



OREGON LIQUOR & CANNABIS COMMISSION

Licensee Required Documents & Postings

What is this document?

Licensees are responsible for maintaining compliance with all OLCC administrative rules 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 and all OLCC forms can be found at <http://marijuana.oregon.gov>.

Required Signage for All Licensed Premises

All signs must be legible, not less than 12-inches wide by 12-inches 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 ([OAR 845-025-1245](#)):

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
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Retailer Specific Signage

A retailer must post the following signs that are available on the OLCC website and located in the "[Forms, Reports & Publications](#)" section; under the "Consumer Health and Safety Information" tab. These signs must be placed in a conspicuous location and measure at least 17-inches by 22-inches ([OAR 845-025-2860](#)):

- A pregnancy warning poster.
- A poisoning prevention poster.
- An "Educate Before you Recreate" poster.
- A Retailer must distribute a 3.5 by 5 inch Marijuana Information Card with each sale of any marijuana item.

In addition to the signs required for all licensed premises, a licensed Retailer must post in a prominent place signs that read:

- "Security Cameras in Use".
- At entries to Limited Access Areas on the licensed premises, "Do not enter – Limited access area – Access limited to licensed personnel and escorted visitors".
- At the exit from the licensed premises that reads: "Marijuana or Marijuana Infused Products May Not Be Consumed in Public".



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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 within three business days of being licensed, 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's 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 that is authorized to provide UID tags for CTS.
- Have an adequate supply of UID tags at all times, except during the first ten calendar days of licensure so long as UID tags have been ordered and are in transit to the premises.
- Monitor all compliance notifications from CTS and resolve the issues detailed in the compliance notification in a timely fashion. A licensee may not dismiss a compliance notification in CTS until the licensee resolves the compliance issues detailed in the notification.
- A licensee is accountable for all actions licensee representatives take while logged into CTS or otherwise conducting inventory tracking activities.

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 items or money from the licensed premises by submitting this online [Form](#).
- An applicant, licensee, or laboratory licensee must notify the Commission in a manner prescribed by the Commission within 72 hours of an arrest, a citation issued in lieu of arrest, or a conviction for any misdemeanor or felony of an individual listed in an application or subsequently identified as an applicant or licensee. The notification form can be found [here](#).

Licensees must notify the Commission within 10 days of:

- A change in contact information for anyone listed in an application or subsequently identified as an applicant.
- Any disciplinary proceeding or licensing enforcement action by another governmental entity.
- The closure of the business for any period longer than 30 days; or the permanent closure of the business.

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 in Location](#) application is required.
- Before making any physical changes to the licensed premises. Changes must be approved before they are made by submitting the [Change Request - Alteration to Premises](#) form.



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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 and permitted visitors must wear clothing or a badge issued by the licensee that easily identifies the individual as an employee or permitted visitor.
- 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 all solvents or other chemicals used in processing as described on the MSDS for each solvent or chemical; and applicable commission statutes and rules. At the time of hire and prior to engaging in any processing, and once yearly thereafter, each employee involved in the processing of a cannabinoid concentrate, extract, or product must be trained in accordance with the processor's training program.
- Copy of the MSDS and a receipt of purchase for all solvents to be used in extraction.

Recordkeeping: The following records must be kept in either paper or electronic form 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, as well as 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.