

Bulletin Number: DC_IB_0023	Distribution Date: 10/24/19	Effective Date: 10/24/19
Contact Point: Metrc® Support	Subject: Ingredients Required for Specific Item Categories and Rejected Transfer Procedure	
Reason: Metrc and the DOH would like to announce the addition of Ingredients as a required field for select item categories and provide guidance on the rejected transfer process		

Greetings Metrc Users,

Metrc and the Department of Health (DOH) would like to announce that as of **today** all items of the following item categories will now require ingredients be recorded upon creation:

- Concentrate
- Infused (edibles)
- Infused Concentrate (Each)
- Infused Topical

Additionally, Metrc and the DOH would like to issue guidance around rejected transfers that were included in the new feature release explained in Bulletin #23.

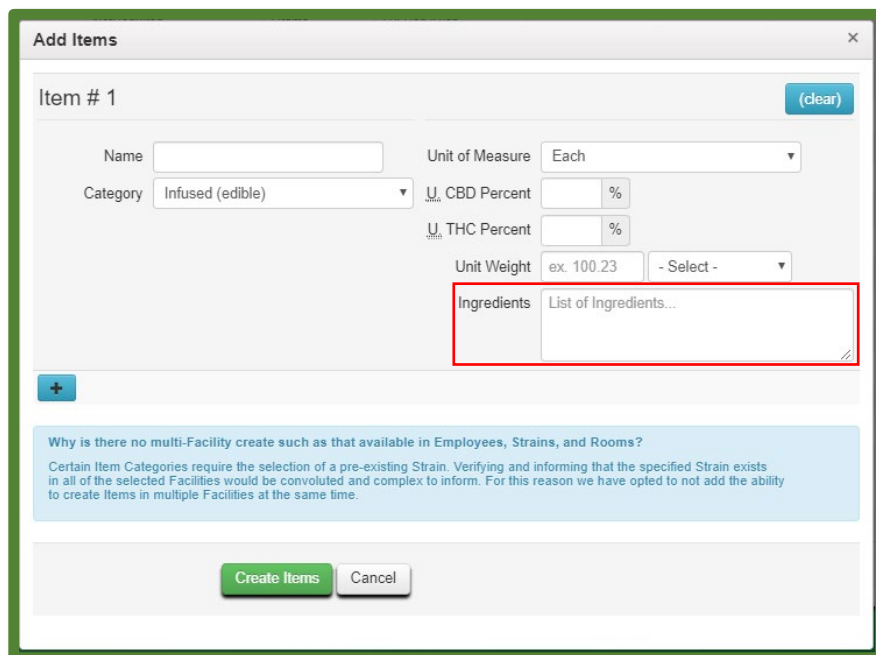
Please find on the following pages a detailed description of the update:

Required Ingredients

As of today, The District of Columbia Department of Health will be requiring ingredients to be entered for any new items in the following categories:

- Concentrate
- Infused (edibles)
- Infused Concentrate (Each)
- Infused Topical

When creating items in these categories, ingredients will now appear as a required field, as shown below:



The screenshot shows the 'Add Items' form with the following fields and values:

- Item # 1
- Name: [Empty text box]
- Unit of Measure: Each
- Category: Infused (edible)
- U_{max} CBD Percent: [Empty text box] %
- U_{max} THC Percent: [Empty text box] %
- Unit Weight: ex. 100.23 - Select -
- Ingredients: List of Ingredients... (highlighted with a red box)

Below the form, there is a blue informational box with the text: "Why is there no multi-Facility create such as that available in Employees, Strains, and Rooms? 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."

At the bottom of the form are two buttons: "Create Items" and "Cancel".

Figure 1: Required Ingredients Field

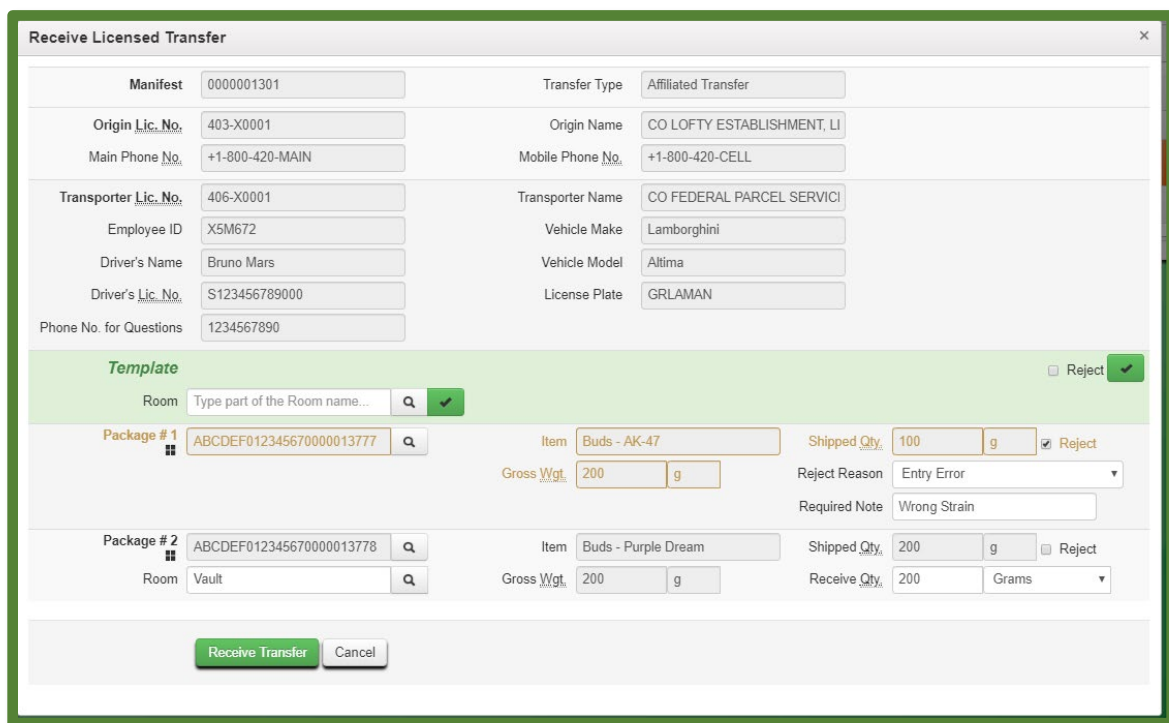
Users should include any ingredients that have been used in the production of the final product.

Rejected Packages

To clarify content included in Bulletin #23 regarding updates made to the rejected packages section of the transfer manifests, Metrc would like to provide guidance on rejected packages under direction of the Department of Health.

Virtually Rejecting a Package

If a package is received into a retailer license that is incorrect, it can be rejected if, for example, the item information was incorrectly input at the cultivator license. In the below example, the dispensary has received two bud packages, one of these packages was incorrectly sent as AK-47 when it is actually Purple Dream.



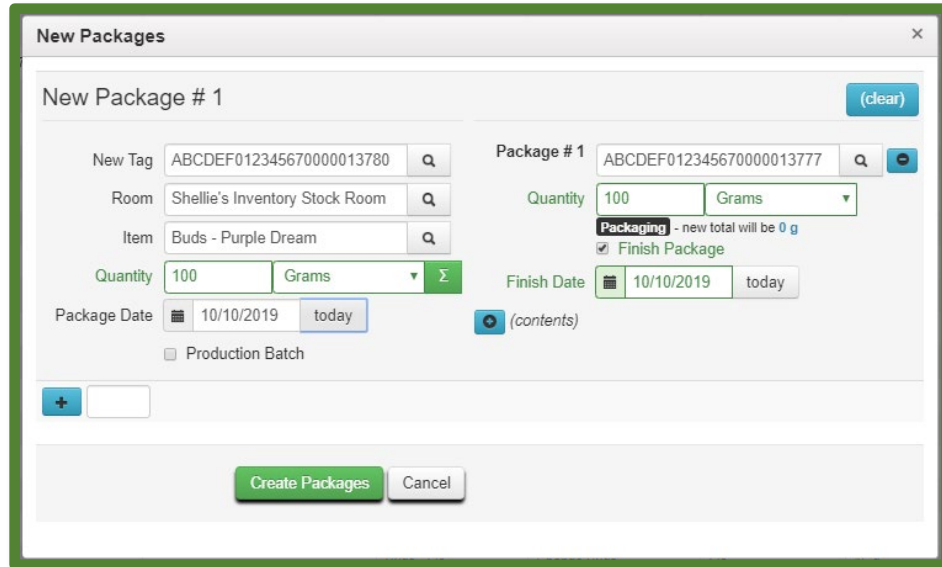
The screenshot shows the 'Receive Licensed Transfer' window in the Metrc system. It contains a form for entering transfer details. The 'Manifest' field is 0000001301. The 'Transfer Type' is 'Affiliated Transfer'. The 'Origin Lic. No.' is 403-X0001, 'Origin Name' is 'CO LOFTY ESTABLISHMENT, LI', 'Main Phone No.' is '+1-800-420-MAIN', and 'Mobile Phone No.' is '+1-800-420-CELL'. The 'Transporter Lic. No.' is 406-X0001, 'Transporter Name' is 'CO FEDERAL PARCEL SERVICE', 'Employee ID' is 'X5M672', 'Vehicle Make' is 'Lamborghini', 'Driver's Name' is 'Bruno Mars', 'Vehicle Model' is 'Altima', 'Driver's Lic. No.' is 'S123456789000', 'License Plate' is 'GRLAMAN', and 'Phone No. for Questions' is '1234567890'. Below the form is a 'Template' section with a 'Room' dropdown and a 'Reject' checkbox. Two packages are listed: 'Package # 1' with item 'Buds - AK-47' and 'Package # 2' with item 'Buds - Purple Dream'. The 'Shipped Qty.' for Package # 1 is 100g and for Package # 2 is 200g. The 'Gross Wgt.' for both is 200g. The 'Reject Reason' for Package # 1 is 'Entry Error' and the 'Required Note' is 'Wrong Strain'. The 'Receive Qty.' for Package # 2 is 200g. At the bottom are 'Receive Transfer' and 'Cancel' buttons.

Note: The licensee has the ability to accept correct packages and reject incorrect packages in the same transfer.

Physically this product cannot be sent back to the grower, so in order to correct the package it will need to virtually be sent back to the cultivator to be corrected.

Cultivator Corrects Issue

As soon as the Dispensary rejects the package, it will appear in the Cultivator's Incoming Transfer page. The Cultivator would receive the product and make the necessary changes to the package to properly record its contents. If this means repackaging the product and assigning a new tag, ensure that this tag is set aside to be sent to the dispensary.



The screenshot shows the 'New Packages' window in the Metrc system. It contains two main sections for entering package information. The left section is for 'New Package # 1' and includes fields for 'New Tag' (ABCDEF012345670000013780), 'Room' (Shellie's Inventory Stock Room), 'Item' (Buds - Purple Dream), 'Quantity' (100 Grams), and 'Package Date' (10/10/2019). The right section is for 'Package # 1' and includes fields for 'Package # 1' (ABCDEF012345670000013777), 'Quantity' (100 Grams), and 'Finish Date' (10/10/2019). There are also checkboxes for 'Packaging' (new total will be 0 g), 'Finish Package', and 'Production Batch'. At the bottom, there are buttons for 'Create Packages' and 'Cancel'.

Cultivator Virtually Transfers Product Back to Retailer

Once the issue is corrected at the Cultivator, they would create a transfer with the package that was corrected and send it back to dispensary virtually. To reiterate, if there was a change in tag number, this needs to be communicated to the dispensary and the tag must be delivered to the dispensary to be properly attached to the package.

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