

February 26, 2015

Greetings *metrc*[™] Administrators and Users,

It has come to our attention that the packaging function is being used incorrectly for the creation of some product, particularly for transfers. Additionally, there are facilities that are pulling product for additional testing after some product has already been transferred to other facilities; thus locking up ALL related packages. This document will serve as instructions on the proper packaging guidelines and the appropriate procedure for additional testing.

Packaging

Any package that is created in *metrc* must be accurately represented by one of the eight categories set forth by the State.

Item Category
Concentrate (Each)
Buds
Concentrate
Immature Plants
Infused (edible)
Infused (non-edible)
Shake/Trim
Shake/Trim (by strain)

These are the categories that are required when you create an Item in *metrc*. As such, creating one package that contains more than one category is **not** an acceptable practice. As an example: you cannot create one package that contains both Infused Edibles and Infused Non-Edibles or combine Concentrates with Infused Non-Edibles. Each category must be packaged separately. A bulk package of multi-category product should never be created as this is considered improper reporting.

If you receive a transfer that includes a multi-category package, you should promptly reject the transfer and instruct the originating facility to repackage into appropriate category-specific packages. If a transfer of one of these packages has already been received, you may simply return it and require it to be repackaged appropriately. You can also repackage it at your facility. However, if you choose to repackage the product within your facility, you may encounter Unit of Measure restrictions that can prohibit you from repackaging.

Additional Testing of Product

If you decide to do any additional testing on product after initially tested product has been sent out from your facility, there is a specific process that is necessary to prevent all related packages from being locked during the testing process. This process is outlined below:

1. Pull everything out of the current Production Batch package that you need/want to retest (this is only if you have already pulled from the package to fulfill orders) and create a new Production Batch.
 - a. Click on the Production Batch package you wish to test again. This will highlight it in orange.
 - b. Click on New Package.
 - c. Create a new package, pulling all remaining inventory out, and check the Production Batch box.
2. To create your test sample for the New Production Batch:
 - a. Click on the new Production Batch package highlighting it in orange.
 - b. Click on Submit for Testing.
 - c. Create a new test sample package to send to testing lab.
3. Send off new test sample from the new Production Batch package for testing.

Following this procedure is the only way to keep from locking all of the packages that you have previously created and possibly transferred out, for customer orders, Edibles, Non-Edibles, etc., when you decide to retest an item. To clarify, if you test product after transferring child or grandchild packages out of your facility then decide to do additional testing without following this protocol, you will not only lock your test package but all related packages that originated from the test package.

If there are any questions or you need clarification on this information, please call the *metrc* Support Desk at 877-566-6506 or email us at support@metrc.com. For testing specific questions, please ask to speak with Myra Chinn.