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July Metrc Workshop Trainings – Frequently Asked Questions

Below are the most common FAQs received during the Metrc Workshop Trainings held July 26-July 29, 2021.

- 1. When should a new hire be entered into Metrc?**
Newly hired employees should be entered into Metrc within 10 business days.
- 2. How long do I have to update the status of a terminated employee in Metrc?**
The status of terminated employees should be updated in Metrc within 10 business days.
- 3. Should I update the status of an employee's Agent Card in Metrc?**
Yes. If an employee's Agent Card is expired, that card should be terminated in Metrc. The termination date should be the card's date of expiration. Only active Agent Cards should be reflected under the 'Active' tab.
- 4. If while packaging and testing flower, a licensee finds a considerable amount of shake/trim left over, can that be repackaged into pre-rolls and transferred?**
Yes. This is allowed without a retest, as long as the cannabis is not combined with other lots.
- 5. If while packaging and testing flower, a licensee finds a considerable amount of popcorn-sized buds left over, can that be repackaged as popcorn buds and transferred?**
Yes. This is allowed without a retest, as long as the cannabis is not combined with other lots. Note: Licensees should seek guidance from the Nevada Department of Taxation as it relates to the potential tax liability due to the change of product category from Flower to Small Buds AFTER testing.
- 6. If while packaging and testing lots of flower, shake/trim, or popcorn buds, a licensee finds a considerable amount of each lot left over, can the lots be mixed together and transferred?**
Yes. This is allowed with a required retest. After mixing, the new lot/batch must pass a full panel of required quality assurance testing by a state licensed lab prior to transfer.

7. Is a cultivation facility permitted to create a homogenized lot from multiple batches?

This is allowed, ONLY if combining multiple lots/batches that have already been tested. The cultivation facility is responsible for quality assurance testing by a state licensed lab before and after combining batches/lots.

8. When is testing required if multiple lots have been mixed together to make pre-rolls?

Testing must be completed before and after combining the lots.

9. Is testing required if a production facility makes infused pre-rolls using concentrates and flower that individually passed testing?

Yes. Testing is required when two or more ingredients are combined to create a final product.

10. Who is responsible for submitting quarterly inventory reports?

All license types are responsible for submitting quarterly inventory reports.

11. Since a laboratory does not typically carry inventory, what is required to complete an inventory report?

Instructions for labs submitting quarterly inventory reports:

-Print your lab's inventory list from Metrc.

-Verify that all samples shown in the Metrc inventory are physically present in the lab. (Samples do not need to be weighed, just confirmed as present and accounted for.)

-Any samples on the Metrc inventory list that are within a 60-day window from date of collection may be indicated as "Testing in Progress" to allow adequate time for testing, retention, and disposal.

-Any samples outside of the 60-day window must include a reason as to why they are still in inventory or set for destruction and destroyed.

-Reports and destruction notifications must be emailed to programsupport@ccb.nv.gov.

-The most current form and process for submitting reports can be found on the CCB website: ccb.nv.gov.

12. Since a distributor does not carry inventory, what is required to complete an inventory report?

Distributors are to report all layovers and/or inventory accepted into their possession for more than 23 hours.

Instructions for distributors submitting quarterly inventory reports:

-Print your distributor's layover list from Metrc (layover tab).

-Distributors should report layovers on the Quarterly Inventory Report tab labeled 'Distributors.'

-Details of each individual manifest should be reported including the manifest number, pickup date, delivery date, and number of packages.

-If you do not have any layovers during the timeframe for which you are reporting, a report is still required to be submitted and should be identified as 'No Layover to Report.'

-Reports must be emailed to programsupport@ccb.nv.gov.

-The most current form and process for submitting reports can be found on the CCB website: ccb.nv.gov.

13. Is an expiration date for Certificates of Analysis (COAs) required by regulation?

No. However, laboratories may add an expiration date to a Certificate of Analysis.

14. When should destruction/waste be reported to the CCB?

Nevada Cannabis Compliance Regulation (NCCR) 10.080 (4) states a cannabis establishment shall provide notice to the Board using the seed-to-sale tracking system BEFORE rendering unusable and disposing of cannabis or cannabis products.

Currently, the seed-to-sale tracking system ONLY allows the notification of harvest waste prior to destruction. Therefore, notification must be emailed to programsupport@ccb.nv.gov.

15. When should adjustments be reported to the CCB?

Notification must be emailed to programsupport@ccb.nv.gov when an adjustment of a single package exceeds 10 grams/units OR there is a total adjustment of 100 grams/units (corrected), excluding destructions.

Any questions should be directed to programsupport@ccb.nv.gov.