



Content Catalog





Rootwurks:

Where Education Meets Compliance

Rootwurks is a unique e-learning and compliance management company specifically designed to address the regulatory and safety challenges of the cannabis industry. Our team comprises leading experts in frontline workforce training, education, and compliance from the food manufacturing industry. We have partnered with Vicente LLP, one of the most prestigious cannabis law firms in the country, to bring decades of know-how and industry experience to our thought leadership content. Rootwurks offers an innovative Learning Experience Platform (LXP), which provides online cannabis education and compliance tools that help companies meet their compliance needs while building a culture of safety in their daily operations.



Gain peace of mind with easily maintained compliance records and educational activities



Access real-time monitoring, convenient dashboards, and built-in checklists, assessments, and action plans



Onboard employees faster and build a culture of safety in the workplace



Manage compliance without adding personnel, making it more effective and affordable than guesswork or DIY solutions



Tailor to any market with customizable learning materials for “in-the-flow-of- work” training



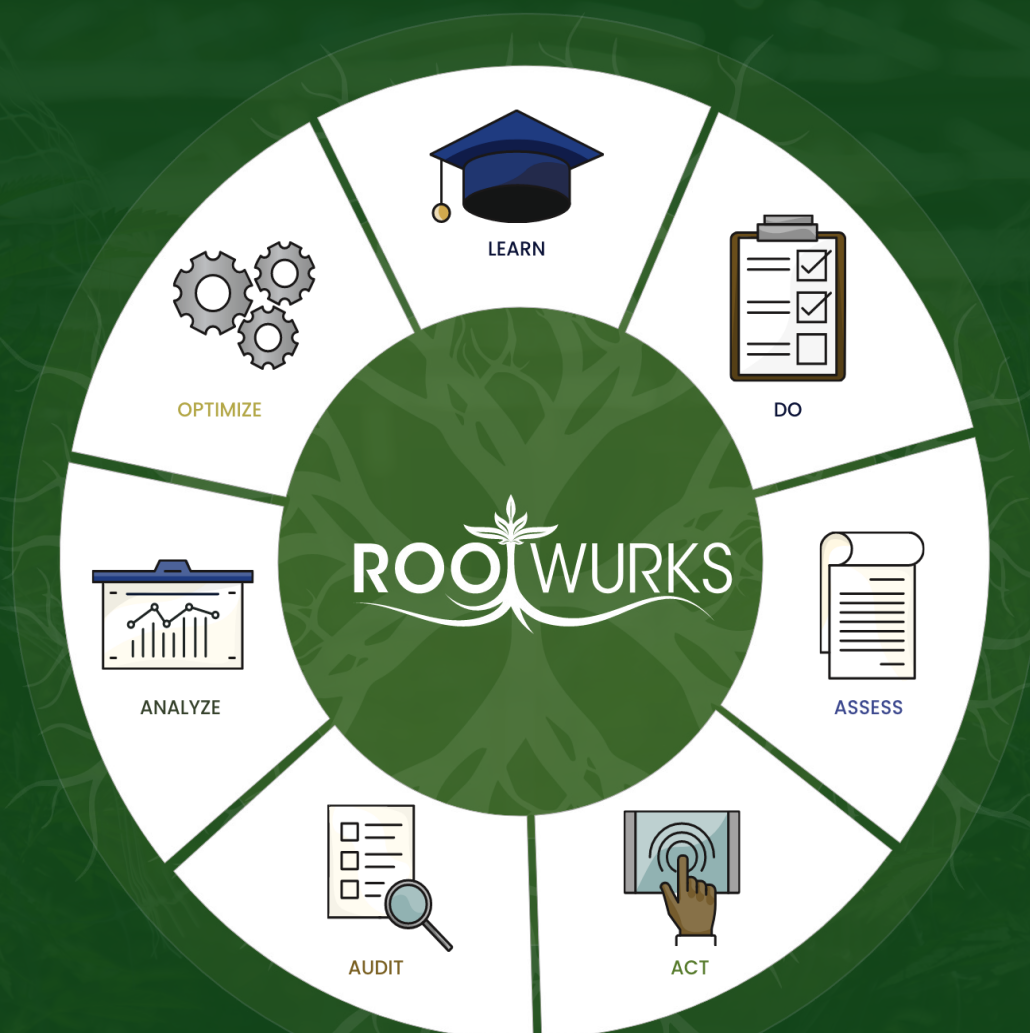
Measure and assess adherence to industry SOPs and GMPs developed by experts

The Rootwurks Approach:

Bridging the Gap Between Training, Compliance and Operations

Rootwurks' sophisticated digital platform offers cannabis companies a seamless way to assess, analyze, audit, and correct their compliance adherence in real time.

Our expert-designed cannabis and workplace safety courses are integrated into the Rootwurks LXP, allowing companies to reinforce regulatory and safety measures in the flow of work. By producing safer and more efficient cannabis companies, Rootwurks helps businesses stay ahead of the curve.





Rootwurks Learning Modules:

Cannabis Waste Disposal: Making Cannabis Waste Unusable and Unrecognizable

To prevent the theft or unsafe consumption of cannabis waste, it's important that cannabis intended for disposal be destroyed before it's disposed of. In this module, you'll learn the importance of making cannabis waste "unusable and unrecognizable" and outline the process.

Duration: 4.75 minutes

Cannabis Waste Disposal: Track and Trace Cannabis Waste

Unlike other types of waste, cannabis waste has to be tracked. In this module, you'll learn how track and trace systems work and list information that should be recorded in the track and trace system when disposing of cannabis waste.

Duration: 4.5 minutes

Cannabis Waste: Designation of Cannabis Waste

Unlike other types of waste, cannabis waste can't just be thrown away and forgotten. In this module, you'll learn how cannabis waste is different from other types of waste and the importance of designating waste containing cannabis as cannabis waste.

Duration: 2.75 minutes

Cannabis Waste: Identifying Common Cannabis Waste Items

Cannabis waste has to be handled differently than other types of waste, so it's important that you know what counts as cannabis waste and what doesn't. In this module, you'll learn to identify common cannabis waste items.

Duration: 5 minutes

Rootwurks Learning Modules:

Cannabis Waste: Keeping Cannabis Waste Secure, Separate, and Distinct

To prevent the theft or unsafe consumption of cannabis waste, it's important that cannabis intended for disposal be stored safely. In this module, we'll discuss the importance of keeping cannabis waste secure, separate, and distinct and describe ways to do this.

Duration: 4.5 minutes

Chemical and Hazardous Waste: Determining if Waste is Hazardous

It is essential that your company dispose of chemical and hazardous waste in accordance with health and safety codes. To do this, however, you need to know how to identify what is hazardous. In this module, we'll discuss how to determine if an item intended for disposal is hazardous and look at some examples of hazardous waste.

Duration: 5 minutes

Chemical and Hazardous Waste: Disposing of Hazardous Waste

To avoid risks to human health and the environment, hazardous waste needs to be disposed of properly. In this module, we'll look at your company's role in disposing of chemical and hazardous waste and recording that disposal.

Duration: 4 minutes

Chemical and Hazardous Waste: Generator Status

The extent of the regulations your facility must follow for managing hazardous waste depends on the volume of hazardous waste you generate each month, also known as your generator status. In this module, we'll discuss the different generator status categories and the requirements for each.

Duration: 5 minutes

Rootwurks Learning Modules:

Chemical and Hazardous Waste: Storing Hazardous Waste

Waste that is flammable, corrosive, reactive, or toxic is considered hazardous and must be stored in a way that protects human health and the environment. In this module, you'll learn how chemical and hazardous waste should be stored and how to label these types of waste.

Duration: 4 minutes

Chemical and Hazardous Waste: Uniform Hazardous Waste Manifest

The Uniform Hazardous Waste Manifest is a form designed by the Environmental Protection Agency (EPA) for the purpose of tracking hazardous waste. Any company that produces chemical and hazardous waste is required to use a Uniform Hazardous Waste Manifest. In this module, you'll learn what a Uniform Hazardous Waste Manifest is and how to complete it.

Duration: 5 minutes

Contamination Prevention: Handling Incoming Cannabis

Sometimes cannabis goods delivered to your facility may be damaged or contaminated. If you're not careful when receiving shipments, you can run the risk of cross-contamination if affected incoming goods come in contact with your existing inventory. In this module, you'll learn how to handle incoming cannabis in a way that prevents cross-contamination and keeps your inventory safe.

Duration: 5 minutes

Contamination Prevention: Pest Control

Pests are a problem every business has to be careful to avoid. In the cannabis industry, there are some specific signs of pests you need to be on the lookout for. In this module, you'll learn techniques for protecting your facility and products from pests.

Duration: 4.75 minutes

Rootwurks Learning Modules:

Contamination Prevention: Sanitation Operations

If you have ever cooked a meal, you probably already know some basic sanitation procedures for keeping your food safe. Well, sanitation operations in the cannabis industry follow the same principles. In this module, you'll learn some best practices for sanitation operations and the role they play in preventing contamination of cannabis goods.

Duration: 4 minutes

Contamination Prevention: Separate and Defined Areas

Using separate and defined areas means keeping products separate at different stages of their life cycle to avoid cross-contamination. In this module, we'll discuss how to use separate and defined areas for storing cannabis.

Duration: 5 minutes

Contamination Prevention: Storing Cannabis for Dispensing

How you store cannabis is essential to ensuring that it is safe for consumption. In this module, we discuss how cannabis intended for dispensing should be stored to prevent contamination and when and how cannabis can be removed from storage for sale purposes.

Duration: 5 minutes

Hazard Communication: Safety Data Sheet

Employees may come into contact with hazardous chemicals as part of their job responsibilities. OSHA requires that a Safety Data Sheet (SDS) is provided for each hazardous chemical in the workplace. In this module, we'll discuss what information is in an SDS, where an SDS can be found, and how it is used.

Duration: 4.75 minutes

Rootwurks Learning Modules:

Inventory Counts: Adjustments and Discrepancies

Inventory counts can lead to variances between the physical count and the digital inventory management system. A variance can point to an adjustment that needs to be corrected, but in some cases, a variance may be considered a discrepancy and require further investigation. In this module, you'll learn how to respond to an inventory variance, as well as the difference between adjustments and discrepancies.

Duration: 4 minutes

Inventory Counts: Counting Inventory

Inventory counts are essential to keeping your retail location properly stocked, identifying inventory discrepancies, and ensuring product qualities are met. In this module, we'll teach you who should perform inventory counts, when inventory counts should be performed, and how to count inventory.

Duration: 5 minutes

Inventory Counts: Reconciling and Documenting Inventory Counts

A digital inventory management system is used to track all incoming and sold cannabis products. Manual inventory counts ensure the accuracy of the system and track misplaced, damaged, or stolen products. This module will show how to compare and reconcile physical inventory counts with the information in the digital inventory management system and document your count.

Duration: 5 minutes

Surveillance System: Access and Storage

To maintain the integrity of your company's surveillance system and recordings, access to the surveillance system must be restricted. In this module, you'll learn how your surveillance system needs to be stored and who is allowed to have access to it.

Duration: 5 minutes

Rootwurks Learning Modules:

Surveillance System: Camera Failure Reporting

For your safety, and the safety of your customers, it's important that your surveillance system always be in working order. But no matter how careful you are, sometimes the unexpected happens and your surveillance system fails. In this module, we'll cover what to do when your surveillance camera or system fails and how to report it.

Duration: 5 minutes

Surveillance System: Daily Surveillance System Check Part I

To ensure that your surveillance system is working properly, it's important that you check the system every day. In this module, we'll look at the first part of a daily surveillance system check, which is checking the security surveillance room and equipment that makes up the surveillance system.

Duration: 5 minutes

Surveillance System: Daily Surveillance System Check Part II

Your company is legally required to have certain areas of your facility under constant surveillance. As part of your daily surveillance system check, you need to ensure that the cameras in these areas are working properly and are not obstructed. In this module, we'll review which areas around your facility should be under constant video surveillance.

Duration: 4.5 minutes

Visitor Access: Checking Identification

Cannabis is considered a controlled substance, and as such, it is subject to strict regulations. It's important that all visitors entering the limited-access area check in and provide a valid government-issued ID. In this module, we'll review acceptable forms of ID for visitor access and best practices for checking IDs.

Duration: 3.5 minutes

Rootwurks Learning Modules:

Visitor Access: Escorting and Monitoring Visitors

Cannabis facilities must maintain a safe and secure environment for staff and customers. When visitors are allowed to access restricted areas of the facility, it's essential that they are escorted and monitored by an authorized employee. In this module, you'll learn the protocols and best practices for escorting and monitoring visitors.

Duration: 5 minutes

Visitor Access: Visitor Incident Response

It's essential to implement safety measures and precautions when allowing visitors access to your facility. Sometimes, despite your best efforts, dangerous or illegal incidents may occur. In this module, we'll discuss how to respond in the case of a visitor incident.

Duration: 5 minutes

Visitor Access: Visitor Log

Recording who is entering and exiting your facility is essential to running a safe and secure business. Visitors, such as vendors, auditors, and waste collectors, may require access to areas of your facility that are off-limits to customers. In this module, we'll review procedures for signing visitors in and out of your facility using the visitor log.

Duration: 4.5 minutes



Rootwurks Micromodules:

Acceptable Forms of ID

The cannabis compliance guidelines in every state are crystal clear: no one under 21 is allowed to purchase cannabis products – and the penalties for failing this guideline can be very severe. In this module, see what constitutes acceptable forms of ID, and which should never get through the door.

Duration: 1 minute

Audit Schedule

Performing internal audits is of great importance for cannabis companies that want to meet their compliance needs and optimize employee education. This module will show you how to know which records need to be audited and when.

Duration: 1 minute

Cannabis Waste vs. Non-Cannabis Waste

Disposing of cannabis waste isn't a simple matter of chucking it in the trash. In this module, you will see the unique requirements of cannabis waste disposal and how it is different from non-cannabis waste.

Duration: 1 minute

CAPA: Corrective Action Preventive Action

Learn what a CAPA plan is, why they are important for cannabis companies to utilize, and review common instances where a CAPA plan would be implemented.

Duration: 1.5 minutes



Rootwurks Micromodules:

Checking ID

Properly checking customer IDs is key to the operations of any cannabis retail company. In this micro-module, you will learn best practices for checking visitor and customer ID so that no one under 21 will get through the door.

Duration: 30 Seconds

Checking Surveillance Cameras

Every cannabis company must have a surveillance system in proper working order. In this micro module, you will see the specific steps that must be taken to ensure that they are working properly.

Duration: 1 minute

Common Discrepancies with Incoming Shipments

“Just toss it in the corner” doesn’t work for processing incoming shipments. In this micro module, learn how to spot the common discrepancies that happen when receiving shipments.

Duration: 1 minute

Common Inventory Variances

When variances in inventory are noticed, it is not a matter that can simply be overlooked. Learn the steps you need to take when inventory variances are identified.

Duration: 2 minutes



Rootwurks Micromodules:

Creating a Surveillance Camera Failure Report

Chances are there will be times when your camera system does not work precisely as it should. Learn how to create a camera failure report in the event your surveillance camera system fails or isn't working properly.

Duration: 2 Minutes

Escorting and Monitoring Visitors

When visitors arrive at a cannabis facility, it isn't enough to simply greet them at the door. Learn the specific rules that must be followed when escorting and monitoring visitors.

Duration: 1 minute

How to Complete the Uniform Hazardous Waste Manifest

The uniform hazardous waste manifest is a crucial document for shipping hazardous waste. See the steps you must take to complete the manifest.

Duration: 2 minutes

How to Make Cannabis Waste Unusable and Unrecognizable

There are specific steps that must be taken for processing cannabis waste. Learn how to alter or destroy cannabis products before disposal.

Duration: 1.5 minutes



Rootwurks Micromodules:

Ideal Conditions for Storing Cannabis

Learn the right steps to take to safely and properly store cannabis and cannabis products.

Duration: 1 Minute

Labeling Hazardous Waste

The proper labeling of hazardous waste is a key component of safety in the cannabis workplace. Learn the necessary steps for labeling hazardous waste.

Duration: 2 minutes

Limited-Access Areas

There are specific guidelines in cannabis for who can access which area of a facility or business. Learn what entails a limited-access area and how to secure it.

Duration: 1 minute

Preventing Contamination During Inventory Counts

Inventory counts are key to cannabis operations – and also a major potential source of contamination. Learn how cannabis and cannabis products can become contaminated during inventory counts and how to prevent contamination.

Duration: 1 minute

Rootwurks Micromodules:

Proper Handwashing Procedures

It's not enough to simply rinse off and run. Discover when and how to properly wash your hands in a retail setting.

Duration: 2 Minutes

Recording Cannabis Waste Disposal

The proper disposal of cannabis products also requires precise steps for recording the disposal. Learn the types of documentation you need to perform when you dispose of cannabis products.

Duration: 1.5 minutes

Rejecting Shipments

There may be times when your business must reject a shipment of cannabis products. Here's what the process entails.

Duration: 1 minute

Required Records

Identify the types of records your company is required to keep for its operations.

Duration: 1.5 minutes



Rootwurks Micromodules:

Separate and Defined Areas

There are specific guidelines for where cannabis products must be stored. Learn what a “separate and defined area” is and what types of cannabis items should be stored there.

Duration: 1.5 Minutes

Signs of Contamination

Contamination can have serious consequences for a cannabis company. Learn the tell-tale signs to help you identify signs of product contamination.

Duration: 1.5 minutes

Signs of Pests

The presence of pests can spell a serious public health risk for a cannabis company. Review how to spot the common signs of a pest infestation.

Duration: 1.5 minutes

Signs of Tampering and Damage

Products that have been damaged or tampered with constitute a safety risk for cannabis companies. Learn how to identify signs of product tampering and damage.

Duration: 1.5 minutes

Rootwurks Micromodules:

Storing Hazardous Waste

Improper storage of hazardous waste can pose a serious safety risk – not to mention a compliance violation. Review best practices for properly storing hazardous waste.

Duration: 2 minutes

Surveillance Camera Coverage Areas

It is not enough to simply post surveillance cameras around your cannabis business. Learn the guidelines for what your system needs to cover.

Duration: 1 minute

Surveillance System Access

Learn the basic rules for operating your surveillance system and who does – and doesn't – have access.

Duration: 0.75 minutes

Understanding the Track and Trace System

The track and trace system is essential to the legal cannabis industry. Learn what the system is and how it works.

Duration: 1.5 minutes



Rootwurks Micromodules:

Visitor Log

Review the information that must be entered in the visitor log when signing in visitors.

Duration: 1 minute

Waste Logs

There are specific guidelines for recording the waste that companies dispose of. Learn what is required for filling out a waste log.

Duration: 1 minute

Well-cured Cannabis

The curing process is essential for producing premium cannabis flower. Learn about what the curing process entails and how to check if your cannabis is well-cured.

Duration: 2 minutes

What are Product Groups?

There are specific differences between cannabis product groups. Learn how to separate inventory into different product groups.

Duration: 1 minute

Rootwurks Micromodules:

What Counts as Cannabis Waste

Learn what entails cannabis waste and what to look for when flagging cannabis products for disposal.

Duration: 1.5 minutes

What is a Batch Number?

Cannabis products must be linked to specific batch numbers in the legal cannabis industry. Learn what a batch number is and how it is used in testing and tracing cannabis and cannabis products.

Duration: 2 minutes

What is a Certificate of Analysis (COA)?

A certificate of analysis (COA) is the best way to learn what a cannabis product contains. Learn what a certificate of analysis includes.

Duration: 1.5 minutes

What is a Shipping Manifest?

Shipping manifests are essential to the transport and intake of cannabis products. Review what a shipping manifest contains and what it is used for.

Duration: 1.5 minutes

Rootwurks Micromodules:

What is a Unique Identifier (UID) Code?

Learn what a unique identifier (UID) code is, what it contains, and how it is used to track cannabis and cannabis products through processing and transfer.

Duration: 2 minutes

What is Hazardous Waste?

The ability to identify hazardous waste is essential in cannabis. Learn what hazardous waste is and list the characteristics of hazardous waste.

Duration: 1.5 minutes

What is Your Generator Status?

Learn the definition of generator status and review the different generator status categories.

Duration: 2 minutes

Who Is a Visitor?

Learn who a visitor is and review examples of different types of visitors

Duration: 30 Seconds



Rootwurks Checklists and Assessments:

Leave Nothing to Chance in Cannabis Compliance

Our carefully-crafted checklists walk you through regulatory tasks step-by-step, ensuring that nothing is missed. Plus, Rootwurks helps you retain more of your compliance and safety training by integrating it into your daily workflow.

With our assessments, management can easily verify and validate employee training retention and compliance adherence across all company operations. This gives you a “force multiplier” to expand your ability to meet compliance, safety, and training needs without adding additional staff or relying on unreliable homegrown solutions.

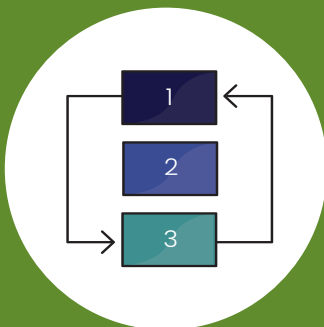
By combining checklists and assessments in one platform, the Rootwurks LXP offers peace of mind for cannabis companies looking to build a culture of safety in the workplace while meeting their compliance needs.



Seamlessly create and assign corrective action plans to correct shortcomings in training and compliance adherence



Access a comprehensive risk assessment library that can be customized for specific compliance needs



Streamline adherence to complex Standard Operating Practices (SOPs)



Demonstrate the company's commitment to safe and responsible business practices

Rootwurks Checklists:

Product Reconciliation

Receiving Cannabis Products

Record Keeping Audit Schedule

Recording Cannabis Waste

Reporting an Incident Internally

Reporting an Incident to Authorities

Required Records

Required Video Surveillance Areas

Safety Data Sheets Checklist

Sanitation

Separate and Defined Areas

Shipping Manifest Review

Storage of Chemical and Hazardous Waste

Storing Cannabis for Dispensing Checklist

Storing Cannabis Products

Surveillance System Access and Storage

Surveillance System Failure

Uniform Hazardous Waste Manifest

Visitor Incident Response

Visitor Sign In

Visitor Sign Out

Rootwurks Checklists:

Cannabis Waste Disposal
Cannabis Waste from Incoming Shipments
Cannabis Waste Storage
Certificate of Analysis (COA) Review
Chemical and Hazardous Waste Safety Precautions
Daily Surveillance System Inspection
Designation of Cannabis Waste
Determining If Waste Is Hazardous
Dispensing Cannabis Products
Escorting and Monitoring Visitors
General Recordkeeping Guidelines
Handling Incoming Cannabis
Hazardous Waste Collection
Internal Theft Response
Inventory Adjustments and Discrepancies
Inventory Count
Inventory Count Preparation
Making Cannabis Waste Unusable and Unrecognizable
Non-Cannabis Waste Management
Pest Control
Post-Incident Follow-Up



Rootwurks Assessments:

Accepting Shipments
Accounting Records
Cannabis Waste Disposal
Cannabis Waste Log
Cannabis Waste Storage
Certificate of Analysis (COA) Review
Checking Visitor Identification
Chemical and Hazardous Waste Records and Maintenance
Conducting an Inventory Count
Daily Surveillance System Inspection
Designation of Cannabis Waste
Designation of Chemical and Hazardous Waste
Employee Hygiene
Escorting and Monitoring Visitors
Facility and Operations Records
Facility Pest Control
Handling of Incoming Cannabis
Hazard Communication Labels
Hazard Communication Safety and Training
Hazardous Waste Collection
Hazardous Waste Storage

Rootwurks Assessments:

Hazardous Waste Transport and Disposal
Human Resource Records
Incoming Product Reconciliation
Inspect Product Labeling
Inspect Product Packaging
Inventory Adjustments and Discrepancies
Inventory Count Preparation
Inventory Management System
Inventory Records
Labeling Hazardous Waste
Managing Hazardous Waste
Quality Assurance Procedures for Dispensing
Quality Assurance Procedures for Storing Cannabis Products
“Quality Assurance Procedures for Storing Cannabis Waste ”
Records Audit Schedule
Rejecting Shipments
Rendering Cannabis Unusable and Unrecognizable
Required Video Surveillance Areas
Reviewing the Shipping Manifest
Safety and Security Records
Safety Data Sheets

Rootwurks Assessments:

Safety Precautions and Contamination Prevention
Sanitation
Storage and Maintenance Records
Storage of Cannabis Products for Dispensing
Surveillance System Access and Storage
Surveillance System Failure
Visitor Incident Response
Visitor Sign In
Visitor Sign Out

Rootwurks Internal Audits:

Comprehensive Facility-Wide Coverage

Identify potential issues before they become problems, reducing the risk of costly fines or legal issues down the line. Our Internal Audit module uses an assortment of Rootwurks Assessments to examine compliance adherence across entire facilities and companies. Additionally, our audit reports can be used as evidence of your commitment to responsible business practices. With our Internal Audits, you can rest assured that you're ready when the authorities make their call.

Evaluate Your Compliance Program with Internal Audits



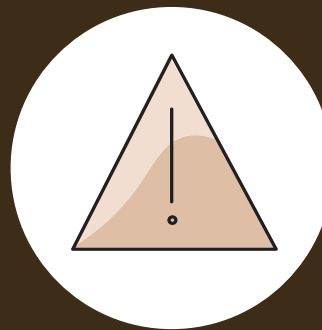
Utilize audit templates that are created to meet the guidelines of specific regulatory exams



Build customizable content, coursework, and checklists to meet external regulatory audits



Prebuilt staff competency audits to help assess and improve performance in realtime



Identify potential issues before they become problems



Rootwurks Internal Audits

Cannabis Waste

Cannabis waste disposal policies are essential for preventing defective or unsafe products from reaching the market or the general public. These guidelines lay out precisely how companies can safely and properly dispose of cannabis waste.

Chemical and Hazardous Waste

Chemical and hazardous waste can pose a significant risk to public safety – and the health and well-being of your staff and customers. Chemical and Hazardous Waste policies help ensure that potentially harmful substances are disposed of safely and according to federal and state health and safety codes and regulations.

Contamination Prevention

Contaminated products can endanger your customers, scuttle your compliance adherence, and cause serious damage to your company's reputation. Contamination prevention guidelines help companies avoid these risks and confirm that products and packaging materials are safe and suitable.

General Quality Assurance Procedures

Cannabis products intended for the general public must adhere to General Quality Assurance Procedures in order to meet the quality standards of compliance. This internal audit will guide you through the steps necessary to meet quality standards when receiving, storing, and dispensing cannabis products.

Hazard Communications

Hazard Communication policies are essential for creating a safe working environment. See what these policies entail and how they help create a culture of safety in the cannabis workplace.

Incoming Cannabis Product Review

All incoming cannabis products must be reviewed for accuracy, quality, and compliance. See what it takes to properly and safely inspect incoming cannabis products, including how to assess the accuracy of a transport manifest.

Inventory Counts

Inventory management procedures are crucial to ensuring that employees can prevent loss and inventory divergence, and meet all the demands of their state's track and trace requirements.



Rootwurks Internal Audits

Record Keeping

In compliance, it's not only a matter of what tasks you've performed, but also what tasks you can prove you performed. Cannabis companies must keep comprehensive and well-maintained records of their compliance practices, and in this internal audit, you can learn the best practices and general guidelines for record keeping.

Surveillance System

Having a proper surveillance system is an essential component of running a safe and secure cannabis company. Learn the requirements for setting up a surveillance system at your cannabis company and how it can help you prevent break-ins, theft of products, and potential harm to your staff.

Visitor Access

When it comes to visitors, cannabis is not a free-for-all. There are specific guidelines for visitor access, which help companies create a safe and secure workplace. This internal audit will aid in establishing a clear plan to limit access to secure areas of the business.



Bridge the Gap Between Training, Compliance, and Operations

Running a cannabis business requires adherence to constantly evolving regulations, which can be time-consuming and overwhelming. And despite the complexities, companies must meet all these demands no matter how short-staffed they are.

Rootwurks helps companies do more with less by watching their back on compliance, so they don't have to rely on guesswork and in-house, DIY solutions. By combining sophisticated compliance management tools with industry-leading cannabis expertise, Rootwurks provides companies with a practical approach to cannabis compliance.

If you'd like to hear more, we'd love to show you how the platform works, and how it can simplify the world of cannabis and compliance for your company. Book your own personal demo, or reach out to our sales team to learn more.

[Schedule a Demo](#)