

Bulletin Number: OK_IB_010	Distribution Date: 7/14/22	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Packaging Plant Waste	
Reason: Metrc is providing guidance on the functionality that should be used to package all MMJ waste, transfer it to a waste permit facility, and adjusted it down to zero and finished.		

Greetings Metrc Users,

Metrc in conjunction with OMMA, is providing guidance on the process that should be used in Metrc to record waste disposal transfers. The bulletin explains the following steps:

- I. Create MMJ Waste Items
- II. Create MMJ Waste Packages from Trimming
- III. Create MMJ Waste Packages from Harvests
- IV. Create MMJ Waste Packages from Packages
- V. Packaging Clones into Clone Waste Packages
- VI. Transferring MMJ Waste Packages
- VII. Adjusting and Finishing MMJ Waste Packages (Waste Permit Only)

Any questions on what must be packaged as waste and transferred to a waste disposal facility should be directed to OMMA compliance.

Please find on the following pages a detailed description of the functionality:

Create Waste Items

Before MMJ Waste packages can be created in Metrc, items will need to be assigned to them. Items will need to be created in order to properly assign waste to include “MMJ Clone Waste”, “MMJ Package Waste” and “MMJ Plant Waste”. To do this, navigate to the Items page under the Admin area shown in **Figure 1**. Once there, utilize the “Add Items” button to trigger the action window as shown in **Figure 2**.

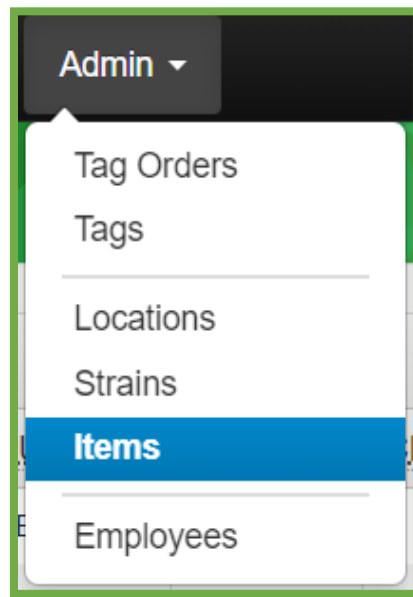


Figure 1: Navigate to Items Screen

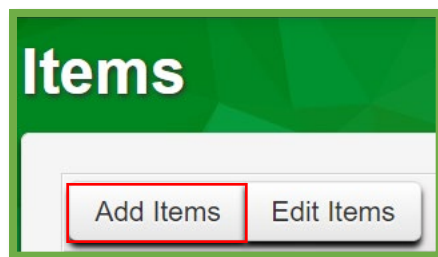


Figure 2: Add Items Button

This button will trigger the action window to create their MMJ Waste items. Users should be creating MMJ Waste items for Packages and Plants while utilizing the “MMJ Waste” item category. For Clones, use the item category “MMJ Clone Waste”. The name should clearly indicate for which type of waste the item is intended to be used as shown in **Figure 3**.

Figure 3: Create MMJ Waste Items

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Create MMJ Waste Package from Trimming

To create an MMJ Waste package from trimming, navigate to the Plants area using the top navigational bar and select the “Waste” tab within that page. Once there, select the waste that is being packaged and use the “Package Waste” button to begin the process. This step is shown below in **Figure 4**.

*Please Note: When creating the waste entry, ensure that you are using the “**Waste Disposal Transfer**” as the waste method.*

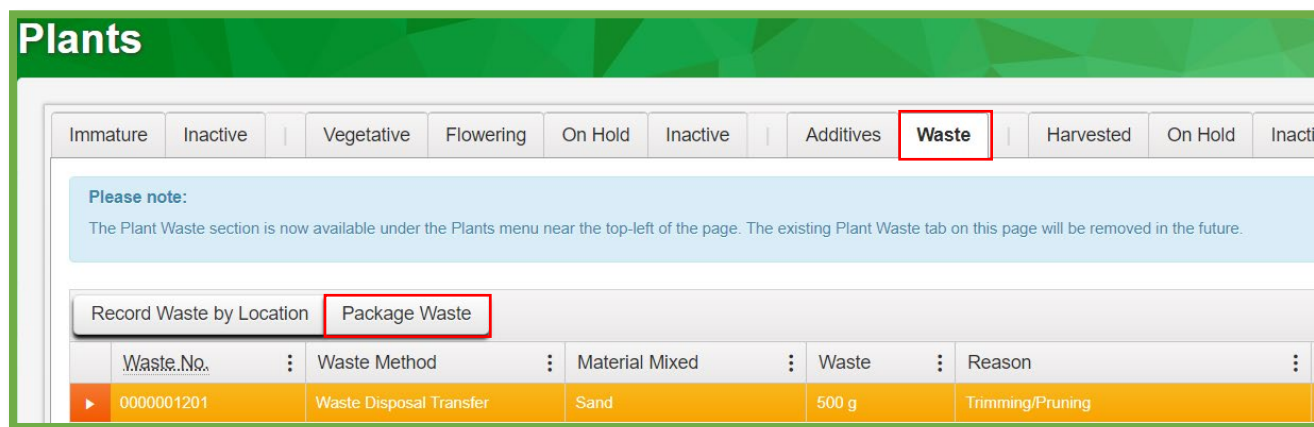


Figure 4: Select the Plant Waste for Packaging

The “Package Waste” button will trigger an action window to input the information about the waste package. The user should use the plant waste item created previously the intended location, package tag number, and weight of the waste package. Once the information is entered, use the “Create Plant Waste Packages” button to complete the process. This step is shown below in **Figure 5**.

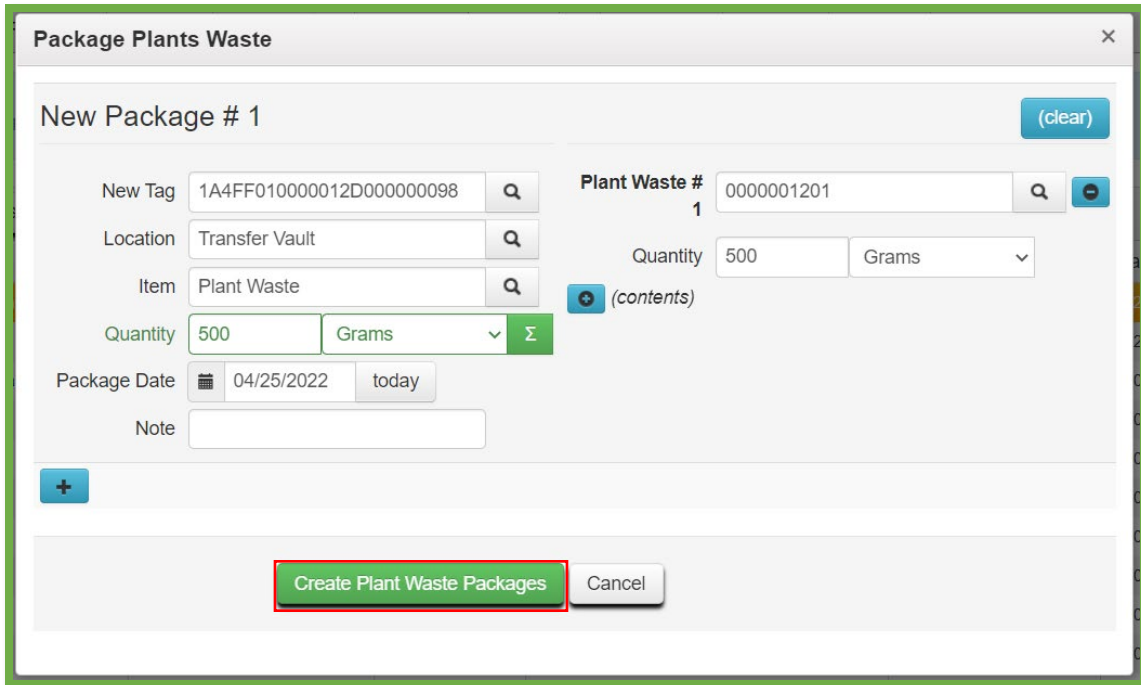
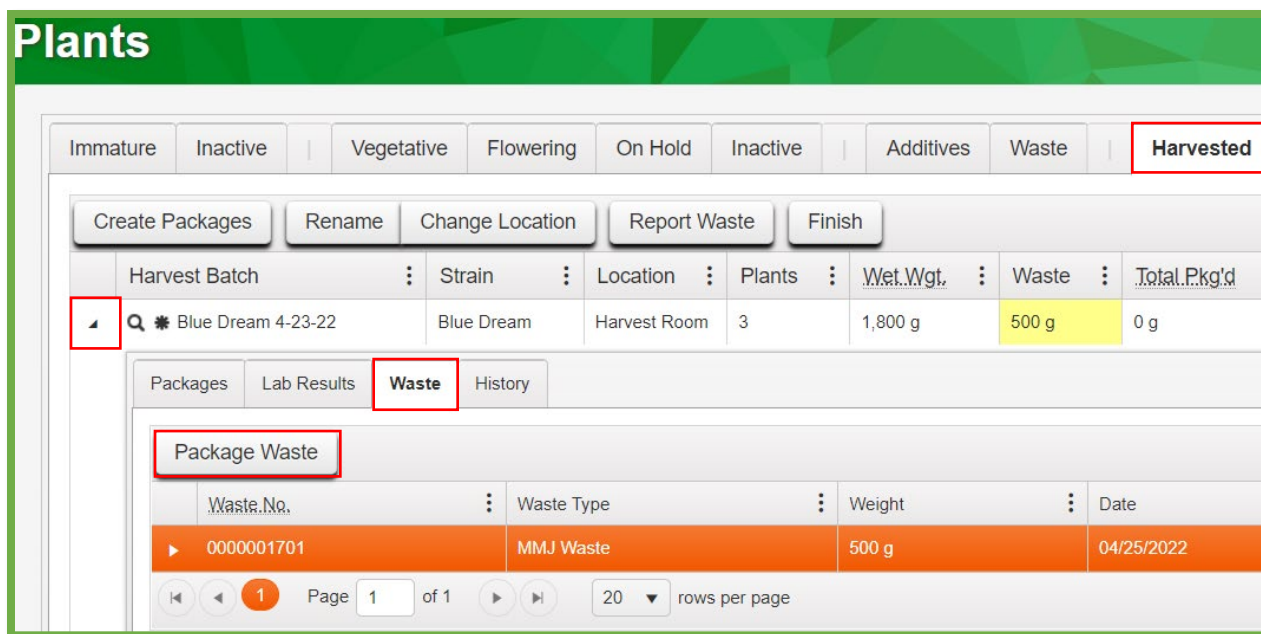


Figure 5: Create Plant Waste Package Action Window

Create MMJ Waste Package from Harvest

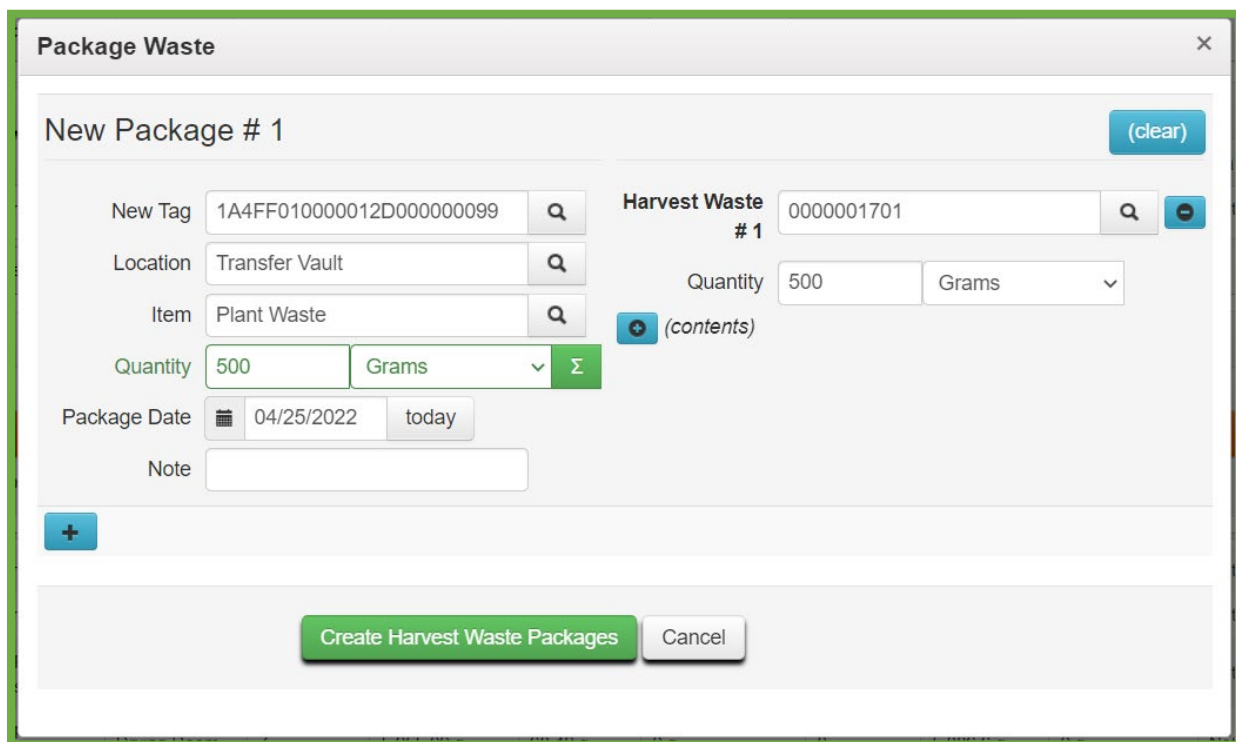
To create MMJ Waste packages from a harvest batch, navigate to the Plants area and select the “Harvested” tab and then select the harvest that has already recorded plant waste and drill down on the harvest using the caret (arrow) on the left-hand side and click the “Waste” tab under the harvest. Then, select the waste entry being packaged and use the “Package Waste” button. This step is shown below in **Figure 6**.



Immature	Inactive	Vegetative	Flowering	On Hold	Inactive	Additives	Waste	Harvested																						
<div>Create Packages Rename Change Location Report Waste Finish</div> <table><thead><tr><th>Harvest Batch</th><th>Strain</th><th>Location</th><th>Plants</th><th>Wet.Wgt.</th><th>Waste</th><th>Total.Pkg'd</th></tr></thead><tbody><tr><td>Blue Dream 4-23-22</td><td>Blue Dream</td><td>Harvest Room</td><td>3</td><td>1,800 g</td><td>500 g</td><td>0 g</td></tr></tbody></table> <div>Packages Lab Results Waste History</div> <div>Package Waste</div> <table><thead><tr><th>Waste.No.</th><th>Waste Type</th><th>Weight</th><th>Date</th></tr></thead><tbody><tr><td>0000001701</td><td>MMJ Waste</td><td>500 g</td><td>04/25/2022</td></tr></tbody></table> <div>Page 1 of 1 20 rows per page</div>									Harvest Batch	Strain	Location	Plants	Wet.Wgt.	Waste	Total.Pkg'd	Blue Dream 4-23-22	Blue Dream	Harvest Room	3	1,800 g	500 g	0 g	Waste.No.	Waste Type	Weight	Date	0000001701	MMJ Waste	500 g	04/25/2022
Harvest Batch	Strain	Location	Plants	Wet.Wgt.	Waste	Total.Pkg'd																								
Blue Dream 4-23-22	Blue Dream	Harvest Room	3	1,800 g	500 g	0 g																								
Waste.No.	Waste Type	Weight	Date																											
0000001701	MMJ Waste	500 g	04/25/2022																											

Figure 6: Select Harvest Plant Waste for the MMJ Waste Package

This button will trigger the action window to record the same information entered for non-harvest plant waste in the section above and create the MMJ Waste package. This step is shown below in **Figure 7**.



Package Waste

New Package # 1 (clear)

New Tag: 1A4FF010000012D000000099

Location: Transfer Vault

Item: Plant Waste

Quantity: 500 Grams

Package Date: 04/25/2022 today

Note:

Harvest Waste # 1: 0000001701

Quantity: 500 Grams

(contents)

Create Harvest Waste Packages

Cancel

Figure 7: Create the MMJ Waste Package from Harvest

Create MMJ Waste Packages from Packages

To create MMJ Waste packages from other packages, navigate to the Packages area using the top navigational bar and select the package to be packaging waste from and use the “New Packages” button. This step is shown below in **Figure 8**.

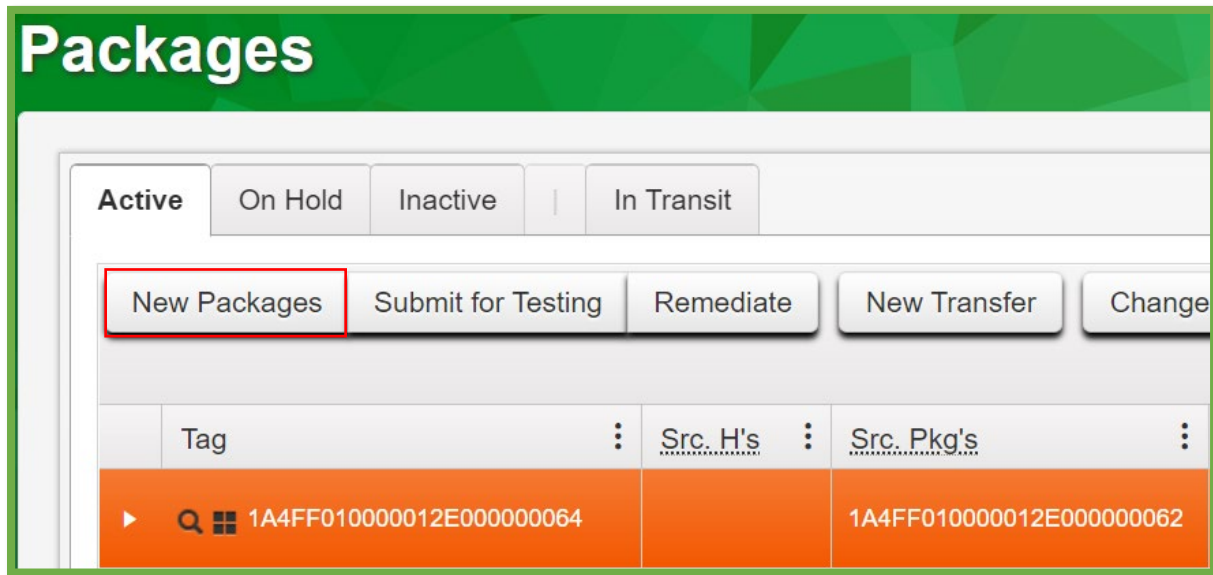


Figure 8: Select the Package to Create the MMJ Waste Package

This button will trigger an action window to create a new package by indicating how much is being removed from the selected package on the right side of the action window and fill in the new package information on the left side. Once all the information is entered, use the “Create Packages” button to complete the process, as seen below in **Figure 9**.

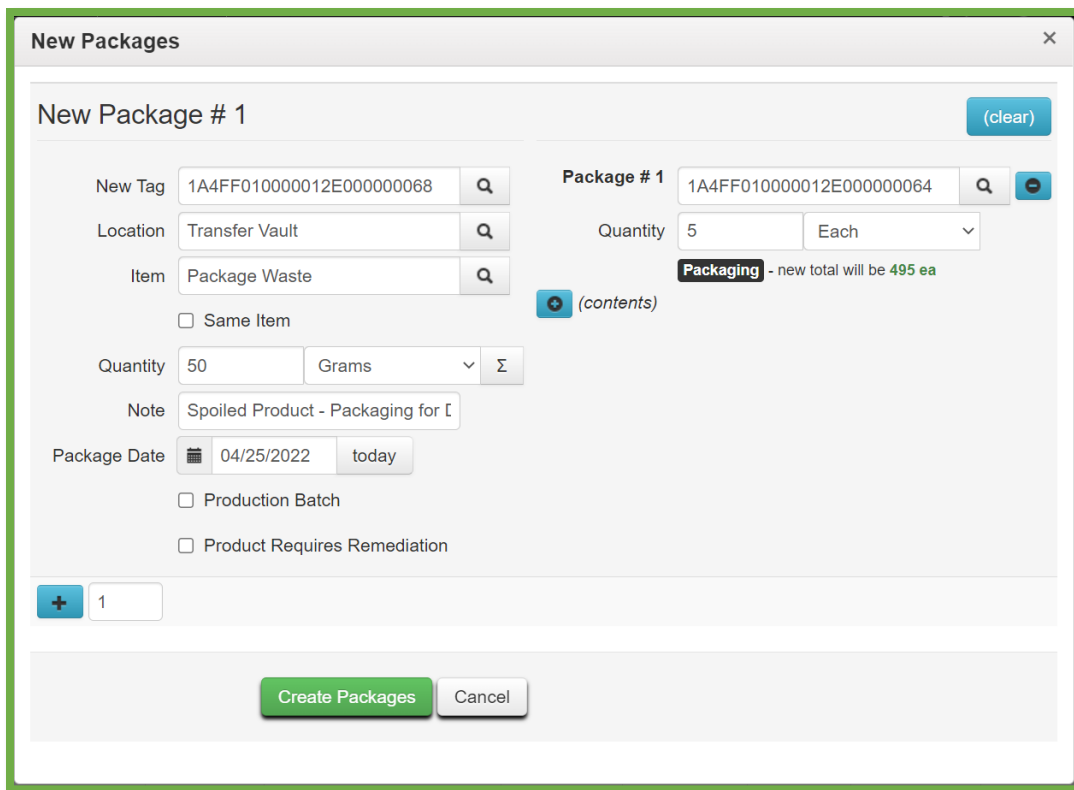
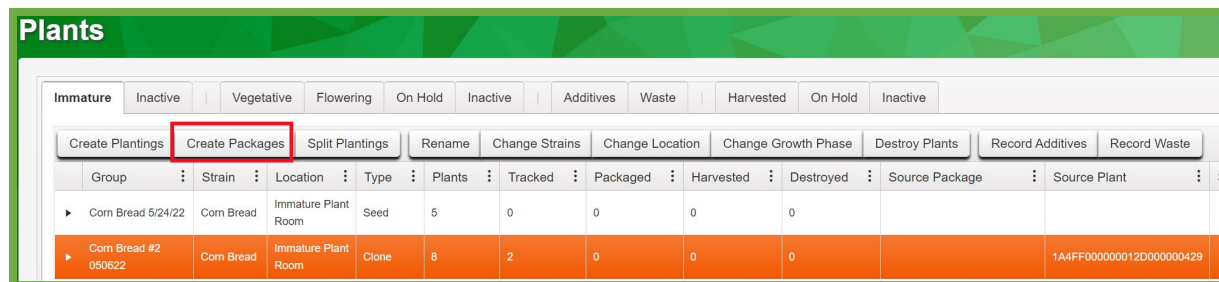


Figure 9: Create Package MMJ Waste Action Window

Packaging Clones into Clone Waste Packages

To create MMJ Clone Waste packages from an immature (Clone) batch, navigate to the Plants area and select the “Immature” tab and then select the plant batch you wish to package into Clone Waste.

Next, select the “Create Packages” button. This step is shown below in **Figure 10**.



Group	Strain	Location	Type	Plants	Tracked	Packaged	Harvested	Destroyed	Source Package	Source Plant
Corn Bread 5/24/22	Corn Bread	Immature Plant Room	Seed	5	0	0	0	0		
Corn Bread #2 050622	Corn Bread	Immature Plant Room	Clone	8	2	0	0	0		1A4FF000000012D0000000429

Figure 10: Select Immature Plant Batch to Create Waste Package

This button will trigger an action window to assign a tag to the selected immature plant batches, a location, and the new item “MMJ Clone Waste”. Input how many plants are being disposed of, followed by selecting the date.

Once all the information is entered, use the “Create Packages” button to complete the process, as seen below in **Figure 11**.

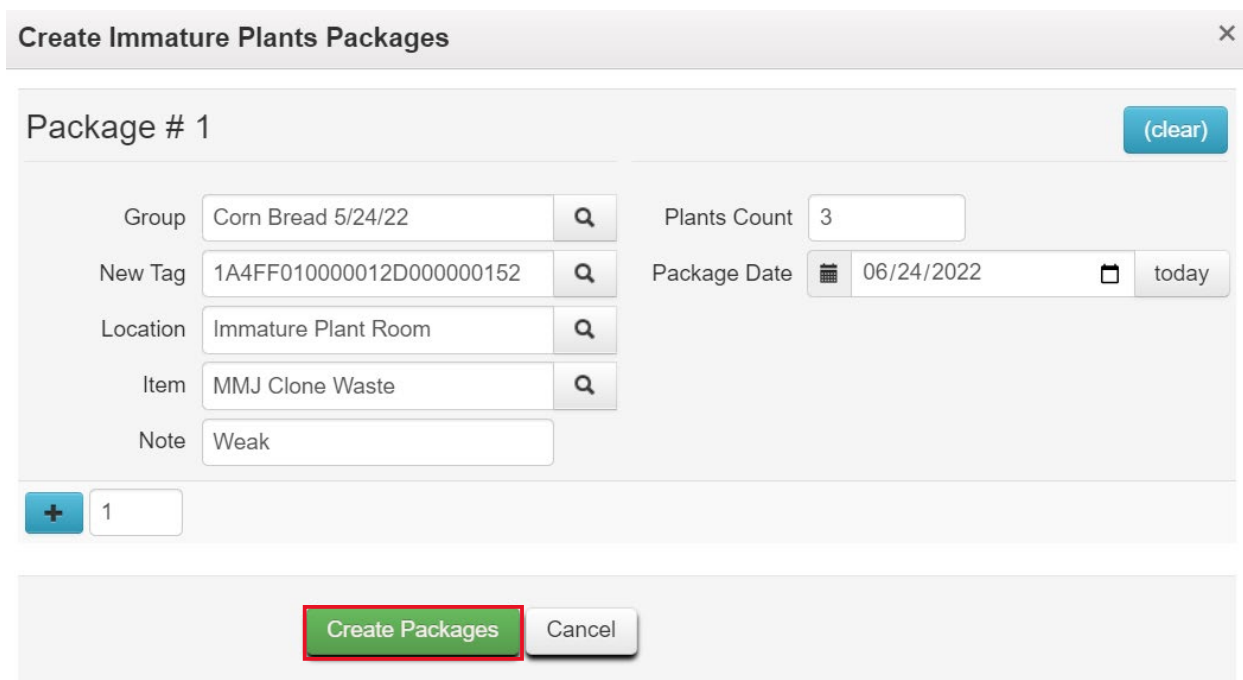


Figure 11: Create “MMJ Clone Waste” Package from Immature Plants Batch

Transferring MMJ Waste Packages

Once the MMJ Waste packages have been created, they should be transferred to a Waste Permit facility to be destroyed. To create the transfer, select the packages that will be included in the transfer on the packages grid and use the “New Transfer” button. This step is shown below in **Figure 12**.

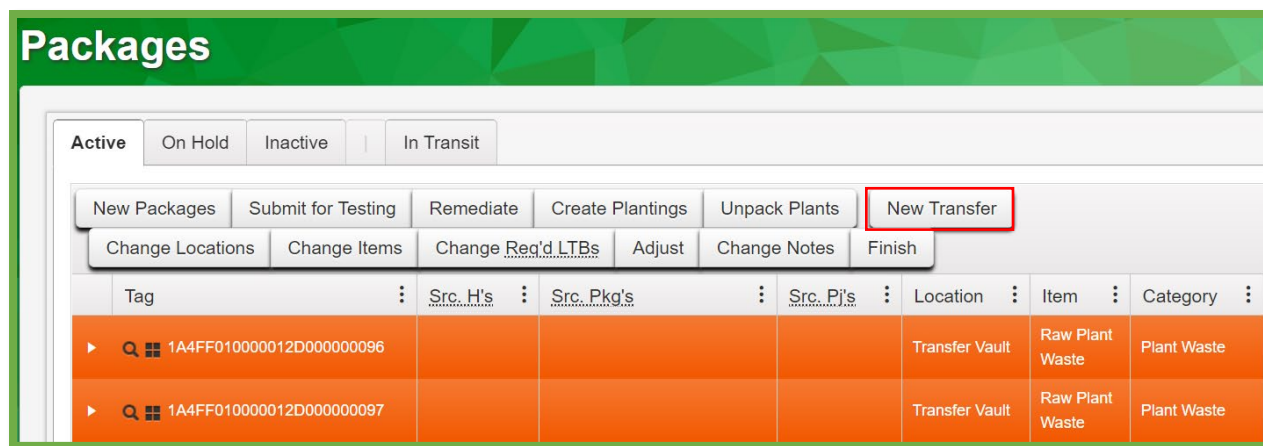


Figure 12: Select MMJ Waste Packages and Create a Transfer

This button will prompt an action window to create the outgoing transfer. The “Waste Disposal” transfer type will need to be used and enter the destination and transporter license number for the Waste Permit facility. Additionally, indicate the employee badge number of the agent and vehicle information for the agent picking up the transfer.

Once the information is input and reviewed for accuracy, use the “Register Transfer” button to create the transfer as seen in **Figure 13**.

Destination 1
WPAAA-XXXX-XXXX
Q
(clear)

Planned Route
GPS Generated Route

Type
Waste Disposal

Est. Departure
04/25/2022
today
09 : 18 AM

Est. Arrival
04/25/2022
today
09 : 18 AM

Transport # 1
WPAAA-XXXX-XXXX
Q
(clear)

Phone No.
1234567890
(use default)
☐ Layover

Driver 1
John Doe
Q
(clear)

Driver's Name
John Doe

Employee ID
TA-AAA-AAAA

Driver's Lic. No.
OKDL001

Vehicle 1
ABCDXYZ
Q

Vehicle Make
Toyota

Vehicle Model
White Van

License Plate
ABCDXYZ

Package # 1
1A4FF010000012D0000000096
Q

Package # 2
1A4FF010000012D0000000097
Q

(destination)

Register Transfer
Cancel

Figure 13: Create Waste Disposal Transfer Action Window

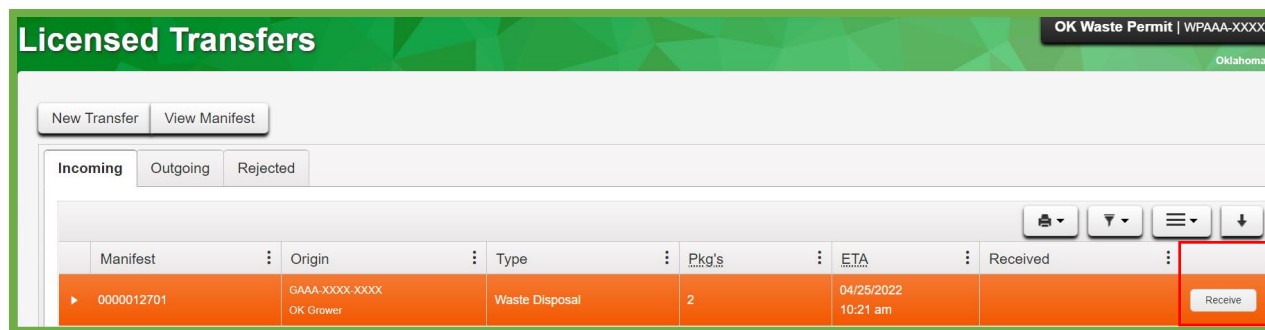
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Receiving and Finishing MMJ Waste Packages

For the Waste Permit facilities, Waste Disposal transfers will need to be received, then adjust and finish these packages in Metrc as they are physically destroyed. To receive the MMJ Waste packages, navigate to their Transfers area by using the top navigational bar and selecting the Incoming tab.

Then, select the incomplete transfer and use the “Receive” button on the right-hand side as seen below in **Figure 14**.



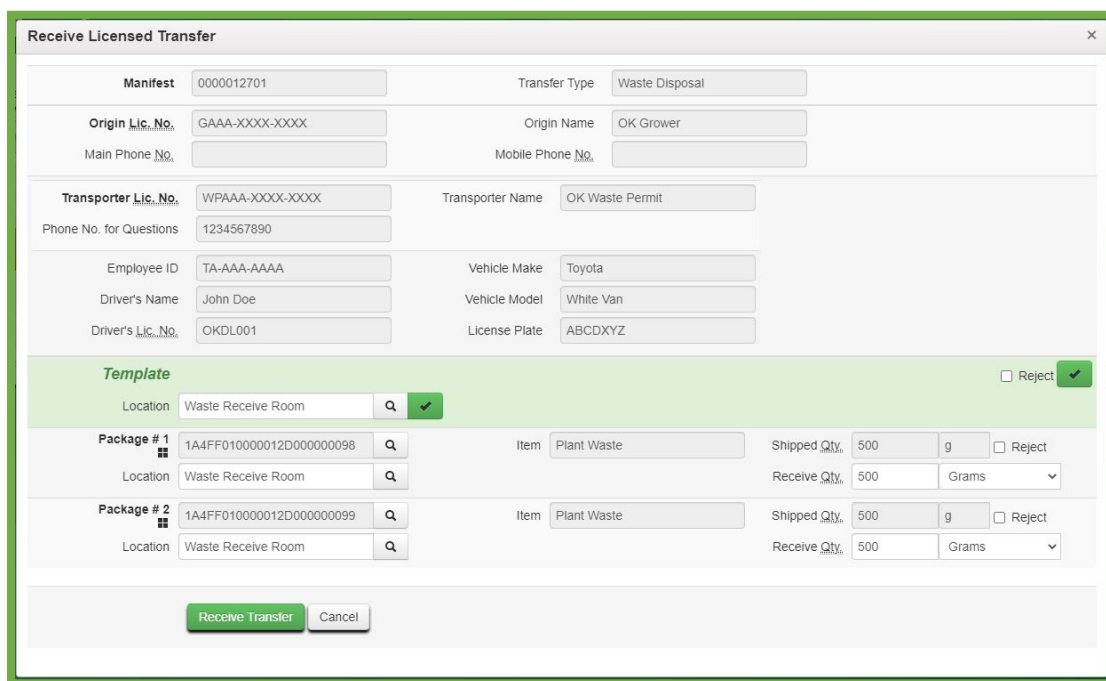
The screenshot shows the 'Licensed Transfers' page with a green header. Below the header are buttons for 'New Transfer' and 'View Manifest'. A tab bar shows 'Incoming' (selected), 'Outgoing', and 'Rejected'. Below the tabs is a table of transfers. The first row is highlighted in orange and contains the following data:

Manifest	Origin	Type	Pkg's	ETA	Received
0000012701	GAAA-XXXX-XXXX OK Grower	Waste Disposal	2	04/25/2022 10:21 am	

To the right of the table, there is a 'Receive' button highlighted with a red box.

Figure 14: Select Transfer and Receive Button

This button will prompt an action window to indicate acceptance of all packages and locations where these packages were being stored. This step is shown below in **Figure 15**.



The screenshot shows the 'Receive Licensed Transfer' action window. It contains the following fields and sections:

- Manifest:** 0000012701
- Transfer Type:** Waste Disposal
- Origin Lic. No.:** GAAA-XXXX-XXXX
- Origin Name:** OK Grower
- Main Phone No.:**
- Mobile Phone No.:**
- Transporter Lic. No.:** WPAAA-XXXX-XXXX
- Transporter Name:** OK Waste Permit
- Phone No. for Questions:** 1234567890
- Employee ID:** TA-AAA-AAAA
- Vehicle Make:** Toyota
- Driver's Name:** John Doe
- Vehicle Model:** White Van
- Driver's Lic. No.:** OKDL001
- License Plate:** ABCDXYZ
- Template:**
 - Location:** Waste Receive Room (with a green checkmark icon)
- Package # 1:**
 - Item:** Plant Waste
 - Shipped Qty:** 500 g
 - Receive Qty:** 500 Grams
- Package # 2:**
 - Item:** Plant Waste
 - Shipped Qty:** 500 g
 - Receive Qty:** 500 Grams

At the bottom, there are 'Receive Transfer' and 'Cancel' buttons.

Figure 15: Accept Transfer Action Window

Once the transferred packages have been accepted into your inventory. Then adjust the package down and finish as the contents are physically destroyed. To perform this action, navigate to the package page, select the package, and use the “Adjust” button to begin the process as seen below in **Figure 16**.

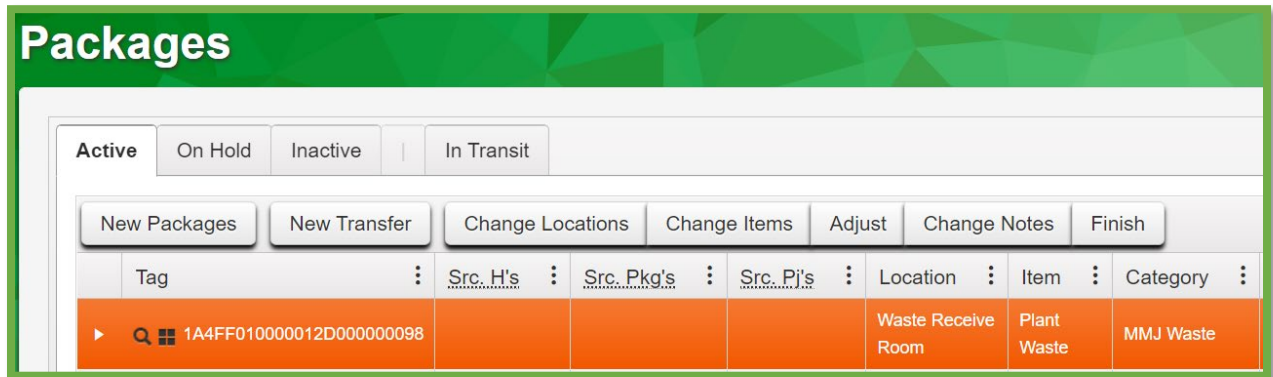


Figure 16: Select MMJ Waste Package for Destruction

This button will prompt an action window to deduct the package down to a zero-quantity and finish the package. The “Waste Destruction” reason should be used and enter the destruction method in the required note field as seen below in **Figure 17**.

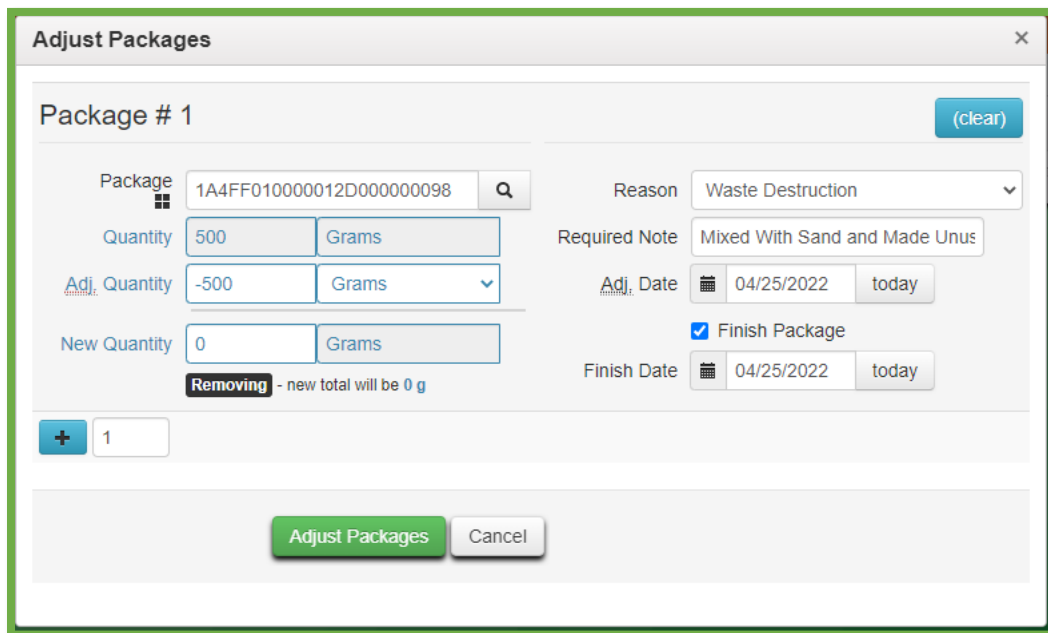


Figure 17: Waste Destruction Adjustment Action Window

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