

Bulletin Number: NV_IB_0058-A	Distribution Date: 03/31/22	Effective Date: 04/04/22				
Contact Point: Metrc [®] Support	Subject : COA Download, New Item Category, Locations for Packages, Virtual Transfers, Tagging Inventory.					
Reason: To inform Licensees of New Item Category, Locations fo						
Primary Audience: Growers, Pro	ocessors, Testing Laboratories, a	and Dispensaries				

Metrc and CCB are pleased to provide information on upcoming changes announced during the last Industry Workshop. The new features below will be available starting **March 7**th and it will be a requirement on **May 1**st, **2022** (amended from April 1st) unless notated otherwise.

- Testing Laboratories will now have the option to upload a COA and associate it to all recorded test results on a specific test sample package using a new button in Metrc or through the API using third party software upgraded to use the new feature. This feature went into effect April 1st, 2022. Full integration will be required by May 1st, 2022.
- Once a Testing Laboratory has uploaded the COA, both Testing Laboratories and Licensees, with the proper permissions, will be able to view the uploaded COA via the Lab Results Tab within the Packages grid.
- A new Item Category of "Infused Flower" will be available on March 7th.
- Locations for Packages will be enabled to allow you to mimic your physical inventory in the Metrc system. There will also be the ability to record Plant waste by locations which will replace the need to e-mail CCB your waste logs each time (unless adjustments are greater than 23,000 grams, 50lbs or 4,000 units.
- Licensees will not be required to contact the CCB nor Metrc Support to record Virtual Transfers starting March 7th.
- Any Facility needing to separate their inventory into 3 or more locations will need to create a separate Metrc package tag for the inventory being relocated to another location. Photocopies are no longer allowed, and Licensees will be required to correct the inventory by May 1st, 2022.

Below are detailed descriptions and step by step instructions on the new features announced above.



Viewing A COA from Packages Grid

Once a Testing Laboratory has entered/imported test results and the COA has been uploaded into Metrc, the test results will show in Lab Results tab of the source package and any derived package. The COA can be downloaded to be viewed and/or printed by selecting the **box** button in the Lab Results tab as seen in **Figure 1**.

Res	DEF012345670000013	110	fest 3/22/11			Buds - Metrc Bi	99		Buds		Metro	Diss U	9921 Ib	TestPass	yeu	No	03/22/20	<i>y</i>	
																	A. I.	• =	-)
7	lest Date	Overall	1	Test Name	:	Test Passed	1	Result	:	Notes	1	Released	1	Sample Package	i Re	m	: Category		-
0	5/13/2020	Passed		Moisture Content (%; cannot fail)		Passed		0.45				05/13/2020 06:33 pm		ABCDEF012345670000013221	BL	uds - Metrc Bliss	Buds	(0
0	5/02/2019	Passed		Pesticides (pass/fail)		Passed		0						ABCDEF012345670000013221	Bu	uds - Metrc Bliss	Buds		-
0	5/02/2019	Passed		Water Activity (Aw)		Passed		0						ABCDEF012345670000013221	BL	uds - Metrc Bliss	Buds		
0	5/02/2019	Passed		Moisture Content (%; cannot fail)		Passed		0						ABCDEF012345670000013221	Bu	uds - Metrc Bilss	Buds		
05	5/02/2019	Passed		Total CBD (mg/g; cannot fail)		Passed		0						ABCDEF012345670000013221	81	uds - Metrc Bliss	Buds		
. 0	5/02/2019	Passed		Total THC (mg/g)		Passed		645						ABCDEF012345670000013221	0.	uds - Metrc Bliss	Buds		

Please feel free to contact support at <u>support@metrc.com</u> or 877-566-6506 with any questions.

Figure 1: Selecting Doc button to download COA

Viewing COA from Transfer/Manifest Grid

The COA is also able to be downloaded within the Transfers grid in Metrc as well as seen in **Figure 2**.

37001 🎛		020-X0001 OR LOFTY ESTABLISH	HMENT, LLC		Snoop Dogg		Make: Chevy Model: Kush Lio, Plate: LM	Van	050	0-X0001 (OR L	OFTY ES1	ABLISHM	ENT, LLC)		1			1		M	ETRC IN	DUSTRY A	DMIN		05/13/2020 07:04 pm		E V
stinations	Transpor	rter Details History	1																								
																									A- 7-)(=	-) +
Destination	on	:	Туре	: w	isle. Price		Package	s :	ETD		ATD		: ETA	-	ATA	:	Receiv	ed		ETRO		: ATE	RD.	:	ETRA	: ATRA	A
050-X0001 OR LOFTY E		IMENT, LLC	Transfer	NØ	λ.		1			3/2020 11 pm			05/13	v2020 pm													
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	ABCDEF	01234567000001317	6 Test 3/22/19			Buds -	Metrc Bliss	Buds	M	detrc Bliss	1	estPasse	ed	0.99211	b			8	/A						N/A	5	Shipped
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			Overall	: Te:	st Name			Test Passe	ed	: R	rsult	:	Notes	:	Released	:	Sam	ole Pack	ige		:	Item	l	@ :	Category	≡• ;	+
	Te		Overall Passed		st Name visture Content ((%; canno		Test Passe Passed	ed	: Re		:	Notes		Released 05/13/202 06:33 pm				ige 14567000	001322			Metrc Bliss	:		-	↓ Doc
	Te ▶ 05	est Date		Мо					ed		45	:	Notes		05/13/202		ABC	DEF0123			1	Buds -	Metrc Bliss	:	Category	-	Doc
	Te ▶ 05 ▶ 05	est Date :	Passed	Mo	isture Content (ail)		Passed	ed	0.4	45	i	Notes		05/13/202		ABCI	DEF0123	4567000	001322	11 11	Buds - I		: 5	Category Buds	-	+ Doc
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	Te 05 05 05 05 05	est Date : pr1 3/2020 5/02/2019 5/02/2019 5/02/2019 5/02/2019 5/02/2019	Passed Passed Passed Passed Passed	Mo Pe Wa Mo To	sticides (pass/fa iter Activity (Aw) isture Content (tal CBD (mg/g; c	ail)) (%; canno cannot fai	ot fail) ot fail) il)	Passed Passed Passed Passed Passed	ed	0. 0 0 0	45	:	Notes		05/13/202		ABCI ABCI ABCI ABCI ABCI	DEF0123 DEF0123 DEF0123 DEF0123 DEF0123	14567000 14567000 14567000 14567000	1001322 1001322 1001322 1001322	11 11 11 11	Buds - I Buds - I Buds - I Buds - I Buds - I	Metrc Bliss Metrc Bliss Metrc Bliss Metrc Bliss	5 5 5 5 5 5 5 5 5 5 5	Category Buds Buds Buds Buds Buds Buds	-	

Figure 2: Selecting the Doc button to download the COA



To view the COA within the Transfers grid, the following can be done:

- 1. Select Licensed Transfers in the Transfers Area
- 2. Once in the Licensed Transfers grid, find the manifest desired
- 3. Click the caret (arrow) to the left of the manifest and click the Destinations tab
- 4. In the Destinations tab, click on the caret to the left of the destination licensee
- 5. To view the COA for a specific package, click the caret to the left of the package then click the Lab Results tab. In the Lab Results tab, the individual test results can be viewed as well as the Doc button at the far right of the each of the test result(s). The button can be clicked to download the COA to be viewed and/or printed in pdf form.

New Item Category "Infused Flower"

The new "Infused Flower" item category announced during the Industry Workshops is available as of March 1st. This new weight-based item category will only be available to Production Licenses as the product is changing final form. To create an Infused Flower Item, select Items in the Admin area, then click the Add Items button. An action window will open as seen in **Figure 3**.

Add Items			×
Item # 1			(clear)
Name Category	Infused Lalaland Pre-rolls	Unit of Measure	- Select - V
	gredient) tem)		Kilograms Milligrams Ounces Pounds
Certain Item Cate in all of the selecte	multi-Facility create such as that availab gories require the selection of a pre-existing ed Facilities would be convoluted and comp multiple Facilities at the same time.	g Strain. Verifying and in	forming that the specified Strain exists
	Create Items Cancel]	





Creating Locations for Packages

The CCB is providing the option to create Locations designated for Packages. This will help Licensees match their physical and electronic inventory.

Admin -
Tag Orders Tags
Locations
Strains
Items

Figure 4: Locations Section

After heading over to the Locations dashboard under the Admin area (as seen in **Figure 4**), you can start creating your new Locations for Packages as shown below in **Figures 5 & 6**. Note you can always create more than one location at a time by clicking on the *****.



Figure 5: Locations Dashboard

Add Locations	;	
Location # 1	I	
Name		
Location Type	- Select -	~)
	- Select -	
	Cultivator/Grow	
	Default Location Type Package-Destruction/Waste	
	Plant-Destruction/Waste	
	Processing (drying, trimming)	
+ 1	Product Packaging	
	Quality Control-QC	- 11
	Research & Development	
	Storage Vault Create Locations	Cancel
	Create Locations	Cancel

Figure 6: Adding Locations



Below you can see all the available Location Types being enabled in the system, their intended use and which License Types they're available for in **Figure 7**.

Location Type	Intended Use	Cultivators	Production	Laboratories	Dispensaries
	This Location type will replace				
	the "Default Location Type"				
Cultivator Grow	currently available to all	x			
	Cultivators. No Packages				
	allowed at this Location Type.				
	This Location is only for product				
Currhaida (Drive Thru	designated for Curbside/Drive				v
Curbside/Drive Thru	Thru that is physically separated				Х
	from the rest of the inventory				
	This Location is intended for				
In Dresses (Development	product that is currently in		v		
In Process/Development	process to its final form such as		Х		
	edibles or infused items				
	This Location is intended to				
	substitute the need for the				
Plant-Destruction Waste	Waste Logs currently submitted	х			
	to the CCB. No Packages allowed				
	at this Location Type				
	It is imperative that all packages				
	that will be wasted/destroyed				
Package-Destruction/Waste	be in this Location. Only	x	х	x	х
-	Packages allowed at this				
	Location Type				
	All the product that will need to				
	be dried or trimmed should be				
Processing (drying, trimming)	in this Location. No Packages	Х			
	allowed.				
	This Location is for all final				
Product Packaging	product that will need to be	х	Х		х
	packaged before transfer.				
	This Location is for internal QC		V		.,
Quality Control-QC	only.	Х	Х	X	Х
	This Location is intended for		N.		
Research & Development	internal R&D only.	Х	Х	Х	
	This Location is for product that				
Sales Floor/Storage Vault	currently sits on the Sales Floor.				Х
	Only Packages allowed.				
	This Location is for all product				
Storage Vault	actually stored in the Storage	х	Х	x	Х
5	Vault.				

Figure 7: All Location Types



Recording Plant Waste by Location

As mentioned in the Industry Workshop and at the beginning of the bulletin, Licensees will now have the option to record Plant Waste Logs directly into Metrc, replacing the need to e-mail Plant Waste Logs to the CCB each time waste is created. To record Plant Waste, select Plants Waste under the Plants area. Once in the Plants Waste grid, click on the Record Waste by Location button. Then fill out the action window to record the Plant Waste as shown in **Figures 8 & 9** for details.



Figure 8: Plant Waste Menu

Record Locati	on Plants Waste	×
Location Wa	aste # 1	(clear)
Waste Method	Other Method approved by the De	tion Plant Waste 1 Q
Material Mixed	New Feature	
Waste Weight	100 Grams ~	
Reason	Pruning	
Required Note	Plant Waste log for X batch	
Waste Date	ii 02/17/2022 today	
+ 1		
	Record Waste Cancel	

Figure 9: Recording Plants Waste by Location

You can review the information after logging the Plant Waste by Location. Note the waste will be averaged through the Location for each Waste Batch Number as seen in the **Figure 10** below for Waste Batch ending in 401.



cord Waste by Location Package Waste				
Waste No. Vaste Method	1 Mater	al Mixed 🚦 Waste	Reason Total Plant	s 🗄 Waste Date
0000000401 Other Method approved by the Department	New F	ature 100 g	Pruning 15	02/17/2022
Plants Packages				
Tag	Current State	Current Phase	E Location	Waste Weight
ABCDEF012345670000014877	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014878	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014879	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014880	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014881	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014882	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014883	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014884	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014885	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014886	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014887	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014888	Tracked	Vegetative	Plant W	aste 1 6.6667 g
ABCDEF012345670000014889	Tracked	Vegetative	Plant W	aste 1 6.6667 g



Virtual Transfers

Starting on March 7th, it will no longer be required to e-mail CCB and Metrc Support to use the "Virtual Transfer" type in order to correct any discrepancies between Transfers such as incorrect dollar amount, item and quantity, etc.

Туре	Virtual Transer-State ~
arture	- Select - External Patient Sale Lab Transfer Virtual Transer-State
	Whole Transfer-Subsequent Wholesale Return

Figure 11: Virtual Transfer Type

To correct a Transfer that has already been accepted, a Virtual Transfer must be created to offset the incorrect dollar amount using the same item that was received. After the sending Licensee has received the Virtual Transfer, Licensees will need to transfer the same item using the correct dollar amount.



Tagging Inventory: Plants

Cultivators will be required to start tagging Immature Plant Batches of up to 150 plants starting on **April 4th, 2022**. The process will work similarly to tagging Vegetative or Flowering Plants, by selecting the Create Plantings button, as shown in the **Figure 12** below when plantings are unpacked.

ackages										
Active On Hold	Inactive	n Transit								
New Packages	Create Plantings	New Transfer	Change Items	Adjust	Donation -	Change Notes	Finish			
Tag		:	Src. H's	Src. P	kg's	:	Item	:	Category	
🕨 🔍 💋 1A4FF01	00000022000000700			1A4FF0	10000002200000	0007	Immatu	re Girl Scout	Immature Plant	

Figure 12: Creating Plantings from an Immature Plants Package

Similar to the current process, when creating new plantings, it will be required to select the data points below with the addition of a new Immature Plant Tag and Location as seen below in **Figure 13**. This will facilitate recording Waste for Immature Plant Batches, up to 150 plants, as an alternative to e-mailing the Waste Logs to the CCB for each batch.

Create Plantin	gs from Packages						×
Planting # 1						((clear)
Package	1A4FF010000022000000700	٩	Location	Pla	ant Waste 1		Q
New Tag	1A4FF000000022000005508	Q	Strain	Bla	ack Diamond		Q
Plants Type	Clone	•	Planting Date		02/17/2022	today	
Plants Count	100		Unpackage Date		02/17/2022	today	
+ 1							
	Create Plantings	Cancel					

Figure 13 Creating Plantings from an Immature Plants Package (cont'd)

The batch of up to 150 plants, must be labeled. A good practice is to tag the front of the container where the Immature Plants are located for an easy visual reference as shown below in **Figure 14**.





Figure 14: Tagging lots of 150

Tagging Inventory: Packages

- 1. All cannabis and cannabis products must be assigned an inventory tag acceptable by the State's designated seed to sale inventory tracking system. **Figure 15.**
- 2. Inventory tags must be affixed to the either the actual cannabis product or the container which the cannabis product is stored.
- 3. If the original Metrc tag has been damage or misplaced, it must be repackaged into a new tag as a "Photocopy" of the original Metrc tag is not sufficient.
- 4. Inventory stored in two locations must have original tags with it. For example, retail facilities with the sales floor/storage vault location, the top portion of the tag should be with the sales floor and bottom portion (barcode only) with storage vault inventory as the cannabis product is stored in the same location in Metrc. If any portion of the tag is missing that prevents compliance, it must be retagged as a copy of the original tag is not sufficient.
- 5. Display Samples must be individually tagged. If a retail facility receives a bulk shipment without a display sample identified on the shipping manifest, and wishes to utilize one as a sample, it must be retagged as a display sample and identified as such in the seed to sale inventory tracking system.
- Storage locations of ALL cannabis and cannabis products must be assigned in Metrc and must be updated accordingly. (For example: Floor/Vault Inventory, Display, Vault, Quality Assurance, Waste, Quarantine, etc.)
- 7. As long as the original RFID Metrc tag stays with the bulk inventory, that bulk inventory may be split up into smaller quantities as long as those are all stored together and clearly identified as 1 of 3, 2 of 3, 3 of 3. Those smaller bins may contain a photocopy of the Metrc tag for internal organization.



- 8. In the event of a return where the item needs to be quarantined, the item does not need to be re-tagged. A photocopy of the Metrc tag is sufficient for the individual item to be placed in quarantine, set for destruction. Establishments should have an area in quarantine that identifies returns and/or damaged items. If the establishment intends to destroy the product prior to finishing the package tag (all products sold) instead of repackaging for destruction, they may submit a destruction log through Accela upload, as they will not have the ability to render it unusable in the system.
- 9. If a dispensary has multiple floor inventories within its sales floor, they are still considered one location in the seed to sale inventory tracking system.

RE-TAGGING IS NOT REQUIRED each time you move product from one area to another. To remain compliant, you are required to have the original RFID tag with 75% or more of the bulk inventory (Storage Vault) and if applicable, the bar code (bottom half of tag) is with the associated product on the sales floor.



Figure 15: Sample RFID Tag

Please Note: If you are a Retail Store (Dispensary) you may consider your sales floor and Storage Vault as one location in the seed to sale inventory system (Ex: Sales Floor/Storage Vault).

If the package needs to be moved to a different facility, regardless of it being co-located or vertically integrated, the Licensee will need to create a separate Metrc Package tag for the portion of the inventory being relocated.



Metrc Resources

On the far right of the navigation toolbar, there is a Support dropdown. This dropdown can be utilized to reference the Metrc Manual/User Guide, Nevada specific guides, info to contact Metrc Support, access short training videos and sign up for training. These tools can be used anytime for no additional charges as long as you are entered within an active licensed business.

Support -
Manual / User Guide
Nevada Supplemental Guide
CSV Formatting Guide
Industry Reports Guide
Proper RFID Tags Attachment
Customer Support:
- https://support.metrc.com/
- support@metrc.com
- 1-877-566-6506
Sign up for Training
Training Videos
Technical Support

Figure 16: Support Section

<u>Metrc Learn</u> and the <u>Metrc Knowledge Center</u> may also be accessed which are referenced on Bulletin #54 where additional information can be found.

Metrc Learn is an interactive learning management system, that allows users to complete modular training for multiple areas of Metrc. The system will teach the user specific functionality and processes, allow the user to demonstrate, and test on the information provided. Users will even be able to export and share their completed trainings.

The Metrc Knowledge Center is a portal that provides users on-demand access to various resource materials including past bulletins and helpful links. This center is designed to be a supplemental resource to Metrc Support, providing options for self-assistance with documentation, a live-chat feature, and the ability to submit support tickets directly to our team.



You can also access the Metrc short training videos through our YouTube channel. The videos cover a wide arrange of topics and are always a good reminder on how to perform certain day to day actions.



Figure 17: Metrc YouTube videos

Please feel free to contact Support at <u>support@metrc.com</u> or 877-566-6506 with any questions.