



STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>

1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

RENO OFFICE  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 688-1303

STEVE SISOLAK  
Governor  
JAMES DEVOLLD  
Chair, Nevada Tax Commission  
MELANIE YOUNG  
Executive Director

LAS VEGAS OFFICE  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE  
2550 Paseo Verde Parkway, Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

## Marijuana Enforcement Division/Cannabis Compliance Board Guidance for Curbside Pickup

Per Governor Steve Sisolak's Declaration of Emergency Directive 016 issued on April 29, 2020, curbside pickup will now be allowed for medical dispensaries and retail marijuana stores beginning **Friday, May 1, 2020**. Establishments must adhere to the protocols listed below. Any non-compliance will result in immediate disciplinary action.

### Guidelines for Curbside Pickup

1. Facilities may only offer curbside pickup after submitting and receiving approval from the Marijuana Enforcement Division/Cannabis Compliance Board. NOTE: PICKUP USING A WALK-UP SERVICE WINDOW IS NOT ALLOWED AND WILL NOT BE APPROVED.
2. All orders MUST be placed in advance. Any form of in person or onsite ordering will not be permitted.
3. Consumers/Patients are not allowed in the retail store for any reason. There should be no circumstance where a Consumer/Patient should exit their vehicle. All sales and patient consultations must be conducted virtually, either by videoconferencing, phone or email prior to pickup.
4. Consumers/Patients must maintain social distancing by remaining in their vehicles AT ALL TIMES.
5. Facilities must ensure NO MINORS UNDER 21 YEARS OF AGE are in the vehicle during pickup.
6. All other state cannabis laws, rules, and regulations must be strictly adhered to.

### Licensee Requirements for Curbside Pickup

THESE REQUIREMENTS MUST BE MET AND APPROVED PRIOR TO OPERATING CURBSIDE PICKUP

1. Develop Standard Operating Procedures (SOP) for curbside pickup that address the following:
  - a. Personal Protective Equipment (PPE) plan for employees including masks and gloves at a minimum.
  - b. Social distancing requirements plan for employees and customers.
  - c. Security Plan
    - i. On-site security stations and security personnel at the scheduled pickup locations.
    - ii. Security cameras with direct line of site to the designated parking location(s), without limiting current camera requirements.
  - d. Curbside Pickup Plan
    - i. Order fulfillment and consumer notification process prior to and during the transaction.
    - ii. Product delivery process including employee and consumer health and safety precautions.
    - iii. Plan to ensure no minors under 21 years of age are in the vehicle during curbside pickup.
  - e. Curbside Pickup Designation
    - i. Facilities must designate specific parking spots and/or parking locations outside of the storefront and WITHIN LINE OF SIGHT of security cameras to facilitate final transactions.

Plans must include a diagram and photos of the designated locations as well as security camera screen shots to prove adequate coverage.

- ii. Flow of Traffic Plan (Ingress & Egress).
  - iii. Security personnel and employee locations, roles and responsibilities during transactions.
- f. Curbside Pickup Transaction(s) Protection Measures
- i. Provide cannabis product protection measures.
  - ii. Cash handling process and protection measures.

NOTE: All curbside pickup sales must be uploaded in Metrc by the end of the day.

2. Standard Operating Procedures (SOPs) MUST be submitted to the Marijuana Enforcement Division/Cannabis Compliance Board for approval prior to implementation. There are no exceptions.

All SOPs should be emailed to Kara Cronkhite at [kcronkhite@tax.nv.state.us](mailto:kcronkhite@tax.nv.state.us). If approved, you will receive notification through email that you are cleared to begin curbside pickup.

3. Disciplinary Measures
  - a. If a licensee is found to be operating outside of its submitted SOP and/or failing to follow any of the parameters outlined in this guidance document, it will be subject to immediate disciplinary action. This action may result in fines, suspensions, and/or revocation of licensure. ALL CURRENT CANNABIS LAWS, RULES AND REGULATIONS REMAIN IN EFFECT.

### Health and Safety Resources

#### FOR LICENSEES:

Per the Governor's directive, ALL medical dispensaries and retail marijuana stores MUST adopt measures promulgated by the Nevada State Occupational Safety and Health Administration to minimize the risk of spread of COVID-19 including social distancing and sanitation measures. These measures can be found [here](#).

The Marijuana Enforcement Division/Cannabis Compliance Board is also requiring ALL licensees to review the below additional resource materials and familiarize themselves with appropriate state and federal guidelines regarding health and safety precautions.

1. CDC guidelines for reopening businesses can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
2. CDC resources for businesses and employees can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
3. The Nevada Dispensary Association has developed guidelines around employee training on CDC guidelines. These documents can be found [here](#).