



OFFICE OF MARIJUANA POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

PRELIMINARY OPERATING PLAN TEMPLATE FOR CONDITIONAL APPLICATION MARIJUANA TESTING FACILITY

Section 1: Marijuana Testing Facility Premise.

Premise diagram of the marijuana testing facility, including means of controlling access to areas where marijuana samples are present.

Brief statement(s) of the principal activity to be conducted in each room or partitioned area, including without limitation activities related to sample receiving, sample storage, record storage, microbiological and chemical analysis and office space.

Section 2: Operating Days and Hours. Indicate in the table below the operating hours of the marijuana testing facility. If the facility will remain closed for a certain day of the week, simply mark an “X” in the “Closed” column.

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

Section 3: Additional Testing Facility Requirements.

List of all mandatory tests, including technology and analyte, for which the applicant has received or is applying for ISO/IEC 17025 accreditation at the time of the application for a conditional license from the Department:

List of all mandatory tests, including technology and analyte, for which the applicant has received or is applying for full or provisional certification from the Maine Center for Disease Control and Prevention (MCDC):

List all nonstandard test methods and technologies for which the applicant has received or requested CDC certification for any mandatory test:

Describe the workplace safety plan consistent with 29 CFR 1910 as applicable:

List and attach the marijuana testing facility’s Standard Operating Procedure(s) and/or plan(s) for disposal of marijuana waste and marijuana product waste:

Section 4: Applicable Codes. If the marijuana testing facility currently holds any of the applicable licenses or permits required below, prove with documentation.

Describe the plan for compliance with building code(s).

Describe the plan for compliance with the National Fire Protection Association model fire code.

Describe the plan for compliance with applicable electrical code(s).

Describe the marijuana testing facility's plan for compliance with any other applicable federal and state regulatory requirements, including without limitation:

- Air Emission License, Department of Environmental Protection
- Waste Water/Discharge License, Department of Environmental Protection
- Solid Waste License, Department of Environmental Protection
- Hazardous Waste License, Department of Environmental Protection

Section 5: Notice.

The Department shall keep on file a copy of all Plans of Record, 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. Department staff 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 an enforcement action.

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

Printed Name:

Email Address:

Phone Number: