Metrc Support Bulletin

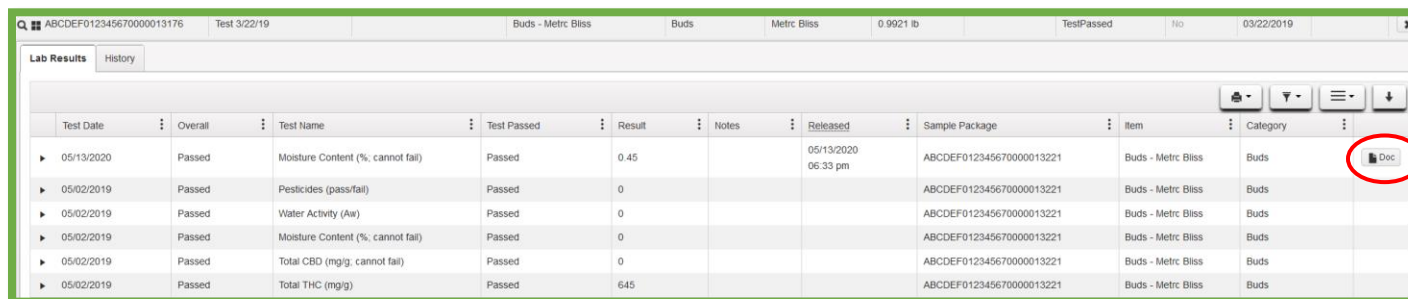| **Bulletin Number**: NV_IB_0058	**Distribution Date:** 03/1/2022	**Effective Date**: 04/04/2022
Contact Point: Metrc® Support	**Subject**: COA Download, New Item Category, Locations for Packages, Virtual Transfers, Tagging Inventory.	
Reason: To inform Licensees of Upcoming Changes on How to Download and View COAs, New Item Category, Locations for Packages, Virtual Transfers, Tagging Inventory.		
Primary Audience: Growers, Processors, Testing Laboratories, 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 7ᵗʰ** and it will be a requirement on **April 4ᵗʰ, 2022.**

- Testing Laboratories will now have the option to upload a COA and associate it to all recorded test results on a specific sample package using a new button in Metrc or through the API using third party software upgraded to use the new feature.

- 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 Samples Tab within the Package.

- New Item Category of "Infused Flower" will be available on **March 7ᵗʰ**.

- Locations for Packages will allow you to mimic your physical inventory in the Metrc system. You will also have 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 **April 4ᵗʰ.**

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

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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 each package. The COA can be downloaded to be viewed and/or printed by selecting the [📄 Doc] button in the Lab Results tab as seen in **Figure 1**.
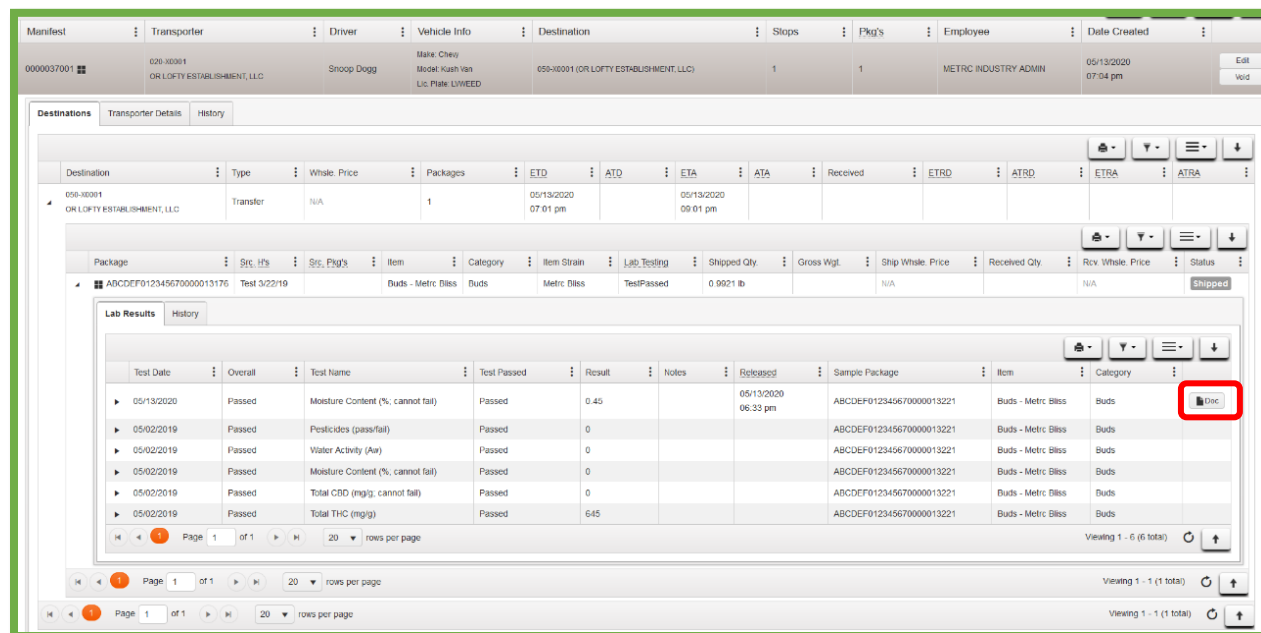

Figure 1: Selecting Doc button to download COA

Viewing COA from Transfer/Manifest Grid

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

Figure 2: Selecting the Doc button to download the COA

In order to view the COA within the Transfers grid, a licensee would need to dol the following.

1. Select Licensed Transfers
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 test result(s). The [Doc] button can be clicked to download the COA to be viewed and/or printed.

New Item Category "Infused Flower"

The new "Infused Flower" item category announced during the Industry Workshops is available starting March 1st. This new weight-based item category will only be available to Production Licenses as the product is changing final form.
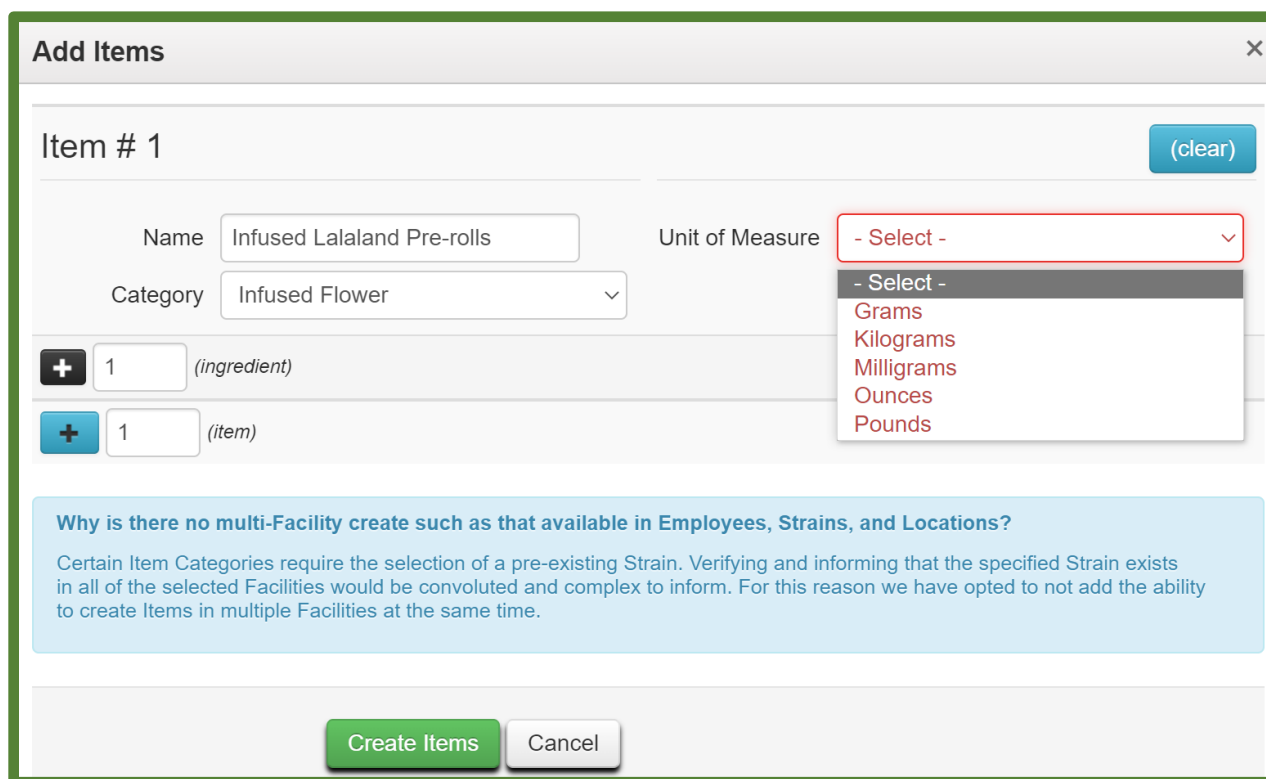

Figure 3 Infused Flower Item

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.
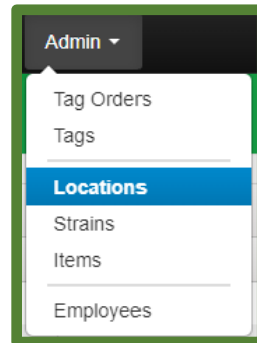

Figure 4 Locations Section

After heading over to the Locations dashboard, you can start creating your new Locations for Packages as shown below. Note you can always create more than one location at a time by clicking on the ➕.
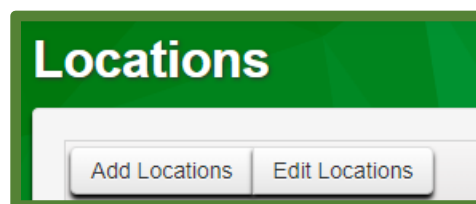
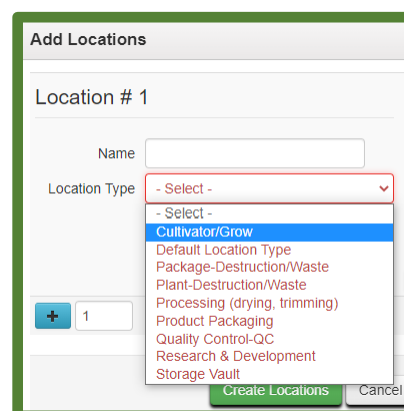

Figure 5 Locations Dashboard

Figure 6 Adding Locations

Below you can see all the available Location Types coming in the system, their intended use and for what License Types they're available.

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

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 their Plant Waste Logs directly into Metrc, replacing the need to e-mail Plant Waste Logs to the CCB each time you create waste.
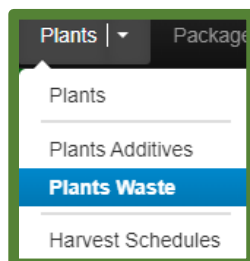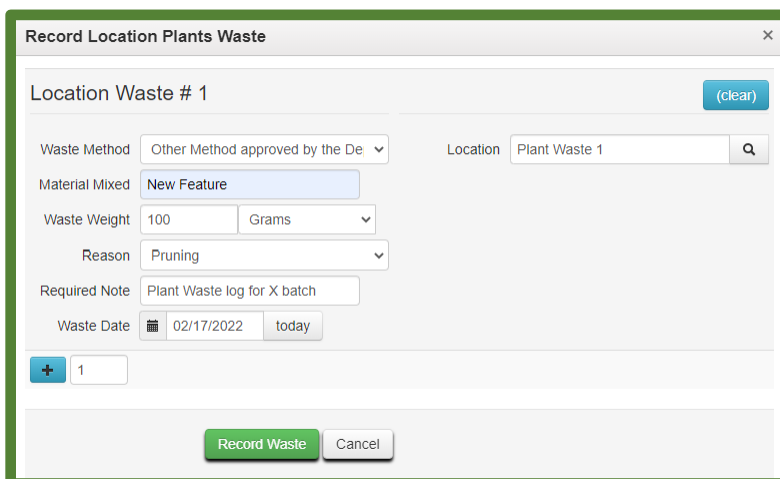

Figure 8 Plant Waste Menu

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 example below for Waste Batch ending on 401.

Figure 10 Plant Waste by Location

Virtual Transfers

Starting on March 7th, Licensees 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.

Figure 11 Virtual Transfer Type

In order to correct a Transfer that has already been accepted, users must create a Virtual Transfer 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 workflow will be similar to tagging Mature Plants as shown on the example below as we unpack plantings.
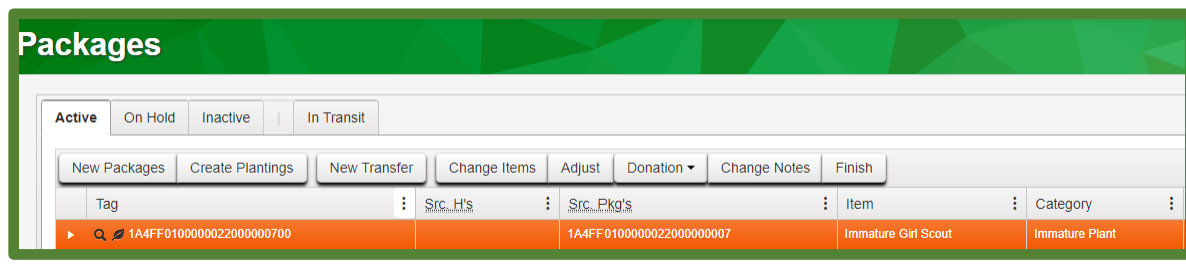
Figure 12 Creating Plantings from an Immature Plants Package

Similar to the current workflow, when creating the new plantings, you will be required to select the data points below with the addition of a new Immature Plant Tag and Location. 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.

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

You must label the batch of up to 150 plants, 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.

Figure 14 Tagging lots of 150

<u>Tagging Inventory: Packages</u>

1. All cannabis and cannabis products must be assigned an inventory tag acceptable by the States designated seed to sale inventory tracking system. **Figure 14.**
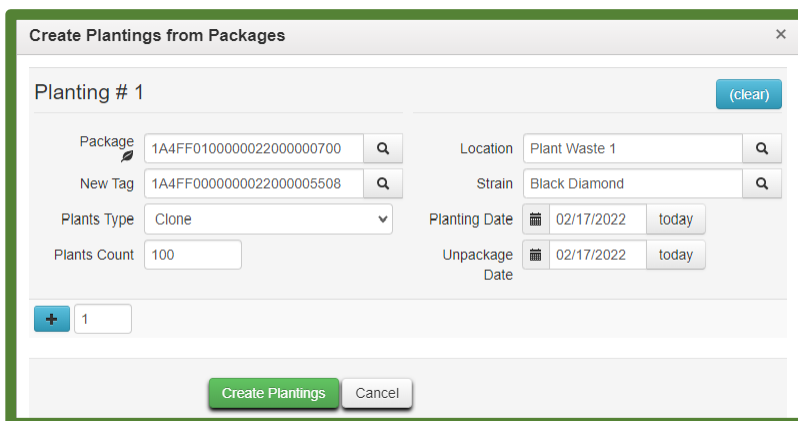
2. Inventory tags must be affixed to the either the actual cannabis product or the container which the cannabis product is stored.

3. If the original Metrc tag have 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 (Example: Top portion of the tag with the back stock (75% or greater) bottom portion (barcode only) with front/floor inventory). 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 tag. If a retail facility receives a bulk shipment without a display sample identified on the shipping manifest, one must be retagged as display samples and identified as such in the seed to sale inventory tracking system.

6. 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.)

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 is 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 14 Sample RFID Tag

Top Portion: Contains RFID Chip

Bottom Portion: Readable Barcode

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 co-located or vertically integrated, the Licensee will need to create a separate Metrc Package tag for the portion of the inventory being relocated.