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| Bulletin Number: NVIB#032_012419 | Distribution Date: 01/20/19 | Effective Date: N/A (See Each) |
| Contact Point: support@metrc.com | Subject(s): Bulletins & Bulletin Library, new permissions with new features, Seeds, Samples, Item Categories | |
| Reason: Metrc is providing clarification on reporting procedures. | | |

Greetings Metrc® Users,

This bulletin is intended to provide some clarification and updates regarding the following topics:

- Bulletins - Metrc Industry Bulletins & Bulletin Library
- Bulletins - New Permissions with New Features
- Seeds - packaging & planting from seeds
- Samples - Samples vs. Promotional Items
- Program Changes - Item Categories - Terpenes

Metrc Industry Bulletins & Bulletin Library

Date Effective: TBD (Q1, 2020)

Metrc is working on providing a bulletin library that will make available all of the previous industry bulletins from the State of Nevada. This **Bulletin Library** is anticipated to be complete and available to the industry in the first quarter of 2020.

- More information on the bulletin library will be provided closer to its release.
- Please remember that some newer bulletins will supersede other, older bulletins.
- Until a public Bulletin Library is available, we recommend having someone with Metrc access download and/or distribute the bulletins internally for their company to ensure the bulletins are seen by all (even those without Metrc access) and that the bulletin is saved locally for reference.
 - Additionally, Metrc Support can be contacted to request a bulletin if you are missing one or two of the most recent ones.
- **Please do not contact support to request all bulletins.**
 - *We will not be able to send them to you and will make them available through the Library soon.*

Program Changes - Item Categories

Date Effective: N/A (Already in Effect)

- **Terpenes** has been added as an Item Category.
 - This category is intended to be used for Cannabis derived Terpenes extracted at a marijuana production establishment.

New Permissions with New Features

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

- Please remember to review your user permissions whenever new functionality is released.
 - When new features are released for Metrc, there is often a new permission that is created for that feature which is disabled by default.
 - This means that you must edit the user permissions for any existing user that you want to have access to those features.
 - You may edit user permissions in the **“Employees”** section.
 - This is located under the area at the top labeled **Admin**.
 - System Administrators should review user permissions and access on a regular basis.

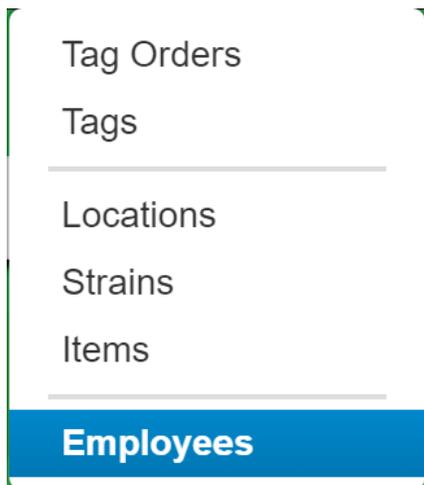


Figure 1: Admin Tab – Industry users

| Permissions | Plants Page | |
|-------------|--------------------|--|
| | Immature Plants | |
| | Grids (req'd) | <input checked="" type="checkbox"/> View |
| | Inventory | <input checked="" type="checkbox"/> Manage |
| | Destroy | <input checked="" type="checkbox"/> Manage |
| | Veg/Flower Plants | |
| | Grids (req'd) | <input checked="" type="checkbox"/> View |
| | Inventory | <input checked="" type="checkbox"/> Manage |
| | Destroy | <input checked="" type="checkbox"/> Manage |
| | Manicure/Harvest | <input checked="" type="checkbox"/> Manage |
| | Additives | |
| | All | <input type="checkbox"/> View <input checked="" type="checkbox"/> Manage |
| | Waste | |
| | All | <input type="checkbox"/> View <input checked="" type="checkbox"/> Manage |
| | Harvests | |
| | Grids (req'd) | <input checked="" type="checkbox"/> View |
| | Inventory | <input checked="" type="checkbox"/> Manage |
| | Finish/Discontinue | <input checked="" type="checkbox"/> Manage |
| | Packages Page | |
| | Grids (req'd) | <input checked="" type="checkbox"/> View |
| | Inventory | <input checked="" type="checkbox"/> Manage |
| | Create/Submit/Dis. | <input checked="" type="checkbox"/> Manage |
| | Notes | <input checked="" type="checkbox"/> Manage |

Figure 2: User/Employee permissions

Seeds – Packaging & Tracking Seeds

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

- All seeds should be packaged and tracked in MetrC.
 - If there are already seeds at your facility that are not tracked in MetrC, you should contact the NVMED to request approval if you wish to keep the seeds and track them in MetrC or you need to destroy the seeds.
- Patient Donations (MEDICAL ONLY)
 - Medical Cultivations are permitted to receive Clones or Seeds from Medical Patients.
 - To receive Patient Donations, you as the licensee, must create an **“External Transfer”** within MetrC.
- Creating Packages of Seeds
 - Remember, an “Item” within MetrC must be created first for Seeds before you can create any Packages for them.

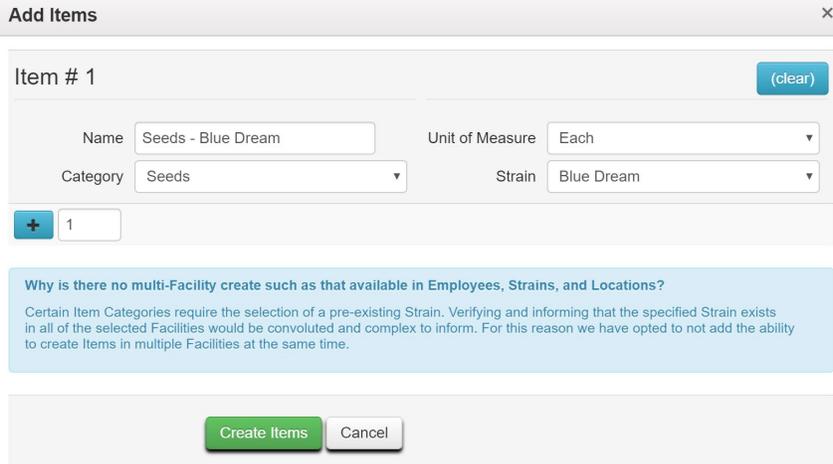


Figure 3: Items Screen – Add Items

- When creating items and packages of seeds, there are two choices:
 - **Seeds (Weight)**
 - This category is intended for Packages of Seeds by weight.
 - For the purposes of storage, seeds may be packaged in bulk, by weight instead of counting individual units.
 - **Seeds**
 - This category is intended for Packages of Seeds by individual units.
 - For the purposes of planting, selling, or transferring seeds a package of Seeds will be created by individual units.
- When pulling from a package of seeds by weight, in order to transfer or plant some of those seeds, a new package of seeds (by units each) will need to be created.
- Seeds need to be identified properly (to the best of your ability) by item name, item category and strain name.



Figure 4: Item Selection Screen for creating a package of Seeds

Seeds – Creating Plantings from Seeds

- When planting seeds, the chain of custody must be followed and create those plantings from a package of seeds. This process is similar to creating a batch of clones from a mother plant:
 - First, select the appropriate Package of Seeds from your Packages Inventory.
 - Next, click **“Create Plantings.”**

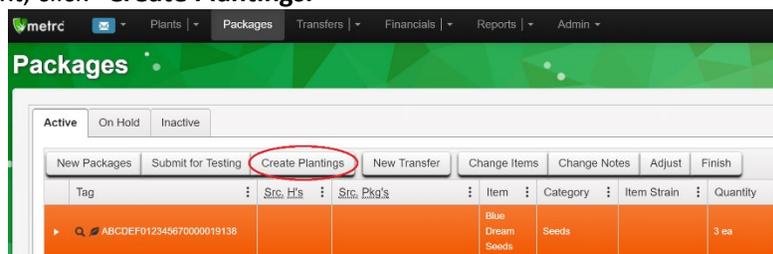


Figure 5: Packages - Creating plantings from packages of seeds

- When creating the plantings, the information required is similar to creating a clone.

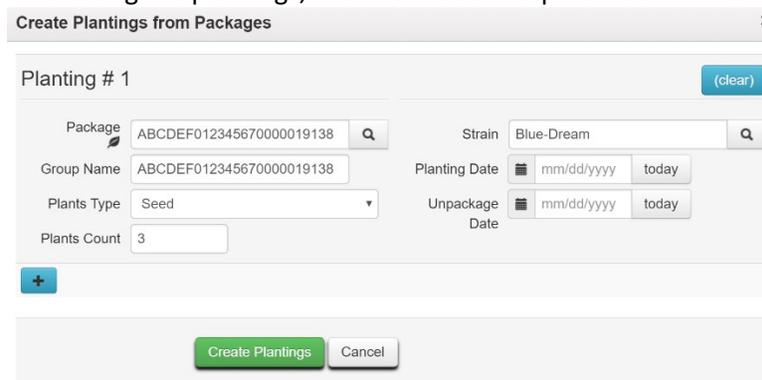


Figure 6: New Package – Creating plantings from packages of seeds

- Make sure that **“Seed”** is selected as the **Plant Type**.
- When finished, click **“Create Plantings”** and they will appear as an **Immature Plant Batch** in the **Plants** section.

Samples vs. Promotional Items

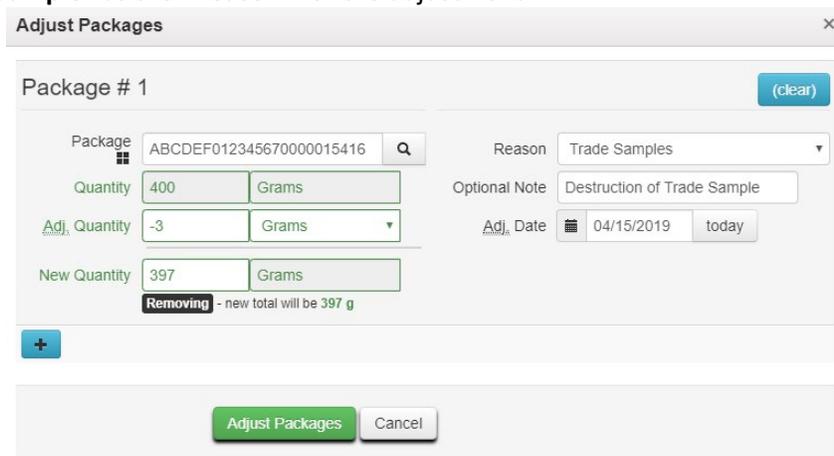
Date Effective: **N/A (Already in effect)**

- Samples:
 - In the State of Nevada, a **“Sample”** is defined as a product that is for DISPLAY ONLY and should not be used for personal consumption, internal promotions or sale.
 - When the **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.
- Promotional Items:
 - 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.

If product is received without a separately packaged and tagged display sample, and the retail establishment chooses 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, a package adjustment must be recorded to the affected Package:

- Select the appropriate package from the active Packages inventory.
- Click **“Adjust”**.
- Enter the quantity.
- Enter **“Destruction of Sample”** into the notes.
- Select **“Sample”** as the **“Reason”** for the adjustment.



The screenshot shows the 'Adjust Packages' dialog box. It contains the following fields and values:

- Package # 1 (with a clear button)
- Package: ABCDEF012345670000015416
- Quantity: 400 Grams
- Adj. Quantity: -3 Grams
- New Quantity: 397 Grams
- Reason: Trade Samples
- Optional Note: Destruction of Trade Sample
- Adj. Date: 04/15/2019 (today)
- Status: Removing - new total will be 397 g

Buttons: Adjust Packages, Cancel

Figure 7: Adjust Package – Adjusting a package to account for promotional items

Metric – Industry Training

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

- Register for workshops or classes online at: www.metric.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.*

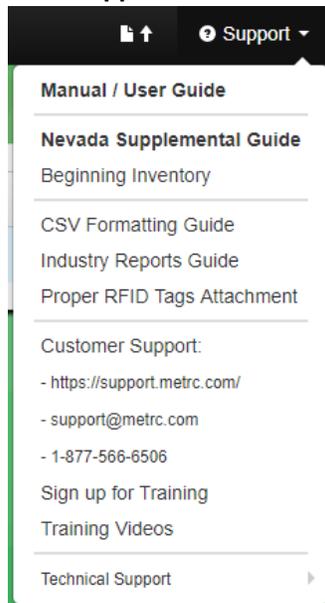
Online classes:

- Metric New Business (Level 1) – All Facilities
- Metric Advanced (Level 2) – All Facilities
- Metric Advanced (Level 2) – Testing Labs (labs must request training via email to Support)

Metric – Industry Support

Metric provides live interactive support for industry users and licensees. This information can be found on our website, when logged into Metric 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@metric.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.