

<b>Bulletin Number:</b> MS_IB_0020	<b>Distribution Date:</b> 4/18/2024	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Packaging Plant Waste	
<b>Reason:</b> Metrc guidance for waste packaging, transfer, and disposal; How to adjust to zero and finish the waste package.		

Greetings,

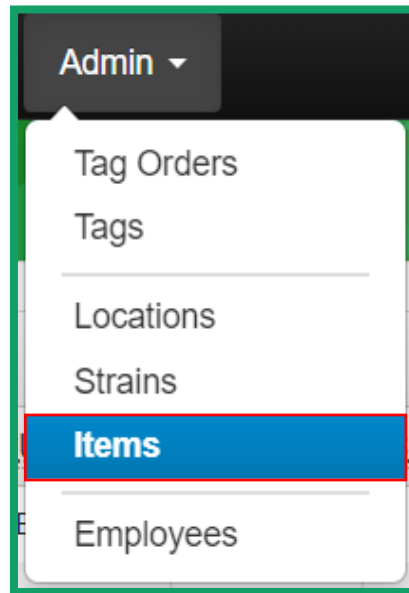
Metrc, in conjunction with MMCP, is providing guidance on the process that should be used in Metrc to record waste disposal transfers.

Please review the MMCP rules and regulations on their website for any questions on what must be packaged as waste and transferred to a waste disposal facility and read on for more information regarding this functionality.

## **Creating Waste Items**

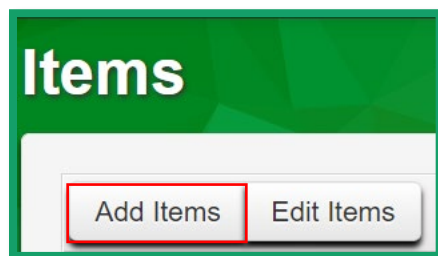
Before MMJ waste packages can be created in Metrc, Items will need to be created to properly represent the waste being packaged, including “MMJ Clone Waste”, “MMJ Package Waste” and “MMJ Plant Waste”. To do this:

1. Navigate to the Items grid by going to the Admin area on the navigational toolbar and select the Items option – **see Figure 1.**



**Figure 1: Navigate to Items grid**

2. Once on the Items grid, utilize the “Add Items” button to open the Add Items action window – **see Figure 2.**



**Figure 2: Add Items button**

Users should be creating MMJ Waste items for packages and plants while utilizing the “MMJ Waste” Item Category. For clones, use the Item Category “MMJ Clone Waste”. To add multiple items in the action window, use the blue plus sign icon button.

The Item Name should clearly indicate the type of waste for which the item is intended to be used.

3. Once all information has been entered, use the green “Create Items” button to complete the item creation process – see **Figure 3**.

The screenshot shows a web application window titled "Add Items" with a close button (X) in the top right corner. The window is divided into several sections:

- Template Section:** A light green header area containing a "Category" dropdown menu (set to "- Select -") with a green checkmark icon to its right, and a "Unit of Measure" dropdown menu (set to "- Select -") with a green checkmark icon to its right.
- Item # 1:** A section with a blue minus sign button on the right. It contains:
  - Name: "MMJ Plant Waste" (text input)
  - Unit of Measure: "Grams" (dropdown menu)
  - Category: "MMJ Waste" (dropdown menu)
  - Quantity: "1" (input field) with a plus sign icon and the label "(ingredient)" below it.
- Item # 2:** A section with a blue minus sign button on the right. It contains:
  - Name: "MMJ Package Waste" (text input)
  - Unit of Measure: "Grams" (dropdown menu)
  - Category: "MMJ Waste" (dropdown menu)
  - Quantity: "1" (input field) with a plus sign icon and the label "(ingredient)" below it.
- Item # 3:** A section with a blue minus sign button on the right. It contains:
  - Name: "MMJ Clone Waste" (text input)
  - Unit of Measure: "Each" (dropdown menu)
  - Category: "MMJ Clone Waste" (dropdown menu)
  - Quantity: "1" (input field) with a plus sign icon and the label "(ingredient)" below it.
  - Quantity: "1" (input field) with a plus sign icon and the label "(item)" below it.
- Informational Note:** A light blue box with the text: "Why is there no multi-Facility create such as that available in Employees, Strains, and Locations? 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."
- Buttons:** At the bottom, there are two buttons: "Create Items" (green) and "Cancel" (grey).

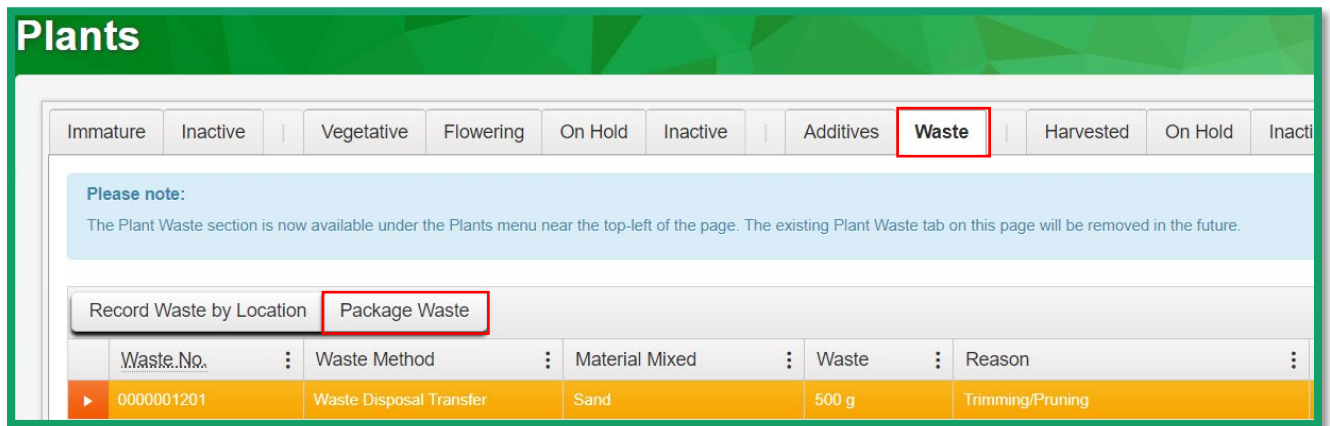
**Figure 3: Create MMJ Waste Items**

## Create MMJ Waste Package from Trimming

To create an MMJ Waste package from trimming:

1. Navigate to the Plants area on the navigational toolbar.
2. Once on the Plants grid, select the “Waste” tab.
3. From the Waste tab, select the waste that is being packaged by using the “Package Waste” button to begin the process – **see Figure 4.**

**Please note:** When creating the waste entry, use the “Waste Disposal Transfer” as the waste method.



**Figure 4: Select the Plant Waste for Packaging**

The “Package Waste” button will open an action window to input the information about the waste package.

From the Package Plants Waste action window, enter the following information:

- *New Tag*: New package tag number
- *Location*: Intended location
- *Item*: Previously created plant waste item
- *Quantity*: Weight of the waste package
- *Package Date*
- *Note*: If needed
- *Plant Waste #1*: for the plant waste serialized number that was reported previously

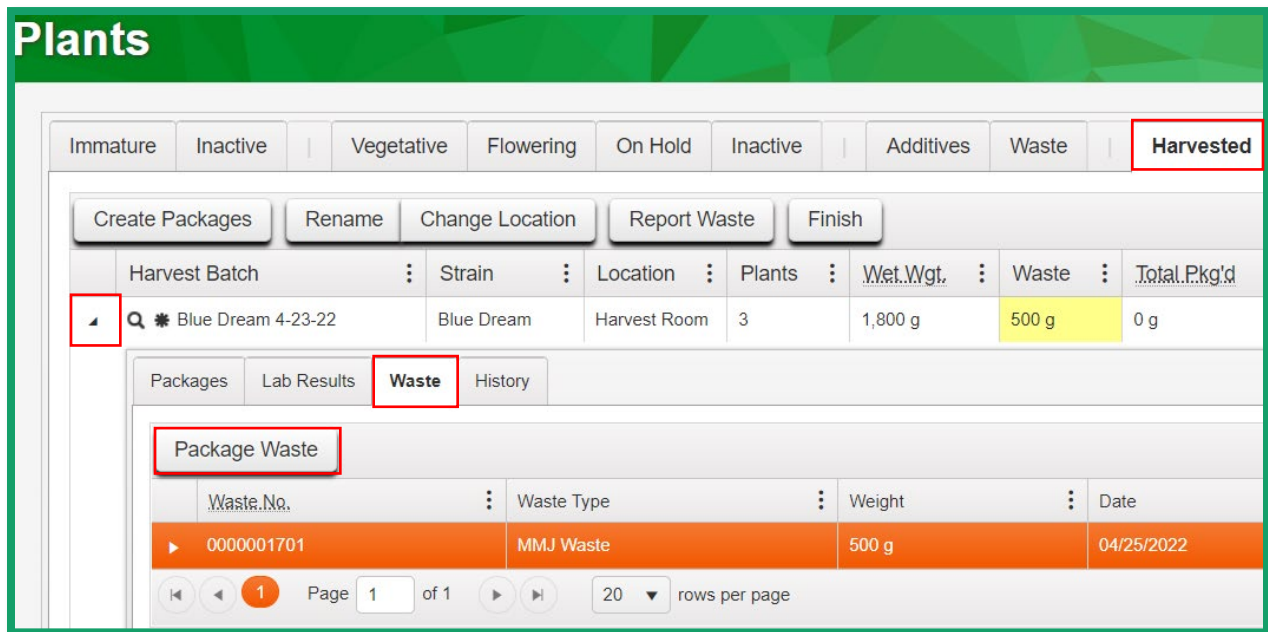
Once this information has been entered, use the “Create Plant Waste Packages” button to complete the process – **see Figure 5**. To add other Plant Waste entries that were previously reported, select the blue plus icon.

**Figure 5: Create Plant Waste Package action window**

## Create MMJ Waste Package from Harvest

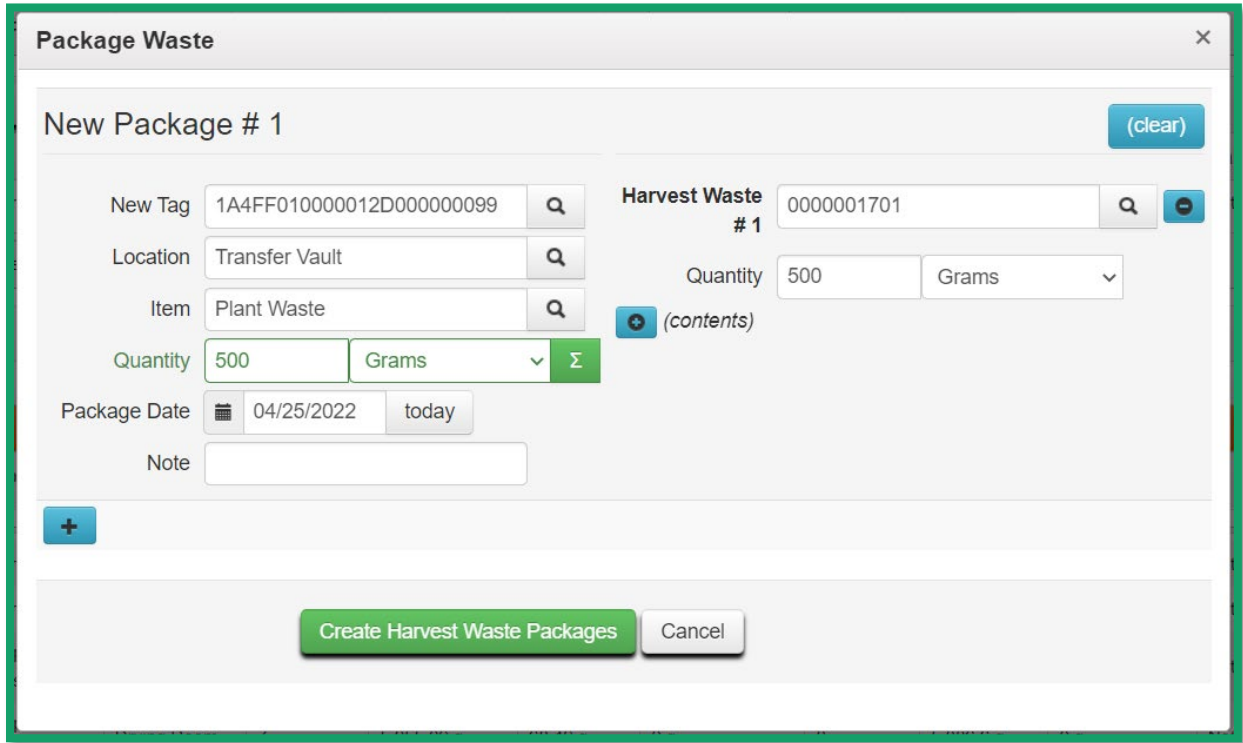
To create MMJ Waste packages from a harvest batch:

1. Navigate to the Plants area on the navigational toolbar and select the Plants option from the dropdown.
2. Once on the Plants grid, select the “Harvested” tab.
3. From the Harvested tab, select the harvest to which plant waste has already been recorded and drill down into the harvest details using the arrow on the left-hand side of the harvest name.
4. In the harvest details that appear below the harvest, click the “Waste” tab.
5. Then select the waste entry being packaged and use the “Package Waste” button to open the Package Waste action window – **see Figure 6.**



**Figure 6: Select Harvest Plant Waste for the MMJ Waste Package**

The Package Waste action window is used to record the MMJ Waste package from the harvest. Once all information has been entered, select the green Create Harvest Waste Packages button to create the Waste Package – **see Figure 7.**



The screenshot shows a software window titled "Package Waste" with a close button (X) in the top right corner. The window contains a form for creating a new waste package. At the top, it says "New Package # 1" with a blue "clear" button. The form fields are as follows:

- New Tag:** 1A4FF010000012D000000099 (with a search icon)
- Location:** Transfer Vault (with a search icon)
- Item:** Plant Waste (with a search icon)
- Quantity:** 500 (with a unit dropdown menu set to "Grams" and a green summation button)
- Harvest Waste # 1:** 0000001701 (with a search icon and a minus sign button)
- Package Date:** 04/25/2022 (with a calendar icon and a "today" button)
- Note:** (empty text box)

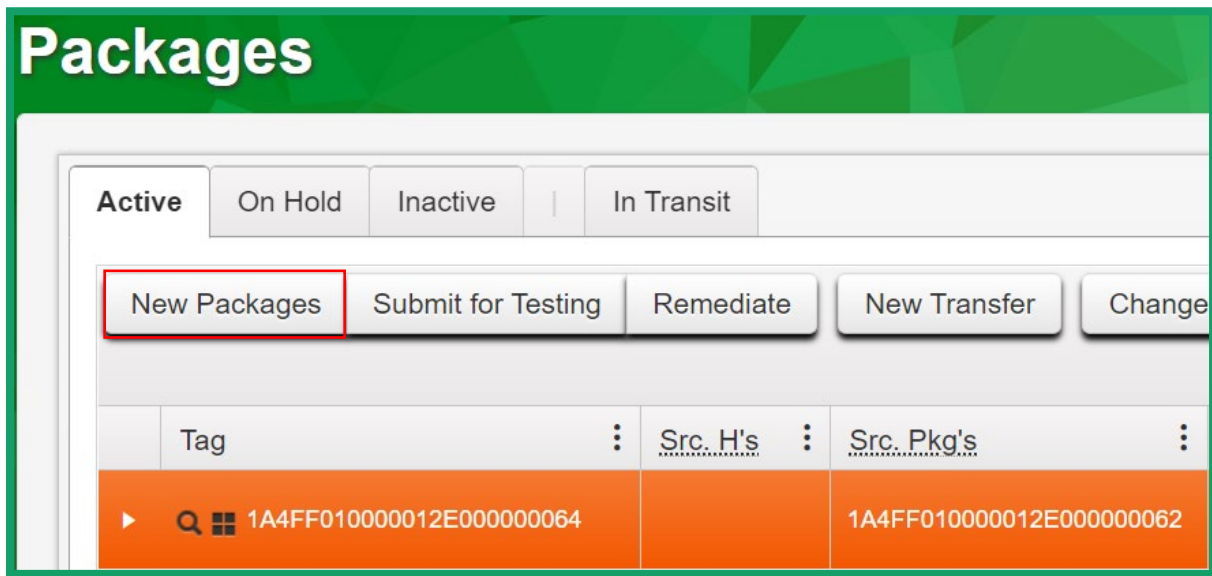
Below the form fields is a blue plus sign button. At the bottom of the window, there are two buttons: a green "Create Harvest Waste Packages" button and a grey "Cancel" button.

**Figure 7: Create the MMJ Waste Package from Harvest**

## Create MMJ Waste Packages from Existing Packages

To create MMJ Waste packages from existing packages:

1. Navigate to the Packages area dropdown on the top navigational toolbar and select the Packages option.
2. From the Packages grid, select the package from which the waste is being pulled.
3. Once selected, click the “New Packages” button – **see Figure 8.**



**Figure 8: Select the Package to Create the MMJ Waste Package**



Taking this action will open the New Packages action window. To create the new package:

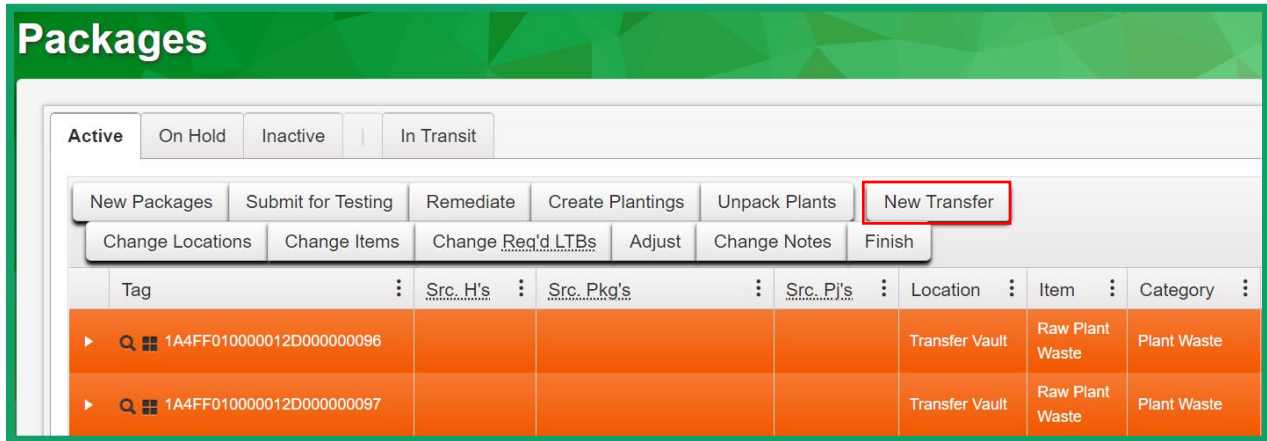
1. Enter all required information including the quantity being removed from the selected package on the right side of the action window and fill in the new package information on the left side, using the MMJ waste item that was previously created for this purpose.
2. Once all information is entered, use the green “Create Packages” button to complete the process – **see Figure 9**.

**Figure 9: Create Package MMJ Waste action window**

## Transferring MMJ Waste Packages

Once the MMJ Waste packages have been created, they should be transferred to a Waste Permit facility to be destroyed. To create the transfer:

1. Select the packages that will be included in the transfer from the Packages grid.
2. Once selected, click the “New Transfer” button – see **Figure 10**.

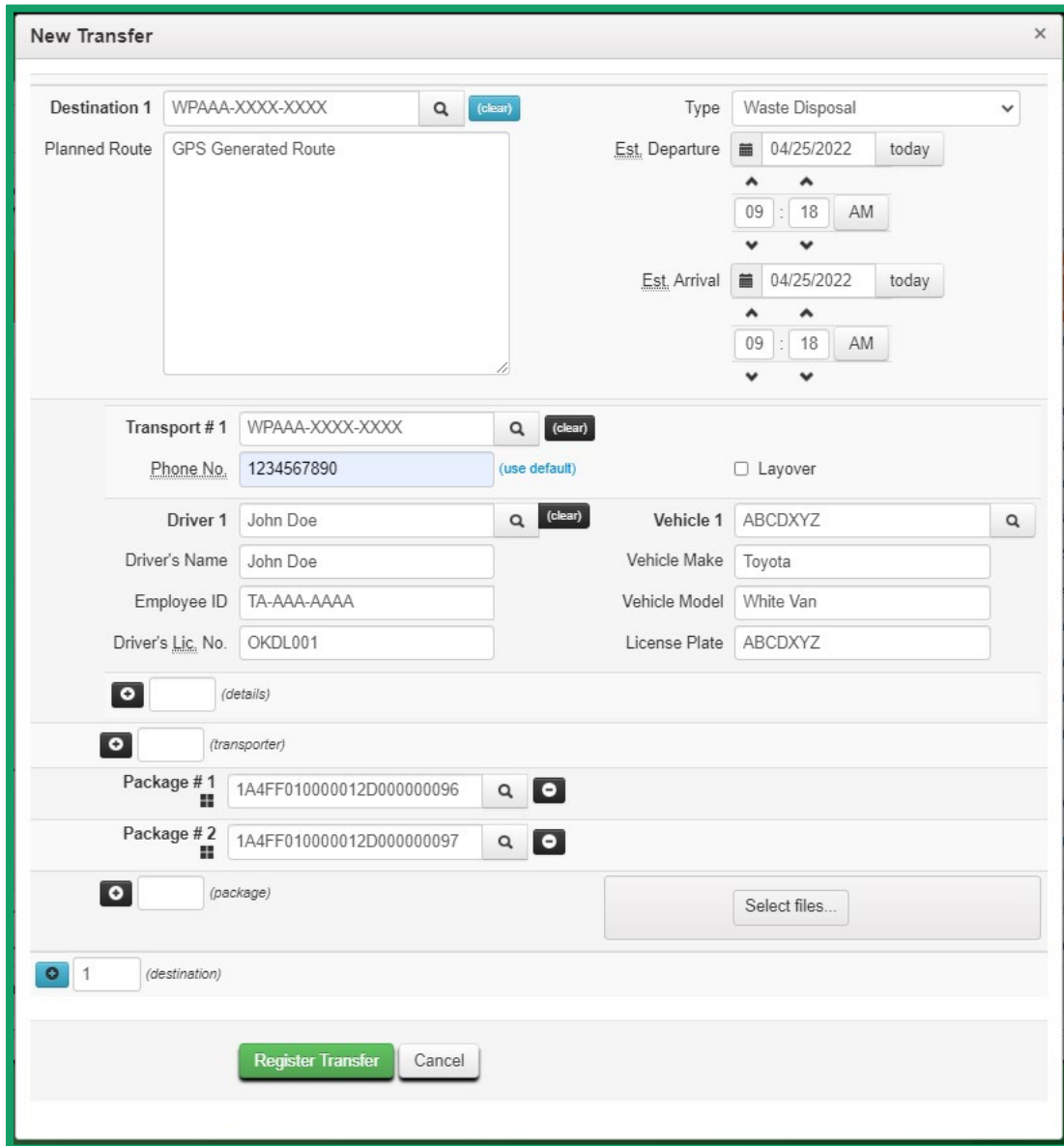


**Figure 10: Select MMJ Waste Packages and Create a Transfer**

This will open the New Transfers action window to create the outgoing transfer.

To create the outgoing transfer:

1. Select the “Waste Disposal” transfer type and enter the destination and transporter license number for the Waste Permit facility. Additionally, indicate the employee badge number of the agent and vehicle information for the agent doing the transfer.
2. Once the information has been entered and reviewed for accuracy, use the green “Register Transfer” button to create the transfer – **see Figure 11.**



**New Transfer**

Destination 1: WPAAA-XXXX-XXXX

Type: Waste Disposal

Planned Route: GPS Generated Route

Est. Departure: 04/25/2022   
 09 : 18 AM

Est. Arrival: 04/25/2022   
 09 : 18 AM

Transport # 1: WPAAA-XXXX-XXXX

Phone No.: 1234567890    Layover

Driver 1: John Doe

Vehicle 1: ABCDXYZ

Driver's Name: John Doe

Vehicle Make: Toyota

Employee ID: TA-AAA-AAAA

Vehicle Model: White Van

Driver's Lic. No.: OKDL001

License Plate: ABCDXYZ

(details)

(transporter)

Package # 1: 1A4FF010000012D0000000096

Package # 2: 1A4FF010000012D0000000097

(package)

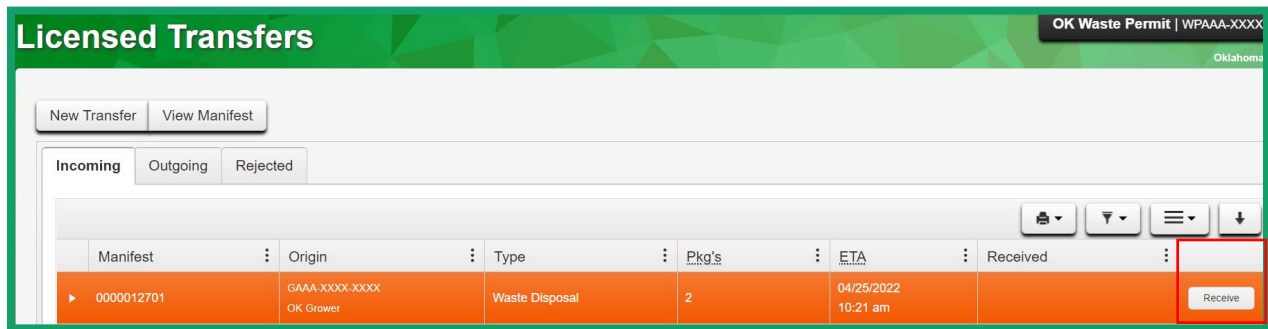
(destination)

**Figure 11: Create Waste Disposal Transfer action window**

## Receiving and Finishing MMJ Waste Packages

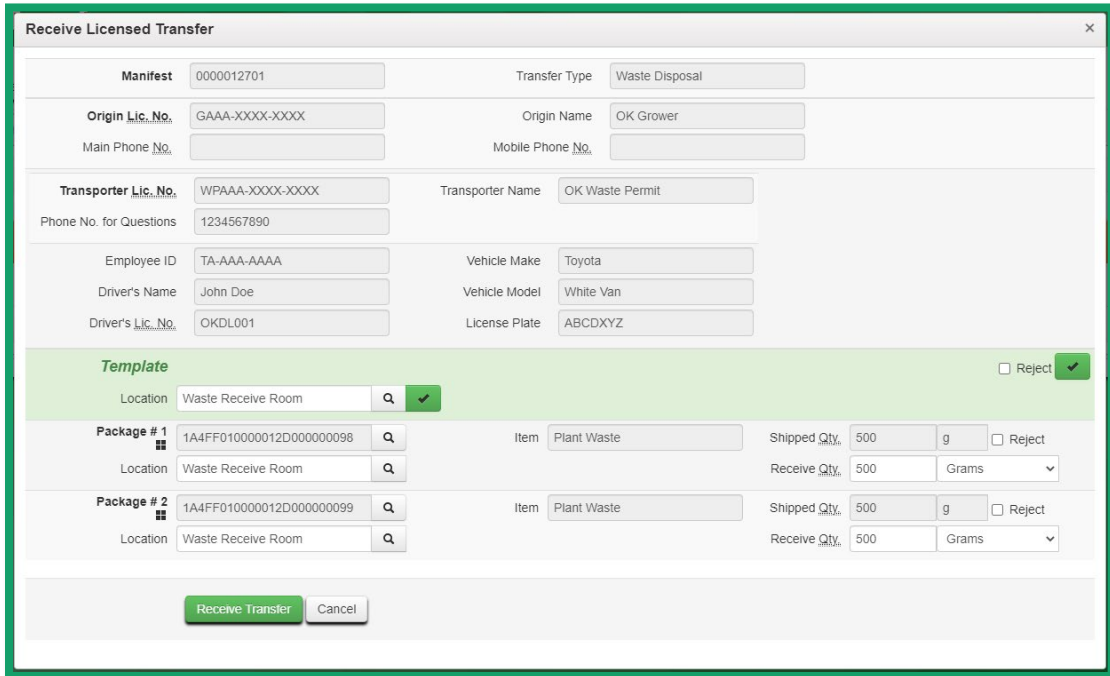
Waste Permit facility employees will receive Waste Disposal transfers from the Transfers page, then adjust and finish these packages in Metrc as they are physically destroyed. To receive the MMJ Waste packages:

1. Navigate to the Transfers area on the navigational toolbar and select Licensed from the dropdown.
2. Once on the Licensed Transfers grid, select the Incoming tab.
3. From the list of incoming transfers, select the transfer needing to be received.
4. Once selected, use the “Receive” button on the right-hand side – **see Figure 12.**



**Figure 12: Selecting the Transfer and using the Receive button**

By taking this action, the Receive Licensed Transfer action window will open where reporting acceptance of all packages and the locations where these packages are being stored before destruction will occur – **see Figure 13.**



**Receive Licensed Transfer**

Manifest: 0000012701      Transfer Type: Waste Disposal

Origin Lic. No.: GAAA-XXXX-XXXX      Origin Name: OK Grower

Main Phone No.:      Mobile Phone No.:

Transporter Lic. No.: WPAAA-XXXX-XXXX      Transporter Name: OK Waste Permit

Phone No. for Questions: 1234567890

Employee ID: TA-AAA-AAAA      Vehicle Make: Toyota

Driver's Name: John Doe      Vehicle Model: White Van

Driver's Lic. No.: OKDL001      License Plate: ABCDXYZ

**Template**  Reject

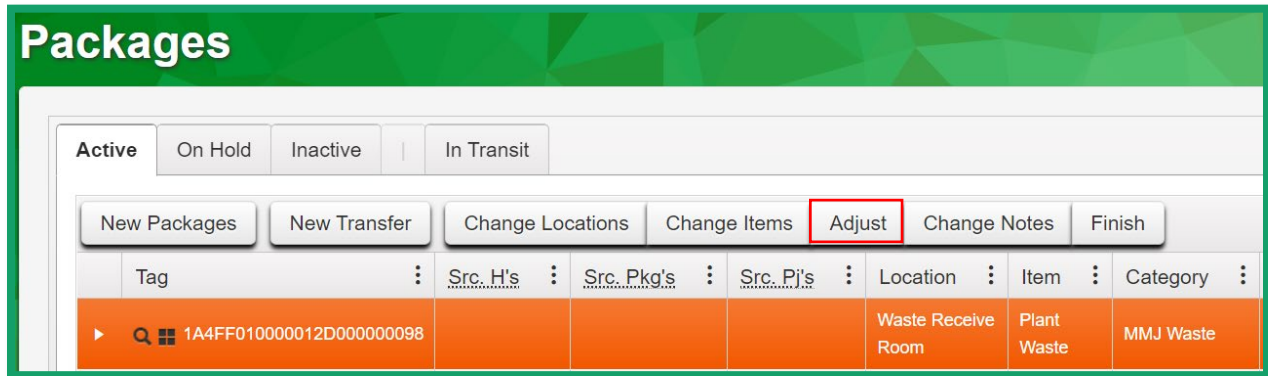
Location: Waste Receive Room

<b>Package # 1</b>	1A4FF010000012D000000098 <input type="button" value="Q"/>	Item: Plant Waste	Shipped Qty: 500 g <input type="checkbox"/> Reject
	Location: Waste Receive Room <input type="text"/> <input type="button" value="Q"/>		Receive Qty: 500 Grams <input type="button" value="v"/>
<b>Package # 2</b>	1A4FF010000012D000000099 <input type="button" value="Q"/>	Item: Plant Waste	Shipped Qty: 500 g <input type="checkbox"/> Reject
	Location: Waste Receive Room <input type="text"/> <input type="button" value="Q"/>		Receive Qty: 500 Grams <input type="button" value="v"/>

**Figure 13: Accept Transfer action window**

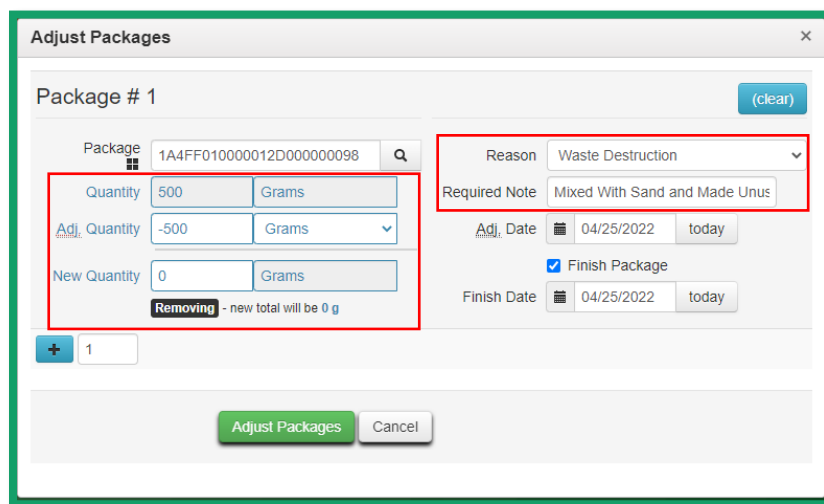
Once the transferred packages have been accepted into a waste facility's inventory, they can be adjusted to a zero-quantity and finished once the contents are physically destroyed. To perform this action:

1. Navigate to the Packages area dropdown on the top navigational toolbar and select the Packages option.
2. From the Packages grid, select the package needing to be adjusted.
3. Once selected, use the “Adjust” button to begin the process – **see Figure 14.**



**Figure 14: Select MMJ Waste Package for Destruction**

Taking this action will open the Adjust Packages action window where the package can be adjusted down to a zero-quantity and finished. The “Waste Destruction” reason should be used, and the destruction method should be entered in the required note field. Once all information has been entered, select the Adjust Packages button to complete the adjustment process – **see Figure 15.**



**Figure 15: Waste Destruction Adjustment action window**

### Metrc resources

If you have any questions or need additional support, the following resources are available:

#### Contact Metrc Support

By using the new full-service system by navigating to [Support.Metrc.com](https://Support.Metrc.com), or from the Metrc System, click Support and navigate to [support.metrc.com](https://support.metrc.com) and it will redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

#### Metrc Learn

Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

##### ***From within the Metrc system***

- Navigate to the Support area dropdown on the navigational toolbar and select “Sign up for Training” to register.

##### ***From the Metrc website***

- Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

#### Access additional resources

In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.