



MARIJUANA PROCESSOR INSPECTION CHECKLIST

LICENSE/APPLICATION INFORMATION

License/Application ID:		Licensee/Applicant of Record:	
Investigator:			
Inspector:			
Premises Street Address & ZIP:			
Date & Time:		Mark one: <input type="checkbox"/> 1 st Inspection <input type="checkbox"/> 2 nd Inspection	
Applicant/Licensee/Representative present at Inspection:			
Approved Security Waiver? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>Include Security Plan & attach copy to inspection</i>			
Alternating Proprietor? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<p>License Action</p> <input type="checkbox"/> Pre-Licensing Inspection <input type="checkbox"/> License Expiration Inspection <input type="checkbox"/> Surrender Inspection (<i>permanent closure</i>) <input type="checkbox"/> Temporary Closure Inspection <input type="checkbox"/> Premises Change Inspection <input type="checkbox"/> Change of Location Inspection <input type="checkbox"/> Change of Ownership Inspection (<i>51% or more</i>)
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<p>Processor Endorsement Type(s)</p> <input type="checkbox"/> Extracts <input type="checkbox"/> Concentrates <input type="checkbox"/> Edibles <input type="checkbox"/> Topicals <input type="checkbox"/> Industrial Hemp

OK In compliance, all requirements for this item are met

NC Non-compliant, needs correction (notes required)

NA Non-applicable

W Approved waiver on file. Inspector **must** also indicate "OK" or "NC" for compliance with alternative

GENERAL

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Premises sketch and floor plans match physical location.	1030

PHYSICAL SECURITY

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire premises is enclosed by permanent walls & doors.	1230
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior entries secured by non-residential commercial-grade locks.	1410
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas where marijuana items will be stored are locked, indoor areas secured with a properly installed steel door with a steel frame, and a commercial grade lock.	1410

SECURITY NOTIFICATIONS

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to notify law enforcement or a security company upon any unauthorized entry. If "OK" check at least one:	1420
<input type="checkbox"/>				Two mounted panic buttons linked with the alarm system that notifies a security company or law enforcement; or	1420
<input type="checkbox"/>				Mobile panic buttons carried by all licensee representatives present on the licensed premises; or	1420
<input type="checkbox"/>				Operational landline telephone in all limited access areas that is capable of contacting a security company or law enforcement	1420

SURVEILLANCE EQUIPMENT

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording equipment in designated, locked, and secured room or other enclosure such as a security cabinet or locker.	1430 1460
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes DVR or network recorder, cameras, monitors, digital archiving devices, interface devices, and printer.	1430
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can print a still photograph from any camera image.	1430
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant/Licensee/Representative receives notice within one hour of camera disconnection, power disconnection, or other surveillance failure.	1430
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording continues when the system is disconnected from primary power. Battery provides one hour of recording time for all required cameras.	1430
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant/Licensee/Representative can demonstrate access to recorded footage.	1450
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cameras record at 1280 X 720 px or better resolution and 10 fps.	1450
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate date and time stamp embedded on video without obscuring image	1450
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cameras continuously record, 24 hours a day.	1450
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensee has kept a minimum of 90 calendar days of surveillance recordings on-site. <i>(For pre-licensing and change of ownership inspections, remind the applicant of the requirement and select "OK")</i>	1450
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensee has kept a minimum of 30 days of off-site backup recordings stored off-site in real time of the surveillance room/area.	1450
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cameras are capable of recording in the absence of visible light.	1450

REQUIRED CAMERA COVERAGE

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All points of ingress and egress to and from the licensed premises, including all exterior boundaries of any unenclosed area.	1440

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All points of ingress and egress to or from limited access areas.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All limited access areas, including all areas where harvested plants, or finished product will be present at any time.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any enclosed area where immature plants or seeds will be present at any time has coverage such that the entire perimeter and entries are visible.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All surveillance area(s) or surveillance room(s) and individuals accessing it are clearly identifiable upon entry/exit and clearly visible when accessing the equipment.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas where marijuana waste is required to be stored, destroyed, or rendered unusable.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cameras are placed to capture clear and certain images of any individual and activity occurring within 15' both inside and outside of all points of ingress and egress to and from the licensed premises <u>and</u> in all locations within limited access areas.	1440

ALARM SYSTEM

- If applicant/licensee's operation plan proposes to have a licensee representative physically present on the licensed premises at all times when it is closed for business (not in a residence) check this box.*
The applicant/licensee must still have a mechanism to ensure that the licensee, employees, and representatives can immediately notify law enforcement of any unauthorized entry (OAR 845-025-1420).

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm system covers all points of egress/ingress from premises, including entrance to property if any portion of the premises in unenclosed.	1420
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm system capable of detecting unauthorized entry onto any portion of the premises via contact alarms, motion detection, or other method.	1420
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm system capable of detecting unauthorized entry into any area where mature plants, or curing/processing/finished products are present.	1420
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm system notifies authorized personnel in event of unauthorized entry into the areas described in -1420.	1420

POLICIES & PROCEDURES

Inspectors do not review the sufficiency of these policies & procedures. Inspectors are to ensure that the policies & procedures are written, detailed, and understandable.

Applicants and licensees are responsible for ensuring the policies are in compliance with all other applicable laws and regulations including, but not limited to: local fire authorities, building, zoning, and code compliance, OSHA, the Oregon Health Authority, and the Oregon Department of Agriculture.

“OK” Indicates the items is included in the written (electronic or physical) policies & procedures maintained on-site by the Processor.

“NC” Indicates the item is not compliance because it is not included in the written (electronic or physical) policies & procedures maintained on-site by the Processor. If no written polices & procedures are available for inspection, all items should be marked “NC”.

OK	NC	Description of policy/procedure item	Rule
<input type="checkbox"/>	<input type="checkbox"/>	Equipment cleaning procedures.	3230
<input type="checkbox"/>	<input type="checkbox"/>	Procedures for preventing growth of pathogens and formation of toxins	3230
<input type="checkbox"/>	<input type="checkbox"/>	Proper handling and storage of solvents, gasses, chemicals in accordance with material data safety sheets (MSDS).	3230
<input type="checkbox"/>	<input type="checkbox"/>	Waste disposal methods.	3230, 7750
<input type="checkbox"/>	<input type="checkbox"/>	Quality control for safety and contamination prevention.	3230
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate use of all safety and sanitary equipment, such as eye wash stations	3230
<input type="checkbox"/>	<input type="checkbox"/>	Emergency procedures for fire, spills, other emergencies.	3230
<input type="checkbox"/>	<input type="checkbox"/>	Training program includes SOP, hazard training, laws & rules. Applicant has a method to maintain a training log to re-train each employee at least once a year.	3240

PHYSICAL PREMISES REQUIREMENTS

OK	NC	NA	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS & receipts readily available for employees for all solvents	3290
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste disposal methods in compliance with applicable laws.	3230, 7750
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality control for safety and contamination prevention.	3230

CONCENTRATE & EXTRACT POLICIES & PROCEDURES

Inspectors do not review the sufficiency of these policies & procedures. Inspectors are to ensure that the policies & procedures are written, detailed, and understandable.

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OK	NC	Description of policy/procedure item	Rule
<input type="checkbox"/>	<input type="checkbox"/>	Safety checks prior to each batch.	3230
<input type="checkbox"/>	<input type="checkbox"/>	Method of purging solvents or unwanted compounds.	3230

CONCENTRATE & EXTRACT PHYSICAL PREMISES REQUIREMENTS

OK	NC	NA	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extractors Only: Emergency eye-wash station present in processing room.	3260
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extractors Only: MSDS readily available for employees.	3260, 3290
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extractors Only: All extraction equipment on premises is contained on the list provided by the applicant/licensee.	3260
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extractors Only: Extract processing room is fully enclosed.	3260
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concentrators Only: Any dry ice is stored in well-ventilated room.	3260

FINAL ACTION

Yes	Declined	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>For Pre-Licensing & Change of Ownership Inspections Only:</i> Applicant/Representative provided a current list of required logs and postings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>For Pre-Licensing & Change of Ownership Inspections Only:</i> All notifications on the following page were explained and the applicant/representative was provided an opportunity to ask questions.

INSPECTION CONCLUSION

- No deficiencies
- Deficiencies marked above, photos & notes included

Signature	Name (print)	Date
Inspector:		

Regional Manager:		
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**All rule references refer to OAR 845-025-XXXX where XXXX is the specific rule reference. Full text of OLCC Division 25 administrative rules are available at marijuana.oregon.gov*

NOTICE PROVIDED TO APPLICANT/REPRESENTATIVE

GENERAL

Initial	Description	Rule
	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
	When transferring inventory, must do so in compliance with all rules, specifically OAR 845-025-7700, available at marijuana.oregon.gov	7700
	Harvest waste or plant waste from vegetative (24 inches or taller) or mature plants must be held for on the licensed premises for three business days under camera coverage prior to disposal.	7750

SECURITY

Initial	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 for a minimum of 30 days.	1450
	Any records kept electronically must be backed up.	1410
	Any physical video recordings kept in locked storage area.	1410
	Electronic records 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

SANITATION

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

ADVERTISING

Initial	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
PROCESSOR (ALL ENDORSEMENTS)	
Minors are not allowed on the licensed premises, except as allowed by OAR 845-025-21230. A violation of this is a Category I violation.	3215
A processor must maintain records of industrial hemp test results for two years.	3220
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
EDIBLES	
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
EXTRACTS & CONCENTRATES	
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, 2360
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
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 and pressure is prohibited.	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 CO ₂ , 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.	3260
Extracts – Engineering services for 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

NOTES/PHOTOS

For Pre-Licensing Inspection Only:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were there marijuana items on-site during the inspection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the applicant fail the initial inspection? Provide a detailed description below of all inspection deficiencies that the licensee needs to correct.

For Temporary Closure, Surrender, & License Expiration Inspections Only:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were there marijuana items on-site during the inspection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	METRC – has all product in Metrc been zeroed out?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was any marijuana seized?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was any marijuana surrendered?