



# OFFICE OF CANNABIS POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## OFFICIAL PLAN OF RECORD

### FACILITY PLAN

### SAMPLE COLLECTOR

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: Sample Collector 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.

### Vehicle List

List the vehicles that will be used for authorized sample collection activities below. For each vehicle listed, complete the Sample Collector Vehicle Information Form found on the Office of Cannabis Policy's website. If more than four vehicles will be used for authorized sample collector activities, indicate how many additional vehicles in the space provided below and complete the Sample Collector Vehicle Information Form for each additional vehicle. Each Sample Collector Vehicle Information Form is part of this Official Plan of Record. Changes to Sample Collector Vehicle Information Forms require the Office of Cannabis Policy's approval of an Application to Change an Official Plan of Record.

Vehicle 1: Make	Model	VIN
Vehicle 2: Make	Model	VIN
Vehicle 3: Make	Model	VIN
Vehicle 4: Make	Model	VIN

Number of additional vehicles to be registered with the Department:

## SECTION 3: General Requirements

Describe how the applicant will ensure that all individuals employed by the Sample Collector who will be collecting samples of cannabis, cannabis concentrate or cannabis products meet the following requirements:

Is in possession of a valid Individual Identification Card

Is physically able to perform the duties of a sample collector, with or without reasonable accommodations

Is able to pass initial and ongoing demonstrations of capability

Is authorized to transport the required quantity of cannabis items

Completes, when available, 8 hours of initial training on various sampling techniques

Completes, when available, 8 hours of periodic refresher training annually

## SECTION 4: 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.