Alaska-Metrc Support Bulletin

Bulletin Number: AKIB#006	**Distribution Date**: 08/03/18	**Effective Date**: N/A
Contact Point: support@metrc.com	**Subject(s)**: Strains, Items, Plant Phasing & Tagging), Waste	

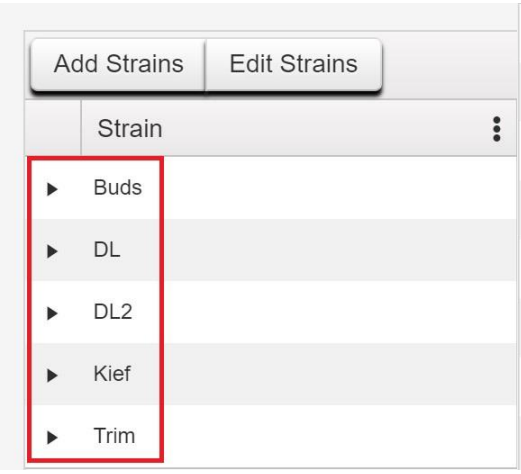
Greeting Metrc Users

The purpose of this bulletin is to provide additional guidance regarding system configurations, Phasing/Tagging Plants and reporting of Waste.

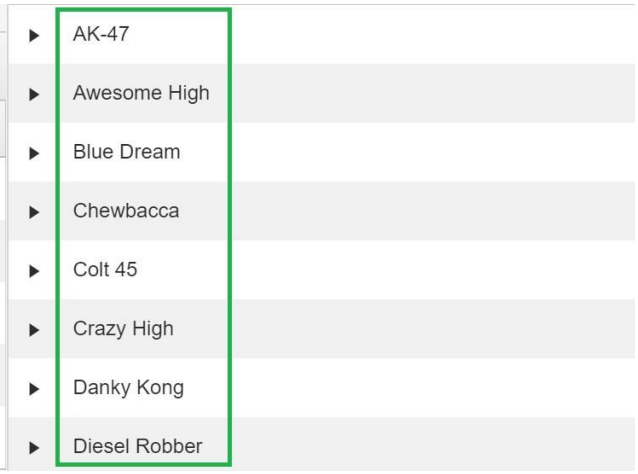
Strains

- **All strain names must be strain specific.**
- **Do not use generic names or acronyms for strains such as "Kief", "Trim", "Buds", "Sativa", and "BD" etc.**

INCORRECT

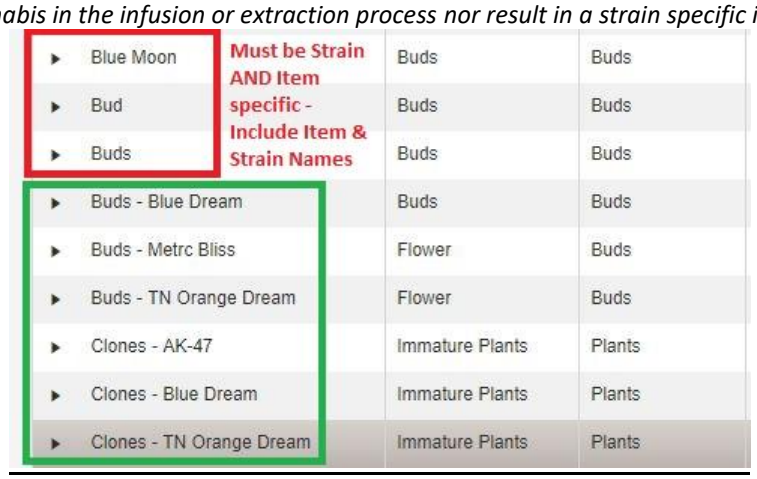


CORRECT



Items

- **All item names in Metrc must be item & strain specific**
- **Do not use generic names for items such as "Buds", "Strain", "Flower"**
  - *This may not apply to Infused Products; Items created from a recipe which may not necessarily involve a single strain of Cannabis in the infusion or extraction process nor result in a strain specific item.*



Tagging Plants

All plants must be physically and digitally assigned a plant RFID tag once they reach 8 inches tall

- Plant Tag Attachment:
  - Loop the plant tag strap through a single notch on one end of the plant tag
  - Wrap the tag around the trunk of the plant above the first branch
  - Lock it in place so that the plant tag hangs down next to the trunk
    - *Attaching tags this way will improve visibility and utility of the bar codes*
  - The plant tags should be visible and reachable
    - Do not leave the tags in the soil, in dense foliage or hanging off of the sides of containers

Phasing Plants

- **Plants may not skip phases**
  - You may not move a plant from immature to flowering without first moving it through Vegetative
- **Cultivators with auto-flowering (fast-flowering) plants:**
  - You should first move the plants into the Vegetative Phase and assign a plant tag
  - You should contact the AMCO to let them know you are producing auto-flowering (fast-flowering) plants.
  - You should not be moving plants into the flowering phase until the plant begins to flower and produce buds.

Waste & Destroyed Plants

Waste must be documented and reported in the appropriate areas of Metrc. We have broken waste reporting into four categories to identify the areas where and how you will report waste differently:

- Pre-Harvest Waste
    - Destroyed Plants
- Harvest Waste
- Package & Production Waste

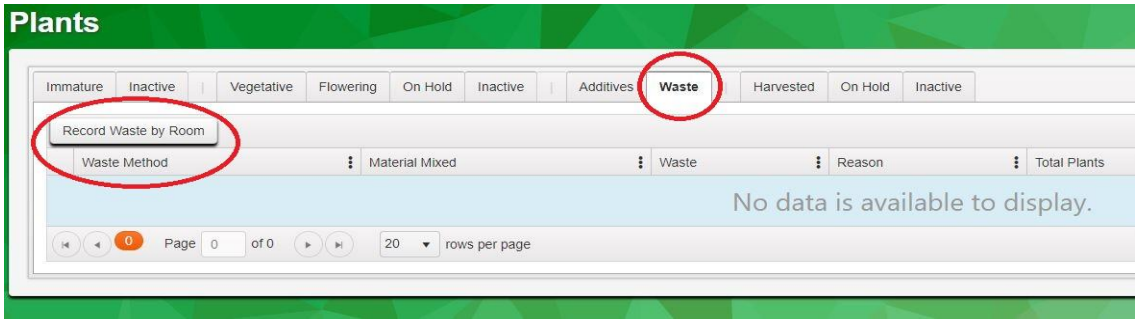
Pre-Harvest Waste

All Cultivation facilities must document and report any/all plant waste including plant waste generated prior to the harvest. This "Pre-Harvest Waste" should be recorded on your waste log within Metrc.

Please remember that aside from reporting this waste material in Metrc, you must also follow all of the state rules & regulations regarding the physical destruction and/or disposal of Cannabis plant material.

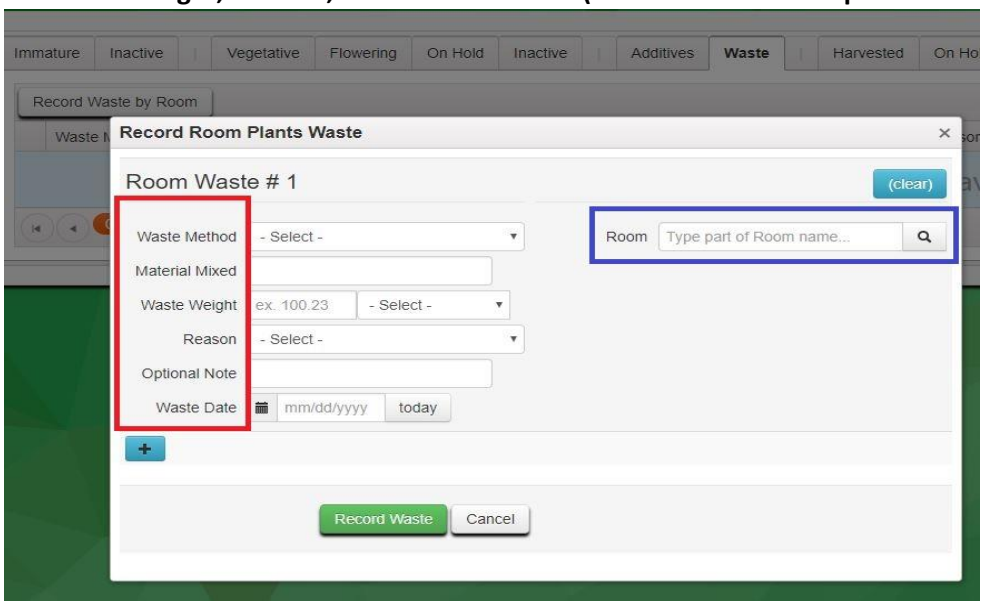
- Pre-Harvest waste does not have to be recorded strain specific
- Pre-Harvest waste may be recorded in bulk & with multiple strains (by room)
- You must select a "Waste Method" & "Waste Reason" when reporting waste in the waste log:
    - **Waste Methods:**
        - *Grinding with compostable Material*
        - *Grinding with non-compostable material*
        - *Other method approved by the Department*
    - **Waste Reasons:**
        - *Pruning*

You can record pre-harvest plant waste by Room



You can also record pre-harvest plant waste by individual plants or groups

Record the waste weight, method, reason date & time (include a brief description in the notes)

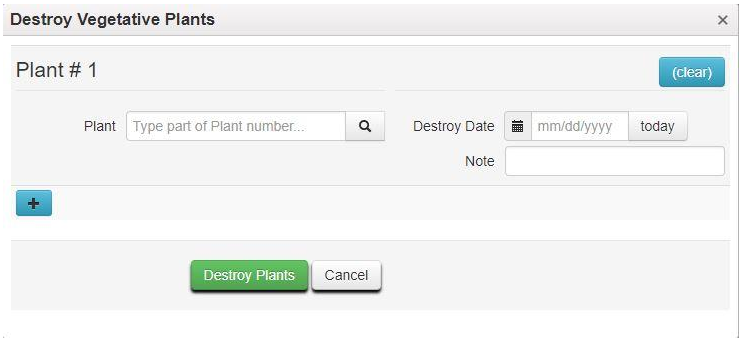


Destroyed Plants

If you are destroying an entire plant, you should still report the weight of the material that is being reported as waste then report that the entire plant was destroyed.

- First, remove the tag from the plant
- Next, physically remove the plant from its pot/plot and weigh the plant material
    - *Each facility will have slightly different methods for the destruction of plants but the amount of plant material being destroyed and removed from the facility as waste should be recorded in Metrc as waste before mixing it with anything (soil, trash etc.) to dispose of*
- Once recorded, proceed with destruction (mix material for disposal or re-use plant material as mulch)
- Report the waste weight in the waste log as shown above
- Only AFTER reporting the weight in the waste log, then report the plant itself as destroyed

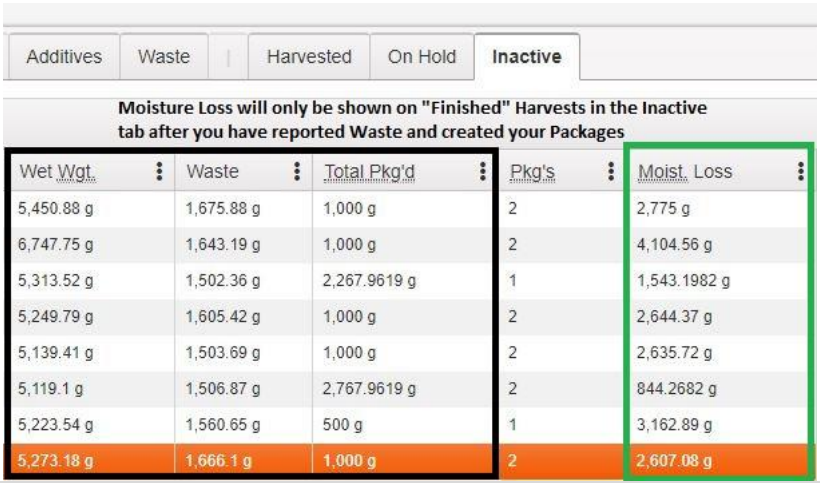
Make sure you include any relevant notes (Pest Infestation, Poor Quality, Damage etc.)



Harvest Waste

All waste physically created from a single strain-specific Harvest Batch must be reported to that single, strain-specific Harvest Batch within Metrc.

- Waste should be reported for all sticks and stems produced from a harvest
- You may not combine waste from other Harvest Batches or strains together
- You may not guess, estimate, round or otherwise manipulate the data
- **Moisture Loss**
    - Moisture loss should not be reported in the harvest batch area as waste
    - Moisture loss should be left in the Harvest Batch
    - Moisture loss will be shown in the “Moisture Loss” column in the “Inactive” section of your Harvests tab



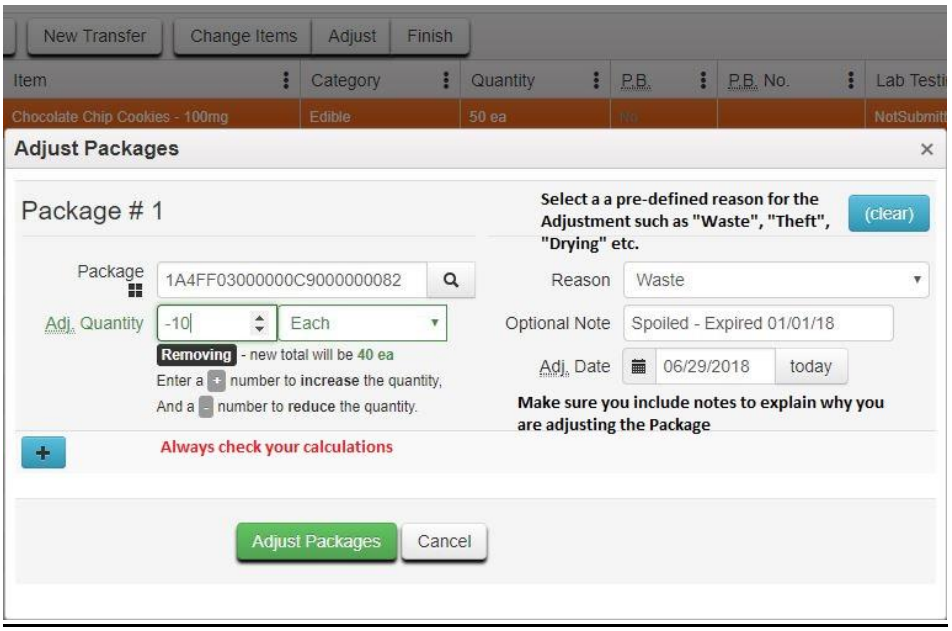
Wet Wgt.	Waste	Total Pkg'd	Pkg's	Moist. Loss
5,450.88 g	1,675.88 g	1,000 g	2	2,775 g
6,747.75 g	1,643.19 g	1,000 g	2	4,104.56 g
5,313.52 g	1,502.36 g	2,267.9619 g	1	1,543.1982 g
5,249.79 g	1,605.42 g	1,000 g	2	2,644.37 g
5,139.41 g	1,503.69 g	1,000 g	2	2,635.72 g
5,119.1 g	1,506.87 g	2,767.9619 g	2	844.2682 g
5,223.54 g	1,560.65 g	500 g	1	3,162.89 g
5,273.18 g	1,666.1 g	1,000 g	2	2,607.08 g

Package & Production Waste

Waste that is created after product has been packaged must be reported as a Package Adjustment to the specific Package that product was removed from. This includes but is not limited to:

- Items that have dropped, opened, broken, are leaking or otherwise contaminated
- Items that have failed testing
- Items that have been ordered for destruction by the AMCO
- Items that have spoiled/expired
- Residual waste from production methods or extractions

Select the appropriate Package and then click "Adjust"



METRC – INDUSTRY TRAINING

Metrc provides industry training & education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: **Metrc.com/Alaska**
- *You must attend at least one New Business (Level 1) class online before you may register for other classes*
- *We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes*

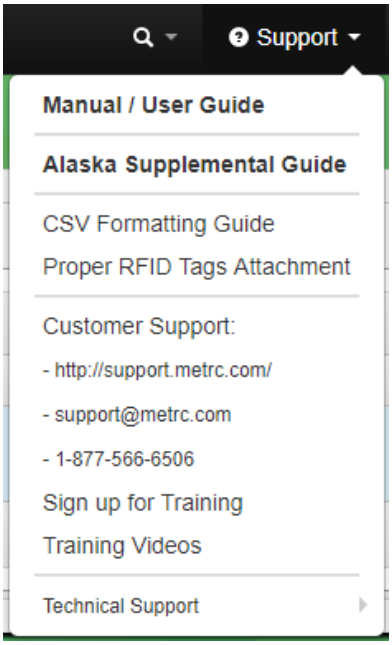
Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2)
- Metrc Advanced (Level 2) – Testing Labs (Not available via scheduler)

METRC - INDUSTRY SUPPORT

Metrc provides live interactive support for industry users and licensees. This information can found on our website, when logged into Metrc under your Support tab and listed below.

Check under the "Support" tab for additional resources.



Please be advised that the new *CSV Formatting Guide* is now located under the Support Tab when you login to Metrc. Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.