



Processor SOPs and Mix Logs

Form Instructions

What is this form?

Processors are required by OAR [845-025-3230](#) to create and maintain written, detailed standard policies and procedures (“SOPs”) that include, but are not limited to:

- Instructions for making each cannabinoid concentrate, extract or product.
- The ingredients and the amount of each ingredient for each process lot.
- The process for making each product.
- The number of servings in a process lot.
- The intended amount of THC per serving and in a unit of sale of the product.
- The process for making each process lot homogenous.
- If processing a cannabinoid concentrate or extract: procedures for conducting necessary safety checks prior to commencing processing, and for purging any solvent or other unwanted components from a cannabinoid concentrate or extract.
- Proper handling and storage of any solvent, gas or other chemical used in processing or on the licensed premises in accordance with material safety data sheets and any other applicable laws.
- Quality control procedures designed to maximize safety and minimize potential product contamination.

These requirements amount to having and maintaining SOPs for each type of product that the Processor manufactures.

Additionally, the requirement to maintain written records of ingredients and the amount of each ingredient for each process lot represents an obligation to keep ongoing records of the ingredients used for every process lot manufactured by the Processor (commonly referred to as “mix logs”).

The OLCC may request copies of a Processor’s SOPs or mix logs. If the Processor has these in a format that can be easily transmitted by email, they can provide copies of those SOPs or mix logs that they have on file. If the Processor’s SOPs and mix logs are not in a format that can be easily transmitted by email, they can transfer the information onto this form. A Processor may also choose to use this form to maintain their SOPs and mix logs.

If a Processor makes process lots of one product to use as an ingredient in another product, they should maintain separate SOPs and mix logs for each of those products. For example: if a Processor makes a cannabinoid extract and also uses that cannabinoid extract to make an edible, they should have:

- An SOP for manufacturing the cannabinoid extract; and
- An SOP for manufacturing the edible, listing the cannabinoid extract as an ingredient (but not describing the process of manufacturing the cannabinoid extract)

Section 1 can be used to fill in the SOP. Section 2 can be used to record a mix log for a process lot.

If a Processor believes that the requested information falls within the definition of a trade secret as defined in ORS 192.501, the Processor must mark the document “confidential” or “trade secret”.



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Section 1 – Standard Operating Procedures

If you are filling out this form based on an SOP you have on file, just transfer the information that is contained in your SOP. If the SOP does not include any of the information described below, leave those sections blank.

Licensee Name:		License Number:	
Product Name:		Metric Category:	
Process Lot Weight:		THC per Unit of Sale*:	mg
Servings per Process Lot:		THC per Serving*:	mg

**Intended amount of THC. This may be a range for some types of items (e.g. concentrates or extracts)*

Confidential or Trade Secret.

I believe the information in this form falls within the definition of a trade secret in ORS 192.501.

Ingredients and amounts:

List all ingredients used in the product. Identify the amount of each ingredient used in a process lot or, if the amount of an ingredient varies, describe how to determine how much of the ingredient to use.

For concentrates or extracts only

Process for conducting safety checks prior to commencing processing:

Process for purging solvents or other unwanted components:

Process for making the product:

Must specify the process for making the process lot homogeneous.

Section 1 continues on the following page



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Procedures for cleaning equipment and surfaces and preventing the growth of pathogenic organisms:

Procedures for appropriate use of any necessary safety or sanitary equipment:

Notes on the proper handling and storage of any solvent, gas or other chemical used in processing or on the licensed premises in accordance with material safety data sheets and applicable laws:

For solvents and gases, include information about the maximum allowable quantity (MAQ) per control area.

Quality control procedures to maximize safety and minimize potential product contamination:

Procedures for disposal of waste created during processing (if applicable):

Emergency procedures in case of fire, chemical spill, or other emergency:

Other notes:



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Section 2 – Mix Log

Use this section to fill out information about a single process lot. Each separate process lot requires a separate mix log. *If the product uses more than 20 ingredients, attach a separate sheet of paper. It should still include all of the information described below. If you had any R&D testing performed on any of the ingredients, attach the results of those tests.*

For any cannabis ingredients, including both marijuana items and hemp items, list the Metrc tag number (UID) of the package that the ingredient came from. This is not necessary for hemp commodities or products that are not “hemp items,” such as hemp seed oil that does not contain added cannabinoids.

Production Batch or Process Lot Identifier:	
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Ingredient	Amount	Manufacturer or Supplier	Metrc Tag Number (UID) (if ingredient is hemp or marijuana)	R&D Tested?

Other notes:

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