Is there a representative sample of each lot?			
	Are the packaging materials and labels held under conditions that will protect against contamination and deterioration?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

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3.7 STORAGE AND DISTRIBUTION

Storage of industrial hemp should be in under appropriate conditions of temperature, humidity, and light so that the identity, purity, strength, and composition of the components and industrial hems are not affected.

Storage of hemp and hemp products should be properly labeled at all times to prevent contaminations and unintended comingling

Storage of hemp and hemp products should be properly labeled to indicate a hold or available for release.

Storage of material in-process should be identified under conditions that prevent mix-ups, contamination, and deterioration.

Storage of material in-process should be held under appropriate conditions of temperature, humidity, and light.

Storage of packaging and labels should be under conditions adequate to prevent the packaging and labels from being adversely affected.

Distribution of hemp products should be under conditions that will protect the products against contamination and deterioration .

U.S. Hemp Guidance Program

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3.7.1 U.S. HEMP GUIDANCE - SERVICE PROVIDER – STORAGE & DISTRIBUTION CHECKLIST				
√ if Applicable		YES	NO	NOTES
	Is the industrial hemp and hemp products stored or warehoused under appropriate conditions?			
	Are the storage conditions sufficient to prevent adulteration?			
	Are the storage conditions sufficient to prevent changes in specifications of the hemp products?			
	Is the material used in-process held under adequate conditions to prevent changes in the components or ingredients?			
	Are the packaging materials stored and held in conditions to prevent deterioration?			
	Are the labels and labeling materials stored and held in conditions to prevent deterioration?			
	Is the hemp distribution plan adequate to preserve the quality of the hemp products?			
	Is the hemp distribution plan adequate to assure that the hemp products are shipped to the intended place and to the intended recipient?			
	Is the Storage of hemp and hemp products properly labeled at all times to prevent contaminations and unintended comingling?			
	Is the Storage of hemp and hemp products properly labeled to indicate a hold or available for release?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____

U.S. Hemp Guidance Program

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3.8 RECORD RETENTION

Processor, packagers and labelers should keep records, electronically or hard copy that contain the following information for at least five (5) years after process or operations

- Source of the industrial hemp seed (imported or purchased or grown), name and address and the country of origin.
- Form in which the industrial hemp is imported or processed.
- Quantity of each form of industrial hemp imported, purchased or sold.
- Destination of the industrial hemp that is sold, name and address of the purchaser and the country, to which it is exported.
- Date that each shipment of industrial hemp is sent or received.
 - Name of the carrier,
 - Results of any tests,
 - Quantity shipped,
- Written procedures of production processes.
- If available all images of products and labels
- Processing records including the time the operations were performed. the components, packaging, labels, or products used and the batch or lot number for the finished product.
- Any and all certification documents
- Records kept should be originals or true copies, such as photocopies, or other accurate reproductions of the original records, or as electronic records.

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Draft 1

3.8.1 U.S. HEMP GUIDANCE – SERVICE PROVIDER - RECORD RETENTION CHECKLIST				
√ if Applicable	<i>ALL RECORDS ARE TO BE KEPT FOR 5 YEARS</i>			
	DO THE RECORDS INCLUDE THE FOLLOWING?	YES	NO	NOTES
	Name, address and country of origin?			
	Name and license of person who grew or sold the seed?			
	Form of the industrial hemp is imported or processed?			
	Quantity of the hemp imported, purchased or sold?			
	Written procedures for processing?			
	Written procedures for packaging and labeling?			
	Processing records including components, ingredients, time, and lot or batch number?			
	Packaging records including labels?			
	Destination of hemp sold, name, address?			
	Date of shipment, name of carrier?			
	Quantity of hemp shipped?			
	Results of any and all tests?			
	All available all images of products and labels?			
	Any and all certification documents?			

Signature: _____

Date: _____

Printed Name: _____

Company/Location: _____