

Home Delivery Procedures  
Per Rule 333.282

Requirements checklist:

Authentication for access to online ordering and payment for home delivery ONLY per Rule 82 as follows:

- Provisioning center's plans or process to verify with the statewide monitoring system that the registered qualifying patient holds a valid, current, unexpired, and unrevoked MMMP Patient Registry Card
- Provisioning center's plans or process for patient to present a valid Michigan Driver License or Government ID card with current home address
- Provisioning center's plans or process for patient to sign documentation agreeing to home delivery and acknowledgement of release of information

Once patient completes the authentication, the Provisioning Center does the following:

- Provides access to online ordering, including making online payment, by providing a pin or password specific to each patient
  - If done online, system shall generate a non-generic password that requires user to change upon first log in to system
  - A security question shall be required to provide dual authentication.
- Confirms that the pin/password is used for each online order or phone orders to confirm patient identity

Provisioning Center confirms the following:

- Home delivery employees meet requirements of R 333.281
- Deliveries are only made to the physical home of the registered qualifying patient
- That home delivery drivers confirm the address of the delivery matches that on the patient's Michigan Driver License or government-issued identification card that bears a photographic image of the patient as required in Rule 74 at time of home delivery – delivery does not occur if address does not match.
- The provisioning center has confirmed that the patient has a valid MMMP card as provided above.

Marijuana Product Sales:

- Marijuana product is entered into the statewide monitoring system prior to delivery and shall be entered as delivery NOT receipts
- Provisioning center confirms that patient is not over their daily or monthly limit prior to delivery per R 333.275 and ensure specific delivery is not over the patient limit
- The authorization granted to a provisioning center pursuant to sub rule (2) of this rule may be denied, suspended, or withdrawn by the department. The provisioning center may be subject to other sanctions and fines as provided in the act and these rules

Marijuana Home Delivery Employees:

- Employees used for Home Delivery meet requirements of R 333.281 and are employees of only one Provisioning Center

Marijuana Product Transport:

- All deliveries have a manifest that is entered into the Statewide Monitoring System as a Sales Delivery.

- Each delivery (individual patient) is entered as its own Sales Delivery and its own manifest– multiple stops shall not be entered on a single manifest
  - If multiple stops will be made during one trip, then a route manifest is entered for each stop
  - Times entered for each stop on manifest is estimated as closely and accurately as possible
- Provisioning Center maintains vehicle information by requiring the following to be on the Delivery Log:
  - Make
  - Model
  - Color
  - VIN
  - Valid Registration
  - Driver Name/Employee ID number
  - Provisioning Center Name/Address/Contact Number/License number
  - Delivery Log shall be fully completed for each delivery
  - Delivery drivers shall have a copy of manifest/route with them
  - Delivery logs shall be maintained for one year for review by the department
- Each delivery log is for one date only, except deliveries that end after midnight shall be carried on the log the day the delivery originated
- Provisioning Center confirms that each home delivery driver:
  - Has a secure form of communication for each driver
  - Has a GPS unit for each delivery vehicle which provides real time tracking capabilities and always stays with marijuana/vehicle
- Provisioning Centers/Drivers retain the delivery log subject to inspection for one year
- Provisioning centers confirm the following:
  - Delivery drivers only complete deliveries during Provisioning Center's business hours
  - Delivery drivers make no more than 10 deliveries per trip
  - Delivery drivers return all cash, checks and credit card receipts collected before the close of business for each delivery day – and the provisioning center have a procedure subject to department approval that establishes the amount of cash a home delivery employee is allowed to have on their person during the delivery process
  - A home delivery employee does not carry a marijuana product in excess of the amount of the registered qualifying patient's delivery of the marijuana product at any time See Rule 82(7)(e)
  - Delivery driver does not deviate from delivery route plan/manifest and notify provisioning center immediately upon deviation, who then notify LARA enforcement. Home delivery procedures need to address breaks/stops
  - Only employees of the provisioning center will be in delivery vehicles per Rule 81(3)
- Home Delivery Drivers confirm:
  - That they carry a copy of the daily log and specific route plan on the manifest during deliveries and they are subject to inspection by the department or law enforcement
  - Marijuana product is not left unattended in the vehicle unless vehicles is locked and equipped with an active alarm system
  - Marijuana product is stored in a secured compartment that is clearly marked, latched or locked to keep contents secure
  - Marijuana products/orders for home delivery is not comingled, with each delivery packaged together
  - Patients review the manifest to confirm all items are delivered and that an initial is placed by each product and sign the manifest as confirmation of receipt
  - Signed manifest can also serve as receipt for cash payments – driver can note amount at bottom of manifest

- Signed manifest is returned to provisioning center and maintained for review for one year
- Cash will be kept in a locked, secured container separate from marijuana product only accessible by licensee and their delivery driver employees

Emergency Contingencies confirmation as follows:

- Provisioning centers notify the department, state police, or local law enforcement of any theft, loss of marijuana product, or criminal activity as provided in Rule 16 (within 24 hours) and report to the department or law enforcement any other event occurring during home delivery that violates the home delivery procedure as provided in the Rules, including accidents and diversion of product
- Provisioning centers have emergency plans in place to address unexpected issues, such as but not limited to:
  - Vehicle break down/accident
  - Change/Exchange of Delivery Vehicle
  - Weather/Road issues
  - Robbery or theft of product (R 333.216)
  - Loss of communication/contact with delivery personnel
  - Changes in routes
  - Cancellation of delivery
- Provisioning centers update the statewide monitoring system within 24 hours and notify the patient scheduled to receive delivery, if delivery cannot occur