STATE OF IOWA DEPARTMENT OF

Health and Human

SERVICES

Consumable Hemp
Product List Upload Guide

Bureau of Cannabis Regulation
Compliance Division
Phone: 1-877-214-9313
Email: consumable.hemp@idph.iowa.gov

Consumable Hemp Product List Upload Guide

INTRODUCTION

On May 17th, Governor Reynolds signed HF 2605 into law which will be in effect July 1st, 2024. This guide is designed to help consumable hemp registrants submit and renew their registration as well as maintain and edit their product lists pursuant to 641 IAC 156. Registrants are required to submit a product list upon the registration of a facility and at renewal of a facility. Registrants are also required to maintain an accurate product list throughout the period of their registration, as well as make any changes in response to a "Pending" notice if a product list is not approved.

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REQUIRED CONSUMABLE HEMP PRODUCT LIST INFORMATION (MANUAL ENTRY OR EXCEL/CSV FILE)

1. **"Active"**
   Upon submission of a registrant's <u>first</u> registration with HHS, all submitted products will be those intended for sale by the Registrant. This can be edited at any time throughout the registration period. A value of "**Yes**" indicates the product is still being manufactured or sold by the registrant. A value of "**NO**" indicates the product is no longer being manufactured or sold by the registrant.

2. **"Brand Name"**
   Pursuant to 641—156.1, this field must indicate the Brand name of the product provided by the Manufacturer. Non-cannabis examples include "Toyota", "Ford," "Coca-Cola," etc. Real world examples of Consumable Hemp Brand Names may include "Charlotte's Web," "Lumi Labs," "CV Sciences," etc.

3. **"SKU"**
   To avoid duplicate products upon updates, registrants must provide an identifier unique to the product (SKU), as provided on the label by the manufacturer. The generally conserved format for SKU is below:

   When submitting SKU information for a product, refer to an individual product container, or request this information from the Manufacturer.

4. **"Product Name"**
   This free-text entry represents the specific Product Name as provided by the manufacturer. In the Brand Name examples of "Toyota", "Ford," "Coca-Cola," corresponding Product Names may be "Camry," "F-150," and "Coke Zero," respectively.

   In the Brand Name examples of "Charlotte's Web," "Lumi Labs," "CV Sciences," corresponding Product Names may be:
   - 25MG CBD Oil Capsules
   - D9 THC Strain Specific Gummies
   - CBD Infused Roller

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Please capitalize each individual word of the Brand Name as provided in the examples and by the Manufacturer, as well as any punctuation.

5. **"Product Form"**

From the predetermined options, a Registrant must select the most appropriate "Product Form" definition for the product:

1. **Edible**
   - A product that contains food, or what a reasonable person would determine as having food ingredients
   - Examples include, but are not limited to: gummies, chocolate, drinkable beverages, syrups, etc.

2. **Oral**
   - These are products that may be ingested orally, but may not be considered edibles or include specific food ingredients
   - Examples include, but are not limited to: unflavored tinctures, unflavored capsules or tablets, unflavored water soluble mixes, etc.

3. **Topical**
   - This is a product intended to be applied to the skin.
   - Examples include, but are limited to: Lotions, creams, ointment, salves, rollers, etc.

4. **Other**
   - If a product does not clearly fit into one of the above categories, please select "Other" and complete the rest of the required columns for this product.

6. **"Total THC per Serving"**

Pursuant to 641—156.1, if THC is contained within, or marketed for the product by the Manufacturer the amount of THC per serving must be provided in milligrams (mg). Consumable hemp products containing more than 4 mg per serving ≥ Delta-9 THC + (0.877 $\times$ THCa) total tetrahydrocannabinol (THC) per serving will be prohibited from sale in Iowa on July 1, 2024. Examples of Total THC per Serving may be "2," "2.5," or "4," etc. Enter the total THC rounded to the nearest decimal.

Note: Products containing "synthetic cannabinoids," including but not limited to Delta-8, Delta-10, THC-P, HHC, THC-O etc., may no longer be sold in Iowa on July 1, 2024. Please refer to the product container for this information,or contact the manufacturer.

7. **"Total THC per Container"**

Pursuant to 641—156.1, a registrant must submit documentation indicating the aggregate amount of all THC per container as provided by the manufacturer. Consumable hemp products containing more than 10 mg per container ≥ Delta-9 THC + (0.877 × THCa) will be prohibited from sale in Iowa on July 1, 2024. Examples of Total THC per Container may be "2," "7.5," or "10,". Enter the total THC rounded to the nearest decimal.

Note: Products containing "synthetic cannabinoids," including but not limited to Delta-8, Delta-10, THC-P, HHC, THC-O etc., may no longer be sold in Iowa on July 1, 2024. Please refer to the product container for this information,or contact the manufacturer.

8. **"City Manufactured"**

The City of the jurisdiction of origin pursuant to 641 IAC 156.3(1)(a). This is a free-text field, and required whether the registrant is a manufacturer or a retailer by 641 IAC 156.2. Please refer to the Manufacturer website for this information, or contact the manufacturer.

9. **"State Manufactured"**

The State of the jurisdiction of origin pursuant to 641 IAC 156.3(1)(a). This is required whether the registrant is a manufacturer or a retailer by 651 IAC 156.2. Please refer to the Manufacturer website for this information, or contact the manufacturer. The values in this column must be a two-letter, state abbreviation

10. **"Manufacturer Website" (Link)**

Pursuant to 641 IAC 156.4(1)(d), a registrant must provide a URL, or website link, that provides the contact information for the Manufacturer, including: Name, Telephone number, and Email address. The link must include "http://" or "https://" in order to be submitted. This may be the website of the registrant, if the registrant is a manufacturer.

11. **"COA" (Link)**

Pursuant to 641 IAC 156.4(1)(f), a Registrant must provide a link to the individual product's Certificate of Analysis (COA) from the product's manufacturer. This COA shall include:
- Information indicating the presence and concentration of THC, including delta-9 tetrahydrocannabinol, tetrahydrocannabinolic acid, cannabidiol, and any other THC for which the product is being marketed
- Information indicating the total delta-9 tetrahydrocannabinol concentration does not exceed 0.3% (inclusive of any isomers, derivatives, and analogs, whether naturally

- occurring or synthesized) on a dry weight basis as calculated pursuant to an official test, as provided by Iowa Code Section 204.8.
- Information indicating the consumable hemp product is from a batch that has been tested for pesticides, residual solvents, metals, harmful pathogens, and toxicants and does not exceed limits pursuant to 641 IAC 156.3(2).
- The certificate of analysis shall not be considered valid and usable for the batch of consumable hemp if its issuance date is greater than one year old.

Please review the detailed requirements for COAs in Administrative Rule (Iowa Administrative Code 641, Chapter 156) prior to submitting your product list, or contact the Manufacturer for additional information. It is the responsibility of the registrant to ensure each product has a corresponding, compliant COA.

If the Manufacture of the Consumable Hemp did not provide a COA, the Registrant must request it from the Manufacturer.

MANUAL (ONE-BY-ONE) PRODUCT LIST ENTRY "HOW-TO"

After logging in to the Consumable Hemp Registration portal, you can either create or renew an existing registration to build your product list or, update an existing product list. For new facilities or to renew an existing registration click the option indicated below.

Hello Bobby,
Welcome to the Consumable Hemp Registrant Portal.

		Actionable	Active	All Registrations
🏪	Start here to create a new Registration, or Renew an existing Registration	**ACTION LIST**		
		Business Name (DBA)		Registration Number
		456 Hemp CBD		236781
✎	Update a Product List or Food License for an Active Registration	CBD America		236782
		View All		
👤	Update your Profile information, and create or manage Delegates			

A facility's product list can be entered during the initial registration of a facility, during the renewal period, or anytime during the duration of the registration period to maintain a current product list.

- For the initial registration or renewal of a facility, complete the Registration Type, Ownership/Business Entity, and Facility information. At the Product List Upload section, select "Manually Enter Products" and click "Manual Entry"

- Select "Add New Product" to bring up the manual entry table

- Enter all required information; Brand Name, Product Name, SKU (must be unique), select a product form from the drop down menu, enter Total THC per serving to the nearest decimal, Total THC per container to the nearest decimal, City and State where the product is manufactured, and links to the manufacturer and the certificate of analysis. When all required information is entered, click "Add this Product".

Register Your Consumable Hemp Establishment

☑ Add New Product

*Brand Name	*Product Name
Compliant CBD	CBD Gummies

*SKU	*Product Form
345456	Edible

Indicate total THC per serving in mg. Round to one decimal place. Maximum allowable THC serving is 4.
- 4 mg per serving ≥ Delta-9 THC + (0.877 × THCa)

Indicate total THC per container in mg. Round to one decimal place. Maximum THC per container is 10.
- 10 mg per container ≥ Delta-9 THC + (0.877 × THCa)

*THC Per Serving	*THC Per Container
2.5	10.0

*City Manufactured	*State Manufactured
Des Moines	IA

*Manufacturer Website	*COA
https://hhs.iowa.gov/programs/programs-and-services/consumable-hemp	https://hhs.iowa.gov/programs/programs-and-services/consumable-hemp

Add this Product

- The information entered in the table is now a part of the product list. To add additional products, select "Add New Product" again to bring up the manual entry table. When the product list is completed, click "Submit Product List". *Non-compliant products (e.g. products exceeding Total THC limits) entered into the manual entry table will not appear in the product list below. A separate email notification will be sent automatically for non-compliant products submitted to your product list.*

☐ Add New Product

Make any necessary edits to products directly on the datatable

	SKU	Ac...	Brand...	Product ...	Prod...	Total THC per S...	Total THC per Con...	City ...	Sta...	Manu...
1	3454...	Yes	Compliant CBD	CBD Gu...	Edible	2.5	10.0	Des Moines	IA	https:...

Approved products in the table below may only be made inactive. No other edits are allowed.

This table currently has no data to display

← Use Excel or CSV File

Submit Product List →

After saving the product list, you will be presented with the following message;

Your products have been successfully added. You should receive a confirmation email shortly.

Finish

- Following the manual product list creation and submission process, you'll be presented with the completed product list. Click "Confirm Products".

Register Your Consumable Hemp Establishment

Confirm Products

	Active ∨	Brand... ∨	SKU ∨	Produ... ∨	Produ... ∨	Total THC per ... ∨	Total THC pe... ∨	City ... ∨	Sta... ∨	Manu... ∨	COA
1	Yes	Compliant...	345456	CBD Gummies	Edible	2.5	10.0	Des Moines	IA	https://hh...	http
2	Yes	Compliant...	123234	CBD Seltzer	Edible	4.0	4.0	Iowa City	IA	https://hh...	http
3	Yes	Compliant...	456567	CBD Lotion	Topical	0.0	0.0	Cedar Rap...	IA	https://hh...	http

Edit Product List   Confirm Product List

You have successfully completed the product list creation process. You'll be directed to the Attestation to sign as well as the payment page to submit the registration fee.

The product list will be reviewed. If approved, an approval message will be sent. If any product is not approved, a notice will be sent with the specific reason and instructions on how to proceed.

To update an existing product list click the option below on the home page

Hello Bobby,

Welcome to the Consumable Hemp Registrant Portal.

Start here to create a new Registration, or Renew an existing Registration

Update a Product List or Food License for an Active Registration

Update your Profile information, and create or manage Delegates

Actionable   Active   All Registrations

ACTION LIST

Business Name (DBA)	Registration Number
456 Hemp CBD	236781
CBD America	236782

View All

Select your facility and click "Next". Registrants with more than one facility will have all their active or pending registrations displayed.

Facilities

Business Name (DBA)	∨	Registration Number ↓
● CBD America		236782
○ 456 Hemp CBD		236781

- Select "Add or Update Product List" and click "Next"

* **What action would you like to take on this facility**
- ○ View Current Product List
- ● Add or Update Product List
- ○ Update Food License

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● Click "Update Product List"

● Select "Manually Enter Products" and Click "Manual Entry"

CH Portal - Manage Products/Update Food License

* How would you like to update your list?
◉ Manually Enter Products
○ Upload an Excel or CSV file of Products

Manually enter/edit your products. Use this function if you want to make quick edits to your product list or if you have a few new products to add.

Manual Entry →

● Select the box to add a new product.

☐ Add new product

Make any necessary edits to products directly on the datatable

This table currently has no data to display

Approved products in the table below may only be made inactive. No other edits are allowed.

	SKU	Active	Status	Brand...	Prod...	P...	Total THC per Serving	Total THC per Container	City M...	St...	Manuf...	COA
1	345456	Yes	Approved	Compliant ...	CBD Gum...	Edible	2.5	10.0	Des Moines	IA	https://hhs.i...	https://hhs.i...
2	123234	Yes	Approved	Compliant ...	CBD Seltzer	Edible	4.0	4.0	Iowa City	IA	https://hhs.i...	https://hhs.i...
3	456567	Yes	Approved	Compliant ...	CBD Lotion	Topical	0.0	0.0	Cedar Rapids	IA	https://hhs.i...	https://hhs.i...

● The manual entry table will appear in addition to the existing product list below the table. Complete the empty fields to add to your existing product list.

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- The new products are listed in the table above the existing approved product list. Edits can still be made to new products before submission. Click "Submit Product List".

After saving the product list, you will be presented with the following message;

"Your products have been successfully added. You should receive a confirmation email shortly."

The product list will be reviewed. If approved, an approval message will be sent. If any product is not approved, a notice will be sent with the specific reason and instructions on how to proceed.

PRODUCT LIST UPLOAD WITH AN EXCEL/CSV FILE

The Excel file allows registrants to create their product list at one time and upload it to the portal. The template required for uploading your product list is a pre-formatted Excel file provided by HHS. This can be found on the "Product Upload" page of the Registration Process. Select "Upload an Excel/CSV File of Products" and click on Product List Excel link to download the file.

Product List Upload

Prior to Approval, consumable hemp registrants must submit a complete list of consumable hemp products the retailer or manufacturer intends to sell. This product list must include jurisdiction of origin and product certificates of analyses.

- HF2605 made several changes to the consumable hemp program. When creating or maintaining product lists, please keep the following changes in mind:
  - The maximum total THC permitted per serving is four (4) milligrams per serving and ten (10) milligrams per container. This includes Delta-9 THC and 87.7% of THCA. (*See* Iowa Code 204.2).
  - Synthetic consumable hemp products, such as products containing Delta-8 THC, Delta-10 THC, Hexahydrocannabinol (HHC), Tetrahydrocannabiphorol (THC-P), and Tetrahydrocannabinol-O-acetate (THC-O), and other synthetic and semisynthetic cannabinoids are prohibited from sale in Iowa after July 1, 2024. This is not a comprehensive list of prohibited synthetic and semisynthetic cannabinoids. (*See* Iowa Code 204.14A).
  - Raw or dried flower form of hemp is not permitted in the consumable hemp program. Any raw or dried hemp flower marketed or distributed in Iowa must be sold as a raw or dried agricultural commodity and have a notice stating it is not suitable for consumption. Raw or dried flower marketed for introduction into the human body will be in violation of 641 Iowa Administrative Code 156. (*See* Iowa Code 204.14A).

Please refer to the **Consumable Hemp Product List Guide** for specific information required on the product list. Please also refer to the **Consumable Hemp FAQ** for additional information.

* How would you like to update your list?

○ Manually Enter Products

● Upload an Excel or CSV File of Products

Product List Excel
To download a standardized Excel file click the link above and fill it out completely for each product to be sold at this consumable hemp establishment.

Using the File Upload button below please re-insert the updated Product List file after completing any changes or additions.

ATTENTION: Beginning July 1, 2024 registrants must use the new product list template. Attempting to upload a list created with the previous template will result in an error.

Import Excel File

⬆ Upload Files   Or drop files

Upload Products

The blank file will display with preformatted column headers. <u>Do not modify or edit the first row</u>

	A	B	C	D	E	F	G	H	I	J	K
1	Active	Brand_Name	SKU	Product_Name	Product_Form	THC_per_Serving	THC_per_Container	City_Manufactured	State_Manufactured	Manufacturer	COA
2											
3											
4											

Each cell for a given product must be populated in accordance with this document.
- Specific error messages that you may receive are provided in this document to give you guidance on corrections.

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PRODUCT LIST COLUMN DESCRIPTIONS AND "HOW-TO"

1. **"Active"**

   Upon submission of a registrant's <u>first</u> registration with HHS, all submitted products will be those intended for sale by the Registrant.

   At renewal, or if a registrant needs to amend or update their product list during their registration's current effective period, you will have the ability to view and download the product list on-file for the registration. Please use the information below when updating your product list:

   - Is the product currently being manufactured or sold by the registrant?
     - Enter a value of "**Yes**" if the product is still being manufactured or sold by the registrant.
   - Upon updates, enter a value of "**No**" if the product is no longer being manufactured or sold by the Registrant.
     - By entering a value of "**No**" for any product, after submission of your product list, those "inactive" products will be archived, and no longer present in your "active" list view.

   Example:

	A	B	C	D	E	F	G	H	I	J	K
1	Active	Brand Name	SKU	Product Name	Product Form	THC per Serving	THC per Container	City Manufactured	State Manufactured	Manufacturer	COA
2	YES	Iowa CBD	123-NMJ	CBD Gummies	Edible	2.5	10	Des Moines	IA	https://hhs.iowa	https://hhs.io
3	YES	Iowa CBD	456-HJK	CBD Lotion	Topical	0	0	Des Moines	IA	https://hhs.iowa	https://hhs.io
4											
5											

   - Product indicated "Yes" as "Active." Product will be added or maintained within the Registrant's product list.

	A	B	C	D	E	F	G	H	I	J	K
1	Active	Brand Name	SKU	Product Name	Product Form	THC per Serving	THC per Container	City Manufactured	State Manufactured	Manufacturer	COA
2	YES	Iowa CBD	123-NMJ	CBD Gummies	Edible	2.5	10	Des Moines	IA	https://hhs.iowa	https://hhs.iow
3	NO	Iowa CBD	456-HJK	CBD Lotion	Topical	0	0	Des Moines	IA	https://hhs.iowa	https://hhs.iow
4											

   - Product indicated "No" as "Active." Product will be removed from Registrant's product list upon upload and submission.

	A	B	C	D	E	F	G	H	I	J	K
1	Active	Brand Name	SKU	Product Name	Product Form	THC per Serving	THC per Container	City Manufactured	State Manufactured	Manufacturer	COA
2		Iowa CBD	123-NMJ	CBD Gummies	Edible	2.5	10	Des Moines	IA	https://hhs.iowa	https://hhs.io
3		Iowa CBD	456-HJK	CBD Lotion	Topical	0	0	Des Moines	IA	https://hhs.iowa	https://hhs.io
4											

   - Not indicating "Yes" or "No" value will return an error message, indicating your need for correction.

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2. "Brand Name"

This is a free text field. Please capitalize each individual word of the Brand Name as provided in the examples and by the manufacturer, as well as any punctuation.

Example:

	A	B	C	D	
1	Active	Brand Name	SKU	Product Name	F
2	YES	Iowa CBD	123-NMJ	CBD Gummies	E
3	YES	Iowa CBD	456-HJK	CBD Lotion	T

- Each word is capitalized. If submitting multiple products from the same "Brand Name," it is recommended to copy and paste to ensure accuracy.

	A	B	C	D	
1	Active	Brand Name	SKU	Product Name	
2	YES		123-NMJ	CBD Gummies	
3	YES		456-HJK	CBD Lotion	T

- A blank cell in this column will return a "missing value" error message, indicating your need for correction.

3. "SKU"

To avoid duplicate products upon updates, registrants must provide an identifier unique to the product (SKU), as provided on the label by the manufacturer. The generally conserved format for SKU is below:

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When submitting SKU information for a product, refer to an individual product container, or request this information from the Manufacturer.

Example:

	A	B	C	D
1	Active	Brand Name	SKU	Product Name
2	YES	Iowa CBD	2231027	CBD Gummies
3	YES	Iowa CBD	456-HJK	CBD Lotion

- The SKU, or similar information specific to the product, can be found on the product container. If no SKU or unique identifier is provided, please contact the manufacturer.

	A	B	C	D
1	Active	Brand Name	SKU	Product Name
2	YES	Iowa CBD	2231027	CBD Gummies
3	YES	Iowa CBD		CBD Lotion

- A blank cell in this column will return a "missing value" error message, indicating your need for correction. .

	A	B	C	D
1	Active	Brand Name	SKU	Product Name
2	YES	Iowa CBD	2231027	CBD Gummies
3	YES	Iowa CBD	2231027	CBD Lotion

- Providing the same SKU or unique identifier in multiple column rows will return a "duplicate" error message, indicating your need for correction.

4. **"Product Name"**

Please capitalize each individual word of the Brand Name as provided in the examples and by the Manufacturer, as well as any punctuation.

Example:

A	B	C	D	E
Active	Brand_Name	SKU	Product_Name	Product_Form
Yes	Hemp Company	2231027	Full Spectrum CBD Gummy	edible
Yes	Hemp Company	2231028	Full Spectrum D8 Gummy	edible
Yes	Hemp Company	2231029	100MG CBD Oil Tincture	oral
Yes	Hemp Company	2231030	D9 THC Strain Specific Gummies	edible
Yes	Hemp Company	2231031	Soft Gel Capsules	oral
Yes	Hemp Company	2231032	CBD Infused Roller	topical

- Each word is capitalized. Please refer to the product label or manufacturer for the most effective product name.

A	B	C	D	E
Active	Brand_Name	SKU	Product_Name	Product_Form
Yes	Hemp Company	2231027	Full Spectrum CBD Gummy	edible
Yes	Hemp Company	2231028	Full Spectrum D8 Gummy	edible
Yes	Hemp Company	2231029	100MG CBD Oil Tincture	oral
Yes	Hemp Company	2231030	D9 THC Strain Specific Gummies	edible
Yes	Hemp Company	2231031		oral
Yes	Hemp Company	2231032	CBD Infused Roller	topical

- A blank cell in this column will return a "missing value" error message, indicating your need for correction.

5. **"Product Form"**

From the predetermined options below, a Registrant must enter the most appropriate "Product Form" definition for this product: **Edible, Oral, Topical, or Other**

Example:

	A	B	C	D	E	
1	Active	Brand Name	SKU	Product Name	Product Form	
2	YES	Iowa CBD	2231027	Sof Gel Capsules	Oral	
3	YES	Iowa CBD	345CBD	CBD Lotion	Topical	
4	YES	Iowa CBD	123-THC	D9 Gummies	Edible	

- Each product row has a properly corresponding Product Form.

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	A	B	C	D	E
1	Active	Brand Name	SKU	Product Name	Product Form T
2	YES	Iowa CBD	2231027	Sof Gel Capsules	Oral
3	YES	Iowa CBD	345CBD	CBD Lotion	Lotion
4	YES	Iowa CBD	123-THC	D9 Gummies	Gummy

- Entering any values other than the four, pre-determined Product Forms will return an error message, indicating your need for correction.

6. **"Total THC per Serving"**

Examples of Total THC per Serving may be "2," "3.5," "4" etc. Entering a number rounded to the nearest decimal.

Example:

D	E	F	
Product Name	Product Form	THC per Serving	THC
Sof Gel Capsules	Oral	2.5	
CBD Lotion	Lotion	0	
D9 Gummies	Gummy	4	

7. **"Total THC per Container"**

Examples of Total THC per Container may be "0," "5.5," "10" etc. Enter the THC per container rounded to the nearest decimal.

Example:

Product Name	Product Form	THC per Serving	THC per Container	
Sof Gel Capsules	Oral	2.5	10	
CBD Lotion	Lotion	0	0	
D9 Gummies	Gummy	4	8	

8. **"City Manufactured"**

The City of the jurisdiction of origin pursuant to 641 IAC 156.3(1)(a). This is a free-text field, and required whether the registrant is a manufacturer or a retailer by 641 IAC 156.2. Please refer to the Manufacturer website for this information, or contact the manufacturer.

Example:

	E	F	G	H
	Product Form	THC per Serving	THC per Container	City Manufactured
	Oral	2.5	10	Des Moines
	Lotion	0	0	Minneapolis
	Gummy	4	8	Denver

- Each word is capitalized. Please refer to the product label or manufacturer for the most effective product name.

Product Form	THC per Serving	THC per Container	City Manufactured	
Oral	2.5	10	Des Moines	
Lotion	0	0		
Gummy	4	8	Denver	

- A blank cell in this column will return a "missing value" error message, indicating your need for correction.

9. **"State Manufactured"**

The values in this column must be a two-letter, state abbreviation.

Example:

	A	B	C	D	E	F	G	H	I	
	Active	Brand Name	SKU	Product Name	Product Form	THC per Serving	THC per Container	City Manufactured	State Manufactured	
	YES	Iowa CBD	2231027	Sof Gel Capsules	Oral	2.5	10	Des Moines	IA	
	YES	Iowa CBD	345CBD	CBD Lotion	Lotion	0	0	Minneapolis	MN	
	YES	Iowa CBD	123-THC	D9 Gummies	Gummy	4	8	Denver	CO	

- Each two-letter state abbreviation is capitalized.

	A	B	C	D	E	F	G	H	I	
	Active	Brand Name	SKU	Product Name	Product Form	THC per Serving	THC per Container	City Manufactured	State Manufactured	
	YES	Iowa CBD	2231027	Sof Gel Capsules	Oral	2.5	10	Des Moines	Iowa	
	YES	Iowa CBD	345CBD	CBD Lotion	Lotion	0	0	Minneapolis	MN	
	YES	Iowa CBD	123-THC	D9 Gummies	Gummy	4	8	Denver	CO	

- Providing anything other than a two-letter value will return an error message, indicating your need for correction.

10. "Manufacturer Website" (Link)

The link must include "http://" or "https://" in order to be submitted. This may be the website of the registrant, if the registrant is a manufacturer.

Example:

Manufacturer	COA
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/progra
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/progra
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/progra

- Each cell includes a valid "https://" website.

J	K
Manufacturer	COA
Charlottesweb.com	https://hhs.iowa.gov/progran
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/progran
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/progran

- Providing a website without "https://", or leaving a cell blank, will return an error message, indicating your need for correction.

11. "COA" (Link)

The link must include "http://" or "https://" in order to be submitted. It is the responsibility of the registrant to ensure each product has a corresponding, compliant COA.

If the Manufacture of the Consumable Hemp did not provide a COA, the Registrant must request it from the Manufacturer.

Example:

Manufacturer	COA		
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/programs/programs-and-services/consumable-h		
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/programs/programs-and-services/consumable-h		
https://hhs.iowa.gov/programs/p	https://hhs.iowa.gov/programs/programs-and-services/consumable-h		

- Each cell includes a valid "https://" website.

Manufacturer	COA	
https://hhs.iowa.gov/progi	https://hhs.iowa.gov/programs/programs-and-services/consun	
https://hhs.iowa.gov/progi	https://hhs.iowa.gov/programs/programs-and-services/consun	
https://hhs.iowa.gov/prog		

- Providing a website without "https://", or leaving a cell blank, will return an error message, indicating your need for correction.

PRODUCT LIST UPLOAD TROUBLESHOOTING, ERROR MESSAGES, AND HOW TO CORRECT

Each column in your Excel file upload must meet <u>All</u> the requirements. If not, you will return an error message indicating the reason for the rejection. Listed below are the error messages you may receive, what they mean, and how to resolve them. The error messages are in left-to-right order corresponding to columns in the Excel upload template.

1. **"Active"**
   - "Active. This column requires a value of "yes" or "no". Any value entered other than yes or no will return this error. See our Product List Upload Guide for troubleshooting upload error messages.

2. **"Brand Name"**
   - Brand Name. Missing Value. This column requires data in each cell. Please review your upload for blank cells, and resubmit your Product List. See our Product List Upload Guide for troubleshooting upload error messages.

3. **SKU**
   - SKU. Missing Value. The SKU column requires data in each cell. Please review your upload for blank cells, and resubmit your Product List. See our Product List Upload Guide for troubleshooting upload error messages.
   - SKU. Duplicate. There are duplicate SKUs in your upload. Please review your upload file for duplicate SKUs, and resubmit your Product List. See our Product List Upload Guide for troubleshooting upload error messages.

4. **"Product Name"**
   - Product Name. Missing Value. This column requires data in each cell. Please review your upload for blank cells, and resubmit your Product List. See our Product List Upload Guide for troubleshooting upload error messages.

5. **"Product Form"**
   - Product Form. This column requires one of the following forms to be entered: "Edible", "Oral", "Topical" or "Other". Any values entered other than these will create this error.

- See our Product List Upload Guide for how to fix errors based on the error message provided.

6. **"Total THC per Serving"**
   - Total THC per Serving. This column is required. Please enter some valid input. Input is not optional.

7. **"Total THC per Container"**
   - Total THC per Container. This column is required. Please enter some valid input. Input is not optional.

8. **"City Manufactured"**
   - City Manufactured. Missing Value. This column requires data in each cell. Please review your upload for blank cells, and resubmit your Product List. See our Product List Upload Guide for troubleshooting upload error messages.

9. **"State Manufactured"**
   - State Manufactured. This column requires a two-letter State abbreviation. Any value entered other than a two-letter State abbreviation will return this error. See our Product List Upload Guide for troubleshooting upload error messages.

10. **"Manufacturer URL"**
    - MFR URL. Invalid Link. This column requires a valid website link that begins with http:// or https://. See our Product List Upload Guide for troubleshooting upload error messages."

11. **"COA URL"**
    - COA URL. Invalid Link. This column requires a valid website link that begins with http:// or https://. See our Product List Upload Guide for troubleshooting upload error messages."

Prohibited Products:

In Iowa, the following Consumable Hemp products are prohibited:

- Consumable hemp products containing more than 4 mg total tetrahydrocannabinol (THC) per serving and more than 10 mg total THC per container
- Products containing "synthetic cannabinoids," including but not limited to Delta-8, Delta-10, THC-P, HHC, THC-O etc.
- Those containing a total THC greater than 0.3% (dry weight)
- "Flower" or "raw bud" consumable hemp product.
- Animal or pet products;
- Those intended for inhalation (e.g., vape cartridges, cigarettes, cigars, etc.)

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  - Those marketed tor intended to cure, treat, mitigate, prevent disease, or affect the structure of the human body (this includes over-the-counter medications);
  - Bread, cake, pie, or other "cottage food" items made in a person's home kitchen or other residential space;
  - Manufactured alcoholic beverages, meat or poultry products, or dairy products infused with hemp;
  - Other food not produced in a licensed food-processing plant;
  - Those manufactured in other countries or in jurisdictions without an approved USDA hemp plan.

Submission of non-compliant product forms is grounds for the pending and/or denial of a registration.