



# OFFICE OF CANNABIS POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## OFFICIAL PLAN OF RECORD

### FACILITY PLAN

### PRODUCTS MANUFACTURING FACILITY

The Facility Plan is an official Plan of Record. This document and use of this template are required. The Office of Cannabis Policy (OCP) understands that an applicant or licensee may have prepared other facility documents. Although the applicant or licensee may submit additional facility documents for reference, this Facility Plan is designed to be a succinct, standalone document.

<b>SECTION 1: Maine Adult Use Cannabis Establishment – Applicant/Licensee Information</b>				
Legal Business Name		Maine Adult Use Cannabis Establishment License Number		
Trade Name/DBA (if applicable)		Federal Taxpayer ID/EIN	Sales Tax ID Number	
Point of Contact Name	Point of Contact Phone Number	Point of Contact Email Address		
Physical Address of Facility		City	State	ZIP
<b>Notice</b>				
<p>The Department shall keep on file a copy of all facility plans, as well as copies of certifications of testing facilities. The most recent plan, whether submitted with the application for a cannabis establishment license, or by the subsequent approval of an application to change, shall be the Plan of Record with which the licensee must comply. OCP's Compliance Division will have access to all plans and will review all plans prior to an inspection or investigation. Failure to comply with the Plan of Record may lead to enforcement action.</p> <p>Any changes to the Facility Plan must be approved. The licensee shall submit an Application to Change an Official Plan of Record to the Department 14 days prior to any material change. The Department may deny an Application for Change to an Official Plan of Record if the changes requested are in violation of 28-B MRS, this Rule, conditions required for local approval or other applicable laws or rules.</p>				
<b>Signature – This Plan of Record cannot be accepted without a signature</b>				
Any information contained within this Plan of Record or otherwise found, obtained, or maintained by the Department, shall be accessible to law enforcement agents of this or any other state, the government of the United States, or any foreign country.				
Authorizing Business Representative's Signature:		Date:		
Printed Name:	Email Address:	Phone Number:		

## SECTION 2: Facility Site Specific Information

### Ownership of the Premises

Legal Name of Property Owner

Mailing Address of Property Owner

City

State

ZIP

Property Owner Telephone Number

Property Owner Email Address

1. Is the applicant also the property owner listed above?

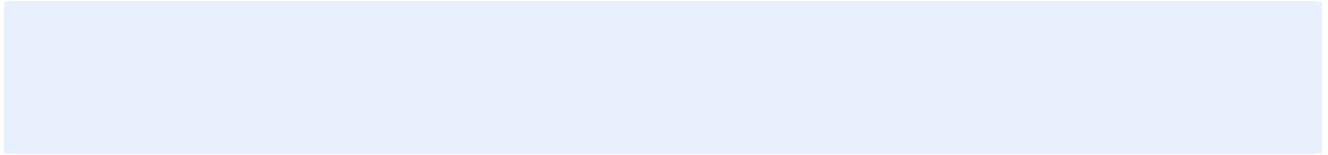
Yes  No

2. If the answer to question 1 above is no, is a copy of the lease, rental agreement, or documentation of other arrangement for possession of the premises attached or included with the submission of this form? If the lease, rental agreement, or documentation of other arrangement for possession does not include language addressing owner consent for intended use and operation of a cannabis establishment, the applicant must provide additional documentation to prove such consent.

Yes  No  Not applicable

### Tax Map

1. Provide a copy of a tax map clearly indicating an area of 1000 feet in all directions from the premises, or in cases where a municipality or the Land Use Planning Commission has reduced the setback to no less than 500 feet, then showing the distance in all directions required by local authority, and indicating that the area around the premises does not include a pre-existing public or private school, as defined in 28-B MRS§§402(2)(A) and 403(2)(A).



### Facility Diagram

1. Provide a diagram of the layout of the facility, including:
- (a) All limited access areas (Limited access area means a building, room or other area within the licensed premises of a cannabis establishment where a licensee is authorized to cultivate, store, weight, manufacture, package or otherwise prepare for sale adult use cannabis and adult use cannabis products.)
  - (b) Commercial kitchen areas
  - (c) Square footage of the establishment and of the separate areas listed above in a and b
  - (d) Storage location of any solvent (excluding water), chemical or potentially hazardous substance
  - (e) Waste disposal area
  - (f) Utility distributions, including electrical, water and other utilities, specially gases and other materials used for inherently hazardous substance extraction
  - (g) Points of entry
  - (h) Windows and doors, designating which are lockable
  - (i) Alarm control panels and alarm sensors
  - (j) Video cameras and surveillance storage devices
  - (k) Communication devices (internet/telephone)
  - (l) Fences
  - (m) Any other additional security measures
  - (n) Legal ingress onto the property from the closest maintained public way
2. If the property is also used as a residence, clearly indicate on the diagram above, the location of that residence within the property and plans for complete separation of the residence from the facility, including:
- (a) Entirely separate entrances from the public right of way, and
  - (b) That no solvent extraction using potentially hazardous extraction methods or inherently hazardous extraction methods in the same building or structure as the residence.
3. If the licensee co-locates adult use and medical use operations, clearly indicate the following:
- The areas of the premises that will contain adult use cannabis plants, cannabis, cannabis products or cannabis concentrate;
  - The areas of the premises that will contain medical use cannabis plants, cannabis, cannabis products or cannabis concentrate;
  - The areas of the premises, if any, that will contain equipment, chemicals or other items that may be used for both adult use and medical use cannabis plants, cannabis or cannabis products.
4. For clarity, the use of numbering, labeling, and/or a diagram legend or key should be used to incorporate the information requested.



### SECTION 3: Co-Location of Adult Use and Medical Use Operations

1. Is this Adult Use facility co-located with any other Adult Use facilities?

Yes  No

If yes, with who?

Adult Use Establishment Licensee Name:

Adult Use Establishment License Number:

Adult Use Establishment Licensee Name:

Adult Use Establishment License Number:

Adult Use Establishment Licensee Name:

Adult Use Establishment License Number:

2. Is this Adult Use facility co-located with any medical use operations?

Yes  No

If yes, with who?

Medical Registered Caregiver or Dispensary Name:

Registry Card/Certificate Number:

Medical Registered Caregiver or Dispensary Name:

Registry Card/Certificate Number:

Medical Registered Caregiver or Dispensary Name:

Registry Card/Certificate Number:

3. If the licensee co-locates adult use and medical use operations, describe the plans to ensure that all cannabis, finished cannabis concentrate and other cannabis products are correctly packaged and labeled for medical use or adult use.

4. If the licensee co-locates adult use and medical use operations, describe how the licensee will separately track, including input to the tracking system, cannabis, cannabis concentrate and cannabis products for medical use separately from adult use cannabis, cannabis concentrate and cannabis products and will otherwise keep them from becoming intermixed.

5. Describe how the licensee will ensure that each piece of equipment is not used simultaneously on medical cannabis and adult use cannabis, with the purpose of ensuring that medical cannabis, cannabis concentrate, and other cannabis products will remain separate from adult use cannabis, cannabis concentrate, and other cannabis products.

## SECTION 4: Security Measures

All cannabis establishments must enact security measures to prevent the diversion of cannabis or cannabis products that are being cultivated, manufactured, tested, packaged, stored, displayed or transported. Provide sufficient detail so that the Department may determine whether the requirements are met.

### Lights

1. Do gates and/or perimeter entry points have lighting sufficient for observers to see, and cameras to record, any activity within 10 feet of the gate or entry?  
 Yes  No
2. Describe perimeter lighting at any point of entry or exit, whether it is a gate or access from a building.
3. List equipment and provide rating for all lights as depicted and numbered/labeled in the diagram in Section 2.

### Doors and Windows

1. Do all perimeter entry doors and all doors separating limited access areas from areas open to visitors and customers have commercial grade locks, appropriate for facilities requiring high levels of physical security?  
 Yes  No
2. Are all external entrances to indoor facilities on the licensed premises lockable?  
 Yes  No
3. List equipment and describe commercial grade locks on all perimeter and limited access doors as depicted and numbered/labeled in the diagram in Section 2.
4. Are all perimeter windows in good condition and lockable?  
 Yes  No
5. List equipment and describe locks on each perimeter window as depicted and numbered/labeled in the diagram in Section 2.

### Alarm System

1. Do you have an alarm system(s) monitored by a licensed security company capable of contacting the licensee and, if necessary, law enforcement?  
 Yes  No
2. Does the system include an audible alarm, which is capable of being disabled remotely by the security company?  
 Yes  No
3. List equipment and describe the alarm system.
4. Provide the name of the licensed security company, a specific point of contact, and that person's contact information.
5. Do you have monitored sensors on all perimeter entry points and perimeter windows, or perimeter windows protected by appropriately located motion sensors?  
 Yes  No
6. List equipment and describe monitored sensors on all perimeter entry points and perimeter windows, or perimeter windows protected by appropriately located motion sensors as depicted and numbered/labeled in the diagram in Section 2.

## Video Surveillance

1. Do you have a video surveillance system that meets the following minimum requirements? Check all that apply.
  - Minimum resolution of 720p
  - Internet protocol capability
  - One of the following recording requirements:
    - Continuous recording 24 hours per day at a minimum of 15 frames per second, or
    - Motion activated cameras at a minimum of 15 frames per second and capturing and storing footage of no less than 120 seconds prior to motion activation and 120 seconds following the cessation of motion
  - Clear and accurate display of the time and date on all recorded images
  - Ability to copy and provide video surveillance recordings to the Department or law enforcement upon request
2. List equipment and describe, in detail, the video surveillance system, including the number and location of all permanently fixed cameras as depicted and numbered/labeled in the diagram in Section 2.
3. Check each box below to confirm the following requirements are met and reflected in the diagram in Section 2 and corresponding description(s) above.
  - Cameras must be permanently fixed inside each entry/exit point (perimeter and limited access area) to allow identification of persons entering the premises and limited access areas.
  - Cameras must be permanently fixed outside each entry/exit point (perimeter and limited access area) to allow identification of persons exiting the premises and limited access areas.
  - A sufficient number of cameras must be permanently fixed to allow the viewing, in its entirety, of any area where cannabis, cannabis plants, immature cannabis plants, seedlings, seeds, cannabis concentrate or cannabis products are cultivated, manufactured, stored or prepared for transfer or sale or where samples for mandatory testing are collected, and prepared and sealed for transport to a cannabis testing facility.
  - A sufficient number of cameras must be permanently fixed to allow the viewing, in its entirety, of any area where cannabis waste is stored before being made unusable, or where cannabis waste is made unusable.
  - A camera must be permanently fixed at each point of sale to monitor the identity of the purchaser and ensure facial identity.
4. The video surveillance storage device must be secured. Indicate below which of the following approved methods will be used to meet this requirement.
  - On premise
    - Lockbox
    - Cabinet
    - Closet
    - Secured in another manner to protect from employee tampering or theft
  - Off premise, third-party server
5. If the video surveillance storage device is secured on premise, list equipment and describe the manner in which it is secured. \*Must be reflected in diagram in Section 2.
6. If the video surveillance storage device is secured off premise with a third-party server, provide the name of the third-party server, a specific point of contact, and that person's contact information.
7. Describe the video surveillance records retention policy, including the minimum 45 days video surveillance records are maintained on the licensee's recording device.
8. Describe how the applicant/licensee shall maintain a list of all persons with access to the video surveillance recordings and procedures for controlling access to the recordings.

## SECTION 5: Controlling Access

### Public Access to the Cannabis Establishment

1. Are all entry points designed so that no person under 21 years of age is allowed entry to the licensed premise?  
 Yes  No
2. Describe all of entry points designated as the place where the licensee or licensee's employee will verify the age and identity of all persons entering the premises as depicted and numbered/labeled in the diagram in Section 2.
3. Describe all entry points designated as a place where the licensee or licensee's employees will receive mail or other deliveries as depicted and numbered/labeled in the diagram in Section 2.
4. Describe how applicant/licensee will ensure that all licensees, employees, and security guards maintain compliance with all laws and regulations related to firearms and other weapons in and around the cannabis establishment.

### Employee Access

1. Describe all entry points designated as employee entrances, including the manner in which employees gain access to the cannabis establishment (e.g. badge scanner or key locked doors), as depicted and numbered/labeled in the diagram in Section 2.
2. Describe how the applicant/licensee will ensure all owners, managers, and employees display valid individual identification cards at all times.
3. Describe any additional security measures aimed to prevent employee theft.

### Controlling Access to Limited Access Areas

1. Are the following security measures in place for all limited access areas? Check all that apply.  
 Identification checks  
 Locked doors  
 Video surveillance  
 Required signage
2. Describe how the applicant/licensee will utilize the security measures listed above to control access to all limited access area as depicted and numbered/labeled in the diagram in Section 2.
3. Are security measures in place to control access to limited access areas by contractors 21 years of age or older (including, but not limited to, electricians, plumbers, engineers or alarm technicians) who will not handle cannabis plants, cannabis or cannabis products?  
 Yes  No
4. Are security measures in place to control access to limited access areas by sample collector and cannabis testing facility licensees or licensee's employees displaying valid individual identification cards?  
 Yes  No
5. Describe all designated areas where contractors and other licensees will be required to provide proof of identification, sign a visitor entry log, and receive a visitor identification badge by establishment staff as depicted and numbered/labeled in the diagram in Section 2.

## SECTION 6: Products Manufacturing Facility Operation Specific Information

### Days and Hours of Operation

Business Hours mean 9A.M. to 5P.M. Monday through Friday.

1. List any hours during Monday through Friday between 9A.M. and 5P.M. the facility will **NOT** be conducting authorized activities.

### Equipment and Approval Listing

1. List and describe all equipment with approval listing(s) to be used specific to the products manufacturing of cannabis within this facility.

### Utility Plans

1. Describe plans for providing electricity, water, and other utilities necessary for the normal operation of the facility.
2. Describe plans for ventilation and filtration systems that prevent cannabis plant odors from significantly altering the environmental odor outside, while reducing the risk of fire or respiratory harm within the facility.

### Facility Personnel

1. Describe what qualifies the person in charge of food safety requirements to perform the job duties, including the education and relevant experience of the individual.
2. Describe what qualifies the person who will oversee of day-to-day food safety procedures, including the education and relevant experience of the individual.

### Processes, Methods and Materials

1. Describe the manufacturing processes that will occur on the premises. Have the standard operating procedures for each process on premises for inspection by the Department.
2. Describe any extraction methods and solvents to be used for extraction.
3. Describe any inherently hazardous substances to be used for extraction, along with the process for use, certification by a certified industrial hygienist or professional engineer licensed in Maine that the manufacturing facility's storage, preparation, electrical, gas monitoring, fire suppression and exhaust systems are adequate.
4. What class of products will the products manufacturing facility be producing? Select all that are applicable.
  - Edible
  - Inhaled
  - Topical
  - Suppository
  - Other:
5. Describe each individual product to be made, including, but not limited to, all ingredients, color, shape, and size. Any changes of ingredients and/or process could constitute a change in this Plan of Record. Prior to implementation, the licensee must submit an application to change the Plan of Record on forms made available by the Department.

### Plans for Compliance with Cannabis Legalization Act and the Adult Use Program Rules

1. Describe plans for shipping and receiving of cannabis and cannabis products.
2. Describe plans to dispose of or destroy used, unused and waste cannabis and cannabis products.



3. Describe how the facility plans to conduct a background screening process for employees and vendors.

4. Describe how the facility plans to refrigerate any cannabis products or ingredients requiring refrigeration.

5. Describe plans for compliance with packaging, labeling and other requirements.

## **SECTION 7: Reports of Non-Compliant Conduct**

1. Describe how the licensee will ensure any incident of non-compliance with the cannabis establishment licensee's authorized conduct will be reported in writing to the Department within 24 hours.