

Bulletin Number: MA_IB_0030	Distribution Date: 9/3/2020	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Process for recording reclaimed Quarantined Vape Product and testing Quarantined Vape Products in Metrc	
Reason: Metrc and the Cannabis Control Commission are providing guidance on the process to record the reclamation of quarantined Vape Products into new items and creating new packages for vape products for additional testing		

Greetings Metrc Users,

Metrc, in conjunction with the Cannabis Control Commission (CCC), is providing guidance on the process for releasing previously quarantined vape products. The guidance below is for Licensees to retest previously quarantined vape products without remediation. Furthermore, additional guidance is being provided for Product Manufacturers to remediate and/or reclaim previously quarantined Vape Products.

The CCC's guidance for this process is as follows:

*Product that is being retested and **no new processing is occurring** will have to be repackaged (**Not as a Production Batch**) and using the newly created "Item Name" prefix that begins with "VQR".*

If the licensee elects to remediate, reclaim, process further, or add anything new then follow the below procedures.

- *Create a new package tag using a **new production batch**. The newly created package tag will also use the new "Item Name" prefix that begins with "VQR."*

Please see the following pages for more details:

Create Reclaimed Vape Product Items

Before packages can be created for the reclaimed product, items must first be created to define what those products are. To do this, the user must have Admin permissions to create items. Navigate to the Admin menu on the top navigational bar, then select Items as seen in **Figure 1**.

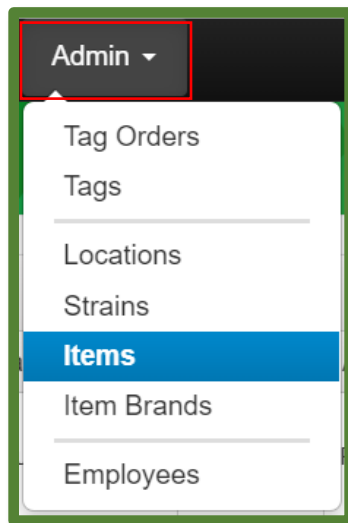


Figure 1: Navigation to Items Screen

Once on the Items screen, select the “Add Items” button to create the reclaimed packages item, as seen in **Figure 2**.

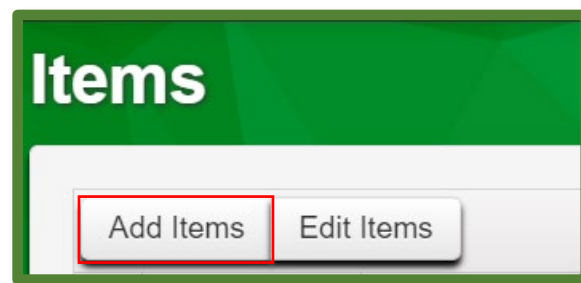
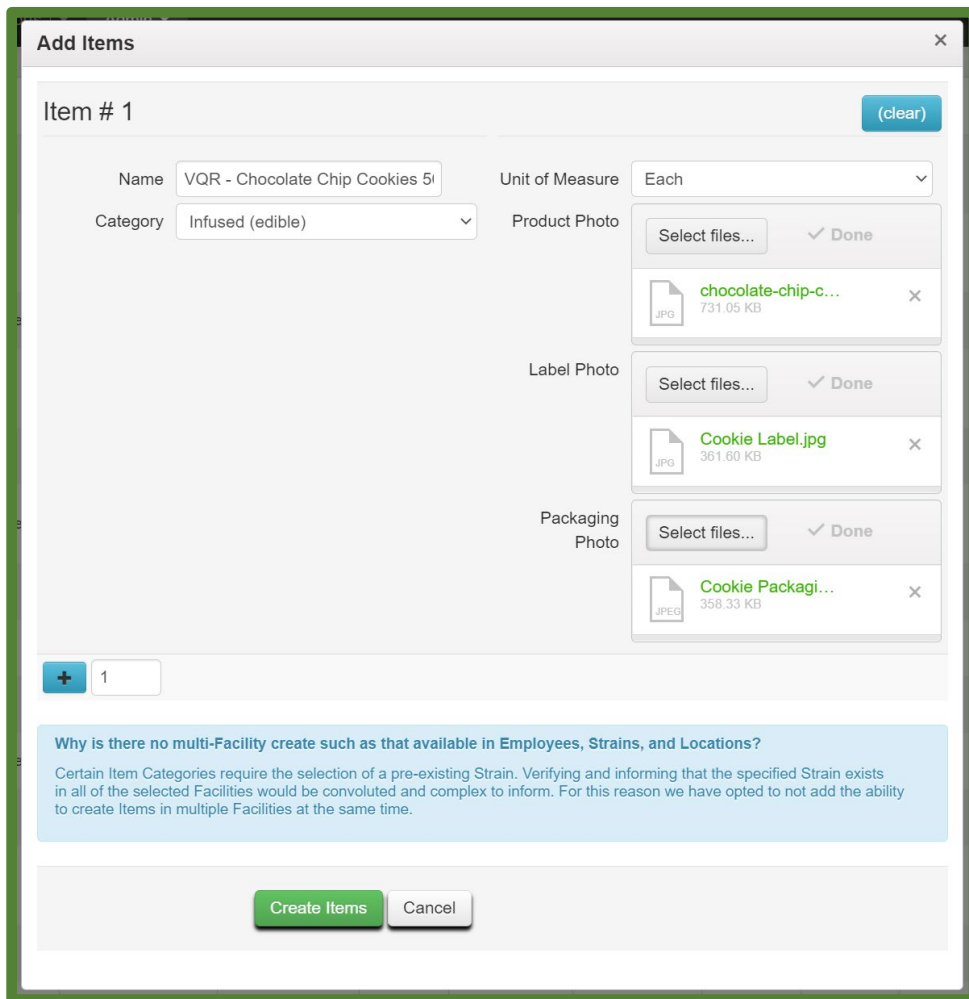


Figure 2: Add Items Button

This button will trigger an action window to open to create a new item. Utilize the item category of the new product and add an item name using the following naming convention:

VQR – [Item Name]

For example, if we are creating a reclaimed item of Chocolate Chip Cookies. Please note that the item category should match the **new product** and *not* the vape product item category. This step can be seen in **Figure 3**.



Add Items

Item # 1 (clear)

Name VQR - Chocolate Chip Cookies 5l Unit of Measure Each

Category Infused (edible) Product Photo Select files... Done

chocolate-chip-c... 731.05 KB

Label Photo Select files... Done

Cookie Label.jpg 361.60 KB

Packaging Photo Select files... Done

Cookie Packagi... 356.33 KB

+ 1

Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?

Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Create Items Cancel

Figure 3: Create VQR Reclaimed Item

Create Reclaimed Production Batch Packages

After the user VQR item has been created for the reclaimed product in the admin menu, navigate to the active packages screen. Select the Vape Product package that will be reclaimed, and use the “New Packages” button to begin the Production Batch process. This step is seen in **Figure 4**.

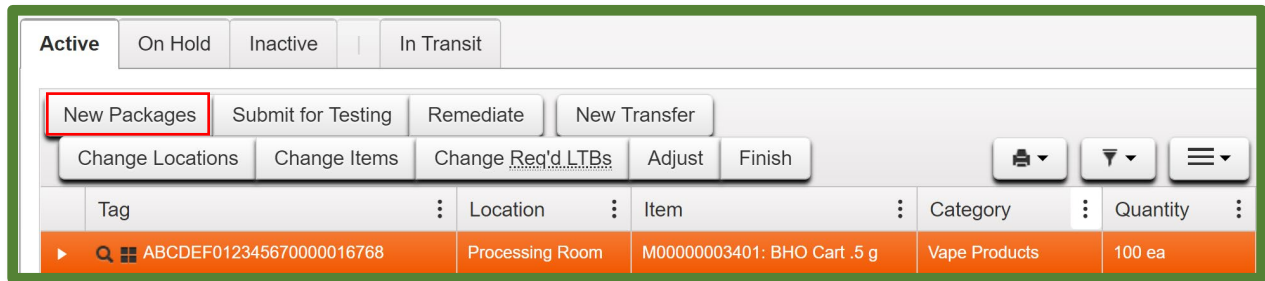
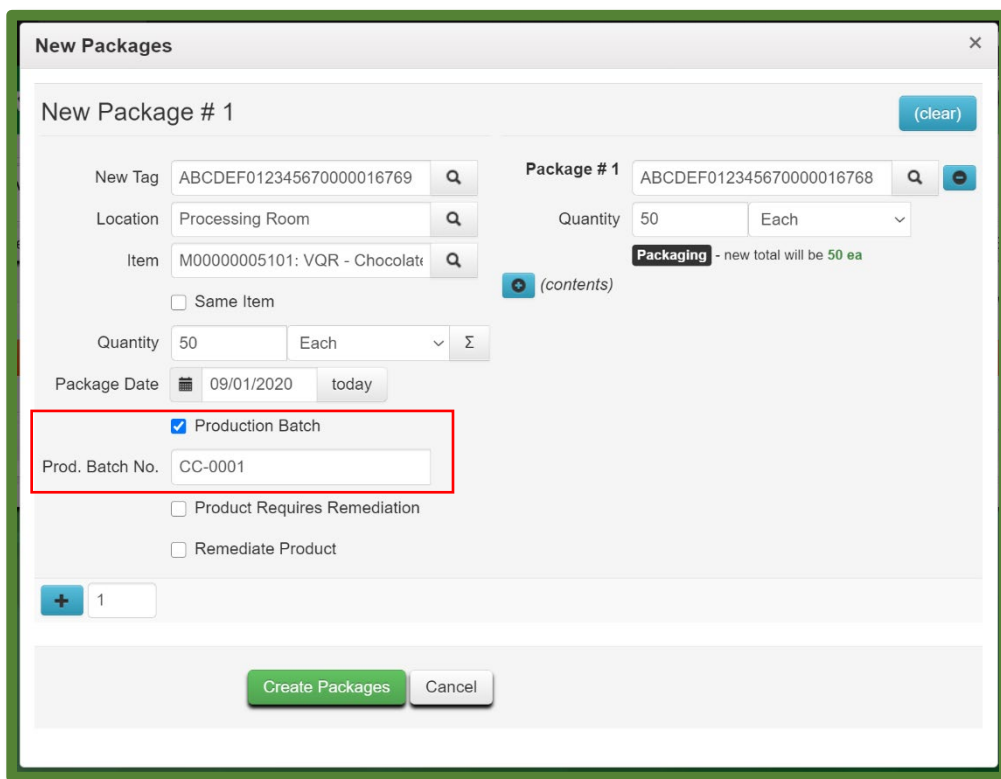


Figure 4: Select the VQR Package and Use “New Packages” Button

Using this button will trigger an action window where a new package will be able to be created. Enter the required information for the new package and the amounts taken from the Vape Product package. **Use the “Production Batch” indicator and the Production Batch Number field.**

Once the information is completed, use the “Create Packages” button to complete the process, as shown in **Figure 5**.



The screenshot shows the 'New Packages' window with a title bar and a close button. The main content area is titled 'New Package # 1' and includes a '(clear)' button. There are two columns of input fields. The left column has 'New Tag' (ABCDEF012345670000016769), 'Location' (Processing Room), 'Item' (M00000005101: VQR - Chocolate), a 'Same Item' checkbox, 'Quantity' (50), 'Each' dropdown, and 'Package Date' (09/01/2020). The right column has 'Package # 1' (ABCDEF012345670000016768), 'Quantity' (50), 'Each' dropdown, and a 'Packaging' section showing 'new total will be 50 ea'. Below these fields are three checkboxes: 'Production Batch' (checked), 'Product Requires Remediation', and 'Remediate Product'. The 'Prod. Batch No.' field (CC-0001) is highlighted with a red box. At the bottom are '+', '1', 'Create Packages', and 'Cancel' buttons.

Figure 5: Create a Reclaimed VQR Production Batch Package

Create VQR Vape Product Items

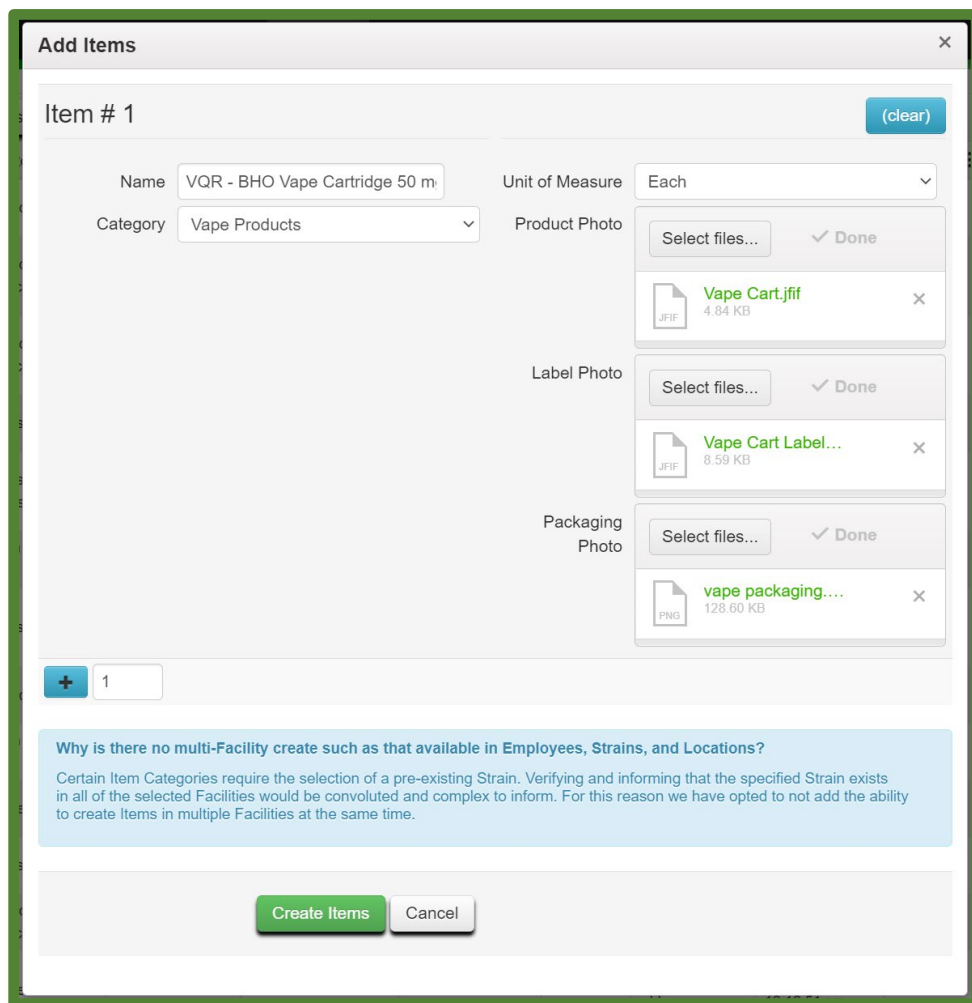
If the vape products are going to be retesting vape products for heavy metals and Vitamin E Acetate to sell them in their current form, that product will need to be repackaged into a package of a VQR Vape Product item.

Before the vape products can be repackaged, a new item must first be created for the VQR Vape Product. To do this, navigate to the Items screen and select the “New Items” button, as shown previously in **Figure 1** and **Figure 2**.

Once this action is performed, the below action window will be seen to create the new VQR Vape Product item. When creating the new Vape Product item, use the “Vape Products” item category and the following item naming convention:

VQR – [Vape Product Item Name]

This step is demonstrated below in **Figure 6**.



Add Items

Item # 1 (clear)

Name: VQR - BHO Vape Cartridge 50 m Unit of Measure: Each

Category: Vape Products

Product Photo: Select files... ✓ Done

Label Photo: Select files... ✓ Done

Packaging Photo: Select files... ✓ Done

+ 1

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Create Items Cancel

Figure 6: Create a VQR Vape Product Item

Repackage Vape Products for Retesting

After the VQR Vape Product item has been created in the admin menu, navigate to the active packages screen, select the Vape Product package and use the “New Packages” button to begin the repackaging process. This step is seen in **Figure 7**.

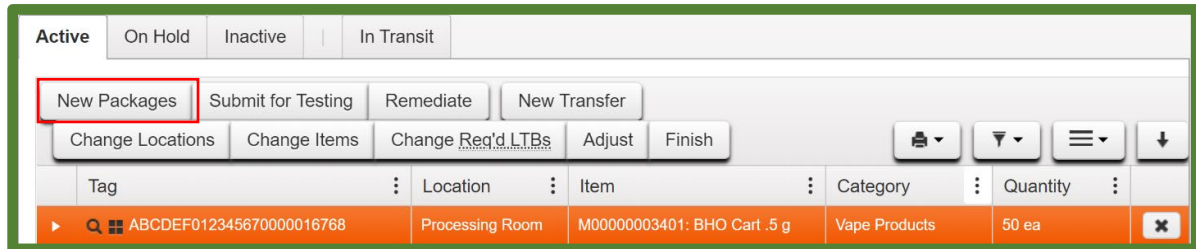
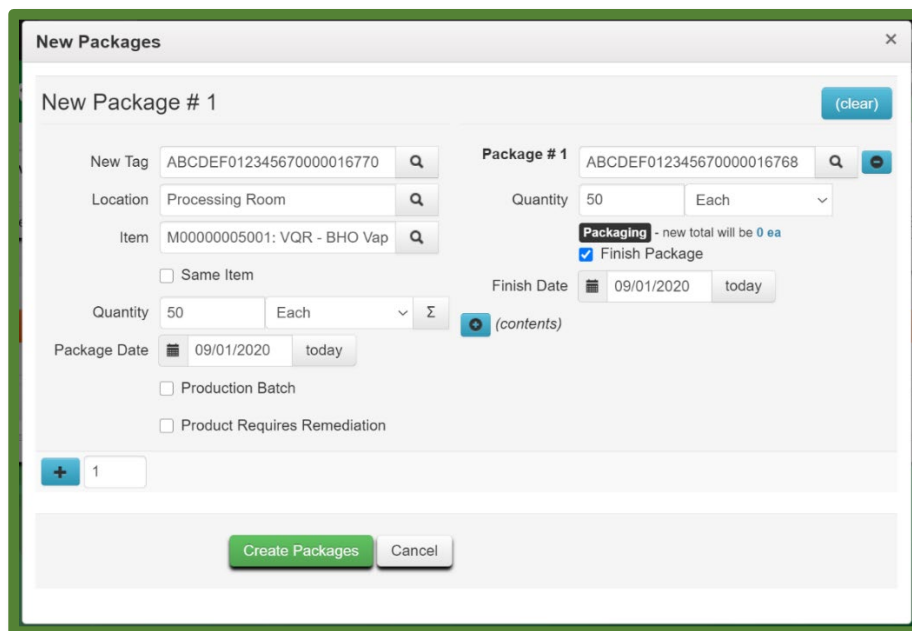


Figure 7: Select Vape Product Packages for Repackaging

Using this button will trigger an action window where the new package will be able to be created. Enter the required information for the new VQR Vape Product package and the amounts taken from the Vape Product package. **Please note to not use the Production Batch indicator.** This process is only a repackage for additional testing.

Once the information is completed, use the “Create Packages” button to complete the process, as shown in **Figure 8**.



New Packages

New Package # 1

New Tag: ABCDEF012345670000016770

Location: Processing Room

Item: M00000005001: VQR - BHO Vap

Quantity: 50 Each

Package Date: 09/01/2020

Finish Date: 09/01/2020

☒ Finish Package

☐ Production Batch

☐ Product Requires Remediation

Create Packages **Cancel**

Figure 8: Create a New Package of VQR Vape Product

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

