Consumable Hemp: Retailer and Distributor Product Submission Guide

Bureau of Cannabis Regulation
Division of Compliance and Administration

Phone: 1-877-214-9313

Email: consumable.hemp@idph.iowa.gov

INTRODUCTION

This guide is designed to help consumable hemp retailers and distributors submit and renew their registration, as well as maintain and edit their product lists pursuant to 641 IAC 156. Retailers and Distributors will select items from the Master Product List for retail sale and distribution. Products included in the Master Product List have already been reviewed for their compliance. Retailers and Distributors cannot sell products that are not included in the Master Prodcut List.

Retailers and distributors are required to submit a product list upon the registration of their facility, as well as maintain up-to-date product lists throughout the duration of their registration.

Retailers and Distributors selling products that are not selected from the Master Product List are in violation of 641 IAC 156.2(1)c. and 2(2)c, which requires Retailers and Distributors to maintain a complete and up-to-date list of products.

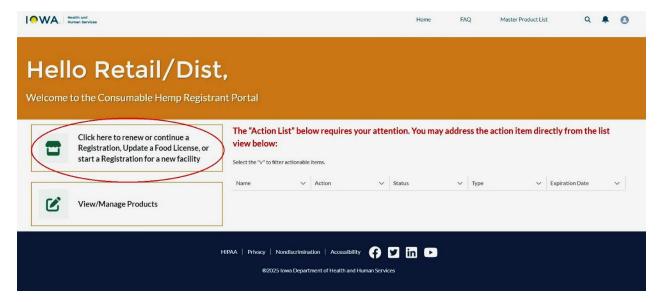
Retailers and Distributors in violation of these rules are subject to enforcement, confiscation, and criminal or civil penalty.

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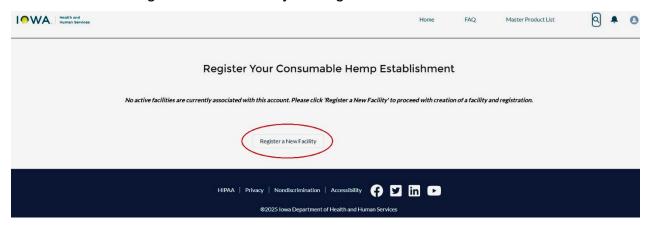
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I. Register your Facility

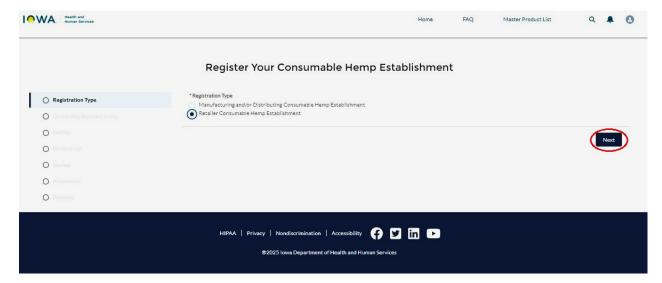
After logging in to the Consumable Hemp Registration portal, you can either create or renew an existing registration, create and update your product list, and manage your food license (if applicable). For new facilities click the option indicated below.



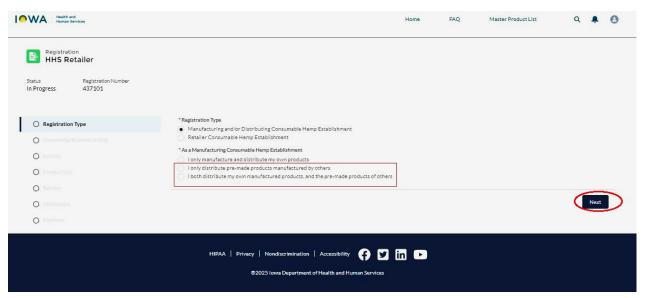
• Click on "Register a New Facility" to begin.



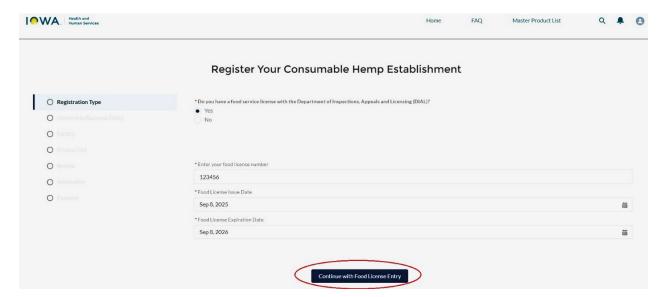
• Select the appropriate Registration Type. Retailers should select "Retailer Consumable Hemp Establishment as pictured below and click "Next".



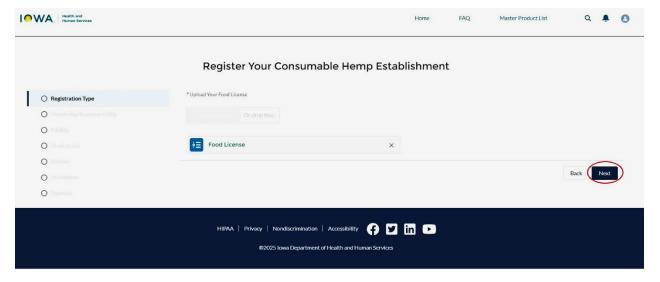
Distributors should select either "I only distribute pre-made products
manufactured by others" or "I both distribute my owner manufactured products,
and the pre-made products of others" (combined manufacturers and distributors).
 Please refer to the Manufacturer Product Upload Guide for instructions on how to
submit products as a manufacturer. Click "Next" to continue.



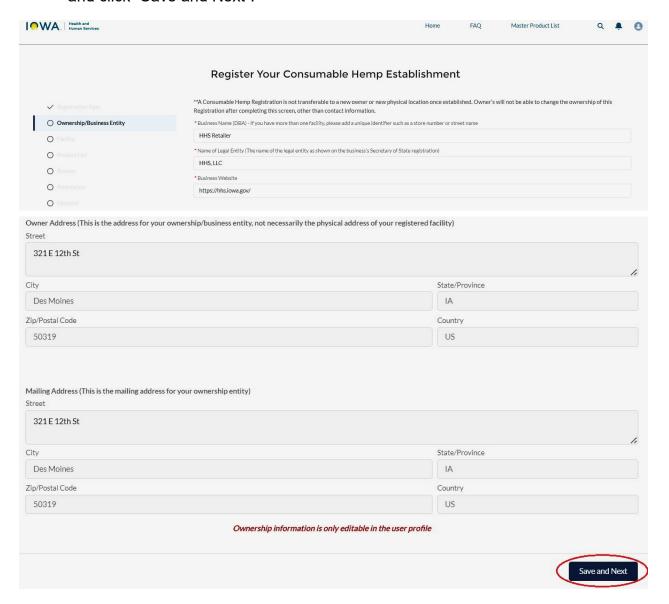
 Distributors and some retailers may be required to have a food license. Provide the food license information as indicated below and click "Continue with Food License Entry".



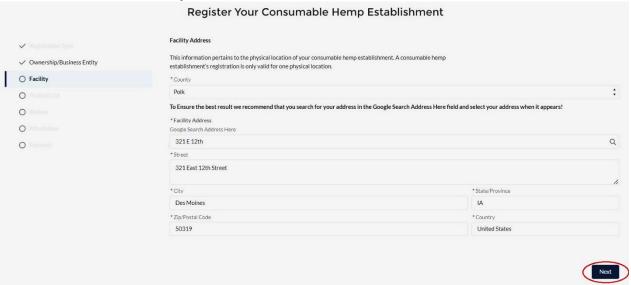
• Upload an image of the food license and click "Next".



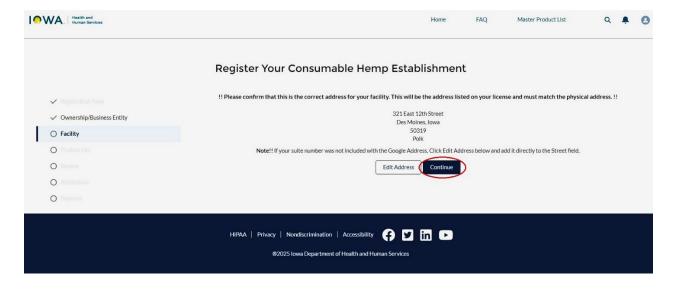
 Enter the Ownership/Business Entity information, the name of business, legal entity, the manufacturer's website, owner's address, mailing address and click "Save and Next".



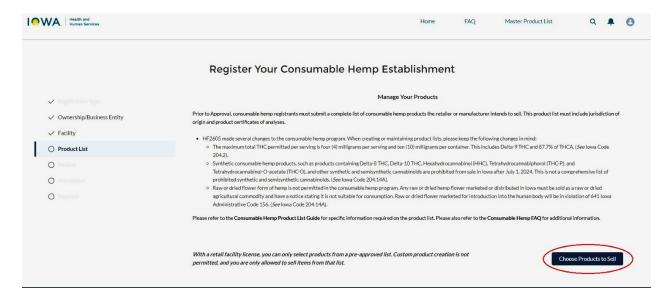
• Enter the facility address and click "Save and Next".



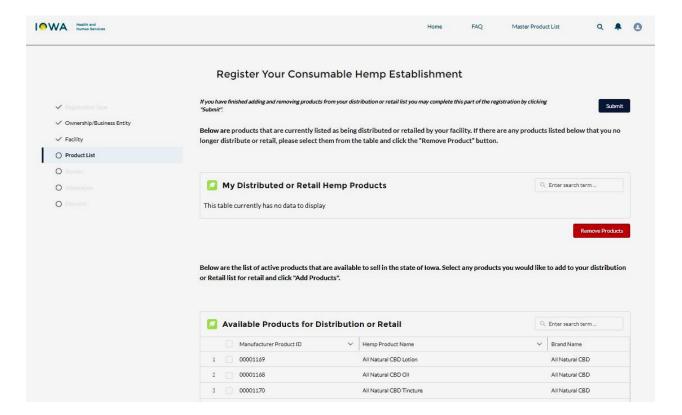
 Confirm the address. Make any edits if needed. Otherwise, click "Continue" to proceed.



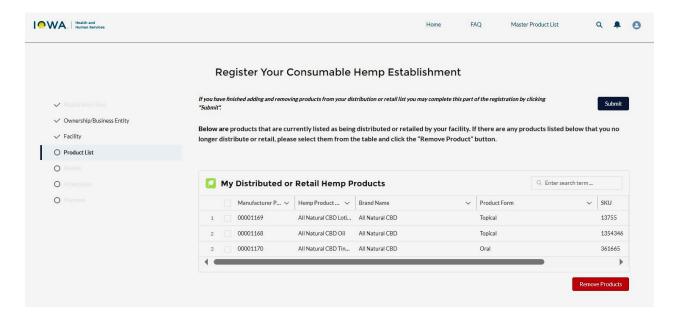
 Retailers and distributors will select products from the Master Product List. Click on "Choose Products to Sell" to build your product list.



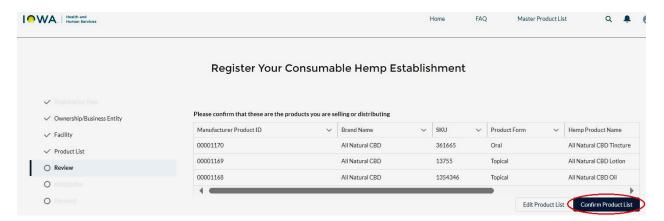
 Your product list is displayed in the table "My Distributed or Retail Hemp Products". For new Registrations, this will initially be blank. Products that have been reviewed and available for retail sale or distribution are in the "Available Products for Distribution or Retail" table.



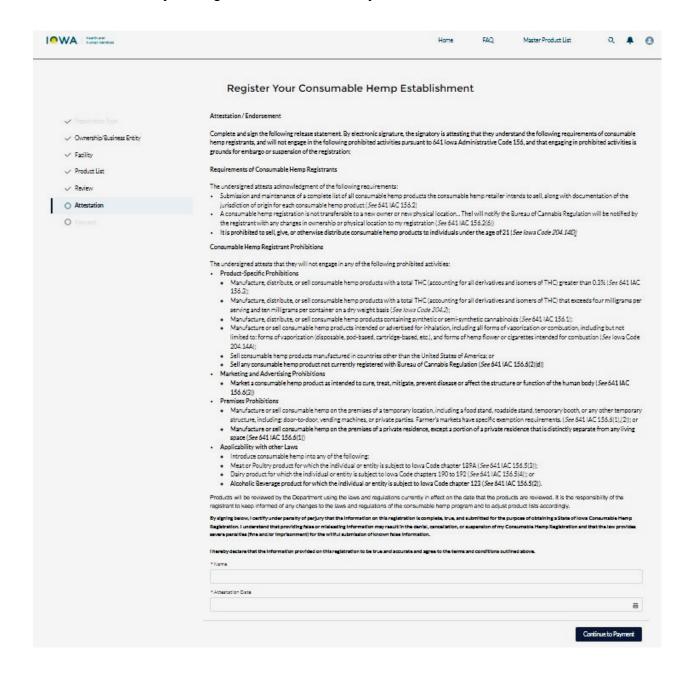
To begin populating your product list, select the product check box in the
"Available Products" table. Scroll down and click "Add Products". The selected
products now appear on your list. When your list is complete, scroll down to the
bottom of the page and click "Submit".



 Review your retail/distributor product list. You can make edits before confirming if needed. Click "Confirm Product List" to proceed.

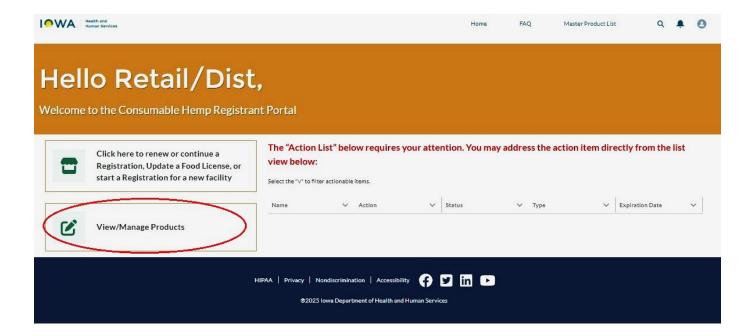


 Sign and date the attestation and continue to Payment to submit the registration fee. You will receive an email confirming the submission of your registration. HHS will review your registration within 30 days.

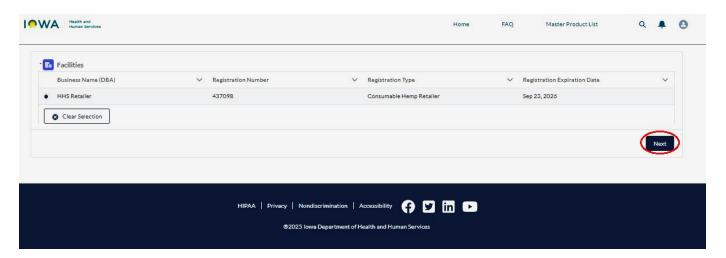


II. Managing Your Product List

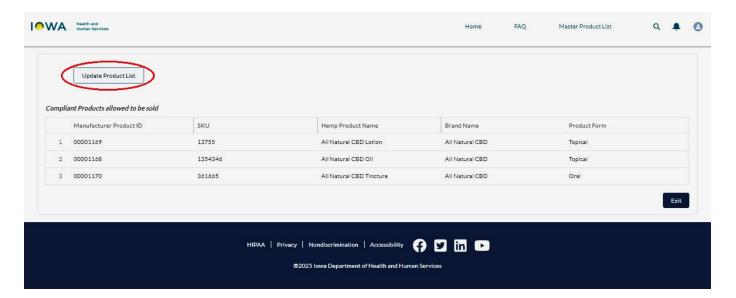
 Retailers and Distributors are required to maintain an up-to-date product list throughout the duration of their registration. To add or remove products from your product list, click on the "View/Manage Products" button.



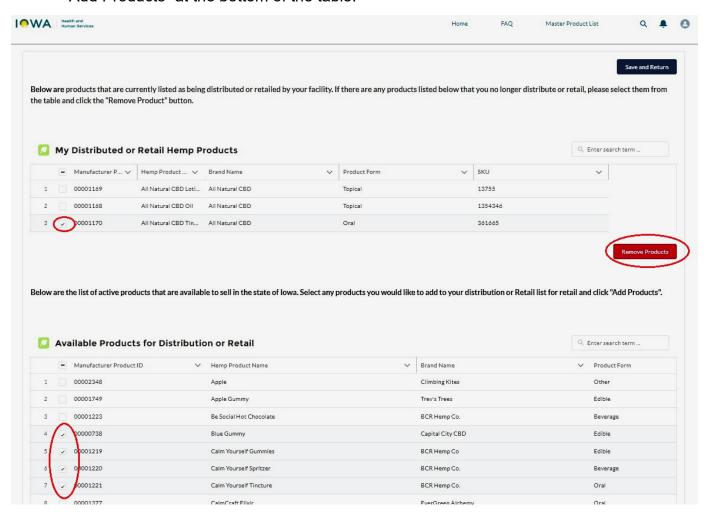
Select your facility and click "Next".



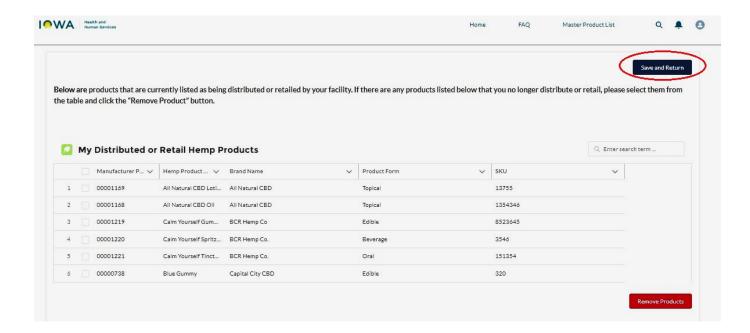
• Your current product list is displayed. Click on "Update Product List".



To remove products from your list, click the check box in the "My Distributed or Retail
Hemp Products" and click "Remove Products". To add products, select products from the
Master Product List in the "Available Products for Distribution or Retail" table and click
"Add Products" at the bottom of the table.

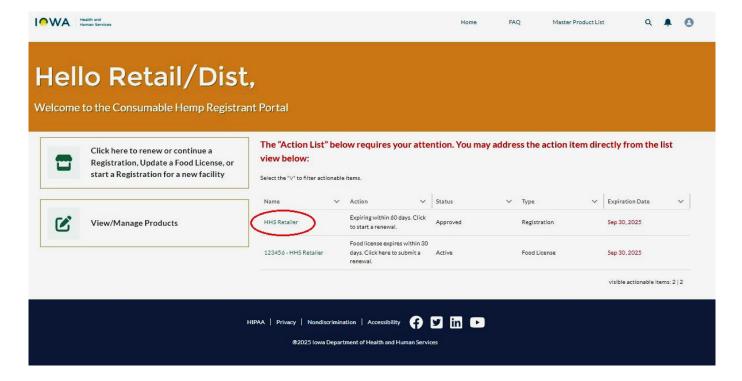


The product list has now been updated. Click "Save and Return" to exit.

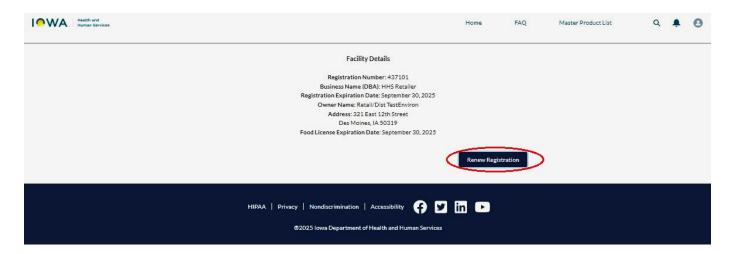


III. Action List Alerts

 The Home Page of the Consumable Hemp Portal will display Action Items if an action needs to be taken on a food license or registration. To renew a Registration, click on the link in the Action List.



Confirm the facility information click "Renew Registration"



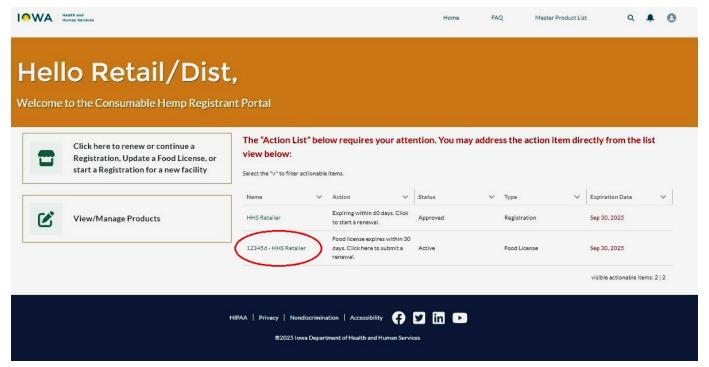
Select the Registration Type and click "Next"



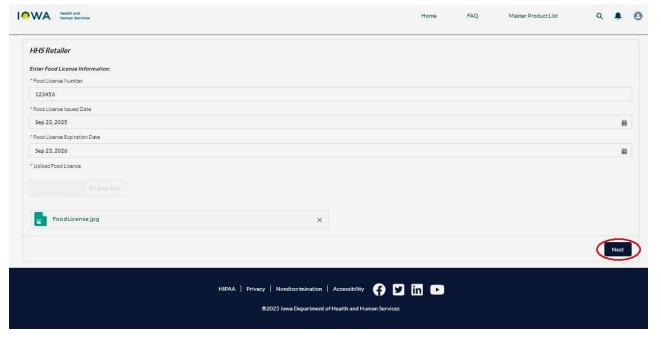
See Section 1 for instructions on how to Complete Ownership/Business Entity, Facility and Product List steps. Sign the Attestation and submit the payment to complete the renewal.



To update an expiring food license from the Action List, click on the Food License link.



Enter the Food License Number, Issue and Expiration Date, and upload an image of the food license. Click "Next" to continue. The Food License renewal has been completed and removed from the Action List.



III. Prohibited Products, Compliance, and Penalties

Prohibited Product	Citation	Penalty
Inhalable Products	Iowa Code 204.14A	Serious misdemeanor, civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Products exceeding 4 mg THC per serving and/or 10 mg THC per container	lowa Code 204.2(2)(c)(2)(b)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Liquids under 12 fluid ounces	Iowa Code 204.7(1)(c), 641 IAC 156.1	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Adulterated Products	641 IAC 156.1, 156.6(5)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Synthetic Cannabinoids	Iowa Code 204.14A(3)	Serious misdemeanor, civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Products exceeding 0.3% THC	lowa Code 204.2(2)(c)(2)(a)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
"Flower" or "bud" form	Iowa Code 204.14A	Serious misdemeanor, civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Products marketed to or intended to cure, treat, mitigate, prevent disease, or affect the structure of the human body (this includes over-	641 IAC 156.4(1), 156.6(3)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations

the-counter medications).

Bread, cake, pie, or other "cottage food" items made in a person's home kitchen or other residential space	641 IAC 156.6(1)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Manufactured alcoholic beverages, meat or poultry products, or dairy products infused with hemp	641 IAC 156.5	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations. May also be subject to penalty under lowa Code 137F, 137D, 123, 189A, or 190-192
Other food not produced in a licensed food-processing plant	lowa Code 204.7(1)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations
Products manufactured in other countries or jurisdictions without an approved USDA hemp plan	Iowa Code 204.7(6)	Civil penalty of up to \$2,500 per violation, confiscation and disposal of non-compliant products, and/or suspension or revocation of future registrations

Retailers and Distributors selling products that are not selected from the Master Product List are in violation of 641 IAC 156.2(1)c. and 2(2)c, which requires Retailers and Distributors to maintain a complete and up-to-date list of products.

Retailers and Distributors in violation of these rules are subject to enforcement, confiscation, and criminal or civil penalty.

IV. Liquids and Beverages, Less and Greater Than 12 oz.

Statute and Administrative rule do not further define or indicate that any "liquid consumable hemp product" is exempt from the requirement for the container to be a minimum of 12 fl oz. This means that regardless of serving sizes indicated in Table 2 for a liquid consumable hemp product, the container must be 12 oz or greater to be compliant and added to a product list.

Additionally, for any liquid consumable hemp product packaged in a container >12 oz and containing greater than one serving, the incremental increase in THC potency shall not exceed the following volume-potency increments listed in Table 1:

Table 1.

Volume	Servings	THC Potency
12 oz	1	4.00 mg
16 oz	1.33	5.33 mg
20 oz	1.66	6.66 mg
24 oz	2.0	8.00 mg
30 oz	2.5	10.00 mg

Regardless of the serving size indicated in Table 2, beverage or liquid products packaged in containers >12 oz may not use a multiple of a serving size <12 oz ("juices, fruit drinks, syrups, drink mixes, etc.) as indicated by the standard 12 oz serving size for "beverages." Some examples are provided below:

Examples:

Product	Volume, THC Potency	Servings	Compliant
Beverage - Carbonated/noncarbonated	12 oz, 4 mg	1	Yes
Beverage - Carbonated/noncarbonated	16 oz, 5 mg	1-2	Yes

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Beverage - Carbonated/noncarbonated	16 oz, 10 mg	2	No, does not follow Table 1
Fruit drink	8 oz, 4 mg	1	No, container <12 oz
Fruit drink	16 oz, 8 mg	2	No, does not follow Table 1
Drink mix, syrup	4 oz, 4 mg	1	No, container <12 oz

HHS does not have authority to provide flexibility for variance from the 4 mg THC per serving or 10 mg THC per container limit. Compliant products must contain a COA that indicates less than those serving limits for a compliant volume-potency claim, or rounds down to those limits. Some examples are provided below:

Examples:

Product, Volume	Per Serving Label Claim (THC)	Per Serving COA Value (THC)	Compliant
Beverage, 10 oz	2.5 mg	2.5 mg	No, container <12 oz
Beverage, 12 oz	4 mg	3.85 mg	Yes
Beverage, 12 oz	4 mg	4.04 mg	Yes
Beverage, 12 oz	4 mg	4.06 mg	No, >4 mg THC/serving
Beverage, 16 oz	5 mg	5.13 mg	Yes
Beverage, 16 0z	5 mg	5.41 mg	No, >4 mg THC/serving

Additionally, lipid and oil-based "tincture" products are "ingestible fats and oils" and exempt from 12 oz minimum container requirements.

Conclusion

- Liquid products must be in containers that have 12 oz or more in volume, regardless of the indicated serving size in Table 2. 12 oz containers may have less <4mg THC, but not more.
- Liquid products in containers >12 oz may increase the THC potency to correlate with the volume-potency table above
- Liquid products in containers >12 oz may not use a suggested serving size from Table 2 that is less than the 12 oz serving for carbonated and non-carbonated beverages.
- HHS cannot offer flexibility for variance with the 4 mg THC per serving and 10 mg per container limit.
- Oil- or lipid-based tinctures are permissible in <12 oz containers and follow serving suggestions from Table 2.

Rev. 09/25 V1.0