

Bulletin Number: IL_IB_0018	Distribution Date: 09/19/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Recording Waste in Package Adjustment	
Reason: Accounting for waste that is created by a package adjustment and workflow for how to accurately track this within Metrc.		

Greetings,

In the following bulletin the process for recording waste from packages. This will include the procedure for adjusting a package down and the required information that goes into the notes to ensure compliance with the state.

Please find on the following pages a detailed description of the functionality.

Adjusting a Package for Waste

Begin by navigating to your *Packages* area on the navigational toolbar and selecting the *Active* tab to view all packages – see **Figure 1**.

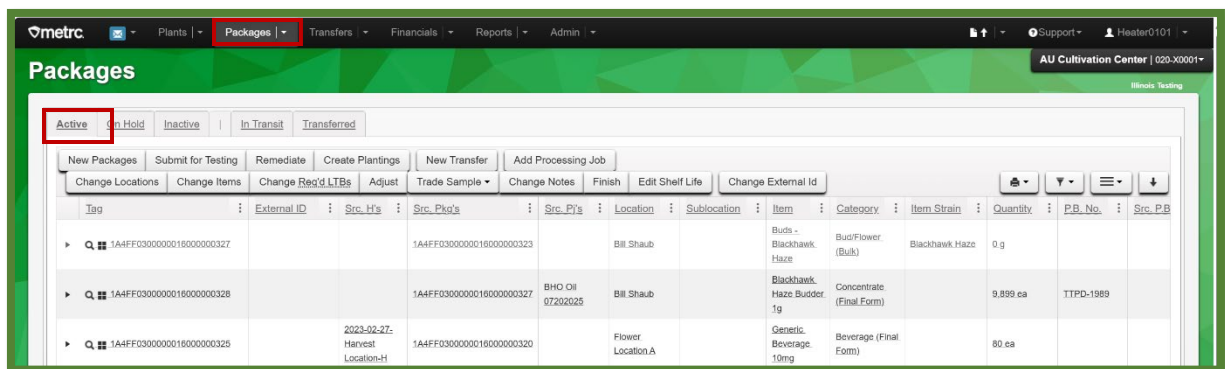


Figure 1: Navigating to the Packages Tab and Selecting Active

Highlight the package that needs to be adjusted for waste. Select the *Adjust* button – see **Figure 2**.

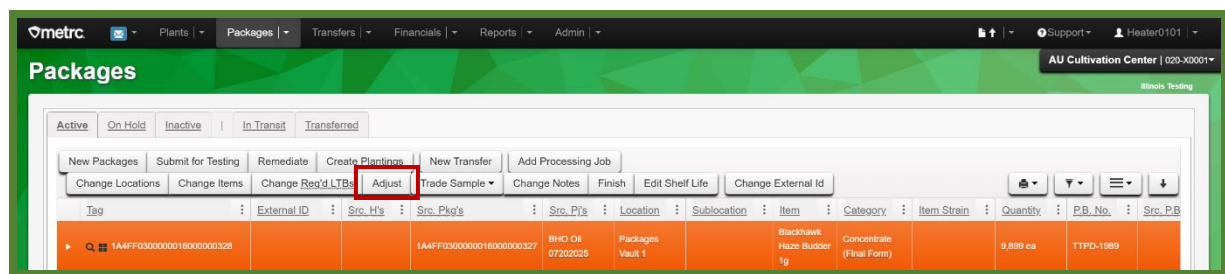
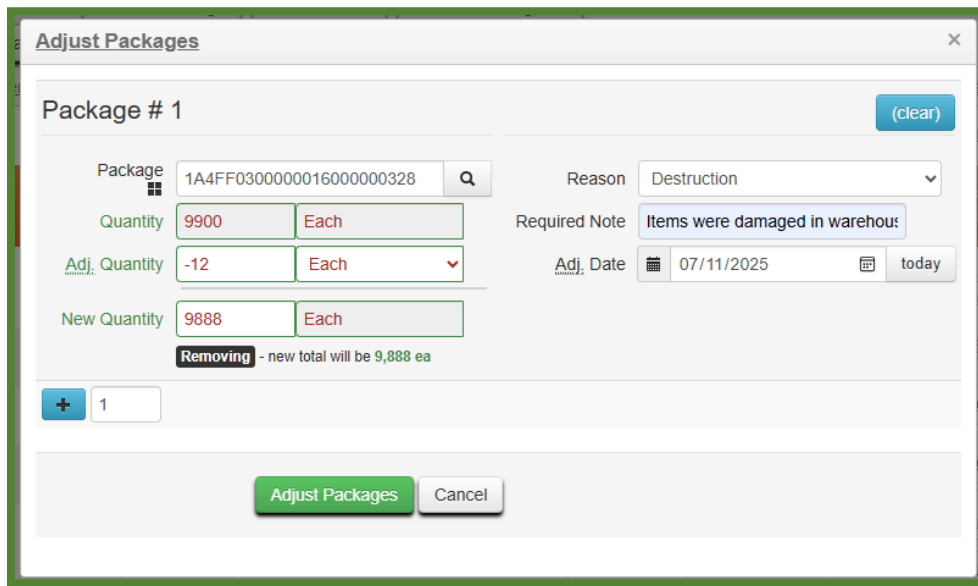


Figure 2: Highlighting the Package and Selecting Adjust

In the *Adjust Packages* action window, enter the quantity that is being destroyed (make sure to enter a “-” in front of the number), select your *Adjustment Reason* (Destruction), the *Adjustment Date* (not the destruction date), and enter your *Required Note*. The *Required Note* must include the reason for the destruction, the destruction method, along with the date that the items will be destroyed – see **Figure 3**. For example: *Items were damaged in a warehouse move. They will be mixed with compost for the destruction on 07/11/2025*.



Adjust Packages

Package # 1 (clear)

Package: 1A4FF0300000016000000328 Q

Reason: Destruction ▼

Quantity: 9900 Each

Adj. Quantity: -12 Each ▼

New Quantity: 9888 Each

Required Note: Items were damaged in warehouse

Adj. Date: 07/11/2025 today

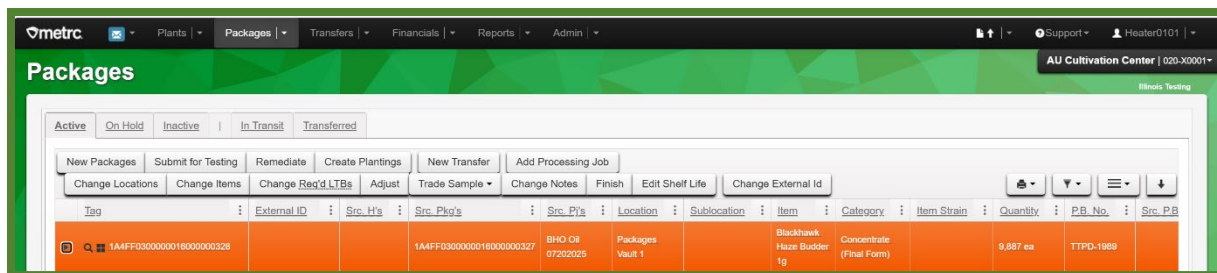
Removing - new total will be 9,888 ea

+ 1

Adjust Packages Cancel

Figure 3: Adjust Packages Window

Once the package has been adjusted, the new quantity will appear in the packages grid – see **Figure 4**.



Packages

Active On Hold Inactive In Transit Transferred

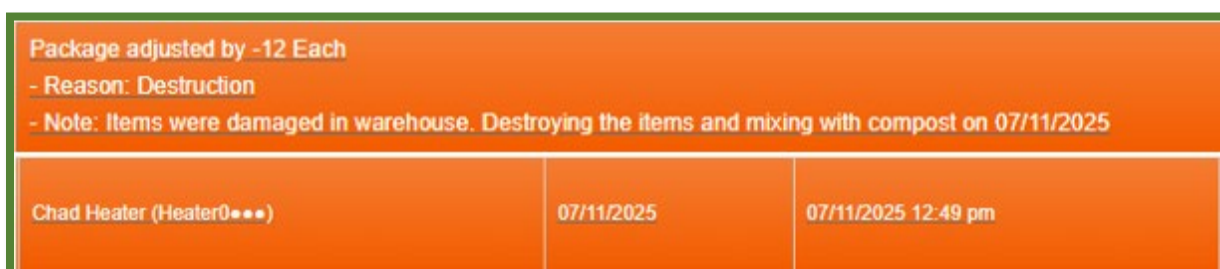
New Packages Submit for Testing Remediate Create Plantings New Transfer Add Processing Job

Change Locations Change Items Change Req'd LTBs Adjust Trade Sample Change Notes Finish Edit Shelf Life Change External Id

Tag	External ID	Src. H's	Src. Pkg's	Src. P's	Location	Sublocation	Item	Category	Item Strain	Quantity	P.B. No.	Src. P.B.
1A4FF0300000016000000328			1A4FF0300000016000000327	07202025	Packages Vault 1		Blackhawk Haze Budler 1g	Concentrate (Final Form)		9,887 ea	TTPD-1969	

Figure 4: New Adjusted Quantity

You can drill down into the history of the package as well to see the details of the package adjustment – see **Figure 5**.



Package adjusted by -12 Each

- Reason: Destruction

- Note: Items were damaged in warehouse. Destroying the items and mixing with compost on 07/11/2025

Chad Heater (Heater0●●●)	07/11/2025	07/11/2025 12:49 pm
--------------------------	------------	---------------------

Figure 5: History Displaying the Required Note, User, Date and Time

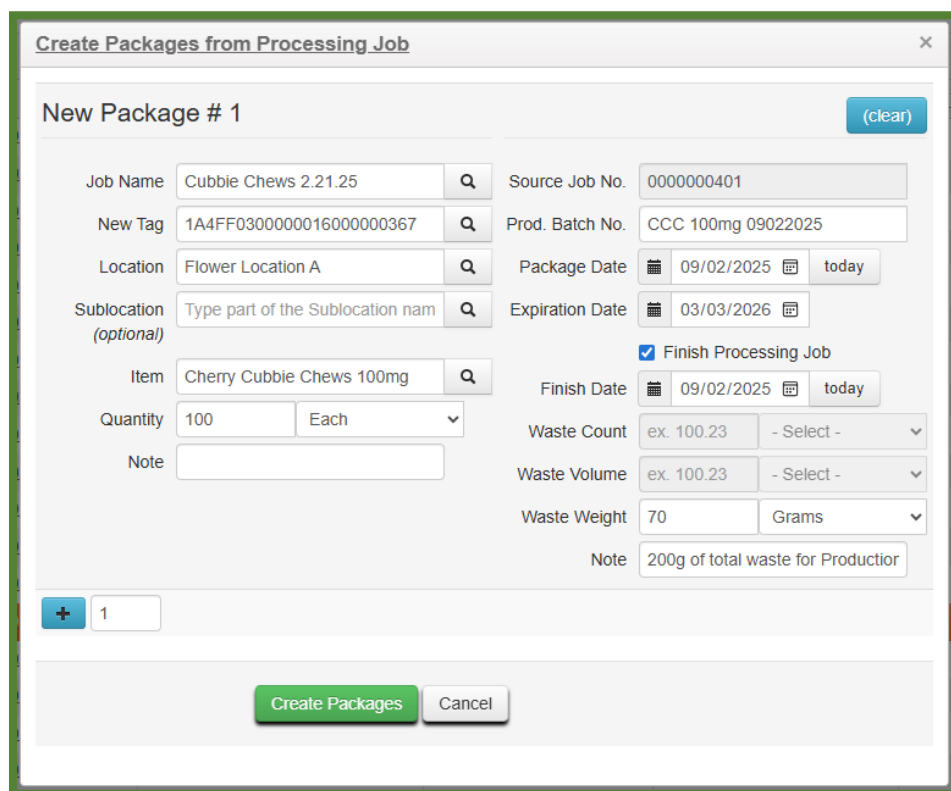
Now that you have accounted for the Package Waste in Metrc, physically package the waste and label the package with:

- the Package Tag number that it was wasted from
- the amount (in grams or each) in the waste package
- and, the waste date

Then move it into your quarantine room for 72 hours prior to destruction.

Accounting for Processing Jobs Waste Greater Than Input

In the event that you have waste greater than the amount of products going into a Processing Job, you will be required to add the total waste amount into the Note section of the Processing Job. First, you will notate the waste amount in the Waste Weight section to be equivalent to the amount that went into the creation. In the Note they will start with the total amount of waste and any other relevant information – **see Figure 6.**



Create Packages from Processing Job

New Package # 1 (clear)

Job Name: Cubbie Chews 2.21.25

New Tag: 1A4FF0300000016000000367

Location: Flower Location A

Sublocation (optional): Type part of the Sublocation nam

Item: Cherry Cubbie Chews 100mg

Quantity: 100 Each

Note:

Source Job No.: 0000000401

Prod. Batch No.: CCC 100mg 09022025

Package Date: 09/02/2025 today

Expiration Date: 03/03/2026

☒ Finish Processing Job

Finish Date: 09/02/2025 today

Waste Count: ex. 100.23 - Select -

Waste Volume: ex. 100.23 - Select -

Waste Weight: 70 Grams

Note: 200g of total waste for Producer

+ 1

Create Packages Cancel

Figure 6: Accounting for Excess Waste in Processing Job

Once this has been completed, physically package the waste and label the package of waste with the:

- Source Job Number
- Job Name
- Production Batch Number
- Packaged Date
- Total Waste Weight

Then move it into your quarantine room for 72 hours prior to destruction.

Pulling Waste Reports

It is required to report your waste to the state. In the following workflows we will cover pulling reports for Processing Jobs Waste and Package Waste within Metrc. These reports will help during audits and create transparency with the state. When reporting your waste to the state, ensure you add all the required information:

1. A description of what is being destroyed, including the product type,
2. Associated Metrc information,
3. Name of Product,
4. Quantity of each lot being destroyed,
5. Method of destruction, and,
6. Reason for destruction

Processing Jobs Waste

Navigate to the Processing Jobs tab in Metrc. Once on the Processing Jobs table, select the Inactive tab to bring up the Inactive table – **see Figure 7.**

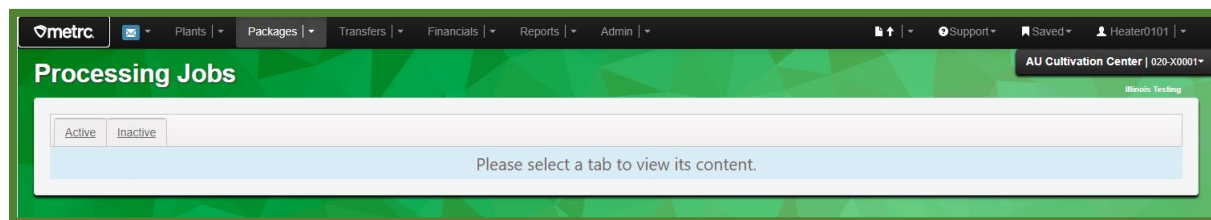


Figure 7: Navigating to the Processing Jobs Inactive Table

Filter the Processing Jobs Inactive table by date by selecting the three dots next to Finished Date, Filter and filter by date. (Please note, if you do not see the waste fields, these can be added by selecting the columns option and adding them to the table) – see Figure 8.

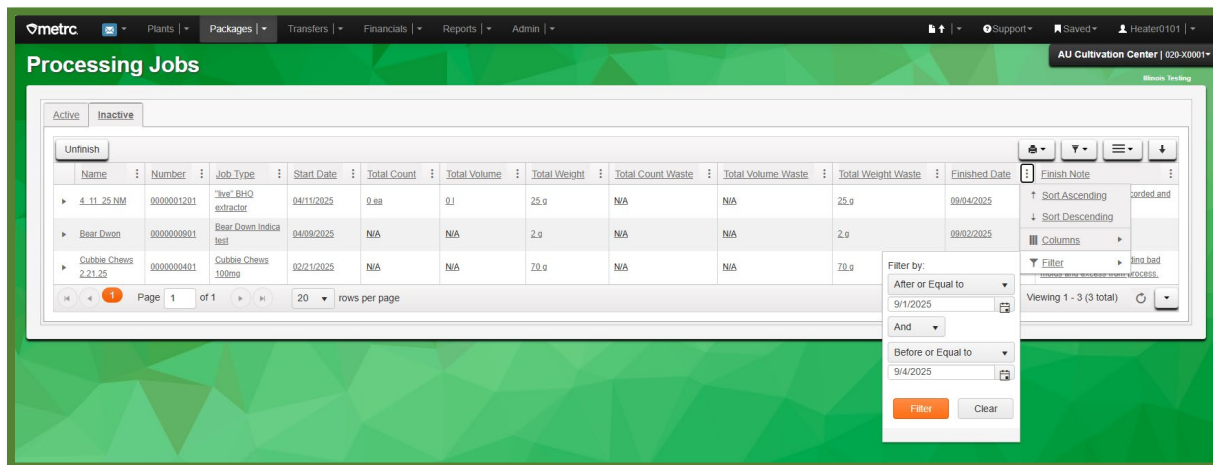


Figure 8: Filtering by Date in Processing Jobs Inactive Table

Once you have filtered the table accordingly, select the printer icon to export the table into an Excel or PDF document – see Figure 9.

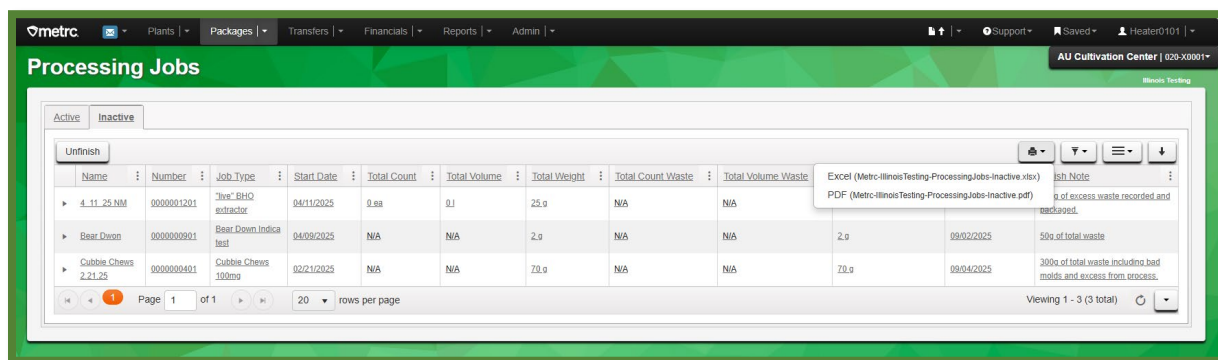


Figure 9: Exporting Table into an Excel or PDF Document

Package Waste

Navigate to the Reports tab and select Control Panel from the dropdown menu – **see Figure 10.**

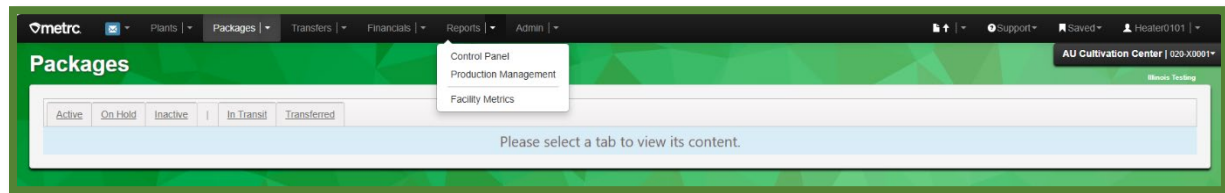


Figure 10: Navigating to the Reports Tab and Control Panel

Navigate to the Packages Adjustments report and set the filters accordingly – **see Figure 11.**

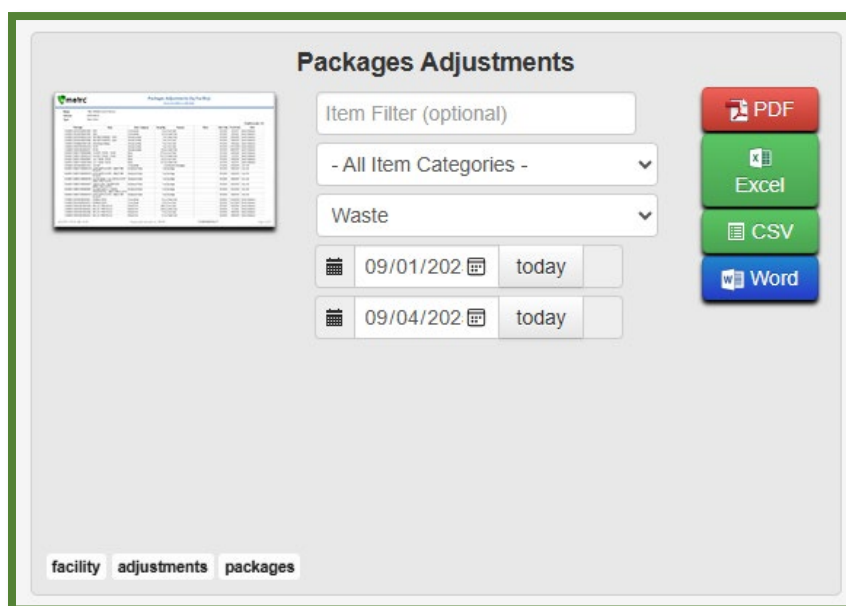


Figure 11: Navigating to the Packages Adjustments Report

Once filtered, extract the report in the preferred format.

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 dropdown on the navigational toolbar and click support.metrc.com to 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 was recently redesigned to offer interactive educational opportunities to enhance Metrc system users’ skills and provide 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 or register for an account, visit [Metrc Learn](#).

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.