



# OREGON LIQUOR CONTROL COMMISSION

## Change to Processor Endorsements

The addition of an endorsement requires **approval** from the OLCC. If you are dropping an endorsement you must notify the OLCC in writing.

### What is this form?

A Processor licensee may only process and sell cannabinoid edibles, topicals, concentrates or extracts if they have received an endorsement from OLCC for that type of processing activity. A processor may only process industrial hemp or receive industrial hemp, hemp concentrates, and hemp extracts from a registered industrial hemp grower or handler if they have an industrial hemp endorsement from OLCC. You must request and be approved for an endorsement prior to using the endorsement. If a processor is no longer going to process the product for which the processor is endorsed the processor must notify the Commission in writing and provide the date on which the processing of that product will cease.

Submit your request via email to: [marijuana.licensing@oregon.gov](mailto:marijuana.licensing@oregon.gov)

### Applicants must provide the following:

- Which endorsement(s) are sought
- Descriptions of the types of products to be processed
- If you are **adding** a concentrate, extract, topical, or edible endorsement, submit a new Land Use Compatibility Statement (LUCS) signed by your local governing body listing all of these endorsements that you are seeking listed in the "Details of Proposed Use" field. If you are only adding an industrial hemp endorsement, a new LUCS is not required.
- If you are adding additional equipment or making other alterations to the premises, you must also submit a new floor plan.

### Section 1 - Business Information

<b>Licensee Name:</b>					
<b>License ID:</b>					
<b>Premises Address:</b>					
<b>City:</b>		<b>State:</b>	OR	<b>ZIP:</b>	
<b>Contact Name:</b>					
<b>Contact Phone:</b>		<b>Contact Email:</b>			

### Section 2 - Processor Endorsements

#### Current Endorsements

Edible	Topical	Concentrate	Extract	Industrial Hemp
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Proposed Endorsements

Edible	Topical	Concentrate	Extract	Industrial Hemp
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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#### Section 3 – Processor Product Description

For each product that you will process, you must complete a [Processor Detailed Product Description](#) form.

This form only needs to be filled out for products that will be tagged in Metrc and stored on your premises or sold to other licensees. For example:

- When making a batch of brownies, you infuse marijuana into butter as part of the process. Immediately after infusing the butter, the entire batch of butter is baked into brownies. In this case, you do only need to fill out a product description form for the brownies; you do not need to fill out a product description form for the butter.
- You make large batches of marijuana-infused butter to store for use in future batches of brownies and cookies. In this case, you need to fill out a product description form for the butter, the brownies, and the cookies.

You do not need to fill out separate forms for different flavors of the same product.

Please fill out separate forms for marijuana-only products, hemp-only products, and blended marijuana/hemp products, even if the products are otherwise identical.

When filling out the form, be sure to indicate each endorsement that is used in the process of making the product. For example, making a butane-based distillate dissolved in a carrier and intended for oral ingestion or topical application uses the extract, edible, and topical endorsements.

In the “Equipment Used” field, please describe the equipment rather than listing the manufacturer and model number. For example, a de-waxed extract product might use: “Closed loop extractor, freezer, rotary evaporator”.

In the “Describe the Process” field, please provide a brief synopsis of the steps to create your product. This is not meant to be the detailed standard policies and procedures to satisfy the requirements of OAR 845-025-3230. The form is solely to provide your investigator with a sufficient level of detail to ensure that you have the proper endorsements for each product that you propose to create.

#### **A new inspection of your premises may be required**

*If you are applying for a cannabinoid **edible** endorsement, the business must also be licensed as a food establishment by the Oregon Department of Agriculture.*

*If you are applying for a cannabinoid **extract** endorsement, you must also provide proof of approval from the state or local fire code official for the proposed facilities and equipment.*

*If you are applying for an industrial hemp processor endorsement, see Section 4.*



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Section 4 – Industrial Hemp Endorsement

**Processors with an industrial hemp endorsement:**

**May** receive industrial hemp from ODA registered Industrial Hemp Growers who hold an Industrial Hemp Certificate issued by the OLCC, subject to OAR 845-025-3285 and -2750.

**May** receive industrial hemp concentrates and extracts from ODA registered Industrial Hemp Handlers who hold an Industrial Hemp Certificate issued by the OLCC, subject to OAR 845-025-3285 and -2750.

**May** transfer industrial hemp concentrates, industrial hemp extracts, or hemp commodities or products only to marijuana retailers, wholesalers and processors licensed by the Commission.

**May** use industrial hemp and hemp concentrates and extracts as an ingredient in the processing of marijuana items.

**May** process industrial hemp, industrial hemp concentrates, and industrial hemp extracts into any industrial hemp commodity or product.

**May not** receive, manufacture or distribute industrial hemp concentrates or extracts that exceed five percent THC.

**May not** receive industrial hemp, industrial hemp concentrates, or industrial hemp extracts that have not passed required testing under OAR 603-048-0600 and OAR 603-048-2300.

**May not** receive industrial hemp, industrial hemp concentrates, or industrial hemp extracts unless the processor also received a copy of any test result conducted on the industrial hemp, industrial hemp concentrate or extract pursuant to OAR 603-048-0600 and OAR 603-048-2300 as a condition of receipt.

**May not** transfer industrial hemp concentrates, extracts, commodities or products to anyone other than marijuana retailers, wholesalers and processors licensed by the Commission.

**Must** comply with any applicable requirements of ORS 571.305 to ORS 571.315 or any rules adopted thereunder.

**Must** track receipt of industrial hemp or any hemp concentrate or extract using the CTS system and track any industrial hemp commodity or product upon manufacture using the CTS system.

**Must** submit concentrates and extracts derived from industrial hemp for potency testing with a licensed laboratory before transferring these concentrates or extracts to another licensee, converting these concentrates or extracts to a new product type, or combining them with marijuana items.

**I WISH TO REGISTER FOR AN INDUSTRIAL HEMP ENDORSEMENT.** I have read and understand OAR 845-025-3285, including the requirements summarized above. Additionally, I understand that OAR 845-025-3210(9) provides that the Commission may revoke an endorsement if the processor cannot or does not meet the requirements in OAR 845-025-3200 to 845-025-3290 for the endorsement.

Section 5 – Signature

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_