How to Include Map Information with a Hemp Processor-Handler Application

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Industrial hemp processor-handler license applications must include maps and related information showing each planned hemp processing-handler location. This guidance will help you successfully complete and submit the required location information with your application. This guidance does not cover all requirements found on the application – refer to the Processor-Handler License Application online for details.

This tutorial provides step-by-step instructions on how to obtain and provide the following information:

Processor-Handler Location map(s) – Satellite view or map depicting each building or other site where industrial hemp will be processed, handled, stored, or brokered with appropriate indications for:

- Entrances - referred entrances must be marked on maps to show entrance These locations will often be points where hemp signage and worker-related safety information is located, or they may be approved entrances based on your firm's security practices.

- GPS latitude/longitude coordinates - Taken at the approximate center of the processor-handler location and listed on the application in decimal degrees, out to six decimal points. If coordinates are not written on the map, they must clearly relate to the appropriate map of the processor-handler location.

The following pages contain step-by-step directions for mapping your processing-handler location through Michigan's ArcGIS mapping tool. You are not required to use this tool to map your locations, but your application ***must*** include all the required information described on the application form. Other possible mapping tools include Google Earth Pro (which also allows you to draw boundaries directly on the map) and Google Maps (satellite view). Screenshots from these websites can be edited through other software like Microsoft PowerPoint or Google Slides. Screenshots can even be printed and written on to add text and boundary lines. Several examples of acceptable maps can be found at the end of this tutorial. Use this tutorial to learn how to:

- Draw outlines around a processor-handler location.
- Add labels to your processor-handler location showing entrances and GPS coordinates.

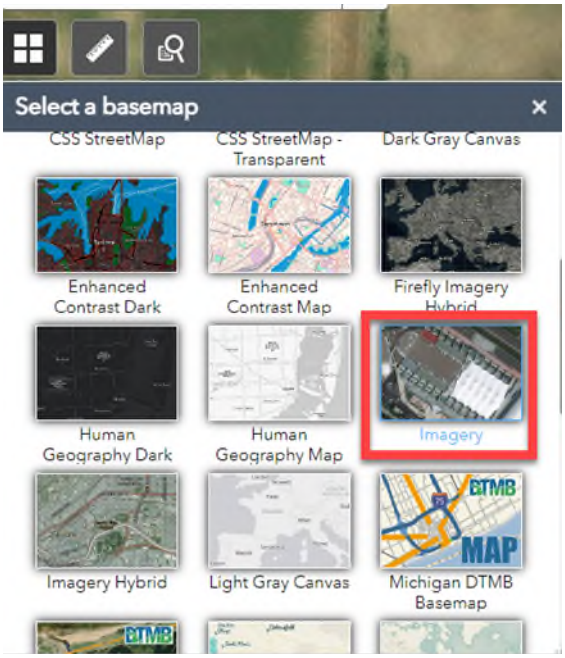
The above information is required to be submitted with your processor-handler license application.

Instructions

Access mapping tool at the Michigan ArcGIS Web Application.

1. CHANGE THE MAP VIEW TO SATELLITE

a)Click on the “select a base map” icon on the upper left corner.
b)Select “Imagery” to switch to satellite view.



2. FIND YOUR PROCESSOR-HANDLER LOCATION

a) Use the "Find address or place" box in the upper left to type in the address of your processor-handler location. Click on the correct address from the dropdown list or click the magnifying glass icon.

b) You can also zoom the map in to your planned processor-handler location by left clicking and dragging the map so it is centered on the right area of the state. Use the "+" in the upper left (or mouse wheel) to zoom in on the area until the processing & handling location features are recognizable.

3. OUTLINE PROCESSOR-HADNLER LOCATION

a) Click the Draw icon to open a pop-up window with options for drawing.

NOTE: Use the buttons at the bottom of the drawing pop-up window to undo the last text or shape added, redo an undone shape, or clear all from the screen. If all elements are cleared by mistake, bring them back by using "undo."

b) Choose the Polyline icon then choose a color and line style to outline the process-handler location.

c) Click on the map to start drawing and keep clicking around the edge of the location. Double-click to finish the line once the full location has been outlined.

c) Repeat step 3(b) to outline each location. Use a line of a different width (or color, if using a color printer) to contrast with the location outline.

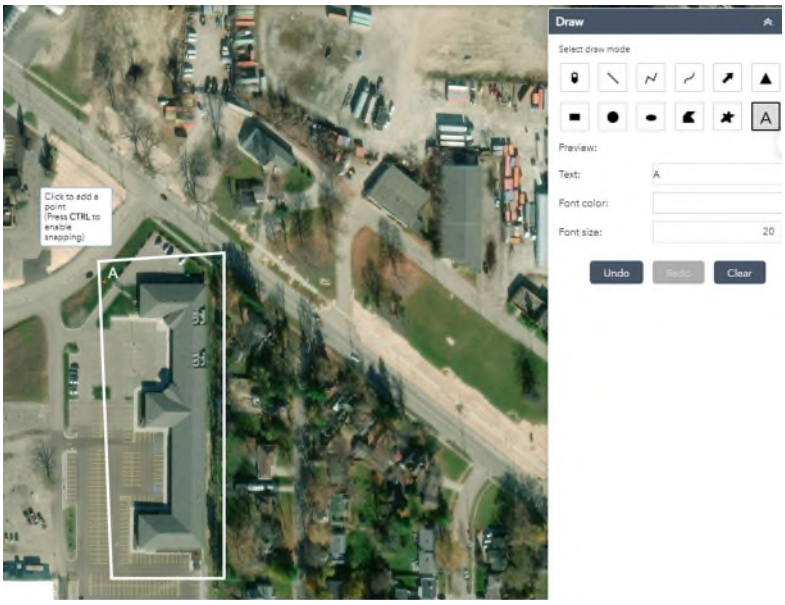
Choose a color that contrasts well with the satellite map background. Use the up and down slider to choose a color, and then click in the large box to the left to choose the shade. If printing in black and white, choose white lines to contrast with the background.

4. LABEL PROCESSOR-HANDLER LOCATION(S)

a) Keeping the drawing window open and select the Text icon

b) Type the name of a processor-handler location in the “Text:” box. Adjust the color and font size using the box below. You will see a preview in the box above. Choose a color that will contrast with the background.

c) Click on the map where you want to place the text. If you need to resize, click "undo" and the text will disappear. Change the text size in the pop-up box, and then click on the location you want to place the text again.



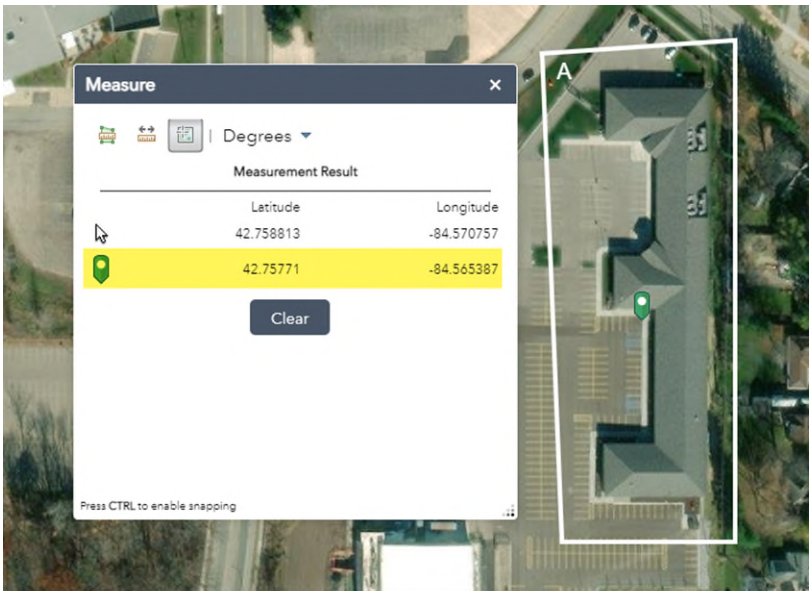
5. FIND & LABEL THE GPS Coordinates (LATITUDE AND LONGITUDE)

a) Click on the measure icon that is available in the top left corner

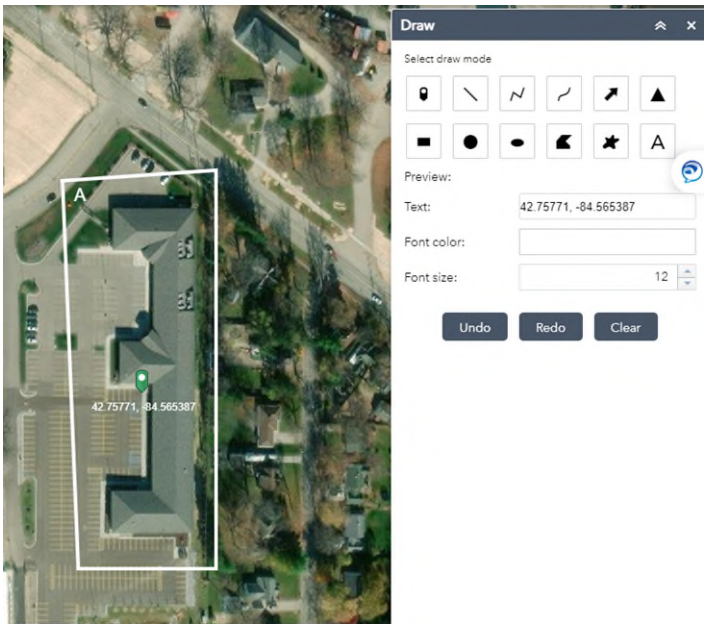
b) When the measurement pop-up window opens click on the location icon

c) In the drop-down menu, choose "Degrees."

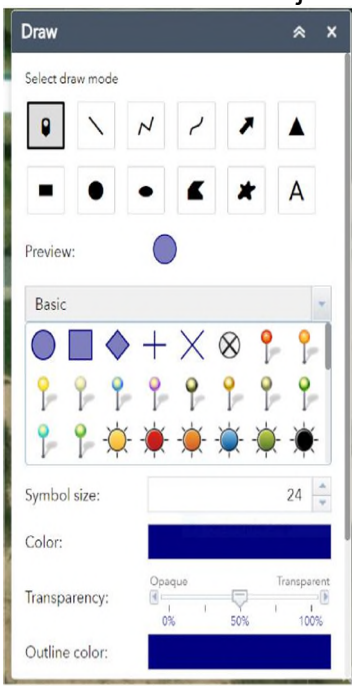
d) Click on the map in the center or your processor-handler location. The latitude and longitude will be shown in the pop-up window.



e) Copy the coordinates onto your application for the correct processor-handler location. Click back into the Text icon under the Drawing tool and paste the coordinates into the text box. Adjust font color and size as needed. Click within the area to place the coordinates text near the dropped pin.



f) If including more than one processor-handler location in a single map, select the tool under the drawing options to place a permanent GPS coordinates pin in the center of each processor-handler location (the dropped pin from the GPS coordinates measurement will disappear once the measurement tool is closed). Choose the preferred pin style and color based on what would be most clearly visible and understood, and then select the center of the processor-handler location to drop the pin. Click “undo” to adjust the pin location.



6. LABEL ENTRANCES

a) Click the Draw icon again to open a popup window with options for drawing.

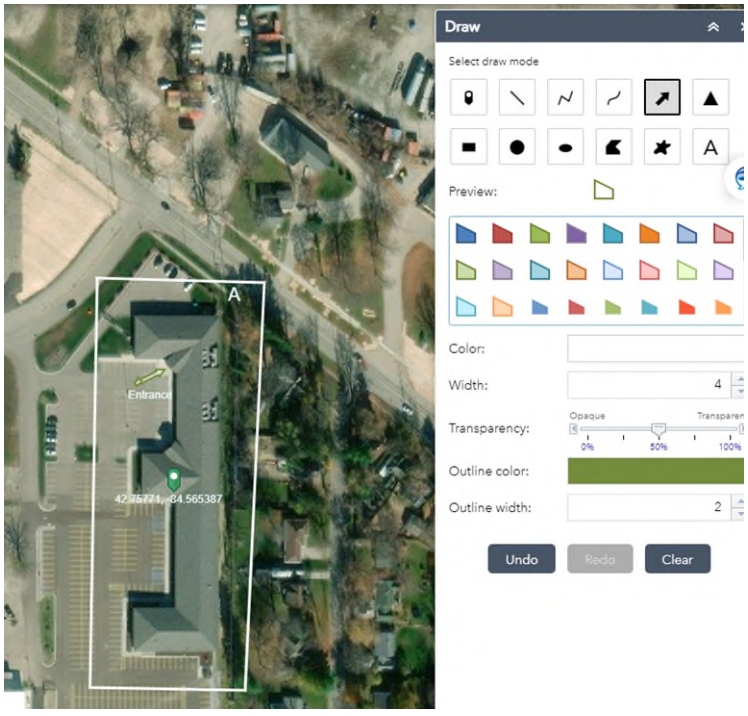
b) Select the Text icon.

c) Type “Entrance” in the text box. You can adjust the color and font size using the box below. You will see a preview in the box above. Choose a color that will contrast well with the background.

d) Click on the map where you want to place the text (next to the location entrance). To resize, click "undo" and the text will disappear. Change the text size in the pop-up box then click on the location you want to place it again.

e) Still with the Drawing tool pop-up open, select the Arrow icon to draw an arrow to point directly to the entrance.

f) Adjust the color and arrow width as needed, then click and hold on the map where you want the arrow to begin. Drag the mouse to where you want the arrow to point until it is the size you want. If you need to adjust it, click “undo” and the arrow will disappear. Make the needed adjustments and again click and drag to draw the arrow pointing to the entrance.



7. CREATE A PRINTABLE VERSION OF YOUR MAP

a) Once your map is ready to save, hold down the ctrl + P keys (for PC users) or command + P keys (for Mac users) to pull up the print window (this can also be done by right clicking and hitting “Print”)

b) If a printed map is preferred, simply select your printer preferences and click “Print.” *Note*: printing in color is preferred; however, black and white versions are acceptable if the boundaries and text are done in colors clearly visible in the black and white version (white if background is very dark, dark if background is very light).

c) To save as a pdf for attaching to an application electronically: If using a PC, select the drop-down arrow in the printer selection options and click “Save as PDF.” Save to preferred location on your computer. If using a Mac, scroll to the bottom of the print pop-up and click “save as PDF” and save to preferred location on computer.

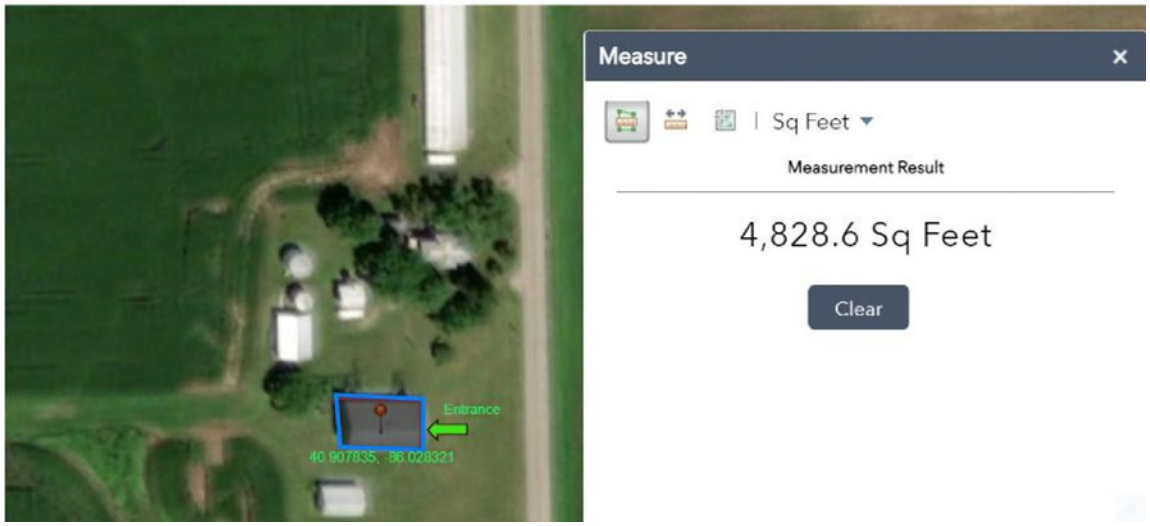
Attach your printed map to your application.

Example Maps

The following pages have some examples of acceptable and unacceptable map submittals. If the maps do not contain all necessary information, you will be notified of any deficiency, and your application will not be approved until a corrected map is received.

A. INDOOR EXAMPLE - ACCEPTABLE MAP

1) GPS coordinates listed
2) Clear boundary line with identified entrance



B. INDOOR EXAMPLE – NOT ACCEPTABLE

1) GPS coordinates are in the street.
2) Unclear which building is the processor-handler location - building is not outlined. If you are only registering a portion of the building, outline that portion.

NO!!!!

H. ACCEPTABLE MAP

1) GPS coordinates given for each processor-handler location
2) Clear boundary lines for each location
3) Entrances stated on map

Note: any of these maps are acceptable if the boundaries and markings are done by hand on a printed map, provided all the required information is included: clear boundaries, GPS coordinates for each processor-handler location, and entrances.