



Marijuana Processor Application

Form Instructions

What is this form?

This document combines the necessary forms and information that are required as part of your OLCC processor license application. Follow the instructions on each page and submit the completed packet as a supporting document to your recreational marijuana application online at: <https://apps.oregon.gov/OLCC/Marijuana/elicense/>

In addition to the forms included in this packet, you will also be required to provide the following documents as uploads into the online licensing system:

- A copy of a **completed** [Land Use Compatibility Statement](#) from the city or county that authorizes land use in the city or county in which your proposed premises is located.
- A lease, deed, purchase documents, or other documents showing the applicant has legal access to the property.
- A boundary sketch and floor plans for the proposed premises. See the [Processor Premises Map Instructions](#) for detailed information about what to include.
- Information on the structure of the business proposed to be licensed:
 - A [Limited Liability Company \(LLC\) Questionnaire](#) for any limited liability companies involved in your licensed business.
 - A [Corporate Questionnaire](#) for any corporate entities involved in your business.
 - A [Limited Partnership Questionnaire](#) for any limited partnerships involved in your business.
 - A [Sole Proprietor/Other Entity](#) form for any other persons or entities that will hold the license.
 - An [Individual History](#) form for each person identified as an applicant as required by the above questionnaires. Your investigator may request Individual History forms for additional people.

Once your application is accepted and assigned to an OLCC license investigator, they will give you additional instructions on submitting:

- Proof of successful test completion from Metrc for the Cannabis Tracking System (CTS).
- Fingerprints for each person who is an applicant for the license.

Your license investigator will communicate any additional requirements for your application. This could include:

- Revisions or additional information related to documents you have submitted.
- Additional documents related to persons or entities with a financial interest in the business.
- Fingerprints for certain persons with a financial interest in the business.

What if I am buying an existing licensed business?

If you are buying an existing licensed business, you will still submit all the information listed above. Once you have submitted your application, the current licensee will need to submit a [Change of Ownership](#) request.

Remember, you cannot begin operating the business until your license has been approved and issued by OLCC.



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Section 1 - Business Information

Licensee Name:				
Trade Name:				
Premises Address:				
City:		State:	OR	ZIP:
Premises Phone:				
Business Email:				

Section 2 - Hours of Operation

Use this section to identify the during which your business will be in operation (i.e. 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.

Hours of Operation	
Sunday:	_____ to _____
Monday:	_____ to _____
Tuesday:	_____ to _____
Wednesday:	_____ to _____
Thursday:	_____ to _____
Friday:	_____ to _____
Saturday:	_____ to _____

If your business will have seasonal variations, or irregular hours, describe these variations here:

[Empty text box for seasonal variations]

A licensee must continue to meet all security requirements including camera coverage requirements when the business is closed, including seasonal closures.

Section 3 - Premises Information

Yes No

- Is the proposed premises on any federal or public land?
- Is the proposed premises at the same address or physical location as a business with a liquor license or pending application for a liquor license?
- Is the proposed premises on any reservation or tribal trust land of a federally recognized Indian tribe?
- Is there a primary residence on the same tax lot as this proposed premises?
- Is there an existing recreational marijuana license or license application for this premises?
- Is the proposed premises at the same address or physical location as a medical marijuana grow site, processing site, or dispensary?

(If yes, the applicant must notify any and all growers, processors, or dispensary operators who may be registered by the Oregon Health Authority (OHA) at the location or address that they must surrender their registration(s) to the OHA for this location prior to this license being issued by the OLCC.)

If you are requesting the transfer of medical marijuana inventory to the recreational license do not surrender your OHA registration(s) prior to being directed to do so by the OLCC.



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Section 4 – Property Interests

If any persons or entities other than those that will hold the license have access to any portion of the proposed premises, list them in the space below. This includes property owners, contracted security professionals, other tenants, or any entities holding an easement (other than utility easements) over the property.

Table with 2 columns: Entity or Person Name, Type of Interest

Section 5 – Additional Privileges

A processor may request the following additional privileges:

Medical Purposes Registration: A processor may register to process and sell marijuana for medical purposes. This allows the processor to make medical-grade cannabinoid products (subject to concentrations of THC as described in OAR 333-007-0220).

Processing for Cardholders: A processor may request the privilege to, subject to certain requirements receive usable marijuana from a patient or the patient’s designated primary caregiver and, for a fee, process that usable marijuana into cannabinoid products, concentrates and extracts for transfer to the patient or designated primary caregiver.

Alternating Proprietors: A cannabinoid edible or topical processor that applied for a license prior to January 1, 2019, may share a food establishment with another cannabinoid edible or topical processor, or a cannabinoid concentrate processor who was licensed and authorized to share a food establishment prior to January 1, 2019, subject to certain requirements.

Yes No

I am seeking to process marijuana for medical purposes and will attach a Processor Medical Purposes Registration form.

I am seeking the privilege to process marijuana for cardholders. I will attach a Processor Processing for Cardholders form.

I am seeking the privilege to engage in for-hire trimming on producers’ licensed premises. I will attach a Processor Alternating Proprietors Registration form.

Section 6 – Processor Endorsements

A processor must select at least one endorsement type and may have any number of endorsements. Select your endorsement(s) below. You will also be asked to enter this information in the online licensing system. Note that the online licensing system does not ask about industrial hemp processing.

Endorsements Sought

Table with 5 columns: Extract, Concentrate, Edible, Topical, Industrial Hemp



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Section 7 – Processor Acknowledgements

Depending on the endorsements of your processor license, your licensed business may be subject to additional requirements. Carefully read the following items and indicate your acknowledgement below. Failure to meet a requirement for your licensed premises may result in the denial of your application or the cancelation of your license. The full text of the OLCC administrative rules referenced below is available in the Oregon Secretary of State Oregon Administrative Rule Database: [Oregon Administrative Rules Chapter 845 Division 25](#).

- A processor must maintain written, detailed, standard policies and procedures relating to the process and details for making each cannabinoid product as described in OAR 845-025-3220
- An edible processor's facility must be licensed as a food establishment by the Oregon Department of Agriculture.
- An edible processor may not process non-cannabinoid foods at the premises that are intended for commercial sale.

Extract and concentrate processors are subject to the additional requirements of OAR 845-025-3260 including, but not limited to the following:

- **Extract processors must additionally provide:**
 - Proof that the facility has a Certificate of Occupancy for the intended use;
 - A list of all equipment used in extraction, including serial numbers for hydrocarbon extraction equipment; and
 - Extractors using hydrocarbon solvents must provide proof that any hydrocarbon extraction equipment has been inspected by a certified mechanical or electrical engineer, industry recognized third party, or manufacturer.
- Processors making concentrates or extracts for use in edibles must have an edible endorsement.
- Hydrocarbon-based solvents used in processing must be at least 99% pure.
- Non-hydrocarbon-based solvents used in processing must be food-grade.
- Water or ice used for processing must be potable (fit for human consumption.)
- The premises must have proper controls for ignition sources when a flammable atmosphere may be present.
- Extract processors' rooms and equipment must meet the Oregon Structural Speciality code, related Oregon Speciality Codes, and the Oregon Fire Code.
- Extract processors must use a professional grade closed loop extraction system designed to recover solvents and be built to codes of recognized and generally accepted good engineering standards.
- For extraction systems, extract processors must use the services of a professional engineer registered with the Oregon State Board of Examiners for Engineering and Land Surveying, unless exempt under ORS 672.060.
- An emergency eye-wash station must be present in each extraction room.

Industrial hemp processors are subject to the additional requirements including, but not limited to the following:

- All industrial hemp entering the OLCC system must original from an industrial hemp grower or industrial hemp handler registered with the Oregon Department of Agriculture (ODA) who also holds an Industrial Hemp Certificate issued by OLCC.
- A processor may only process hemp concentrates, extracts, edibles, or topicals if they have the endorsement for that type of processing activity.
- A processor who processes raw industrial hemp (hemp that has not been processed or has only been minimally processed for the purposes of transfer or storage) into hemp items may need to register with ODA as an Industrial Hemp Handler. Processors should contact ODA to determine if a registration is required for their proposed processing activities.

I have read the above and will make this information available to all other licensee representatives and/or employees at my licensed business.



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Section 8 – 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 or different sizes 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.

Section 9 – Operating and Security Plan

An Operating Plan and Security Plan are required for all license types. If your business will operate under a formalized operating and/or security plan, you may submit that information as a supplemental document, but this section is required. This section will collect information about your general operations and physical premises.

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. Adherence to the minimum requirements does not release a licensee from this responsibility.

OAR 845-025-1405 allows any licensee or applicant to request a waiver of any of the security requirements described in OAR 845-025-1400 to 845-025-1470. A “No” answer to the security requirements as specifically identified in the relevant section below **must** be accompanied by a security waiver request documenting the specific rule to be waived and a proposed alternative to meeting that goal. Waiver requests are subject to approval by the Commission and may be denied. Broad requests to waive all of the security requests will be denied. You must propose an alternate method to meeting the goal of the requirement to be waived.

You can find the full text of the OLCC’s recreational marijuana administrative rules in the Oregon Secretary of State Oregon Administrative Rule Database: [Oregon Administrative Rules Chapter 845 Division 25](#).



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Yes	No	Section 9.1 Training
1.	<input type="checkbox"/>	<input type="checkbox"/> Will you train employees at time of hire on business operations and compliance?
2.	<input type="checkbox"/>	<input type="checkbox"/> Will you train employees regularly after hire?
3.	<input type="checkbox"/>	<input type="checkbox"/> Will your training plan and training log be available for inspection on the licensed premises at all times?
4.	<input type="checkbox"/>	<input type="checkbox"/> Will any person entering data into the Cannabis Tracking System (CTS) first be trained by the CTS administrator for the license?
5.	<input type="checkbox"/>	<input type="checkbox"/> Will all individuals required under OAR 845-025-5500 to have a valid Marijuana Worker Permit complete the required training and maintain their permit while working on behalf of the licensee?

Additional information regarding employee qualifications and training (not required):

[Empty box for additional information regarding employee qualifications and training]

Yes	No	9.2 Premises Access
6.	<input type="checkbox"/>	<input type="checkbox"/> Will all external doors and gates be secured by commercial locks rated to ANSI grade 1 or similar standards and will materials be available on-site for inspection to verify the security rating?
7.	<input type="checkbox"/>	<input type="checkbox"/> When not operating, will all usable marijuana, cut and drying marijuana plants, cannabinoid concentrates, extracts or products be stored indoors on the premises in a secure area with all entries secured with a commercial-quality steel door in a steel frame and commercial locks?
8.	<input type="checkbox"/>	<input type="checkbox"/> When not operating, will all exterior doors, windows, or other points of ingress/egress be locked?

Yes	No	9.3 Premises Alarm & Monitoring
9.	<input type="checkbox"/>	<input type="checkbox"/> Will the premises have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry?
10.	<input type="checkbox"/>	<input type="checkbox"/> Is the alarm system capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation?
11.	<input type="checkbox"/>	<input type="checkbox"/> Does the alarm system provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises?
12.	<input type="checkbox"/>	<input type="checkbox"/> The alarm system provides a mechanism to contact law enforcement by one or more of the following methods: <ul style="list-style-type: none"> • 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; or • 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; or • An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement

*If an authorized representative such as an employee, owner, or contracted security professional will be physically on the licensed premises (not in a residence or outside the premises) at all times when it is closed for business, you may answer “No” to questions #9 through #11. If you answer “No” to these questions, you will be asked to submit a separate signed statement to this effect.



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Yes No 9.4 Video Surveillance

- 13. Is the premises equipped with a video surveillance system?

- 14. 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"?

- 15. Do cameras cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions?

- 16. Do all cameras record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions?

- 17. 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?

- 18. Do all cameras covering exterior non-limited access areas record at a minimum of 5 frames per second?

- 19. Is the surveillance system in a dedicated room or a dedicated enclosure on the premises and clearly identified on your submitted floor plan?

- 20. Does the surveillance room contain a list of personnel authorized to access the surveillance system?

- 21. 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?

- 22. Does the surveillance system on the premises include a monitor capable of viewing video from any camera and a digital archiving device?

- 23. Does the surveillance system have a backup battery that will provide at least one hour of continuous recording in the event of any power failure?

- 24. Does an authorized representative receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system?

- 25. 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?

- 26. Are all required recordings kept for 90 days with a method to store video longer than 90 days if requested?; **AND**
Will all recordings of the surveillance area be backed up in real time to an offsite location and stored for at least 30 days?

- 27. Do you understand that:
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,
You must first submit a seasonal camera shutdown request form; **AND**
That request must be approved by the OLCC prior to deactivating any cameras; **AND**
Prior to bringing any marijuana items back into those areas, you must first resume recording?



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9.5 Transportation

Your license type will allow you to transport marijuana, but may not allow you to transport all types of marijuana to all types of licensees. Even if you do not plan to exercise this privilege, you must acknowledge the following:

- 28. [] I acknowledge the following statements below:
• 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 have a valid Driver License and a Marijuana Worker Permit. In addition that person must be recorded as an employee in CTS and as the person responsible on the Transfer Manifest.
• 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 exterior of the vehicle.

Section 10 – Minor Control Plan

A minor control plan is required for all operations. You may either choose to follow the standard control plan below, or you may write your own plan that briefly describes 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.

Standard processor minor control plan:

All doors and gates will be locked at all times. Prior to allowing any person access to the property, age will be verified by checking ID. Employee IDs will be checked prior to hiring and no person will be employed who does not have a valid marijuana worker permit. Signs will be clearly posted at all entry points indicating that minors are not permitted on any portion of the premises. If a minor attempts to gain access to the premises, they will be immediately told to leave and if they do not, law enforcement will be contacted.

Select one of the following:

- [] I will follow the standard processor minor control plan above.
[] I have written a minor control plan and included it as an attachment to this form.

Section 11 – Acknowledgement

I understand that if my answers are not true and complete, OLCC may deny my license application.

Signature: _____

Date: _____

Name: _____

Title: _____