

Bulletin Number: NV_IB_0058	Distribution Date: 03/1/22	Effective Date: 04/04/22
Contact Point: Metrc® Support	Subject: COA Download, New Item Category, Locations for Packages, Virtual Transfers, Tagging Inventory.	
Reason: To inform Licensees of Upcoming Changes on How to Download and View COAs, New Item Category, Locations for Packages, Virtual Transfers, Tagging Inventory.		
Primary Audience: Growers, Processors, Testing Laboratories, and Dispensaries		

Metrc and CCB are pleased to provide information on upcoming changes announced during the last Industry Workshop. The new features below will be available starting **March 7th** and it will be a requirement on **April 4th, 2022**.

- Testing Laboratories will now have the option to upload a COA and associate it to all recorded test results on a specific test sample package using a new button in Metrc or through the API using third party software upgraded to use the new feature.
- Once a Testing Laboratory has uploaded the COA, both Testing Laboratories and Licensees, with the proper permissions, will be able to view the uploaded COA via the Lab Results Tab within the Packages grid.
- A new Item Category of “Infused Flower” will be available on **March 7th**.
- Locations for Packages will be enabled to allow you to mimic your physical inventory in the Metrc system. There will also be the ability to record Plant waste by locations which will replace the need to e-mail CCB your waste logs each time (**unless adjustments are greater than 23,000 grams, 50lbs or 4,000 units**).
- Licensees will not be required to contact the CCB nor Metrc Support to record Virtual Transfers starting **March 7th**.
- Any Facility needing to separate their inventory into 3 or more locations will need to create a separate Metrc package tag for the inventory being relocated to another location. Photocopies are no longer allowed, and Licensees will be required to correct the inventory by **April 4th**.

Below are detailed descriptions and step by step instructions on the new features announced above.

Viewing A COA from Packages Grid

Once a Testing Laboratory has entered/imported test results and the COA has been uploaded into Metrc, the test results will show in Lab Results tab of the source package and any derived package. The COA can be downloaded to be viewed and/or printed by selecting the  button in the Lab Results tab as seen in **Figure 1**.



Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.

Figure 1: Selecting Doc button to download COA

Viewing COA from Transfer/Manifest Grid

The COA is also able to be downloaded within the Transfers grid in Metrc as well as seen in **Figure 2**.

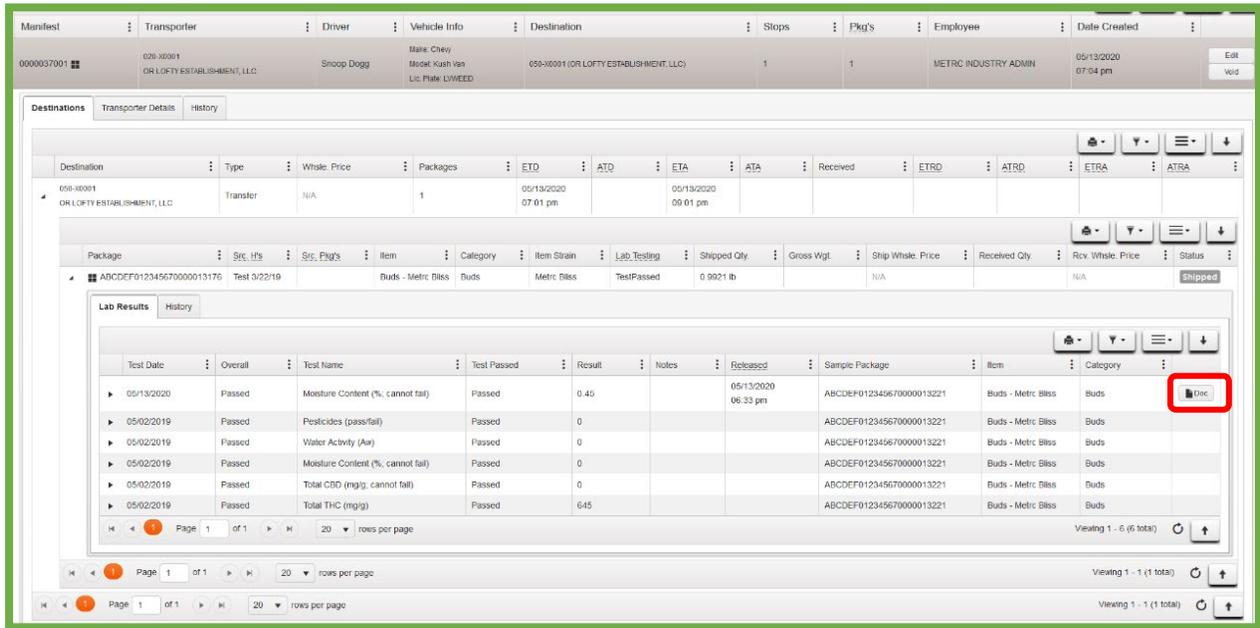


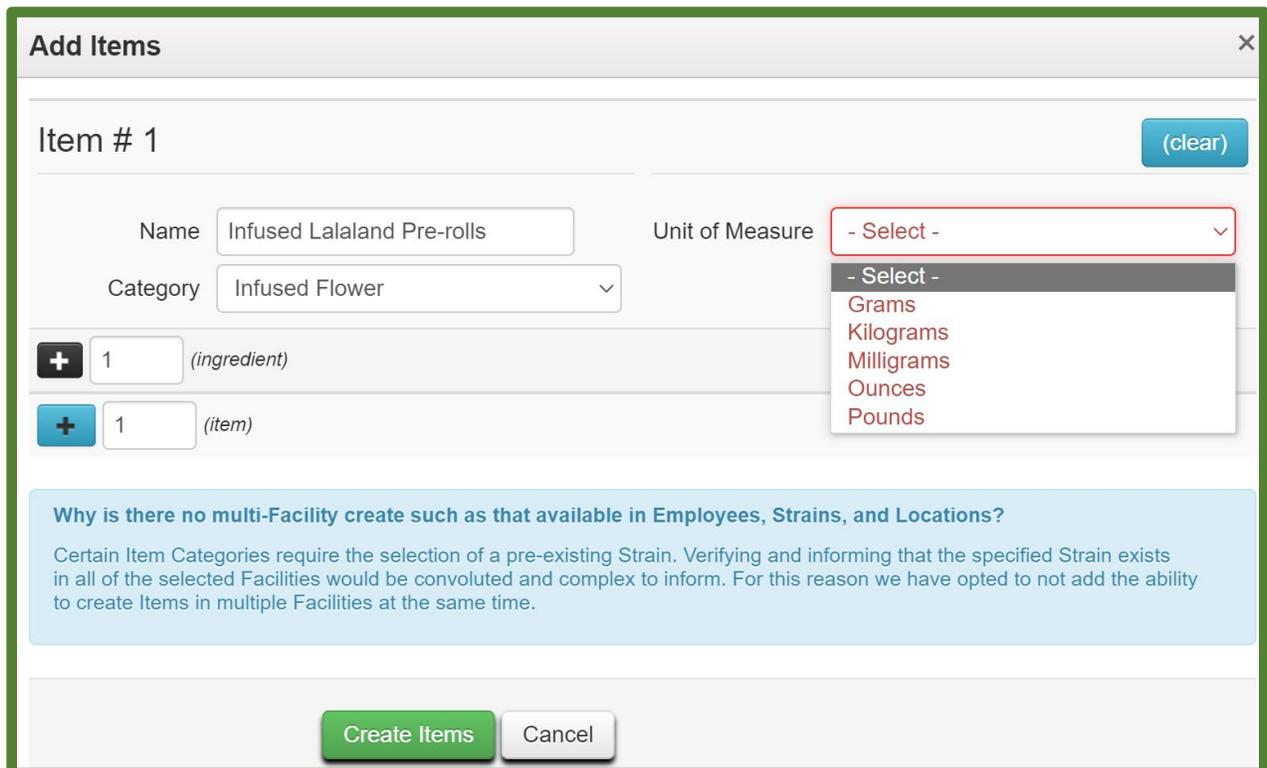
Figure 2: Selecting the Doc button to download the COA

To view the COA within the Transfers grid, the following can be done:

1. Select Licensed Transfers in the Transfers Area
2. Once in the Licensed Transfers grid, find the manifest desired
3. Click the caret (arrow) to the left of the manifest and click the Destinations tab
4. In the Destinations tab, click on the caret to the left of the destination licensee
5. To view the COA for a specific package, click the caret to the left of the package then click the Lab Results tab. In the Lab Results tab, the individual test results can be viewed as well as the Doc button at the far right of the each of the test result(s). The  button can be clicked to download the COA to be viewed and/or printed in pdf form.

New Item Category “Infused Flower”

The new “Infused Flower” item category announced during the Industry Workshops is available as of March 1st. This new weight-based item category will only be available to Production Licenses as the product is changing final form. To create an Infused Flower Item, select Items in the Admin area, then click the Add Items button. An action window will open as seen in **Figure 3**.



The screenshot shows a window titled "Add Items" with a close button (X) in the top right corner. Below the title bar, there is a section for "Item # 1" with a "(clear)" button. The form contains several input fields: "Name" with the value "Infused Lalaland Pre-rolls", "Unit of Measure" with a dropdown menu currently showing "- Select -", and "Category" with a dropdown menu showing "Infused Flower". Below these fields, there are two rows for adding ingredients or items, each with a plus sign icon, a quantity field containing "1", and a label "(ingredient)" or "(item)". A dropdown menu for "Unit of Measure" is open, showing options: "- Select -", "Grams", "Kilograms", "Milligrams", "Ounces", and "Pounds". At the bottom of the form, there is a light blue informational box with the text: "Why is there no multi-Facility create such as that available in Employees, Strains, and Locations? Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time." Below this box are two buttons: "Create Items" and "Cancel".

Figure 3: Infused Flower Item

Creating Locations for Packages

The CCB is providing the option to create Locations designated for Packages. This will help Licensees match their physical and electronic inventory.

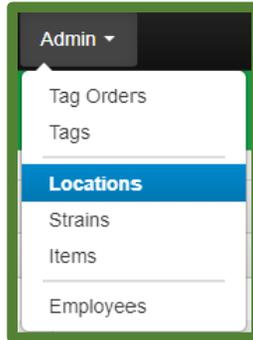


Figure 4: Locations Section

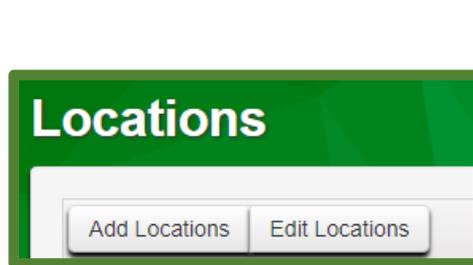


Figure 5: Locations Dashboard

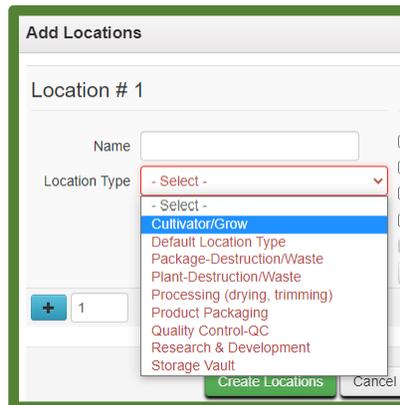


Figure 6: Adding Locations

Below you can see all the available Location Types being enabled in the system, their intended use and which License Types they're available for in **Figure 7**.

Location Type	Intended Use	Cultivators	Production	Laboratories	Dispensaries
Cultivator Grow	This Location type will replace the "Default Location Type" currently available to all Cultivators. No Packages allowed at this Location Type.	X			
Curbside/Drive Thru	This Location is only for product designated for Curbside/Drive Thru that is physically separated from the rest of the inventory				X
In Process/Development	This Location is intended for product that is currently in process to its final form such as edibles or infused items		X		
Plant-Destruction Waste	This Location is intended to substitute the need for the Waste Logs currently submitted to the CCB. No Packages allowed at this Location Type	X			
Package-Destruction/Waste	It is imperative that all packages that will be wasted/destroyed be in this Location. Only Packages allowed at this Location Type	X	X	X	X
Processing (drying, trimming)	All the product that will need to be dried or trimmed should be in this Location. No Packages allowed.	X			
Product Packaging	This Location is for all final product that will need to be packaged before transfer.	X	X		X
Quality Control-QC	This Location is for internal QC only.	X	X	X	X
Research & Development	This Location is intended for internal R&D only.	X	X	X	
Sales Floor/Storage Vault	This Location is for product that currently sits on the Sales Floor. Only Packages allowed.				X
Storage Vault	This Location is for all product actually stored in the Storage Vault.	X	X	X	X

Figure 7: All Location Types

Recording Plant Waste by Location

As mentioned in the Industry Workshop and at the beginning of the bulletin, Licensees will now have the option to record Plant Waste Logs directly into Metrc, replacing the need to e-mail Plant Waste Logs to the CCB each time waste is created. To record Plant Waste, select Plants Waste under the Plants area. Once in the Plants Waste grid, click on the Record Waste by Location button. Then fill out the action window to record the Plant Waste as shown in **Figures 8 & 9** for details.

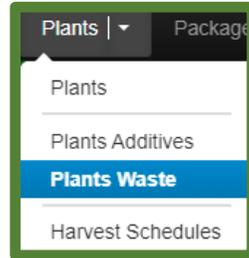


Figure 8: Plant Waste Menu

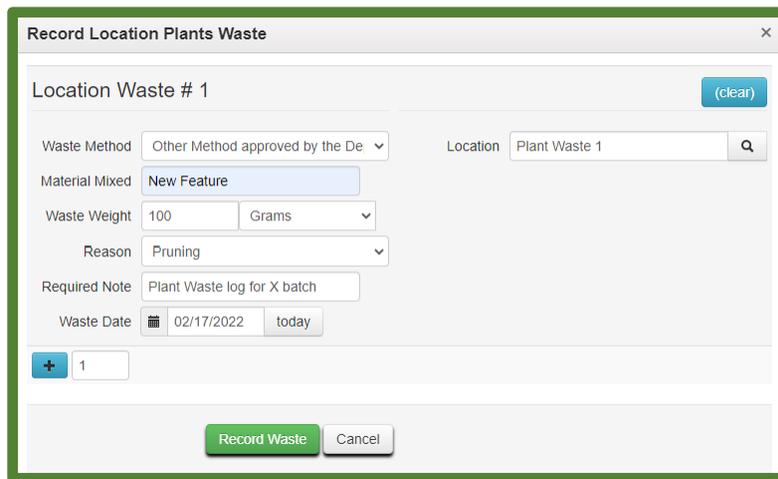
A screenshot of a web application form titled 'Record Location Plants Waste'. The form is enclosed in a window with a close button (X) in the top right corner. The form contains several fields: 'Location Waste # 1' with a '(clear)' button; 'Waste Method' with a dropdown menu set to 'Other Method approved by the De...'; 'Location' with a text input field containing 'Plant Waste 1' and a search icon; 'Material Mixed' with a dropdown menu set to 'New Feature'; 'Waste Weight' with a text input field containing '100' and a unit dropdown menu set to 'Grams'; 'Reason' with a dropdown menu set to 'Pruning'; 'Required Note' with a text input field containing 'Plant Waste log for X batch'; and 'Waste Date' with a calendar icon, a text input field containing '02/17/2022', and a 'today' button. At the bottom of the form, there is a '+ 1' button and two buttons: 'Record Waste' and 'Cancel'.

Figure 9: Recording Plants Waste by Location

You can review the information after logging the Plant Waste by Location. Note the waste will be averaged through the Location for each Waste Batch Number as seen in the **Figure 10** below for Waste Batch ending in 401.

Plant Waste

Record Waste by Location | Package Waste

Waste No.	Waste Method	Material Mixed	Waste	Reason	Total Plants	Waste Date
000000401	Other Method approved by the Department	New Feature	100 g	Pruning	15	02/17/2022

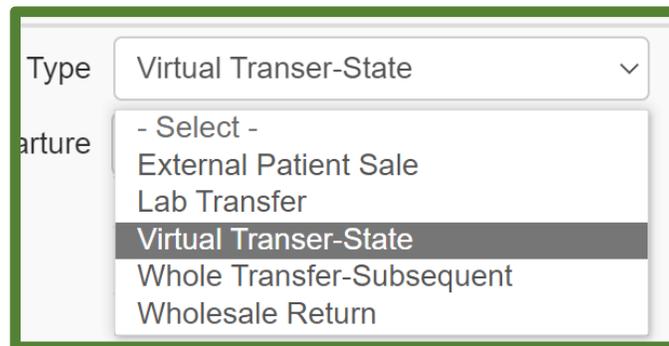
Plants | Packages

Tag	Current State	Current Phase	Location	Waste Weight
ABCDEF01234567000014877	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014878	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014879	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014880	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014881	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014882	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014883	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014884	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014885	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014886	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014887	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014888	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014889	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014890	Tracked	Vegetative	Plant Waste 1	6.6667 g
ABCDEF01234567000014891	Tracked	Vegetative	Plant Waste 1	6.6667 g

Figure 10: Plant Waste by Location

Virtual Transfers

Starting on March 7th, it will no longer be required to e-mail CCB and Metrc Support to use the “Virtual Transfer” type in order to correct any discrepancies between Transfers such as incorrect dollar amount, item and quantity, etc.



Type: Virtual Transfer-State

- Select -
- External Patient Sale
- Lab Transfer
- Virtual Transfer-State**
- Whole Transfer-Subsequent
- Wholesale Return

Figure 11: Virtual Transfer Type

To correct a Transfer that has already been accepted, a Virtual Transfer must be created to offset the incorrect dollar amount using the same item that was received. After the sending Licensee has received the Virtual Transfer, Licensees will need to transfer the same item using the correct dollar amount.

Tagging Inventory: Plants

Cultivators will be required to start tagging Immature Plant Batches of up to 150 plants starting on **April 4th, 2022**. The process will work similarly to tagging Vegetative or Flowering Plants, by selecting the Create Plantings button, as shown in the **Figure 12** below when plantings are unpacked.

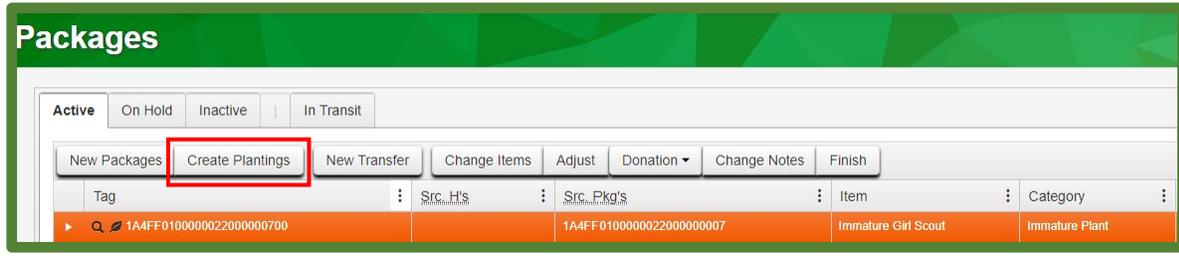


Figure 12: Creating Plantings from an Immature Plants Package

Similar to the current process, when creating new plantings, it will be required to select the data points below with the addition of a new Immature Plant Tag and Location as seen below in **Figure 13**. This will facilitate recording Waste for Immature Plant Batches, up to 150 plants, as an alternative to e-mailing the Waste Logs to the CCB for each batch.

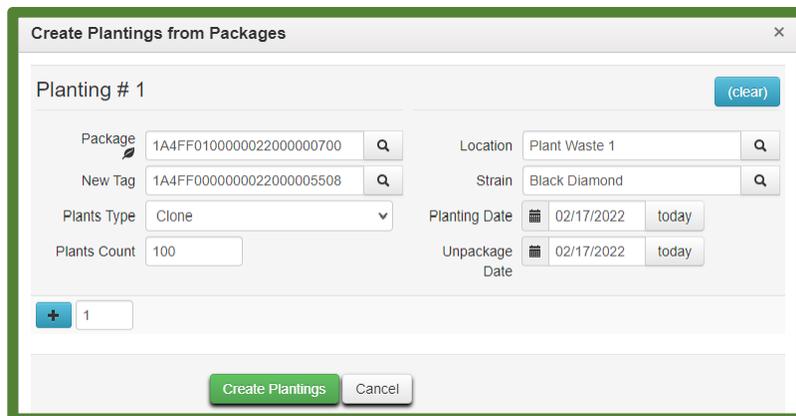


Figure 13 Creating Plantings from an Immature Plants Package (cont'd)

The batch of up to 150 plants, must be labeled. A good practice is to tag the front of the container where the Immature Plants are located for an easy visual reference as shown below in **Figure 14**.



Figure 14: Tagging lots of 150

Tagging Inventory: Packages

1. All cannabis and cannabis products must be assigned an inventory tag acceptable by the State's designated seed to sale inventory tracking system. **Figure 15.**
2. Inventory tags must be affixed to either the actual cannabis product or the container which the cannabis product is stored.
3. If the original Metrc tag has been damaged or misplaced, it must be repackaged into a new tag as a "Photocopy" of the original Metrc tag is not sufficient.
4. Inventory stored in two locations must have original tags with it (Example: Top portion of the tag with the back stock (75% or greater) bottom portion (barcode only) with front/floor inventory). If any portion of the tag is missing that prevents compliance, it must be retagged as a copy of the original tag is not sufficient.
5. Display Samples must be individually tagged. If a retail facility receives a bulk shipment without a display sample identified on the shipping manifest, one must be retagged as a display sample and identified as such in the seed to sale inventory tracking system.
6. Storage locations of **ALL** cannabis and cannabis products must be assigned in Metrc and must be updated accordingly. (For example: Floor/Vault Inventory, Display, Vault, Quality Assurance, Waste, Quarantine, etc.)

RE-TAGGING IS NOT REQUIRED each time you move product from one area to another. To remain compliant, you are required to have the original RFID tag with 75% or more of the bulk inventory (Storage Vault) and if applicable, the bar code (bottom half of tag) is with the associated product on the sales floor.

Metrc Resources

On the far right of the navigation toolbar, there is a Support dropdown. This dropdown can be utilized to reference the Metrc Manual/User Guide, Nevada specific guides, info to contact Metrc Support, access short training videos and sign up for training. These tools can be used anytime for no additional charges as long as you are entered within an active licensed business.



Figure 16: Support Section

[Metrc Learn](#) and the [Metrc Knowledge Center](#) may also be accessed which are referenced on Bulletin #54 where additional information can be found.

Metrc Learn is an interactive learning management system, that allows users to complete modular training for multiple areas of Metrc. The system will teach the user specific functionality and processes, allow the user to demonstrate, and test on the information provided. Users will even be able to export and share their completed trainings.

The Metrc Knowledge Center is a portal that provides users on-demand access to various resource materials including past bulletins and helpful links. This center is designed to be a supplemental resource to Metrc Support, providing options for self-assistance with documentation, a live-chat feature, and the ability to submit support tickets directly to our team.

You can also access the Metrc short training videos through our YouTube channel. The videos cover a wide arrange of topics and are always a good reminder on how to perform certain day to day actions.

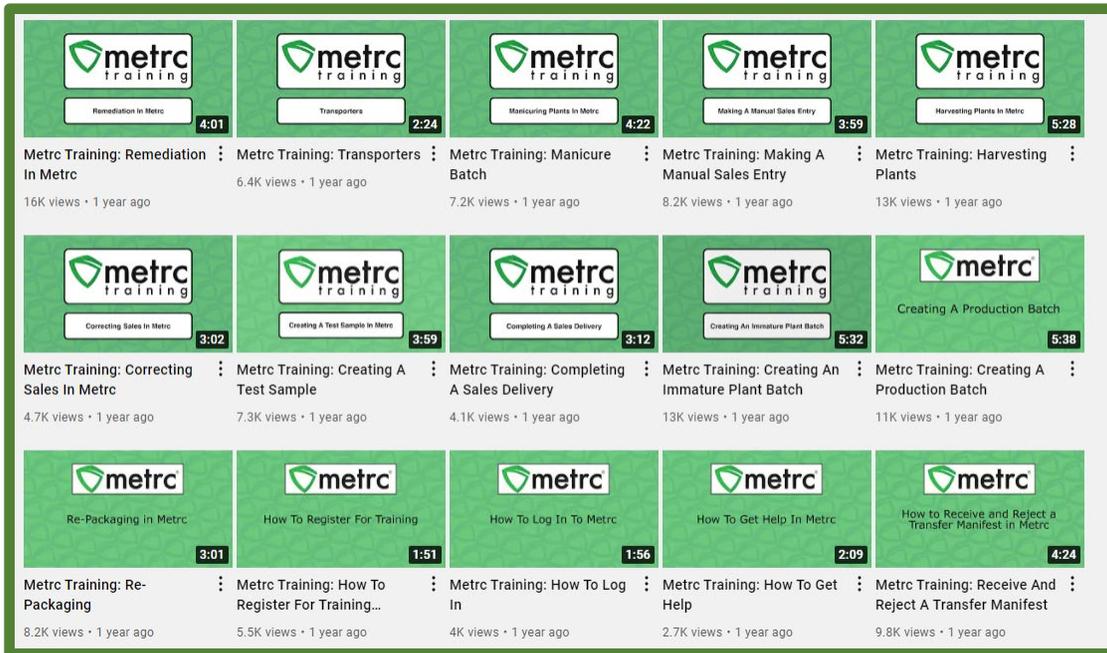


Figure 17: Metrc YouTube videos

Please feel free to contact Support at support@metrc.com or 877-566-6506 with any questions.