



OFFICE OF
MEDICAL CANNABIS

Business Licensees
Employee Required Annual Trainings



This is the employee required annual training for those who transport medical cannabis in the Commonwealth.

This training is required for the employees and agents of medical cannabis businesses licensed by the Office to operate in the Commonwealth of Kentucky.

As the Director of the Division of Enforcement and Compliance within the Kentucky Office of Medical Cannabis, I want to first thank you for your participation and commitment as a business licensee within Kentucky's medical cannabis program. The program relies on your services and success to ensure registered medical cannabis patients and caregivers have access to safe and quality products.

Next, I want to stress the importance of workplace safety as you conduct business across the Commonwealth. The regulatory requirements provided in this training are not just to ensure the safety and quality of products for patients, but also to ensure that your employees and the community in which you operate are also safe, secure, and protected.

For those reasons, our administrative regulation regarding licensing requires employees, contracted agents, and volunteers who have direct contact with cardholders or physically handle medical cannabis on behalf of a business licensee to complete the applicable training or trainings provided by the Office for their respective license type.

Additionally, each licensee must also provide a hard copy of the Enforcement and Compliance Guide for Medical Cannabis Businesses available for download and print on our website under the "Business Resources" page. On this page you will also find materials with summaries on how to properly secure your facility, transport, advertise, test, or package and label medical cannabis in the state.

And most importantly, licensees should be sure to review and familiarize themselves with the law and regulations set forth for all medical cannabis businesses.

Again, thank you for your service to our Program and we look forward to working with you.



Sincerely,

A handwritten signature in blue ink that reads "Chafic George". The signature is fluid and cursive.

Chafic George
Enforcement and Compliance Director
Kentucky Office of Medical Cannabis

Employee Required Annual Trainings



Transporting Medical Cannabis

Requirements established by 915 KAR 1:080

As required by **915 KAR 1:020, Section 5(4)**, all individuals transporting medical cannabis must complete this training. Specifically, every principal, agent, employee, and volunteer of a licensee who has direct contact with cardholders, or physically handles cannabis seeds, seedlings, tissue cultures, clones, mature cannabis plants, medical cannabis, or medical cannabis products, shall complete applicable training required by the cabinet, which may include trainings for cultivating, processing, testing, and retail sale of medical cannabis and usage of the commonwealth's designated electronic monitoring system and seed to sale tracking system required by **KRS 218B.140**.

What will this training cover?



- Vehicle Requirements
- Driver Requirements
- Third-Party Transporters
- Training for Third-Party Transporters
- Facility Access for Third-Party Transporters
- METRC Manifest
- Vehicle Inspections
- Dispensary to Patient Delivery Services

Here is what this training will cover:

- Vehicle Requirements;
- Driver Requirements;
- Third-Party Transporters;
- Training for Third-Party Transporters;
- Facility Access for Third-Party Transporters;
- METRC Transport Manifest;
- Vehicle Inspections; and
- Dispensary to Patient Delivery Services

Vehicle Requirements

Pursuant to **915 KAR 1:080, Section 1(1)**, each vehicle used to transport medical cannabis shall:

- Use a global positioning system (GPS);
- Be equipped with a locked storage compartment that is part of the transport vehicle or have a locked storage container that has a separate key or combination pad;
- Have no marking that would either identify or indicate that the vehicle is being used to transport medicinal cannabis;
- Be equipped with an alarm system
- At a minimum, be equipped with two (2) video cameras;
 - One (1) camera with a clear view of the driver and one (1) camera with a clear view of the location of the medicinal cannabis;
- Shield the medicinal cannabis from public view;
- Maintain a current state vehicle registration; and
- Be insured as required by Kentucky law, specifically KRS 304.39-110.

Pursuant to **915 KAR 1:080 Section 1(1)**, each vehicle used to transport medical cannabis shall:

- Use a global positioning system;
- Be equipped with a locked storage compartment that is part of the transport vehicle or have a locked storage container that has a separate key or combination pad;
- Have no marking that would either identify or indicate that the vehicle is being used to transport medical cannabis;
 - **NOTE: This is for your protection**
- Be equipped with an alarm system;
- At a minimum, be equipped with two video cameras;
 - One camera shall have clear view of the driver, while the other camera shall have a clear view of the location of the medical cannabis
- Shield the medical cannabis from public view;
- Maintain a current state vehicle registration; and
- Be insured as required by Kentucky law, specifically **KRS 304.39-110**.

Driver Requirements

Pursuant to **915 KAR 1:080, Section 1(1)(c)**, the delivery driver shall:

- Have with them, a copy of the cannabis business license for the business transporting the medicinal cannabis;
- Have a printed or electronic copy of the transportation manifest for each cannabis licensee they intend to deliver to;
- Have access to a secure form of communication at all times that the vehicle contains medicinal cannabis;
- Conspicuously wear an employee identification badge at all times during the transport;
- Have a valid driver's license;
- Not wear any clothing or symbols that may indicate ownership or possession of medicinal cannabis; and
- Not make unnecessary stops during the transport of medicinal cannabis.

Pursuant to **915 KAR 1:080, Section 1(1)(c)** while transporting medical cannabis, the driver shall:

- Have a copy of the cannabis business license for the business transporting the medical cannabis;
- Have a printed or electronic copy of the transport manifest for delivery;
- Have access to a secure form of communication at all times that the vehicle contains medical cannabis;
- Conspicuously wear an employee identification badge at all times during the transport;
- Have a valid driver's license;
- Not wear any clothing or symbols that may indicate ownership or possession of medical cannabis; and
- Not make any unnecessary stops during the transport of medical cannabis.

Third-Party Transporters

Pursuant to **915 KAR 1:080, Section 1(4)**, a cannabis business may contract with a third-party for transportation and delivery to other cannabis businesses if:

- (a) The third-party contractor complies with the transportation requirements of this section;
- (b) The cannabis business conducts a criminal background check into the criminal history of each employee or agent of the third-party contractor that will transport medical cannabis on its behalf and shall not allow an employee or agent to work for the cannabis business who:
 - 1. Was convicted of a disqualifying felony offense; or
 - 2. Is younger than twenty-one (21) of age.
- (c) The cannabis business provides the third-party contractor with a copy of its license and identification badges for the third-party contractor's employees or agent who will transport medical cannabis. The badges shall be conspicuously worn at all times during transport of medical cannabis and shall contain:
 - 1. The individual's name, photo, an employee identification number, and the license number of the cannabis business;
 - 2. A phone number and email address for the cannabis business; and
 - 3. A phone number and email address for the Kentucky Medical Cannabis Program.



915 KAR 1:080 Section 1(4) allows licensed cannabis businesses to contract with a third party for transportation services to other licensed cannabis businesses if:

- The third party contractor complies with the transportation requirements in the administrative regulation;
- The cannabis business conducts a criminal background check into the criminal history of each employee or agent of the third-party contractor that will transport medical cannabis on its behalf and shall not allow an employee or agent to work on behalf of the cannabis business who:
 - Was convicted of a disqualifying felony offense; or
 - Is younger than twenty one years of age.
- The cannabis business provides the third party contractor with a copy of its license and identification badges for the third party contractor's employees or agent who will transport medical cannabis. These badges shall be conspicuously worn at all times during transport of medical cannabis and shall contain;
 - The individual's name, photo, an employee identification number, and the license number of the cannabis business.
 - A phone number and email address for the cannabis business; and
 - A phone number and email address for the Kentucky Medical Cannabis Program.

Third-Party Transporters (cont.)

Pursuant to **915 KAR 1:080, Section 1(4)**, a cannabis business may contract with a third-party for transportation and delivery to other cannabis businesses if:

(d) The cannabis business notifies the cabinet by electronic mail to kymedcanreporting@ky.gov of all third parties it has contracted with to transport medical cannabis **PRIOR** to the third party commencing with any transportation of medicinal cannabis and confirms that it has satisfied the requirements of subsection (b) and (c) of this subsection. The cannabis business shall provide the cabinet with any additional information requested by the cabinet regarding the contracted third party's operations.



Lastly, pursuant to **915 KAR 1:080 Section 1(4)** a cannabis business may contract with a third-party for transportation and delivery to other cannabis business if:

- The cannabis business notifies the cabinet by electronic mail to kymedcanreporting@ky.gov of all third parties it has contracted with to transport medical cannabis PRIOR to the third-party commencing with any transportation of medical cannabis and confirms that it has satisfied the applicable requirements. The cannabis business shall provide the cabinet with any additional information requested by the cabinet regarding the contracted third party's operations.

The licensee must notify the cabinet prior to utilizing a third-party transporter.

Training Third-Party Transporters

- Medical cannabis business licensees are responsible for **ensuring third-party transporters they have contracted with have undergone all trainings** required by the Cabinet for employees of medical cannabis businesses pursuant to 915 KAR 001:020, Section 5(4)(a).
- A medical cannabis business licensee is also **required to maintain all training records** of the third-party transporter they have contracted with and make those records available for inspection by the cabinet upon request for a period of five years as required by 915 KAR 001:020, Section 5(4)(d).

We want to remind licensees of their responsibility as it relates to training and maintaining records of trainings for third-party transporters.

Medical cannabis business licensees are responsible for ensuring third-party transporters have undergone all applicable trainings required by the cabinet for individuals transporting medical cannabis on behalf of a licensee).

A licensee is also required to maintain all training records of the third-party transporter they have contracted with and make those records available for inspection by the cabinet upon request for a period of five years as required by **915 KAR 001:020, Section 5(4)(d)**.

Facility Access for Third-Party Transporters

Pursuant to **915 KAR 1:080 Section 1(4)(c)**, the cannabis business provides the third-party contractor with a **copy of its license** and **identification badges** for the third-party contractor's employees or agents who will transport medical cannabis.

➔ A third-party transporter **does not have to sign in as a visitor to enter the loading/unloading area** of the company the third-party transporter is contracted with.

✎ **IF** the third-party transporter **enters any other area of the facility that is secure** and would require an individual who is not an employee, agent, or volunteer to sign in as a visitor, then the third-party contractor shall sign in as a visitor and be escorted.

What type of access to a cannabis facility does a third-party transporter have?

Pursuant to **915 KAR 1:080 Section 1(4)(c)**:

- The cannabis business provides the third-party contractor with a copy of its license and identification badges for the third-party contractor's employees or agents who will transport medical cannabis.

A third-party transporter does NOT have to sign in as a visitor to enter the loading/unloading area of the licensee's facility that they have contracted with for transportation services.

However, if the third-party contractor enters any other area of the facility that is secure and would require an individual who is not an employee, agent, or volunteer to sign in as visitor, then the third-party contractor shall sign in as a visitor and be escorted in accordance with the administrative regulations.

Required Transportation Manifest

What is a METRC transportation manifest?

- A METRC transportation manifest is required any time medical cannabis is transported by a licensee.
- Think of the manifest as a plane ticket and the medical cannabis as the passenger. **A passenger cannot fly without a ticket and medical cannabis cannot be transported without a manifest.**
- The manifest provides all the information regarding a transport of medical cannabis.

metrc METRC® MARIJUANA TRANSPORTATION MANIFEST

All sales transactions are to be completed prior to transportation of any MARIJUANA. The receiving entity may reject product delivered, but amount delivered must be limited to amount ordered upon its sales transaction.

Manifest No.	000016201	Date Created	11/22/2021 9:41 PM
Originating Entity	MA Marijuana Cultivator A	For Agency Use Only	
Originating License Number	403-X0001		
Address of Originating Entity	202 East St Boston, MA 02131		
1. Destination	MA Marijuana Retailer	Destination Phone No.	505-555-5557
Destination License Number	403-X0001	Date and Approx. Time of Departure	11/22/2021 9:41 PM
Address of Destination	202 East St Boston, MA 02129		
		Date and Approx. Time of Arrival	11/22/2021 9:41 PM
Routes to be Traveled	Sample Route		
	Note: Details for transporting circumstances (e.g., road closure, flat tire, etc.)		
1. Outbound Transporter	MA Adult-Use Transporter	No Layover Scheduled	
Transporter License Number	403-X0001		
Address of Transporter	202 East St Boston, MA 02127		
Contact Phone No. for Inquiries:	1234567890		
Name of Person Transporting	Joe Brown	Employee ID of Driver	A1000
State Driver's License No.	3234234	Signature of Person Transporting	
1. Package Shipped	Production Batch No.	Item Name	Quantity
ABCDEF12345678900013564		Buds - GA Red Kush	Shp: 186.0000 g
Lab Test: Test Passed		(Buds)	
Item Details	Strain: GA Red Kush		
Source Harvested	GA 4-10-21		

Originating Entity – Licensee shipping the medical cannabis

Destination – Licensed entity receiving shipment

Outbound Transporter – Entity transporting product

Package – The product(s) in transport with details (including weight, units, type)

A METRC transportation manifest is required anytime medical cannabis is transported by a licensee.

Think of the manifest as a plane ticket and the medical cannabis as the passenger. A passenger cannot fly without a ticket and medical cannabis cannot be transported without a manifest.

Like a plane ticket, the manifest provides all the information about the medical cannabis being transported along with the individuals handling the transportation.

It will show:

- The originating entity;
- The destination of the product;
- Who is conducting the transporting; and
- Information regarding the product being transported.

Vehicle Inspections

Pursuant to **915 KAR 1:080 Section 1(f)**, a transport vehicle shall be subject to inspection by the cabinet or its authorized agents, law enforcement, or other federal or state government officials if necessary to perform the government functions and duties.

➔ A transport vehicle may be inspected by the cabinet or its authorized agents while on the premises of a cannabis business during the course of an inspection or investigation.

When and by whom can your vehicle be inspected?

Pursuant to **915 KAR 1:080 Section 1(f)**, a transport vehicle shall be subject to inspection by the Office of Medical Cannabis or its authorized agents, law enforcement, or other federal or state government officials if necessary to perform the government functions and duties.

A transport vehicle may be inspected by the Office or its authorized agents while on the premises of a cannabis business during the course of an inspection or investigation.



Be *safe* and **drive smart!**



And please remember, drive safe and responsibly.

Questions?



OFFICE OF
MEDICAL CANNABIS

Contact the Office of Medical Cannabis Division of Enforcement and Compliance
kymedcanreporting@ky.gov



This concludes the employee required annual training for medical cannabis transporters. Thank you for your careful review and commitment to the Kentucky Medical Cannabis Program.

For any questions about the training, or general questions about operating a medical cannabis business in Kentucky, please contact the Division of Enforcement and Compliance for the Office of Medical Cannabis.



**CABINET FOR HEALTH AND FAMILY SERVICES
KENTUCKY OFFICE OF MEDICAL CANNABIS**

COMPLETION OF REQUIRED TRAINING ACKNOWLEDGMENT FORM

Per 915 KAR 1:020, Section 5(4), every principal, agent, employee, and volunteer of a licensee who has direct contact with cardholders, or physically handles cannabis seeds, seedlings, tissue cultures, clones, mature cannabis plants, medicinal cannabis, or medicinal cannabis products, shall complete applicable training required by the Office of Medical Cannabis, which may include trainings for cultivating, processing, testing, and retail sale of medicinal cannabis and usage of the Commonwealth's designated electronic monitoring system and seed to sale tracking system required by KRS 218B.140. Further, a cannabis business licensee shall retain any training participation records of its principals, agents, employees, and volunteers and make them available for inspection by the Office of Medical Cannabis upon request for a period of five (5) years.

By signing below, I confirm that I have completed the required training provided by the Office of Medical Cannabis for the applicable cannabis business license type. I further understand and acknowledge that a false statement made to the Office of Medical Cannabis is punishable under the applicable provisions of KRS 523.100.

Printed Name of Principal, Agent, Employee, or Volunteer

Signature of Principal, Agent, Employee, or Volunteer

Signature of Supervisor or Licensee Authorized Representative