



# OFFICE OF MARIJUANA POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## OPERATING PLAN TEMPLATE MANUFACTURING FACILITY

Pursuant to Section 3.5.2 of the Adult Use Marijuana Program Rule, the Department shall keep on file a copy of all facility plans, security plans, operating plans and cultivation plans, as well as copies of certifications of testing facilities. The most recent plan, whether submitted with the issuance of the marijuana establishment license, or by the subsequent approval of an application to change, shall be the Plan of Record with which the licensee must comply.

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

OMP recognizes that during the conditional license application process, site-specific information may not be available. An updated, site-specific Operating Plan will be required prior to active licensure.

### Section 1: Days and Hours of Operation

In the table below, indicate the operating hours of the facility. Place an “x” in the closed column if the facility will be closed on a particular day.

As a reminder, pursuant to Section 3.4.1(C) of the Adult Use Marijuana Program Rule: Licensees shall ensure that at all times during operating hours and hours of apparent activity that there is, on-site, an individual identification cardholder authorized to cooperate with Department inspection of the premises and business records.

	Closed	Facility Opening Hour	Facility Closing Hour
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

## **SECTION 2: Products Manufacturing Facility Site Information**

OMP recognizes that a specific location is not required during the conditional license application process. If the applicant does not have a site-specific location, provide the diagram and layout of the proposed Products Manufacturing Facility.

1. Provide a diagram of the property on which the Products Manufacturing Facility is located, including all point(s) of ingress/egress from the closest maintained public way, employee entrance(s), point(s) of delivery, parking area(s), and public right(s) of way. Also include in the diagram all utility distributions, including electrical, water and other utilities, specifically gases or other materials use for inherently hazardous substance extraction.  
(Acceptable file formats include, but are not limited to, the following: .BMP, .GIF, .JPG, .PDF, .PNG. Diagrams may also be inserted as additional pages to the end of this form or uploaded via the online facility application process as Other Supporting Documentation.)

2. Provide a diagram of the layout of the Products Manufacturing Facility, including where the manufacturing will occur and where any solvent (excluding water), chemically or potentially hazardous substance will be stored. Include the square footage of the entire facility. Also include in the diagram all utility distributions, including electrical, water and other utilities, specifically gases or other materials use for inherently hazardous substance extraction.

If the Products Manufacturing Facility is co-located with a Medical Marijuana Facility, the diagram must clearly indicate which areas house equipment used to manufacture both marijuana for medical use and adult use marijuana. Also indicate any area used to store equipment, supplies or non-marijuana ingredients used to produce, package or label both marijuana products for medical use and adult marijuana products.

(Acceptable file formats include, but are not limited to, the following: .BMP, .GIF, .JPG, .PDF, .PNG. Diagrams may also be inserted as additional pages to the end of this form or uploaded via the online facility application process as Other Supporting Documentation.)

3. If the property is also used as a residence, describe the location of that residence within the property and plans for complete separation of the residence from the facility, including:
- Entirely separate entrances from the public right of way, and
  - That no solvent extraction using potentially hazardous extraction methods or inherently hazardous extraction methods in the same building or structure as the residence.

### **SECTION 3: Co-Location of Adult Use Facilities**

Is this Products Manufacturing Facility co-located with an Adult Use Cultivation Facility and/or an Adult Use Marijuana Store?

Yes  No

If yes, complete Section 3(a) and (b)

### **SECTION 3(a): Type of Adult Use Facility Co-Location**

Check all that apply.

Adult Use Cultivation Facility

Adult Use Marijuana Store

### **SECTION 3(b): Co-Location of Adult Use Marijuana Establishments**

1. Describe how all applicable requirements of Section 2.4.9 of the Adult Use Marijuana Program Rule will be met.

### **SECTION 4: Co-Location of Adult Use Products Manufacturing Facility and Medical Marijuana Facility**

Is this Adult Use Products Manufacturing Facility co-located with any medical marijuana facility?

Yes  No

If yes, complete Section 4(a) and (b)

### **SECTION 4(a): Type of Medical Marijuana Facility Co-Location**

Check all that apply

Registered dispensary cultivation operation

Registered caregiver's cultivation operation

### **SECTION 4(b): Co-Location of Products Manufacturing Facility with a Medical Marijuana Facility**

1. List and describe all extraction equipment and other supplies to be used for extracting from both marijuana for medical use and adult use marijuana.

2. List and describe all manufacturing equipment and other supplies to be used for manufacturing both marijuana products for medical use and adult use marijuana products.

3. Describe how the licensee will ensure that each shared piece of extraction or manufacturing equipment is not used simultaneously or contemporaneously on marijuana for medical use and adult use marijuana, with the purpose of ensuring that marijuana, marijuana concentrate and marijuana products for medical use remain separate from adult use marijuana, marijuana concentrate and marijuana products.

4. Describe how the licensee will separately track marijuana for medical use, including input to the tracking system, marijuana concentrate and marijuana products separately from adult use marijuana, marijuana concentrate and marijuana products and will otherwise keep them from becoming intermixed.

5. Describe how the licensee will store and refrigerate medical marijuana, medical marijuana concentrate and medical marijuana products and keep separate from adult use marijuana, adult use marijuana concentrate and adult use marijuana products at all times.

6. Describe how the licensee will ensure that all finished marijuana concentrate and other marijuana products are correctly packaged and labeled for medical use or adult use.

## **SECTION 5: Equipment and Approval Listing**

Provide approval listing(s) for all equipment listed below.

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

## **SECTION 6: Utility Plans**

OMP recognizes that a specific location is not required during the conditional license application process. If the applicant does not have a site-specific location, provide plans for how the following are intended to be done.

1. Describe plans for providing electricity, water, and other utilities necessary for the normal operation of the products manufacturing facility.

2. Describe plans for ventilation and filtration systems that prevent marijuana odors from significantly altering the environmental odor outside, while reducing the risk of fire or respiratory harm within the facility.

## **SECTION 7: Plans for Compliance with the Marijuana Legalization Act and the Adult Use Program Rules**

OMP recognizes that a specific location is not required during the conditional license application process. If the applicant does not have a site-specific location, provide plans for how the following are intended to be done.

1. Describe plans for shipping and receiving of marijuana and marijuana products.
2. Describe plans to dispose of or destroy used, unused and waste marijuana and marijuana products.
3. Describe how the facility plans to prevent access to the premises by persons under age 21, including without limitation vendors and contractors.
4. Describe how the facility plans to conduct a background screening process for employees and vendors.
5. Describe how the facility plans to refrigerate any marijuana products or ingredients requiring refrigeration.
6. Describe plans for compliance with packaging, labeling and other requirements.

## **SECTION 8: Plans for Compliance with State and Federal Code(s)**

OMP recognizes that a specific location is not required during the conditional license application process. If the applicant does not have a site-specific location, provide plans for obtaining proof of compliance with the following.

1. Provide proof of compliance with applicable building and electrical codes and federal and state environmental requirements.
2. Provide proof of compliance with all state and federal laws regarding wastewater and waste disposal for the products manufacturing facility.
3. Provide proof of compliance with any other relevant sanitary standards.
4. Describe the status of other required licensure of any areas in which marijuana or marijuana concentrate is handled or combined with non-marijuana ingredients to form marijuana products, including without limitation a retail food establishment, bottling and/or commercial food processing licenses.

5. Describe the status of other required licensure of any areas in which unwrapped marijuana products are stored, cooled, cut, packaged or otherwise handled, including without limitation a retail food establishment, bottling and/or commercial food processing licenses.

6. Describe the workplace safety plan consistent with 29 CFR Part 1910, covering personal protective equipment, hazard assessment, safe equipment operation, proper application of agricultural chemicals, ladder use, hazard communication and other state and federal workplace safety requirements.

### **SECTION 9: Products Manufacturing 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.

### **SECTION 10: Products Manufacturing Facility Process, Methods and Materials.**

1. Describe the manufacturing processes that will occur on the premises, include the standard operating procedures for each process to be used to manufacture a marijuana product.

1. Describe any extraction methods and solvents to be used for extraction.

2. 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.

3. What class of products will the products manufacturing facility be producing? Select all that are applicable.

- Edible
- Inhaled
- Topical
- Suppository
- Other

4. Describe each individual product to be made, including but not limited to, all ingredients, color, shape and size. Any change of ingredients and/or process could constitute a change in this Operating Plan. Prior to implementation, the licensee must submit an application to change the Operating Plan on forms made available by the Department.

**SECTION 11: Notice**

The Department shall keep on file a copy of all facility plans, security plans, operating plans and cultivation plans, as well as copies of certifications of testing facilities. The most recent plan, whether submitted with the issuance of the marijuana establishment license, or by the subsequent approval of an application to change, shall be the Plan of Record with which the licensee must comply. Field Investigators will have access to all plans and will review all plans prior to an on-site assessment. Failure to comply with the Plan of Record may lead to enforcement action. Any significant changes to the Plan of Record must be approved by the Department.

**Signature – This Plan of Record cannot be accepted without a signature**

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