

Metrc Support Bulletin



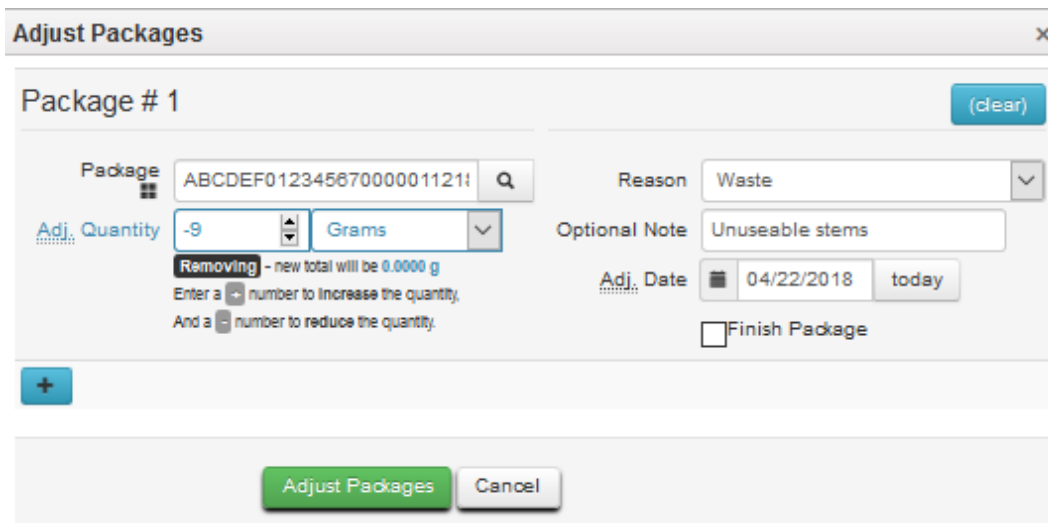
Bulletin Number: DC_IB_006	Distribution Date: 6/12/18	Effective Date: 6/12/18
Contact Point: Metrc® Support	Subject: Additional guidance in Metrc	
Reason: Metrc and DOH wanted to provide further guidance on certain functionality pieces within the system. Additionally, Metrc has an update for the CSV formatting guides.		

Waste Procedures in Metrc

Metrc understands the wasting protocols followed by the District of Columbia and the Metropolitan Police Department (MPD). For Cultivation Centers, waste can be recorded prior to the harvest by room or by plant. During and after the harvest once items are packaged, waste is recorded through package adjustments. Licensees will follow their current operating procedures after waste is recorded in Metrc. Waste can be entered into Metrc at any time of this process, but per the Department of Health it must be captured the day it is created. In addition to the waste being recorded from a plant or package, the Department of Health has requested that Metrc tags that have been finished in the system be disposed of with MPD as well. These tags should be separately bagged from the licensee's medical marijuana waste.

Example of recording waste by Room:

Example of recording waste by package adjustment:



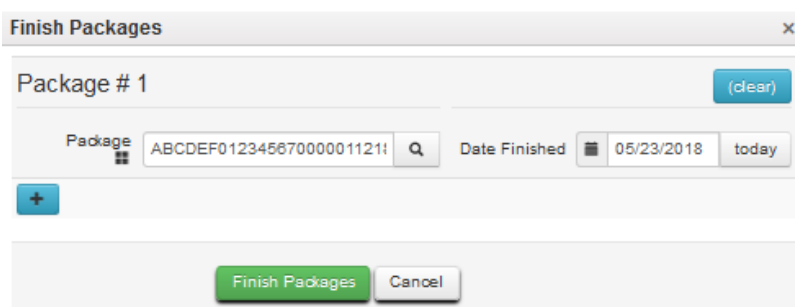
Finishing a Plant or Package in Metrc

A reminder to all licensees, Metrc plant and package tags are designated for one-time use only. This means once a plant is harvested, destroyed, or assigned a replacement tag the original plant tag will transition to inactive. Any plant tag that has been destroyed or reassigned with a replacement plant tag will need to be disposed through MPD pickup as part of the waste removal process. For plant tags that have been harvested, the Department of Health has stated that the tags should stay with the harvest batch until the batch has been finished. Once the harvest batch is finished, the plant tags can be disposed of using MPD's waste removal process.

As for package tags, once all useable medical marijuana has been either repackaged, sold, or adjusted down to a quantity of zero, you will need to finish the package in Metrc. Once a package is at a quantity of zero, you will notice that it is greyed out; this means that you can finish the package. Below is a screenshot showing what this will look like within Metrc.

▶	Q	ABCDEF012345670000011218	2017-12-26-Harvest Room-M	Harvest Room	Buds - AK-47	Buds	0 g	NotSubmitted	No	01/05/2018	✕
▶	Q	ABCDEF012345670000011219	2017-12-26-Harvest Room-H	Extraction Room	Buds - AK-47	Buds	13 g	NotSubmitted	No	01/05/2018	✕

You would then select the package that has no quantity left and click the **Finish Packages** button in Metrc.



Transfers

Transfers in Metrc require that a destination can only be licensed businesses within the District of Columbia. Per the District of Columbia Department of Health, transfers should only be from a Cultivation Center to a Dispensary. If a Dispensary receives a transfer and then sends it back to the Cultivation Center they will need to notify the Department of Health prior to making the transfer.

The **Transport #1** license will be the Cultivation Center that is handling the transport with the licensed employee information who will be delivering the transfer. The Department of Health requires the Vehicle Identification Number (VIN) to be entered. So due to this, we will be instructing licensees that they will enter the **VIN** in place of the **License Plate**.

New Licensed Transfer

Destination 1

Type part of the License Number...

Q

(clear)

Type

- Select -

Planned Route

Est. Departure

04/09/2018

today

07 : 09 AM

Est. Arrival

04/09/2018

today

07 : 09 AM

Transport #1

Type part of the License Number...

Q

(clear)

- Lookup -

Employee ID

Driver's Name

Driver's Lic. No.

Phone No.

+1-123-456-7890

(use default)

- Lookup -

Vehicle Make

Vehicle Model

License Plate

(transporter)

Package #1

Type part of Package number...

Q

(clear)

(package)

(destination)

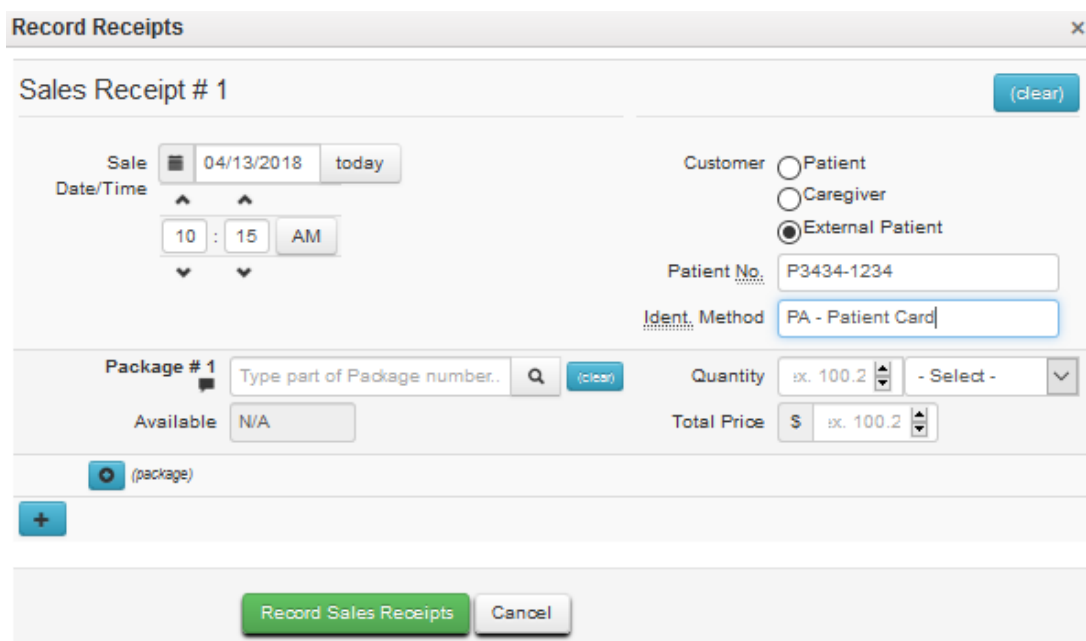
Register Transfer

Cancel

External Patient Sales

Per the District of Columbia Department of Health, when recording an External Patient sale, the Dispensary employee should be checking the patient who is out of jurisdiction's physical patient card or written authorization form prior to making a dispensation. Within the free form field to designate **Identification Method** the Dispensary employee should then be noting the patient's jurisdiction that he or she is coming from and the form of identification.

Below is an example of what should be entered when processing a sale for reciprocity. Please note that only a Patient Card or Written Authorization Form is acceptable to proceed with a dispensation per the Department of Health.



CSV Formatting Guide

Please be advised that the new [CSV Formatting Guide](#) is now located under the Support Tab when you login to Metrc. Please feel free to contact support at support@metrc.com or 877-566-6506 for any questions on these formats.