



MARIJUANA RETAILER INSPECTION CHECKLIST

APPLICATION INFORMATION

Application ID:		Premises Trade Name:	
Investigator:		Investigator Phone:	
Inspector:		Inspector Phone:	
Premises Street Address & ZIP:			
Any approved Waivers? <input type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, describe & check "W" next to applicable items.			
Date & Time:		Mark one: <input type="checkbox"/> 1 st Inspection <input type="checkbox"/> 2 nd Inspection	
Licensee/Representative present at Inspection:			

License Action <input type="checkbox"/> New License <input type="checkbox"/> Change of Ownership (51% or more) <input type="checkbox"/> Change of Location/Change to Premises

Inventory Transfers <input type="checkbox"/> Yes <input type="checkbox"/> No Current medical dispensary? <input type="checkbox"/> Yes <input type="checkbox"/> No Marijuana items on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No ITR approval on file?

OK In compliance, all requirements for this item are met
NC Non-compliant, needs correction (notes required)
W Approved waiver on file. Inspector **must** also indicate "OK" or "NC" for compliance with alternative

GENERAL

OK	NC	Description	Rule*
<input type="checkbox"/>	<input type="checkbox"/>	Proposed premises sketch and floor plans match physical location	1030 (5)(c); 1175 (1)
<input type="checkbox"/>	<input type="checkbox"/>	Marijuana items are accessible only by employees and not consumers until time of sale.	2820 (2)

SECURITY NOTIFICATIONS

OK	NC	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to notify law enforcement upon breach. If "OK" check at least one:	1420 (2)(c)
		<input type="checkbox"/>	Two panic buttons linked with alarm system that notifies a security company or law enforcement; or	(2)(c)(A)
		<input type="checkbox"/>	Mobile panic buttons carried by all licensee representatives; or	(2)(c)(B)
		<input type="checkbox"/>	Operational landline telephone on premises capable of contacting security company or law enforcement.	(2)(c)(C)

PHYSICAL SECURITY

OK	NC	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors to indoor areas secured by non-residential commercial-grade locks.	1410 (2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A locking safe or vault is present to store marijuana items when business is closed, including any items which require refrigeration.	1410 (3)(b)

SURVEILLANCE EQUIPMENT

OK	NC	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording equipment in designated, locked, and secured room or other enclosure such as security cabinet or locker.	1430 (3); 1460 (1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes DVR or network recorder, cameras, monitors, printer.	1430 (2)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can print still image from any camera image without leaving premises.	1430 (2)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensee receives notice within one hour of camera disconnection, power disconnection, or other surveillance failure.	1430 (2)(c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recording continues when system disconnected from primary power. Battery provides one hour of recording time for all required cameras.	1430 (2)(d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant can demonstrate access to recorded footage.	1450 (1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cameras record at 1280 x 720 or better resolution and 10 fps.	1450 (2)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant can provide specifications or on-screen details showing cameras recording areas outside the premises exits record at 1280 x 720 or better resolution and 5 frames per second.	1450 (2)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date and time stamp embedded on video without obscuring image.	1450 (2)(g)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recordings of surveillance area are backed up and applicant can demonstrate easy access and reproduction.	1450 (2)(d)

REQUIRED CAMERA COVERAGE

OK	NC	W	Description	Rule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entry points to premises visible on camera, including all exterior boundaries of any unenclosed area.	1440 (1)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All point of sale and consumer sales areas visible on camera and individuals can be identified in those areas.	1440 (2)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas where any marijuana item will be present at any time are visible on camera. Activity by an individual can be identified.	1440 (1)(b)
<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 (1)(b); 1440 (1)(d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas within 15 feet of entries to premises are visible on camera and individuals can be identified in those areas, including areas within 15 feet of the premises boundary of any unenclosed portion of the premises.	1440 (2)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surveillance area and individuals accessing it are clearly identifiable upon entry/exit and clearly visible when accessing the equipment.	1440 (1)(e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cameras capable of recording in absence of all visible light.	1450 (2)(c)

ALARM SYSTEM

- If applicant's operation plan proposes to have a licensee representative present on premises at all times when it is closed for business (not in a residence,) check this box and mark all items in this section **"W" and "OK"** (OAR 845-025-1420 (3))

OK	NC	W	Description	Rule
<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 a premises is unenclosed.	1420 (1)
<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 (2)(a)
<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 (2)(a)
<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 (2)(a).	1420 (2)(b)

FINAL ACTION

Yes	Declined	
<input type="checkbox"/>	<input type="checkbox"/>	Licensee/Representative provided a current list of required logs and postings.
<input type="checkbox"/>	<input type="checkbox"/>	All notifications on following page explained & applicant was provided an opportunity to ask questions.

INSPECTION CONCLUSION

- No deficiencies. Report forwarded to Investigator.**
- Deficiencies marked above, photos & notes included. Full report to Technician.**

Signature	Name (print)	Date
Inspector:		
Regional Manager:		
Compliance Technician:		

**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 LICENSEE/LICENSEE REPRESENTATIVE

GENERAL

Initial	Description	Rule
	Weighing devices must be licensed and tagged by ODA.	1215 (1)
	Vehicles for transport must be alarmed, secure marijuana out-of-sight.	7700 (3)
	When closed, facility is locked and keys/codes remain only with authorized employees	1410 (3)(a)
	A licensee may not sublet any portion of the premises.	1230 (16)
	A licensee may not offer marijuana as a prize.	1300 (1)(b)
	A licensee may not sell to a visibly intoxicated person.	1300 (1)(c)
	Marijuana items may not be sold through a drive-up window.	1300 (1)(g)
	Licensees and representatives may not be under influence while on duty.	1300 (2)
	When transferring inventory, must do so in compliance with all rules, specifically OAR 845-025-7700, available at marijuana.oregon.gov	7700 (1)-(16)
	Any marijuana waste must be held for 3 days and stored in a receptacle in a secured receptacle in possession and control of the licensee.	7750 (1)(b); (c)

SECURITY

Initial	Description	Rule
	Surveillance recordings must be kept for minimum of 90 days. (30 days if licensed before 8/31/16.)	1450 (2)(d)(A); 1450 (2)(d)(B)
	Recordings of surveillance area must be backed up to secondary recording.	1450 (2)(k)
	Any other records kept electronically must be backed up.	1410 (4)(a)
	Any physical video recordings must be kept in locked storage area.	1410 (4)(b)

SANITATION

Initial	Description	Rule
	Hand-washing facilities must provide water, soap, hygienic drying.	1620 (3)
	Toilet facilities must be adequate, accessible, and sanitary.	1620 (5)

ADVERTISING

Initial	Description	Rule
	Advertising may not be deceptive, false or misleading	8040 (1)(a); 8000
	Advertising may not contain content targeting individuals under 21 including cartoons, toys, images of children, costumed individuals.	8040 (1)(b); 8000
	Advertising may not encourage transportation across state lines.	8040 (1)(c); 8000
	Advertising may not assert safety or government endorsement, Commission logo cannot be used except on license.	8040 (1)(d); 8000; 1100 (2)(c)
	Advertising may not claim curative or therapeutic effects	8040 (1)(e); 8000
	Advertising may not depict consumption, encourage rapid or excessive consumption, or encourage use for intoxication	8040 (1)(f)-(h); 8000
	Advertising may not be done by handbills posted or passed out in public areas.	8060 (1)
	A licensee may not use TV, radio, billboards, print media or internet advertising unless licensee has reliable evidence that no more than 30% of audience will be under 21.	8060 (2)

NOTES/PHOTOS
