



OREGON LIQUOR CONTROL COMMISSION

Licensee Required Documents & Postings

What is this document?

Licensees are responsible for compliance with all OLCC administrative rules and for maintain knowledge of current rules and regulations. In addition licensees are responsible for compliance with all local laws and regulations. This notice is provided as a summary of certain responsibilities but does not provide a complete list of requirements. Current administrative rules regarding recreational marijuana licensees can be found at <http://marijuana.oregon.gov>.

Required Signage:

All signs must be legible, not less than 12 inches wide and long and composed of letters not less than one half-inch in height. The following must be in both English and Spanish. All signs must be posted in a conspicuous location where the signs can be easily read by individuals on the licensed premises.

In a location visible while on the licensed premises:

ENGLISH

- No minors permitted anywhere on this premises
- No on-site consumption of marijuana

SPANISH

- Se prohíbe menores de edad en este local
- Prohibido consumir marihuana en este sitio

At the entry points of all limited access areas

ENGLISH

- Do not enter – Limited access area – Access limited to licensed personnel and escorted visitors

SPANISH

- No entrar – Área de acceso limitado – Acceso limitado a personal autorizado y visitantes acompañados

Retailer Signage:

A retailer must post the following signs available from <http://marijuana.oregon.gov>. These signs must be placed in a conspicuous location and measure at least 17 inches by 22 inches:

- A pregnancy warning poster
- A poisoning prevention poster
- An “Educate Before you Recreate” poster available from whatslegaloregon.com

A retailer must also post a sign that reads “Security Cameras in Use” and must distribute a 3.5 by 5 inch Marijuana Information Card with each sale of any marijuana item.

Recordkeeping:

The following records must be kept and maintained for a three-year period and be made available for inspection if requested by an employee of the Commission:

- Purchase invoices and supporting documents for items and services purchased for use in the production, processing, research, testing and sale of marijuana items that include from whom the items were purchased and the date of purchase
 - Bank statements for any accounts relating to the licensed business
 - Accounting and tax records related to the licensed business
 - Documentation of all financial transactions related to the licensed business, including contracts and agreements for services performed or received that relate to the licensed business
 - All employee records, including training.
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Cannabis Tracking System (CTS):

A licensee must use CTS as the primary inventory and recording keeping system and have a CTS account activated and functional prior to operating or exercising any privileges of the license and must maintain an active account while licensed.

A licensee must:

- Maintain an accurate and complete list of all CTS administrators and CTS users for each licensed premises and must update the list when a new CTS user is trained
- Train and authorize any new CTS users before those users are permitted to access CTS or input, modify, or delete any information in CTS
- Cancel any CTS administrator or user from an associated CTS account if that individual is no longer a licensee representative or the administrator or user has violated OAR 845-025-7500 to 845-025-7590.
- Correct any data that is entered into CTS in error.
- Use UID tags issued by a Commission-approved vendor.
- Have an adequate supply of UID tags at all times.

Notification of Changes:

Licensees are required to provide notice or an application to the Commission when making certain changes to the business or premises, or in certain occurrences.

Licensees must notify the Commission within 24 hours of

- The theft of marijuana or money from the premises.
- The arrest or conviction for any misdemeanor or felony of a licensee or individual with financial interest.

Licensees must notify the Commission within 10 days of:

- A change of an applicant/licensee or financial interest.
- A change in contact information for any applicant/licensee or financial interest.
- Any disciplinary proceeding or licensing enforcement action by another agency.
- The filing of bankruptcy and/or the closure of bank or credit accounts by a financial institution.
- The closure of the business for any period longer than 30 days.

Licensees must notify the Commission **before** performing the following:

- Before making changes in financial interest or business structure. This may require a Change of Ownership application.
- Before making any change of location; A Change of Location application is required.
- Before making any physical changes to the licensed premises. Changes must be approved before they are made.



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Required Logs and On-Site Documentation:

A licensee must maintain the following logs:

- A licensee must keep a daily log of all employees, contractors and license representatives who perform work on the licensed premises. All employees, contractors and licensee representatives must wear clothing or a badge issued by the licensee that easily identifies the individual as an employee, contractor or licensee representative.
- A licensee must maintain a log of all visitor activity. The log must contain the first and last name and date of birth of every visitor and the date they visited. A government official with jurisdiction over some aspect of the premises or licensee is not considered a visitor for the purposes of this requirement. A customer in the consumer sales area of a Retailer establishment is not considered a visitor.
- A licensee must keep a current list of all authorized employees and service personnel who have access to the surveillance system and room on the licensed premises.
- Licensees must keep a surveillance equipment maintenance activity log on the licensed premises to record all service activity including the identity of any individual performing the service, the service date and time and the reason for service to the surveillance system.

A producer must maintain, at all times and on the licensed premises:

- The material safety data sheet (MSDS) for all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana. Any pesticides used must be on the list of products approved by the Oregon Health Authority for use in cannabis cultivation.
- The original label or a copy thereof for all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana; and
- A log of all pesticides, fertilizers or other agricultural chemicals used by the producer in the production of marijuana. The log must include: the information required to be documented by a pesticide operator in ORS 634.146; and the unique identification tag number of the cultivation batch or individual mature marijuana plant to which the product was applied, or if applied to all plants on the licensed premises a statement to that affect.

A processor must create and maintain a written:

- Detailed standard operation policy (SOP) that includes the details of safe and proper processing for each type of product created on the premises in accordance with OAR 845-025-3230.
- Training plan for all employees that covers SOP, hazards presented by products used in processing as described on the MSDS for each product.
- Record of employee training at time of hire and at least once yearly.
- Copy of the MSDS and a receipt of purchase for all solvents to be used in extraction.