

Dear Review Board Members,

My name is Anija Biju. I am the applicant for Supreme Leafs LLC at 10 North Broadway. As a mother to three children (11, 15, 25), I am committed to the establishment of this cannabis business in compliance with all guidelines to ensure safe and responsible operation to the public without attracting unwanted attention by minors. As a woman raising a family here in New City, Rockland, it is my utmost priority to comply with the community and board to ensure operations are smooth and conducive to the health and wellbeing of this community.

The DBA of the store would be "Aloha" to ensure discreteness and a different style to cannabis sale. We are hoping the storefront will be kept the same with changes in color, signage, and window alterations that are in line with the community. The store entrance will have a vestibule where security can assess if the consumer is over the age of 21 and has valid identification. We have proposed below storefront designs that we hope will maintain the safe and family friendly environment of downtown Nyack.

Attached in this application is the following material:

- 1) Storefront Plan and Design
- 2) Standard Operating Procedure (SOP) Security Operations
- 3) Standard Operating Procedure (SOP) Cannabis Waste Management & Disposal
- 4) Standard Operating Procedure (SOP) Ventilation & Odor Control

Standard Operating Procedure (SOP) Security Operations

1. Purpose

To establish and maintain a comprehensive security protocol that protects employees, customers, inventory, and premises at [Dispensary Name], in compliance with New York State Office of Cannabis Management (OCM) and local regulations.

2. Scope

This SOP applies to all security personnel, store managers, and staff responsible for physical security, loss prevention, and emergency response within the dispensary.

3. Responsibilities

- **Security Officer:** Oversees implementation of all security procedures and coordinates with law enforcement if needed. Monitor premises, enforce access control, assist with incident response, and ensure customer safety.
 - **All Staff:** Must comply with security protocols and report any suspicious activity immediately.
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4. Access Control

- Only individuals aged 21+ with valid government-issued ID may enter the sales floor.
 - Entry and exit points must be monitored at all times by a designated security officer.
 - Unauthorized persons (vendors, delivery staff, maintenance) must be logged and escorted.
 - Staff must wear ID badges and remain in authorized areas.
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5. Surveillance System

- Maintain 24/7 video surveillance in:
 - Point-of-sale areas
 - Storage rooms and safes
 - Entry/exit points
 - Product display and customer interaction zones
 - Video recordings must be retained for a minimum of 60 days.
 - Systems must have time-stamp functionality and be backed up regularly.
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6. Security Staffing & Patrols

- Minimum of one security officer present during all business hours.
 - Perform daily open/close checks of locks, cameras, and alarms.
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7. Alarm Systems

- Maintain intrusion detection alarms at all entry points and safes.
 - Panic buttons must be accessible to all staff in emergencies.
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8. Incident Reporting & Response

- Any incident (theft, loitering, threats, medical emergencies) must be reported immediately to the Security Officer.
 - Complete an Incident Report within 24 hours of any security event.
 - In emergencies, contact 911 first, then notify management.
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9. Cash Handling & Inventory Protection

- Secure cash in locked registers and safes; limit access to authorized personnel.
- Cash pickups and deliveries must be conducted discreetly by authorized personnel.
- Perform daily inventory reconciliation; discrepancies must be logged and investigated.

10. Loitering & Exterior Safety

- Signage, inside the store, will clearly indicate a no-loitering and no-smoking zone within 50 feet of the entrance.
 - A security officer will politely request compliance with loitering policies.
 - Surveillance cameras must cover exterior entrances and adjacent sidewalks.
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12. Recordkeeping

- Maintain logs of:
 - Security officer shifts and patrols
 - Surveillance checks and footage backups
 - Incident reports
 - Access control entries and deliveries

Standard Operating Procedure (SOP) Cannabis Waste Management & Disposal

1. Purpose

To outline procedures for the safe, legal, and compliant handling, storage, rendering, and disposal of cannabis waste in accordance with New York State Office of Cannabis Management (OCM) regulations.

2. Scope

This SOP applies to all employees involved in the handling of cannabis products, including expired, contaminated, damaged, or unfit cannabis and cannabis-containing products at Supreme Leaf LLC.

3. Definitions

Cannabis Waste: Any cannabis product, residue, or by-product that is no longer usable or saleable. Includes flower, trim, concentrates, infused products, packaging with residue, and by-products from processing.

Rendering Unusable: Mixing cannabis waste with non-consumable, non-toxic waste (e.g., soil, cat litter, sawdust) at a minimum 1:1 ratio to make it unrecognizable.

Licensed Disposal Vendor: A third-party waste management service licensed to transport and dispose of cannabis waste in accordance with state regulations.

4. Responsibilities

- **Store Manager:** Ensures all procedures are followed, records are maintained, and vendors are scheduled.
 - **Inventory Staff:** Logs all waste events in tracking systems.
 - **Disposal Personnel:** Responsible for rendering and securely storing waste until pickup.
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5. Procedure

A. Identifying Cannabis Waste

- Expired or contaminated cannabis products
 - Spilled or otherwise compromised material
 - Customer returns (if applicable)
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- Residue from packaging, concentrates, or extraction processes

B. Rendering Waste Unusable

1. Collect cannabis waste in a secure, designated area.
2. Mix waste 1:1 with approved non-consumable material (e.g., soil, sawdust).
3. Ensure the final mixture is unrecognizable and unfit for consumption.

C. Logging and Tracking

- Record the following in the inventory management system (e.g., Metrc):
 - Date and time of rendering
 - Type and quantity of waste
 - Method of rendering
 - Names of two witnessing employees
 - Disposal vendor scheduled

D. Secure Storage

- Place rendered waste in a labeled, sealed, tamper-proof container.
- Store in a locked waste storage area not accessible to the public.

E. Vendor Pickup and Final Disposal

- Schedule pickup with a licensed cannabis waste disposal vendor: BioServ.
- Ensure the vendor provides Certificate of Destruction or equivalent documentation.
- Retain all manifests and records for a minimum of two (2) years.

6. Documentation and Recordkeeping

- Waste Disposal Log
- Chain of Custody forms
- Certificates of Destruction
- Vendor Manifests
- Internal Inspection Reports

7. Training Requirements

- All relevant staff must receive annual training on cannabis waste disposal procedures and OCM compliance requirements.
- Documentation of completed training must be retained on-site.

Standard Operating Procedure (SOP) Ventilation & Odor Control

1. Purpose

To establish procedures that ensure effective ventilation and odor control throughout the facility in compliance with New York State Office of Cannabis Management (OCM) regulations and local building codes.

2. Scope

This SOP applies to all staff, facility maintenance personnel, and contractors involved in the operation, maintenance, and monitoring of the HVAC and odor mitigation systems.

3. Ventilation Requirements

- The dispensary will maintain adequate airflow using a commercial-grade HVAC system.
 - The system will be equipped with activated carbon (charcoal) filters and/or HEPA filters to remove cannabis odors and particulates.
 - The HVAC system will achieve an air exchange rate of at least 4–10 air changes per hour (ACH), based on occupancy and store layout.
 - All exhaust air must be discharged in accordance with local codes—away from entrances, windows, or other air intake sources.
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4. Odor Control Measures

- Carbon filtration is mandatory in all exhaust systems. Retail storage rooms and inventory areas must be ventilated separately to prevent odor migration to customer-facing areas.
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5. Vestibule & Entry Containment

- A double-door vestibule at the main entrance will minimize odor escape during entry/exit.
 - Ensure negative air pressure in storage or backroom areas to contain odors.
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