

Bulletin Number:	Distribution Date:	Effective Date: Ongoing
MN_IB_15: Receiving	11/17/2023	
Transfers, Adjusting and		
Finishing Packages		
Contact Point:	Subject: Recording Waste: R	eceiving Transfers,
Metrc Support	Adjusting and Finishing Packa	ages
Reason: Additional guidance	on proper waste recording inc	luding receiving transfers,
adjusting, and finishing packa	iges.	-

Greetings,

We are pleased to provide detailed information about how to properly record the waste management process within the Metrc system. These processes are important to ensure every package of medical cannabis produced in Minnesota is tracked and accounted for through the product's entire life cycle.

This bulletin includes detailed instructions regarding:

- Receiving Transfers
- Adjusting Packages
- Finishing Packages

Please read on for more information regarding this process.



Receiving Transfers Within Metrc

The OMC utilizes Metrc to track every cannabis product produced in the state of Minnesota from seed to sale. If a product does not make it to sale through a licensed dispensary, it must be recorded as waste and transferred to a licensed waste facility for destruction.

The most common reasons a cannabis product must be recorded as waste include:

- Failed compliance test
- Contaminated product
- Product was returned by a patient
- Product has expired
- Unused byproduct of cultivation

The first step in the waste process is receiving the transfer within Metrc. Start by clicking the Transfers area on the navigational toolbar and then select the Licensed option to access the Licensed Transfers grid, where all transfers are managed – **see Figure 1**.

icensed	l Trar	ıst	fers				
New Transfer	View Man	ifest]				
Incoming (1)	Inactive		Outgoing	Rejected	Inactive		
	_						_

Figure 1: Licensed Transfers grid



To view all incoming transfers, select the Incoming tab. Then click the Receive button on the right side of the transfer to view details – **see Figure 2**.

New	Transfer View M	lani	fest												
Inco	ming (1/1) Inact	tive	Outgoing	(5/5) Reje	cte	d Inactive									
													e	• •	≡• +
	Manifest	:	Origin :	Туре	:	Pkg's	ETD	:	ATD	E	TA :	ATA	:	Received	:
•	0000009501 🏭 🌢		T0001 MN - Testing Facility	Lab Transfer			08/04/202 11:23 am			08	8/04/2023 2:23 am				Receive
0	Page	e	1 of 1	× 2	0	 rows per 	page						Viev	wing 1 - 1 (1 tota	

Figure 2: Receive button on Incoming Transfers grid



After clicking the Receive button, the Receive Licensed Transfers action window will open. All fields will be locked except for the Location and Receive Qty. fields. The waste facility must enter the number or weight of the products physically received in the Receive Qty. field and select the Location where the products will be stored – **see Figure 3**.

Manifest	0000011002	Transfer Type	Affiliated Transfer				
Origin Lic No	D0001	Origin Name	MN - Dispensary				
Main Phone No.	555-555-5556	Mobile Phone <u>No.</u>	init Dispondary				
Transportor Lis No.	00001	Transporter Name	MNL Cultivator				
Transporter <u>Lic. No.</u>	0001	transporter tvarne	Win - Cultivator				
none No. for Questions	+19999999999						
Employee ID	111222	Vehicle Make	Jeep				
Driver's Name	John Doe	Vehicle Model	Cherokee				
Driver's Lic. No.	1A2B3CXYZ	License Plate	ABC123				
Package # 1	1A4FF01000000CD00000011 Q	Item Butter H	Kush	Shipped <u>Qty.</u>	10	g	Reject
Location F	Product Vault Q			Receive <u>Qty.</u>	10	Gram	s
	Receive Transfer Cancel						

Figure 3: Receiving a Licensed Transfer

Note: If the physical quantity received does not match what is shown in the Shipped Qty. field, select the Reject box and add a note explaining why the transfer was rejected. Then proceed by clicking the green Receive Transfer button. The waste facility should then ship the rejected transfer packages back to the origin licensee, who will then be required to accept the rejected packages back into inventory, make the correct adjustments, including creation of a new transfer manifest, then transfer the packages back to the waste facility.



Recording Waste by Finishing Packages Adjusted to Zero

After receiving incoming transfers, the products included in those transfers will be available in the Active tab of the Packages Grid. The OMC requires cannabis waste to be recorded in Metrc by adjusting the package to zero and designating it as finished.

First, click into the Packages area in the navigational toolbar to access the Packages grid where all packages are managed. Select the Active tab to view all available active packages – **see Figure 4**.

etr	Plants 🔻 Packages 🗸	Transfers -	Financials + Repo	rts ▼ A	Admi	n -						`	t Ø	Suppor	t∓ ⊥l	opez01	
ck	ages														MN - CL	Itivato	r C00
													1			Minnes	ota Tes
Activ	On Hold Inactive	n Transit			_												_
N	ew Packages Submit for Testing	Remediate	Create Plantings New	Transfer	CI	hange Locations	Change	Items	Chang	e Regid LTBs	Adjust	Chan	ge Notes	Fini	sh ∏≡∙) +	
	Tag ↓	Src. H's	SIC. Pkg's	Src. Pj's	:	Location :	Item :	Category	/ :	Item Strain	Quantity	:	P.B. No.	:	Lab Testing	:	A.H
٠	Q III 1A4FF01000000CD00000011	JK Test 07052023	1A4FF0100000CC00000051			Product Vault	Butter Kush	Bud/Flowe 0345	er -	Butter Kush	10 g			ļ	RetestPassed		No
٠	Q 📰 1A4FF0100000CD00000010	JK Test 07052023	1A4FF0100000CC00000051			Product Vault	MNDAWG Buds	Bulk Flow	er	MNDAWG	35 g				RetestPassed	L.	No
٠	Q 🖉 1A4FF01000000CC000000061					Product Vault	Grape Minnetonka Packaged Immature Clones	Packaged Immature Clones			20 ea			i	NotRequired		No
	Q III 1A4FF0100000CC00000060	2023-08-03- Harvest				Product Vault	seedss	Seed 2		'Sota Diesel	5 g				NotSubmitted		No

Figure 4: Active Packages grid



Next, select the package that needs to be adjusted and select the Adjust button – **see Figure 5.**

cł	kages										MN - Cultivat	t or C00 Iesota Tes
Acti	tive On Hold Inactive	n Transit										
N	New Packages Submit for Testing	Remediate	Create Plantings New 7	Transfer	Change Location	s Change	Items Chang	ge <u>Req'd LTBs</u>	Adjust Char	nge Notes	Finish ▼ •	+)
	<u>Tag</u> ↓	Src. H's	Src. Pkg's	Src. Pj's	Location :	Item :	Category :	Item Strain	Quantity :	P.B. No.	Lab Testing	A.H
•	Q III 1A4FF01000000CD000000011	JK Test 07052023	1A4FF01000000CC000000051		Product Vault	Butter Kush	Bud/Flower - 0345	Butter Kush	10 g		RetestPassed	No
٠	Q # 1A4FF01000000CD00000010	JK Test 07052023	1A4FF01000000CC000000051		Product Vault	MNDAWG Buds	Bulk Flower	MNDAWG	35 g		RetestPassed	No
Þ	Q 💋 1A4FF01000000CC000000061				Product Vault	Grape Minnetonka Packaged Immature Clones	Packaged Immature Clones		20 ea		NotRequired	No
	Q III 1A4FF01000000CC000000060	2023-08-03- Harvest			Product Vault	seedss	Seed 2	'Sota Diesel	5 g		NotSubmitted	No

Figure 5: Package Adjustment



The Adjust Packages action window will now open – **see Figure 6.** To complete the waste recording process, all necessary information must be entered, including the following:

- Add the Adj. Quantity and confirm the New Quantity shown is zero
 - A zero can simply be entered in the New Quantity field instead of entering a number in the Adj. Quantity.
- From the Reason dropdown, select Waste
- Add Destruction as the Required Note
- Select the Adj. Date (Adjustment Date) or simply click the Today button and the current date will auto-populate.
- Check the Finish Package box
- Select a Finish Date or simply click the Today button and the current date will auto-populate.
 - It is common for the Adj. Date and Finish Date to match
- Select the green Adjust Packages button

Package	1A4FF01	000000CD000000010	Q	Reason	Wa	aste		~
Quantity	35	Grams		Required Note	De	struction		
Adj. Quantity	-35	Grams	~	Adj. Date		10/25/2023		today
New Quantity	0	Grams			🗹 F	inish Package		
	Removing	- new total will be 0 g		Finish Date		10/25/2023	۵	today
1								

Figure 6: Adjust Packages action window



After the waste has been recorded by adjusting the package down to zero and finishing it, confirm receipt of the destruction by checking the package quantity in the Inactive tab of the Packages Grid – **see Figure 5**.

Act	ve On Hold Inactive	In Transit								
	Infinish][≡•][+]
	Tag :	Src. H's	Src. Pkg's	Src. Pi's	Location :	Patient :	Item :	Category :	Item Strain	Quantity : P.B.
+	Q II 1A4FF01000000CC000000045	Star North 09.29.23			Product Vault		Star of The North Buds	Bulk Flower	Star of The North	0 g
•	Q 🗮 1A4FF01000000CD000000010	JK Test 07052023	1A4FF01000000CC000000051		Product Vault		MNDAWG Buds	Bulk Flower	MNDAWG	0 g
	Q # 1A4FF01000000CC000000043	Mpls Mudslide			Harvest Room		Minneapolis Mudslide	Bulk Flower	Minneapolis Mudslide	0 g
•	Q # 1A4FF01000000CC00000012	Testing MMDD HH:MM	(multi-package)		Product Vault		Test	Bud/Flower - 0345	'Sota Diesel	0 kg
	Q # 1A4FF0100000CC00000016	Testing MMDD HH:MM	1A4FF0100000CC00000012		Product Vault		MMDD HH:MM Buds	Bud/Flower - 0345	"Sota Diesel	0 g

Figure 5: Zeroed out package in Inactive Packages tab



Metrc Resources

If you have any questions, or need additional support, please leverage the following:

Metrc Support:

Email <u>Support@metrc.com</u>, call 877-566-6506, or log into our <u>Support Portal</u> and navigate to 'Contact Us' to log a ticket or live chat a Support team member.

Metrc Learn training:

Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To login, visit <u>Metrc Learn</u> and enter your login credentials, or to access, register by visiting the <u>Metrc Learn Registration</u>.

Additional resources:

In the Metrc system, click on the "Support" dropdown in the top-right navigation pane and select the appropriate resource, including educational guides and more.

Thank you for your continued partnership.