

#### Department of Licensing & Regulatory Affairs Bureau of Construction Codes Keith E. Lambert, P.S., Director

#### Designing & Constructing Medical Marihuana Facilities

#### GOALS

- 1. IDENTIFY DESIGN & CONSTRUCTION PROFESSIONALS
- 2. UNDERSTAND CODE ENFORCEMENT AUTHORITY
  - **1. Governmental entity oversight**
  - 2. Trade and code involvement
- 3. FAMILIARITY WITH CONSTRUCTION REGULATIONS
  - **1.** Statutory authority
  - 2. Promulgated rules
  - 3. Current codes
- 4. AWARENESS OF OCCUPANCY CLASSIFICATIONS & HIGH IMPACT CODE REQUIREMENTS



- Design Professionals licensed individuals who can provide consultation, evaluation, planning, design, and review of construction phases and work.
  - Architects
  - Professional Engineers
- Construction Professionals licensed individuals who install electrical, mechanical, and plumbing systems within a building or structure.
  - Electrical Contractors
  - Mechanical Contractors
  - Plumbing Contractors



# **Design Professionals**

#### • Who may submit?

Construction documents may be submitted by the owner or the owner's architect, engineer, contractor, or agent. The construction statutes or codes do not fix the responsibility for the submission of construction documents. However, the owner of the construction project has the responsibility to assure that it is done.

#### Construction Documents

The construction documents shall indicate the size, shape, and height of all features of the buildings and structures of the project. Specific information shall be given to establish the quality and requirements of the construction for compliance with the code. The information may be submitted in any combination of written and graphic material. All construction documents shall be sealed and signed by an architect or professional engineer licensed in Michigan in accordance with 1980 P.A. 299, as amended.

#### Engineering Detail

Structural, mechanical, electrical, and plumbing work shall include adequate detail including computation, stress diagrams and other essential technical data.



• CURRENT CODES IN EFFECT

- 2015 Michigan Building Code
- 2015 Michigan Rehabilitation Code
- 2015 Michigan Energy Code
- 2015 Michigan Mechanical Code
- 2015 Michigan Plumbing Code
- 2014 Michigan Part 8 Electrical Code



#### • The Building Code

The purpose of the building code is to insure public safety, health and welfare insofar as they are affected by building construction, through structural strength, adequate egress facilities, sanitary equipment, light and ventilation, and fire safety; and, in general, to secure safety to life and property from all hazards incident to the design, erection, repair, removal, demolition or use and occupancy of buildings, structures or premises.

#### • What is a building code?

The Michigan Building Code controls all matters concerning the construction, alteration, addition, repair, removal, demolition, use, location, occupancy, and maintenance of all buildings and structures and their service equipment.

#### Are building permits necessary?

Before construction of a building or structure, an owner, or the owner's builder, architect, engineer, or agent, shall submit an application in writing to the appropriate enforcing agency for a building permit. A permit is also required when the use or occupancy of a structure or portion thereof is changed.



#### • The Electrical Code

The purpose of the electrical code is to provide practical safeguards to persons and property from hazards arising from the use of electricity. The code contains provisions considered necessary for safety.

#### • What is the electrical code?

The Michigan Electrical Code covers installations of electric conductors and equipment within or on public and private buildings and structures, installations of conductors that connect to the supply of electricity, and installations of other outside conductors on the premises.

#### Are electrical permits required?

A person shall not equip a building with electrical conductors or equipment or make an alteration of, change in, or addition to, electrical conductors or equipment without receiving a permit from the appropriate enforcing agency.

 Do you need a license to do electrical work?
 To obtain electrical permits, an applicant shall be an electrical contractor licensed by a municipality or by the State Electrical Administrative Board.



#### The Mechanical Code

The purpose of the mechanical code is to provide adequate requirements considered essential for the safe installation of all mechanical equipment in order to protect the public safety, health and welfare. The code sets forth comprehensive regulations for the safe installation of mechanical equipment and systems.

#### What is the mechanical code?

The Michigan Mechanical Code regulates the design, installation, maintenance, alteration, and inspection of mechanical systems, including heating systems, ventilating systems, steam and hot water heating systems, process piping, boilers and pressure vessels, appliances utilizing gas, liquid or solid fuel, chimneys and vents, mechanical refrigeration systems, fireplaces, barbecues, incinerators, crematories, fire suppression systems and system utilizing solar or geothermal energy.



Do you need a license to do mechanical work?

A mechanical contractor's license with the appropriate classification is required for the performance of installing, altering, or servicing the following: (1) Hydronic heating and cooling and process piping, (2) HVAC equipment, (3) Ductwork, (4) Refrigeration, (5) Limited Heating service, (6) Unlimited Heating Service, (7) Limited Refrigeration and air conditioning service (8) Unlimited refrigeration and air conditioning service, (9) Fire Suppression, (10) Specialty.

• Are mechanical permits required?

Except for replacement of minor parts, mechanical work shall not be started until a permit for such work has been issued by the appropriate enforcing agency.



#### The Plumbing Code

The purpose of the plumbing code is to insure the proper installation of systems for furnishing potable water, for sanitary sewage disposal and storm drainage; and to insure public safety, health, and welfare insofar as affected by the installation of plumbing.

- What is the plumbing code? The Michigan Plumbing Code controls the design and installation of plumbing systems, including sanitary and storm drainage, sanitary facilities, water supplies, and storm water and sewage disposal in buildings.
- Are plumbing permits required? Plumbing work shall not be started until a permit for such work has been issued by the appropriate enforcing agency.
- Do you need a license to do plumbing work?
   To obtain plumbing permits, an applicant shall be a licensed plumbing contractor in order to install plumbing, a building sewer, or a private sewer.



 Plan review applications and permit applications must be submitted to the appropriate enforcing agency. Therefore, prior to applying for a plan review, it is suggested the applicant review the Statewide Jurisdiction List. This information is updated regularly due to changes in code enforcement that may be conducted by either the state, county or local unit of government.



- Bureau of Construction Codes Website
- <u>Statewide Jurisdiction List</u>
  - County (county building department)
  - Local (city, township, or village building department)
  - State (bureau of construction codes)
- FAQs for online submissions
  - Plan reviews
  - Permits



#### MCL 125.1502a(1) - Definitions

(g) "Building" means a combination of materials, whether portable or fixed, forming a structure affording a facility or shelter for use or occupancy by individuals, animals, or property. Building includes a part or parts of the building and all equipment in the building unless the context clearly requires a different meaning.

(o) Construction regulation does not include a zoning ordinance or rule issued pursuant to a zoning ordinance and related to zoning.



# 1972 PA 230, MCL 125.1502a (cont.)

(bb) "Structure" means that which is built or constructed, an edifice or building of any kind, or a piece of work artificially built up or composed of parts joined together in some definite manner. Structure includes a part or parts of the structure and all equipment in the structure unless the context clearly requires a different meaning.



• MCL 125.1511 – Building permits, applications

- If the application conforms to this act, the code and the requirements of other applicable laws and ordinances, the enforcing agency shall approve the application and issue a building permit to the applicant.
- Except as otherwise provided in this act or the code, the construction or alteration of a building or structure shall not be commenced until a building permit has been issued.



• MCL 125.1512 – Construction inspections

- An enforcing agency shall periodically inspect all construction undertaken pursuant to a building permit issued by it to insure that the construction is performed in accordance with conditions of the building permit and is consistent with requirements of the code and other applicable laws and ordinances.
- An inspection pursuant to this section shall be solely for purposes of enforcing this act and other laws and ordinances <u>related</u> to construction of buildings and structures.



• MCL 125.1512 – Construction inspections

If construction is being undertaken contrary to a building permit, this act, or other applicable laws or ordinances, the enforcing agency shall give written notice to the holder of the building permit, or if a permit has not been issued then to the person doing the construction, notifying him of the violation of this act, or other applicable laws and ordinances, and to appear and show cause why the construction should not be stopped.



• MCL 125.1512 – Construction inspections

Without limitation on other available remedies, an interested person may apply for an order, enjoining the continuation of construction undertaken in violation of a building permit, this act, the code or other applicable laws or ordinances, to the circuit court for the county in which the premises are located.



• MCL 125.1513 – Certificate of use & occupancy

- A building or structure hereafter constructed shall not be used or occupied in whole or in part until a certificate of use and occupancy has been issued by the appropriate enforcing agency.
- The certificate of use and occupancy shall certify that the building or structure has been constructed in accordance with the building permit, the code and other applicable laws and ordinances.



• MCL 125.1513 – Certificate of use & occupancy

- A certificate of use and occupancy shall be issued by the enforcing agency when the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.
- **Example**



# 2016 PA 281 (License Types)

#### MCL 333.27102

(y) "State operating license" or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:

- (*i*) A grower.
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.

"F" use group classification"H" use group classification

"M" use group classification "B" use group classification



#### Rule 1. Definitions

(3) "Building" means a combination of materials forming a structure affording a facility or shelter for use or occupancy by individuals or property. Building includes a part or parts of the building and all equipment in the building. A building shall not be construed to mean a building incidental to the use for agricultural purposes of the land on which the building is located.



Rule 8. Marihuana facility plan. (Design Pro) (2) The marihuana facility plan shall include, but not be limited to, the following:

- (b) Diagram of the marihuana facility including, but not limited to, its size and dimensions; specifications; physical address; location of common entryways, doorways, or passageways; means of public entry or exit; limited-access areas within the marihuana facility; and indication of the distinct areas or structures at a same location as provided for in Rule 24.
- (c) Floor plan and layout, including dimensions, maximum storage capabilities, number of rooms, dividing structures, fire walls, and entrances and exits.



Rule 8. Marihuana facility plan. (Design Pro)

- (2) The marihuana facility plan shall include, but not be limited to, the following:
  - (d) Means of egress, including, but not limited to, delivery and transfer points.
  - (e) Construction details for structures and fire-rated construction for required walls.
  - (f) Building structure information, including but not limited to, new, pre-existing, free-standing, or fixed. Building type information, including but not limited to, commercial, warehouse, industrial, retail, converted property, house, building, mercantile building, pole barn, greenhouse, laboratory, or center.



Rule 9. Pre-licensure investigation and proposed marihuana facility inspection.

(5) An applicant shall submit proof to the department of the following:

 (a) A certificate of use and occupancy as required pursuant to section 13 of 1972 PA 230, MCL 125.1513 and these rules.



Rule 24. Operation at a same location – grower, processor, and provisioning center.

(1) Any combination of the following types of state operating licenses may operate as separate marihuana facilities at the same location: An applicant shall submit proof to the department of the following:

- (a) A grower.
- (b) A processor.
- (c) A provisioning center.

"F" use group classification"H" use group classification"M" use group classification



Rule 25. Marihuana facilities; requirements.

(1) To ensure the safety, security, and integrity of the operation of marihuana facilities a grower shall operate at a marihuana facility under either of the following conditions:

 (a) The marihuana facility operations are within a building that meets the security requirements and passes the inspections in these rules and has a building permit pursuant to Rule 26 and these rules.



#### Rule 26. Building and fire safety.

- (1) An applicant's proposed marihuana facility or a licensee's marihuana facility may be subject to inspection by a state building code official, state fire official, or code enforcement official to confirm that no health or safety concerns are present.
- (2) The department or its authorized agents, state building code official, or his or her authorized designee may conduct pre-licensure and post-licensure inspections to ensure that applicants and licensees comply with the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

Rule 26. Building and fire safety.

(3) An applicant or licensee shall not operate a marihuana facility unless a permanent certificate of occupancy has been issued by the appropriate enforcing agency. Prior to a certificate of occupancy being issued work must be completed in accordance with the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531. All of the following apply:



Rule 26. Building and fire safety.

(3)(a) An applicant or licensee shall obtain a building permit for any building utilized as a proposed marihuana facility or marihuana facility as provided in the act and these rules. The issuance, enforcement, and inspection of building permits under this act may remain with the governmental entity having jurisdiction under 1972 PA 230, MCL 125.1501 to 125.1531.



Rule 26. Building and fire safety.

(3)(b) An applicant or licensee shall obtain a building permit for a change of occupancy for an existing building to be utilized as a proposed marihuana facility or marihuana facility as provided in the act and these rules.



Rule 26. Building and fire safety.

(5)(c) Processors, growers, and safety compliance facilities shall implement appropriate exhaust ventilation systems to mitigate noxious gasses or other fumes used or created as part of any production process or operations. Exhaust ventilation equipment must be appropriate for the hazard involved and must comply with local fire code and Michigan mechanical codes.



Rule 26. Building and fire safety.

(6) In addition to meeting all the requirements in subrules (1) to (4) of this rule, growers and processors shall also comply with the following:

- (c) For extractions using compressed gases of varying materials including, but not limited to, butane, propane, and carbon dioxide that are used in multiple processes in cultivation or extraction the following must be met:
- (i) Flammable gases of varying materials may be used in multiple processes in cultivation or extraction and must meet the requirements in NFPA 90 A, NFPA 58, Appendix B of NFPA 58, NFP A 70 and the applicable parts of the international fuel gas code.



#### Rule 26. Building and fire safety.

- (6)(c) For extractions using compressed gases of varying materials including, but not limited to, butane, propane, and carbon dioxide that are used in multiple processes in cultivation or extraction the following must be met:
- (ii) Processes that extract oil from marihuana plants and marihuana products using flammable gas or flammable liquid must have leak and/or gas detection measures. All equipment used in the detection of flammable and/or toxic gases must be approved by the BFS and may require construction and mechanical permits.
- (iii) Marihuana facilities that have exhaust systems are regulated by NFPA 45, NFPA 91 and the applicable parts of the Michigan mechanical code.



# **Provisioning Center (Dispensary)**

- Generally M occupancy, with exception of a B occupancy component if patients are seen at the facility
- **SECTION 309**
- MERCANTILE GROUP M
- 309.1 Mercantile Group M. Mercantile Group M occupancy

includes, among others, the use of a building or structure or a portion thereof for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and <u>accessible</u> to the public.



# **Grower (Cultivation)**

- **SECTION 306**
- FACTORY GROUP F
- 306.1 Factory Industrial Group F. Factory Industrial Group
- F occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous or Group S storage occupancy.



## **Grower (Cultivation)**

- **SECTION 312**
- UTILITY AND MISCELLANEOUS GROUP U
- 312.1 General. Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy.



## **Processor (Manufacturing)**

- Processing & Packaging
  - [F] 307.5 High-hazard Group H-3. Buildings and structures containing materials that readily support combustion or that pose a physical hazard shall be classified as Group H-3. Such materials shall include, but not be limited to, the following:
  - Class I, II or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge (103.4 kPa) or less.
  - Combustible fibers, other than densely packed baled cotton, where manufactured, generated or used in such a manner that the concentration and conditions create a fire or explosion hazard based on information prepared in accordance with Section 414.1.3



## **Processor (Manufacturing)**

- SECTION 307 HIGH-HAZARD GROUP H
  - **[F] 307.1 High-hazard Group H.** High-hazard Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in *control areas* complying with Section 414, based on the maximum allowable quantity limits for *control areas* set forth in Tables 307.1(1) and 307.1(2). Hazardous occupancies are classified in Groups H-1, H-2, H-3, H-4 and H-5 and shall be in accordance with this section, the requirements of Section 415 and the International Fire Code. Hazardous materials stored, or used on top of roofs or canopies, shall be classified as outdoor storage or use and shall comply with the International Fire Code.



## Safety Compliance Facility (Testing)

- **SECTION 304**
- BUSINESS GROUP B
- 304.1 Business Group B. Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.



### **High Impact Building Items**

- Accessibility
- Egress
- Fire rated corridors in buildings without fire suppression/fire sprinkler systems



## **High Impact Electrical Items**

- Continuous load/Total electrical load
- Electrical equipment must be listed and labeled by an approved testing agency
- Wiring methods utilized
  - NM cable not allowed for use in damp locations such as cultivation facility (grower).
  - Flexible cords not permitted to be substituted for fixed wiring systems (they cannot be run through walls, doors, ceiling, etc.)



### **High Impact Mechanical Items**

- Proper ventilation (see code section)
- Gases exhausted (see code section)
- Fire suppression/fire sprinklers
  - Group "H" occupancies
  - "F-1" and "M" occupancies exceeding 12,000 sq./ft.



### High Impact Mechanical Code Requirement

#### • **SECTION 403**

#### MECHANICAL VENTILATION

**403.1 Ventilation system.** Mechanical ventilation shall be provided by a method of supply air and return or *exhaust air* except that mechanical ventilation air requirements for Group R-2, R-3 and R-4 occupancies three stories and less in height above grade plane shall be provided by an exhaust system, supply system or combination thereof. The amount of supply air shall be approximately equal to the amount of return and exhaust air. The system shall not be prohibited from producing negative or positive pressure. The system to convey ventilation air shall be designed and installed in accordance with Chapter 6.



#### High Impact Mechanical Code Requirement

**501.3 Exhaust discharge.** The air removed by every mechanical exhaust system shall be discharged outdoors at a point where it will not cause a public nuisance and not less than the distances specified in Section 501.3.1 of the code. The air shall be discharged to a location from which it cannot again be readily drawn in by a ventilating system. Air shall not be exhausted into an attic or a crawl space, be directed onto walkways, or terminate within 3 feet of a ventilated section in a soffit.



#### High Impact Mechanical Code Requirement

401.6 Contaminant sources. Stationary local sources producing air-borne particulates, heat, odors, fumes, spray, vapors, smoke or gases in such quantities as to be irritating or injurious to health shall be provided with an exhaust system in accordance with Chapter 5 or a means of collection and removal of the contaminants. Such exhaust shall discharge directly to an *approved* location at the exterior of the building.



### **High Impact Plumbing Items**

- Plumbing fixtures and installations
  - Sizing
  - Support
- Backflow prevention
  - Lawn irrigation systems
  - Chemical fertilizer dispensers



#### INFORMATION

- Presentation & material available on request
- Contact Information:
  - -lambertk@michigan.gov
  - Bureau (517) 241-9375
    - 1<sup>st</sup> Floor Ottawa Building
    - 611 W. Ottawa St.
    - Lansing, MI 48933



## Medical Marihuana

**Bureau of Fire Services** 

## **Bureau of Fire Services**

Brian Williams - Plan Review Specialist

Kevin Sehlmeyer – State Fire Marshal





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# BFS & NFPA Requirements

- Medical Marihuana Facilities Licensing Act Emergency Rules 3 adopts NFPA 1, 2018 edition.
  - Rule 26(5) Fire safety inspections to make sure the facility is in compliance with NFPA 1.

- Chapter 38 applies to the growing and processing of marihunana within new and existing buildings.
- Chapter 6 outlines occupancy:
  - Mercantile Occupancy 6.1.10.1
  - Business Occupancy 6.1.11.1
  - Industrial Occupancy 6.1.12.1
  - Storage Occupancy 6.1.14.1

- Chapter 20 Occupancy Fire Safety:
  - 20.12 Mercantile Occupancies
  - 20.13 Business Occupancies
  - 20.14 Industrial Occupancies
  - 20.15 Storage Occupancies

- Chapter 13 Fire Protection System:
  - 13.3.2.30 New Industrial Occupancies
    - (1) Three or more stories
    - (2) Exceeding 12,000 ft. in fire area
    - (3) Total area of all floors, including mezzanine, exceeds 24,000 ft.

- Chapter 13 Fire Protection System
- Chapter 14 Means of Egress
- NFPA 90A Ventilation of Light Fixtures
- Chapter 54 Ozone generators used for odor control

- Fumigation:
  - 38.5.4.1 Any marihuana growing facility that is fumigated shall comply with 38.5.4.

- Extraction:
  - 38.6.1.1.1 Extraction rooms
  - 38.6.1.1.3 Shall not be located in any building containing assembly, education, day care, health care, ambulatory healthcare, residential board and care, residential or detention and correctional facilities.

- Extraction continued:
  - 38.6.2 Liquefied Petroleum Gas (LPG) Extraction
  - 38.6.2.2.2 Exhaust System NFPA 91 or Mechanical Code

- Extraction continued:
  - 38.6.2.3.2 Electrical
    - Hood or Enclosure NFPA 70
    - 38.6.2.5 Protection an automatic suppression system shall be provided within hood or enclosures, including ductwork.

- Extraction continued:
  - 38.6.3 Flammable and Combustible Liquid Extraction
    - Exhaust
      - Chemical Hood Chapter 7 of NFPA 45
      - NFPA 91 or mechanical code
      - Electrical NFPA 70

- Extraction continued:
  - 38.6.3 Flammable and Combustible Liquid Extraction
  - Storage and Handling Chapter 66

- Extraction continued:
  - 38.6.4 Carbon Dioxide Extraction
    - An approved listed CO2 detector shall be installed in a CO2 extraction room.
    - The detector shall be set to alarm at 5,000 ppm of CO2.

- List of NFPA Referenced Standards:
  - NFPA 10 (2017) Portable Fire Extinguishers
  - NFPA 13 (2016) Installation of Sprinkler Systems
  - NFPA 25 (2017) Inspection, Testing and Maintenance of Water Based Fire Protection Systems
  - NFPA 58 (2017) Liquefied Petroleum Gas Code

- List of NFPA Referenced Standards Continued:
  - NFPA 70 (2017) National Electrical Code
  - NFPA 72 (2016) National Fire Alarm and Signaling Code
  - NFPA 90A (2018) Installation of Air-Conditioning and Ventilating Systems
  - NFPA 91 (2015) Exhaust Systems
  - NFPA 101 (2018) Life Safety Code

## Occupational Safety and Health in the Marihuana Industry

PRESENTED BY

CONSULTATION EDUCATION & TRAINING DIVISION

MICHIGAN OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

WWW.MICHIGAN.GOV/MIOSHA

517-284-7720

#### Overview

Discuss applicability of agriculture and general industry standards

 Review specific standards including Hazard Communication, Personal Protective Equipment, Noise, Air Contaminants, Medical Services and First Aid and Sanitation

Describe MIOSHA Consultation Education and Training Services

#### Agriculture vs. General Industry Rules

AGRICULTURE: CULTIVATION AND GROWING

**GENERAL INDUSTRY: PROCESSING** 

- Part 700 Agriculture:
  - Air contaminants (e.g. Carbon Dioxide)
  - Respiratory protection
  - Noise
- Part 42, 92, 430 Hazard
   Communication

- Part 1 General Provision
- Part 21 Powered Industrial Trucks
- Part 92/430 Hazard Communication
- Part 33/433 Personal Protective Equipment
- Part 451 Respiratory Protection
- Part 472 Medical Services and First Aid
- Part 474 Sanitation

#### NOTE: This is not a complete list of all MIOSHA Standards that may apply

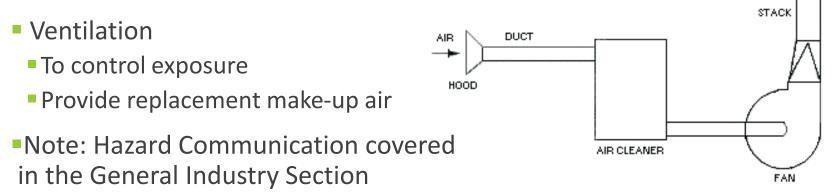
#### Agriculture: Cultivation and Growing

Part 700 – Agriculture

- Air contaminants
  - Carbon Dioxide = 5000 parts per million (ppm) as an 8-hour time-weighted average
- Noise
  - Permissible exposure limit = 90 decibels (dBA) as an 8-hour time-weighted average
  - Hearing protection and/or noise controls require if > limit
- Respiratory Protection
  - Shall be of a type approved for protection against the contaminant and degree of exposure

#### Agriculture: Cultivation and Growing

- Fire Suppression Systems (inert gas or foam system)
  - Posting
  - Audible and visible alarm before the system is activated
  - Time delay before activation to facilitate evacuation



#### General Industry: Processing

- Part 1 General Provision
  - Housekeeping
  - Machine controls, guarding and devices
  - Compressed air
- Part 2 Walking Working Surfaces
- Part 6 Fire Exits



## Part 21 Powered Industrial Trucks

Provides for the minimum safety rules for:

Operator training, testing and permits

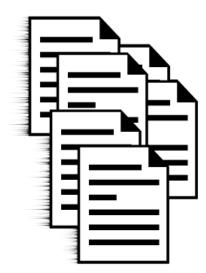
Care and use of powered industrial trucks

Specifications of equipment



## General Industry: Processing

- Part 92/430 Hazard Communication
- Part 33/433 Personal Protective Equipment
- Part 451 Respiratory Protection
- Part 472 Medical Services and First Aid
- Part 474 Sanitation



## Overview of Hazard Communication

Requirements related to the use of hazardous chemicals:

- Scope and Application
- Definitions
- Hazard Classification
- Written Hazard Communication Program
- Labels and Other Forms of Warning
- Safety Data Sheets
- Employee Information and Training

Additional information, sample programs and training: www.michigan.gov/ghs



## Hazard Communication:

Manufacturers, Distributors, Importers Provide Safety Data Sheets(SDS) and container labeling

Employers Train employees on:

- SDS
- Container labels
- Chemicals Hazards

#### **Employees**

Recognize and understand hazards based on:

- Information in SDS
- Pictograms on container labels
- Precautionary and hazard statements



### Hazard Communication: Labels

There are several new
label elements:

- Symbols called Pictograms
- Signal Words
- Hazard Statements
- Precautionary Statements
- Product Identification
- Supplier/Manufacturer
   Identification

SAMPL	E LABEL	
PRODUCT IDENTIFIER		
CODE		
CODE Product Name		
SUPPLIER IDENTIFICATION	•	•
Company Name	SIGNAL WORD Danger	
Street Address City State	Dan	iger
	HAZARD STATEMENT	
Postal Code Country	Highly flammable liquid and vapor. May cause liver and kidney damage	
Emergency Phone Number	SUPPLEMENTAL INFORMATION	
PRECAUTIONARY STATEMENTS	Directions for use	
Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispoae of in accordance with local, regional, national, international regulations as specified. In <b>Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO <sub>2</sub> ) fire extinguisher to extinguish. <b>First Aid</b> If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.	Fill weight: Gross weight: Expiration Date:	Fill Date

 $www.osha.gov/Publications/HazComm\_QuickCard\_Labels.ht$ 

### Hazard Communication: Safety Data Sheets (SDSs)

Section 1 – Identification

Section 2 – Hazard(s) identification

Section 3 – Composition / Information on Ingredients

Section 4 – First-aid Measures

Section 5 – Fire-fighting Measures

Section 6 – Accidental Release Measures

Section 7 – Handling and Storage

Section 8 – Exposure Controls / Personal Protection

Section 9 – Physical and Chemical Properties

Section 10 – Stability and Reactivity

Section 11 – Toxicological Information

Section 12 – Ecological Information\*

Section 13 – Disposal Consideration\*

Section 14 – Transport Information\*

Section 15 – Regulatory Information\*

Section 16 – Other information including date of preparation of last revision

\*Sections outside of MIOSHA jurisdiction but inclusion of these sections is necessary for a GHS compliant SDS

#### Hazard Communication: Written Program

Develop, implement, and maintain at each workplace, a written Haz Com program to include:

- Labels and other forms of warning
- SDSs
- Information and training
- List of chemicals
- Non-routine tasks
- Contents of pipes conveying hazards
- Multi-employer worksites
- Program must be site specific
- Written program must be available to employees or their representative



### Hazard Communication: Employee Information and Training

Haz Com training must include:

Signal words

Pictograms

Hazard classes and categories

- Physical hazards
- Health hazards
- Hazards not otherwise classified

Labels received on shipped containers

Safety data sheet (SDS)

Including the order/format of information



#### Part 33/433 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Perform a Job Hazard Assessment (JHA)
- Certification of hazard assessment
- Selection of PPE
- Employee training
- Recordkeeping requirements
- Clean and sanitize multi-user PPE



## Part 33/433 PE HAZARD ASSESSMENT

Verify <u>written</u> PPE assessment <u>certification</u> which includes:

- Workplace evaluated
- Person who certified assessment
- Date of hazard assessment completion

### Part 33/433 PPE: TRAINING REQUIREMENTS

Employer shall provide training to each employee who is required use PPE:

- When PPE is necessary
- What PPE is necessary
- How to:
  - Put it on (don)
  - Take it off (doff)
  - Adjust, and wear PPE



## Part 451 Respiratory Protection

Required use of respirators due to overexposure or employer mandated use:

- Designate program administrator
- Provide respirators, training, and medical surveillance at no cost to employees
- Written program requirements:
  - selection procedure
  - medical evaluations
  - fit testing procedures
  - procedures for proper use and maintenance
  - employee training
  - program evaluation



## Part 380 Occupational Noise

When information indicates that any employee's exposure may equal or exceed the action level of 85 dBA as an 8-hour time-weighted average:

The employer shall develop and implement a noise-monitoring program to evaluate employee noise exposure

What information may indicate exposure above the Action Level?

Workplace noise levels that interfere with normal conversation (i.e. raising voice to be heard over background noise).

#### Elements of a Hearing Conservation Program

Noise Monitoring Program Employee Observation and Notification Noise Exposure Determination Audiometric Testing Program Standard Threshold Shift Determination Hearing Protectors Employee Training Recordkeeping



## Part 472 Medical Services and First Aid

Provision of:

- Medical assistance When required to have 1<sup>st</sup> aid providers onsite
- Adequate first aid supplies shall be readily available
- Emergency Eyewash and Shower requirements



### Part 474 Sanitation

- Housekeeping and waste disposal
- Vermin control
- Water supply
- Provision of toilet facilities
- Food/beverage storage and consumption



### Part 301 Air Contaminants for General Industry

Permissible exposure limits for air contaminants

 Carbon Dioxide used in some extraction processes – 5000 ppm as an 8-hour timeweighted average

### MIOSHA CET Services – Assistance

- Occupational safety and health consultation
- Education and training programs
- Hazard surveys
- Program review
- Awards and recognition programs
- Publications and videos



## MIOSHA Websites

Main page: www.michigan.gov/miosha Sign-up for email announcements from MIOSHA

**Standards:** www.michigan.gov/mioshastandards Access to all MIOSHA standards

#### **Publications:**

www.michigan.gov/mioshapublications Links to guidance documents, fact sheets, posters and sample written programs

#### **MIOSHA Training Institute:**

www.michigan.gov/mioshatraining Certificate program for those desiring more in depth training in occupational safety and health management and MIOSHA standards



## For additional information

Contact Us:

**Consultation Education & Training Division** 

Michigan Occupational Safety & Health Administration

www.michigan.gov/miosha

517-284-7720



# MTO for MMF Tax Community Outreach 2018



This handout is provided as part of a presentation and is for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for viewing, taking notes and future reference based on the material presented.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at <u>www.michigan.gov/taxes</u>.

# **MICHIGAN TREASURY**



ASPIRATION Michigan Treasury will become the best operated treasury department in the United States and the State's thought leader on all tax and revenue issues







Culture of Taxpayer Service

Continuous Improvement

Engaged Employees

## **MICHIGAN TREASURY**

Internal processes

Listening and sharing

Finding solutions



96

## Medical Marihuana Overview available exclusively on MTO



 Sales Tax license required for businesses making retail sales

o 3% excise tax on **all** sales

 Tax returns and payments remitted quarterly with Treasury

 Medical marihuana licensing for each business location required through the Department of Licensing and Regulatory Affairs (LARA)

# MTO – The Essential Guide



## **Tool Tip**

## A closer look...

## MTO, the future is happening today

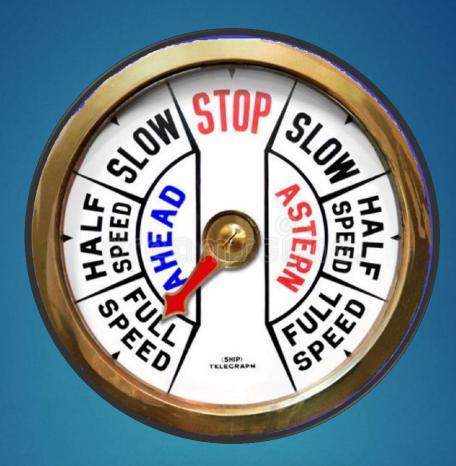


## We need YOUR feedback!

MTO Survey

<u>Treas-SUW-Analysts@michigan.gov</u>

MTO Customer Support: 517-636-4769



# **MTO** Navigation

# MTO, where do I go?

#### **Michigan Treasury Online**

Welcome to Michigan Treasury Online (MTO)! MTO is the Michigan Department of Treasury's web portal to many business taxes. Treasury is committed to protecting sensitive taxpayer information while providing accessible and exceptional web services. File, pay and manage your tax accounts online - anytime, anywhere. Flexible. Free. Secure.

Log In (Existing MTO User)	Create My User Profile (New To MTO
* Username Forgot Username?      Password Forgot Password?	Sign up to file, pay and manage your business tax account online. CREATE MY USER PROFILE
	Help Center
* End User Agreement	Visit the <u>Help Center</u> for MTO tutorials, FAQs, MTO services, compatibility requirements and more!
Powered By MILogin	



Monthly: Your online session will timeout after 15 minutes of inactivity. Save your progress if you will be away from your computer MTO HOME | CONTACT US | POLICIES



# mto.treasury.michigan.gov



#### **Michigan Treasury Online**

#### **^**

Explore the updated MTO homepage! Click a Tax Services portal to access your business.

#### Hello, Your Name!

Welcome to the Michigan Treasury Online (MTO) homepage where you can interact with the Michigan Department of Treasury on behalf of Michigan registered businesses.

#### Tax Services

Click a tile below to access role specific actions for your business.



#### **Guest Services**

Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account** information is restricted.





MTO HOME | CONTACT US | POLICIES Copyright 2018 State of Michigan





#### **Tax Services**

Click a tile below to access role specific actions for your business.

Start a New Business (E-Registration)



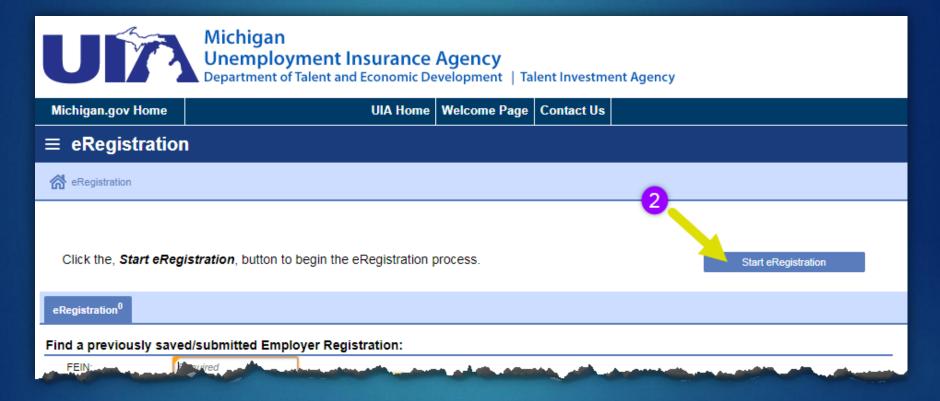
Sales, Use, and Withholding (SUW) Tax Essential Services Assessment (ESA)

Medical Marihuana

Facilities (MMF) Tax

Select E-Registration under Tax Services on the homepage

# **Registration Application**



#### Click Start eRegistration and complete the online application

# **Questions?**

- MTO Log In
- MTO Homepage
  - E-Registration



# **CONNECT ON MTO**



You Your Business ... establish a business relationship with Treasury





# Tax Services, an overview



If your business is not actively registered with Treasury, use this portal to register online!



View and update a business' registration information with Treasury and access Treasury issued registration correspondence and licenses.



File and pay SUW taxes, view/print filed returns and payments, upload wage statements, access Treasury issued SUW correspondence and licenses and more!

# Tax Services, an overview (cont.)



View ESA return summary, certify or amend ESA statement, pay ESA liability and access Treasury issued ESA correspondence and licenses.



File and pay MMF taxes, view/print filed returns and payments, manage business locations licensed by LARA, access Treasury issued MMF correspondence and more!

# Create a Business Relationship

#### **Tax Services**

Click a tile below to access role specific actions for your business.

Start a New Business (E-Registration)



Manage Business Registration Sales, Use, and Withholding (SUW) Tax Essential Services Assessment (ESA) Medical Marihuana

Facilities (MMF) Tax

Select a tax service from the homepage

# **Tax Service Dashboard**

### **Michigan Treasury Online**

#### 

#### MMF Dashboard

Welcome to the <u>MMF</u> Dashboard. Create a relationship between your user profile and a business registered for Sales tax and/or MMF tax in order to file, pay and access privileged MMF tax information. Once the relationship is established, click the business' name to continue. If your business is not already registered for MMF tax, you will be prompted to add a licensed location. For information on the MMF tax and MTO navigation instructions, visit the MTO Business Website

Your Businesses	Q Search
You have not authenticated to any businesses. Create a New Relationship	

### **Click Create a New Relationship**

## Create Business Relationship (step 1 of 4)

#### **Michigan Treasury Online** Verify Business Relationship 2 **Business** Filing Verify Fill in all of the information below to verify a business relationship. Details Information Business **Basic Business Details** \* Required \* FEIN or Treasury Number (TR) 21-I don't have an FEIN 🕝 CANCEL 🗙

### 1. Enter the account number

## Create Business Relationship (step 2 of 4)

Rusiness

Details

Filing

Information

Verify

Business

### **Michigan Treasury Online**

#### **^**

#### **Verify Business Relationship**

Fill in all of the information below to verify a business relationship.

#### **Filing Information**

\* Required

- \* To establish a business relationship, a user role
- Medical Marihuana Facilities Tax

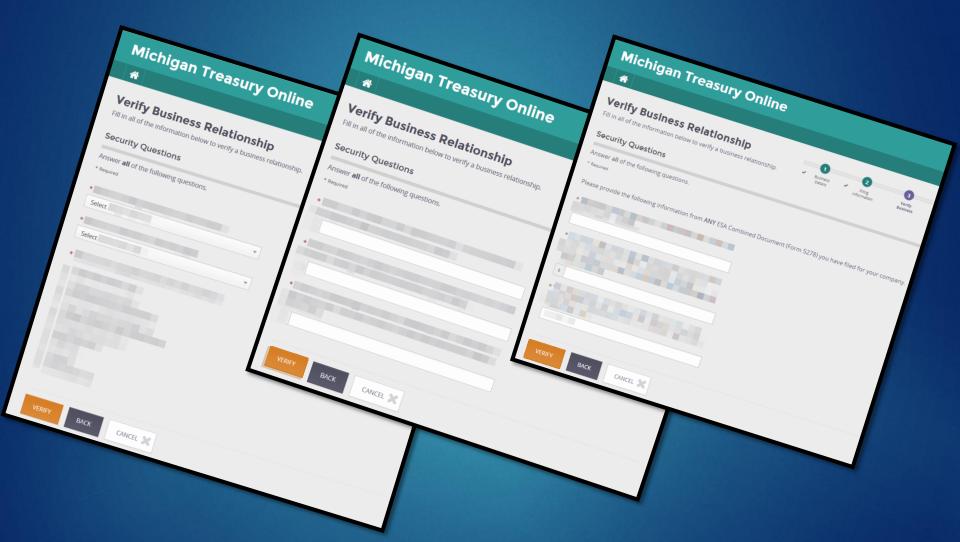
This business is also registered for Sales Tax and requires the same verification as Medical Marihuana Facilities Tax. Check the box below if you would like to add the Sales Tax user role.

Sales Tax



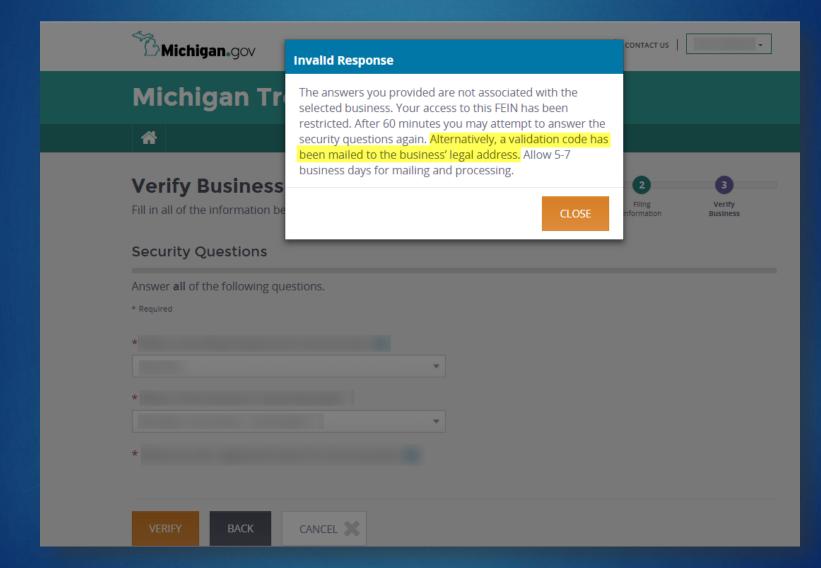
### 2. Select user role(s)

## Create Business Relationship (step 3 of 4)



3. Answer shared secret questions

# Validation Code



## Create Business Relationship (step 4 of 4)

### **Michigan Treasury Online**

#### **Verify Access Code**

Enter your one-time security access code below to proceed.

#### **Emailed One-Time Access Code**

\* Required

A Michigan Treasury Online (MTO) security access code has been sent to **@yahoo.com**. A one-time access code is required for users with no business cards on their home page – this includes users who have never created a business relationship and users who have deleted all existing business relationships. If the email address referenced above is incorrect, click here to edit your profile. If you change your email or navigate away from this page, you will have to create this business relationship again.

* Access Code		
Request Anothe	er Code	
SUBMIT	CANCEL 🗶	



Verify

Business

Enter

Access Code

### 4. Emailed Access Code – FIRST BUSINESS RELATIONSHIP ONLY

# **Business Relationship Established**

### **Michigan Treasury Online**

#### **^**

### MMF Dashboard

Welcome to the <u>MME</u> Dashboard. Create a relationship between your user profile and a business registered for Sales tax and/or MMF tax in order to file, pay and access privileged MMF tax information. Once the relationship is established, click the business' name to continue. If your business is not already registered for MMF tax, you will be prompted to add a licensed location. For information on the MMF tax and MTO navigation instructions, visit the MTO Business Website C.



### Your business access is now available on the Dashboard

# **Questions?**

### - Connecting to Treasury on MTO

- o Tax Services
- o Create a Business Relationship
- o Dashboard
- o User Roles
- Shared Secret Questions
- Access Code



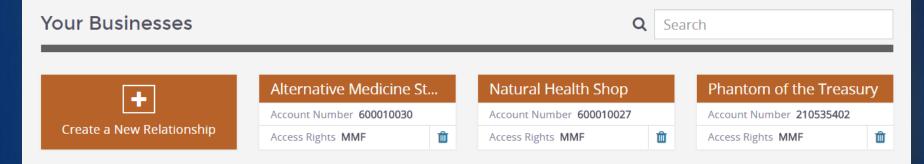
# **Tax Service Dashboard**

### **Michigan Treasury Online**

#### 

### MMF Dashboard

Welcome to the <u>MMF</u> Dashboard. Create a relationship between your user profile and a business registered for Sales tax and/or MMF tax in order to file, pay and access privileged MMF tax information. Once the relationship is established, click the business' name to continue. If your business is not already registered for MMF tax, you will be prompted to add a licensed location. For information on the MMF tax and MTO navigation instructions, visit the MTO Business Website 🕜.



All of your business relationships for a particular tax service are listed on the Dashboard



# Interacting with Treasury via Tax Services

Your Businesses				Q Sea	rch	
	Alternative Medicin	ne St	Natural Health Shop		Phantom of the Tre	easury
	Account Number 6000100	30	Account Number 60001002	27	Account Number 2105354	02
Create a New Relationship	Access Rights MMF	ŵ	Access Rights MMF	ŵ	Access Rights MMF	Ŵ

#### From the Dashboard, click the business' name on a business card

## Register for MMF (step 1 of 4)

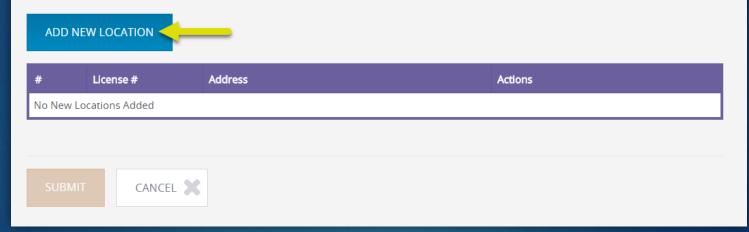
### **Michigan Treasury Online**



#### **Register for MMF**

#### Identify Business Location(s)

You have authenticated to MMF for this business, however, there are no licensed locations on file with Treasury. To continue, click the Add New Location button and enter location information as licensed by the Department of Licensing and Regulatory Affairs (LARA). If you have not yet been issued a license, apply for a medical marihuana license with LARA.



### 1. Click Add New Location to begin

## Register for MMF (step 2 of 4)

#### **Add New Business Location**

Complete the required information below. The location license number is provided by <u>LARA</u>. Once submitted, tax obligations will be created for this location.

#### **New Location**

* Required					
Effective Date		Location License Numbe	er		
01/17/2018		LM			
Address					
1234 Somewhere					
County		Local Unit Type		Local Unit Name	
BARRY	•	CITY	•	CITY OF HASTINGS	-
State MI	Country USA	Zip Code 48134			
SAVE	ANCEL 🗙				

### 2. Enter location information

## Register for MMF (step 3 of 4)

### **Michigan Treasury Online**



#### **Register for MMF**

#### Identify Business Location(s)

You have authenticated to MMF for this business, however, there are no licensed locations on file with Treasury. To continue, click the Add New Location button and enter location information as licensed by the Department of Licensing and Regulatory Affairs (LARA). If you have not yet been issued a license, apply for a medical marihuana license with LARA.



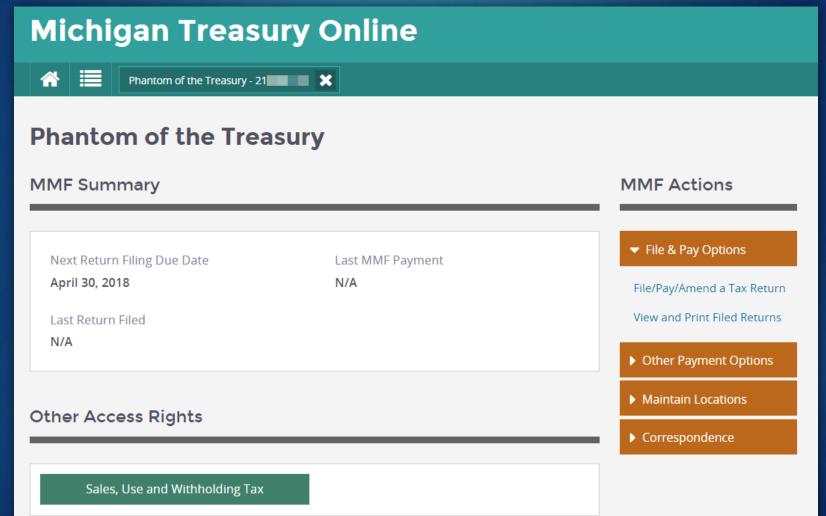
### 3. Add additional locations and/or Submit

## Register for MMF (step 4 of 4)

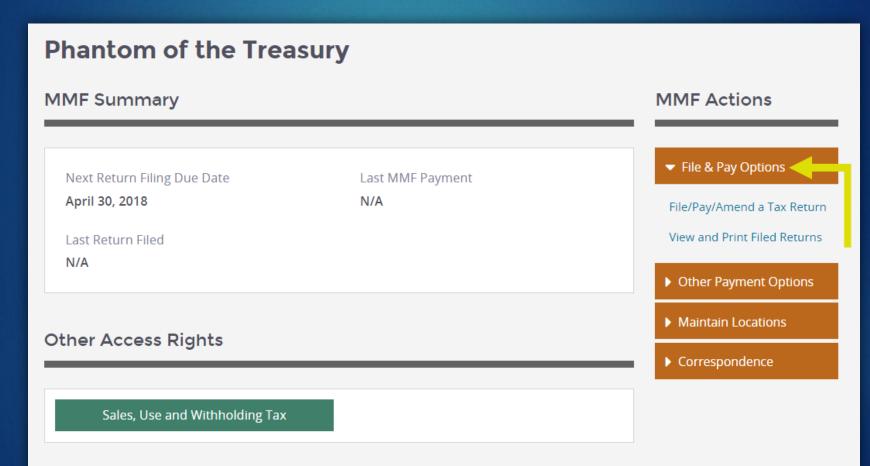
<b>Michigan.</b> gov	Locations Added	CONTACT US VOUR NAME BLU -
Michigan 1	Add Business Location(s) Successful Our records have been updated with your new b	lusiness
* ≣	location(s) and your tax obligations have been u accordingly.	
Register for N		NTINUE
Identify Business L		
click the Add New Locatio	MMF for this business, however, there are no licensed lond n button and enter location information as licensed by th not yet been issued a license, apply for a medical marihu	e Department of Licensing and Regulatory
ADD NEW LOCATION		
# License #	Address	Actions
1 LM213541	1234 SOMEWHERE, CITY OF HASTINGS	EDIT REMOVE

### 4. Registration Confirmed

## Interacting with Treasury: Business Summary



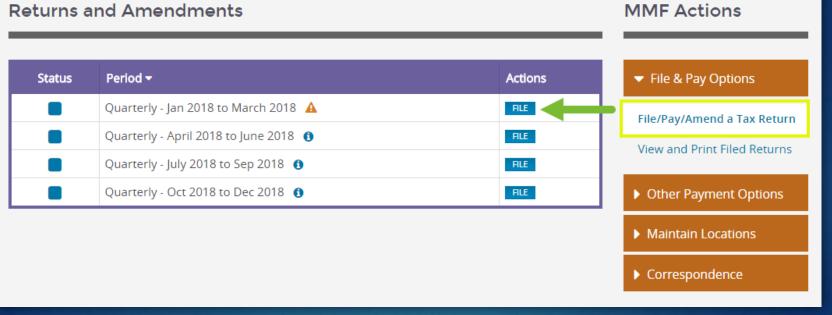
# Interacting with Treasury: MMF Actions: File & Pay Options



# MMF Actions: File and Pay a Tax Return

### File/Amend and Pay a Tax Return

Displayed are the required medical marihuana returns for this business. You have the ability to file or amend each tax period and make a corresponding payment. The first return filed for the business account is an original return. To report additional locations after the initial return is filed or to correct previously reported figures, you must amend.





## MMF Actions: File and Pay a Tax Return

#### 2018 Medical Marihuana Tax

**March Quarterly Form** 

#### Tax Due by Location

Below is a list of this business' active location(s) for the tax period you selected. Check the box(es) for the location(s) you wish to report in the table below. Then, enter gross sales per location to calculate the tax due.

To update this business' location information, visit the Maintain Business Locations page.

Click here for instructions to complete the electronic filing of this form using MTO.

Select	Location	License #	Gross Receipts	Tax Due
	1234 Somewhere	LM	s Gross Sales	\$ Tax Due
	1234 Nowhere Lane	LN	Gross Sales	\$ Tax Due

#### MMF Summary

SUBMIT

CANCEL

Total Gross Receipts and Tax Due have been summed from your entries in the table above. Complete all applicable fields below prior to submitting the return.

 1. Total Gross Receipts for Quarter Reported
 s

 2. Tax Due from Gross Receipts
 s

 3. Penalty for late payment Calculate Penalty I
 s

 4. Interest for late payment Calculate Interest I
 s

 5. Total Amount Due
 s

 6. Overpayment from prior return period or amount previously paid for this return period
 s

 7. Payment Due
 s

\$
\$
\$
\$
\$
\$

PRINT DRAFT

... continued

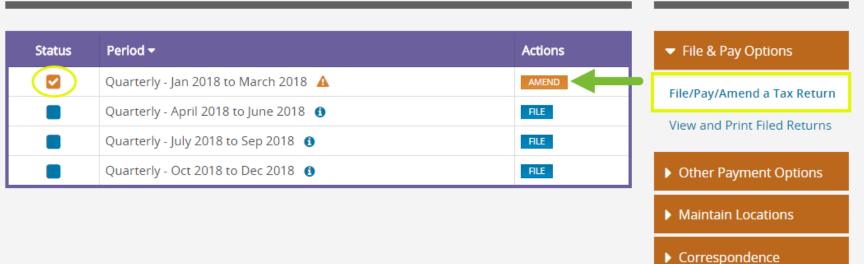


# MMF Actions: Amend (and Pay) a Tax Return

### File/Amend and Pay a Tax Return

Displayed are the required medical marihuana returns for this business. You have the ability to file or amend each tax period and make a corresponding payment. The first return filed for the business account is an original return. To report additional locations after the initial return is filed or to correct previously reported figures, you must amend.

#### **Returns and Amendments**



#### MMF Actions



# MMF Actions: View and Print Filed Returns

### **View and Print Filed Returns**

Displayed are all MMF returns received by Treasury for this business. Click a return confirmation number to view and/or print a return copy.

#### **Returns Filed MMF** Actions Tax Year File & Pay Options 2018 File/Pay/Amend a Tax Return Period \$ Confirmation # \$ Channel \$ Tax Type Date Received -View and Print Filed Returns MMF Quarterly - Jan 2018 to March 2018 January 30, 2018 8 3 MTO Other Payment Options Maintain Locations Correspondence



# Interacting with Treasury: MMF Actions: Other Payment Options

Phantom of the Treasury - 21	<b>X</b>	
Phantom of the Trea	sury	
1MF Summary		MMF Actions
Next Return Filing Due Date	Last MMF Payment	► File & Pay Options
July 30, 2018	N/A	<ul> <li>Other Payment Options</li> </ul>
Last Return Filed Medical Marihuana Facilities Tax (February 6, 2018)		Make a Payment Manage Payments Payment History
other Access Rights		Maintain Locations
Salos, Liso and Withholding Tay		Correspondence



Sales, Use and Withholding Tax

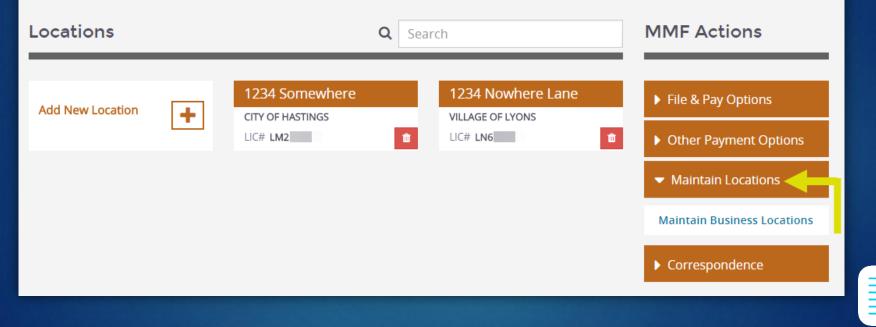
# Interacting with Treasury: MMF Actions: Maintain Locations

Phantom of the Treasury - 21

#### **Maintain Business Locations**

Displayed below are all registered licensed medical marihuana locations for this business with Treasury. You have the ability to add new locations as licensed by the Department of Licensing and Regulatory Affairs (LARA) in order to register for tax obligations with Treasury. You can also view existing location information or discontinue tax obligations for a location below. If you have not been issued a license by LARA, you must apply for a license @ before registering a location with Treasury.

×



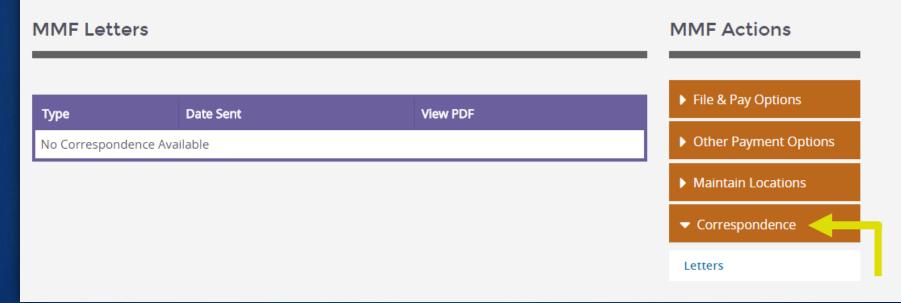
# Interacting with Treasury: MMF Actions: Correspondence

	Phantom of the Treasury - 21
--	------------------------------

#### Letters

Displayed are all correspondences issued by Treasury's Business Taxes Division regarding the <u>MMF</u> tax for this business. If you have any questions or concerns, call customer contact at 517-636-6925.

X



# **Questions?**

### - Tax Services

- Interacting with Treasury
  - MMF
    - Business Summary
    - File & Pay Options
    - Other Payment Options
    - Maintain Locations
    - Correspondence



# Guest Services, an overview



Upload SUW and City of Detroit Income Tax Withholding (CTYW) returns, with or without payment, using approved tax preparation software.



SUW and MMF taxpayers only Electronic equivalent of filing a paper return and a corresponding payment



Make a payment for Corporate Income Tax (CIT), Michigan Business Tax (MBT), SUW or MMF taxes. Audit payments are now available for SUW taxes.



# **Questions?**

- Guest Services
  - Bulk e-File
  - Fast File
  - Fast Pay





# **Other MTO Functionality**

# **Error Handling**

### **Michigan Treasury Online**

**^** 

#### Error Code: A1000

An unexpected application error has occurred. Please try again. If you continue to receive this message, please contact Treasury Call Center at 517-636-6925.

**RETURN HOME** 

When system issues arise, MTO shows you a specific error message explaining the problem and telling you what to do next.

www.michigan.gov/mtobusiness

# **Questions?**

- Other MTO Functionality
  - Error Handling

# **Final Questions?**



# Thank You!

Please take a moment to give us some feedback by filling out the brief survey.

We are here to talk with you. Feel free to stay after the presentation to discuss your thoughts and concerns with Treasury staff.

**Important Note:** This presentation is not to be construed as promulgated rules, bulletins or rulings of the Department and are subject to revision pursuant to the effect of legislation, court decisions, regulations and official statements of the Department.

