

Bulletin Number: IL_IB_0023	Distribution Date: 11/12/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Package Adjustment Reasons	
Reason: To clarify and define the adjustment reasons available for package adjustments.		

Greetings,

There are currently twelve (12) adjustment reasons available in the drop down menu when making a package adjustment. This bulletin will define each of those adjustment reasons.

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

Package Adjustment Reasons

The available package adjustment reasons and their explanations are as followed:

Consumed During Testing: to be used to record the amount of product that was used during testing/analysis. *Used for Testing Facilities only*

Drying: to account for the drying of packaged product

Entry Error: used when a mistake was made when a package was created or the quantity was not calculated correctly. This should only be used when the package cannot be discontinued and should never be used to correct sales.

Inventory Audit: used to adjust packages during an inventory audit when the cause of the discrepancy cannot be determined

Package Material: used to account for discrepancies when the jar or bag was mistakenly included in the package weight

Packaging Loss: used to account for any loss of product that occurs during the packaging process

Scale Variance: used when there is a difference between two scales (not related to drying).

Spoilage: used when edibles or non-edibles pass their expiration or spoilage date.

Theft: used when theft occurs internally or externally. The state should be notified and a Metrc Suppose case opened.

Trade Sample: used to account for product that was sent to another licensee in hopes that the receiving licensee will purchase that product in the future. When the product has been given as a sample by the receiving licensee, this adjustment reason is used to adjust the package down to zero.

Waste: used for bud, shake/trim, pre-rolls, concentrates, recalls (when a product must be destroyed), and state-mandated destruction.

Metrc resources

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

Contact Metrc Support 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 designed 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.