

# Metrc Support Bulletin



<b>Bulletin Number:</b> MA_IB_004	<b>Distribution Date:</b> 3/31/19	<b>Effective Date:</b> N/A (on-going)
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Collocated Medical/Adult-Use Retailer Licenses	
<b>Reason:</b> Metrc is providing guidance for collocated Medical/Adult-Use Retailer Licenses regarding separating Medical and Adult-Use sales.		

Greetings Metrc Users-

With the onboarding of the Medical licenses into Metrc, additional guidance is being provided for collocated Medical and Adult-Use licensed facilities under the direction of the Cannabis Control Commission (CCC):

## Medical Licensee Metrc Presentations

Metrc will be providing two presentations open to the industry for Medical licensees to come learn about Metrc and how it will be used for the industry. The presentation locations and times are listed below:

### **4/9 Boston, MA: 10 AM – 1 PM**

McCormack Building, 1 Ashburton Place, Boston MA – Somerset Conference Rm (2<sup>nd</sup> floor)

### **4/11 Springfield, MA: 10 AM – 1 PM**

Springfield State Office Building, 436 Dwight St., Springfield, MA, 01103 – Conference Room B42 (Basement)

The meeting is open to all licensees, but it would be appreciated if anyone planning on attending would register through the [www.Metrc.com/Massachusetts](http://www.Metrc.com/Massachusetts) training signup.

If there are any additional questions regarding the presentations, please reach out to [Patrick.Beyea@mass.gov](mailto:Patrick.Beyea@mass.gov).

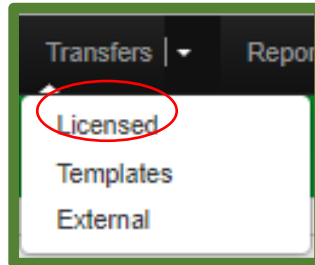
## Transfers

The CCC will allow for transfers between medical and adult-use licenses without any restriction on amount or frequency. To transfer product between adult-use and medical licenses, a transfer manifest

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must be created in Metrc. To do this, first go to the licensed transfer page which can be reached by selecting licensed option under the Transfers tab on the top navigational bar.



Next, select “New Transfer” and add all the package(s), planned route, departure time, arrival time, licensed facility performing the transfer, as well as the agent and vehicle information for the transfer. If the transfer is between licenses in a collocated facility, then the only planned route information needs to input for planned route is “Collocated facility”.

The image shows the 'New Transfer' form in the Metrc application. The form is divided into several sections:

- Destination 1:** RMD065-R
- Planned Route:** Collocated facility
- Type:** Affiliated Transfer
- Est. Departure:** 03/25/2019, 02:57 PM
- Est. Arrival:** 03/25/2019, 02:57 PM
- Transport # 1:** 402-X0001
- Employee ID:** X5M672
- Driver's Name:** Calvin Broadus
- Driver's Lic. No.:** S58938404
- Phone No.:** 1234567890 (use default)
- Vehicle Make:** Chevy
- Vehicle Model:** Silverado
- License Plate:** GRLAMAN
- Package # 1:** ABCDEF012345670000013810
- Package # 2:** ABCDEF012345670000013807

At the bottom of the form, there are two buttons: 'Register Transfer' and 'Cancel'.

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After the transfer is created, it will no longer be included under the source license inventory. It will immediately appear under the “Incoming” tab in Licensed Transfers at the receiving facility. Upon physically receiving the product, the “Receive” button for the transfer should be selected. Then, ensure that the product listed on the manifest is correct. Once the product information has been verified, select the “Receive Transfer” button.

Manifest	0000003602	Transfer Type	Affiliated Transfer
Origin Lic. No.	403-X0001	Origin Name	CO LOFTY ESTABLISHMENT, LI
Main Phone No.	+1-800-420-MAIN	Mobile Phone No.	+1-800-420-CELL
Transporter Lic. No.	402R-X0001	Transporter Name	CO LOFTY ESTABLISHMENT, LI
Employee ID	X5M672	Vehicle Make	Lamborghini
Driver's Name	Bruno Mars	Vehicle Model	Huracan
Driver's Lic. No.	123456789	License Plate	GRLAMAN
Phone No. for Questions	1234567890		
Package # 1	ABCDEF012345670000013798	Item	Buds - Metrc Bliss
Room	Storage Room	Shipped Qty.	50
			g
			<input type="checkbox"/> Reject
		Receive Qty.	50
			Grams

## Sales

Collocated retailers are required to record **consumer sales** under the **Adult-Use** retailer license and all **patient sales** under the **Medical** retailer license. In order to record sales under a retailer license, there must be an inventory supporting those sales. To this end, to record both Medical and Adult-Use sales the licensee must maintain an adequate inventory to support the sales under both Medical and Adult-Use retail licenses.

## Metrc Support

Please feel free to email [support@metrc.com](mailto:support@metrc.com) or call 877-566-6506 with any questions. Metrc support is available Monday-Saturday over the phone and email, and email only on Sunday.