

Bulletin Number: NVIB#019	Distribution Date: 12/21/18	Effective Date: N/A
Contact Point: support@metrc.com	Subject(s): Lab Testing Samples, R&D Samples, Wholesale Transfers, Home Delivery, Harvest Schedules	

Greetings Metrc Users,

This bulletin is intended to clarify the process for submitting samples for testing in Metrc and to provide guidance on the upcoming changes related to home delivery and the Harvest Scheduler. Please contact Metrc Support if you have any questions.

Creation and Submission of Lab Test Samples

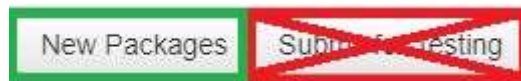
Lab test samples must be created and transferred from the correct license and must always be created using the “Submit for Testing” button.



- When submitting a lab test sample from a package of recreational product, the test sample must be packaged and transferred from the appropriate facility’s recreational license to the testing lab’s recreational license.
- When submitting a lab test sample from a package of medical product, the test sample must be packaged and transferred from the appropriate facility’s medical license to the testing lab’s medical license.
- Lab test samples may only be transferred to a testing lab license.

Creation of R&D Samples in Metrc

Licensees may create Research and Development (R&D) Samples to test their products prior to any required lab testing or to gather additional information. R&D Samples must always be created using the “New Packages” button (NOT the “Submit for Testing” button).



Please follow the process below when creating R&D samples:

R&D Testing on plants prior to harvesting

1. Create a strain specific manicure batch from the Vegetative or Flowering plant or plants that have been identified for R&D testing.
2. From that strain specific manicure batch, create a **regular package** that contains the quantity of product to be submitted for R&D testing. An Item for this purpose will need to be created under the Admin functionality; begin the item name with “R&D”, followed by the strain name.
3. Manifest the R&D package to the laboratory that will transport the sample(s) for testing.

R&D Testing of an entire batch of usable marijuana

1. If R&D testing is to be on an entire harvest batch, create a **regular package** from the Harvests menu that contains the quantity of product to be submitted for R&D testing. An Item for this purpose will need to be created under the Admin functionality; begin the item name with “R&D”, followed by the strain name.
2. Manifest the R&D package to the laboratory that will transport the sample(s) for testing.

R&D Testing of useable marijuana after the harvest batch has already been separated into lot packages:

1. If R&D testing is to be on a specific harvest lot package, create a **regular package** from the lot package that contains the quantity of product to be submitted for R&D testing. An Item for this purpose will need to be created under the Admin functionality; begin the item name with “R&D”, followed by both the batch and lot numbers.
2. Manifest the R&D package to the laboratory that will transport the sample(s) for testing.

R&D Testing of Concentrates, Infused Edibles or Infused Non-Edibles from Production Batches:

1. If R&D testing is to be done on a specific production batch package, create a **regular package** from the lot package that contains the quantity of product to be submitted for R&D testing. An Item for this purpose will need to be created under the Admin functionality; begin the item name with “R&D”, followed by the production run number.
2. Manifest the R&D package to the laboratory that will transport the sample(s) for testing.

Wholesale Transfers

Once a package is designated medical, it must remain medical.

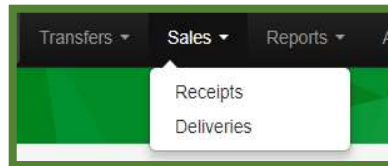
- The ONLY exception: if you have a medical license and are awarded a same establishment type (ie. cultivation, production, dispensary) recreational license, you have 30 days from the **date of issuance** to obtain the State of Nevada’s approval and transfer **packaged medical inventory** to **your newly issued recreational license**.

Recreational Cultivation, Production facilities and Dispensaries are authorized to transfer designated recreational **marijuana product** to **their medical license at point of sale**.

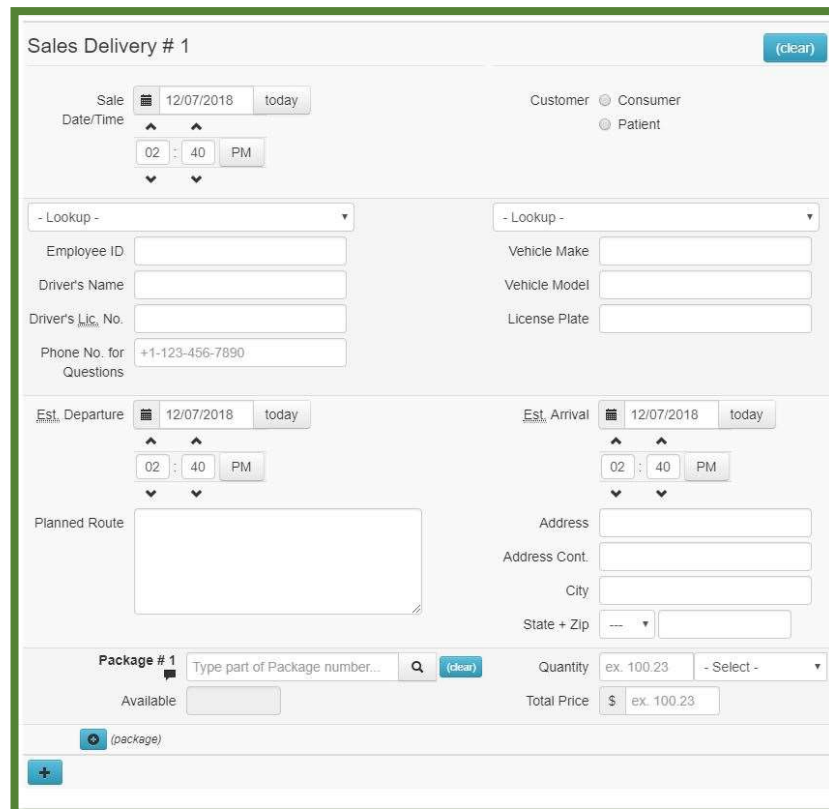
Home Deliveries

Effective: Immediately

In Metrc, home deliveries are reported differently than in-store sales. You must use the “Deliveries” option under the Sales tab to report a purchase for home delivery.



Using the “Deliveries” functionality, you will be able to create a Sales Delivery manifest, very similar to a standard transfer manifest (as seen below).



A screenshot of the 'Sales Delivery # 1' form in the Metrc application. The form is titled 'Sales Delivery # 1' and has a '(clean)' button in the top right corner. It contains several sections for data entry:

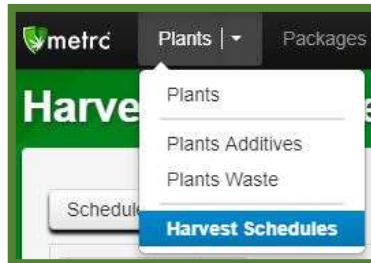
- Sale Date/Time:** A date picker set to 12/07/2018 and a time picker set to 02:40 PM.
- Customer:** Radio buttons for 'Consumer' (selected) and 'Patient'.
- Employee Information:** Fields for Employee ID, Driver's Name, Driver's Lic. No., and Phone No. for Questions (pre-filled with +1-123-456-7890).
- Vehicle Information:** Fields for Vehicle Make, Vehicle Model, and License Plate.
- Departure/Arrival:** Date and time pickers for 'Est. Departure' (12/07/2018, 02:40 PM) and 'Est. Arrival' (12/07/2018, 02:40 PM).
- Planned Route:** A large text area for entering the route.
- Address:** Fields for Address, Address Cont., City, and State + Zip.
- Package # 1:** A search field for the package number, a 'Quantity' field (ex. 100.23), and a 'Total Price' field (\$ ex. 100.23).

Important: When a home delivery is completed (the package(s) has/have been delivered), you must “Complete” the delivery in Metrc.

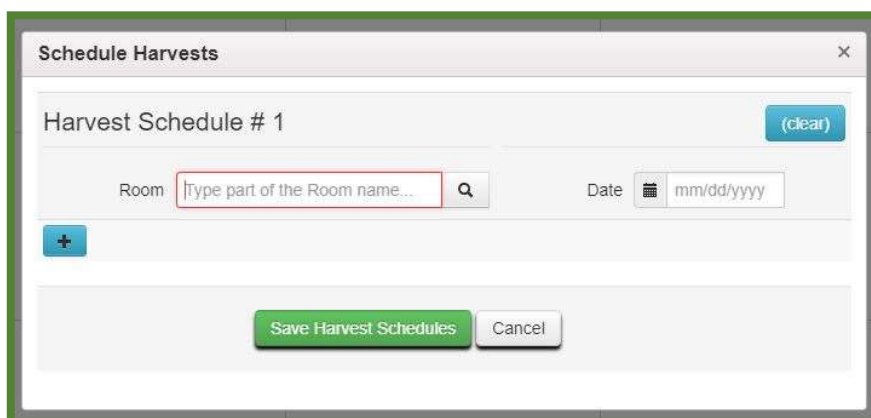
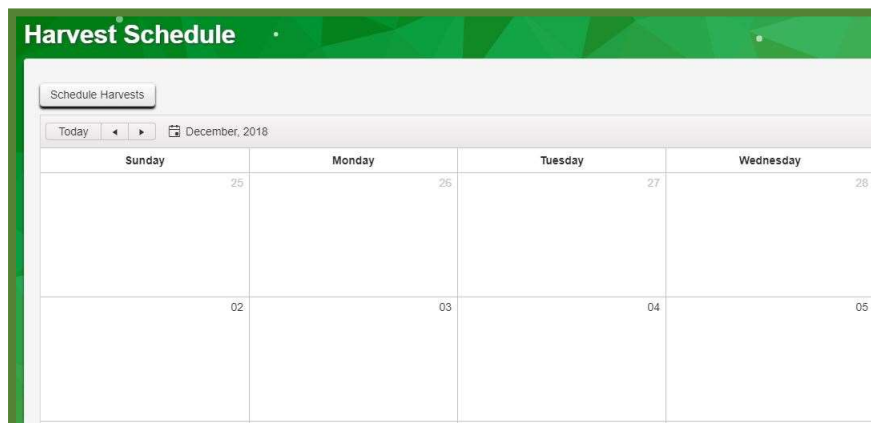


Harvest Scheduler

The Harvest Scheduler is now available for all cultivators in Nevada under the “Plants” tab within Metrc.



This optional functionality allows cultivators to schedule harvests from a particular room in advance of the harvest date. This ability is meant to assist cultivators in recording harvests; it is **not** a state reporting requirement at this time.



Feedback on this or other Metrc features is always appreciated and users may submit feedback or development requests via email to support@metrc.com with the subject line “Feature Feedback” or “Development Request” respectively.

Metrc – Industry Training

Metrc provides industry training and education workshops in person and online, as well as training guides and videos available online 24/7x365.

- 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

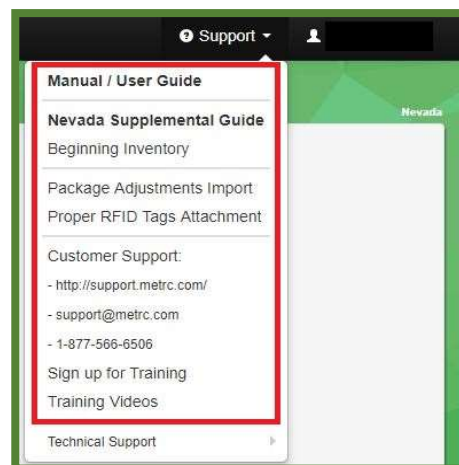
Online classes available:

- 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. Support contact information can be found on our website, when logged into Metrc under your Support tab, and is listed below.

Check under the “Support” tab for additional resources.



Please be advised that the new *CSV Formatting Guide and Industry Reports Guide* are now located under the Support Tab when you log in to Metrc.

Please feel free to email support@metrc.com or call 877-566-6506 with any questions or to request a copy of previous industry bulletins.