



Bulletin Number: AK_IB_55 Suspected Adulteration, Operational Exceptions, Adjusting Plant Batches	Distribution Date: 10/03/2023	Effective Date: 10/27/2023
Contact Point: Metrc Support	Subject: New functionality available in Metrc	
Reason: New functionality and features coming soon.		

Greetings,

Metrc is pleased to provide information on the latest system enhancements that will be available on 10/27/2023, including:

- Report Suspected Adulteration
- Reporting Operational Exceptions
- Negative Immature Plant Batches
- Adjusting Immature Plant Batches
- Grid Refresh

Please read on for more information regarding this new functionality.

Report Suspected Adulteration

The adulteration of sample increments, test batches, and/or packaged finished products, can lead to significant health and public safety issues. Metrc has developed functionality that allows testing facilities to report product(s) they suspect or have reason to suspect may have been adulterated.

Testing facilities will see a Report Adulteration button at the top of their Active Packages grid as shown in **Figure 1**. The suspected adulterated package ID can be chosen and then the Report Adulteration button can be selected.

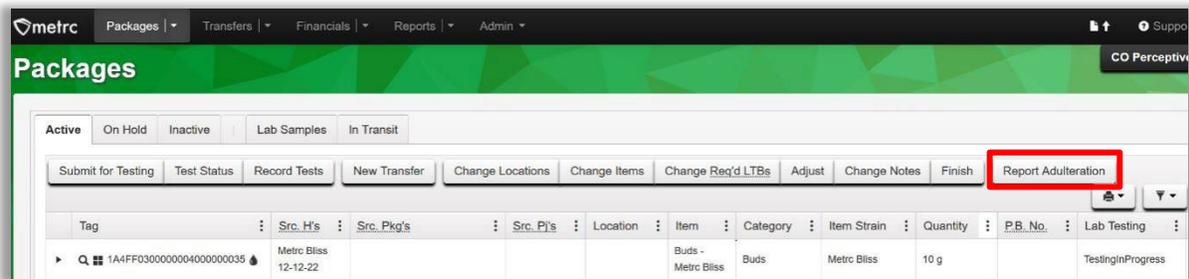


Figure 1: Report Adulteration Button

This will open the Report Adulteration action window. If the package ID was previously selected, the Package field will be populated. If the package ID was not previously selected, then there will be a searchable field to find the package(s) using the magnifying glass icon. A free-form Notes field is available to add any additional context. Once the package field and Notes fields have been populated, select the “Report” button to complete the reporting of suspected adulteration. This action window is shown below in **Figure 2**.

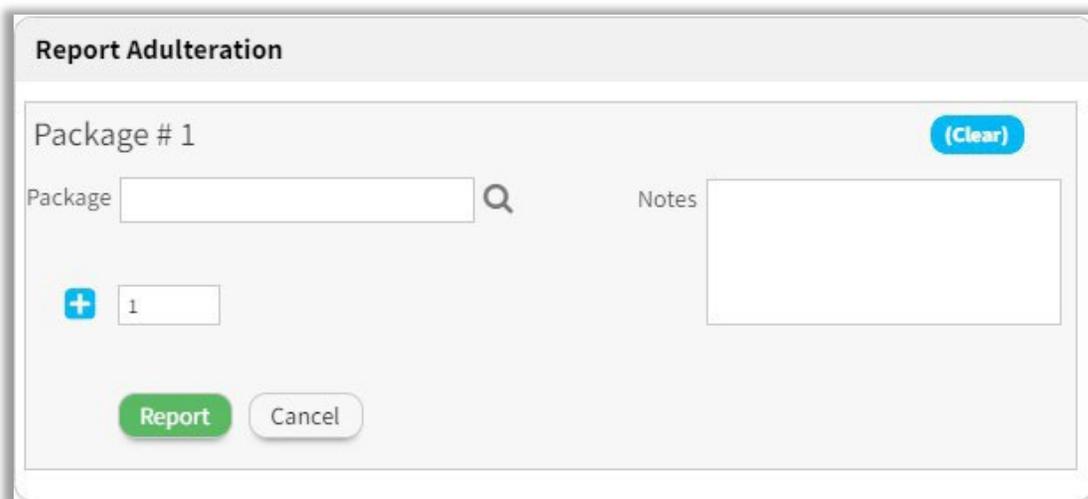


Figure 2: Report Adulteration Action Window

Operational Exception

Metrc is pleased to announce the optional ability to report Operational Exceptions for licensees to report non-operational days for areas such as Plants, Harvests, or Packages including sales. Licensees may choose to use this functionality to proactively document times when they do not have marijuana inventory and are not actively operating. To report an Operational Exception, select the Operational Exception option under the Admin area on the navigational toolbar as seen in **Figure 3**.

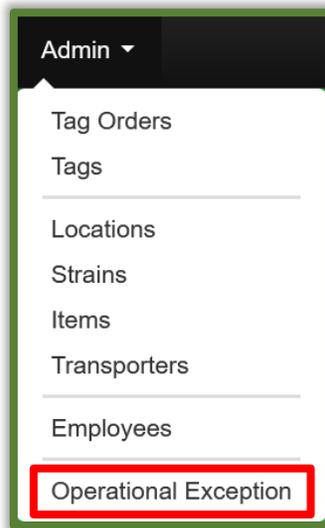


Figure 3: Operational Exception under Admin area

This will take the user to the Operational Exception grid. Once on the grid, select the Add Operational Exception button as shown in **Figure 4**.

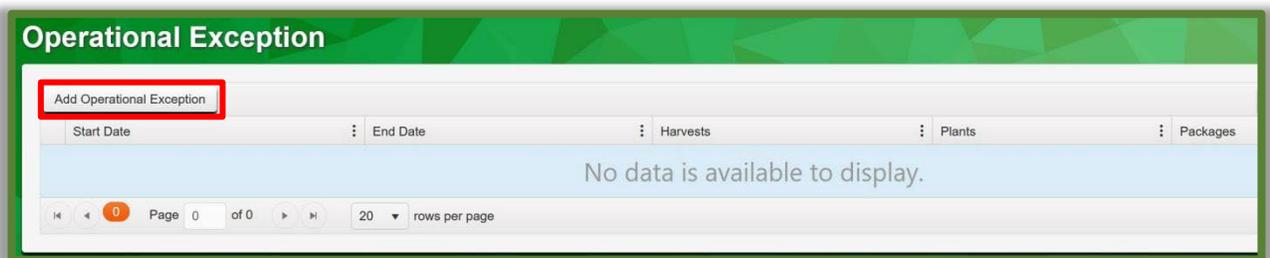


Figure 4: Operational Exception Grid

This will open up an action window to report an operational exception or a date that there were no changes or operations to plants, harvests, and packages. This would include the fact that there were no sales for a specific date(s). Once all information necessary has been filled out, select the "Record Operational Exception" button. See the action window in **Figure 5** below.

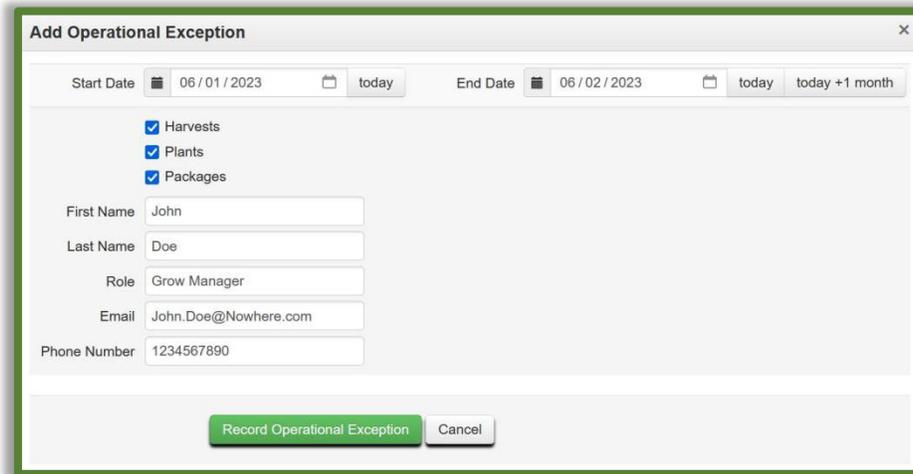
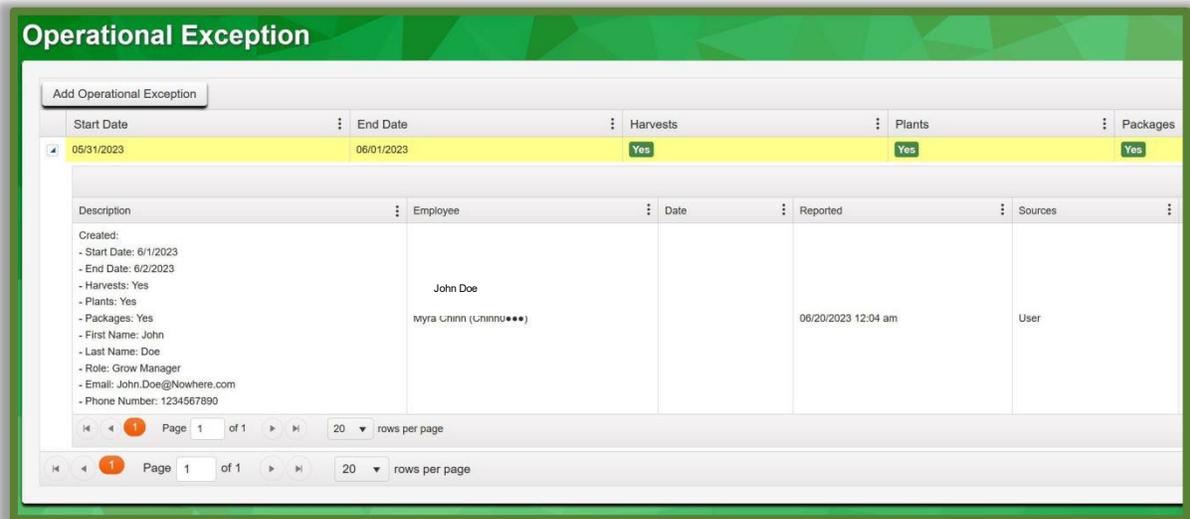


Figure 5: Add Operational Exception Action Window

Once an Operational Exception has been reported, the historical information can be found in the Operational Exception grid. Simply select the arrow to the left of the reported date and the supporting historical data will be displayed including the start date, end date, if harvests, plants, or packages were included, as well as the person reporting the operational exception along with their role, email, and phone number as shown in **Figure 6**.



Start Date	End Date	Harvests	Plants	Packages
05/31/2023	06/01/2023	Yes	Yes	Yes

Description	Employee	Date	Reported	Sources
Created: - Start Date: 6/1/2023 - End Date: 6/2/2023 - Harvests: Yes - Plants: Yes - Packages: Yes - First Name: John - Last Name: Doe - Role: Grow Manager - Email: John.Doe@Nowhere.com - Phone Number: 1234567890	John Doe myra umnn (unnnno***)		06/20/2023 12:04 am	User

Figure 6: Operational Exception Reported Information

Ability to Adjust Plant Batch

If any mistakes are made causing inaccurate plant batch counts, then users will be able to use the new Adjust button (**Figure 8**) in the Immature Plants grid. This feature allows licensees to adjust the number of plants in a Plant Batch.

Please note: Plant batch adjustments are only able to be made within 7 days of a plant batch being created, so it is important that users regularly review their immature plant grid to ensure there are no corrective actions needed. If users are unable to adjust the plant batch due to being past the corrective action window, then reach out to Metrc support for assistance.

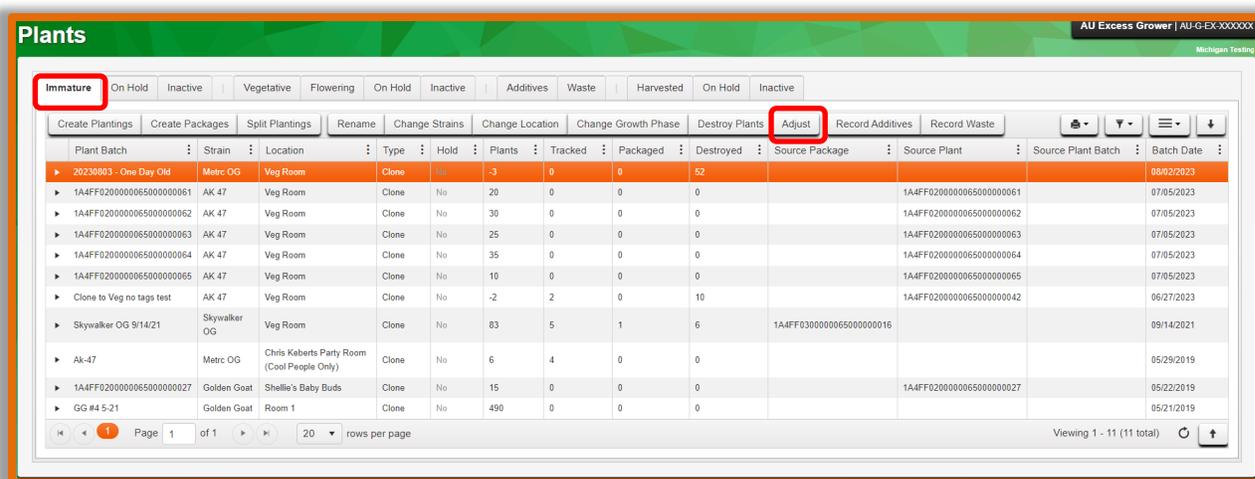
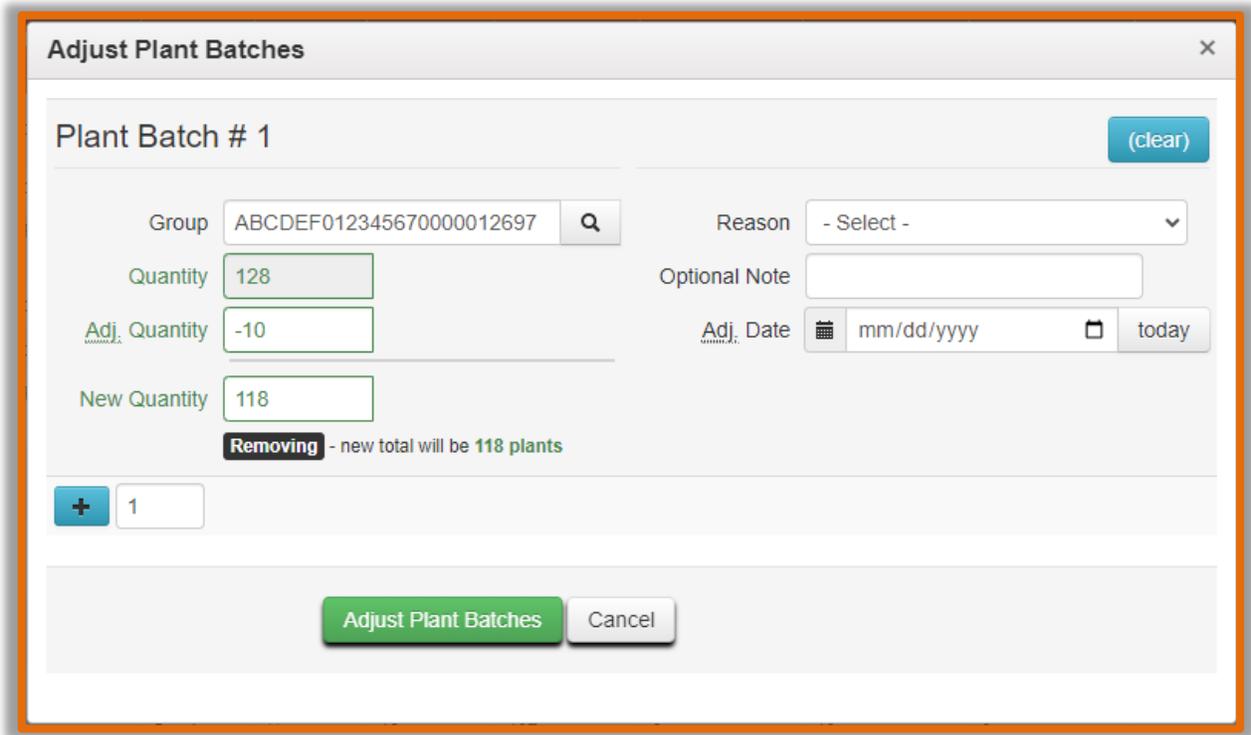


Figure 8: Plants Grid With New Adjust Button

After clicking the Adjust button in the Plants section, an action window will appear allowing the adjustment of the Plant Batch count. The action window has the same fields as the Adjust Package action window, including:

- Group Name
- Quantity
- Adjust Quantity
- New Quantity
- Adjustment Reason
- Note
- Adjustment Date

An Adjustment Reason is required whenever you adjust a plant batch. Users should select the most accurate description from the Reason dropdown provided within the action window. If none of the predetermined options fully explain the adjustment, choose the most appropriate reason and provide more information in the Note field. See **Figure 9** below.



Adjust Plant Batches

Plant Batch # 1 (clear)

Group: ABCDEF012345670000012697

Quantity: 128

Adj. Quantity: -10

New Quantity: 118

Reason: - Select -

Optional Note:

Adj. Date: mm/dd/yyyy today

Removing - new total will be 118 plants

+ 1

Adjust Plant Batches Cancel

Figure 9: Adjust Plant Batches Action Window

CSV for Plant Batch Adjustments

If there is a need to adjust multiple plant batches at one time, the CSV option is also available to provide a way to increase the efficiency of this required action in Metrc. Metrc has built functionality that allows the licensee to adjust multiple batches by uploading a CSV file in the format shown in **Figures 10 & 11**.

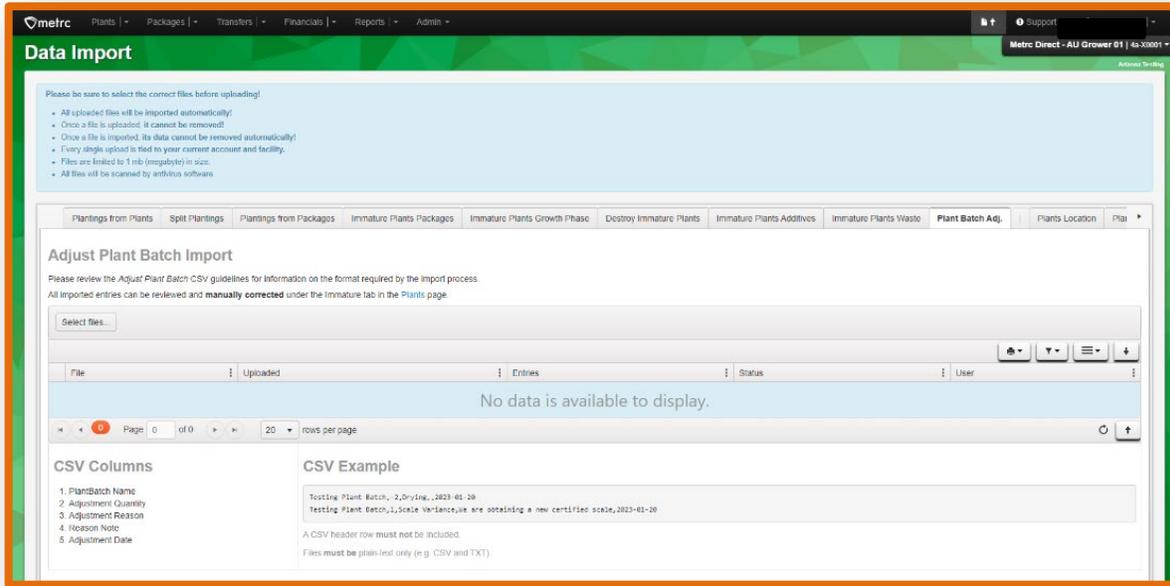


Figure 10: CSV upload through the Legacy system

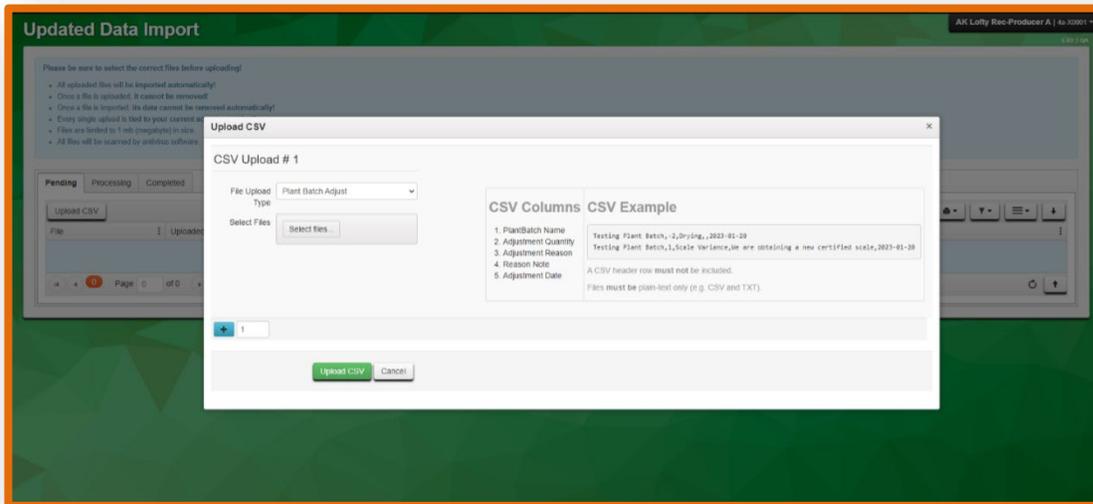


Figure 11: CSV upload through the Queue system

Grid Refresh

Users should be aware that taking actions may not be immediately reflected on the table, this is by design to improve system performance. If there is a situation where a user completes an action and it does not reflect in the grid, use the grid refresh button at the bottom of the table before repeating the action. The grid refresh button is at the bottom right of the grid and can be seen in **Figure 12**.

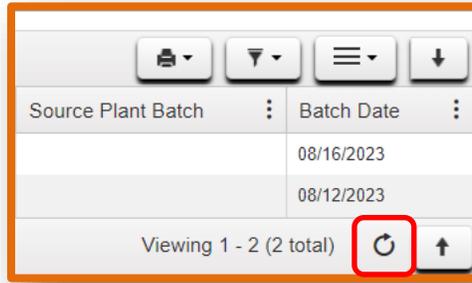


Figure 12: Grid Refresh Button

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