



OREGON LIQUOR & CANNABIS COMMISSION

Notice of Temporary Camera Failure

The following information must be reported immediately to the OLCC for any equipment failure or system outages of **30 minutes or more**.

What is this form?

As per OAR 845-025-1450 all licensees are required to report any failure of video surveillance equipment or system outages lasting 30 Minutes or longer. Failure to notify OLCC of surveillance outages may result in an Administrative Violation.

Submit your request via email to: marijuana@oregon.gov

Section 1 – Licensee Information

License Number:		Request Date:	
Licensee:			
Trade Name:			
Premises Address:			
Person Requesting:		Position/Title:	
Contact Number:		Email:	

Section 2 – Documentation

Submit the following with this form:

- Is the outage ongoing?
- Provide the time of failure, time recording resumed and total failure time.
- Did the back-up battery fail?
- Which cameras failed? Please include camera location and number if applicable.
- What time did the licensee receive notification of the failure?
- Were there any changes to Metrc during the failure?
- Provide a written statement regarding the cause of the failure.
- Provide two screen captures from any of your cameras with the embedded time stamp visible:
 - Image from each affected camera immediately prior to the recording failure
 - Image from each affected camera immediately after recording resumed