



Bulletin Number: AK_IB_0068_Transfers with Layovers New Feature	Distribution Date: 10/15/2024	Effective Date: 10/15/2024
Contact Point: Metrc® Support	Subject: Transfers with Layovers New Feature	
Reason: To provide an update on a new feature related to transfer with layovers		

Greetings,

Metrc is pleased to offer guidance on transfers with layovers, allowing the use of the same transporter license for multiple legs.

Please continue reading for more details.

Transfer with Layovers

Effective 10/15/2024, you can assign the same transportation license to multiple layover legs.

The Layover Leg field within the New or Edit Licensed Transfer action windows will only display once the Layover checkbox is marked – **see Figure 1**.

The screenshot shows the 'Edit Licensed Transfer' window with the following details:

- Manifest:** 000007001
- Destination 1:** 600-X0001
- Type:** Transfer
- Planned Route:** Route
- Est. Departure:** 02/20/2024, 12:37 PM
- Est. Arrival:** 02/20/2024, 12:37 PM
- Transport # 1:** 600-X0001
- Phone No.:** 123-456-7890
- Est. Check-In:** 02/20/2024, 02:00 PM
- Est. Check-Out:** 02/21/2024, 12:30 PM
- Layover:** (highlighted with a red box)
- Driver 1:** John Smith, Employee ID: X004298, License No.: 187-29-1862
- Layover Leg:** From And To Layover (highlighted with a red box)
- Vehicle 1:** Chevy Malibu, License Plate: 12-98D
- Package # 1:** ABCDEF012345670000014150, Gross Weight: 9 Pounds
- Quick Entry:** OFF
- Buttons:** Save Transfer, Cancel

Figure 1: Layover checkbox and Layover Leg field

Three options will be available to be selected for the Layover Leg field – see Figure 2.

- **From And to Layover** – This should be selected if the same Driver will be completing the entire trip, from origin license to destination license.
- **To Layover** – This should be selected if the driver will be transporting the package(s) from the origin license to the layover point.
- **From Layover** – This should be selected if the driver will be transporting the packages from the layover point to the destination license.

The screenshot displays three transport records in a list view. Each record includes fields for Transport #, Phone No., Est. Check-In, Est. Check-Out, Driver 1, Driver's Name, Employee ID, Driver's Lic. No., Vehicle 1, Vehicle Make, Vehicle Model, and License Plate. A 'Layover Leg' dropdown menu is present in each record, with the selected option highlighted by a red box.

Transport #	Phone No.	Est. Check-In	Est. Check-Out	Driver 1	Driver's Name	Employee ID	Driver's Lic. No.	Vehicle 1	Vehicle Make	Vehicle Model	License Plate	Layover Leg
403R-X0001	123-456-7890	09/19/2024 11:43 AM	09/19/2024 11:43 AM	Steve McQueen	Steve McQueen	X00420	12345	Bullitt	Ford	Mustang	Bullitt	To Layover
403R-X0001	124-456-7890	09/19/2024 11:43 AM	09/20/2024 11:43 AM	Steve McQueen	Steve McQueen	X00420	12345	Bullitt	Ford	Mustang	Bullitt	From And To Layover
				Type part of the Driver Name...	John Smith	X00420	12345	Type part of the vehicle make, m...	Chevy	Silverado	CO5280	From Layover

Figure 2: Layover Leg options

Important tips:

- When selecting “To Layover,” the system will require a “From Layover” leg. The plus sign can be used to add additional legs.
- Layover legs must occur on the Licensed Premises of a Regulated Marijuana Business.
- If a driver is transporting Regulated Marijuana to multiple destinations (i.e., transporting marijuana from a single cultivation to multiple stores), the destinations are not considered layover legs.

The Layover Leg field is now included on the Metrc transportation manifest and in the Transporter Details tab in the manifest detail’s dropdown menu – **see Figure 3.**

ALCOHOL & MARIJUANA CONTROL OFFICE MARIJUANA TRANSPORTATION MANIFEST			
All sales transactions are to be completed prior to transportation of any MARIJUANA. The receiving entity may reject product delivered, but amount delivered must be limited to amount agreed upon in prior sales transaction.			
Manifest No.	000007001	Date Created	2/20/2024 11:11 AM
Originating Entity	OR LOFTY ESTABLISHMENT, LLC	For Agency Use Only	
Originating License Number	200-X0001		
Address of Originating Entity	8079 SE McLoughlin Blvd. Portland, OR 97222-7355 County: Clackamas		
Phone No. of Originating Entity			
1. Destination	OR LARGER THAN SALES, LLC	Destination Phone No.	
Destination License Number	600-X0001	Date and Approx. Time of Departure	2/20/2024 12:37 PM
Address of Destination	8079 SE McLoughlin Blvd. Portland, OR 97222-7355 County: Clackamas		
		Date and Approx. Time of Arrival	2/20/2024 12:37 PM
		Date/Time Received	
Route to be Traveled	Notes: details for estimating circumstances (e.g., road closure, flat tire, etc.)		
Route			
1. Outbound Transporter	OR LARGER THAN SALES, LLC	Layover Schedule	
Transporter License Number	600-X0001	Date and Approx. Time of Check-In	2/20/2024 2:00 PM
Address of Transporter	8079 SE McLoughlin Blvd. Portland, OR 97222-7355 County: Clackamas		
		Date and Approx. Time of Check-Out	2/21/2024 12:30 PM
Contact Phone No. for Inquiries:	123-456-7890		
Name of Person Transporting	John Smith	Handler Permit No. of Driver	X004298
State Driver's License No.	183-29-1863	Signature of Person Transporting	
Make, Model, License Plate No.	Chery Matbu 12-98D	Leg of Layover Trip	From And To Layover
1. Package Shipped	Production Batch No.	Item Name	Quantity
ABCDEF012345670000014150 Lab Test: TestPassed	14150	Joe's Peanut Butter Cookies (E8bbe)	Shp: 117.0000 ea GWT: 9.0000 lb
Item Details			
Source Package(s)	ABCDEF012345670000014132		
Source Production Batch			
PRODUCT REJECTION (if only a portion of shipment is rejected, circle that portion above)			
Name of Person Receiving or Rejecting Product			
I confirm that the contents of this shipment match weight records entered above, and I agree to take custody of those portions of this shipment not circled above. Those portions circled were returned to the individual delivering this shipment.			
Signature	Date		
Signature of individual taking receipt of rejected portion of this shipment			

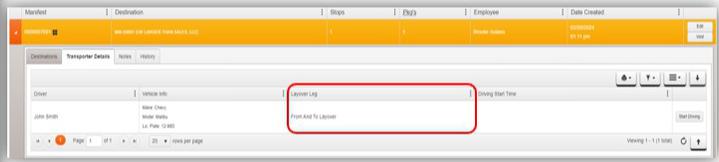


Figure 3: Layover Leg Field on Transfer Manifest and in Transporter Details tab

A driver must be assigned for each transfer layover leg, or a warning message will appear – **see Figure 4.**

The Transfer has been marked for Layover, a Driver has been marked for a portion of the layover please ensure both parts of the Layover have at least one Driver selected.

Figure 4: Metrc warning to assign a driver

Metrc resources

If you have any questions or need additional support, the following resources are available:

Contact Metrc Support

By using the new full-service system – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

Please note: If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

Metrc Learn

Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

From within the Metrc system

- Navigate to the Support area dropdown on the navigational toolbar and select “Sign up for Training” to register.

From the Metrc website

- Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.