

Visitor Requirements

Alabama

Employees must strictly follow Visitor Requirements, which are specifically designed to enhance security and safety within our licensed facilities.

“Visitor” means a guest at a licensed premises. This may include contractors, vendors, transporters or other licensees, Commission Members, inspection personnel, or other official visitors.

“Visitor” does not include:

- Employees; or
- Registered patients and caregivers.

Alabama Medical Cannabis Commission (AMCC) regulations do not place an age restriction on visitors to your facility. We **encourage an SOP about visitor age that supports security and safety**. Most licensed businesses require all visitors to be at least 21 years of age.

Visitor Logs

When a visitor is admitted to the premises, an employee must document the occurrence on a **Visitor Log**, which may be electronic or manual. The Visitor Log must include the following at a minimum:

1. Visitor Name;
2. Date;
3. Time of Ingress and Egress; and
4. The reason for their presence.

If the visitor is completing the Visitor Log, it is a best practice for an employee to verify the information is accurate. This may include verifying the name written matches the ID presented.

Visitor Logs must be kept for a **minimum of 2 years**, and longer at the request of the Commission or law enforcement.

Employee Tracking

Incidentally, since all persons on the premises must be tracked, employee ingress and egress to a licensed facility must be documented as well. This can be accomplished by requiring employees to clock in and out each day. Tracking the presence of all individuals in and around the facility allows us to easily investigate when criminal activity or diversion has occurred.

Visitor Passes

All visitors, including vendors, other licensees, Commission members, inspection personnel, or other representatives must wear a **"visitor pass" or "AMCC Official" pass**, as applicable, at all times while on the premises.

It is a best practice to retrieve Visitor Passes from visitors before they leave the premises. Unauthorized individuals with valid Visitor Passes could return to the property, posing as authorized visitors, in an attempt to conduct criminal activity, so be sure to get it back before they leave.

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Additional Best Practices

Although not required, Cannabis Trainers recommends the additional best practices:

1. Verify the identity of the individual by checking government-issued ID
2. Continuously, physically supervise the visitor while they are on the premises; and
3. Ensure that the visitor does not touch any cannabis.

538-X-8-.05 Applications And Licensing Procedures As To Dispensaries Generally.

(m) The Dispensary Applicant's Security Plan must include a plan for security at each facility, including but not limited to the following:

11. Members of the public, other than patients and caregivers holding a valid, unexpired, unrevoked medical cannabis card, are not allowed inside a dispensing site. Records, whether electronic or manual, must be kept of all persons on the premises at a facility at all times, including employees, vendors, transporters or other licensees, and all official visitors, recording the individuals' name, date, time of ingress and egress, and (as to non-employees) the reason for their presence; such records shall be kept for a minimum of two years, and longer at the request of the Commission or law enforcement.

14. Visitors, including vendors, other licensees, Commission members, inspection personnel, or other representatives must wear a "visitor pass" or "AMCC Official" pass, as applicable, at all times while on the premises.

538-X-4-.07 Duty To Meet And Maintain Standards, Policies, Procedures and Operations Per Application.

A licensee has an ongoing duty to meet and maintain the standards, policies, procedures, and operations as it affirmed to the Commission at the time of licensing, as such standards, policies, procedures, and operations may have been amended by the licensee from time to time in accordance with Rules 538-X-4-.08 and 538-X-4-.19. Specifically, at the time of the licensee's precommencement inspection and at each inspection thereafter, a licensee must meet and/or maintain the following, in the manner previously provided at the time of licensing, as updated (i.e., current to within 30 days, unless otherwise required):

(12) The following documents, labeled, and in the following order:

(o) The licensee's verified Standard Operating Plan and Procedures. The licensees must demonstrate and maintain standard operating procedures regarding the following subjects in such a way that they can be readily accessed from the physical site of operations upon the request of inspectors, the Commission, or Commission staff, including, at a minimum, the following:

11. A Security Plan as to each of the licensee's facilities, addressing all of the following aspects of security and meeting the following minimum thresholds: (i) Alarm systems must be installed in all facilities where cannabis or medical cannabis is maintained or stored. Such alarms shall be provided and installed by experts in industry standard commercial-grade alarm systems. Alarm systems must be fully operational securing all entry points and perimeter windows, be equipped with motion detectors and pressure switches covering all areas where cannabis or medical cannabis is grown, handled, stored, prepared, transported, tested, or dispensed. (ii) Reception areas and personnel adjacent to ingress and egress points shall have ready access to duress panic and hold-up alarms that may be activated in the event of access by unauthorized personnel or intruders. (iii) Licensee facilities shall maintain an audio/video surveillance system that shall be in continuous operation 24 hours per day. Recording devices shall be fixed in place covering both the interior and exterior of the facility, in such quantity and at such resolution as shall allow for the clear identification of individuals and activities in all reasonably accessible areas of the premises, including but not limited to all point-of-sale areas, entrances, exits,

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parking lots, and any area where cannabis or medical cannabis is grown, handled, stored, prepared, transported, processed, packaged, labeled tested, or dispensed. Audio recordings shall clearly and accurately capture sound within camera range at a level of 20 decibels or greater. Audio/video surveillance recordings must clearly and accurately display the time and date. (iv) The facility's perimeter and any outdoor premises must be surrounded by a sufficient fence or barrier to prevent access by unauthorized persons and must have sufficient lighting to allow for the proper functioning of video surveillance equipment at all times between dusk and dawn or at any other time when ambient lighting requires enhancement to permit identification of individuals or activities upon or immediately adjacent to the premises. Indoor premises must likewise be sufficiently lit to allow for the identification of individuals and activities. (v) Exterior doors of each facility must be designed or reinforced to withstand unlawful forcible entry; exterior doors shall remain locked against outside intruders at all times, while allowing free egress by the facility's occupants in the event of an emergency; doors must permit ingress to employees and other appropriate persons only by means of a keycard or other similar electronic access device. (vi) Exterior walls of each facility must be reinforced to withstand unlawful forcible entry. Windows, likewise, must be reinforced to prevent breakage by outside intruders. (vii) Licensees must maintain sufficient staffing of security guards at each facility where cannabis and medical cannabis is present to reasonably ensure the safety of the products stored therein; however, licensees must maintain, at a minimum, one (1) security guard per facility during the facility's business/operating hours. (viii) Strict access controls shall protect areas where cannabis or medical cannabis is handled or stored - in a secured, locked room or vault. (ix) Records, whether electronic or manual, must be kept of all persons on the premises at a facility at all times, including employees, vendors, transporters, medical cannabis patients and caregivers, and all others, recording the individuals' name, date, time of ingress and egress, and (as to non-employees) the reason for their presence; such records shall be kept for a minimum of two years. (x) Audio/Video surveillance records must be kept for at least 60 days, and longer upon the request of the Commission, its inspectors, or any law enforcement personnel. Audio/Video recordings potentially reflecting an incident of actual or attempted diversion must be kept for the longer of a period of two years, or until resolution of the incident and apprehension and discipline or prosecution of the individuals involved in the actual or attempted diversion. (xi) Employees shall wear identification badges that clearly identify them as employees while on duty. (xii) Visitors, including Commission members, inspection personnel, or other representatives, shall wear a "visitor pass" or "AMCC Official" pass, as applicable, at all times while on the premises. (xiii) Licensees shall maintain, review and update policies to report theft, diversion or other loss of cannabis or medical cannabis to the Commission and to law enforcement within 24 hours of the event or its discovery. (xiv) The Licensee, upon request, shall make available to the Commission or its inspectors all information relating to security alarm systems, monitoring, alarm activity, maps of camera locations and camera coverage, surveillance equipment maintenance logs, authorized use lists, operation instructions, and any other security-related information deemed relevant by the Commission or its inspectors. (xv) Any information and/or documents specific to the category of licensee (Cultivator, Processor, Secure Transporter, Dispensary, Integrated Facility, State Testing Laboratory,) as identified separately in these Rules.