

Nevada-MetrC Support Bulletin



Bulletin Number: NVIB#007_060618	Distribution Date: 06/06/18	Effective Date: N/A (see each topic)
Contact Point: support@metrc.com	Subject(s): Open/Wholesale Transfers, Sales at dual-licensed facilities, R&D Samples, Pre-Rolls, Waste, Scanners	
Reason: Information & updates on critical changes to MetrC as well as reporting requirements		

Greeting MetrC Users,

This bulletin is intended to notify all industry users of important changes, new features, new reporting requirements and updates to previous bulletins. If you would like a copy of previous MetrC support bulletins, or have other questions, please contact support@metrc.com and we will do our best to assist you.

RECEIVE ALL OPEN TRANSFERS Effective Date: Immediately (June 6th, 2018)

Some facilities still have open transfers that have never been received in MetrC. Some of these transfers may date back several months or more and this may potentially affect inventory for both the sender and receiver. It is important for users to log in to MetrC and check their transfers; incoming, outgoing and rejected to identify any open transfers and receive them immediately. Please remember that all transfers must be received within 24 hours.

Outlined below is a quick sorting method to identify any open transfers in MetrC:

- Log in to MetrC and open the “Licensed Transfers” tab
- Click on the “Received” column at the right hand side of the screen (or use the columnar sorting options to sort in ascending/descending order)
 - All transfers will be categorized by receive date
 - Any un-received transfers will appear at the top/bottom highlighted in black
 - Any received transfers will appear in faded gray below
- If you find an open transfer of which you are uncertain, please reach out to MetrC Support for assistance

Licensed Transfers

Comprehensive Demo

New Transfer View Manifest

Incoming Outgoing Rejected

Click on the "Received" Column to sort by receive date.
All un-received or open transfers will appear at the top

Manifest	Origin	Type	Pkg's	ETD	ETA	Received
0000000208		Transfer	3	08/09/2017 09:45 am	08/09/2017 09:45 pm	
0000000207		Transfer	3	08/09/2017 09:45 am	08/09/2017 09:45 pm	
0000000206		Transfer	5	08/09/2017 09:45 am	08/09/2017 09:45 pm	
0000000204		Transfer	7	08/09/2017 09:45 am	08/09/2017 09:45 pm	
0000000201		Transfer	3	08/09/2017 09:45 am	08/09/2017 09:45 pm	
0000000202		Transfer	3	08/09/2017 09:45 am	08/09/2017 09:45 pm	08/08/2017 09:45 am
0000000203		Transfer	4	08/09/2017 09:45 am	08/09/2017 09:45 pm	08/09/2017 09:45 am

Sort Ascending
Sort Descending
Columns
Filter

Click "Receive" to view details and receive the transfers.
All received/closed transfers appear in faded gray

Receive
Receive

REPORTING SALES AT DUAL-LICENSED (MED/REC) FACILITIES

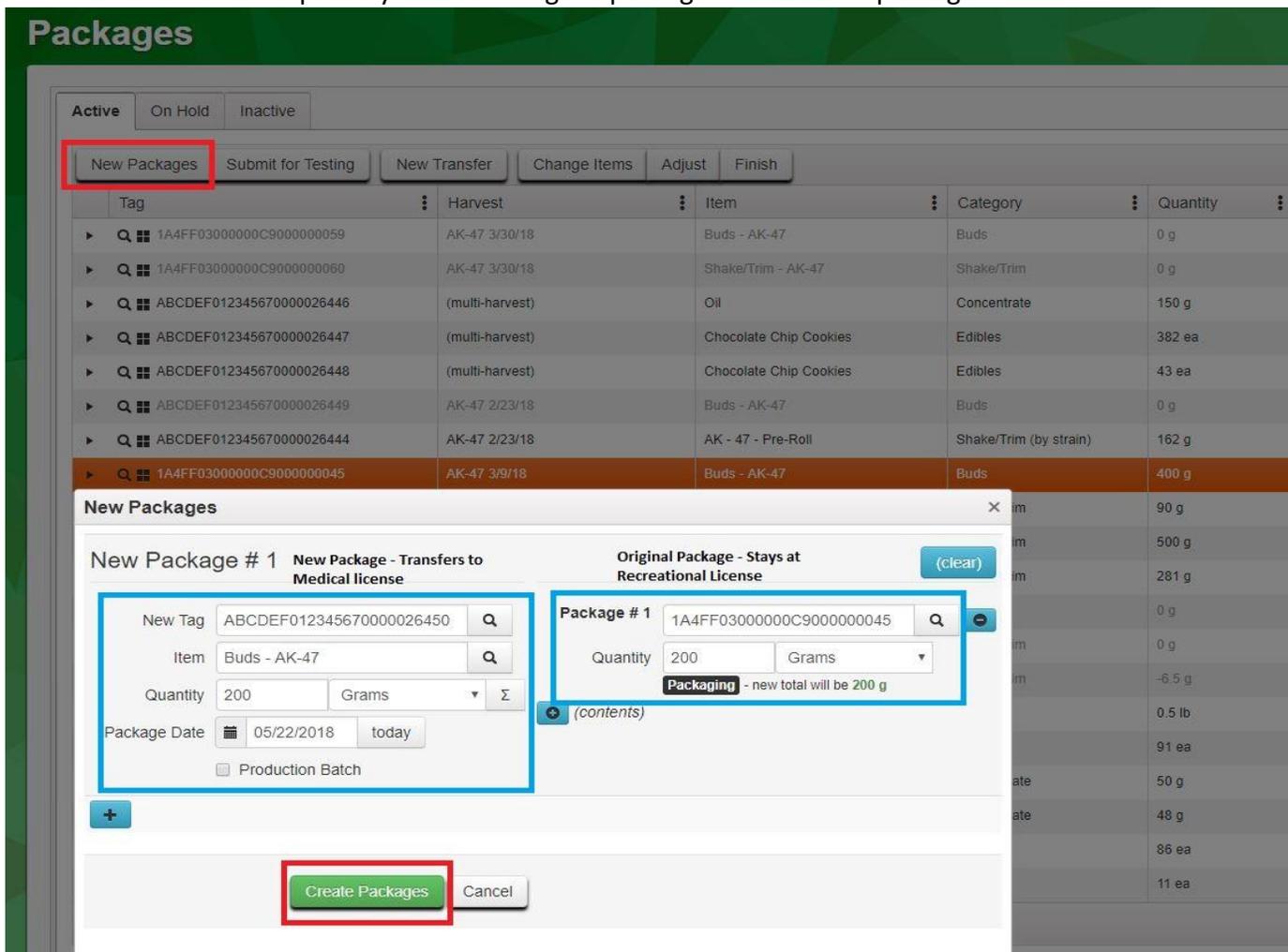
Effective Date: Immediately (June 6th, 2018)

All sales to medical patients must be reported under the appropriate licensed medical dispensary in MetrC. Some dual-licensed facilities may have recreational packages with product that is eligible to be sold as medical, but these sales must be reported under to the appropriate license number. Recreational packages intended for medical sale must first be transferred to the appropriate dual-licensed medical facility and re-packaged as medical packages before being sold.

Please use the following steps for guidance on the transfer & re-packaging process:

STEP 1: Pull from an existing package and create a new package to transfer to the medical license

- Highlight an existing package and then click “New Package”
- Pull the desired quantity from the original package into the new package



The screenshot displays the 'Packages' interface. At the top, there are tabs for 'Active', 'On Hold', and 'Inactive'. Below these are several action buttons: 'New Packages' (highlighted with a red box), 'Submit for Testing', 'New Transfer', 'Change Items', 'Adjust', and 'Finish'. A table lists various packages with columns for Tag, Harvest, Item, Category, and Quantity. The last row is highlighted in orange. A modal window titled 'New Packages' is open, showing two sections: 'New Package - Transfers to Medical license' and 'Original Package - Stays at Recreational License'. The 'New Package' section has fields for New Tag, Item, Quantity (200), Package Date (05/22/2018), and a 'Production Batch' checkbox. The 'Original Package' section has a field for Package # 1 (1A4FF03000000C9000000045) and Quantity (200). A 'Packaging' notification indicates the new total will be 200 g. At the bottom of the modal, there are 'Create Packages' (highlighted with a red box) and 'Cancel' buttons.

Nevada-Metric Support Bulletin



STEP 2: Transfer the new package to the associated dual-licensed medical facility

Packages

Active On Hold Inactive

New Packages Submit for Testing New Transfer Change Items Adjust

Tag	Harvest	Item
ABCDEF01234567000026450	AK-47 3/9/18	Buds - AK-47
1A4FF03000000C9000000059	AK-47 3/30/18	Buds - AK-47
1A4FF03000000C9000000060	AK-47 3/30/18	Shake/Trim - A
ABCDEF01234567000026446	(multi-harvest)	Oil
ABCDEF01234567000026447	(multi-harvest)	Chocolate Chi
ABCDEF01234567000026448	(multi-harvest)	Chocolate Chi
ABCDEF01234567000026449	AK-47 2/23/18	Buds - AK-47
ABCDEF01234567000026444	AK-47 2/23/18	AK - 47 - Pre-F
1A4FF03000000C9000000045	AK-47 3/9/18	Buds - AK-47
ABCDEF01234567000026499	AK-47 3/9/18	Shake/Trim
1A4FF03000000C9000000042	AK-47 3/8/18 #2	Shake/Trim
1A4FF03000000C9000000029	AK-47 2/23/18	Shake/Trim
1A4FF03000000C9000000030	AK-47 2/13/2018	Buds - AK-47
1A4FF03000000C9000000031	AK-47 2/13/2018	Shake/Trim
ABCDEF01234567000026439	(multi-harvest)	Shake/Trim
1A4FF03000000C9000000024	(multi-harvest)	Buds - Blue Dr
ABCDEF01234567000026437	(multi-harvest)	Joe's Peanut B
ABCDEF01234567000026438	(multi-harvest)	Oil
ABCDEF01234567000026434	(multi-harvest)	Oil
ABCDEF01234567000026435	(multi-harvest)	Joe's Brownies

New Transfer

Destination #1 Type part of the License Number. Q (clear)

Planned Route

Type - Select -

Est. Departure 05/22/2018 today
11 : 32 AM

Est. Arrival 05/22/2018 today
11 : 32 AM

Transport #1 Type part of the License Number. Q (clear) Layover

- Lookup - - Lookup -

Employee ID

Driver's Name

Driver's Lic. No.

Phone No. +1-123-456-7890 (use default)

(transporter)

Package #1 ABCDEF01234567000026450 Q (clear)

(package)

(destination)

Register Transfer Cancel

STEP 3: Receive transfer at the associated dual-licensed medical facility

Licensed Transfers

New Transfer View Manifest

Incoming Outgoing Rejected (1)

Manifest	Origin	Type	Pkg's	ETD	ATD
000009305	050-X0001	Transfer	1	05/22/2018	

Receive Licensed Transfer

Manifest 000009305

Transfer Type Transfer

Origin Lic. No. 050-X0001

Origin Name

Main Phone No. +1-800-420-MAIN

Mobile Phone No. +1-800-420-CELL

Transporter Lic. No. 4a-X0003

Transporter Name

Employee ID Jesse

Vehicle Make Ford

Driver's Name Jesse

Vehicle Model F150

Driver's Lic. No. CO12487087

License Plate 6djl823

Phone No. for Questions 303-123-4567

Package #1 ABCDEF01234567000026450 Q

Item Buds - AK-47

Shipped Qty. 200 g Reject

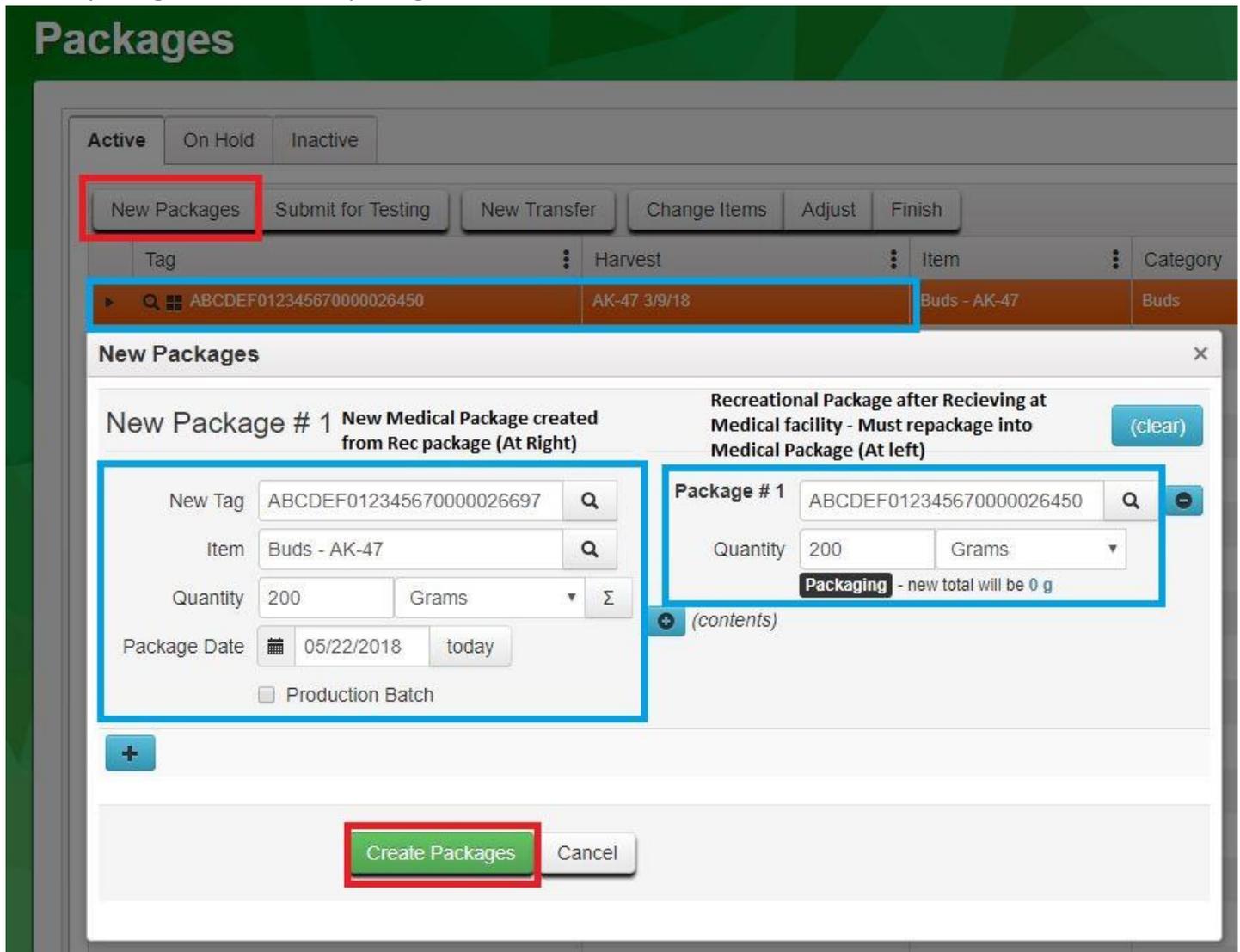
Receive Qty. 200 Grams

Receive Transfer Cancel

Nevada-MetrC Support Bulletin

STEP 4: Re-package from a recreational package into a medical package

- After receiving the transfer at the associated dual-licensed medical facility, re-package the recreational package into a medical package.



Packages

Active On Hold Inactive

New Packages Submit for Testing New Transfer Change Items Adjust Finish

Tag	Harvest	Item	Category
ABCDEF012345670000026450	AK-47 3/9/18	Buds - AK-47	Buds

New Packages

New Package # 1 New Medical Package created from Rec package (At Right)

Recreational Package after Receiving at Medical facility - Must repackage into Medical Package (At left) (clear)

New Tag: ABCDEF012345670000026697

Item: Buds - AK-47

Quantity: 200 Grams

Package Date: 05/22/2018 today

Production Batch

Package # 1: ABCDEF012345670000026450

Quantity: 200 Grams

Packaging - new total will be 0 g

(contents)

Create Packages Cancel

CREATION OF R&D SAMPLE PACKAGES IN METRC

Effective Date: Currently in effect (March 1st, 2018)

Licensees are permitted to create Research & Development (R&D) Samples for the purposes of internal experimentation. R&D Samples must still be created and tracked in accordance with the rules and regulations. Outlined below is the correct process for creating R&D Sample Packages in Metrc. R&D samples are only permitted if all requirements have been met and approved by the Department as outlined in R092-17 Section 156 and/or NAC453A.

- **R&D - Testing Plants prior to harvest**
 1. Create a strain specific manicure batch from the vegetative or flowering plants that R&D testing is being done on.
 2. From that strain specific manicure batch, create an R&D package that is the same weight of the test sample including the item name that begins with “R&D” and the strain as well using a new ID #.
 3. When the lab is there to pick up the R&D Test Sample, pull the test sample
 - *Include the same R&D item name from the R&D package that was created from the manicure batch using the “Submit for Testing” button and a new ID #.*
 - *Tag/manifest/send the test sample with the lab as usual.*
 4. When the lab enters the test results into the R&D test sample as pass or fail, those results will show up in the manicure batch under the history tab.
- **R&D – Testing an entire Harvest Batch of usable marijuana**
 1. If R&D testing is to be on the entire harvest batch, create the R&D package (as a production batch) that is just the amount of product the laboratory needs for the test sample.
 - *Include in the item name “R&D” at the beginning of the name and the strain name using a new ID # to identify it as an R&D Package.*
 2. From the new R&D package, create an R&D test sample, using the “Submit for Testing” button pulling entire weight of that R&D package, this will bring the R&D package down to zero weight.
 - *Include “R&D” at the beginning of the item name and the strain name using a new ID # to identify it as an R&D sample.*
 - *Tag/manifest/send the test sample with the lab as usual.*
 3. When the lab enters the test results into that R&D test sample as pass or fail, it will then not affect the rest of the parent batch.
- **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 the R&D package (as a production batch) that is just the amount of product the laboratory needs for the test sample.
 - *Include in the item name “R&D” at the beginning of the name and the strain name using a new ID # to identify it as an R&D Package.*
 2. From the new R&D package, create an R&D test sample, using the “Submit for Testing” button pulling entire weight of that R&D package, this will bring the R&D package down to zero weight.
 - *Include “R&D” at the beginning of the item name and the strain name using a new ID # to identify it as an R&D sample.*
 - *Tag/manifest/send the test sample with the lab as usual.*

3. When the lab enters the test results into that R&D test sample as pass or fail, it will then not affect the rest of the parent batch.
- **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 the R&D package (as a production batch) that is just the amount of product the laboratory needs for the test sample.
 - *Include “R&D” at the beginning of the item name and the strain as well as the item name of the production batch using a new ID # to identify it as an R&D sample.*
 - *Tag/manifest/send the test sample with the lab as usual.*
 2. From the new R&D package, create an R&D test sample, using the “Submit for Testing” button pulling entire weight of that R&D package
 - *This will bring the R&D package down to zero weight.*
 - *Include “R&D” at the beginning of the item name as well as the item name of the production batch using a new ID # to identify it as an R&D sample.*
 - *Tag/manifest/send the test sample with the lab as usual.*
 3. When the lab enters the test results into that R&D test sample as pass or fail, it will then not affect the rest of the parent batch.

PRE-ROLL VS. INFUSED PRE-ROLL

Effective Date: Currently in effect (April 30th, 2018)

Following up on previous changes made to the item categories within MetrC we want to remind everyone of the recent change adding “Infused Pre-rolls” and the renaming of “Pre-rolls” as item categories. These are defined below:

- The “Pre-roll” item category should be used for all non-infused Cannabis Pre-rolls
- The “Infused Pre-roll” item category should be used for all Infused Cannabis Pre-rolls (Pre-rolls with kief, oil etc.)
 - *The “Marijuana Cigarettes/pre-rolls” item category has been removed and may no longer be used*
- **Pre-roll**
 - A Pre-roll consists of raw usable Cannabis that has been ground up and rolled into normal wrapping paper
 - Pre-rolls must be packaged by weight
 - Pre-rolls must be categorized as “Pre-roll”
 - Pre-rolls must be strain specific
 - *Pre-rolls may be created by Cultivators & Dispensaries*
- **Infused Pre-roll**
 - An Infused Pre-roll consists of raw usable Cannabis that has been mixed with kief, oil or other concentrated product.
 - Infused Pre-rolls must be packaged by count
 - Infused Pre-rolls must be categorized as “Infused Pre-roll”
 - Infused Pre-rolls are not required to be strain specific
 - *Infused Pre-rolls may NOT be created by Cultivators or Dispensaries, only Processors*

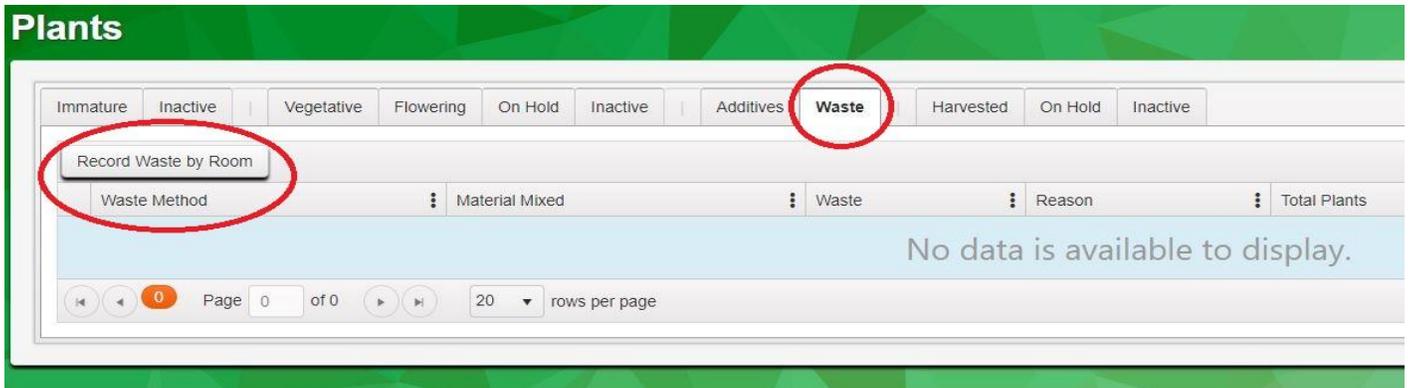
REPORTING WASTE

Effective Date: Currently in effect (April 30th, 2018)

All Cultivation facilities are required to document and report any plant waste including plant waste generated prior to harvest. As of April, 30th, 2018 the Waste Log within Metrc is an expectation by the s requirement for reporting this information.

1. Plant waste created while pruning plants (not during a harvest) must be recorded in the “Waste Log”
2. Plant waste created during a harvest must still be reported to the specific Harvest Batch it was created from
3. You must select a “Waste Method” & “Waste Reason” when reporting waste in the waste log:
 - **Waste Methods:**
 - *Grinding with compostable Material*
 - *Grinding with non-compostable material*
 - *Other method approved by the Department*
 - **Waste Reasons:**
 - *Pruning*

You can record plant waste by Room



The screenshot shows the 'Plants' management interface. At the top, there are tabs for different plant stages: Immature, Inactive, Vegetative, Flowering, On Hold, Inactive, Additives, **Waste**, Harvested, On Hold, Inactive. The 'Waste' tab is circled in red. Below the tabs, there is a 'Record Waste by Room' button, also circled in red. Below the button, there are dropdown menus for 'Waste Method' (set to 'Material Mixed'), 'Waste', 'Reason', and 'Total Plants'. A message states 'No data is available to display.' At the bottom, there is a pagination control showing 'Page 0 of 0' and '20 rows per page'.

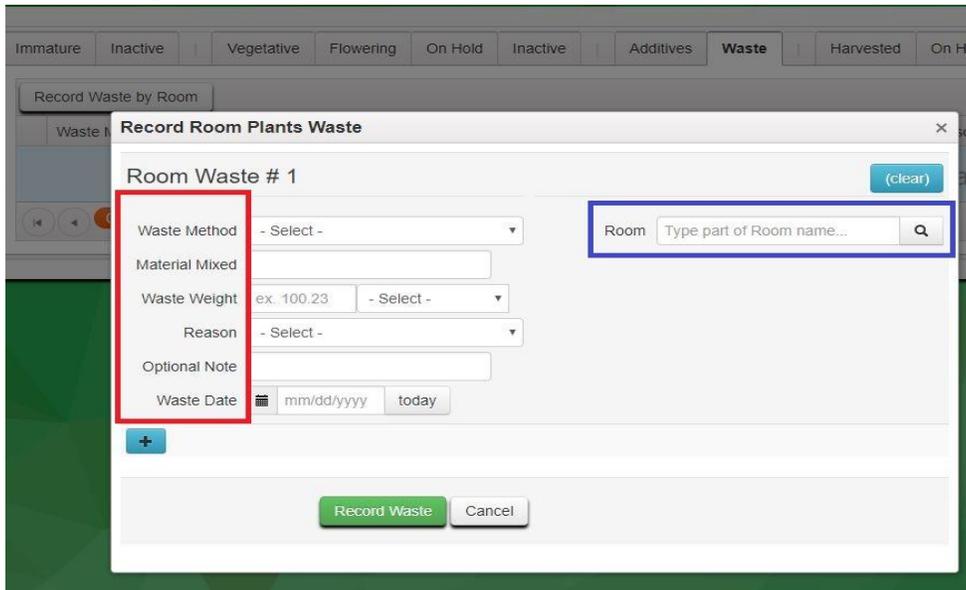
You can also record plant waste by plant (Individuals or groups)



The screenshot shows the 'Plants' management interface with a table of plant records. The 'Vegetative' tab is selected. At the top of the table, there are action buttons: Assign Tags, Replace Tags, Change Room, Change Growth Phase, Changes by Room, Destroy, Record Additives, and **Record Waste** (circled in red). The table has columns for Tag, Strain, Room, and Hold. The data rows are as follows:

Tag	Strain	Room	Hold
▶ ABCDEF012345670000011304	AK-47	Veg Room A	No
▶ ABCDEF012345670000011305	AK-47	Veg Room A	No
▶ ABCDEF012345670000011307	AK-47	Veg Room A	No
▶ ABCDEF012345670000011309	AK-47	Veg Room A	No
▶ ABCDEF012345670000011310	AK-47	Veg Room A	No

Record the waste weight, method, reason date & time (include a brief description in the notes)



The screenshot shows a web application interface for recording waste. At the top, there are tabs for different plant stages: Immature, Inactive, Vegetative, Flowering, On Hold, Inactive, Additives, **Waste**, Harvested, and On Hold. Below these is a sub-tab 'Record Waste by Room'. A modal window titled 'Record Room Plants Waste' is open, showing a form for 'Room Waste # 1'. The form includes the following fields:

- Waste Method: - Select - (dropdown menu)
- Material Mixed: (text input field)
- Waste Weight: ex. 100.23 (text input) and - Select - (dropdown menu)
- Reason: - Select - (dropdown menu)
- Optional Note: (text input field)
- Waste Date: (calendar icon) mm/dd/yyyy (text input) and today (button)

At the bottom of the form are two buttons: 'Record Waste' (green) and 'Cancel' (grey). A red box highlights the 'Waste Method', 'Material Mixed', 'Waste Weight', and 'Reason' fields. A blue box highlights the 'Room' dropdown menu and the search input field with a magnifying glass icon.

SCANNER TECHNOLOGY (RFID, BAR CODE, ID)

Effective Date: N/A

We would like to address some confusion regarding scanner technology, requirements and availability. RFID Scanners are designed and intended primarily for the State regulators. While the industry may make use of RFID scanner technology they will not be able to obtain the same amount of information as a state regulator or make use of the data which is collected through restricted access areas of MetrC available only to state officials

Some questions have also come up regarding other types of scanners and integration with MetrC. Hopefully the following overview will provide some clarity:

- RFID Scanners
 - RFID Scanners must meet certain hardware specifications and be configured to read the same type of RFID chip that is embedded in MetrC tags
 - Specific RFID scanners are provided to the State Regulatory Authority to assist with inspections
 - *Industry users may purchase their own RFID scanners, MetrC does not sell these devices*
 - *If you have questions or would like additional information on the required specifications, please email support@metrc.com*
 - ***Licensees are NOT required to have an RFID scanner***
- Bar Code Scanners
 - MetrC RFID tags use a UCC/EAN-128 bar code identifier
 - Bar Code scanners must be UCC-128 compatible
 - Many common bar code scanners are “plug and play” with a USB connection and no software, but this does not guarantee they will work with your computers or with MetrC.
 - Placement of or damage to the tags may affect scanning performance;
 - Faded bar codes from water/scrubbing/light
 - Tags that have been clipped punctured, written over, stapled etc.
 - If you are a cultivator and you “wrap” your plant tags instead of “hanging” them, you will bend the plant tag making the bar code unreadable
- I.D. Scanners
 - I.D scanners are available but have no integration with MetrC

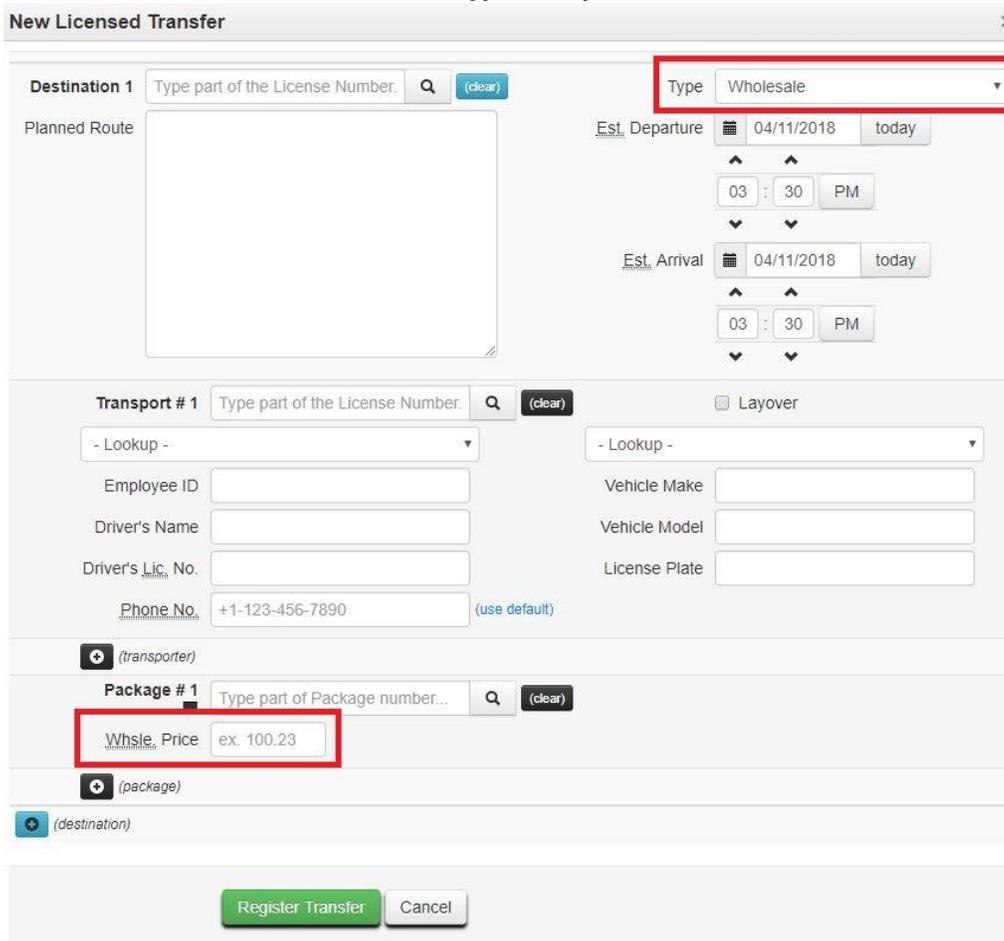
WHOLESALE TRANSFERS

Effective Date: Currently in effect

AMENDED - REFERENCE BULLETIN #006

- All transfers require a “Transfer Type” to be selected
- All transfers to a Lab or to a facility that acts as a distribution hub for a single entity will be standard transfers
 - *For example: one dispensary accepting transfers on behalf of multiple facilities owned by the same entity*
- All transfers from Cultivators or Producers MUST be recorded as “Wholesale Transfers”
- All packages on a wholesale transfer MUST have the wholesale price
 - *If the origin and the destination facilities on a wholesale transfer are owned by the same company, individual or entity and no money is actually being exchanged or paid, then the current Fair Market Value at Wholesale must be recorded instead.*

1. Select “Wholesale” from the transfer “Type” dropdown menu in the transfer manifest area



The screenshot shows the 'New Licensed Transfer' form. The 'Type' dropdown menu is set to 'Wholesale'. The 'Wholesale Price' field for Package #1 is highlighted with a red box and contains the value 'ex. 100.23'. Other fields include Destination 1, Transport # 1, and various vehicle and driver information fields.

After selecting “Wholesale” transfer you will then see a box appear under each individual package on the manifest for the “Wholesale Price” of each Package

METRC – INDUSTRY TRAINING

Metrc provides a Level 1 New Business Class and a Level 2 Advanced Class for each facility type to cover the functionality of Metrc. You must attend a new business class before you can sign up for an advanced class.

Metrc New Business (Level 1) – All Facilities

Metrc Advanced (Level 2) - Cultivator

Metrc Advanced (Level 2) - Processor

Metrc Advanced (Level 2) – Store/Dispensary

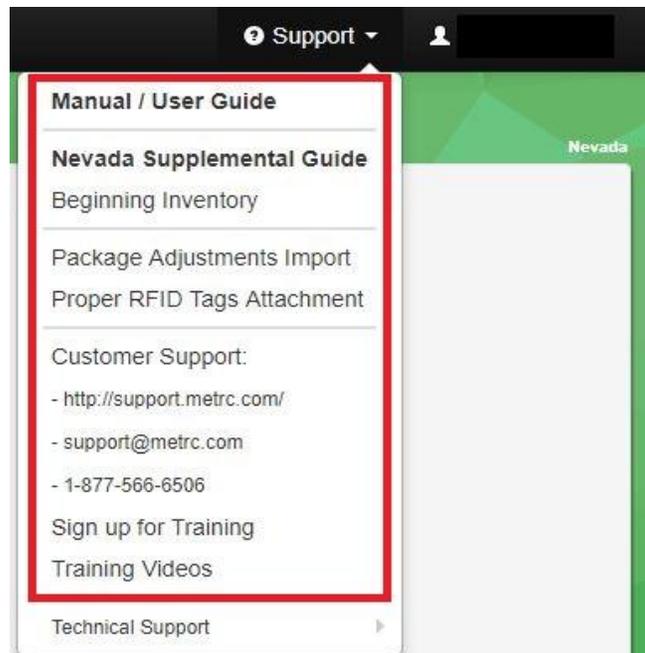
Metrc Advanced (Level 2) – Testing Labs

You may register for training at the link below:

<https://www.metrc.com/nevada>

METRC - INDUSTRY SUPPORT

- Metrc is proud to provide educational training classes, videos & materials as well as live support for all industry users as we work together to make this a successful and efficient program.
- You may find supplemental documentation within Metrc under your “Support” tab as well as links for additional resources.



For more information or if you have questions, please feel free to contact Metrc Support:

Phone: 877-566-6506

Email: support@metrc.com

Website: www.metrc.com