



## OREGON LIQUOR CONTROL COMMISSION

# Marijuana Business Operating Plan

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### What is this form?

An Operating Plan is required for all recreational marijuana applications. If you will operate under a formal Operating Plan, you may submit that information as a supplement, but this form is required.

In addition to the Operation Plan, an approved security plan is required for all licenses. Use this form to meet that requirement. Your License Investigator will notify you when your security plan is approved. If you are operating with a waiver, or a security plan to meet the Producer security requirements under Section 4, additional review may be required.

If you are proposing a method of achieving the security goals other than by meeting the requirements of a specific rule, you must file an additional **Form 15-1201 Marijuana Security Waiver Request** for each such rule proposed to be waived. See that form for additional instructions on completing a waiver request.

### What must be covered in an operating plan?

Applicants must identify how the licensee at the proposed premises will comply with applicable laws and rules regarding the following:

- Security
- Employee qualifications and training
- Transportation of product
- Preventing minors from entering the licensed premises and obtaining marijuana items

## Section 1 – Business Information

<b>Business Name:</b>						
<b>License Type(s):</b>						
<b>Trade Name:</b>						
<b>Mailing Address:</b>						
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>		
<b>Physical Address:</b>						
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>		
<b>Primary Contact:</b>						
<b>Main Phone:</b>		<b>Cell Phone:</b>				
<b>Email:</b>						



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### Section 2 – Operation Plan

This section will collect information about your general operations and physical premises.

#### 2.1 Hours of Operation

Use the following section to identify the regular hours during which your business will be in operation (IE: when yourself, partners, representatives, or employees will be on the premises and engaged in the operation of the business and the exercise of license privileges for the operation.)

Under OAR 845-025-8520, during regular business hours, your premises must be accessible on request to an identified OLCC inspector. Outside of regular business hours, your premises must be accessible on request to an identified OLCC inspector who has reason to believe a violation has occurred.

If your business will have seasonal variations, or irregular hours, detail these variations and schedules in the space available.

**Note for Retailer Applications:** Retailers are prohibited from selling to consumers and from allowing consumers to be on the premises between 10:00 PM and 7:00 AM the following day. If you are a Retailer proposing any operation between 10:00 PM and 7:00 AM, explain your operations during these hours in the space available.

**Regular business hours (local time for the premises), specify AM and PM:**

<b>Sunday:</b>	
<b>Monday:</b>	
<b>Tuesday:</b>	
<b>Wednesday:</b>	
<b>Thursday:</b>	
<b>Friday:</b>	
<b>Saturday:</b>	

**Seasonal or other variations:**



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Table with 3 columns: Question number, Yes checkbox, No checkbox, and Question text. Section: 2.2 Training Plans. Questions 1-5 regarding employee training requirements.

Section 3 – Physical Security Requirements/Security Plan

The Commission has set minimum standards for the security of a licensed recreational marijuana premises. Licensees are responsible for the security of all marijuana items on the premises and those in transit on behalf of the licensee.

The questions below collect basic information to determine the compliance of security in place at your proposed premises. Adherence to the below requirements does not release a licensee from the responsibility to maintain the security of marijuana items.

OAR 845-025-1400 allows an applicant or licensee to request a waiver of any of the requirements of OAR 845-025-1400 to OAR 845-025-1470. If you answer "No" to any item in section 3.1, 3.3, or 3.4, complete and submit a Form 15-1201 Marijuana Security Waiver Request for each specific rule requested to be waived.

You can find the full text of the Marijuana Division administrative rules at http://marijuana.oregon.gov

Table with 3 columns: Question number, Yes checkbox, No checkbox, and Question text. Section: 3.1 Premises Access. Questions 6-8 regarding premises security requirements.



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Yes No 3.2 Premises Alarm & Monitoring

9. Will you have an authorized representative such as an employee, owner, or contracted security service on the premises\* at all times when not in operation?
If the answer to this item is yes, no waiver is required for items 10-12 if you answer "No" to those items.

\*"On the premises" means within the boundaries of the licensed premises. Any area that is considered a residence is not included in the premises.

10. Will the premises have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry?

11. Is the alarm system capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation?

12. Does the alarm system provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises?

13. Does the alarm system provide a mechanism to contact law enforce by one or more of the following methods? (Indicate all that apply.)

- At least two "panic buttons" are installed on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
Mobile "panic buttons" are carried by all license representatives on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement.

Yes No 3.3 Transportation

14. Do you acknowledge that if your business engages or will engage in the transportation of marijuana that:

- All marijuana must be transported to another licensed premises only pursuant to a valid transfer manifest recorded in the Cannabis Tracking System (CTS);
Any person transporting marijuana on behalf of a licensee must be recorded in CTS, have a valid Oregon Driver License, and have a valid Marijuana Worker Permit;
Any vehicle used in the transport of marijuana items must be equipped with a functioning car alarm system;
Marijuana items in transit between premises must be stored in a locked, enclosed area inside the vehicle and marijuana items must not be visible from the vehicle exterior.



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<b>Yes</b>		<b>No</b>	<b>3.4 Video Surveillance</b>
11.	<input type="checkbox"/>	<input type="checkbox"/>	Is the premises is equipped with a video surveillance system?
12.	<input type="checkbox"/>	<input type="checkbox"/>	Do cameras cover all areas where any marijuana items (including plants and waste) will be present at any time including pathways where product will be moved, without any "blind spots"?
13.	<input type="checkbox"/>	<input type="checkbox"/>	Do cameras cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions?
14.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions?
15.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras covering areas where marijuana items will be present and all cameras covering the surveillance area record at a minimum of 10 frames per second?
15.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras covering exterior non-limited access areas record at a minimum of 5 frames per second?
16.	<input type="checkbox"/>	<input type="checkbox"/>	Is the surveillance system in a dedicated room or a dedicated enclosure on the premises and clearly identified on a submitted <b>Form 15-1101 Marijuana Premises Floor Plan</b> ?
17.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance room contain a list of personnel authorized to access the surveillance system?
18.	<input type="checkbox"/>	<input type="checkbox"/>	Will you keep a log of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access?
19.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system includes a monitor capable of viewing video from any camera, a digital archiving device, and a printer?
20.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system have a backup battery that will provide at least one hour of continuous recording in event of any power failure?
21.	<input type="checkbox"/>	<input type="checkbox"/>	Does an authorized representative receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system?
22.	<input type="checkbox"/>	<input type="checkbox"/>	In addition to the on-site storage of camera recordings, is the recording of the surveillance area continuously backed-up to a secure, off-site location?
23.	<input type="checkbox"/>	<input type="checkbox"/>	Are all required recordings, including the backups of the surveillance area recordings kept for 90 days with a method to store video longer than 90 days if requested?; <b>OR</b> If the issue date of the license is prior to August 31, 2016, will these recordings be kept for a minimum of 30 days and upon renewal be kept for a minimum of 90 days?
24.	<input type="checkbox"/>	<input type="checkbox"/>	If you intend to stop recording any area because marijuana items will not be present in that area due to a seasonal closure or prolonged inactivity, will you do so only after submitting a <b>Form 16-8010 Seasonal Camera Shutdown</b> and will you resume recording of those areas prior to resuming their use for the purposes of the marijuana license?



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Section 4 – Producer Security Requirements

In addition to the security requirements of all recreational licensed premises, a producer licensee must effectively event public access and obscure from public view all areas of marijuana production. Areas of production include indoor areas used in the production of marijuana, outdoor areas used for cultivation, and any outdoor areas where product may be temporarily while moving between other areas of the premises.

Yes No 4.1 Producer Public Access and Visibility

25. [ ] [ ] Is this an application for a Producer license? If "No," continue to Section 5. If "Yes," select one of the options below.

A waiver request is not required for a "No" response to this item.

[ ] I am applying for an indoor Producer license and the entire premises is fully enclosed on all sides such that no aspect of the production of marijuana is visible from the exterior.

[ ] I am applying for an outdoor or mixed Producer license and all outdoor portions of the premises are enclosed by an 8 foot solid fence or wall, including all exterior pathways between outdoor areas and indoor areas.

[ ] I am applying for an outdoor or mixed Producer and all outdoor portions of the premises are enclosed by a rigid fence of 6 feet or higher made of a woven or welded wire lattice or equivalent and secured at each corner by a rigid and braced post or structure, including all exterior pathways between outdoor areas and indoor areas, and no portion of my proposed premises is within 150 feet of any public area.

[ ] I am applying for an outdoor or mixed Producer license and all outdoor areas where plants or marijuana items will be present are enclosed by a fence as described in the item above and the unenclosed area between my fenced and indoor areas will have marijuana present only when in transit between enclosed areas and in the possession of a licensee representative at all times. If this area is within 150' of any public area, I will obscure the items in transit between enclosed areas from public view.

[ ] I am applying for an outdoor or mixed Producer and am proposing to have a fence of less than 6 feet in height, of materials other than woven or welded wire lattice or equivalent and secured at each corner by a rigid and braced post or structure; OR

[ ] I am proposing to utilize methods other than fencing to prevent access to all areas of production. I have attached a detailed security plan and am requesting the approval of the OLCC. I acknowledge that review of this plan may add additional processing time to my application and that if my security plan is not approved that I will either need to propose an alternate method by utilizing one of the methods above or by submitting an amended security plan for approval.



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**Section 5 – Minor Control Plan**

Briefly describe your methods of preventing minors from gaining access to any portion of the licensed premises. This may include methods such as requiring identification prior to entry, maintaining a locked perimeter at all times, even during business hours, utilizing dedicated security personnel, screening employees and contractors, or other methods as appropriate for your license type.

**Note:** A Minor Control Plan is required for all operations. Answers of "NA" or blank responses will not be accepted.