

Bulletin Number: NVIB#010_071318	Distribution Date: 07/13/18	Effective Date: N/A
Contact Point: support@metrc.com	Subject(s): Waste, Plant Tagging Plants	
Reason: Information & updates		

Greeting Metrc Users,

This bulletin is intended to provide additional clarity regarding information discussed in previous bulletins and workshops.

Tagging Plants

All plants must be physically and digitally assigned a plant RFID tag once they reach 8 inches tall

- Plant Tag Attachment:
 - Loop the plant tag strap through a single notch on one end of the plant tag
 - Wrap the tag around the trunk of the plant above the first branch
 - Lock it in place so that the plant tag hangs down next to the trunk
 - *Attaching tags this way will improve visibility and utility of the bar codes*
 - The plant tags should be visible and reachable
- Do not leave the tags in the soil, in dense foliage or hanging off of the sides of containers



Reporting Waste

Waste must be documented and reported in the appropriate areas of Metrc. To simplify how this is done, waste can best be broken into three categories in terms of how it is reported listed below:

- Pre-Harvest Waste
- Harvest Waste
- Package & Production waste

Pre-Harvest Waste

All Cultivation facilities are required to document and report any/all plant waste including plant waste generated prior to the harvest. This “Pre-Harvest Waste” must be recorded on your waste log within Metrc.

- Pre-Harvest waste does not have to be recorded strain specific
- Pre-Harvest waste may be recorded in bulk & with multiple strains (by room)
- You must select a “Waste Method” & “Waste Reason” when reporting waste in the waste log:
 - **Waste Methods:**
 - *Grinding with compostable Material*
 - *Grinding with non-compostable material*
 - *Other method approved by the Department*
 - **Waste Reasons:**
 - *Pruning*

You can record pre-harvest plant waste by Room

Plants

Immature	Inactive	Vegetative	Flowering	On Hold	Inactive	Additives	Waste	Harvested	On Hold	Inactive										
<div>Record Waste by Room</div> <table border="1"> <thead> <tr> <th>Waste Method</th> <th>Material Mixed</th> <th>Waste</th> <th>Reason</th> <th>Total Plants</th> </tr> </thead> <tbody> <tr> <td colspan="5">No data is available to display.</td> </tr> </tbody> </table>											Waste Method	Material Mixed	Waste	Reason	Total Plants	No data is available to display.				
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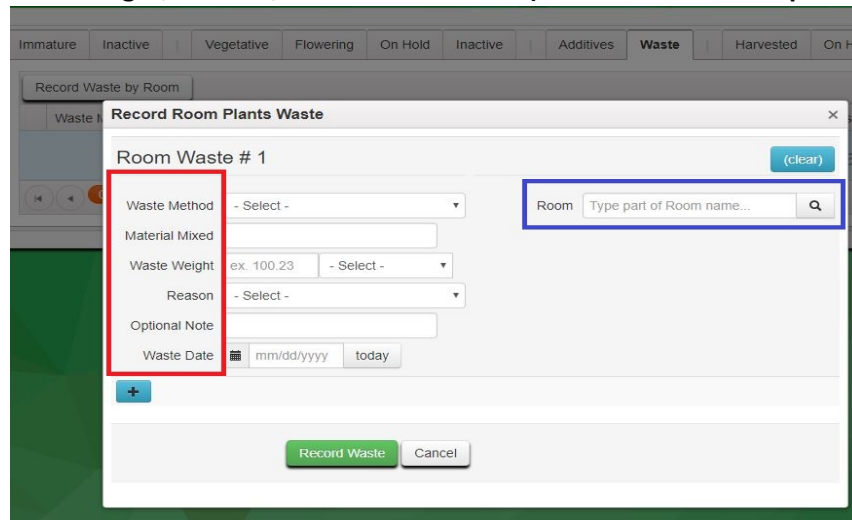
Page 0 of 0 20 rows per page

You can also record pre-harvest plant waste by individual plants or groups

Plants

Immature	Inactive	Vegetative	Flowering	On Hold	Inactive	Additives	Waste	Harvested	On Hold	Inactive																								
<div>Assign Tags Replace Tags Change Room Change Growth Phase Changes by Room Destroy Record Additives Record Waste</div> <table border="1"> <thead> <tr> <th>Tag</th> <th>Strain</th> <th>Room</th> <th>Hold</th> </tr> </thead> <tbody> <tr> <td>▶ ABCDEF012345670000011304</td> <td>AK-47</td> <td>Veg Room A</td> <td>No</td> </tr> <tr> <td>▶ ABCDEF012345670000011305</td> <td>AK-47</td> <td>Veg Room A</td> <td>No</td> </tr> <tr> <td>▶ ABCDEF012345670000011307</td> <td>AK-47</td> <td>Veg Room A</td> <td>No</td> </tr> <tr> <td>▶ ABCDEF012345670000011309</td> <td>AK-47</td> <td>Veg Room A</td> <td>No</td> </tr> <tr> <td>▶ ABCDEF012345670000011310</td> <td>AK-47</td> <td>Veg Room A</td> <td>No</td> </tr> </tbody> </table>											Tag	Strain	Room	Hold	▶ ABCDEF012345670000011304	AK-47	Veg Room A	No	▶ ABCDEF012345670000011305	AK-47	Veg Room A	No	▶ ABCDEF012345670000011307	AK-47	Veg Room A	No	▶ ABCDEF012345670000011309	AK-47	Veg Room A	No	▶ ABCDEF012345670000011310	AK-47	Veg Room A	No
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Record the waste weight, method, reason date & time (include a brief description in the notes)



Harvest Waste

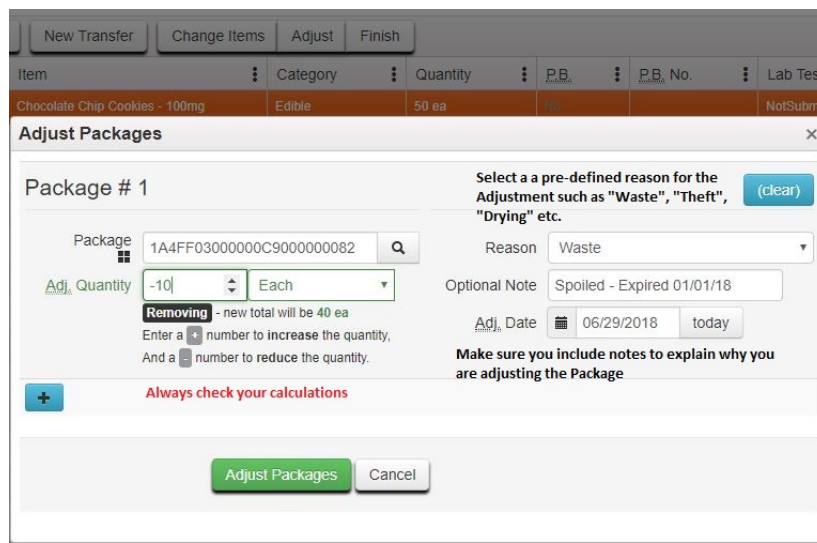
- Waste that is created during the harvest process must be recorded specifically to the Harvest Batch that it was created from
- Waste should be reported for all sticks and stems produced from a harvest
- All waste physically created from a single strain-specific Harvest Batch must be reported to that single, strain-specific Harvest Batch within Metrc.
 - You may not combine waste from other Harvest Batches or strains together
 - You may not guess, estimate, round or otherwise manipulate the data
- **Moisture Loss**
 - Moisture loss should not be reported in the harvest batch area as waste
 - Moisture loss should be left in the Harvest Batch
 - Moisture loss will be recorded in the Harvest Batch as Moisture loss in the “Inactive” section of your Harvests tab

Additives Waste Harvested On Hold Inactive						
Moisture Loss will only be shown on "Finished" Harvests in the Inactive tab after you have reported Waste and created your Packages						
Wet Wgt.	Waste	Total Pkg'd	Pkg's	Moist. Loss		
5,450.88 g	1,675.88 g	1,000 g	2	2,775 g		
6,747.75 g	1,643.19 g	1,000 g	2	4,104.56 g		
5,313.52 g	1,502.36 g	2,267.9619 g	1	1,543.1982 g		
5,249.79 g	1,605.42 g	1,000 g	2	2,644.37 g		
5,139.41 g	1,503.69 g	1,000 g	2	2,635.72 g		
5,119.1 g	1,506.87 g	2,767.9619 g	2	844.2682 g		
5,223.54 g	1,560.65 g	500 g	1	3,162.89 g		
5,273.18 g	1,666.1 g	1,000 g	2	2,607.08 g		

Package & Production Waste

- All waste that is created after product has been packaged must be recorded as a Package Adjustment to the specific Package that product is being removed from. This includes but is not limited to:
 - Items that have have/are dropped, opened, broken, leaking or are otherwise contaminated
 - Items that have failed testing
 - Items that have been ordered for destruction by the MED
 - Items that have spoiled/expired
 - Residual waste from Production Methods

Select the appropriate Package and then click “Adjust”



The screenshot shows the 'Adjust Packages' dialog box. At the top, there are buttons for 'New Transfer', 'Change Items', 'Adjust', and 'Finish'. Below these is a table with columns: Item, Category, Quantity, P.B., P.B. No., and Lab Test. The first row shows 'Chocolate Chip Cookies - 100mg', 'Edible', '50 ea', 'No', 'P.B. No.', and 'NotSubmitted'.

The 'Adjust Packages' dialog box has a title bar with a close button. Inside, it is titled 'Package # 1'. On the left, there is a 'Package' field with the value '1A4FF0300000C9000000082' and a search icon. Below it is an 'Adj. Quantity' field with '-10' and a unit dropdown set to 'Each'. A tooltip for the quantity field says: 'Removing - new total will be 40 ea. Enter a + number to increase the quantity, And a - number to reduce the quantity.' Below the quantity field is a red plus icon and the text 'Always check your calculations'.

On the right side of the dialog, there is a section titled 'Select a pre-defined reason for the Adjustment such as "Waste", "Theft", "Drying" etc.' with a '(clear)' button. Below this is a 'Reason' dropdown menu set to 'Waste'. There is an 'Optional Note' field with the text 'Spoiled - Expired 01/01/18'. Below that is an 'Adj. Date' field with a calendar icon, the date '06/29/2018', and a 'today' button. At the bottom right, there is a note: 'Make sure you include notes to explain why you are adjusting the Package'.

At the bottom of the dialog are two buttons: 'Adjust Packages' (green) and 'Cancel' (white).

METRC – INDUSTRY TRAINING

Metrc provides industry training & education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: <https://www.metrc.com/nevada>
- *You must attend at least one New Business (Level 1) class online before you may register for other classes*
- *We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes*

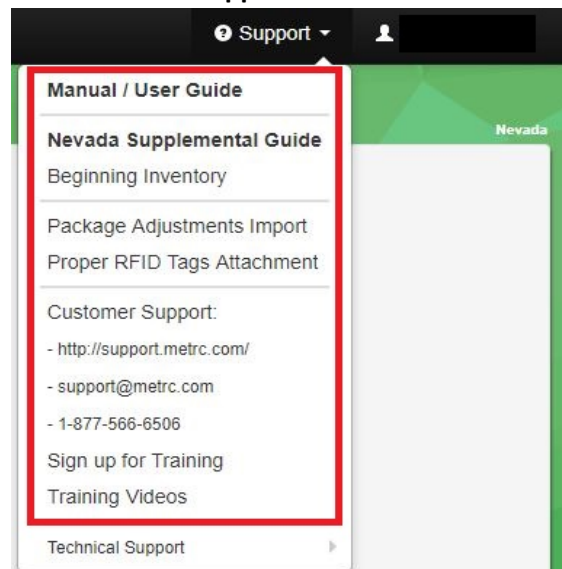
Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – Cultivators
- Metrc Advanced (Level 2) – Producers
- Metrc Advanced (Level 2) – Stores/Dispensaries
- Metrc Advanced (Level 2) – Testing Labs (Not available via scheduler)

METRC - INDUSTRY SUPPORT

Metrc provides live interactive support for industry users and licensees. This information can found on our website, when logged into Metrc under your Support tab and listed below.

Check under the “Support” tab for additional resources.



Please be advised that the new **CSV Formatting Guide** is now located under the Support Tab when you login to Metrc. Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.