

Bulletin Number: LA_IB_0021	Distribution Date: 8/14/20	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Required Notes for Waste Package Adjustments	
Reason: Metrc and the State of Louisiana are providing additional guidance to the industry on what information is required in notes for Waste package adjustments.		

Greetings Metrc Users,

Metrc, in conjunction with the Louisiana Department of Agriculture and Forestry (LDAF), is providing guidance on what is required within the notes area when utilizing package adjustments for waste. **This guidance will supersede the guidance offered in Metrc Bulletin #8 released November 24th, 2019.** Currently, the notes area is required, but additional requirements will need to be included in the notes field when recording waste for a package to ensure full transparency reporting to the LDAF.

Please see the following pages for details on these changes:

Package Adjustments for Waste Notes

When a package has been identified that includes material that will be wasted out, highlight the package and select Adjust.

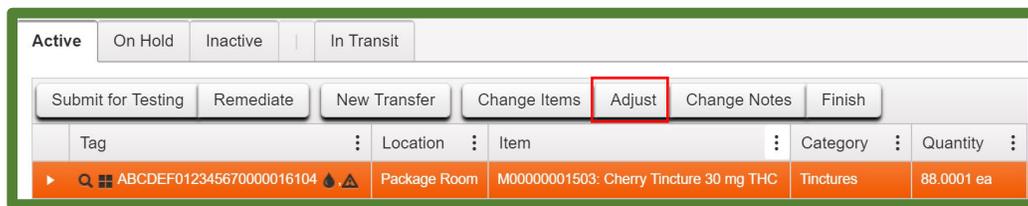


Figure 1: Select Package for Waste Adjustment

Selecting “Adjust” will prompt an action window where the amount of product that is being removed from the package will be indicated. Additionally, the reason for the adjustment will need to be added. In this case, it will be “Waste”. This selection will require a freeform note to be submitted with the adjustment in the notes field.

The LDAF and Metrc are providing notice that going forward in this note field, the following should be recorded:

- **Reason for waste**
- **Destruction method**
- **Material mixed with the waste to render it unusable**
- **The employee who physically destroyed the waste**
- **Date of physical destruction**

Upon completing the required information, select the “Adjust Packages” button to complete the action.

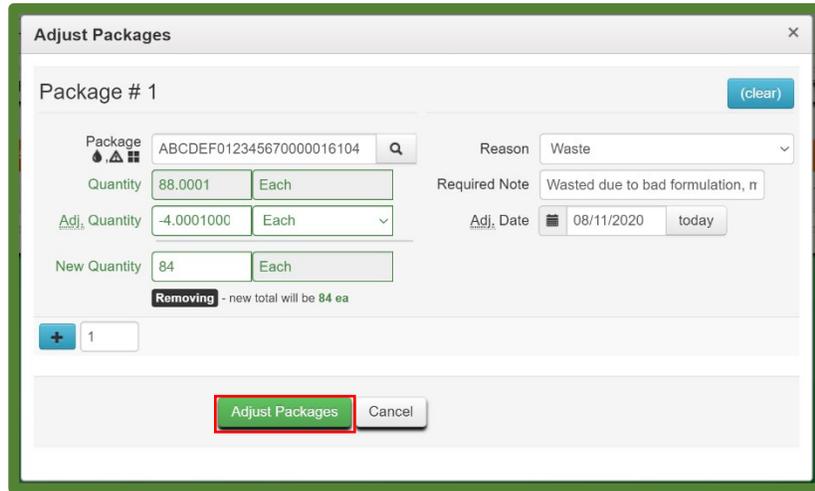


Figure 2: Adjust Package Action Window for Waste

After the action is complete, verify in the package history that the adjustment amount is correct, and more importantly, the note includes and satisfies the required information stated above.



Package adjusted by -4.0001 Each - Reason: Waste - Note: Wasted due to bad formulation, mixed with sand, disposed 8/12/20 by Michael Miller	Charles Harris (X00...)	08/11/2020	08/11/2020 12:40 pm	User
---------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------	------------	---------------------	------

Figure 3: Verify Package Adjustment in Package History

By stating all the required information in the package adjustment notes for waste, this ensures full transparency and compliance to the LDAF when it comes to recording waste from packages accurately.

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