

## Safe Storage Worksheet

*The following is for guidance purposes only. **This guidance is not a substitute for reading the [Rules Governing Cannabis Storage and Service Windows](#) (link) in its entirety**. If you are unsure whether your premises meets the requirements of the rules, please consult with legal counsel and other compliance professionals. Compliance may be achieved through any of the three options listed in Rule 3.1(a), Rule 3.1(b), and Rule 3.2.*

### Option 1 – Rule 3.1(a) – Safe

Do you have one or more safes in a limited access area? “Safe” means a metal box capable of being locked securely, constructed in a manner to prevent opening by human or mechanical force, or through the use of common tools, including, but not limited to, hammers, bolt cutters, crow bars or pry bars.	Yes/No
Is each safe incorporated into the building or securely attached to the building (so that it would be extremely difficult or impossible for a burglar to remove each one)?	Yes/No
If you plan to keep products that must be refrigerated or frozen in a refrigerated container or freezer in the limited access area or restricted access area, is that refrigerated container or freezer securely attached to the building and equipped with a functioning lock?	Yes/No
Do you have any SOP(s) detailing procedures for moving all cash and processed cannabis (everything except immature plants and skin and body products) from the sales floor to the safe(s) and, if applicable, procedures for locking products that must be refrigerated in a refrigerator or freezer when the business is closed to the public?	Yes/No
If you answered <b>yes</b> to all these questions, you are likely in compliance with Rule 3.1(a). You are not required to comply with Rule 3.1(b) or Rule 3.2.	
If you answered <b>no</b> to any of these questions, you will need to take steps to comply with Rule 3.1(a) or comply with Rule 3.1(b) or Rule 3.2.	

### Option 2 – Rule 3.1(b) – Vault

Do you have a vault in a limited access area? “Vault” means a room or space where the walls, ceiling, floor, and door(s) have been specially constructed and reinforced against intrusion.	Yes/No
Is the vault equipped with a steel security door with a steel frame?	Yes/No
Does the vault door have a multi-point, single motion locking system?	Yes/No
Are the walls and ceiling of the vault reinforced with at least <b>one</b> of the following: at least one layer of ¾” plywood; or at least two layers of ½” plywood; or steel mesh; or reinforced concrete?	Yes/No
If you plan to keep products that must be refrigerated or frozen in a refrigerated container or freezer in the limited access area or restricted access area, is that refrigerated container or freezer securely attached to the building and equipped with a functioning lock?	Yes/No

Do you have any SOP(s) detailing procedures for moving all cash and processed cannabis (everything except immature plants and skin and body products) from the sales floor to the vault and, if applicable, procedures for locking products that must be refrigerated in a refrigerator or freezer when the business is closed to the public?	Yes/No
If you answered <b>yes</b> to all these questions, you are likely in compliance with Rule 3.1(b). You are not required to comply with Rule 3.1(a) or Rule 3.2.	
If you answered <b>no</b> to any of these questions, you will need to take steps to comply with Rule 3.1(b) or comply with Rule 3.1(a) or Rule 3.2.	

**Option 3 – Rule 3.2 – Functionally Equivalent Alternative to a Safe or Vault**

Do you have a safe or a vault (satisfying the requirements of a safe or vault listed above) capable of storing all marijuana concentrates and cash during non-business hours?	Yes/No
Do you have a locked inventory storage room <b>and/or</b> opaque, locked, non-glass cabinets (which may be in the limited access area or the restricted access area) capable of storing all other processed cannabis during non-business hours?	Yes/No
If you plan to keep products that must be refrigerated or frozen in a refrigerated container or freezer in the limited access area or restricted access area, is that refrigerated container or freezer securely attached to the building and equipped with a functioning lock?	Yes/No
Do you have any SOP(s) detailing procedures for moving all concentrates and cash to a safe or vault during non-business hours?	Yes/No
Do you have any SOP(s) detailing procedures for securing all other processed cannabis in a locked inventory storage room and/or opaque, locked, non-glass cabinets during non-business hours and, if applicable, procedures for locking products that must be refrigerated in a refrigerator or freezer when the business is closed to the public?	Yes/No
Are all areas vulnerable to vehicle impact (including but not limited to all glass doors and floor-level windows) protected by guard posts or other physical barriers designed to resist, deflect, or deter vehicular impact?	Yes/No
Are pry shields affixed to all exterior doors of the licensed premises?	Yes/No
Is the premises equipped with <b>ONE</b> of the following: either live remote monitoring of video surveillance at all entrances and exits with loudspeakers allowing the monitoring entity to speak to persons at the licensed premises <b>OR</b> an on-site security guard who patrols the premises at all times during non-business hours?	Yes/No
If you answered <b>yes</b> to all these questions, you are likely in compliance with Rule 3.2. You are not required to comply with Rule 3.1(a) or Rule 3.1(b).	
If you answered <b>no</b> to any of these questions, you will need to take steps to comply with Rule 3.2 or comply with Rule 3.1(a) or Rule 3.1(b).	