

Recreational Marijuana Program

Compliance Education Bulletin

Bulletin CE2024-02

March 8, 2024



The Oregon Liquor & Cannabis Commission is providing the following information to recreational marijuana licensees, applicants, hemp certificate holders and applicants, hemp vapor item manufacturers, and medical marijuana processors and dispensaries.

The bulletin is part of OLCC's compliance education. It is important that you read it and understand it. If you don't understand it, please contact the OLCC for help at olcc.camp@oregon.gov.

Failure to understand and follow the information contained in this bulletin *could result in an OLCC administrative violation affecting your ability to work or operate your business.*

Compliance Education Bulletin CE2024-02 covers the following issues:

- Recreational Marijuana Licensing;
- Hemp Certificates; and
- Packaging and Labeling.

Questions regarding the contents of this bulletin may be sent to olcc.camp@oregon.gov. To learn more about CAMP, visit [the CAMP section](#) of the OLCC's website.

The current recreational marijuana online licensing system, as well as the cannabis packaging & labeling system **will be deactivated for public use** on **Thursday, March 14 at 5 pm** to allow OLCC staff time to transfer information from the current licensing system to OLCC's new Cannabis and Alcohol Management Program (**CAMP**).

CAMP will go live on **Monday, March 18, 2024, at 8 am**. During this transition period anyone trying to apply for a recreational marijuana license, renew their current license, or access their packaging and labeling information **will not be able to do so** until **CAMP** goes live on **March 18, 2024**.

Users attempting to access the current licensing site after **5 pm** on **Thursday, March 14, 2024**, will be redirected to the log-in page for recreational marijuana worker permit system, which will remain functional until it is migrated to CAMP in early 2025.

Metrc accounts of recreational marijuana licensees and hemp certificate holders will not be impacted by the CAMP transition.

When CAMP goes live on March 18, 2024, users will have a more robust online experience that will enable you to:

- View your licenses, licensee information, and packaging and labeling details all in one place;
- Apply for licenses online;
- Submit changes to amend your current license(s);

- Renew your license(s) online;
- Submit Packaging and Labeling applications online; and
- Pay fees online using a debit or credit card.

Marijuana Licensing

Accessing CAMP

If you are a current licensee, your license information and associated documents will be transferred to CAMP. To access your account in CAMP, you will need to create a customer profile using a designated email account and a **one-time only Online Access Code**. This code was sent, on or around March 1, 2024, to the contact email and mailing address that is on file for your license. The email and mail communication includes instructions on how to use the unique PIN to associate your email address with your existing license or licenses. If you **did not receive your one-time only Online Access Code**, please send a message to olcc.camp@oregon.gov and we will get it to you.

User Guide

The CAMP system is constructed to be easy for users to navigate. OLCC utilized input from OLCC licensees and industry consultants in the design and testing of CAMP. Realizing any new system can be unfamiliar when getting started, the OLCC has prepared a user guide for recreational marijuana licensees and applicants to help navigate through the functionality of CAMP as well as how to apply for marijuana licenses and amendments to your license. This user guide will be made available before the launch of CAMP.

For licensees with renewal applications due

Licensees that are due for renewal should make every effort to submit and pay for their current renewal application(s) prior to the 5 pm cut off on March 14, 2024, to guarantee no disruptions in their license or access to their Metrc account. **You will not be able to submit a renewal application between March 14, 2024, at 5 pm and March 18, 2024, at 8 am.** Prior to the transition, retailer licensees that have delayed submitting their renewal application pending the receipt of their Department of Revenue's certificate(s) of tax compliance, can submit their renewal application without their certificate(s) of tax compliance. To ensure the continuity of business activity, OLCC staff will work with any licensees facing these circumstances that may be affected by this transition.

Features of the new system:

Multiple-user access

Many licensees partner with service providers to help manage their licensing activities. However, due to limitations in OLCC's legacy licensing system, only the primary account holder has been able to log in to see the user dashboard for a specific license.

In CAMP, account holders will have the ability to grant and revoke access to other users to view and/or act related to their licenses. This also means that users, such as a service provider, that may hold or represent licenses held by different companies will be able to see all those licenses consolidated into a single dashboard in one place, even under a single log in.

Applying for changes and fee payments

Licensees seeking to change or amend an existing license should find that easier to do within CAMP. You no longer will need to rely on the paper and email processes of the past. Licensees will now be able to submit through their license dashboard requests to change the location or ownership of their license, alter or extend their premises, or simply update the contact information or trade name for the business. In CAMP, these changes can be done by clicking an *Amend* button and the system will prompt the user for necessary information and payment to complete the application process.

In addition, CAMP supports online payments for all application fees and fees associated with licensing actions. A licensee or applicant can pay with credit and debit cards, in addition to using a new option for electronic fund transfers (ACH) from a bank or credit union. Of course, applicants and licensees can still pay with cash or check by scheduling a payment appointment with OLCC.

Hemp Certificates

Accessing CAMP

If you have an active hemp certificate, your certificate information will be transferred to CAMP with your current certificate number. To access your account in CAMP, you will need to create a customer profile using a designated email account and a **one-time only Online Access Code**. This code was sent, on or around March 1, 2024, to the contact email and mailing address that is on file for your certificate. The email and mail communication includes instructions on how to use the unique PIN to associate your email address with your existing license or licenses. If you **did not receive your one-time only Online Access Code**, please send a message to olcc.camp@oregon.gov and we will get it to you.

New applications for hemp certificates and renewals of active hemp certificates will be submitted through CAMP going forward. This system replaces the current paper form and process. CAMP supports online payments for all types of license actions, though applicants and certificate holders seeking to make payment via cash or check will still be able to select those options and schedule drop-off times with OLCC.

Packaging and Labeling


Most packaging and labeling applications in the OLCC's legacy system will be migrated to CAMP and will be associated with the same license. For example, if you had an approved label application in the legacy system, your application will be approved in CAMP and all the files that were in the legacy application will be approved. **Applications that were in draft status will not be migrated.** The submission and approval process are different in CAMP and you should review the CAMP [Packaging and Labeling User Guide](#) for more information.








Pre-approval requirements have not changed. A label application must be approved by the OLCC in CAMP before it may be compliantly used. See OAR [845-025-7160\(1\)](#).

In CAMP, an approved application will show the status of *Active* under the Labels portion of the Dashboard:

Labels







View your Labels here.

Filter by Registered in the last 30 days 

Label ID 	Description 	Applicant 	License Number 	Registration Date 	Status 
10013	Cannabis Gummy (Active) - Edible 100 			Feb 28, 2024	Active

Within each application are label variants. Only variants that the OLCC has approved may be compliantly used. The approved variants are displayed to you. Do not assume all files you uploaded are approved. It is the responsibility of the licensee to understand what was approved by the OLCC. You can download the files to verify compliance (click the magnifying glass icon):

Variants

Name 	Description 	Images 	Documents 	
OG Kush Pre-roll Label	Pre-rolls			

Approved labels are not found under the Applications section. The applications section will allow you to see more information about your application, including documents that were accepted by OLCC.

By rule, only a limited amount of information can be changed on your pre-approved label without resubmission and pre-approval. See OAR [845-025-7160\(8\)](#) for what you can change without resubmission and pre-approval. Label change requests or “amendments” are now done exclusively in CAMP and as of **March 18, 2024**, the \$25 fee for making changes to an approved package or label will be reinstated. On and after March 18, 2024, the “change request form” will **no longer be accepted**. Review the user guide linked above for more information about this process.

Label Activities

Request Label Amendment

Request an Amendment to the Label.

REQUEST

You may notice an application that starts with P followed by several digits in your Dashboard (e.g. P1234). These are slightly modified package applications from the OLCC’s legacy online licensing system, and you do not need to take any action on them. If you do have questions, email marijuana.packaging@oregon.gov.

Questions specific to packaging and labeling can be sent to marijuana.packaging@oregon.gov or 503-872-5459.

General questions about the CAMP system should be sent to: olcc.camp@oregon.gov