

Bulletin Number:	Distribution Date:	Effective Date:
AK_IB_55 Suspected	10/03/2023	10/27/2023
Adulteration, Operational		
Exceptions, Adjusting Plant		
Batches		
Contact Point: Metrc Support	Subject: New functionality av	ailable in Metrc
Reason: New functionality and f	eatures 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.

ckages									<						2			CO Per
Active On Hold Ina	ctive I	ab Samples	1	In Transit														
Submit for Testing	est Status R	lecord Tests		New Transfer	Change L	ocations	Ch	ange Items	Cha	ange Req'o	d LTBs	Adjus	Change Note	es Finis	sh	Report Adu	ulteration	
Tag		Src. H's	:	Src. Pkg's	:	Src. Pj's	:	Location	: Ite	em :	Categor	y :	Item Strain	Quantit	y :	P.B. No.	: Lab	Testing
									-									

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**.

(Clear) Notes
Notes

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**.

Admin -
Tag Orders Tags
Locations
Strains
Items
Transporters
Employees
Operational Exception

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**.

perational Ex	ception				7 . /		
Add Operational Exception Start Date	:	End Date	i	Harvests	:	Plants	: Packages
			No da	ta is available t	to display.		
14 4 0 Page 0	of 0 🕨 🕨 😫	20 v rows per page					

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.



HarvestsPlants				
✓ Plants				
Packages				
First Name John				
Last Name Doe				
Role Grow Manager				
Email John.Doe@Nowher	e.com			
Free contractor				

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 Da	e :	Harv	ests		: Plants			Pack	age
05/31/2023 06/01/20:	13	Yes			Yes			Yes	
Description	Employee	:	Date	:	Reported	-	Sources		
Created:									
- Start Date: 6/1/2023 - End Date: 6/2/2023									
- Harvests: Yes	John Doe								
- Plants: Yes									
- Packages: Yes	Myra Chinn (Chinnueee)				06/20/2023 12:04 am		User		
- First Name: John									
- Last Name: Doe - Role: Grow Manager									
- Email: John.Doe@Nowhere.com									
- Phone Number: 1234567890									

Figure 6: Operational Exception Reported Information



Negative Immature Plant Batches

On 10/27/23, Metrc will process an update that will refresh all negative immature plant batch amounts to show (0). This update will provide details on what you will see when drilling down into the history of the impacted plant batches. The negative immature plant batches resulted from multiple or incorrect quantities being destroyed which drove the total plant count below 0.

To prevent this in the future, users should check the number of immature plants in the batch before making a destruction entry. Additionally, users should ensure they are refreshing the grid before repeating an action and confirming that the change was not reflected after the grid has been refreshed.

If you view the history of any of these plant batches, you will see in the history that this occurred to correct the negative immature plant batches. Two examples are shown below in **Figure 7.**

GAR	Y - B13 - 4 21 23 - 4	Gary Payton	Mom Clone Room	Cione	No	0	0	0	200				1A405020000DEA9000068536			04/24/2023
															1.4	.)()) = . []
Des	scription							Employee			1 Date	i	Reported	i Sources	-	External App
Plan - Cit - Lo - Lo	nt Batch (GARY - B13 - 4.21 lone(s) taken from a Plant (1 ocation: Mom Clone Room ocation Type: Default Locatio	1.23 - 4) created with 1 A405020000DEA900 on Type	10 Clones of "Gary Payton" 068536)	strain							04/24/2023		04/24/2023 09 55 am	User		
100) plants destroyed										06/01/2023		06/01/2023 02:32 pm	User		
100	plants destroyed										06/16/2023		06/16/2023 12:17 pm	User		
Plan	nt Balch adjusted by 100 pla nason. Negative Plant Batch	ants. 1 Counts						Framed A	inin (kanwel-dev)		05/19/2923		66/18/2923 09:19 pm	JotService		
- No - 4 - 11	vie: Correction to Zero from 4 ① Page 1 19216	of 1 + + White Cookies	20 • rows per page	Cione	No	0	32	0	323	1		1	1A405020000DEA5000012305	11		Viewing 1 - 4 (4 total) O 11/09/2021
we th	de: Coerticiae lo Zero from • O Page 1 19216	of 1 + +	20 • rows per page Mom Clone Room	Clone	No	0	32	0	323	-]	1A405020000DEA5000012305	1		/lewing 1 - 4 (4 total) O 11/09/2021 . ▼. Ξ.
we the	Controller to Zero Rent Page 1 19.216 scription	of 1 + +	20 • rows per page	Cione	No	0	32 i	0 Employee	323	i Di	te I	i Repor	1A405020000DEA5000012305	E Sources	(e 1	Viewing 1 - 4 (4 total) O 11.09/2021 U V · External App
wc 11 Des Plar - Ck - Lo	Accession by Zero Anno Consider by Zero Anno Page 1 19 21 6 scription et Batch (vic 11.9.21 6) creat inne;)) Jaken from a Platel (iscation. More Clone Room catalon Type DeRud Locatio	of 1 + + White Cookies ted with 65 Clones of A405020000EA900 on Type	20 • rows per page Mom Close Room White Cookies' strain 012305)	Cione	No	0	32	0 Employee	323	1 Da	ile I	E Report	1A49502000DEA9000012305 feet 2021 03 50 pm	: Sources User		Vewing 1 - 4 (4 total) C 11/89/2021 V - Edemal App
4 we 11 Des Plar - Ck - Lo - Lo 32 p	Accession by Zero Amm A 2019 Page 1 19 21 6 In 221 6	Angeline Could af 1 + + White Cookies White Cookies ted with 65 Clones of A465020000EA300 on Type se	20 • rows per page Mom Clone Room White Cookies" strain 012305)	Cione	No	D	32	0 Employee	323	i D. 11	ne i 106/2021 101/2021	Report 11/09/	1A495020008DEA9000012305 fed 2021 03 50 pm 2021 07 27 am	E Sources User User	1	Mexing 1 - 4 (4 total) C 11/09/2021 • ▼ • = • • External App
4 we 11 Des Plan - Ck - Lo - Lo 32 p 323 - No	A Control of 2000 and A Control of	et al with 65 Clones of A4650220000ELA900 no Type se	20 • rows per page Mom Clone Room White Cookies' strain 11206)	Cione	No	0	12	0 Employee	323	1 Da 11 12	te 1 106/2021 101/2021	E Report 11/09/ 12/01/ 12/01/	1A4950230000EEA6000012305 feel 2021 03 50 pm 2021 07 28 am 2021 07 28 am	 Sources User User User 	1	Mewing 1 - 4 (4 total) 1109/2021

Figure 7: Negative Immature Plant Batch Correction

This correction will be completed at the approval of AMCO to ensure that all historical plant batches are updated. Users moving forward should pay attention to the number of immature plants in a group before recording a destruction event to avoid this occurring moving forward.



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.

nm	ature On Hold Inactiv	ve Veş	getative Flowering	On Hold	Inactive	Additive	s Waste	Harvested	On Hold In	active			
C	eate Plantings Create Pa	ickages Sp	lit Plantings Rename	Change	Strains	Change Loca	tion Change	Growth Phase	Destroy Plants	Adjust Record Additi	ves Record Waste	8. T.	□ -)[+
	Plant Batch	Strain :	Location :	Туре :	Hold	Plants :	Tracked	Packaged	Destroyed :	Source Package	Source Plant :	Source Plant Batch	Batch Date
×	20230803 - One Day Old	Metrc OG	Veg Room	Clone	No	-3	0	0	52				08/02/2023
۲	1A4FF02000006500000061	AK 47	Veg Room	Clone	No	20	0	0	0		1A4FF02000006500000061		07/05/2023
×	1A4FF02000006500000062	AK 47	Veg Room	Clone	No	30	0	0	0		1A4FF02000006500000062		07/05/2023
۲	1A4FF02000006500000063	AK 47	Veg Room	Clone	No	25	0	0	0		1A4FF02000006500000063		07/05/2023
۲	1A4FF02000006500000064	AK 47	Veg Room	Clone	No	35	0	0	0		1A4FF02000006500000064		07/05/2023
۲	1A4FF02000006500000065	AK 47	Veg Room	Clone	No	10	0	0	0		1A4FF02000006500000065		07/05/2023
۲	Clone to Veg no tags test	AK 47	Veg Room	Clone	No	-2	2	0	10		1A4FF02000006500000042		06/27/2023
۲	Skywalker OG 9/14/21	Skywalker OG	Veg Room	Clone	No	83	5	1	6	1A4FF03000006500000016			09/14/2021
Þ	Ak-47	Metrc OG	Chris Keberts Party Room (Cool People Only)	Clone	No	6	4	0	0				05/29/2019
۲	1A4FF02000006500000027	Golden Goat	Shellie's Baby Buds	Clone	No	15	0	0	0		1A4FF02000006500000027		05/22/2019
۲	GG #4 5-21	Golden Goat	Room 1	Clone	No	490	0	0	0				05/21/2019

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, oose the most appropriate reason and provide more information in the Note field. See **Figure 9** below.

Adjust Plant B	atches				×
Plant Batch	# 1				(clear)
Group	ABCDEF012345670000012697	Q	Reason Optional Note	- Select -	 ~
<u>Adj.</u> Quantity	-10		Adj. Date	mm/dd/yyyy	today
New Quantity	118 Removing - new total will be 118 plants	;			
+ 1					
	Adjust Plant Batches	Ca	ncel		
		_			

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**.

etrc Plants - Pack	ages + Tran	isters - Financiais -	Reports - Admin -					h+	3 Support	(+).
ta Import									Metrc Direct - AU Grow	er 01 4a-x0001 -
lease be sure to select the corre - All uploaded thes will be impore - Once a file is upleaded, it can - Once a file is upleaded, its duit - Versy single uplead is field that - Versy single uplead is field - Versy single uplead is more - All files off be scanned by anth	act files before upl ted automatically! tot be removed! a cannot be remov our current accou byte) in size. drus software.	oading! ed automatically! nt and facility.								
Plantings from Plants	Split Plantings	Plantings from Packages	Immature Plants Packages	Immature Plants Growth Phase	Destroy Immature Plants	Immature Plants Additives	Immature Plants Waste	Plant Batch Adj.	Plants Location	Plat •
Select files		Uninsdarf		: Entries		1 Cratue		i liser	<u></u>	JĿ
C IIE		opicaded		No data is avail	lable to display	: Siatus		: User		
H H O Page 0	of 0	rows per p	age) <u>+</u>
CSV Columns		CSV	Example							
1. PlantBatch Name 2. Adjustment Quantity 3. Adjustment Reason		Testing Testing	Plant Batch, 2,Drying, 2023-0 Plant Datch,1,Scale Variance,	1-20 We are obtaining a new certified :	scele,2023-01-20					
4. Reason Note 5. Adjustment Date		A CSV her Files must	ider row must not be included be plain-lext only (e.g. CSV a	nd TXT).						

Figure 10: CSV upload through the Legacy system

All upbraded files will be imported automatic Once a file is uploaded, it cannot be remove Once a file is imported, its data cannot be re- Every single upload is field to your canners a Files are limited to 1 mit (megatyte) in size All files will be spaced by antiving software	catly di renoved automaticatly Upload CSV		×	
Pending Processing Completed	CSV Upload # 1 File Upload Plant Batch Adjust			
Pile E Uploade	Select Files	CSV Columns Adjustment Quantity Adjustment Reason Reason Note Adjustment Take	CSV Example Testing False benk, 2,3r/sec,3823-61-30 Testing False testing, 1,3det Weitence, in er ottstiding a nex certified socks, 2823-61-30 A CEV header row must not be included. Piles must be plan-foot only (e.g., CEV and TXT).	
	1 Internet Clov Cancel			

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 <u>support@metrc.com</u> or 877-566-6506 with any questions.