



# OFFICE OF CANNABIS POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## Maine Adult Use of Cannabis Program Delivery Supplemental Facility Plan

This Delivery Supplemental Facility Plan shall be deemed part of the Maine Adult Use Cannabis Establishment's Facility Plan and is part of the official Plan of Record. This document and use of this template are required. Although the applicant or licensee may submit additional documents for reference, the Facility Plan is designed to be a succinct, standalone document.

<b>Section 1. Applicant/Licensee Information.</b>			
Legal Business Name:	License Number:		
Physical Address of Facility:	City:	State:	Zip:
<b>Notice</b>			
<p>OCP 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 OCP 30 days prior to any material change. OCP 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 OCP, 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:	

<b>Section 2. Delivery operations.</b>
Will retail sales by delivery to consumers only occur during the hours of 7AM to 10PM local time. <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Section 3. Video Surveillance.</b>
1. Describe how cameras will be maintained to allow recording of all sales conducted via delivery that are sufficient to record the entirety of the transaction and to ensure identity of the purchaser.

2. Describe how recordings of delivery sales are uploaded to the surveillance storage device, including the schedule for uploading delivery surveillance footage within 24 hours of completing sales by delivery.

3. The equipment used to record deliveries 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:

#### **Section 4. Plans for Compliance with Cannabis Legalization Act and the Adult Use Program Rules.**

1. Describe plans for refrigerating any cannabis products requiring refrigeration during transit.

2. Describe plans to train employees on how to properly verify age and identity of the adult use consumer purchasing and receiving cannabis and cannabis products.

3. Describe plans to ensure that any employee delivering cannabis or cannabis products does not convey a sales order to a purchaser who is not at least 21 years of age, whose identity cannot be verified, or who is visibly intoxicated.

4. Describe plans to ensure that deliveries are made only to private residences or business that have consented to allowing delivery, and only to private residences and consenting businesses not located in any safe zone designated by a municipality.

5. Describe plans to ensure that the order is appropriately packaged and labeled in accordance with the Rule and placed in exit packaging before the order is removed from inside the licensee adult use facility.

6. Describe plans to ensure that all retail sales of cannabis and cannabis products conducted via delivery are accompanied by a sales delivery manifest and appropriately tracked in accordance with the Rule.