

Bulletin Number: NV_IB_0101	Distribution Date: 8/20/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Pre-treatment process update	
Reason: New functionality and revision to an existing process.		

Greetings,

Metrc is pleased to provide information on a process revision for Cultivators regarding the Pre-Treatment process including:

- Updates to the process titled **Transferring packages for Pre-Treatment** outlined in [NV IB 0086](#)

The following linked resources provide additional training and step-by-step guidance for this update.

- [Metrc Learn – Adding and Editing Processing Jobs](#)
- [Metrc Learn – Creating Processing Jobs, Creating Packages, Adjusting and Finishing Processing jobs](#)

Please read on for more information regarding this new functionality.

Transferring packages for Pre-Treatment

(Revised) Transferring packages for pre-treatment:

Cultivation facility users can transfer packages to other Cultivation or Production facilities for pre-treatment.

This process is approved for the following Item Categories only:

- Marijuana Flowers/Buds
- Shake/Trim

Please note – at the direction of the CCB: Licensees completing the pre-treatment process will have 10 business days to receive, perform treatment, and return packages to the originating facility.

The originating facility user will start by creating new Items for the pre-treatment process. To do this, open the Admin area dropdown and select the **Items** option – see **Figure 1**.

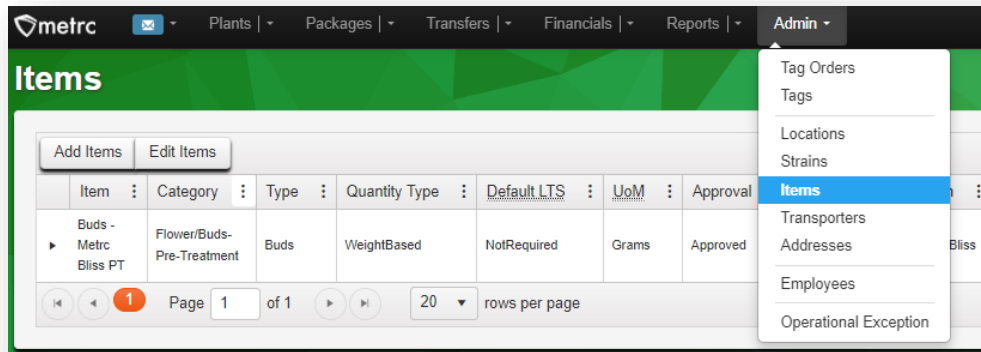


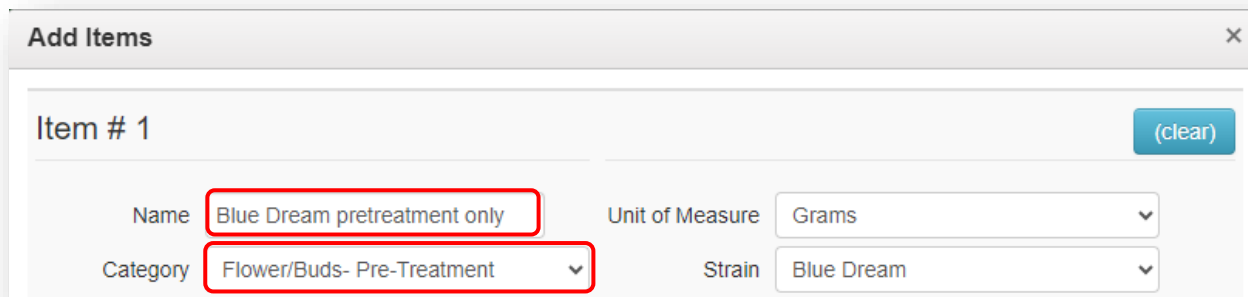
Figure 1: Creating Items for pre-treatment

The name of the Item should include the Strain Name and notation of pre-treatment for simple identification. For example, a package of Flower/Buds that is Blue Dream could be named – **“Blue Dream Pre-treatment”** or **“Blue Dream PT”**.

Additionally, the user will select one of the specific Item categories set for this process – see **Figure 2**.

- Flower/Buds- Pre-Treatment, or

- Shake/Trim- Pre-Treatment

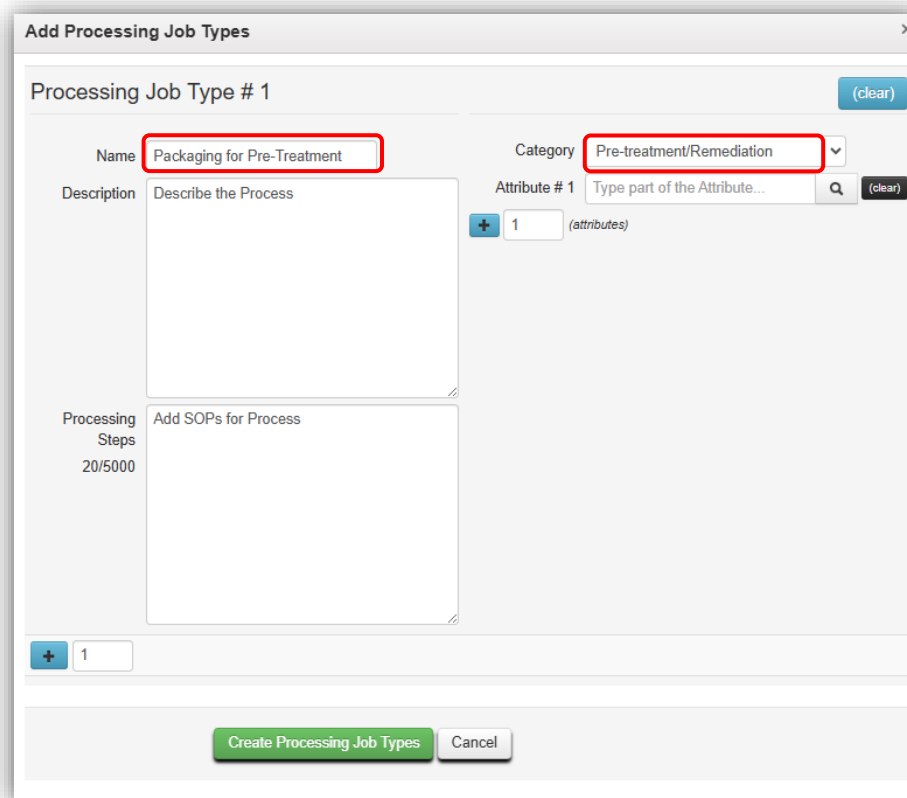


The 'Add Items' window displays 'Item # 1' with a '(clear)' button. The 'Name' field is 'Blue Dream pretreatment only', the 'Unit of Measure' is 'Grams', the 'Category' is 'Flower/Buds- Pre-Treatment', and the 'Strain' is 'Blue Dream'. The 'Name' and 'Category' fields are highlighted with red boxes.

Figure 2: Select Item Categories for pre-treatment

Next, the user will create a processing job type for the Pre-Treatment process. Please note that the name of the Processing Job type should reflect the process being completed—for example, *Packaging for Pre-Treatment*.

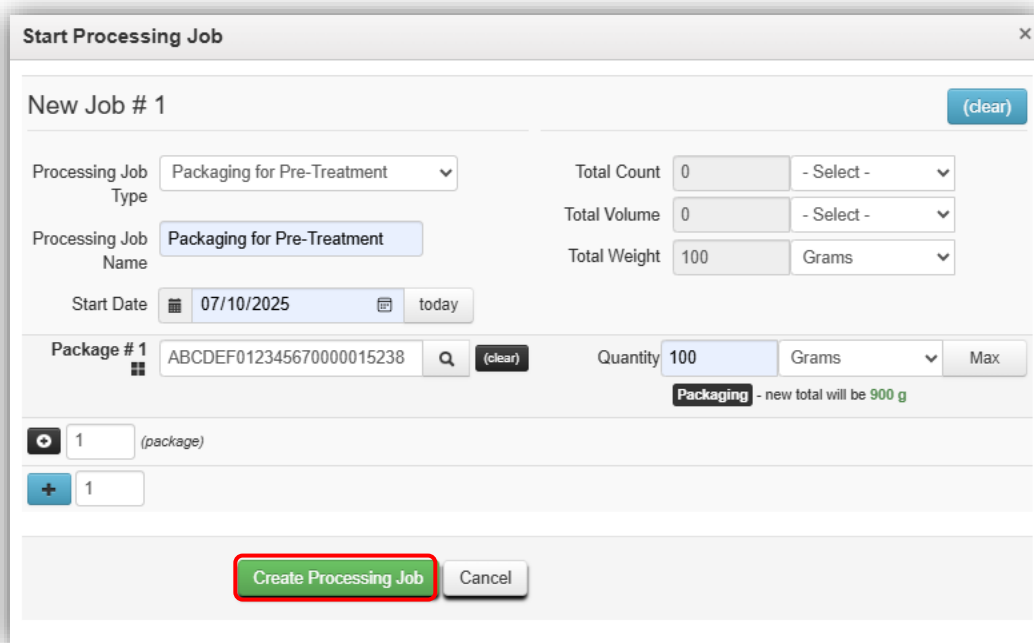
When creating your Processing Job Type, ensure you are using the “Pre-Treatment/Remediation” category and any applicable attributes – **See Figure 3**



The 'Add Processing Job Types' window displays 'Processing Job Type # 1' with a '(clear)' button. The 'Name' field is 'Packaging for Pre-Treatment', the 'Category' is 'Pre-treatment/Remediation', and the 'Attribute # 1' is 'Type part of the Attribute...'. The 'Name' and 'Category' fields are highlighted with red boxes. The 'Description' field is empty, and the 'Processing Steps' field shows 'Add SOPs for Process' and '20/5000'. At the bottom, there is a '+ 1' button and a 'Create Processing Job Types' button.

Figure 3: Create Pre-treatment/Remediation Processing Job Type

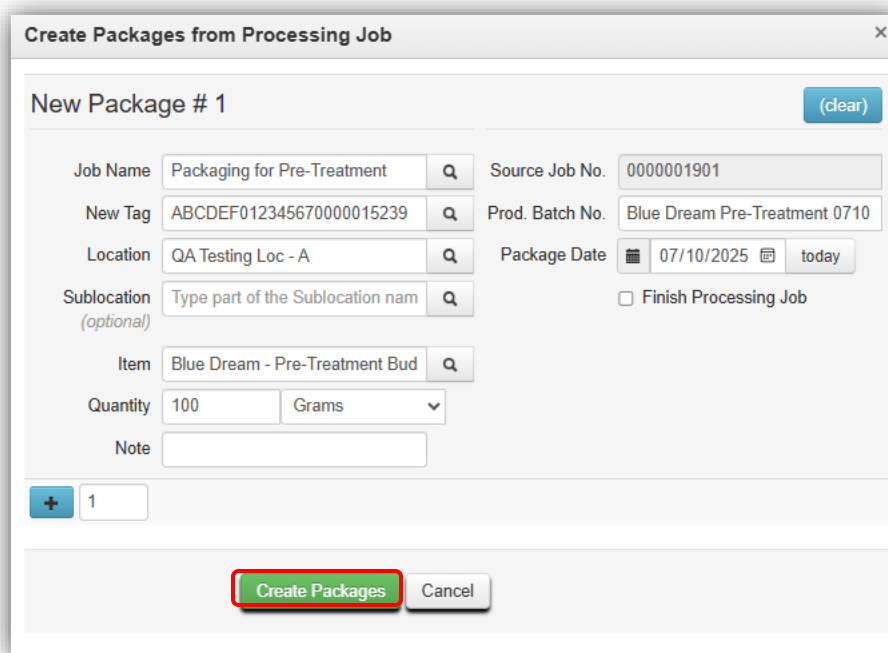
Next, the user will start a new Processing Job. Select the Processing Job Type created in the steps above— *Packaging for Pre-Treatment*. Input the required information shown below and select **Create Processing Job** to complete the process – **See Figure 4**



The screenshot shows a 'Start Processing Job' window. At the top, it says 'New Job # 1' with a '(clear)' button. Below this, there are two columns of input fields. The left column contains 'Processing Job Type' (a dropdown menu showing 'Packaging for Pre-Treatment'), 'Processing Job Name' (a text box with 'Packaging for Pre-Treatment'), and 'Start Date' (a date picker showing '07/10/2025' and a 'today' button). The right column contains 'Total Count' (a text box with '0' and a '- Select -' dropdown), 'Total Volume' (a text box with '0' and a '- Select -' dropdown), and 'Total Weight' (a text box with '100' and a 'Grams' dropdown). Below these, there is a 'Package # 1' section with a barcode icon, a text box containing 'ABCDEF012345670000015238', a search icon, a '(clear)' button, and a 'Quantity' section with a text box containing '100', a 'Grams' dropdown, and a 'Max' button. A green status bar below the quantity section says 'Packaging - new total will be 900 g'. At the bottom, there is a 'Create Processing Job' button highlighted with a red box and a 'Cancel' button.

Figure 4: Create New Processing Job

Next, select the “Create Packages” button located within the Processing Jobs tab and input the required information for the new package. **Note** that this is the package that will be transferred for Pre-Treatment. Select **Create Packages** to complete the process – **See Figure 5**.



Create Packages from Processing Job

New Package # 1 (clear)

Job Name: Packaging for Pre-Treatment

New Tag: ABCDEF012345670000015239

Location: QA Testing Loc - A

Sublocation (optional): Type part of the Sublocation nam

Item: Blue Dream - Pre-Treatment Bud

Quantity: 100 Grams

Note:

Source Job No.: 0000001901

Prod. Batch No.: Blue Dream Pre-Treatment 0710

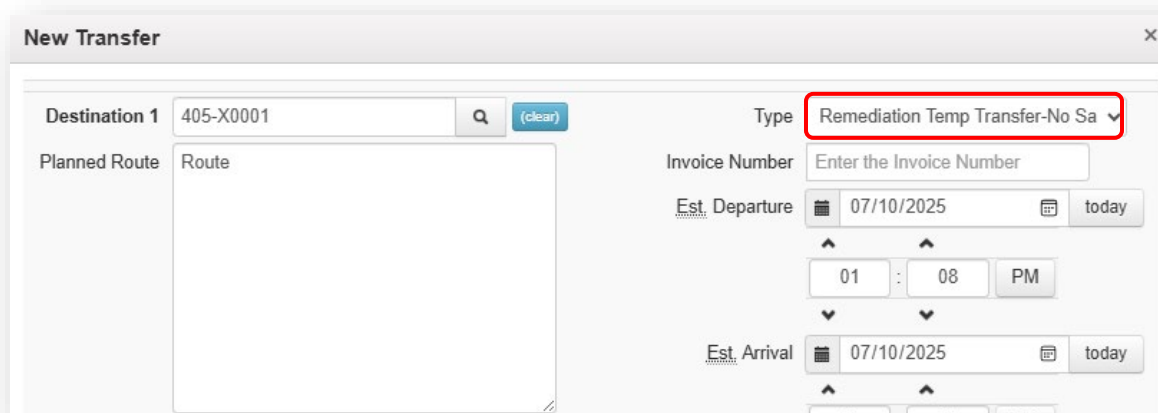
Package Date: 07/10/2025 today

☐ Finish Processing Job

Create Packages Cancel

Figure 5: Creating a new package for pre-treatment

Create a new transfer using the transfer type noted earlier – “**Remediation Temp Transfer-No Sale**” – see **Figure 6** below.



New Transfer

Destination 1: 405-X0001

Planned Route: Route

Type: Remediation Temp Transfer-No Sa

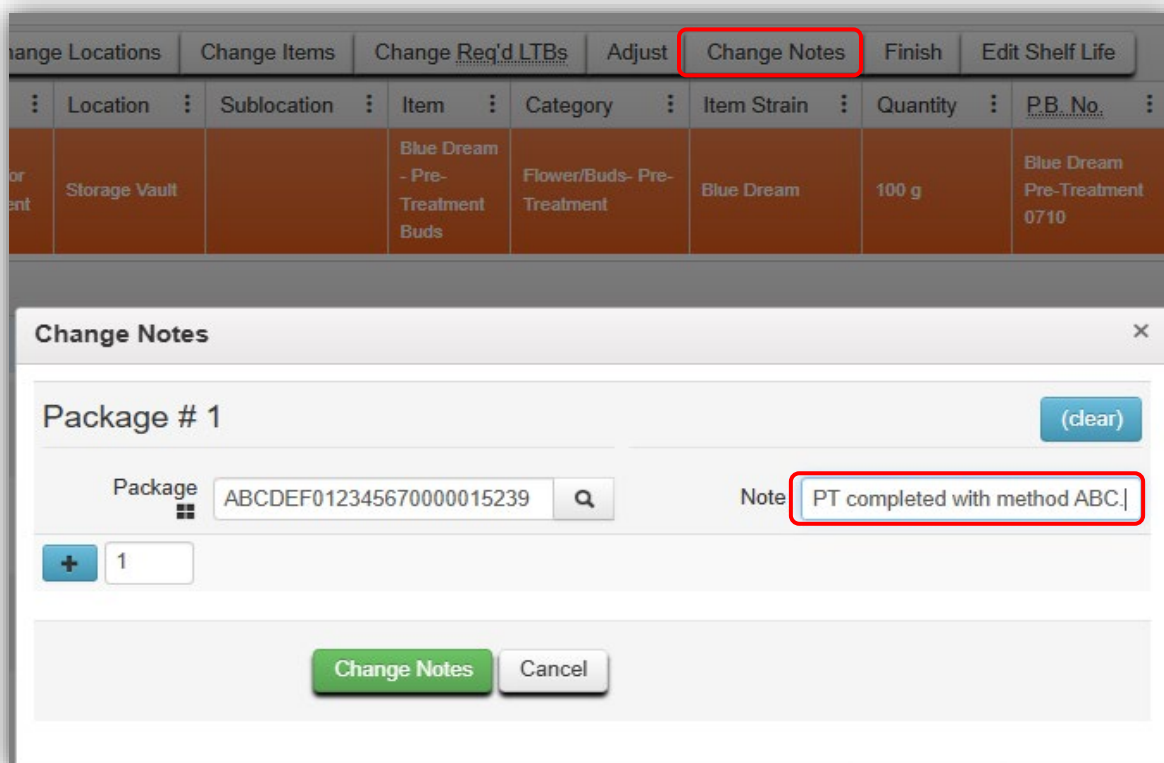
Invoice Number: Enter the Invoice Number

Est. Departure: 07/10/2025 today

Est. Arrival: 07/10/2025 today

Figure 6: Select “Remediation Temp Transfer-No Sale” transfer type

The destination facility will receive the incoming transfer to access the package(s) for the pre-treatment process. After the treatment has been completed, the user will highlight the package and select the **Change Notes** button to record a note that the treatment has been performed – see **Figure 7**.



Location	Sublocation	Item	Category	Item Strain	Quantity	P.B. No.
Storage Vault		Blue Dream - Pre-Treatment Buds	Flower/Buds- Pre-Treatment	Blue Dream	100 g	Blue Dream Pre-Treatment 0710

Change Notes [X]

Package # 1 [clear]

Package [Q]

Note

[+] 1

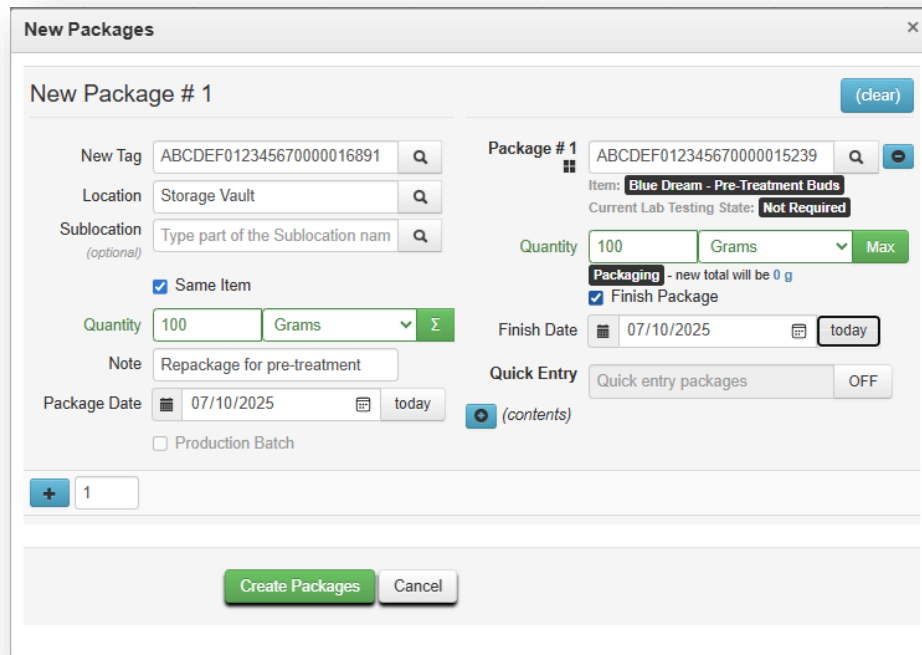
[Change Notes] [Cancel]

Figure 7: Add change note to a package after treatment

Next, the facility treating the product will transfer the package(s) back to the originating facility to complete the process. **Please note:** A specific transfer type must be used in this process – “**Remediation Temp Transfer-No Sale**”.

To complete the process, the originating facility will receive the pre-treatment package back into its inventory and re-package it as the original Item Category. This will return the product to a lab test status of **Not Submitted**, and the package can resume the process of being submitted for testing.

Please note: Re-packaging at this point should not be designated as a production batch – see Figure 8.



New Packages

New Package # 1 (clear)

New Tag: ABCDEF012345670000016891

Location: Storage Vault

Sublocation (optional): Type part of the Sublocation nam

☒ Same Item

Quantity: 100 Grams

Note: Repackage for pre-treatment

Package Date: 07/10/2025

☐ Production Batch

Package # 1

Package # 1: ABCDEF012345670000015239

Item: Blue Dream - Pre-Treatment Buds

Current Lab Testing State: Not Required

Quantity: 100 Grams

Packaging: new total will be 0 g

☒ Finish Package

Finish Date: 07/10/2025

Quick Entry: Quick entry packages OFF

(contents)

Create Packages **Cancel**

Figure 8: Re-package the treated package as the original Item Category

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 – Service Cloud – by navigating to [Support.Metrc.com](https://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 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 [Metrc Learn](#) and enter your login credentials, or to access, register by visiting the [Metrc Learn Registration](#).

Access additional resources: In the Metrc system, click on the Support area on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the drop down.

Thank you for your continued partnership.