Nevada-Metrc Support Bulletin

Bulletin Number: NVIB#026_051319	Distribution Date: 05/13/19	Effective Date: N/A (See Each)
Contact Point: support@metrc.com	Subject(s): MED Guidance, THC Content, Change Strains, Multi-day Harvests, Samples, Occupations, Item Categories	
Reason: Metrc is providing details on new reporting requirements and new features.		

Greetings Metrc Users,

This bulletin is intended to notify users of multiple important updates:
- New guidance from the MED and expectations for seed-to-sale reporting
- New process for reporting THC Content
- New process for reporting strain name changes
- Clarification on reporting multi-day harvest batches
- Clarification on reporting promotional items
- New user occupations
- New Item Categories
- Changes to existing Item Categories

Seed to Sale Process Clarification for Cultivation Establishments issued by the State of Nevada Marijuana Enforcement Division:

- Please be advised that Metrc tags (plant or package) must be with all forms of marijuana products at all times.
- During the harvest process, Metrc plant tags must be kept with the marijuana product until all usable product (flower, trim or whole wet plant) has been packaged into state approved lots and are assigned/labeled with a Metrc package tag.
- In addition, prior to the destruction of the assigned plant tag, all unusable marijuana product/plant waste derived from the harvested plant tag must be logged as waste and destroyed.

"THC Content" required for infused items
Date Effective: **05/17/19**

All Medical & Retail facilities will be required to enter the "THC Content" for each of their items from the affected item categories.

- All industry users will have until **05/31/19** (14 days) to edit their **"Items"** to correctly reflect the THC Content
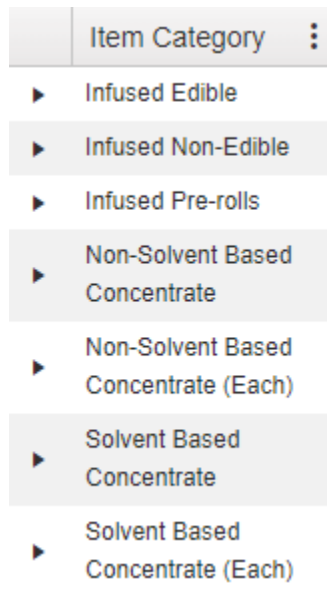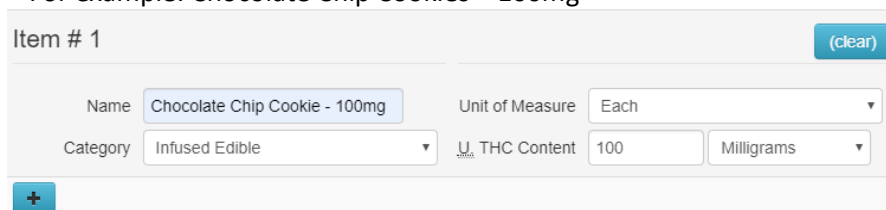- Only Items from the following Item Categories will be affected:

Figure 1: Affected Item Categories

- The "THC Content" is the amount of Total THC you expect to be in the final product.
  - For example: Chocolate Chip Cookies – 100mg

Figure 2: Create/Edit an Item

Changing Strains

Creating new strains from Cross-Pollination or Tissue Cultures
Date Effective: **N/A (Already in effect)**

Reminder: Cultivators will have access to the "Change Strains" button within their "Plants" section which will grant the ability to change the strain for affected Plant(s) in their inventory.
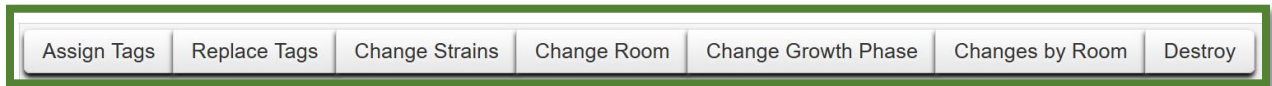
Assign Tags	Replace Tags	Change Strains	Change Room	Change Growth Phase	Changes by Room	Destroy

Figure 3: "Change Strains" function within a Cultivator's "Plants" inventory

- For Immature Plant Batches, users will be able to change a strain for the affected immature plant batch.
- **If some plants within the immature batch have been transitioned to a new growth phase, they will not be updated by the immature batch change.**
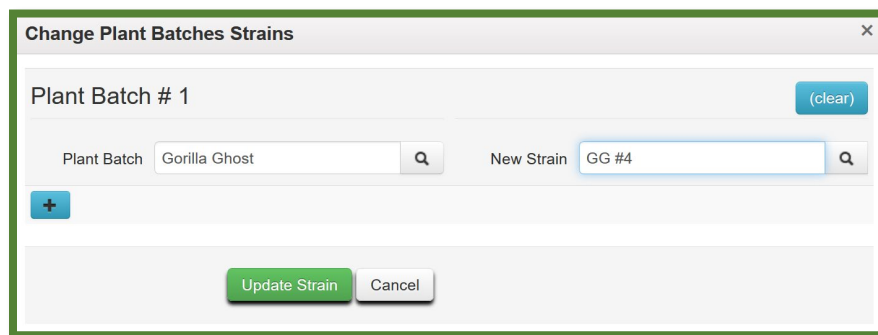

Figure 4: "Change Strains" function when used with Immature Plant Batch

- For Mature Plants (Vegetative or Flowering), users will be able to select the identified plant(s) that were deemed incorrect.
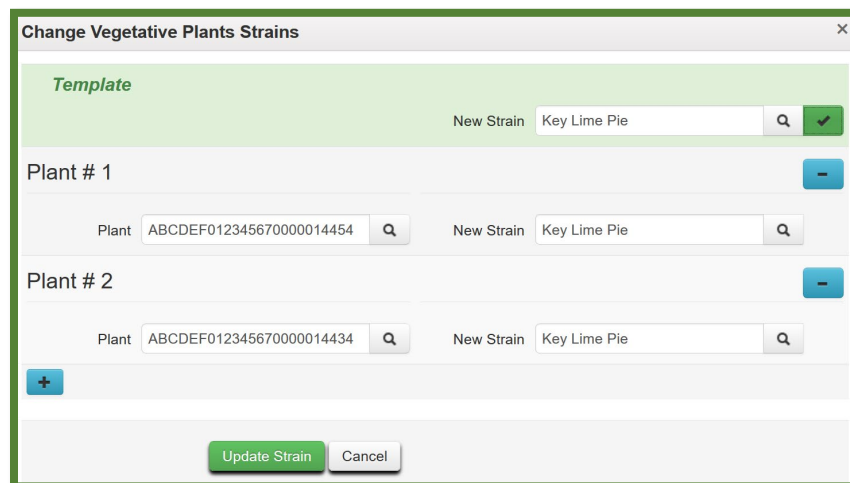
Figure 5: "Change Strains" function when used with Mature Plants

Multi-day Harvest Batches

Reporting your "Final/Finished" Harvest Date

Date Effective: **N/A (Already in effect)**

The "Finish Harvest" Date is to be considered the "Final Harvest Date" enabling industry users to combine product from multiple days into a single harvest.

When reporting your harvests within Metrc, users are allowed to combine multiple harvests (Of the same strain) into a single harvest batch over a period of time.

To do this, **ALL** of the following information must match the original harvest batch **EXACTLY**:

- **Harvest Batch Name**
- **Harvest Date**
    - *You must enter the date of the original Harvest*
- **Harvest Room**
- **Harvest Type**
    - *You cannot combine a "Manicure" batch with a "Harvest" Batch even of the same strain.*
- **If the information does not match exactly and there is a conflict, you will receive the error shown below. If this occurs, double check your entries.**
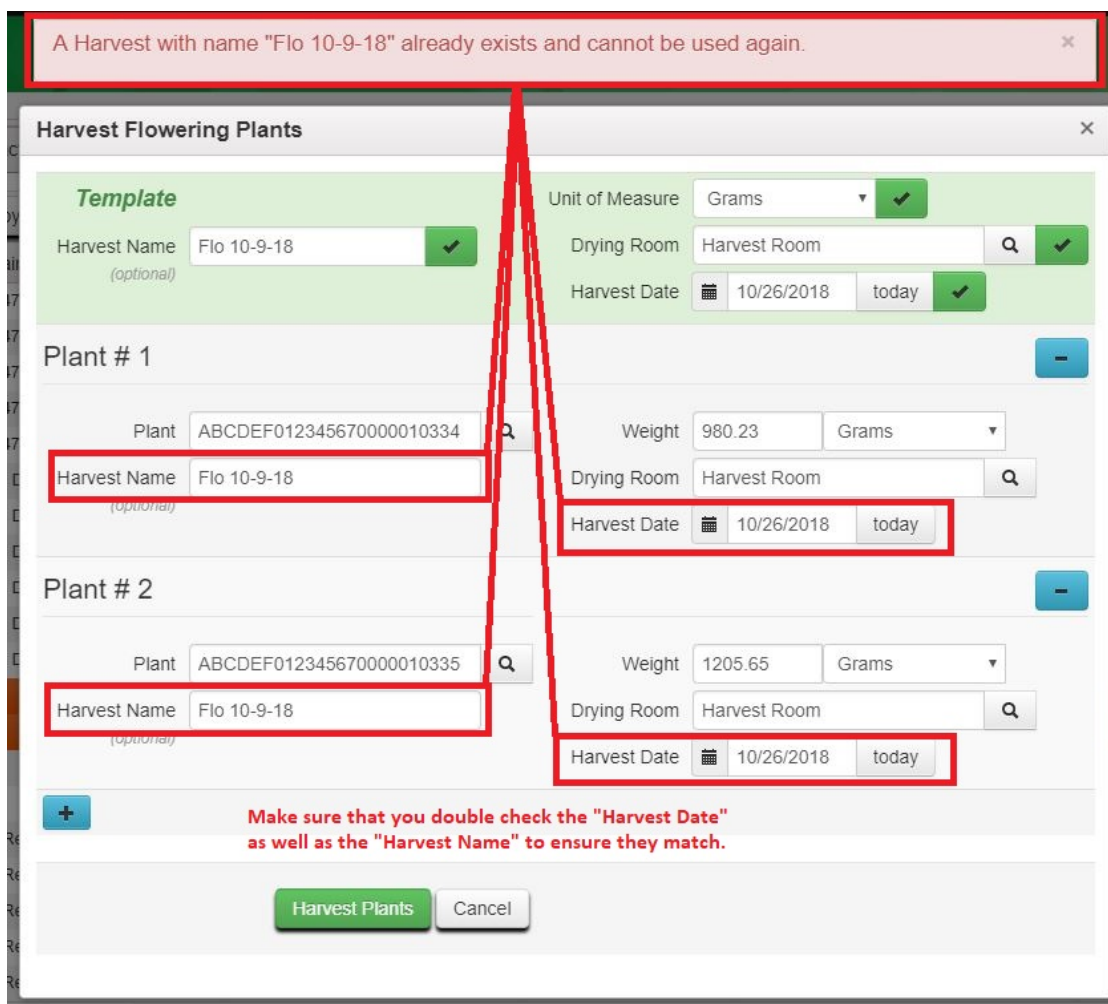
Figure 6: Adding newly harvested plants into an existing Harvest Batch

Once you have reported all packaged inventory and waste from a harvest batch and the harvest is complete, you need to finish the Harvest in Metrc.

- Select any active Harvest batch in your "Harvested" section.
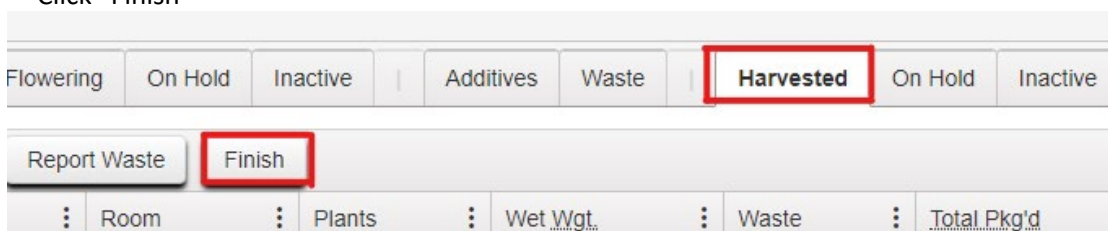- Click "Finish"

Figure 7: Finishing a Harvest

- Each Harvest will record both:
  - The Original Harvest Date (The date the first plants were harvested)

- The Finished Harvest Date (The date the harvest was marked as completed by the user)
  - The finished Harvest Date must be used on all package labels.

Date	⋮	F.	⋮
03/27/2019		02/27/2019 Finished	
02/14/2019			
02/14/2019		03/12/2019	
02/13/2019			
02/08/2019		02/08/2019	
02/01/2019		02/01/2019	
01/30/2019		01/30/2019	
01/25/2019		03/14/2019	

Figure 8: Identifying Creation and Completion date for "Finished" Harvests

Reporting Samples vs. Promotional Items

Date Effective: **N/A (Already in effect)**

Cultivation and production facilities may provide promotional items to Dispensaries for employee trial at a discounted sales price to employees. Promotional items must be recorded in Metrc as a sale.

In the State of Nevada, a sample is a product that is for DISPLAY ONLY and should not be used for personal consumption, internal promotions or sale. When the display sample is no longer needed, it must be destroyed. Samples are not to be used for in house quality control. All samples must have their own Metrc package tag and be recorded in Metrc.

If product is received that does not have a packaged and separately tagged display sample and the retail establishment choses to create their own, the display sample must be assigned its own Metrc package tag and be recorded in Metrc. The destruction of samples should be recorded in Metrc by using a Package Adjustment.

To account for the destruction of samples, you must record a package adjustment to the affected Package:
- Select the appropriate package from your packages inventory.
- Click **"Adjust"**.

- Enter the quantity.
- Enter **"Destruction of Sample"** into the notes.
- Select **"Sample"** as the **"Reason"** for the adjustment.
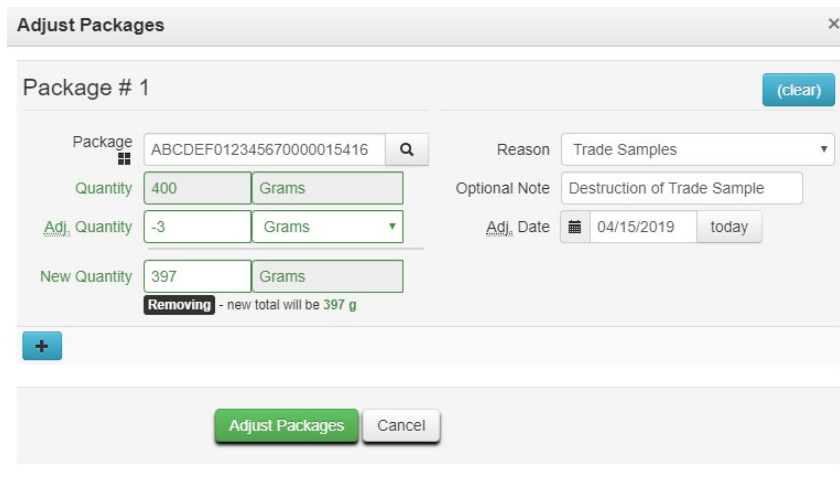

Figure 9: Package adjustment for trade samples

New Occupations for Industry Users
Date Effective: **N/A (Already in effect)**

Any individual employed by a licensed Cannabis facility in the state should be registered on that facility's employee roster within Metrc. New **"Occupations"** have been created for industry users to better identify staff member roles at a facility:

- Contractor
  - Any individuals that are employed but not as a part-time or full-time employee.
  - These individuals should be marked as a **"Contractor"** on that facility's employee roster.
- Volunteer
  - Any individuals that are volunteering their time without pay.
  - These individuals should be marked as **"Volunteer"** on that facility's employee roster.

New Item Categories - R&D Testing
Date Effective: **5/17/19**

New Item Categories have been added for industry users to more accurately track R&D Samples. Whenever an R&D Sample is submitted to the testing labs, the same process will be followed, however now users should be marking their R&D test samples with the new item categories.

- **R&D Testing / Homogeneity Testing (Weight-based)**
- **R&D Testing / Homogeneity Testing (Count-Based)**

Changes to Item Categories - Pre-rolled cigs/joints
Date Effective: **5/17/19**

The item category of **"Pre-rolls"** is going to be replace by the item category **"Pre-rolled cigs/joints"**. These changes will also include a change from reporting pre-rolls as weight-based items into a count-based item.

- On or before 5/17/19, Users will have access to the new **"Pre-rolled Cigs/Joints"** item category.
- On or after 6/1/19, Users will no longer have access to the **"Pre-rolls"** category.

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: **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 up to date on any new features or changes.*
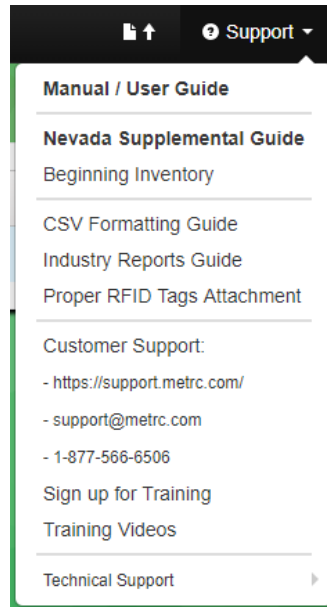
Online classes:
- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – All Facilities
- Metrc Advanced (Level 2) – Testing Labs (labs must request training via email to Support)

Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This 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.

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.