



MARIJUANA RETAILER 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? <i>Include Security Plan & attach copy to inspection</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Approved for home delivery?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Approved to sell medical-grade marijuana items?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

<p>License Action</p> <p><input type="checkbox"/> Pre-Licensing Inspection</p> <p><input type="checkbox"/> License Expiration Inspection</p> <p><input type="checkbox"/> Surrender Inspection (<i>permanent closure</i>)</p> <p><input type="checkbox"/> Temporary Closure Inspection</p> <p><input type="checkbox"/> Premises Change Inspection</p> <p><input type="checkbox"/> Change of Location Inspection</p> <p><input type="checkbox"/> Change of Ownership Inspection (<i>51% or more</i>)</p>

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, 1175
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a designated consumer sales areas on the licensed premises.	2840

PHYSICAL SECURITY

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire premises is enclosed on all sides by permanent walls and doors.	2840

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marijuana items are accessible only by employees and not consumers until the sale has been completed.	2820
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors to indoor areas secured by non-residential, commercial-grade locks.	1410
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All marijuana items (except for immature marijuana plants) are kept in a locked, secured location or enclosures within any areas such that marijuana items are not visible from any area outside the licensed premises during all non-operating hours.	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 or from limited access areas.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All point(s) of sale and consumer sales areas are visible on camera and individuals can be identified in those areas.	1440
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All limited access areas, including all areas where mature plants, harvested plants, or finished product will be present at any time.	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

- Alarm system notifies authorized personnel in event of unauthorized entry into the areas described in -1420. 1420

REQUIRED SIGNAGE

OK	NC	NA	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The following signs are posted in a prominent place:	2840
<input type="checkbox"/>				"No Minors Permitted Anywhere on the Premises"	2840
<input type="checkbox"/>				"No On-Site Consumption"	2840
<input type="checkbox"/>				"Security Cameras in Use"	2840
<input type="checkbox"/>				"Marijuana or Marijuana Infused Products May Not Be Consumed in Public" (<i>posted at the exit(s) of the licensed premises</i>)	2840
<input type="checkbox"/>				The Pregnancy Warning poster	2860
<input type="checkbox"/>				The Poisoning Prevention poster	2860
<input type="checkbox"/>				"Educate Before You Recreate" flyer	2860

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:		

**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

RETAILERS

Retailers may not impose or collect a tax on the retail sale of a marijuana item to a patient or designated primary caregiver who is purchasing a marijuana item for a registry identification cardholder.

2800

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?