



**COMMERCIAL CANNABIS INSPECTION CHECKLIST
RETAIL DELIVERY**
Contra Costa Environmental Health
 2120 Diamond Boulevard, Suite 100, Concord, CA 94520
 Phone: (925) 608-5500 · Fax: (925) 608-5502 · cchealth.org/eh



This checklist is intended to assist commercial cannabis businesses engaging in retail delivery to prepare for inspections conducted by this Division. This checklist serves as a guideline and is not comprehensive of all requirements. Refer to Contra Costa County Ordinance Code and Bureau of Cannabis Control for all applicable laws and regulations.

DOCUMENTATION

	Copy of current permits and licenses available.
	Driver possesses valid government-issued identification and employer-issued identification badge. Driver must be an employee of the business and at least 21 years old.
	Copy or example of a delivery inventory ledger available. The delivery inventory ledger identifies all cannabis goods in possession and includes the following information: type of good, brand, retail value, track and trace identifier, and quantity.
	Copy or example of a delivery request receipt available.
	Copy or example of written government warning statement available.
	Copy or example of the driver's log available. Driver's log includes all stops from the time the driver leaves the licensed premises to the time that the driver returns, and the reason for each stop.

VEHICLE

	Vehicle(s) used to deliver cannabis and cannabis products are owned by the business. If more than one vehicle is used, provide a list that includes the following information: Year, Make, Model, License Plate Number, and Vehicle Identification Number.
	No markings, advertisements, or other indications on the exterior of the vehicle that may indicate cannabis goods are being transported.
	Vehicle contains a dedicated Global Positioning System (GPS). GPS device may be permanently or temporarily affixed to the vehicle.
	Cannabis goods are locked in a fully enclosed box, container, or cage that is secured to the inside of the vehicle.

GENERAL OPERATION

	No deliveries between the hours of 9:00 p.m. and 8:00 a.m.
	Prohibited products not offered for sale. Includes but is not limited to: vaping products and/or devices, flavored cannabis products for inhalation.
	Not more than 800 mg of tetrahydrocannabinol (THC) in the form of edible cannabis products is sold to a single customer in a single day.
	Driver confirms customer's age by examining customer's government-issued identification prior to relinquishing delivery.
	Driver is knowledgeable and conducts activity in compliance with all applicable laws and regulations.