



MARIJUANA LICENSE OPERATIONAL REQUIREMENTS

Disclaimer: These requirements are not a substitute for reading and understanding the Oregon Administrative Rules around the recreational marijuana program, and do not encompass all license requirements.

GENERAL

Description	Rule
Minors are not allowed on the licensed premises, except as allowed by OAR 845-025-1230.	1230
Weighing devices must be licensed and tagged by ODA.	1215
Vehicles for transport must be alarmed, secure marijuana out-of-sight.	7700
When closed, facility is securely locked, and keys/codes remain only with authorized employees.	1410
A licensee may not sublet any portion of the premises.	1230
A licensee may not offer marijuana as a prize.	1300
Licensees and representatives may not be under influence while on duty.	1300
Transferring of marijuana items must done in compliance with all rules.	7700
Marijuana waste must be held for on the licensed premises for three business days under camera coverage prior to disposal.	7750 , 1015

SECURITY

Description	Rule
Surveillance recordings must be kept on-site for a minimum of 90 days.	1450
Recordings of surveillance area must be backed up to secondary recording, off-site and in real time, for a minimum of 30 days.	1450
Any records kept electronically must be backed up.	1410
Required records and video recordings stored on physical media such as flash drives, discs, or tapes, must be in a locked storage area.	1410
Any compost area(s) must be secured.	1470

ADVERTISING

Description	Rule
Advertising may not be deceptive, false or misleading.	8040
Advertising may not contain content targeting individuals under 21 including cartoons, toys, images of children.	8040
Advertising may not encourage transportation across state lines.	8040
Advertising may not assert safety or government endorsement, Commission logo cannot be used except on license.	8000 , 8040
Advertising may not claim curative or therapeutic effects.	8000 , 8040
Advertising may not depict consumption, encourage rapid or excessive consumption, or encourage use for intoxication.	8000 , 8040

CANNABIS TRACKING SYSTEM (CTS)

Description	Rule
A licensee must use CTS as the primary inventory and recording keeping system and have a CTS account activated and functional within three business days of being licensed and must maintain an active account while licensed.	7500
Maintain an accurate and complete list of all CTS administrators and CTS users for each licensed premises and must update the list when a new CTS user is trained.	7500
Train and authorize any new CTS users before those users are permitted to access CTS or input, modify, or delete any information in CTS.	7500
Cancel any CTS administrator or user from an associated CTS account if that individual is no longer a licensee representative or the administrator or user has violated OAR's 845-025-7500 to 845-025-7590.	7500
Correct any data that is entered into CTS in error.	7500
Use UID tags issued by a Commission-approved vendor that is authorized to provide UID tags for CTS.	7520
Have an adequate supply of UID tags at all times, except during the first ten calendar days of licensure so long as UID tags have been ordered and are in transit to the premises.	7520
Monitor all compliance notifications from CTS and resolve the issues detailed in the compliance notification in a timely fashion. A licensee may not dismiss a compliance notification in CTS until the licensee resolves the compliance issues detailed in the notification.	7560
A licensee is accountable for all actions licensee representatives take while logged into CTS or otherwise conducting inventory tracking activities.	7500

NOTIFICATION OF CHANGES

Description	Rule
Licensees must notify the Commission within 24 hours of the theft of marijuana items or money from the licensed premises by submitting this online form .	1160
An applicant, licensee, or laboratory licensee must notify the Commission in a manner prescribed by the Commission within 72 hours of an arrest, a citation issued in lieu of arrest, or a conviction for any misdemeanor or felony of an individual listed in an application or subsequently identified as an applicant or licensee. The notification form can be found here .	1160
Licensees must notify the Commission within 10 days of: <ul style="list-style-type: none"> • A change in contact information for anyone listed in an application or subsequently identified as an applicant. The notification can be found here. • Any disciplinary proceeding or licensing enforcement action by another governmental entity. The notification can be found here. • The closure of the business for any period longer than 30 days; or the permanent closure of the business. The notification can be found here. 	1160
Licensees must notify the Commission before performing the following: <ul style="list-style-type: none"> • Before making changes in financial interest or business structure. This may require a Change of Ownership application. • Before making any change of location; A Change in Location application is required. • Before making any physical changes to the licensed premises. Changes must be approved before they are made by submitting the Change Request - Alteration to Premises form. 	1165 1170 1180 1175

REQUIRED LOGS AND ON-SITE DOCUMENTATION

Description	Rule
A licensee must keep a daily log of all employees, contractors and license representatives who perform work on the licensed premises. All employees and permitted visitors must wear clothing or a badge issued by the licensee that easily identifies the individual as an employee or permitted visitor.	1230
A licensee must maintain a log of all visitor activity. The log must contain the first and last name and date of birth of every visitor and the date they visited. A government official with jurisdiction over some aspect of the premises or licensee is not considered a visitor for the purposes of this requirement. A customer in the consumer sales area of a Retailer establishment is not considered a visitor.	1230
A licensee must keep a current list of all authorized employees and service personnel who have access to the surveillance system and room on the licensed premises.	1460
Licensees must keep a surveillance equipment maintenance activity log on the licensed premises to record all service activity including the identity of any individual performing the service, the service date and time, and the reason for service to the surveillance system.	1460

RECORDKEEPING

Description	Rule
The following records must be kept in either paper or electronic form and maintained for a three-year period , and be made available for inspection if requested by an employee of the Commission: <ul style="list-style-type: none">• Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase. Bank statements for any accounts relating to the licensed business, as well as accounting and tax records related to the licensed business.• Documentation of all financial transactions related to the licensed business, including contracts and agreements for services performed or received that relate to the licensed business.• All employee records, including training.	1200

SANITATION

Description	Rule
Hand-washing facilities must provide water, soap, hygienic drying.	1620
Toilet facilities must be adequate, accessible, and sanitary.	1620

LICENSE SPECIFIC REQUIREMENTS

RETAILERS

Description	Rule
Retailers may not impose or collect a tax on the retail sale of a marijuana item to a patient or designated primary caregiver who is purchasing a marijuana item for a registry identification cardholder.	2800
A Retailer must distribute a 3.5 by 5 inch Marijuana Information Card with each sale of any marijuana item.	2860

PRODUCERS

Description	Rule
The Producer must maintain the material safety data sheet(s) (MSDS) for all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana. Any pesticides used must be on the list of products approved by the Oregon Health Authority for use in cannabis cultivation.	2070
The Producer must keep a log that includes the original label or a copy thereof for all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana; and a log of all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana. The log must include: the information required to be documented by a pesticide operator in ORS 634.146; and the unique identification tag number of the cultivation batch or individual mature marijuana plant to which the product was applied, or if applied to all plants on the licensed premises a statement to that affect.	2070
A producer licensee must file a harvest notice before harvesting usable marijuana from any mature plant located in an outdoor canopy area.	2090

PROCESSOR (ALL ENDORSEMENTS)

Description	Rule
Maintain the licensed premises in a manner that is free from conditions which may result in contamination and that is suitable to facilitate safe and sanitary operations for product preparation purposes.	3220
A processor must maintain records of industrial hemp test results for 2 years.	3220
Must have a detailed standard operation policy (SOP) that includes the details of safe and proper processing for each type of product created on the premises in accordance with OAR 845-025-3230.	3230
Must have a training plan for all employees that covers SOP, hazards presented by all solvents or other chemicals used in processing as described on the MSDS for each solvent or chemical; and applicable commission statutes and rules. At the time of hire and prior to engaging in any processing, and once yearly thereafter, each employee involved in the processing of a cannabinoid concentrate, extract, or product must be trained in accordance with the processor's training program.	3240

PROCESSOR (EDIBLES)

Description	Rule
A processor may only process in a food establishment licensed by the Oregon Department of Agriculture (ODA).	3250
A processor may not process food intended for commercial sale that does not contain cannabinoids, at the licensed premises.	3250

PROCESSOR (EXTRACTS & CONCENTRATES)

Description	Rule
Both – Use of Class I solvents in the manufacture of concentrates or extracts is prohibited. Hydrocarbon based-solvents must be 99% pure and non-hydrocarbon-based solvents must be food-grade.	3260
Both – A processor with an extract or concentrate endorsement must work in an environment with proper ventilation and control all sources of ignition.	3260
Both – Any water or ice in processing must be potable.	3260
Both – Must retain a copy of the MSDS and a receipt of purchase for all solvents.	3290
Concentrates – Denatured alcohol may not be used in the manufacture of concentrates.	3260
Concentrates – If using CO2 in the process of creating a concentrate, use of high heat (over 180 degrees Fahrenheit) and pressure is prohibited.	3260
Extracts – May not use pressurized canned butane or other portable canned flammable fuel intended for use in camp stoves, handheld torches, cigarette lighters, etc. <i>This does not prohibit the processor from using industrial or commercial butane or other such fuels in pressurized tanks in conjunction with closed-loop systems or other methods as allowed under OLCC administrative rules.</i>	3260
Extracts – Must process only in the fully enclosed room clearly designated on the premises diagram submitted to the OLCC with the license application or most-recent approved change form.	3260
Extracts – Must use a professional-grade closed-loop system designed to recover solvents used and built to recognized and accepted engineering codes such as ANSI, UL, ASTM.	3260
Extracts – If using CO2, all vessels within the system must be rated to 600 PSI or better.	3260
Extracts – Provide proof that the premises proposed to be licensed has received a Certificate of Occupancy for the intended use issued by the appropriate local building official.	3260
Extracts – Provide proof that equipment and process has been inspected by a certified mechanical or electrical engineer, industry recognized third party, or manufacturer. <i>(Hydrocarbon extracts only)</i>	3260
Extracts – Engineering services for hydrocarbon extraction systems must be provided by an engineer registered with Oregon State Board of Examiners for Engineering and Land Surveying unless exempt under State law.	3260

LABORATORIES

Description	Rule
Laboratory must be accredited with the Oregon Health Authority (OHA) and may only exercise license privileges with proper accreditation.	5030
Laboratory may not perform any required hemp or hemp item sampling or testing for any hemp grower or hemp handler in which the laboratory licensee has a financial interest.	5075