Nevada-Metrc Support Bulletin

Bulletin Number: NVIB#011_072018	Distribution Date: 07/20/18	Effective Date: 8/4/18
Contact Point: support@metrc.com	Subject(s): Licensing Changes	

Greeting Metrc Users,

This bulletin is intended to highlight an important upcoming change to the Nevada licensing system that will affect all recreational licensee's in the industry.

License Number Changes

Effective August 4th, 2018
All Recreational Cannabis facilities will experience a change to all of their facility license numbers

- Recreational facilities currently have a 10-digit license number with a 6-digit suffix.
- This 10-digit license number will be replaced with a **brand new** 20-digit license number.

    o **EXAMPLE:**
        - *Current Recreational License Number: 1234567890-001-CUL*
        - *New Recreational License Number: 12345678901234567890*

- The changes to your license numbers will go into effect on the day of implementation and will immediately be registered in Metrc.
- These changes should not affect any of your day-to-day reporting in Metrc and you will be able to log in as normal, but will see an entirely new license number at the top right corner of your screen when logged in

    o It is critical that all system Admins verify the license number change that day and notify the appropriate staff of the change.

License Number Changes – RFID Tags

Following this change, all recreational facilities will then be registered under the new license numbers in Metrc and the MED licensing systems. However, many will still have tags which still list the old facility's license number for several weeks following the change.
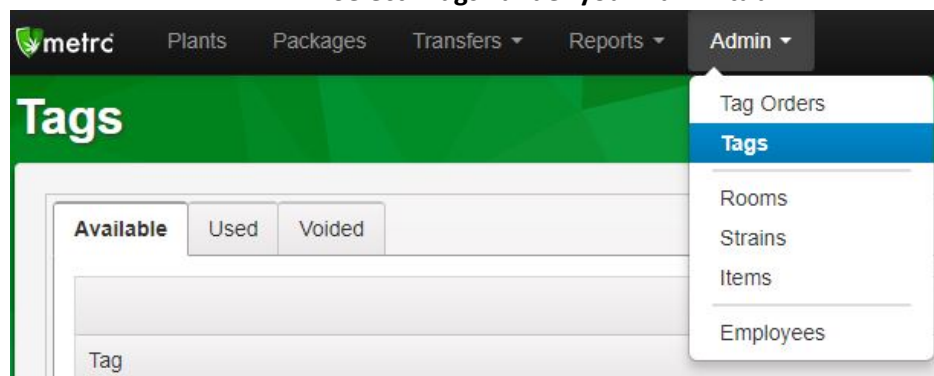
- **Things to Know:**
    o On August 4th, all licensed recreational facilities will be listed in Metrc under their new 20-digit license numbers.
    o On August 4th, all new RFID tag orders placed will automatically list your new 20-digit facility license number.
    o All of your facility information in Metrc will be the same as it was EXCEPT the license number.
    o You may void any of your tags with the old facility license numbers.
    o **All Recreational facilities will still be able to use up their original RFID Plant/Package tags.**

- **Things to do:**
  - o Please notify all of your staff, especially inventory control personnel, of the expected changes.
  - o Please notify your vendors/clients if you do wholesale transactions to avoid any confusion for them.

- **Recommendations and best practices:**
  - o We recommend that licensees use up all of their original tags with the original license numbers before using any of their new tags.
  - o We recommend posting a notice to all staff who may be affected that identifies what the old license number was and the new number it was replaced with until all of the old tags have filtered out of the facility and the change has been fully implemented.
  - o Put your facility license number(s) on a business card for your customers/vendors.

License Number Changes – Voiding RFID Tags

- You may void any unused tags in Metrc under the "Admin" tab.
- Any "Voided" tags should then be destroyed as they are no longer valid.

Select "Tags" under your Admin tab

You may then select any unused tags at your facility and void them

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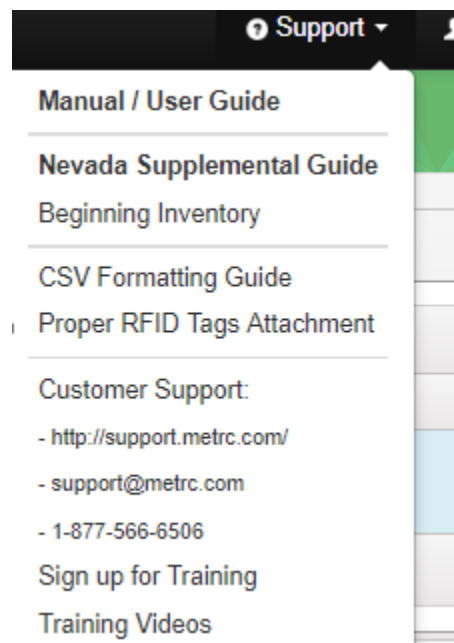
Online classes available:
- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – Cultivators
- Metrc Advanced (Level 2) – Producers
- Metrc Advanced (Level 2) – Stores/Dispensaries
- Metrc Advanced (Level 2) – Testing Labs (Not available via scheduler)

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.