Metrc Support Bulletin

Bulletin Number: MA_IB_0016 (Rev)	**Distribution Date**: 12/2/19	**Effective Date**: 11/27/19
Contact Point: Metrc® Support	**Subject**: Creating Quarantine Room for Vaporizer Products	
Reason: Metrc is providing guidance on creating a room in Metrc to quarantine all packages of vaporizer products. This bulletin is a minor correction on Bulletin #16 (posted 11/27/19) to update the attestation link and the email where it will be sent upon completion.		

Greetings, Metrc Users – Metrc, in conjunction with the Cannabis Control Commission (Commission), is providing instruction on how licensees will need to quarantine all vaporizer products pursuant to the Commission's Quarantine Order dated November 12, 2019. To do this, the user will have to create a new room named VQR-11-12 in Metrc if they have not already done so and move all vaporizer products into that room. If the user has already quarantined the product in a room within their Metrc account, all they will need to do is edit the room to VQR-11-12.

Vaporizer products include all disposable vaporizer pens, vaporizer cartridges, aerosol products and inhalers.

Once the quarantine process has been completed for all vaporizer products associated with the license, the licensee must sign and return the Commission's Quarantine Room Attestation form to Inspections@cccmass.com no later than Thursday, Decemeber 5, 2019 at 9:00 A.M. Please enter "VQR-11-12 Attestation Form [**INSERT License No**.]" in the subject line of the email.

Please find on the following pages a detailed description of the changes:

***

Note: A prior version of this bulletin instructed submission of the attestation form to the Commission's prior inspections email address. Please note that the inspections email inbox has been changed to Inspections@cccmass.com.

***

Creating the Quarantine Room

If the User has not already created a quarantine room for vaporizer products, then the user will need to navigate to the Rooms screen under the admin navigational menu.
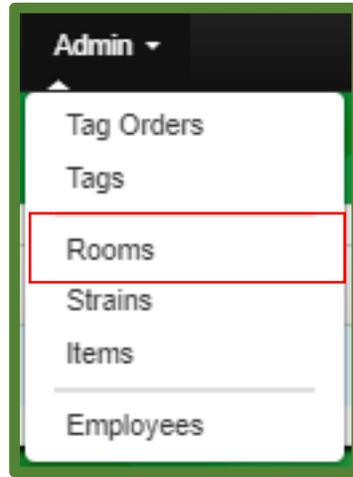
Figure 1: Navigate to Rooms

Once on the Rooms page, select the "Add Rooms" button to trigger the action window where the user will enter the new room name.
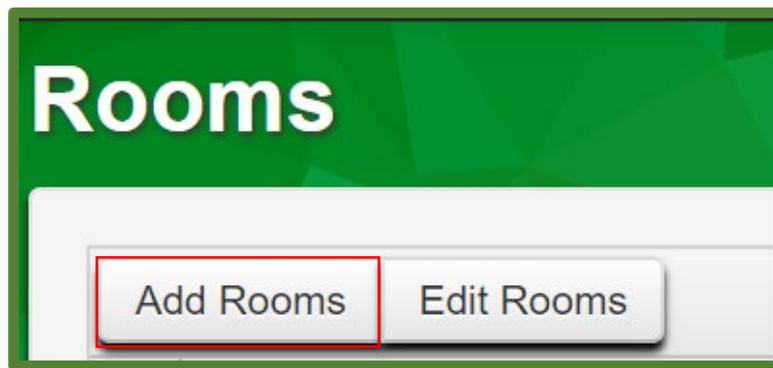
Figure 2: Add Rooms Button

The action window will appear and the user will input VQR-11-12 as the name and select "Create Rooms"
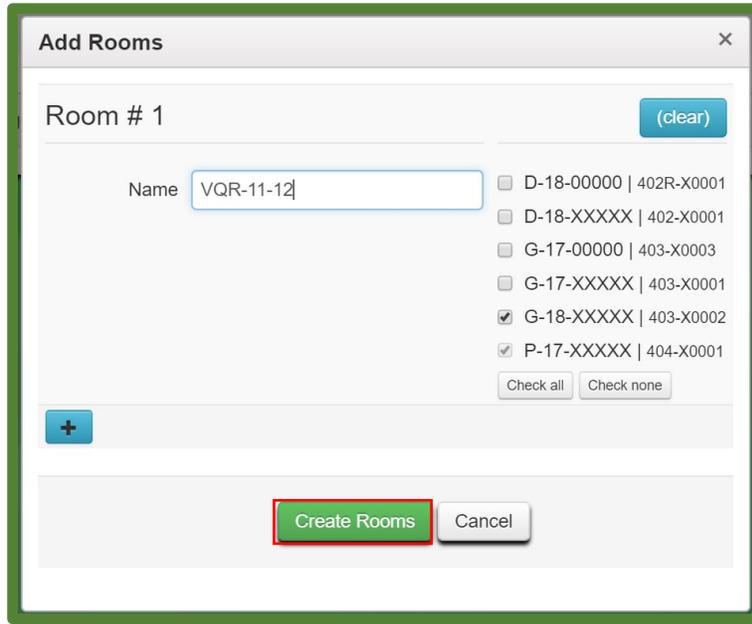
Figure 3: Create New Room

Please Note: If the user is the admin for multiple facilities with Vaporizer Product that will be quarantined, they can add the new room across multiple licenses using the check boxes on the right-hand side.

Moving Packages into New Room

Now that the new VQR-11-12 room has been created, the user will now navigate to their packages screen and highlight any vaporizer products in their inventory, and select "Change Rooms".
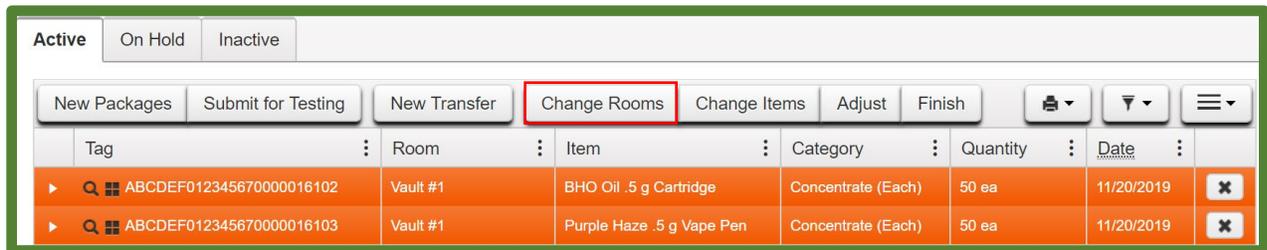
Figure 4: Select Vaporizer Products for Quarantine

This will prompt an action window where the user will input the VQR-11-12 into the "New Room" field and indicate the current date of the move. Once this is complete, the user will select the "Perform Move" Button.
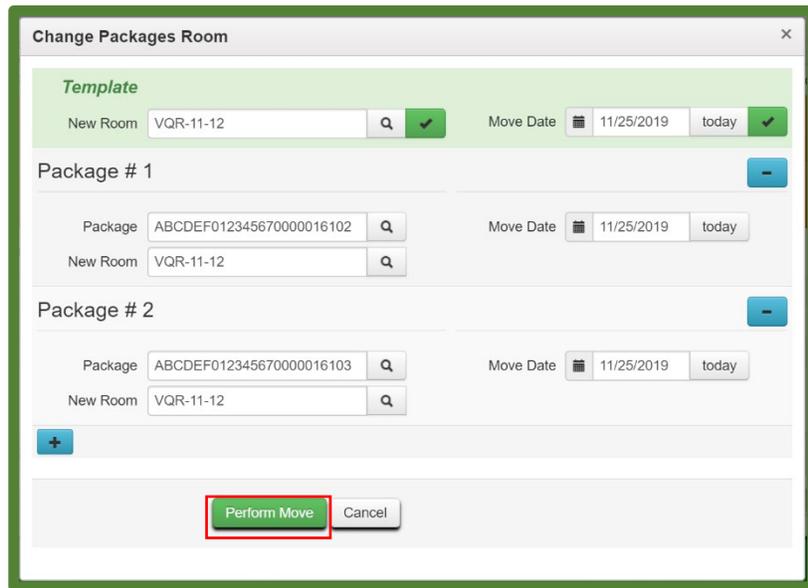
Figure 5: Move Vaporizer Product Rooms

Once the user has moved all of the vaporizer product packages in the facility to the VQR-11-12 room, the licensee should also physically quarantine the product in once location to ensure that the physical and virtual inventories are in alignment.

Editing Vaporizer Product Quarantine Room Name

If the user has already quarantined the vaporizer products in their license under one room name in Metrc, then the user will need to edit the room name to match the CCC standard VQR-11-12 room name for reporting purposes.

To do this, the user will navigate back to the Rooms screen illustrated in the above example and select the room being used for the vaporizer product quarantine and use the "Edit Rooms" button.
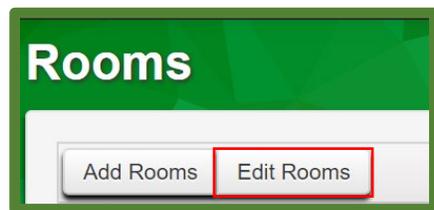
Figure 6: Edit Room Button

This will prompt an action window where the user will change the name of the room to reflect the correct VQR-11-12 room name and select "Save Rooms".
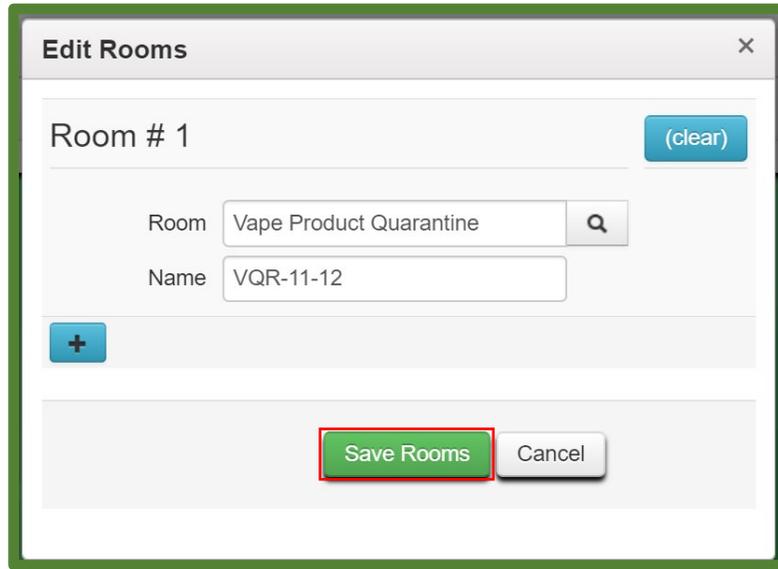
Figure 7: Edit Room Name

Editing this room name will automatically update the room name for all the packages located in that quarantine room in Metrc. If all of the vaporizer product packages in the license were already quarantined and listed in this room in Metrc, then the licensee has completed the quarantine of the product.

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