

Bulletin Number: NJ_IB_0022	Distribution Date: 07/22/2024	Effective Date: 08/05/2024
Contact Point: Metrc Support	Subject: New Transfer Type for Compliance	
Reason: Creation of a new Transfer Type for Compliance in New Jersey		

Greetings,

Provided below is industry guidance regarding the new “Compliance” Transfer Type that will be available in Metrc as of 08/05/2024.

Please read on for more details.

Creating a Transfer for Compliance

Metrc, in conjunction with the CRC, is providing guidance on using a new transfer type – “Compliance Transfer” – when creating a transfer related to a compliance investigation. The new Compliance Transfer type will be available on 08/05/2024.

The Compliance Transfer type should be used when a licensee is requested by the state of New Jersey to transfer any package(s) into state custody to comply with an investigation or enforcement action.

Note: *This transfer type should only be used when requested by the CRC and should not be used for transfers between licensees.*

To utilize this transfer type, access the Packages area on the navigational toolbar and select the Active tab. From the Active Packages grid, select the package(s) that are being transferred to the CRC - **see Figure 1.**

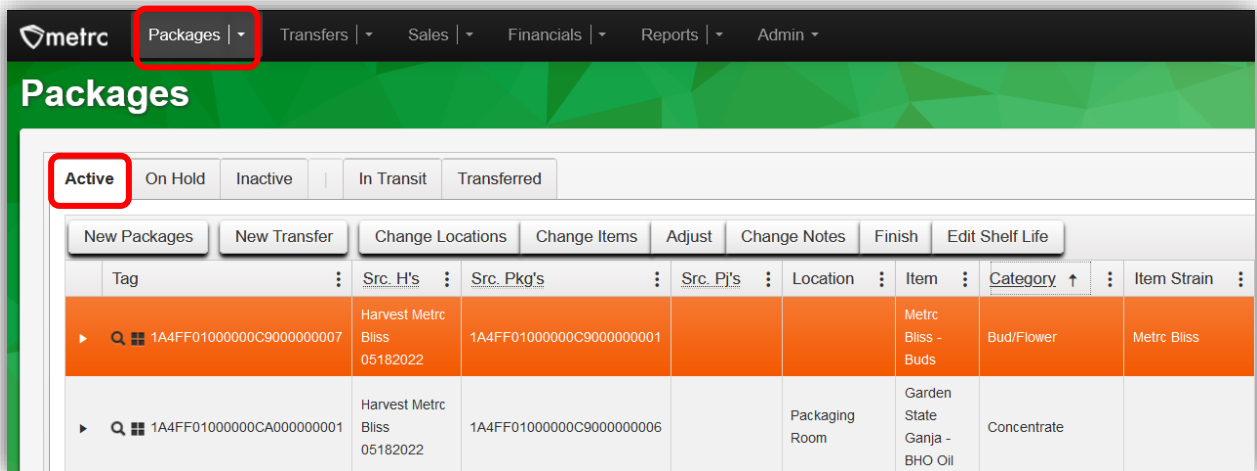


Figure 1: Selecting a package for transfer

Note: *A transfer cannot be registered for any package(s) on administrative hold. An administrative hold must be removed before a compliance transfer may take place.*

Once the package(s) have been selected, click the New Transfer button - see Figure 2.

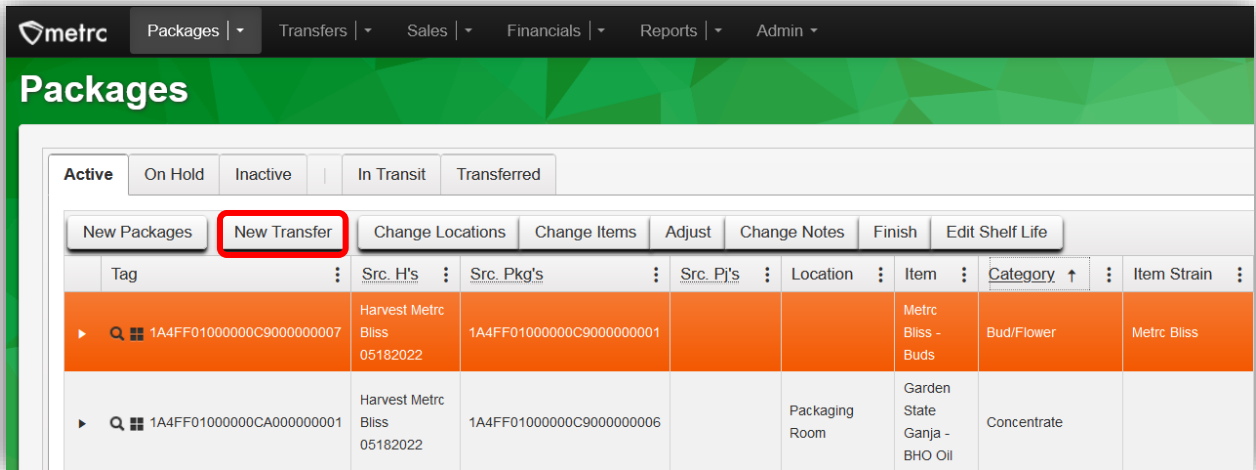


Figure 2: New Transfer

From the New Transfer action window, select the destination of **CRC Investigations**. The license number can be entered manually or the magnifying glass button to the right of the Destination 1 field can be used to search for the correct license for CRC Investigations - see Figure 3.

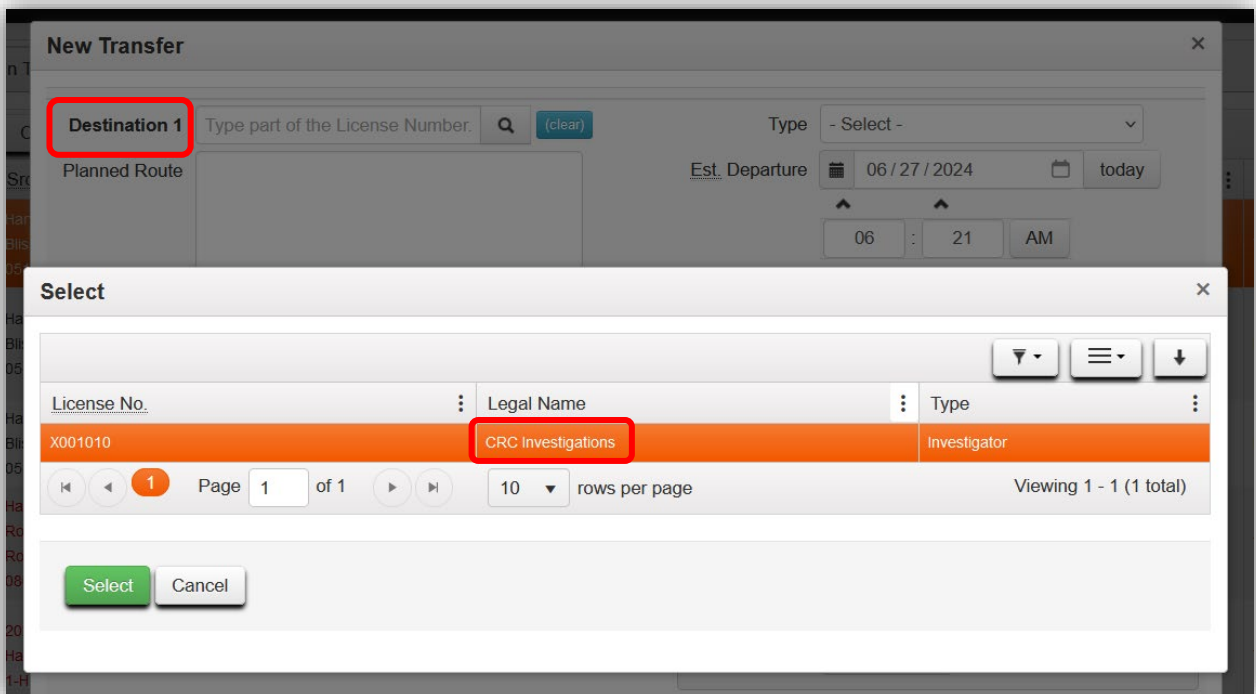


Figure 3: Select Destination – CRC Investigations

Note: *CRC Investigations* is the only Destination that should be used for a Compliance Transfer.

Once the correct license number is located, then enter all other required information in the New Transfer action window. Select **Compliance** as the Transfer Type. Select **CRC Investigations License number** as Transport #1. Do not select any other destinations or transporters when using Compliance Transfer. Once all fields have been completed, click the Register Transfer button to complete the process - see **Figure 4**.

The screenshot shows the 'New Transfer' window with the following details:

- Destination 1:** X001010
- Planned Route:** Turn Left on Main Street, Turn Right on Second Street, Arrive at Destination
- Type:** Compliance
- Est. Departure:** 06/27/2024, 09:21 AM
- Est. Arrival:** 06/27/2024, 09:41 AM
- Transport # 1:** X001010
- Phone No.:** 609-376-7300
- Driver 1:** John
- Driver's Name:** John
- Employee ID:** Doe
- Driver's Lic. No.:** XYZ555
- Vehicle 1:** ABC123
- Vehicle Make:** Jeep
- Vehicle Model:** Cherokee
- License Plate:** ABC123
- Package # 1:** 1A4FF01000000C9000000007
- Quick Entry:** OFF
- Buttons:** Register Transfer, Cancel

Figure 4: New Transfer Action Window for Compliance

The outgoing Compliance Transfer is now registered and may be viewed in two ways:

1. View the completed Compliance Transfer by selecting the Transferred Tab in the Packages grid – see **Figure 5**.

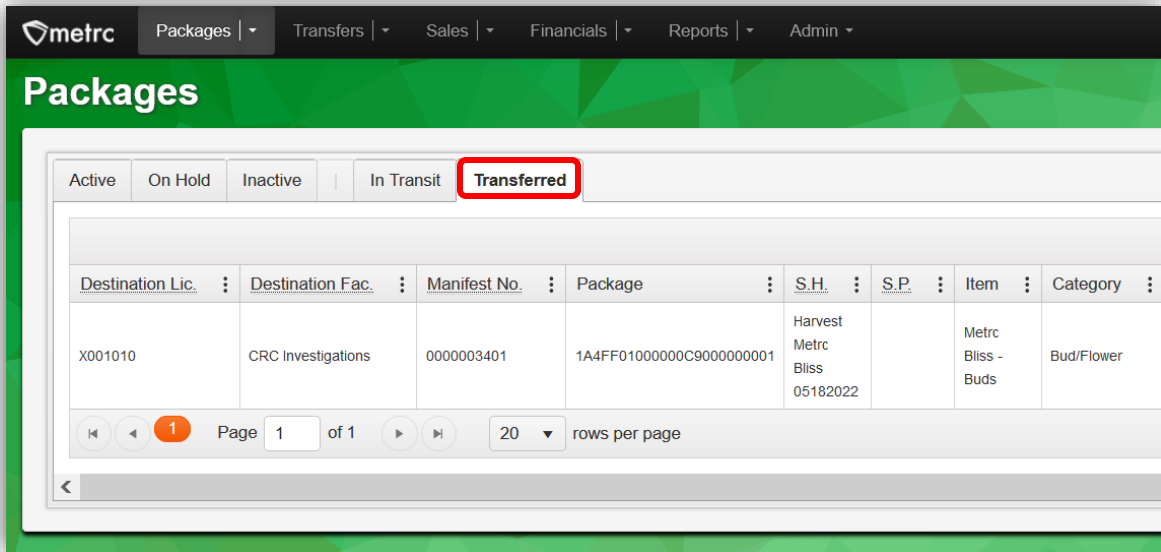


Figure 5: View Transferred Tab in Packages Screen

2. The completed Compliance Transfer can be viewed by selecting the Outgoing Tab in the Transfers grid. The actual transfer manifest may be downloaded by selecting the manifest and then clicking the View Manifest button – see **Figure 6**.

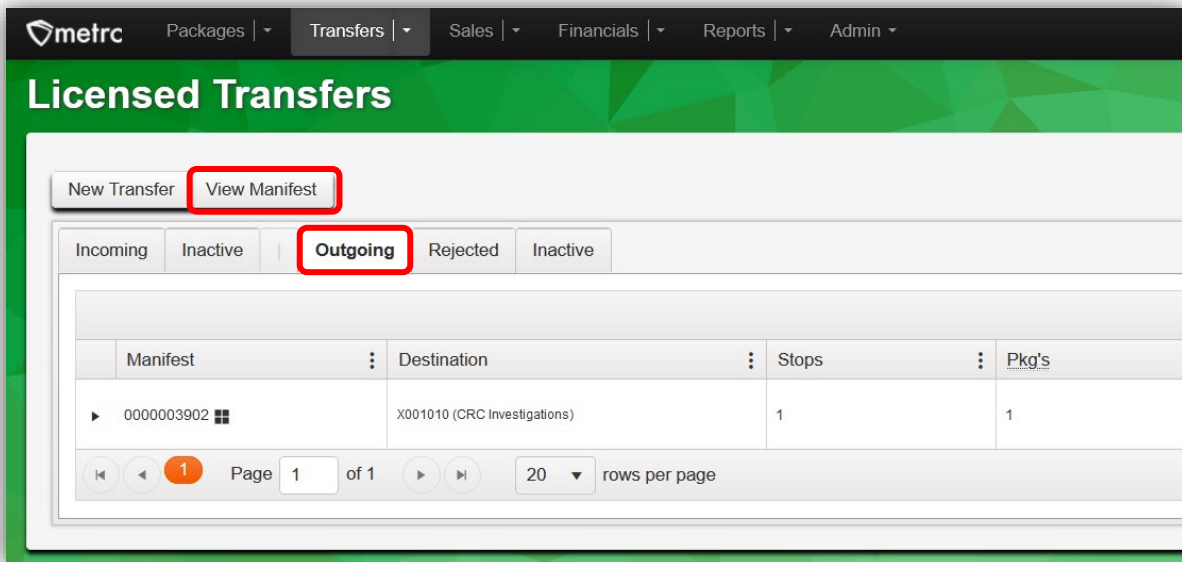


Figure 6: View Outgoing Tab and View Manifest in Transfers Screen

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, or from the Metrc System, click the Support area and navigate to 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 drop-down Support menu in 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.