Metrc Support Bulletin

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:

<u>Create Waste Items</u>

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**.
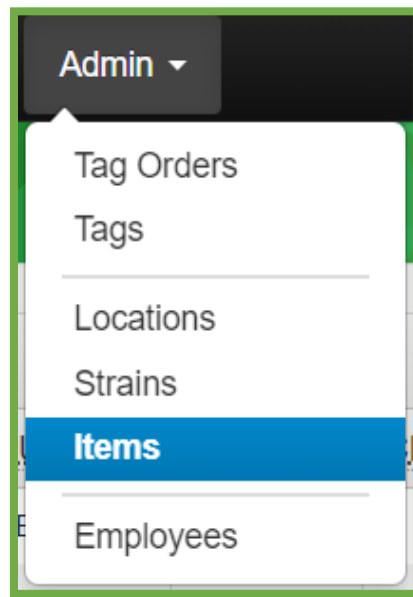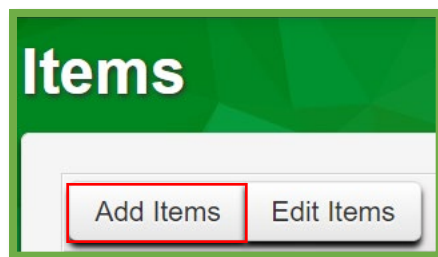

Figure 1: Navigate to Items Screen

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

Once the information is complete, use the green "Create Items" button to complete the item creation process.

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.*
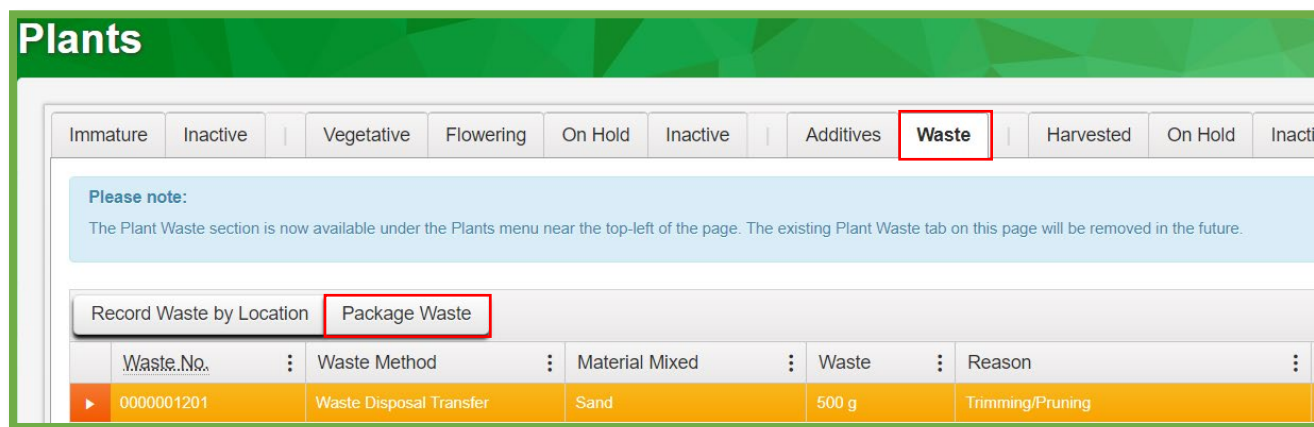
Figure 4: Select the Plant Waste for Packaging

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**.
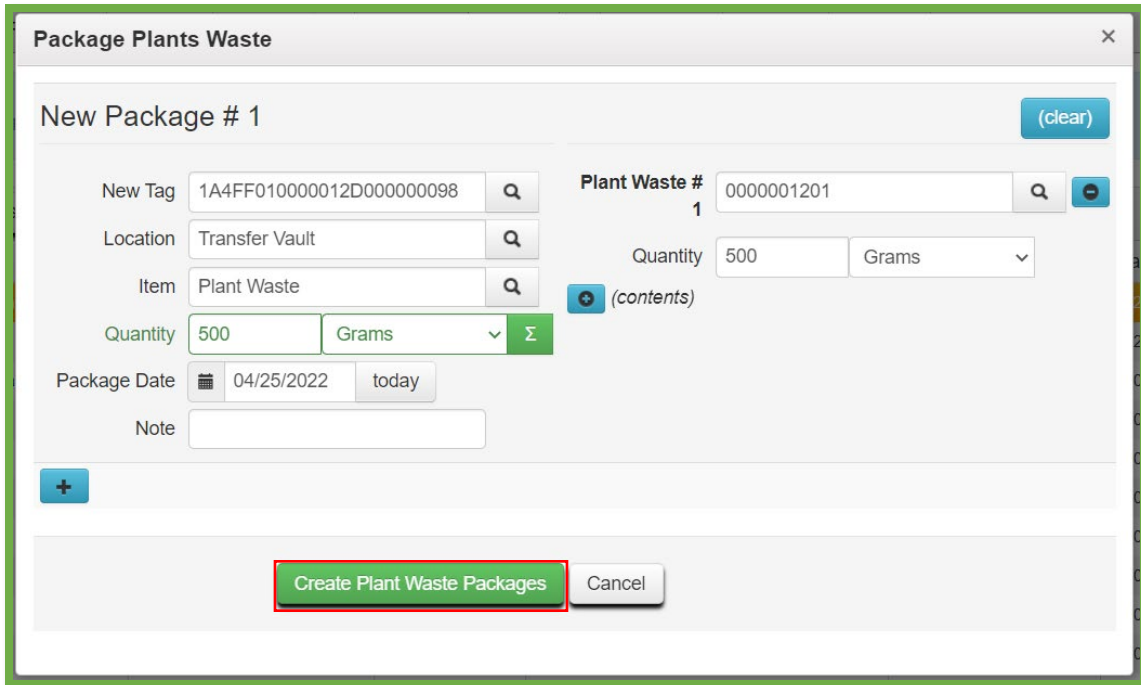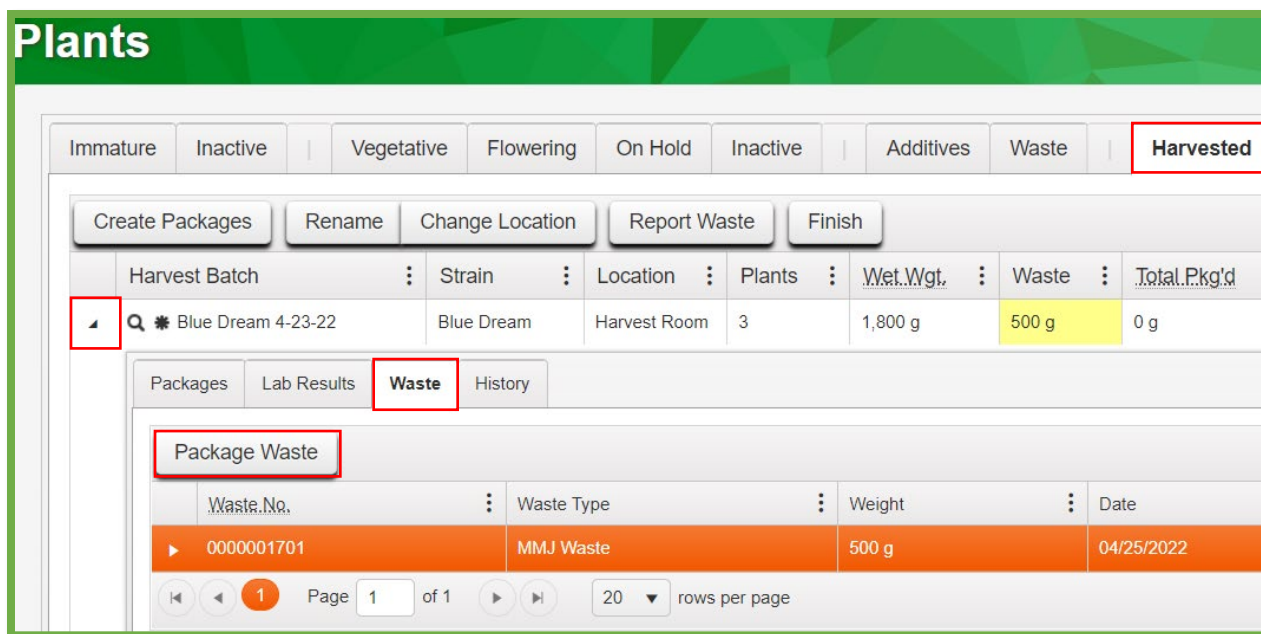
Figure 5: Create Plant Waste Package Action Window

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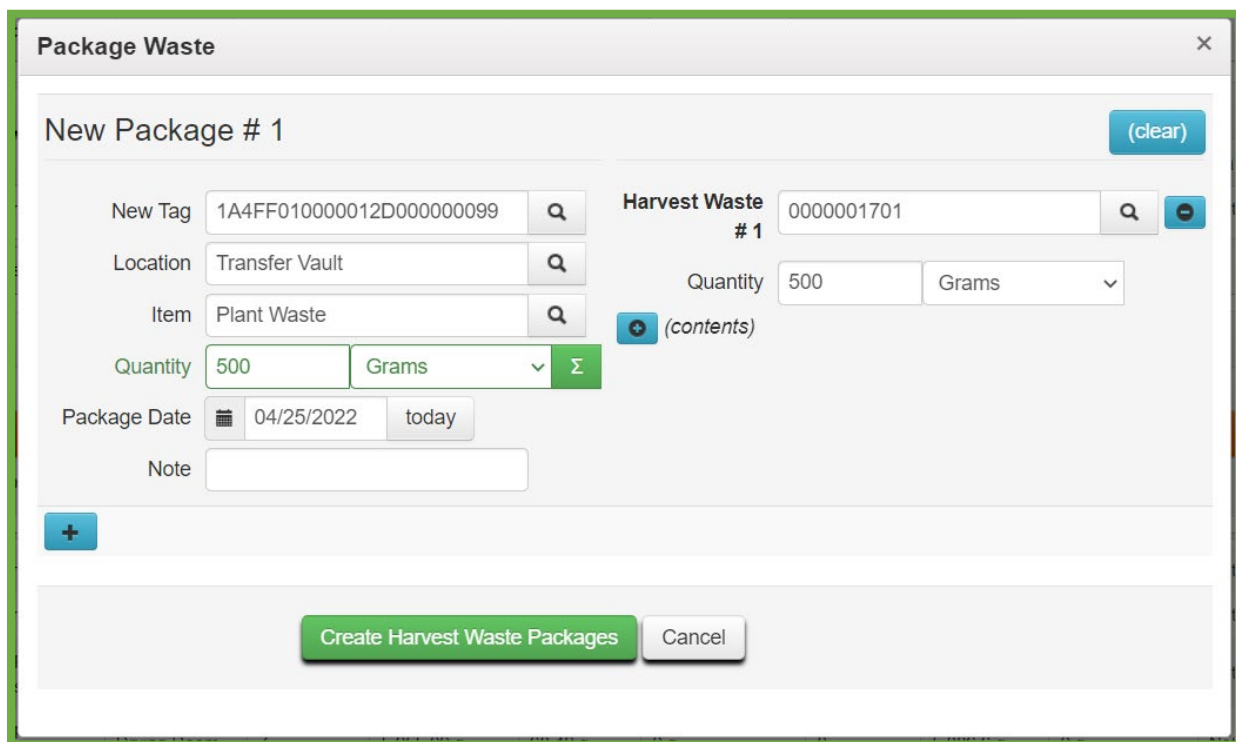
To create MMJ Waste packages from a harvest batch, navigate to the Plants area and select the "Harvested" tab and then select the harvest that has already recorded plant waste and drill down on the harvest using the caret (arrow) on the left-hand side and click the "Waste" tab under the harvest. Then,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

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**.

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**.
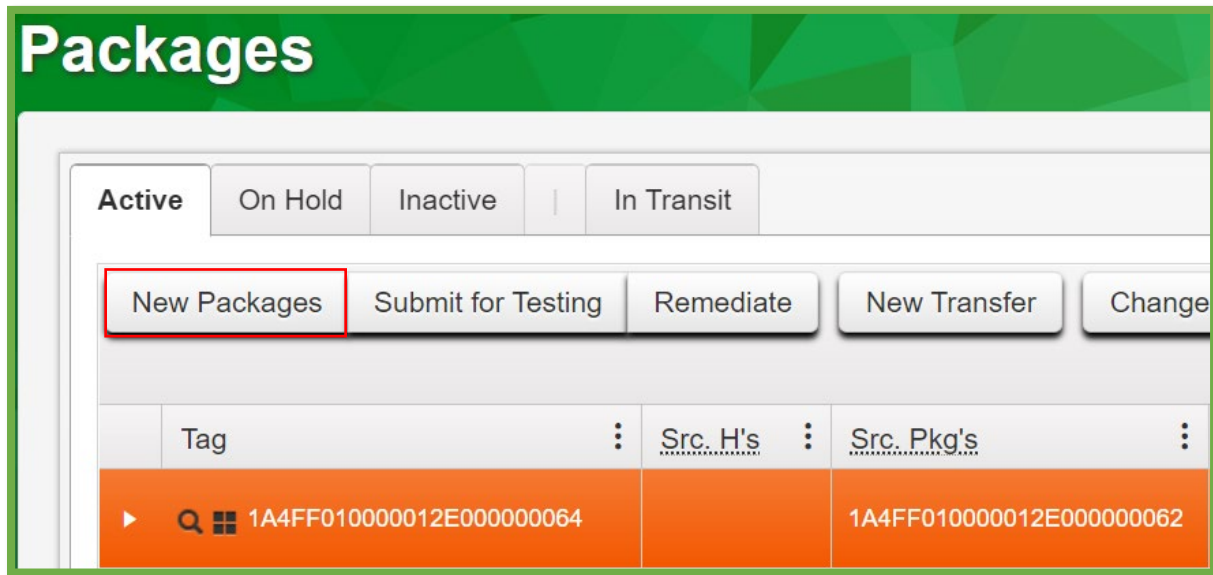

Figure 8: Select the Package to Create the MMJ Waste Package

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**.
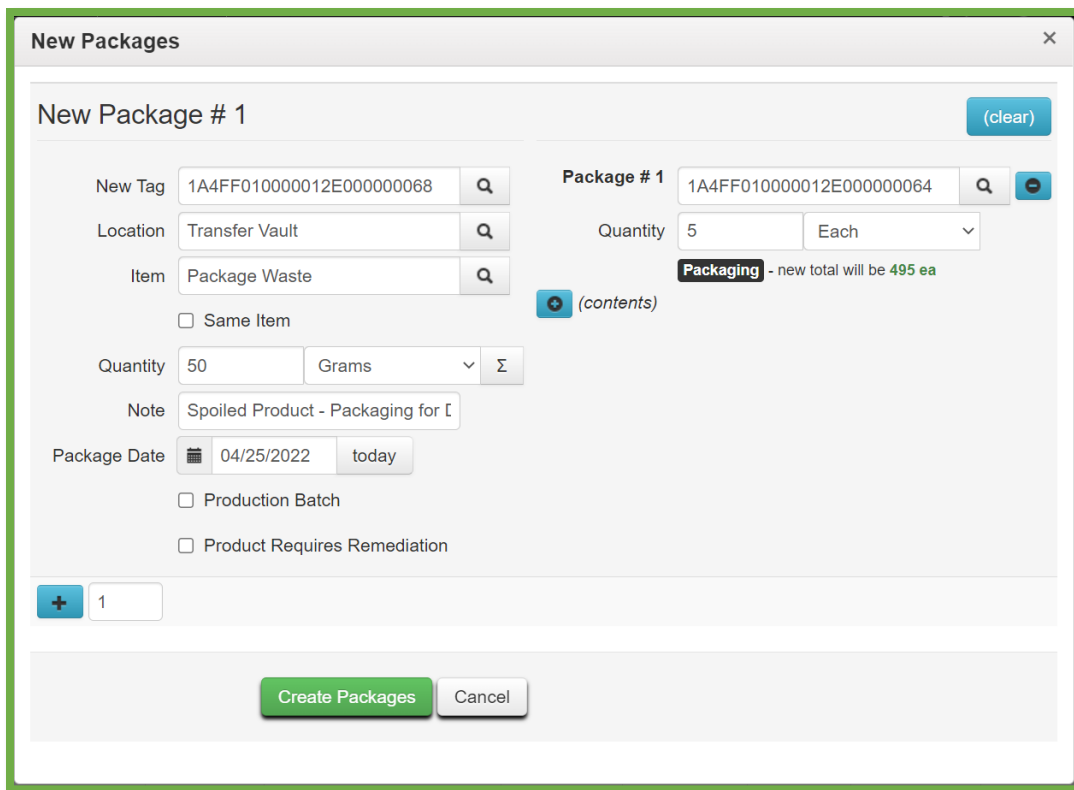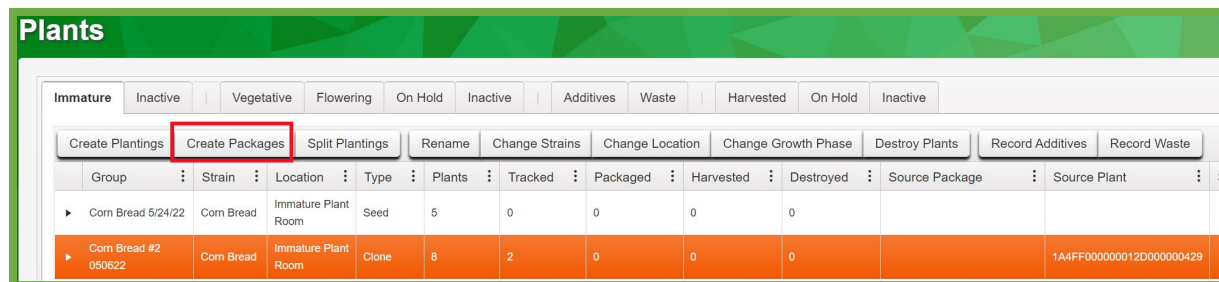
Figure 9: Create Package MMJ Waste Action Window

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.**

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**.
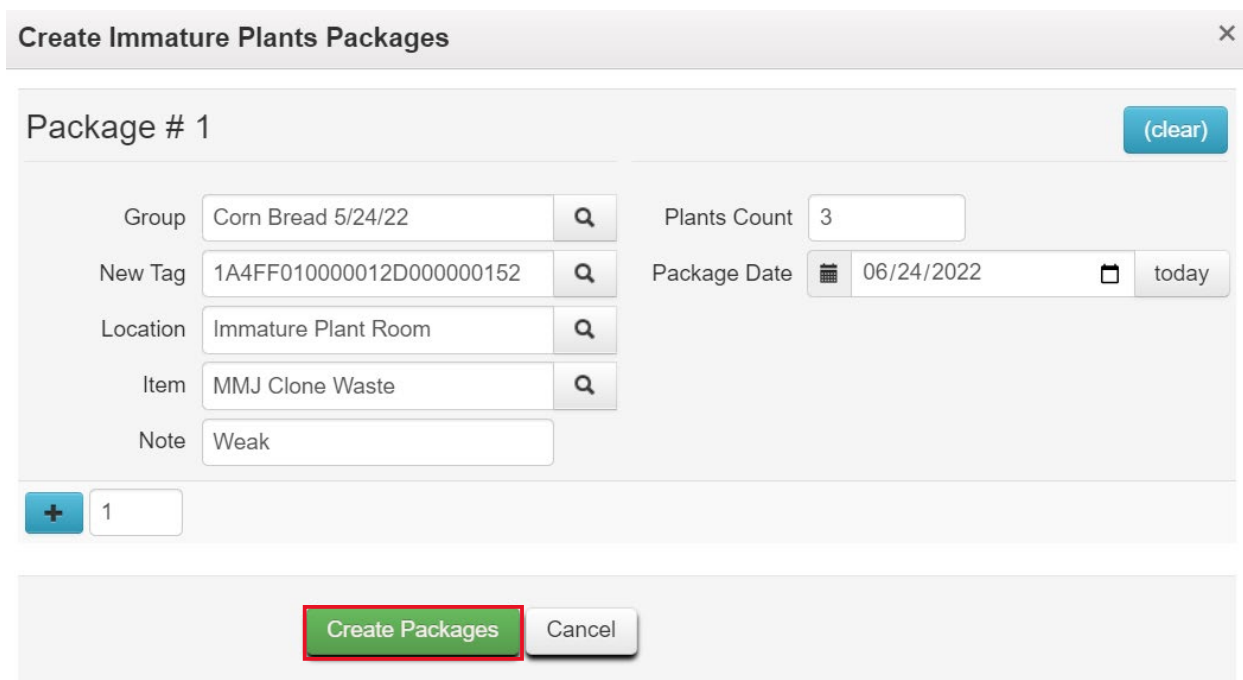

Figure 11: Create "MMJ Clone Waste" Package from Immature Plants Batch

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**.
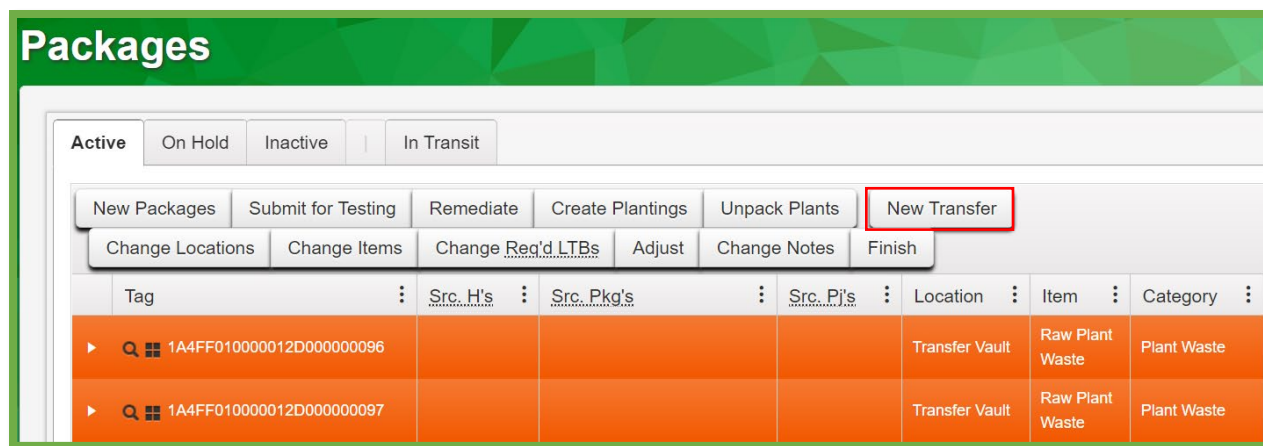
Figure 12: Select MMJ Waste Packages and Create a Transfer

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**.

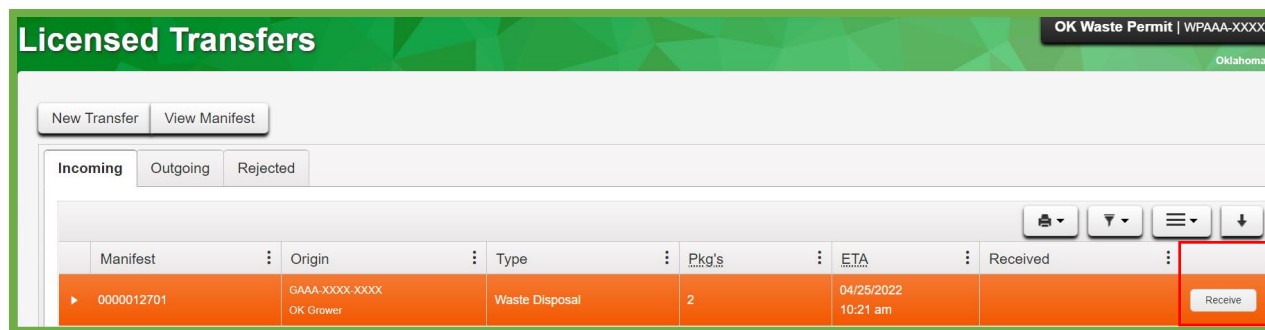**Figure 13: Create Waste Disposal Transfer Action Window**

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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**.
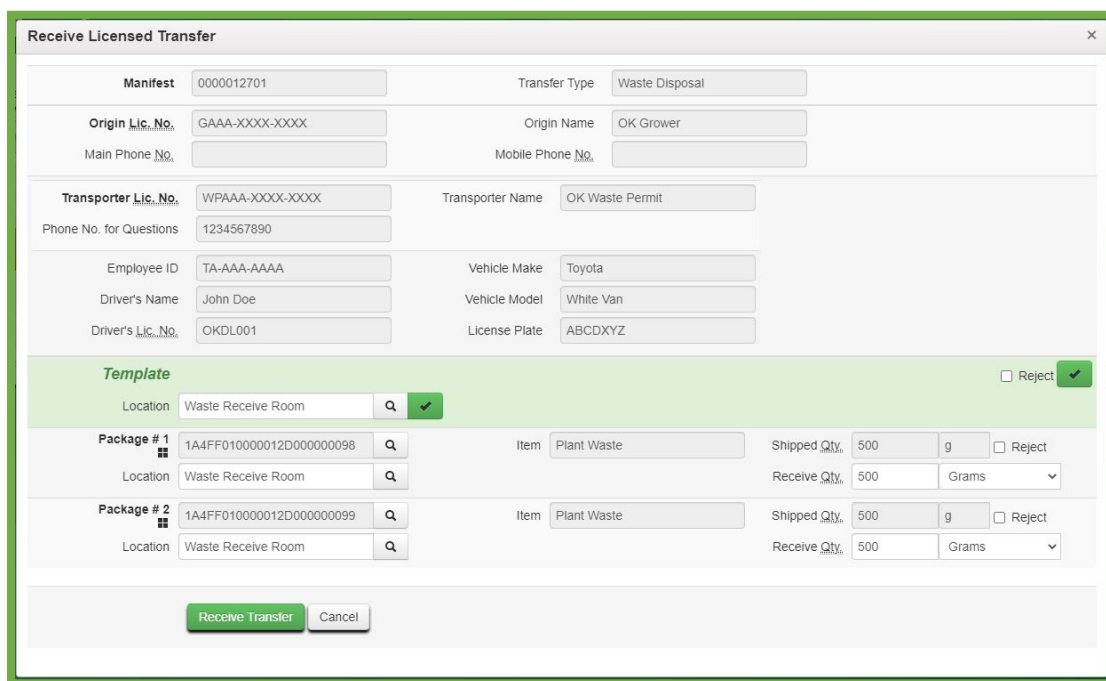
Figure 14: Select Transfer and Receive Button

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**.

Figure 15: Accept Transfer Action Window

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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**.
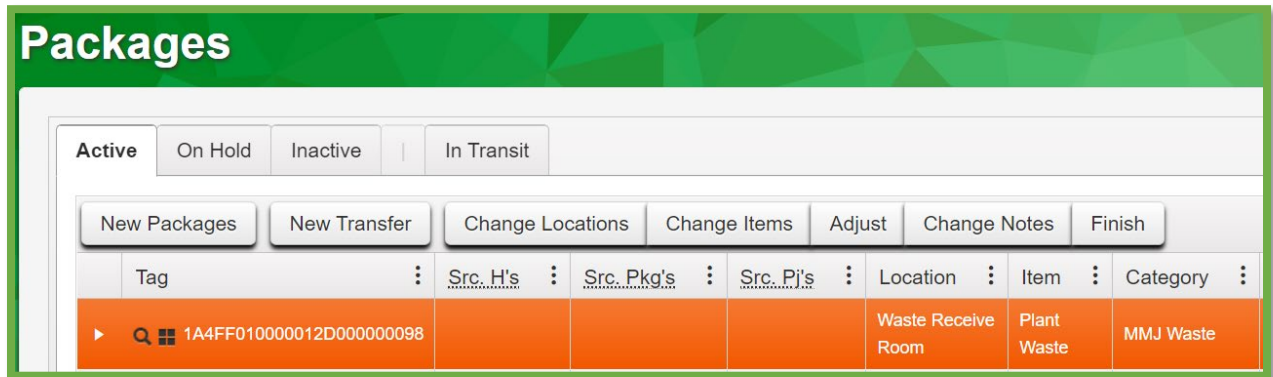

Figure 16: Select MMJ Waste Package for Destruction

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.**
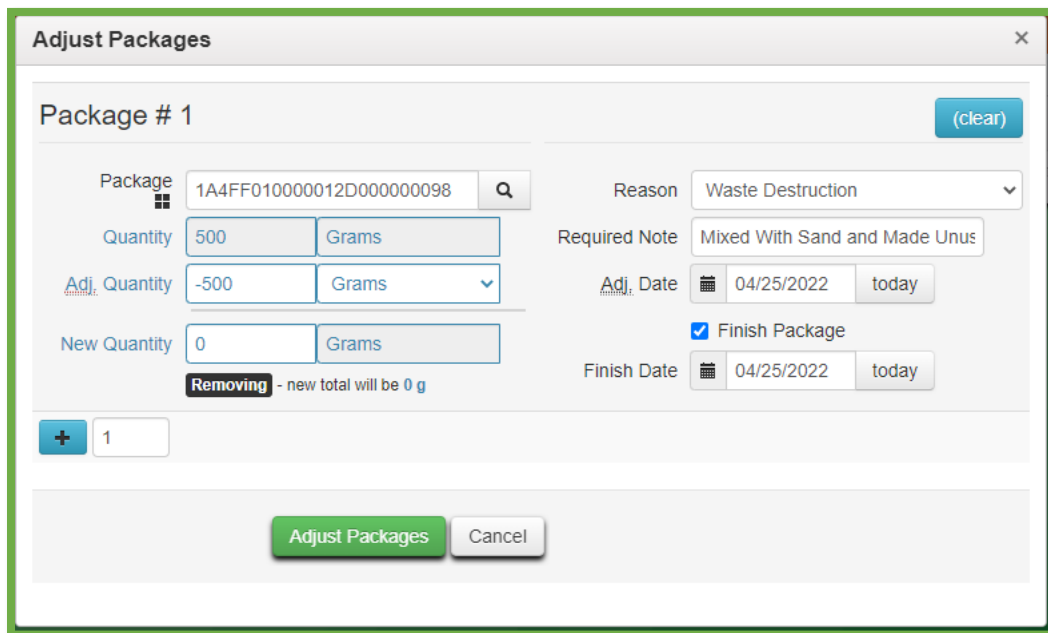

Figure 17: Waste Destruction Adjustment Action Window

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