PACKAGE AND LABEL PRE-APPROVAL PROCESS

This guide is intended to explain the OLCC package and label application process. This guide does not address the rule requirements for packages or labels. If you would like to learn more about package or label rule requirements, please read the packaging and labeling rules, OAR 845-025-7000 to 845-025-7190.

Division 25 Rules

SECTION 1. Creating an Account

To begin, log on to the Recreational Marijuana Licensing system at this address: https://apps.oregon.gov/OLCC/Marijuana/elicense/

On the right side of the page, click on the “Register for a BUSINESS account” button.
Complete the User Sign-Up form. Create a username and password that you will be able to remember. In case you forget your username or password, choose three different security questions and choose answers that you will be able to remember in the future. You will need this information to access your account and dashboard.

Please use an email address that you check regularly. The address provided is the address where all correspondence will be sent.

When you have completed all of the fields, click “Register.”

Once you see this screen, you will need to check the email account you provided in the previous screen.

In your email, you should have received an email from OregonSupport@nicusa.com.

Please verify your account by clicking on the first link.

Welcome to the Oregon Liquor Control Commission’s Recreational Marijuana Online Licensing System. Your account has been registered with the following username. Please record this information. Your username is required to log in to your account.

Your account must be verified before your first log in. Click the link below to verify your account and log in:


Before you begin a packaging or labeling permit application we recommend reviewing all the rules and requirements at www.liquor.oregon.gov/OLCC/Marijuana/Packaging/Labeling/PermitGeneral.aspx.

For additional help logging into the website, please call the OLCC’s Recreational Marijuana line at (503) 873-5000.

Do not respond to this system-generated email.

Thank you,
Oregon Liquor Control Commission
Recreational Marijuana Program
http://www.oregon.gov/OLCC
This part of the application is very important. At the bottom of the screen there are two options and you must select the correct option in order to move forward to the next screen.

**OLCC Recreational License**
If you want to apply for an OLCC license, select the first option, “I want to apply for a recreational marijuana license” and click Continue. Then please move on to Section 2 of this guide.

**OHA Medical Registrant**
If you are registered with the OHA as a medical grower, processor, or dispensary and you want to apply for packaging and label approval, please select the second option, “I am a registered medical marijuana business and only want to apply for packaging or labeling approval” and click Continue. Then please move on to Section 3 of this guide.
SECTION 2. OLCC Licensee – Add Business Information

If you selected, “I want to apply for a recreational marijuana license” on the previous screen, this is the next screen you should see. The Add Business Information page is the beginning of the license application.

Please complete the information in this form and continue on with the rest of the application. Once you complete the license application, you can submit your package and label applications.

Please move on to Section 4 of this guide when you are ready to apply for package and label approval.
SECTION 3. Medical Registrants

If you selected, “I am a registered medical marijuana business and only want to apply for packaging or labeling approval” on the previous screen, this is the next screen you should see. The Add Business Information page requires you to provide general information about your business.

Please complete the information in this form and click “Continue.”

The next screen is your packaging and label dashboard.

Please move on to Section 4 of this guide when you are ready to apply for package and label approval.
SECTION 4: Applying for Package Pre-Approval

New Package Applications

Once you log into your account, you will be taken to the license dashboard.

If you are an OLCC licensee, you will need to click on the Packaging/Labels tab to go to the Package and Label Dashboard.
Once you are on the Package and Label dashboard, you should start by adding packaging.

If you are adding a package that has not been approved before, click the “+ Add Packaging” button to start a new package application.

Adding a package that has already been approved to your dashboard is discussed on page 13.
Clicking on the “+ Add Packaging” button will open a new package application.

Complete all of the fields with information about the package you are submitting for approval and the marijuana item that will be sold inside of the package.

Using the dropdown menu, select the license number that will be packaging and labeling the product for ultimate sale to a consumer.

If your package has been certified as child resistant under 16 CFR 1700, choose “Yes” to the question: “Is your packaging Child-Resistant?” Upload a document that proves the package has been certified as child resistant.

To upload the certification, click “Browse.”

Select the file on your computer and then click “+ Upload File.” Once the file is uploaded, you will see the name of the file appear in the space above.

Click Continue.
On the next screen, add the dimensions of the package.

If you are submitting more than one package, include additional package sizes by clicking on "+ Add New Row."

Click Continue.

Add any colors of the package that you would like to have approved.

Click Continue.
On this screen, upload pictures of the package.

If you are applying to use multiple colors or sizes, upload pictures that include all size and color variations.

To upload a file, click “Browse” and select the file from your computer. After selecting the file, click the “+ Upload File” button.

Also add a picture of the marijuana item that will be sold inside the package.
If you are using a small container that will be placed inside of a larger container, for example a tincture bottle that will go inside of a larger cardboard box, include pictures of both packages.

If you are using a cartridge, add a picture of the cartridge with the universal symbol affixed to the cartridge.

When an image has been uploaded, it will appear in the Uploaded Files table.

When you are finished adding images, click Save.

Clicking Save will take you back to the License Dashboard and you will need to click the “Packaging/Labels” tab again.

Once on the package and label dashboard, you must click on “Review and Pay” to finish the process and submit the application.
Review the information in the Package Application Review to make it is all correct and then click “Proceed to Acknowledgement.”
Sign the Acknowledgement and select the payment type. Once you pay the fee, the application will be submitted for review and the status on the dashboard will change to “New.”

Adding Pre-Approved Package Applications

To add a package that has already been approved to your dashboard, click the “+ Add Pre-Approved Packaging” button on the Packaging/Labels dashboard.

Recreational Marijuana Licensing System

My License Dashboard

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please apply for New packaging.

+ Add Packaging + Add Pre-Approved Packaging

Title & Description Package # License # Created Status Details

Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

+ Add Label

Title & Description Application/Registration ID Created Status Details
When this box appears, you will be able to search for packages using one of these three fields. If you know the Package ID number, type it into the first field and select “Find.” If you do not know the ID number, type a word into the keyword search and click “Find.”
After clicking “Find” a list of approved packages will appear. Choose the package you want to add to your dashboard by clicking on it.

<table>
<thead>
<tr>
<th>ID</th>
<th>PackagingID</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1502</td>
<td>0000001502</td>
<td>DIEM Pre-Roll</td>
<td>1 gram pre-roll box + tube</td>
</tr>
<tr>
<td>1476</td>
<td>0000001476</td>
<td>Pollen Gear Child Resistant SnipTechTM Bags</td>
<td>Pollen Gear Child Resistant</td>
</tr>
<tr>
<td>1474</td>
<td>0000001474</td>
<td>Pollen Gear Child Resistant Glass Jar</td>
<td>Pollen Gear Child Resistant</td>
</tr>
<tr>
<td>1473</td>
<td>0000001473</td>
<td>Pollen Gear Pop-Box</td>
<td>Premium ASTM Child-Res</td>
</tr>
<tr>
<td>1460</td>
<td>0000001460</td>
<td>Pollen Gear Pop-box</td>
<td>Child-resistant recyclable</td>
</tr>
<tr>
<td>1453</td>
<td>0000001453</td>
<td>Vape Cart Box &amp; Doob Tube</td>
<td>94 mm white opaque child</td>
</tr>
<tr>
<td>1448</td>
<td>0000001448</td>
<td>PHARMACEUTICAL ROUND JAR</td>
<td>Wide mouth jar for capsu</td>
</tr>
<tr>
<td>1424</td>
<td>0000001424</td>
<td>BEALZ™ CR - PUSH &amp; TURN CHILD RESISTANT CANNABIS JAR</td>
<td>airtight and watertight dual</td>
</tr>
<tr>
<td>1421</td>
<td>0000001421</td>
<td>Level+ Canna caps</td>
<td>13mm Pop Top childproof</td>
</tr>
<tr>
<td>1419</td>
<td>0000001419</td>
<td>FAX Era Pod Child Proof Container</td>
<td>FAX Era Pod Child Proof</td>
</tr>
</tbody>
</table>
On the next screen, add information about the package, the type of product that you will be selling in the package, and the license number or registrant number that will be using this package.

Upload a picture of the package that you will be using and select “Import.”

The Pre-Approved Package will appear on the Packaging/Labels Dashboard.

In this example to the right, the status of the Pre-approved Package is “Compliant, Not Approved for Use.” The reason for this status is because the license number used on the package application has not been activated yet. Once the license becomes active, the status will automatically change to “Approved.”
Adding Label Applications

To add a label application, click on “+ Add Label.”

My License Dashboard

Your license dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check on status, communicate with the OLG, and manage your licenses.

Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please apply for new packaging.

Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

<table>
<thead>
<tr>
<th>Title &amp; Description</th>
<th>Package #</th>
<th>Licence #</th>
<th>Created</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRYSTAL case</td>
<td>0000001203</td>
<td>1000012345</td>
<td>6/12/2017 1:05 PM</td>
<td>$ 99.99 each</td>
<td></td>
</tr>
<tr>
<td>Fuhon Deer Top Box</td>
<td>0000012345</td>
<td>1000023456</td>
<td>6/14/2017 2:11 PM</td>
<td>Compliant, Not Approved for Use</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title &amp; Description</th>
<th>Application/Registration ID</th>
<th>Created</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once you click on the “+ Add Label” button, a new label application will open.

Fill out all of the fields about your product. The “Title” and “Description” fields will be visible on the Approved Labels List, once the label is approved.

In the Packages field, select the package from the list that will be used with the label. The list contains the packages that have been added to the Dashboard.

Click “Continue.”
On the next page, enter any and all color of flavor variations for the label.

If this does not apply to your product, click “Continue.”

To the right are examples of color and flavor variations. The label has three color variations: brown, green, and yellow.

The label also has three flavor variations: cinnamon, peppermint, and ginger.
Enter all of the variants into the fields and click “Continue.”

If your label does not have any color or flavor variations, skip this step by clicking “Continue.”

Upload pictures of the label. Be sure to include pictures of the front, back, top, bottom, sides, or inside of the package – any place that contains logos, pictures, graphics, or text.

The size limit for uploads is 5 MB.

Click “Save.”
Once you add a document, it will appear in the “Uploaded Files” section.

When you are finished adding photos, click “Save.”
You will return to the Dashboard. The label will be in “Review and Pay” status. Click on “Review and Pay” to complete the application.

Sign the acknowledgement and provide payment for the application.
Once the application has been paid for and submitted, the status will change to “New.”

At this point the application has been sent to the OLCC for review. You will receive an email when the status of the application changes.

Once the application has been approved, the status will change to “Approved.”
Resubmission Required Status

If you see “Resubmission Required,” this means you need to make changes to your application. To view the requested changes, click on the Details button.

You will need to look through each page of the application to see where changes are needed. Once you make the changes, you will resubmit the same application for review.

Questions?

Send your questions to: marijuana.packaging@oregon.gov

If you are having trouble with the software, please take screenshots of the issue and any error messages and email them to the address above.