

<b>Bulletin Number:</b> LA_IB_0008	<b>Distribution Date:</b> 11/27/19	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Required Notes for Waste Package Adjustments	
<b>Reason:</b> Metrc and the State of Louisiana are providing additional guidance to the industry on what information is required in notes for Waste package adjustments.		

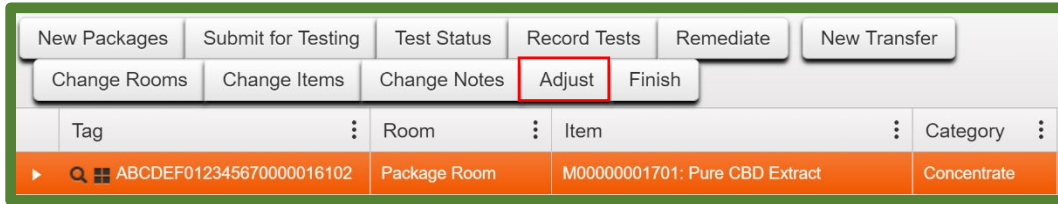
Greetings Metrc Users,

Metrc, in conjunction with the Louisiana Department of Agriculture and Forestry (LDAF), is providing guidance on what is required within the notes when utilizing packages adjustments for waste. Currently the notes field is required, but to ensure full transparency reporting to LDAF, certain requirements will need to be included in the notes field when recording waste for a package.

Please see the following pages for details on these changes:

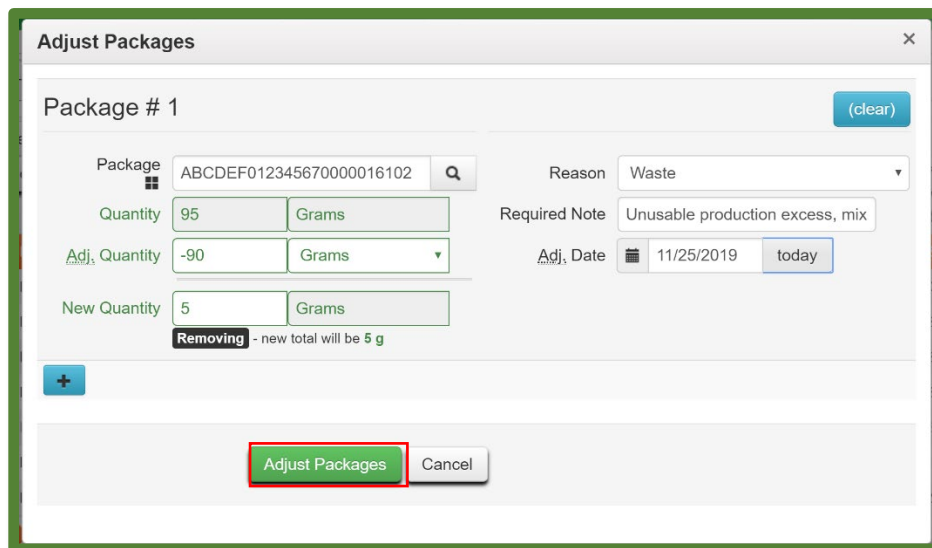
## Package Adjustments for Waste Notes

When the user has identified a package that includes material that will be wasted out. They should highlight the package and select Adjust.



**Figure 1: Select Package for Waste Adjustment**

This will prompt an action window where the user will indicate the amount of product that is being removed from the package, and the reason for the adjustment. In this case, it will be “Waste”. This selection will require a freeform note field be submitted with the adjustment. The LDAF and Metric are providing notice that going forward in this note field, the user should be recording the following: **Reason for waste, destruction method, and material mixed with the waste to render it unusable**. Upon completing the required information, the user selects “Adjust Packages” to complete the action.



**Figure 2: Adjust Package Action Window for Waste**

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

Package adjusted by -90 Grams - Reason: Waste - Note: Unusable production excess, mixed with soil and made unusable	Charles Harris (X00●●●)	11/25/2019	11/25/2019 09:19 am	User	
---	----------------------------	------------	------------------------	------	--

**Figure 3: Verify Package Adjustment in Package History**

By stating all the required information in the package adjustment notes for waste, the user will ensure full transparency and compliance to the LDAF when it comes to properly recording waste from packages.

*Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.*