Alaska
State Supplemental Guide

A supplemental guide to the Metrc Manual Rev 8.0

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Opening Process

- Take Metrc New Business Training
- Owners/Key Admins must take and pass Metrc test- link will be sent 24 hours after completing training
- Owners or Key Admins only - send credential request to support@metrc.com
- Receive Metrc credentials
- Set up your Metrc facility and order tags
- Reach out to AMCO for additional information and to schedule your inspection

First-Time Credentialing

Once an Administrator/owner has completed the Metrc training and taken the test, they will request credentials by sending an email to support@metrc.com

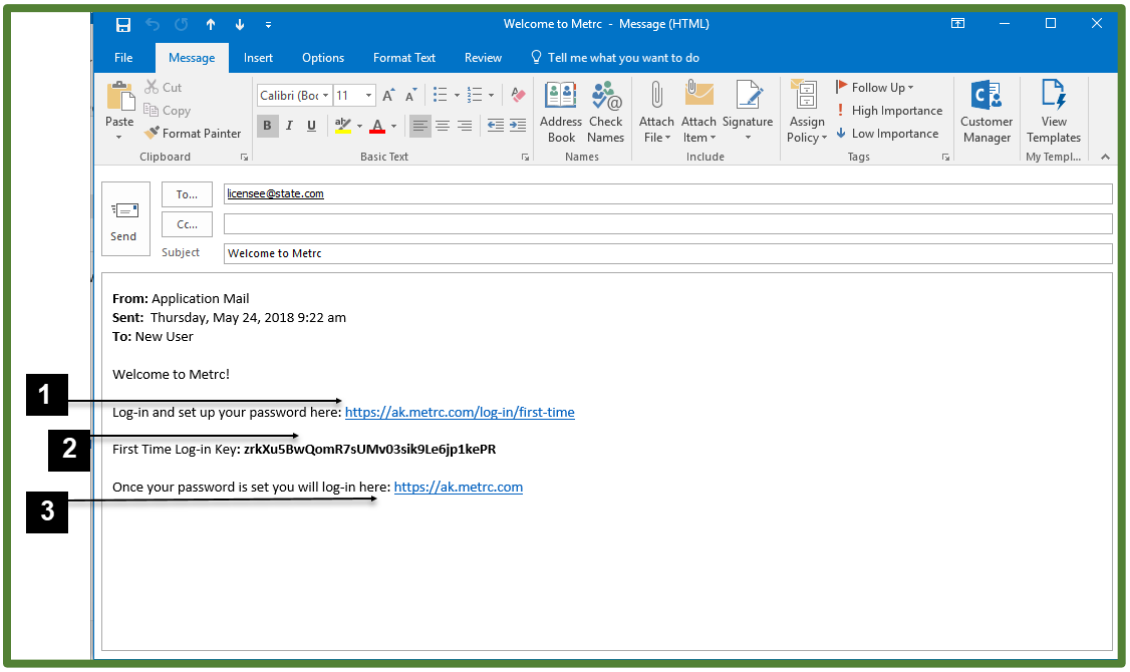
Subject Line "Requesting Credentials - Alaska"

In the body of the email, please include:

Your full name
Marijuana Handler Permit number
Your business License Number
The name of your business and DBA if applicable
The best phone number to reach you at
The email address where you'd like your "Welcome to Metrc" email to be sent

Metrc will verify credentials and training information and credential the Key Administrator within 48 hours unless the request arrives on a Friday. Then the request will be returned on Monday.

Once information has been vetted, a "Welcome to Metrc" email will be sent to the applicant.



This link expires in 24 hours!

You will receive a welcome to Metrc email that will give you your Log-in Link and temporary password to be able to access Metrc and set up your account. The First-Time Log-in Key is good for 24 hours. **You must log in within 24 hours**!

Item 1: Log-in Link

https://ak.metrc.com/log-in/first-time

This link will take you to the first-time log-in page where you can use your key and temporary password to log in.

Item 2: First Time Log-in Key

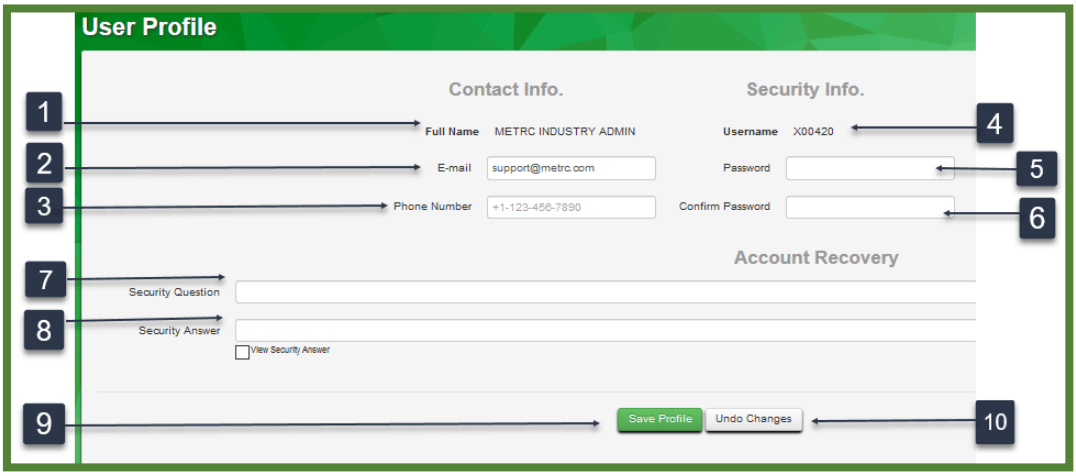
This first-time log-in key can only be used once and within 24 hours of when the "Welcome to Metrc" email is sent

Item 3: Site Link

https://ak.metrc.com

Use this link to create a bookmark on your browser and to navigate to the main log-in screen.

User Profile



Once you click on the green Log In button from the first-time log-in screen, you will be directed to your **User Profile** to complete your contact and security information.

Complete the missing information.

Item 1: Full Name

Your full name is pre-populated from the State of Alaska's database.

Item 2: Email

You will enter and can change your email in this section.

Item 3: Phone Number

You will enter and can change your phone number in this section.

Item 4: Username

Your username will be prepopulated by the State.

Item 5: Password

You will enter and can change your password in this section.
Your password MUST contain at least:

1 upper case letter, 1 lower case letter, 1 number, and 1 special character

Item 6: Confirm Password

Confirm your chosen password by retyping it in this section.

Item 7: Security Question

Enter a security question to use when resetting your password in the event you forget it and are unable to log in to the system.

Item 8: Security Answer

Enter the answer to your chosen security question.

Item 9: Save Profile button

Use this button to save all entered information or changes to information.

Item 10: Undo Changes button

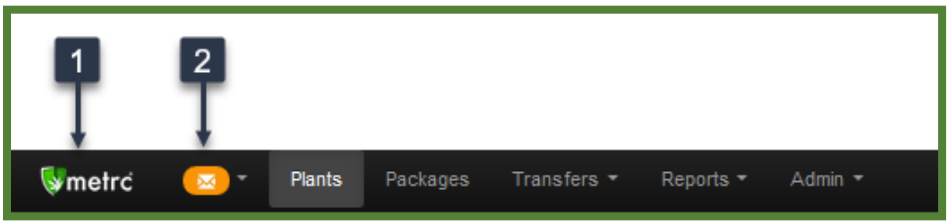
This button will clear the fields you populate so that you can begin again if there were errors.

Once you have completed the information and hit the **Save Profile** button, you will have successfully created the log-in credentials you will use to access the system.

Navigating in Metrc

Once you are in the software, you will notice a long black navigation bar at the top of the screen. The functions available to you on the navigation bar are based on facility type and employee permissions.

Navigation Bar



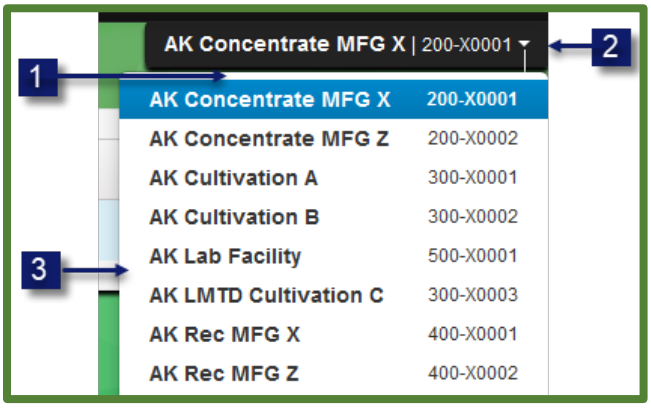
Item 1: Metrc Navigation Bar

The Metrc Navigation Bar is the long black bar that runs from left to right at the top of your screen when you're logged into Metrc. You will select from the options on this bar to conduct your data entry.

Item 2: Information Envelope

The Information Envelope on the far left of the navigation bar will display Metrc Support holiday hours and/or closures and other important information.

Working In/Switching Between Facilities



In the upper right-hand corner of the screen, just under the long black navigation bar, will be your facility/location.

Item 1: Current Facility

This is the facility in which you are currently working.

If your organization only has one facility, or if you are an employee who will only have access to one facility, that facility/location information is what you will see here.

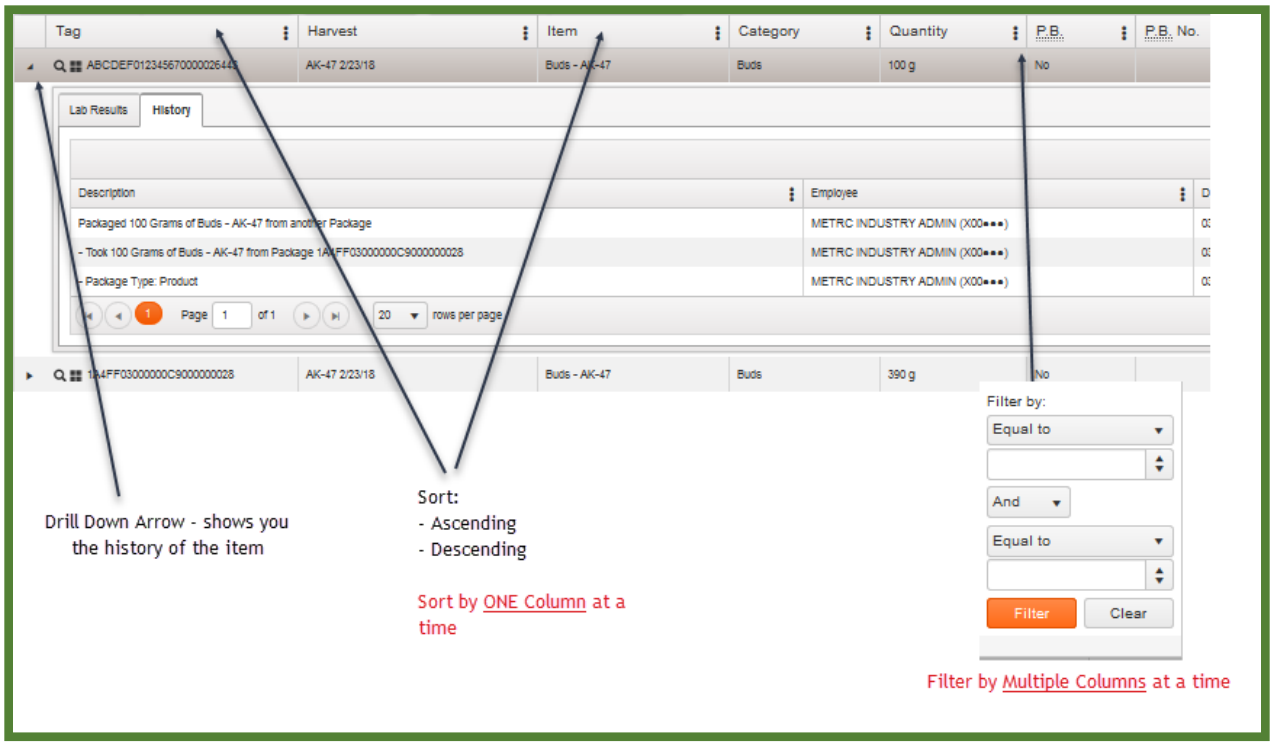
Item 2: Down Caret

If your organization has multiple facilities and you have access to more than one of them, a down caret will be available to the right of the facility information. You will click on this to populate the list of facilities to which you have access.

Item 3: Other Available Facilities

Once the list has populated, you can toggle between facilities, clicking to select the facility you need to work in. The selected facility will then appear as the Current Facility.

Sort and Filter Functions



Hitting the drilldown arrow to the left of an item anywhere in the system will list the history for that item.

You can sort the data in any column by clicking at the top of the column. One click sorts the data in ascending alphanumeric order, two clicks sorts the data in descending alphanumeric order, and a third click clears the sort. Sort by one column at a time. Sort functionality is also available under the three-button menu icon to the right of each column name.

By clicking on the three-button menu icon to the right of each column name, you can select Filter functionality and filter the data in the corresponding column. You can filter multiple columns at a time, but please remember to Clear your filters when you're finished using them.

Refer to the Metrc Manual/User Guide for additional information.

Templates

Green template check buttons are available in multiple places throughout the software to save you time. Using them, you can populate the common information for Plants you're phasing, Harvest or Manicure Batches you're creating, Packages you're creating, etc.

In the example above, you could populate your Harvest Name, Unit of Measure, Drying Room, and Harvest Date and then select each green template check next to the items to populate that same information for every plant you've selected to be a part of the Harvest Batch.

Licenses & Permissions

	Cultivation	Manufacturing Facility	Retail Store	Testing
Plants	✓			
Packages	✓	✓	✓	✓
Transfers	✓	✓	✓	✓
Sales			✓	
Admin	✓	✓	✓	✓
Reports	✓	✓	✓	✓
Financials	✓	✓	✓	✓
Search	✓	✓	✓	✓

Cultivation

Producers have permissions for Plants, Packages, Transfers, Admin, and Reports. All owners will have all permissions including Financials. All administrators and employees can have any or all of the permissions at the discretion of the owner or administrator adding the employee into Metrc, except for "Add Facilities" functions.

Manufacturing Facility

Manufacturing facilities have permissions for Packages, Transfers, Admin, and Reports. All owners will have all permissions including Financials. All administrators and employees can have any or all of the permissions at the discretion of the owner or administrator adding the employee into Metrc, except for "Add Facilities" functions.

Retail Store

Retailers have permissions for Packages, Transfers, Sales, Admin, and Reports. All owners will have all permissions including Financials. All administrators and employees can have any or all of the permissions at the discretion of the owner or administrator adding the employee into Metrc except for "Add Facilities" functions.

Testing Lab

Testing Labs have permissions for Packages, Transfers, Admin, and Reports. All owners will have all permissions including Financials. All administrators and employees can have any or all of the permissions at the discretion of the owner or administrator adding the employee into Metrc, except for "Add Facilities" functions.

Initial Account Set-Up

Below are the best process steps for setting up your organization's Metrc account:

1. Receive Metrc Administrator credentials (see First-Time Credentialing in this guide)
2. Add Facilities/Locations (under the owner's profile area to the far right of the navigation bar)
3. Select Facility/Location
4. Under Admin on the navigation bar:

    a. Order Tags

    **Tags must be ordered from/for each individual license

    b. Add Rooms (as applicable)

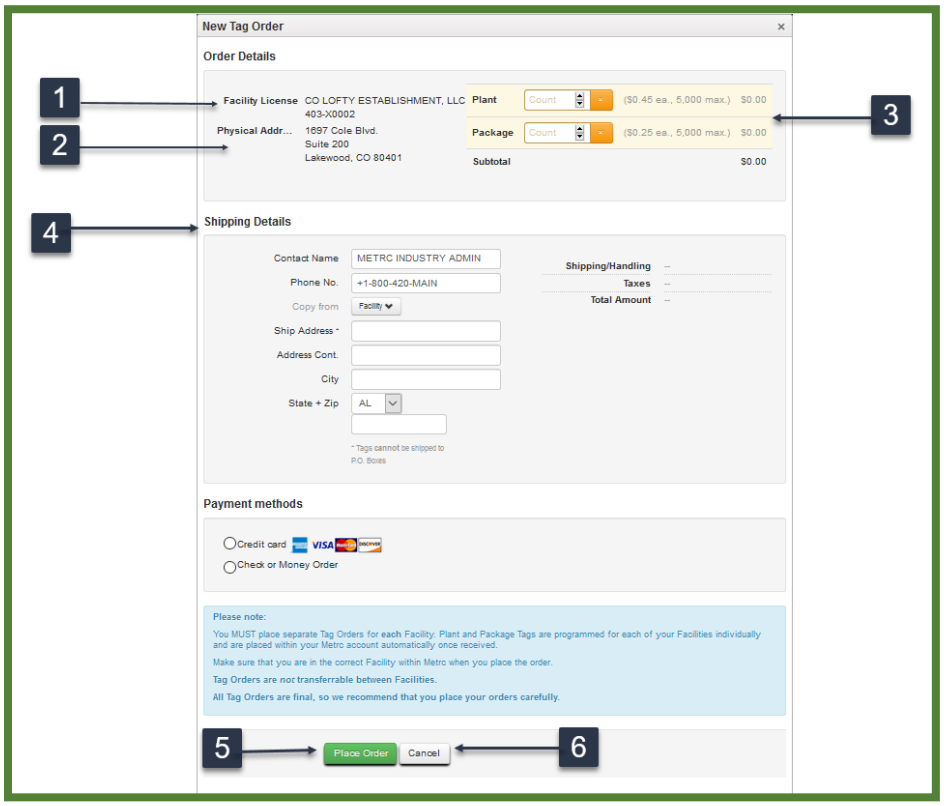
    c. Add Strains

    d. Add Items

    e. Add Employees

5. When tags arrive, receive tags digitally in Metrc from the Tag Orders screen, then begin entering plants and/or packages information.

Tag Orders



While ordering tags in Metrc is a straightforward process, it is important to pay close attention and check your information before placing an order. Once a tag order is submitted, it can only be cancelled before 6pm AKT on the day that you place the order. Metrc tags are custom printed for each facility. As such, tags cannot be returned once the printing process has begun and they are non-refundable; so, it is strongly advised that you be sure orders are placed for the correct facility, amount and type of tags required.

Item 1: Facility License #

Facility License # will be auto-populated based on the facility in which you are currently working.

Item 2: Physical Address

The Physical Address of the facility is auto-populated with the facility address on file with the State of Alaska.

Item 3: Plant and/or Package Tag Amount

Enter the number of Plant Tags you'd like to order (Cultivations only) and/or the number of Package Tags you'd like to order.

Item 4: Shipping Details

Enter your preferred shipping address. *Must be a physical address, CANNOT be a PO Box.

Item 5: Place Order button

After verifying that the information is correct, click the Place Order button to submit the tag order.

Item 6: Cancel button

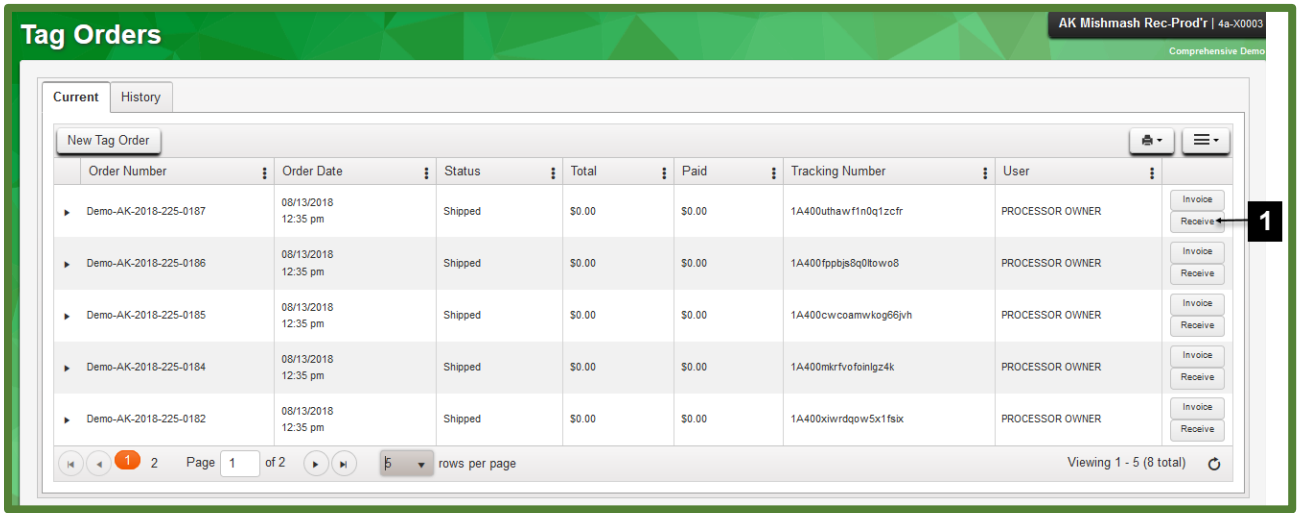
Click this button to exit the screen without saving any data.

Additional notes about tag ordering:

- Tags are ordered from the Admin function
- Tags can be ordered via credit card, check or money order
- Payment information is not required to be the licensee or the business owner
- Each facility must have billing information entered. You can choose to ship to a different location (No PO Boxes)
- Tags can be sent by UPS ground or USPS.
- Tag cost $.45 per plant tag & strap or $.25 per package tag
- You can request expedited shipping if you would like. Expedited delivery is available at your expense. Expedited service must be requested through the Metrc Support Desk (support@metrc.com).

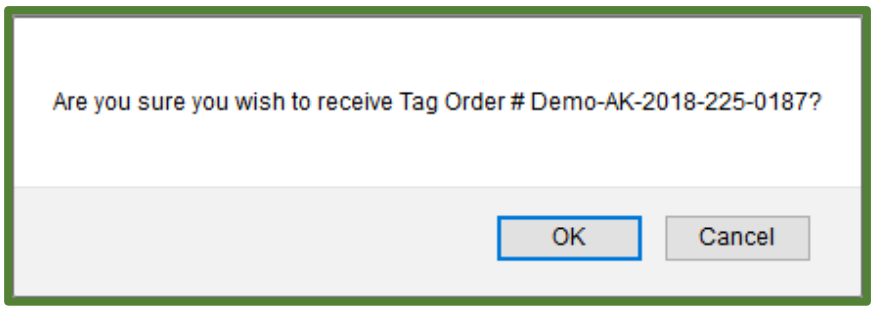
Receiving your Tags into Metrc

As a security feature to ensure physical tags are not diverted before they reach you or used by anyone other than the licensee who ordered them, your tags will not automatically populate in the system as the order is placed. Once your tag order has shipped, a “Receive” button will populate in the Tag Orders area of the system as displayed below. When your tags arrive, select the “Receive” button for the order to populate the tags in the software.



Item 1: Receive button

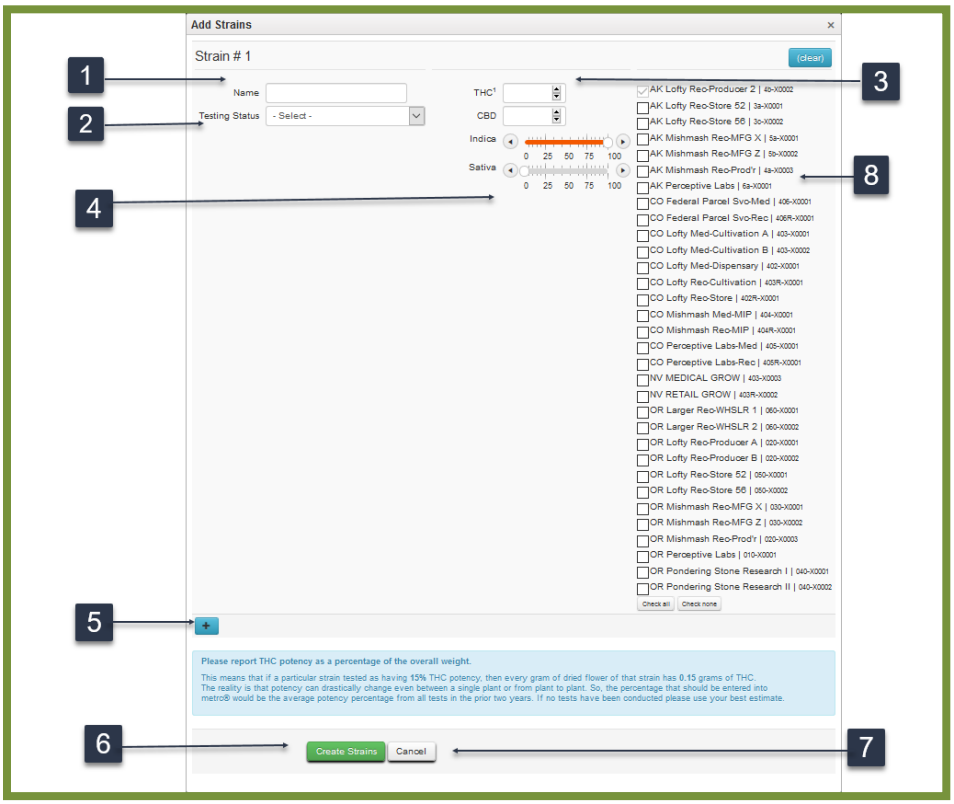
Select this button once your tags have physically arrived. After selecting the receive button, a confirmation window like the one displayed below will appear prompting you to confirm receipt of your tag order.



Adding Strains & Items

The Strain and Item areas are located under the Admin functionality on the navigation bar.

Adding Strains – Breakdown



Item 1: Strain Name

Enter the Strain name you grow and/or carry at your facility.

Item 2: Testing Status

An optional field in which you can define whether the product has been tested, and if so, if testing was performed in-house or by a third- party.

Item 3: THC and CBD Content

An optional field in which you can identify the THC and CBD content of the Strain.

Item 4: Indica vs. Sativa

An optional field in which you can identify the Indica vs Sativa makeup of the Strain.

Item 5: Add More Strains

Select this button to add multiple strains at once on this screen.

Item 6: Create Strains button

Select this button to save the information and create the Strain(s).

Item 7: Cancel button

Select this button to exit the screen without saving any information.

Item 8: Additional Facilities

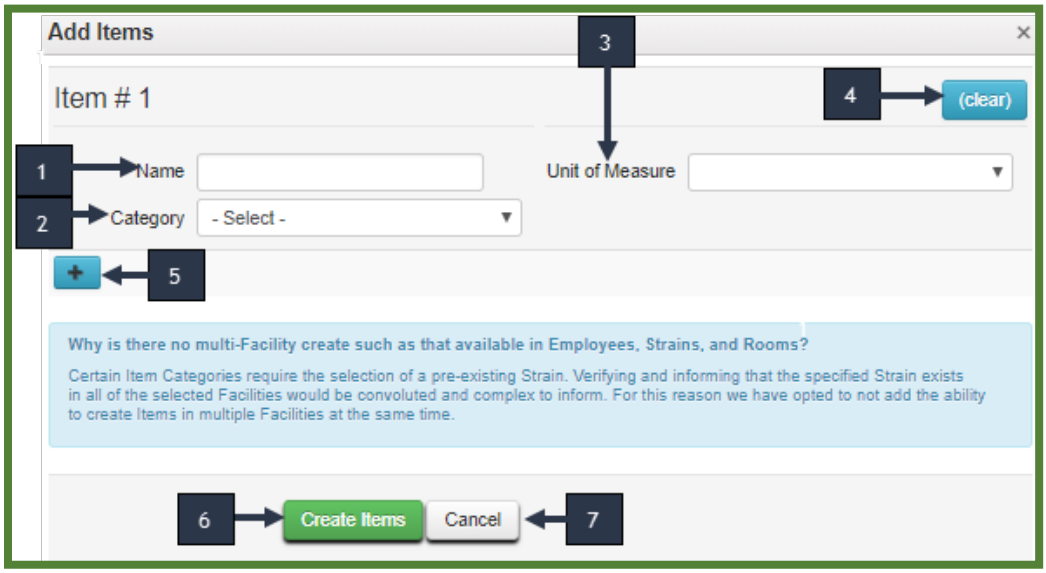
If your organization has multiple facilities, you can add Strains to more than one at the same time using the relevant checkmark boxes.

Adding Items

Item Categories are defined by the AMCO and are listed below with requirements

- Buds | Weight + **Strain Required** (Strain Specific Packages)
- Concentrate | Weight + No Strain Required
- Concentrate (each) | Each + No Strain Required
- Edible (each) | Each + No Strain Required
- Immature Plants | Each + **Strain Required**
- Leaf / Trim | Weight + No Strain Required
- Leaf / Trim by Strain | Weight + **Strain Required**
- Non-Edible | Each + No Strain Required
- Sample Bud | Weight + **Strain Required**
- Sample Leaf/Trim | Weight + **Strain Required**
- Sample Leaf/Trim | Weight + No Strain Required
- Seeds | Each + **Strain Required**
- Wet Whole Plant | Weight + **Strain Required**

Adding Items - Breakdown



Item 1: Name

Type the Item Name, keeping the naming requirements identified in the Categories discussion on the previous page and under Category below in mind.

Item 2: Category

Select the correct Category for the Item from the State-populated dropdown menu, keeping in mind the guidelines reiterated below. Certain Category selections may populate more data fields underneath Unit of Measure for you to complete.

Item Categories are defined by the AMCO and are listed below with requirements

- Buds | Weight + **Strain Required** (Strain Specific Packages)
- Concentrate | Weight + No Strain Required
- Concentrate (each) | Each + No Strain Required
- Edible (each) | Each + No Strain Required
- Immature Plants | Each + **Strain Required**
- Leaf / Trim | Weight + No Strain Required
- Leaf / Trim by Strain | Weight + **Strain Required**
- Non-Edible | Each + No Strain Required
- Sample Bud | Weight + **Strain Required**
- Sample Leaf/Trim | Weight + **Strain Required**
- Sample Leaf/Trim | Weight + No Strain Required
- Seeds | Each + **Strain Required**
- Wet Whole Plant | Weight + **Strain Required**

Item 3: Unit of Measure

If an Item belongs to a weight-based Category, select the Unit of Measure for that Item. If the Item belongs to a count-based “each” Category, select “Each”. Please ensure you’ve selected the correct Unit of Measure before creating the Item.

- Buds - weight
- Concentrate - weight or each
- Edible - each
- Immature Plants -each
- Leaf/Trim - weight
- Leaf/Trim by strain -weight
- Non-Edible - each

Item 4: Clear button

Select this button to clear all entered data.

Item 5: Add button

Select this button to create additional items while on this screen.

Item 6: Create Item button

Select this button to save all entered data a create the Item in the system.

Item 7: Cancel button

Select this button to exit the screen without saving any information.

Adding Items Keep in Mind

When adding items into Metrc, please keep in mind:

1. Each facility in Metrc will create Items for use when packing product under the administrative functionality on the navigation bar.

2. An item name should be highly descriptive and cannot simply be a category name. It must be specific to the product that will be in that package, sample, or production batch (process lot).

3. As you create items, you will select the category for each item from a dropdown list of categories populated by AMCO. The purpose of categories is to allow for reporting by like items.

4. The item name carries with the package and will remain the same unless the product is used in the creation of a new production batch or is repackaged.

5. If you go to create a package and no appropriate item exists to describe the product you're packaging, an Administrator must create a new item under the administrative functionality on the navigation bar.

6. Items must be populated for each individual facility.

7. The facility packaging the product names the Item; the Item name carries with the product through the distribution chain. It is unlikely that a Retail Store would ever change the name of an Item, even if/when repackaging product.

Concentrate - means a substance obtained by separating cannabinoids from marijuana by: (a) A mechanical extraction process; (b) A chemical extraction process using a nonhydrocarbon-based or other solvent, such as water, vegetable glycerin, vegetable oils, animal fats, isopropyl alcohol or ethanol; or (c) A chemical extraction process using the hydrocarbon-based solvent carbon dioxide, provided that the process does not involve the use of high heat or pressure.

Extract - means a substance obtained by separating cannabinoids from marijuana by:
(a) A chemical extraction process using a hydrocarbon-based solvent, such as butane, hexane, or propane; (b) A chemical extraction process using the hydrocarbon-based solvent carbon dioxide, if the process uses high heat pressure; or (c) Any other process identified by the commission, in consultation with the authority, by rule.

Employees

A Marijuana Business may designate licensed owners and employees as Metrc users. A Marijuana Business shall ensure that all owners and employees, who are granted Metrc User account access for the purposes of conducting inventory tracking functions in the system are trained in the proper and lawful use of Metrc. It is highly recommended that all users first attend a training class or webinar hosted by Metrc. Keep in mind: a licensee is accountable for all actions licensee representatives take while logged into Metrc.

The Metrc Administrator will add employees under the Employees area of the Administrative tab on the navigation bar in Metrc. Employees can be added with or without being given access to Metrc. Those employees added with access will be given Permissions based on their job duties and will receive a Welcome to Metrc email prompting them to establish their account. To enter an employee into Metrc, an administrator will need the employee's full name, email address and their Marijuana Handlers Permit #.

The Metrc system provides the following functionality:

- Permissions
- Home Screen
- Welcome Email
- Add an Employee
- Edit an Employee
- Lock an Employee
- Unlock an Employee
- Disable an Employee

When adding an employee, it will be necessary to add permissions that an employee will use to perform tasks in the Metrc system. Employee permissions include:

- Administration - Provides the capability to perform all administrative, plants, packages, transfers and sales tasks. The only exception is adding facilities.
- Financials - Provides the capability to enter credit card information regarding the Industry Support Fees
- Plants - Provides the capability to create, move, change phase and create harvests in Metrc.
- Packages - Provides the capability to create, adjust and re-package packages into smaller or larger quantities.
- Transfers - Provides the capability to create, receive, modify or delete transfers.
- Sales - Provides the capability to input sales data or initiate sales uploads.

Employees can be given whatever permissions the administrator/owner thinks appropriate based on that user's job duties.

Add Employee

Employees is available under the Admin functionality on the navigation bar.

Item 1: Employee License Number

Enter the Employee's State-designated license badge number. The system will associate all actions performed by a user with them.

Item 2: Enable Online Access checkbox

Use this checkbox to designate whether the employee being added will or will not have access to the organization's Metrc account. While all Employees must be entered in the Employees list in the software, not all Employees have to be given access.

Item 3: Email

Enter the Employee's individual email address. This is where the employee's "Welcome to Metrc" email will be sent.

Item 4: Home

The "Home" screen selected for the employee will be their default screen in Metrc. The home screen does not affect the employee's ability to move from screen to screen but does need to match the Permissions granted to the employee.

Item 5: Employment

This area may be used to designate the job functions of the individual being added, such as Owner, or Manager. This designation does not automatically populate certain Permissions; the Administrator will still need to designate Permissions for each specific user.

Item 6: Permissions

Select the checkbox for each function an employee will need to access to complete their job tasks. This area will not be visible if you are adding an employee who will not have access to the system. The options available in this section vary by facility type. Owners are encouraged to be highly selective about which permissions they grant employees.

Item 7: Facilities

If an employee is being added who will have access to multiple facilities for an organization with more than one license, they may be added to those facilities at the same time. Keep in mind, however, that if the same employee needs different permissions at different facilities, the Administrator will need to add or edit that employee in each individual facility.

Item 8: Add button

Allows you to enter multiple employees at the same time.

Item 9: Create & Save Employees button

Click here to save your work and add the employee to the facility.

Item 10: Cancel button

Click here to exit the screen without saving any data.

Item 11: Clear button

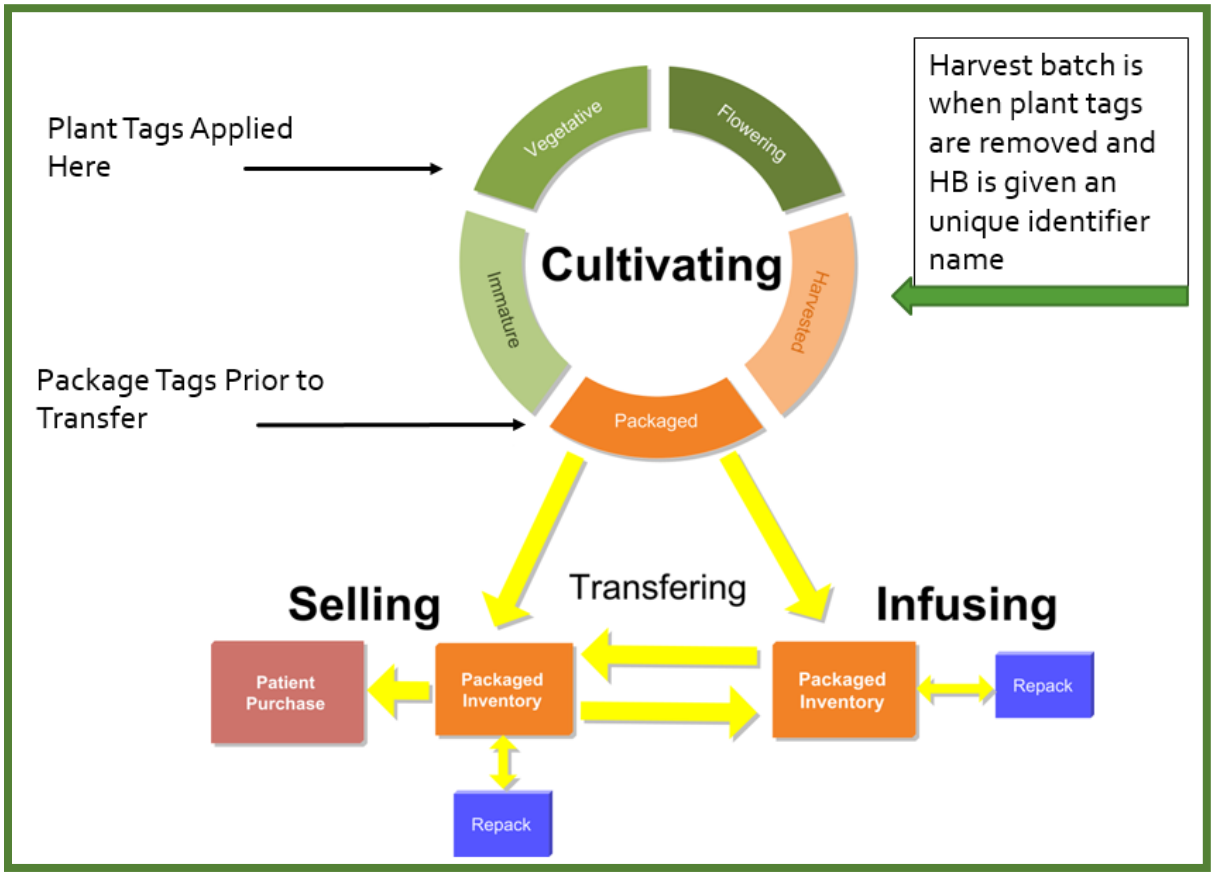
Click here to clear all the information fields.

Notes:

- The Permissions that you select for an employee will affect the functionality available to them on the navigation bar and within each functional area.

- As specified in the First-Time Credentialing section of this guide, the log-in link contained in the “Welcome to Metrc” email expires 24 hours after the link is sent. If an Employee fails to log-in within the 24-hour period, the Metrc Administrator will need to return to the Employees menu, select that employee, and click the "Resend Welcome Email" box.

Product Life Cycle



306.435 cultivation facility shall assign a tracking number to each plant over 8 inches tall. From 3 AAC 306.990. Definitions (4) "flowering" means a marijuana plant that has visible crystals, buds, or flowers or for which the exposure to light is scheduled with the intent to produce crystals, buds or flowers.

This diagram shows the product life cycle from seed to sale.
The Metrc system is based on this process.

Plants

Plant Tags

Step 1 - Open the perforated holes in Plant Tag

Step 2 - Attach Strap through 1st hole

Step 3 - Attach Strap through 2nd hole

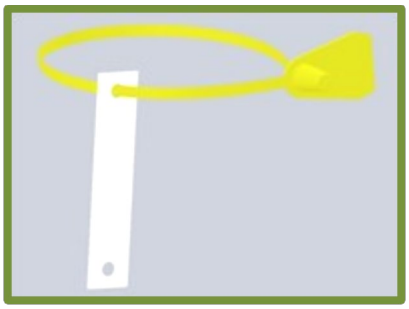
When assembling the tag to a strap, move the tag up until the notch catches the label through the hole, so that the label will not slide down.

When hanging the tag, release one end of the label, then tie the strap around the plant.

Attaching Tag to a Plant

These pictures demonstrate the use of a Plant Tag until attachment is safe for the plant.

When attaching permanently to the plant**:**



Pull plant strap out of perforated hole at the lower end of the Plant Tag. Place Plant Tag and strap around the plant and close the strap by inserting the pointed end into the locking mechanism. Once the pointed end of the strap is inserted into the locking mechanism, it will not come apart again.

Plant Tag Strap User Instructions

Figure 1

Figure 2

Figure 3

Figure 1: Push the tail end of the strap through the lock until you hear one click sound and the knot goes through the lock completely to secure it for first use.

Figure 2: When you choose to re-use the strap or relocate the tag, push the strap until there is enough space to clip above the first knot. Avoid pressing too hard and allowing the second knot to go through the lock.

Figure 3: Cut the strap as shown in the picture. This will release the strap.

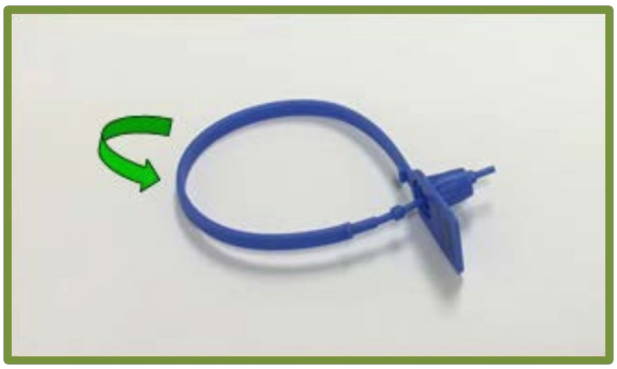


Figure 4

Figure 5

Figure 4: When you are ready to tie the strap again, similar to the first usage, push the tail-end until you hear on click sound or see the knot at the end.

Figure 5: You must cut the strap to release it from the last lock. You can repeat steps 2-4 to reuse the strap 2 more times, for a total of 4 uses.

Plants - Keep in Mind

1. A plant can be destroyed anytime during the growth process.

2. Plants must be tagged once the reach a height or width of eight (8) inches.

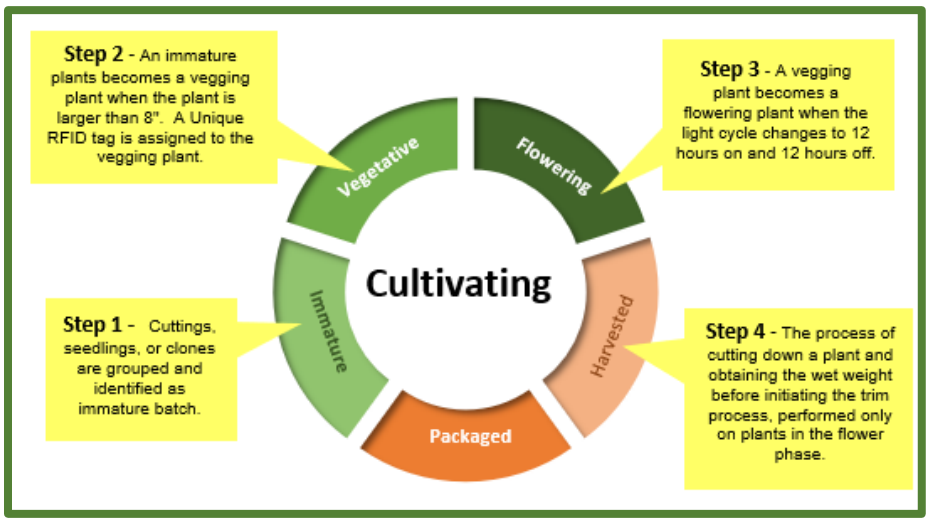
3. You must create a Manicure batch in Metrc anytime you trim something off a Vegetative or Flowering plant or plants with the intent to sell or process the trimmings. When moving plants from one phase to another, click the Change Growth Phase button.

4. Harvest Steps

    a. Must Harvest - Strain specific (306-455) Segregating harvested marijuana individual by strains of bud and flower.
    b. **Weigh** each plant individually in its entirety after cutting it from root ball (weight should include stem, stalk, bud/flower, fan leaves, trim leaves, etc.)
    c. **Waste** can be collected and entered once, or multiple times based on your operating procedures, but must be reported in the system the day it is collected and assigned to the specific Harvest from which it came
    d. Create **Test Samples** from the Strain-specific Harvest batches using the "Submit for Testing Button from within the Harvests area.
    e. **Package** product item-specifically from the Strain-specific Harvest batch
    f. Create a **Transfer Manifest** to move product to Testing Lab, Manufacturer, or Retail Store
    g. **Finish** the Harvest Batch when it is completely gone, regardless of the remaining weight in the system. At the point at which all physical material is gone, that remaining weight is indictive of moisture loss.

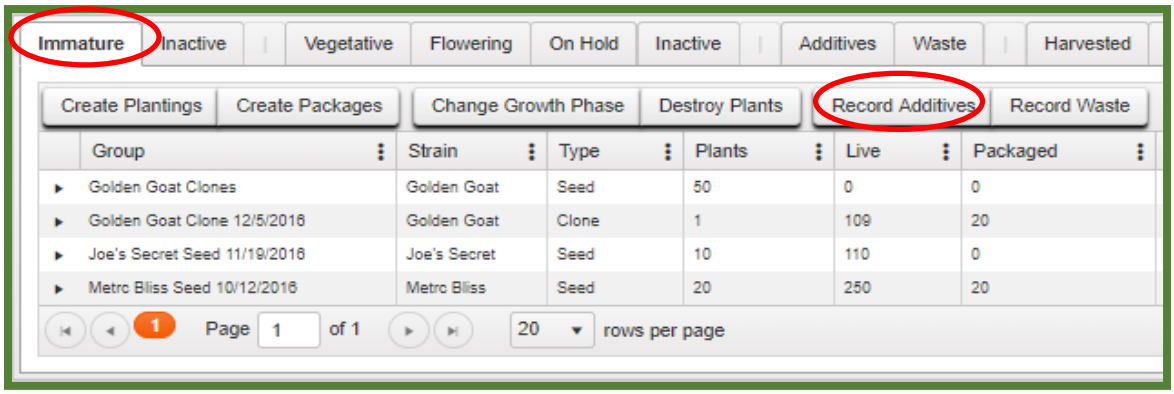
5. Plant tags are one-time use ONLY. Once a Plant is destroyed or harvested the associated tag should he destroyed or kept separate for your records.

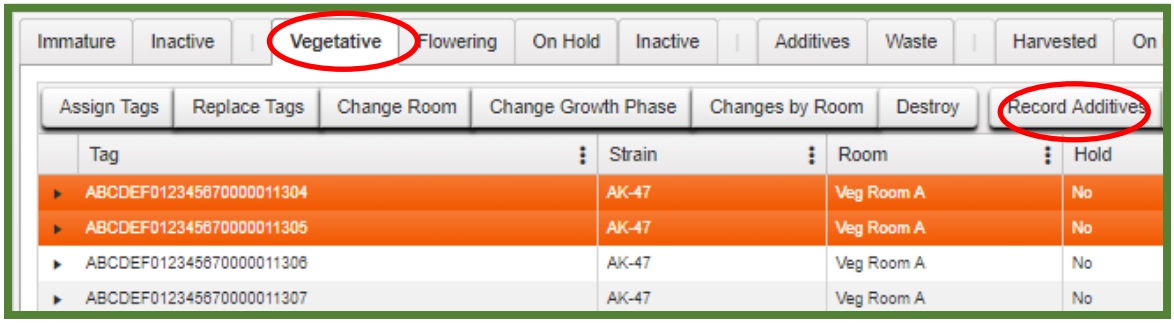
Below is a diagram detailing the cultivation steps.



Additives

This optional functionality allows you to record and track the application of Additives by Immature Batch, individual plant, groups of two or more plants, or Room.



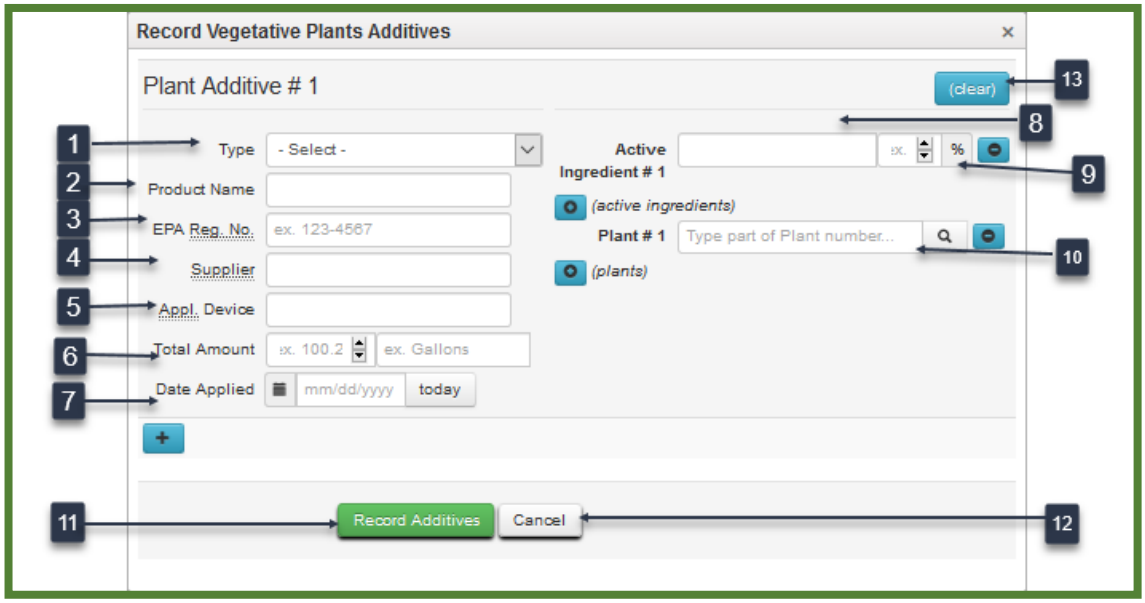


Additives tab will allow you to record additives by room. To record additives by individual plants or groups of plants, click the Record Additives button in the Vegetative or Flowering tab.

Additives can be added and tracked per plants or per room including, Fertilizer, Pesticide, Growing Medium, etc.

Additives can be recorded by Plant: Highlight the plant and then click on “Record Additives” (Veg or Flowering)

Record Additives Information



The screen capture shown above shows the recording of additives for a Plant in the Vegetative stage. The information you will input is the same whether you record additives by Immature Batch, individual plant, groups of two or more plants, or Room except for Item 10, which would be Batch information, Plant(s) information, and Room information respectively.

Item 1: Type

Select the type of additive being applied from the dropdown menu.

Item 2: Product Name

Enter the Product Name from the label.

Item 3: EPA Reg. No.

Enter the EPA Regulation Number if applicable.

Item 4: Supplier

Enter the additive Supplier name.

Item 5: Application Device

Enter the type of device being used to deliver the additive.

Item 6: Total Amount

Enter the Total Amount of additive being applied.

Item 7: Date Applied

Enter the date of application.

Item 8: Active Ingredient #1

Enter the first Active Ingredient from the additive label. You may use the blue addition button under and just to the left of this item to add additional active ingredients.

Item 9: Percentage

Enter the percentage of the active ingredient you've listed, as shown on the product label.

Item 10: Plant

Enter the Plant(s) to which the product is being applied. If you were recording additives by Immature Batch, this would be Batch information. If you were recording additives by Room, this would be Room information. The blue addition button under and just to the left of this item may be used to identify additional Plants, Batches, or Rooms to which the product is being applied.

Item 11: Record Additives button

Select Record Additives to save the information and exit the screen.

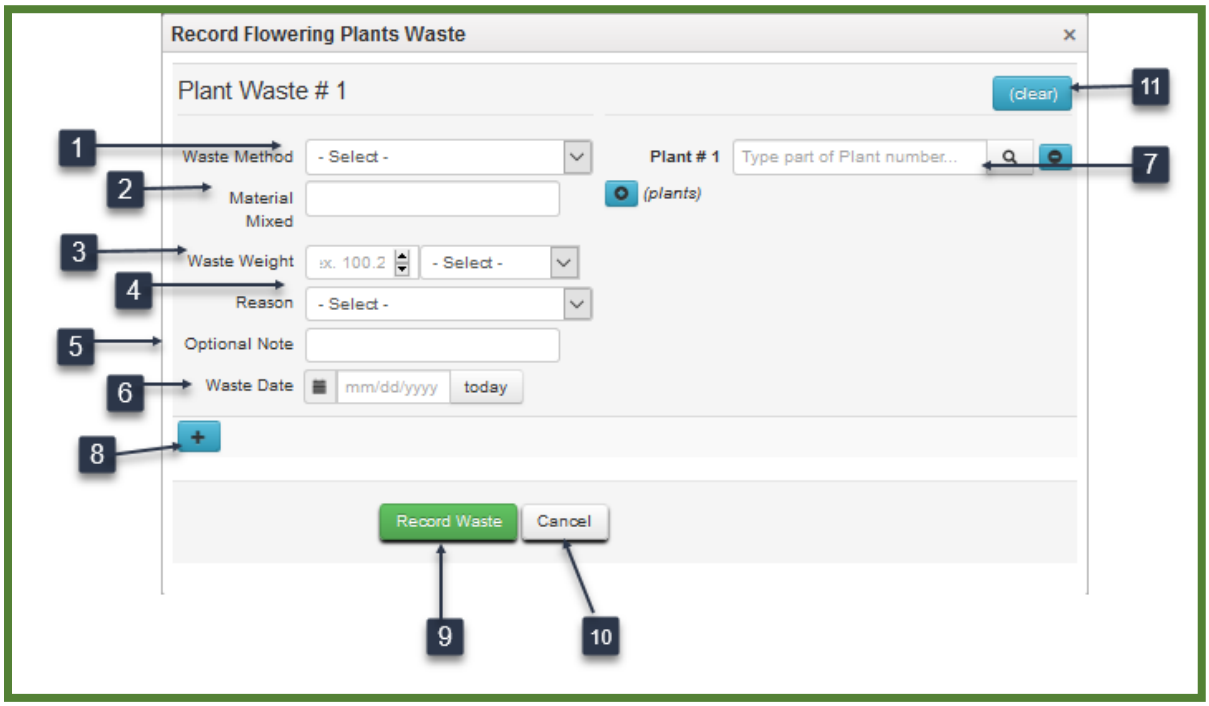
Item 12: Cancel button

Select this button to exit the screen without saving any information.

Item 13: Clear button

Select this button to clear all entered information.

Additives by Plant(s)



Item 1: Type

Additive Type is used to identify the type of Additive being used such as Fertilizer, Pesticide or other can be selected.

Item 2: Product Name

Product Name is used to describe the Official name of the additive being applied.

Item 3: EPA Reg Number

EPA is used to identify the EPA Registration number of the additive being used.

Item 4: Supplier

Supplier is used to identify the name of the supplier where the additive was purchased from (Wholesale distributor, Warehouse, Co-Op, etc.).

Item 5: Application Device

Application Device is used to identify what device is being used to apply the additive such as a spray bottle, fine mist nozzle, teaspoon, etc.

Item 6: Total Amount

Total Amount is used to identify the total amount that was applied in the proper unit of measure (gallons, teaspoons, etc.).

Item 7: Date Applied

Date Applied identifies the date the additive was applied to the plant(s).

Item 8: Add Button

Select this button to add multiple additives from this screen at one time.

Item 9: Record Additives

Select Record Additives to save the information and exit the screen.

Item 10: Clear Button

Clear button is used to clear all the information that is currently entered into the screen.

Item 11: Active Ingredient and Percentage

Active Ingredient identifies the active ingredient in the additive. Multiple active ingredients can be added. This is the active ingredient listed on the product being applied AND the concentration percentage. Active Ingredients will be stored once they are entered so that active ingredient will show on a dropdown list when logging future additives. Percentage identifies the percentage of the active ingredient that is in the additive being used.

Item 12: Plant #1

Plants Applied to identifies the plant or plants that the additive is being applied to.

Item 13: Add Button

This add button will allow you to add multiple plants at one time.

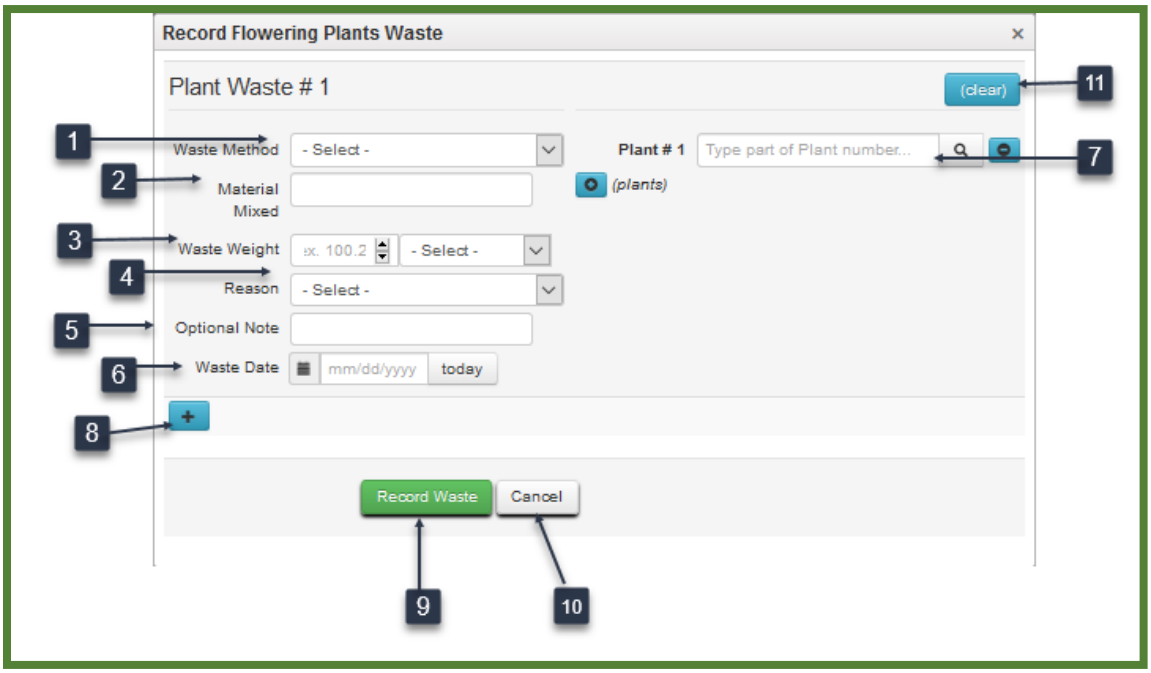
Item 14: Cancel Button

You may select the cancel button to exit the screen without saving any changes.

Plant Waste

Like Additives discussed above, waste can be reported by Immature Batch, individual plant, groups of plants, or Room. The Waste option is to the right of the Additives option in each scenario.

Reporting Waste Information



The screen capture shown above shows the recording of waste by Room. The information you will input is the same whether you record waste by Immature Batch, individual plant, or groups of two or more plants, except for Item 7, which would be Batch information, and Plant(s) information respectively.

Item 1: Waste Method

Select the waste method from the dropdown menu.

Item 2: Material Mixed

Identify the material with which the waste was mixed to dispose of the product in accordance with regulations.

Item 3: Waste Weight

Input the total weight of the product being wasted and select the Unit of Measure from the dropdown menu.

Item 4: Reason

Select the most appropriate reason why the product is being disposed of from the dropdown menu.

Item 5: Optional Note

You may choose to use this area to provide additional information about why you are disposing of the product.

Item 6: Waste Date

Enter the date when you disposed of the material.

Item 7: Room

Enter the Room from which the waste came. If you were entering waste by Immature Batch, this would be the Batch information. If you were entering waste by Plant or groups of two or more plants, this would be the Plant(s) information.

Item 8: Add button

You may use the add button to record more than one waste entry at a time from this screen.

Item 9: Record Waste button

Select Record Waste to save the information and exit the screen.

Item 10: Cancel button

Select the Cancel button exit the screen without saving any information.

Item 11: Clear button

Select the Clear button to clear all entered data.

Waste - Keep in Mind

3 AAC 306.740. Waste disposal.

1. A marijuana establishment shall store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation production, processing, testing, or retail sales, in compliance with applicable federal, state, and local statutes, or ordinances, regulations, and other law.

2. Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves a marijuana establishment.

3. Marijuana waste includes

    a. Marijuana plant waste, including roots, stalks, leaves, and stems that have not been processed with solvent;
    b. Solid marijuana sample plant waste in the possession of a marijuana testing facility; and
    c. Other waste as determined by the board.

4. A marijuana establishment shall

    a. in the marijuana inventory tracking system required under 3 AAC 306.730, give the board notice not later than three days before making the waste unusable and disposing of...

    b. keep a record of the final destination of marijuana waste made unusable.

        i. Questions: marijuana@alaska.gov

Packages

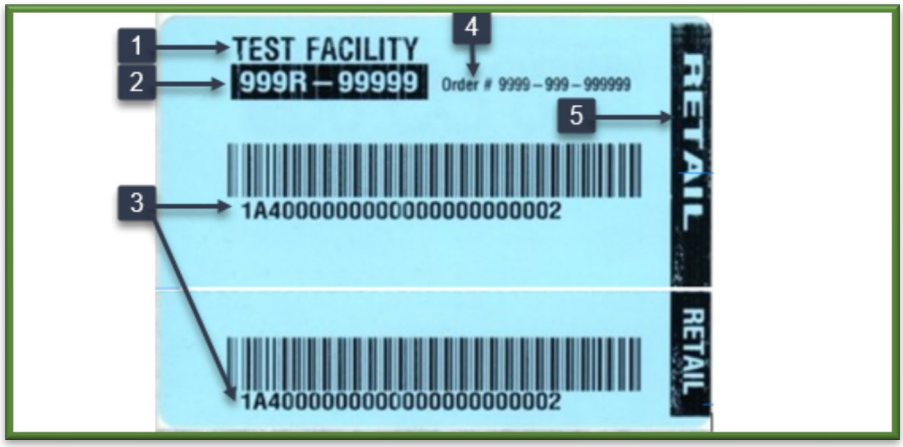
Package Tags

Metrc automatically generates the Package ID numbers and assigns them to a unique facility.

- The Package Tag facilitates the movement of product between licenses and the distribution of product to consumers.
- The Package Tag is perforated with the ID printed on the top and bottom sections:
    a. The larger top portion stays with the package
    b. The smaller bottom portion can be attached to a retail device such as a buds jar or used on intake paperwork by Manufacturing, Testing, or Retail Store facilities.

Package Tag Breakdown

The package tag uses a pressure sensitive adhesive. Retail tags are blue and medical tags are yellow. The barcode printed on the tag is a standard UCC 128 barcode.



Item 1: License Facility Name

The name of the licensed facility

Item 2: Facility License Number

The facility's State license Number is printed on the package tag.

Item 3: Package Tag Order Number

The associated order number.

Item 4: Unique Tag Number

The unique Tag ID Number is printed on the tag alphanumerically and is embedded in the barcode and RFID chip.

Item 5: Identifying Medical or Retail Facility

This banner further distinguished a tag associated with a Medical license from a tag associated with a Retail or Recreational license.

Perforation of Package Tags

Item 1: Perforation

The package tags are perforated.

Item 2: Larger Portion

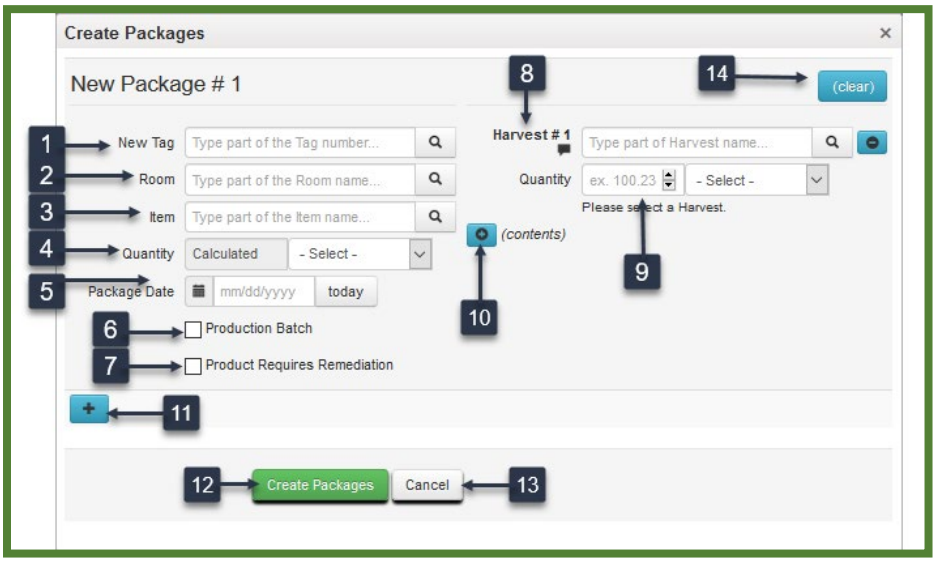
The larger top portion stays with the package.

Item 3: Lower Portion

The smaller bottom portion can be attached to a retail device, such as a bud jar, or used on intake paperwork for a Manufacturing, Testing or Retail Store facilities.

Creating Packages

Creating Packages from a Harvest Batch



Item 1: New Tag

Enter or use the magnifying glass to the right to select the next alphanumeric tag number from your tag inventory to assign and affix to the product being packaged.

Item 2: Room

Select the Room where the package will be located.

Item 3: Item Drop Down

Select the appropriate Item from the dropdown list. Use the magnifying glass to the right to view a list of your license's Items.

Item 4: Package Quantity

Select the unit of measure from the dropdown menu.

Item 5: Package Date

Select the day on which the package is being made. Select "today" to populate the current date.

Item 6: Production Batch Checkbox

Only select the Production Batch checkbox if the package you're creating is a new Production Batch.

Item 7: Product Requires Remediation

Only select the Product Requires Remediation checkbox if you are packaging product that has failed testing and requires Remediation.

Item 8: Harvest Batch Name

Enter the Harvest Batch from which product is being packaged. You can click the magnifying glass icon to the right to display a list of all the active Harvest Batches at your facility.

Item 9: Quantity Pulled from Batch

Enter the weight of the product being packaged from the Harvest Batch and select the unit of measure from the dropdown menu.

Item 10: Add Contents button

You can use this button to add additional sources from which you’re packaging product.

Item 11: Add button

The Add button can be used to create additional packages from the same screen.

Item 12: Create Packages button

Select Create Packages to save the information and create your package(s) in Metrc.

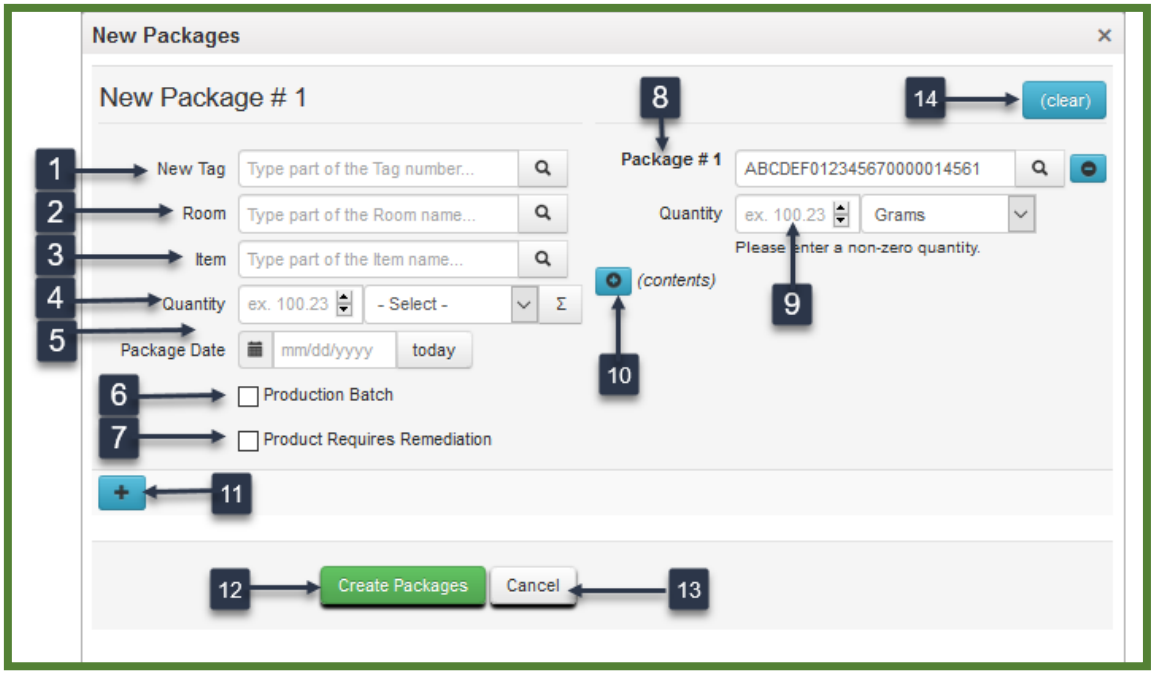
Item 13: Cancel button

The Cancel button will exit the screen without saving any data.

Item 14: Clear button

The Clear button will clear all entered information.

Creating Packages from Existing Package(s)



Item 1: New Tag

Enter or use the magnifying glass to the right to select the next alphanumeric tag number from your tag inventory to assign and affix to the product being packaged.

Item 2: Room

Select the Room where the package will be located.

Item 3: Item Drop Down

Select the appropriate Item from the dropdown list. Use the magnifying glass to the right to view a list of your license's Items.

Item 4: Package Quantity

Select the unit of measure from the dropdown menu.

Item 5: Package Date

Select the day on which the package is being made. Select "today" to populate the current date.

Item 6: Production Batch Checkbox

Only select the Production Batch checkbox if the package you're creating is a new Production Batch.

Item 7: Product Requires Remediation

Only select the Product Requires Remediation checkbox if you are packaging product that has failed testing and requires Remediation.

Item 8: Package #1

Enter the source package tag from which product is being packaged. You can click the magnifying glass icon to the right to display a list of all the active Packages at your facility.

Item 9: Quantity Pulled from Batch

Enter the weight of the product being packaged from the Source Package and select the unit of measure from the dropdown menu.

Item 10: Add Contents button

You can use this button to add additional sources from which you're packaging product.

Item 11: Add button

The Add button can be used to create additional packages from the same screen.

Item 12: Create Packages button

Select Create Packages to save the information and create your package(s) in Metrc.

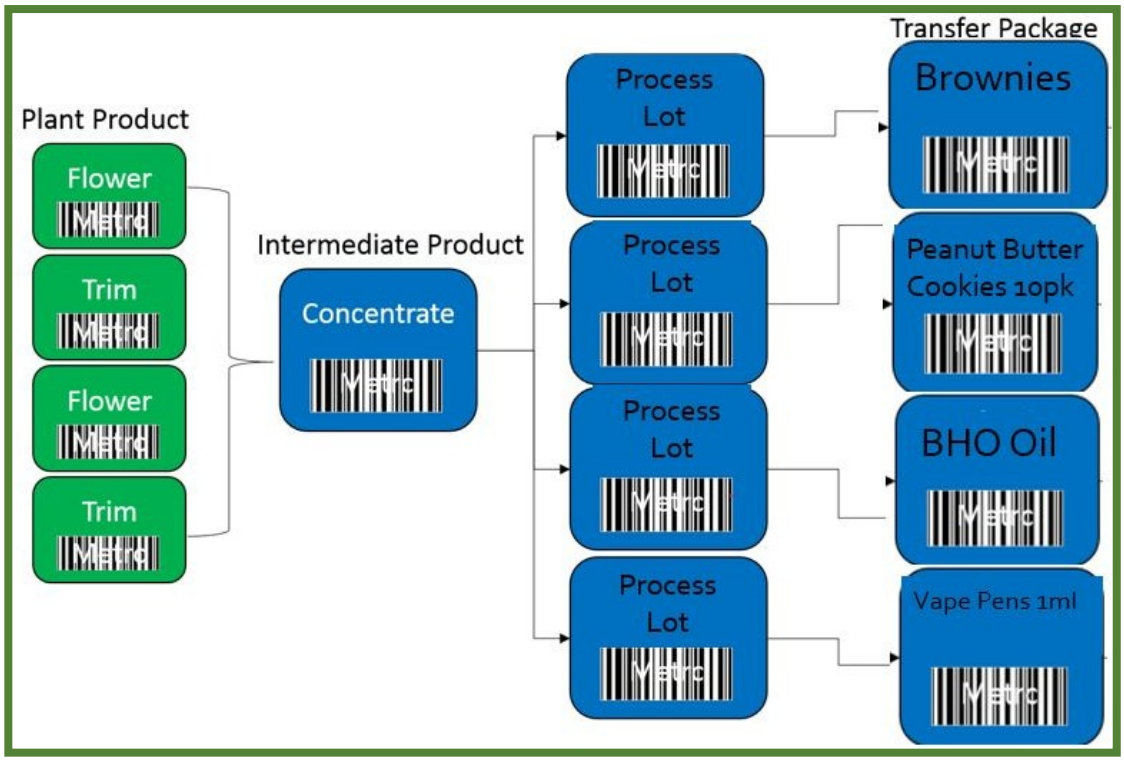
Item 13: Cancel button

The Cancel button will exit the screen without saving any data.

Item 14: Clear button

The Clear button will clear all entered information.

Edible/Non-Edible Process



In this graphic, you can see how several bags of Flower and Trim were transferred into the Manufacturer from another location via the transfer process. The Flower and Trim was then converted to an intermediate product (Process Lot/Production Batch of Concentrate) for use in a larger batch. In the example above, we could call it butter. The butter then is used to bake a large batch of Peanut Butter Cookies, say 1000. The larger batch of 1000 Cookies is then broken down and packaged to be transferred and shipped. Using this example, it is critical to understand that each intermediate step requires a new package tag. If you follow the process above, you can see how each unique ID number is connected to each unique ID number that preceded it and how the "chain" is kept intact.

Package Adjustments/Rejections

Package Adjustments can be made in the system to address certain discrepancies, inconsistencies, and errors in the data that's been entered. Package Adjustments cannot be used to correct an error in Sales data at a Retail Store. Package Adjustment reasons are populated by the State; licensees may use the note section to further explain why a package adjustment was made.

A licensee can reject one or more packages from a manifest that has been sent to them. Rejection reasons are populated by the State; licensees may use the note section to further explain why they are rejecting a certain package.

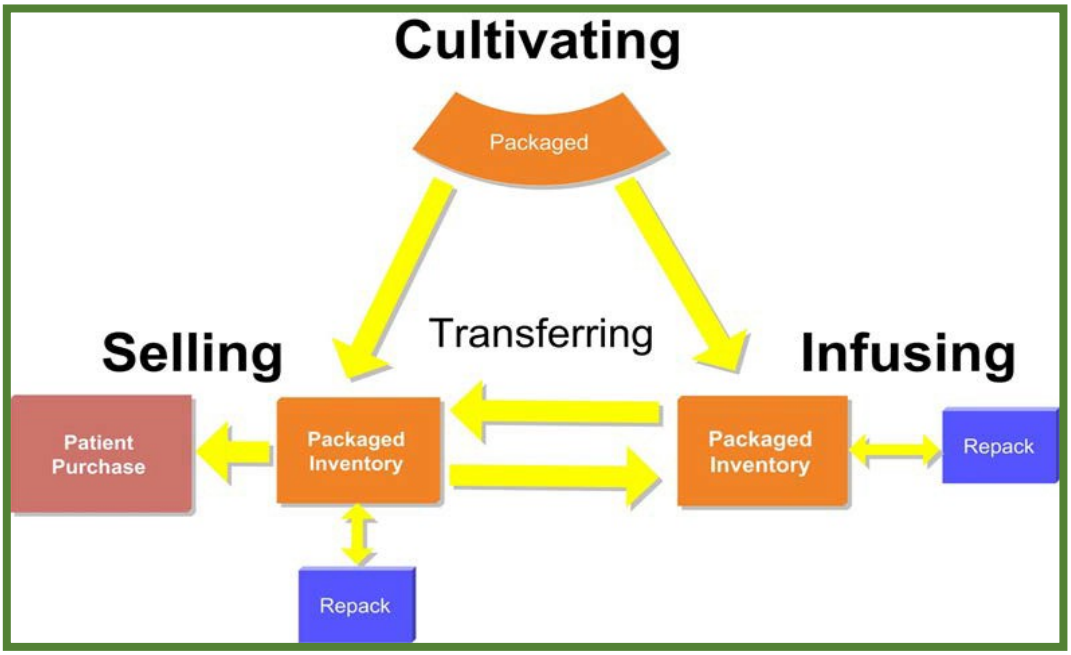
Adjustments Reasons

Please remember all adjustment reasons are setup by the AMCO, not Metrc.

- **API Adjustment Error** – when an adjustment is made erroneously in both the API and in Metrc
- **API Conversion Error** – when amounts are not set up properly or aligned in the POS system and Metrc
- **API Duplicate sales entry** – when a sales entry has been duplicated by the POS system in Metrc
- **Cultivation Sample Testing** - Testing Lab Only
- **Drying** - 5-7 grams per pound
- **During Transfer** - Errors in Transfer or something is damaged in Transfer
- **Entry Error** - Calculation when pulling from packages to create a new package or make a mistake in an adjustment. This should not be used to instead of correcting sales.
- **In-House Quality Control** - In house testing/sampling
- **Over/Under Pulled** - Manufacturers and Cultivators will mainly use this.
- **Oversold/Undersold** - For stores only when a mis-ring happens in the POS system. Oversold should be used in conjunction with Undersold, gram for gram and each for each. Notes section should be used to reference the package that is being Oversold or Undersold together.
- **Package Material** - Jar or bag included in package weight
- **Plants Unpacked** - Cultivator only when planting immature plants
- **Scale Variance** - When there is a variance between two scales, should not be more than .9 grams per pound
- **Seed Planting** - Cultivator only when planting seeds
- **Spoilage** - Edibles/Non-Edibles past expiration or go bad
- **Testing** - Testing Lab Only
- **Theft** - Internal or external theft, State should be notified and documentation filed with support@metrc.com
- **Waste** - Bud, Shake/Trim, Pre-rolls, Concentrates, Recalls (when product must be destroyed) & State Mandated destruction

Packages - Keep in Mind

1. An Immature Plant can be packaged and transferred for sale.
2. For incoming packages used by a Manufacturer in an intermediate step, such as making a concentrate to be used in multiple infused product batches, you will create a new package for the concentrate.
3. The new package of concentrate is a Production Batch/Process Lot and must be appropriate designated as such using the relevant checkmark box as the package is created. Product from the new production batch may be used to make a new production batch of another infused product or may be repackaged for transfer/sale.
4. This makes it more easily recorded as connected to the finished infused product package.
5. Packages made at a Manufacturer, Wholesaler or Retailer should be created by pulling from other packages.
6. A package must exist in order for it to be selected for transfer. Transfers are real-time inventory dependent.
7. A package can be discontinued as long as it has not been transferred, used to make another package or sold out of. In that case, it can't be discontinued.
8. A package can be finished as long as the package is zero, there is no more product in it and it is not on hold by the state.
9. A finished package can be unfinished but a discontinued package cannot be unfinished.
10. There must be a contents section for each new package created from an existing package.
11. When adjusting a package, you must use the appropriate adjustment reason.
12. When sending a sample for testing, a test sample package must be created. A new test sample must have a new RFID package tag and be pulled from an existing package.



Samples - Keep in Mind

A marijuana cultivation facility shall record in its marijuana inventory tracking system all marijuana used to provide a sample authorized under 3 AAC 306.460 for the purpose of negotiating sales, including:

1. The amount of each sample;
2. The retail marijuana store or marijuana product manufacturing facility that received the sample; and
3. The disposal of any expired or outdated promotional sample returned

Transfers

New Licensed Transfer

Destination 1 | Type part of the License Numb | (clear)

Type | - Select -

Planned Route

Est. Departure | 08/01/2018 | today | 11 : 18 | AM

Est. Arrival | 08/01/2018 | today | 11 : 18 | AM

Transport # 1 | Type part of the License Numb | (clear)

Layover

- Lookup -

- Lookup -

Employee ID

Vehicle Make

Driver's Name

Vehicle Model

Driver's Lic. No.

License Plate

Phone No. | +1-123-456-7890 | (use default)

(transporter)

Package # 1 | Type part of Package number.. | (clear)

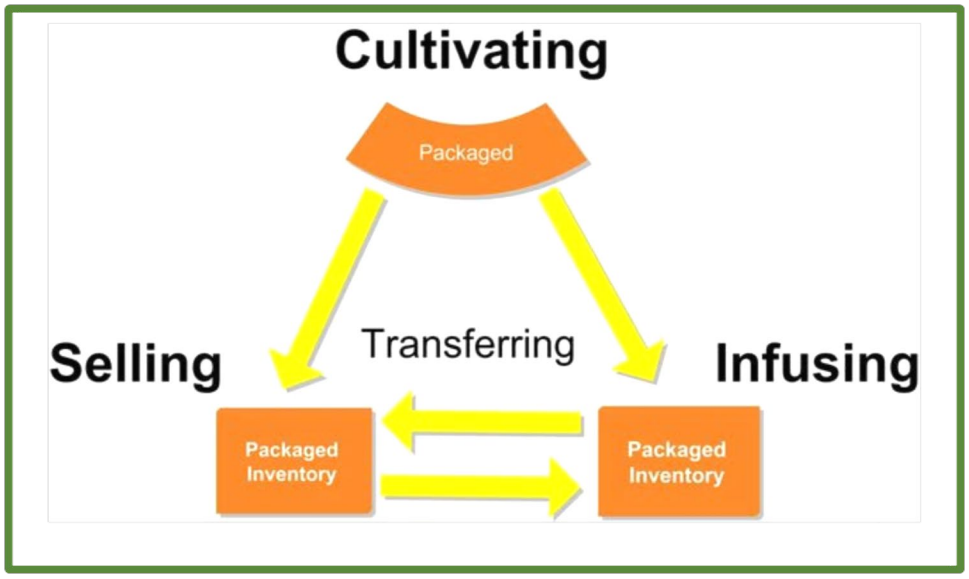
(package)

(destination)

Register Transfer | Cancel

Transfers - Keep in Mind

1. A transfer must be created anytime a package moves from one license to another.
2. To print a manifest, click on the manifest number to highlight in orange, then click on View Manifest button. Then the manifest may be printed.
3. A package must be received completely: the system DOES NOT allow for a partial package to be received.
4. A transfer can be rejected by package or completely.
5. You **cannot** receive a partial package.
6. A rejected package will require the originating Licensee to receive the package back into their custody.
7. A package must exist in order for it to be selected for transfer. Transfers are real-time inventory dependent.
8. If you receive a package, you will have the opportunity to report a new weight. Note: a new weight will raise an exception in the AMCO reporting.
9. You must receive the transfer within 24 hours.
10. If you have any questions at all about the transfer, you need to reject it. (3 ACC 306-730)
11. Transfers - 3 AAC 306.730
    a. A retail marijuana store may not accept marijuana or a marijuana product that does not have a valid transport manifest.
    b. A retail marijuana store shall account for any variance in the quantity of marijuana
    c. When marijuana or a marijuana product is transported, the marijuana establishment that originates the transport shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A complete printed transport manifest on a form



Sales

Entering Sales

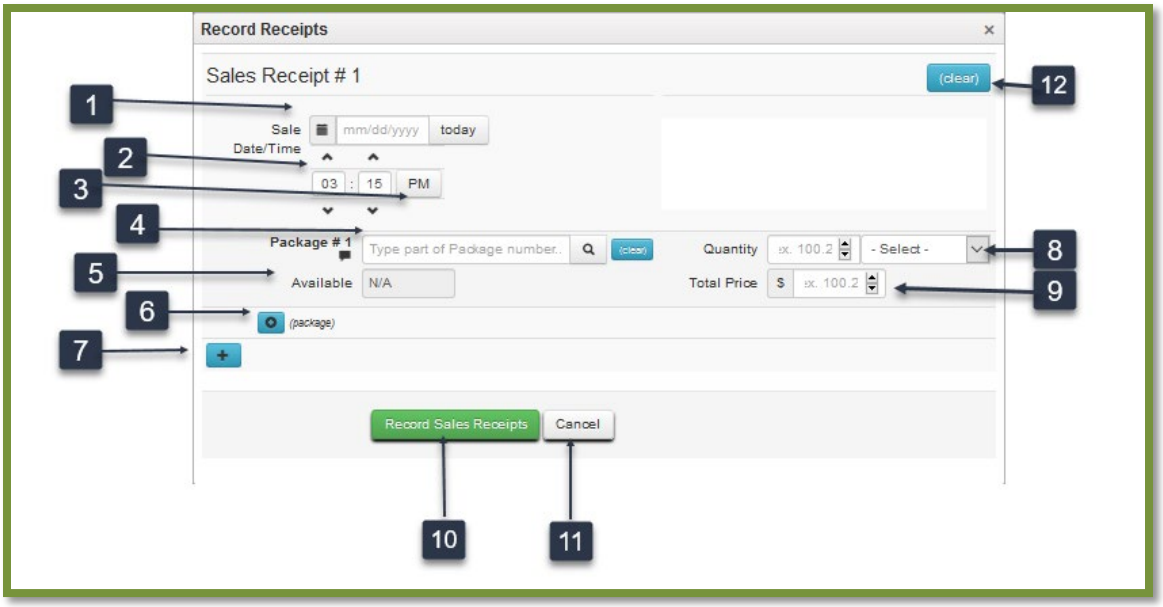
Only Dispensaries send Sales information in the system. Recording Sales in Metrc is "reporting the last event in chain of custody" in this Seed-to-Sale tracking software.

Sales may be entered two (2) ways:

1. Manually
2. Data Import - via .CSV file upload or API from a Third Party Vendor that has completed the certification process with Metrc and the AMCO.

Sales must be entered into Metrc daily on the day sales are made using the “Record Receipts” button for manual entries, or the “Import” button for CSV uploads.

Manually Entering Sales Receipts



Item 1: Receipt Date

The date of purchase from the receipt.

Item 2: Time of Sale

The time of sale in hours and minutes.

Item 3: Time of Day

Identifies whether the sale occurred in the am or pm hours.

Item 4: Package Number

Package(s) from which product was sold.

Item 5: Availability

Displays how much product remains in the existing Metrc package.

Item 6: Add Package button

Use to add additional package information.

Item 7: Add button

Use to populate information from a separate Sales Receipt while on the same screen.

Item 8: Quantity

How much product the customer purchased from the identified package(s).

Item 9: Total Price

Enter the Total Price for the product sold before tax and after any discounts.

Item 10: Record Sales button

Select Record Sales to save the information and exit the screen.

Item 11: Cancel button

Select to exit the screen without saving any changes.

Item 12: Clear button

Select to clear all entered information.

You can use the “Edit Receipts” button to edit the date and time, consumer information, and package/sales details.

Sales Data Import

You will need the ability to associate the Metrc package ID number to one or more sku items in your POS to import Sales data via the API.

If they do not participate in the API (see the API Third Party Vendor list of companies who are certified to use the API with Merc at www.metrc.com/alaska), your Point of Sales vendor can help you export a csv file from their system to your computer. You can then import that csv file into Metrc.

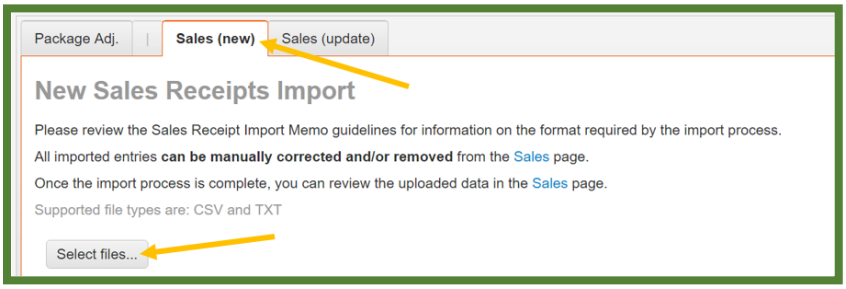
If your POS vendor participates in the API, they can push this data to the software automatically.

CSV - Comma Separated Variable file or Comma Delimited file

To use the CSV upload:

A sales upload from a common file type is available from the Sales function within a retailer. The file will need to be a text file separated by commas, commonly called a CSV file. This type of file can be created from an excel worksheet. The image below shows where to select the file. Once you have selected Sales, select the "Import" button shown below. You should be able to create a CSV file from your existing Point of Sale system.

A new screen will open. Select the "Sales (new)" button and select the file to upload.



Notes:

1. Please be sure to select the correct file before uploading.
2. All uploaded files will be imported automatically.
3. Once a file is uploaded, it cannot be removed.
4. Once a file is imported, its data cannot be removed.
5. Every single upload is tied to your current account and facility.
6. Files are limited to 1MB (megabyte) in size.
7. All files will be scanned by antivirus software.

Formatting your CSV Sales File for Upload

The CSV data fields for the upload are as follows:

New Sales Receipts:

Field	Format	Description
Sales Date/Time	YYYY-MM-DDHH:MM	Date and time of the actual sale
*Sales Customer Type	"Consumer", "Patient", "Caregiver", or "External Patient"	Consumer Only
*Patient Number	Leave Blank	Leave Blank
*Caregiver Number	Leave Blank	Leave Blank
Package Label	Alphanumeric value	Metrc Package ID number
Quantity	Numberic value	Number of units sold
Unit of Measure	Alphanumeric value	i.e. grams, ounces, each, etc.
Total Amount ($)	Numberic value	Numeric value, do not include $

Please remember, the CSVs cannot have a header, just the data. The file will need to be created without headers and with a separate row for each transaction, for example:

“2018-01-23 12:30”,”Consumer”,””,””,”ABCDEF012345670000011229”,”5”,”Grams”,”20”

*Please note that the commas are just to designate the next column in the file. These commas will NOT be placed in your file if you are using a .csv file/excel spreadsheet. If you are making a .txt file, then you WILL need the commas.

Existing Sales Receipts:

Field	Format	Description
Metrc Receipt Number	Numberic value	10 Digits
Sales Date/Time	YYYY-MM-DDHH:MM	Date and time of the actual sale
*Sales Customer Type	"Consumer", "Patient", "Caregiver", or "External Patient"	Consumer Only
*Patient Number	Leave Blank	Leave Blank
*Caregiver Number	Leave Blank	Leave Blank
Package Label	Alphanumeric value	Metrc Package ID number
Quantity	Numberic value	Number of units sold
Unit of Measure	Alphanumeric value	i.e. grams, ounces, each, etc.
Total Amount ($)	Numberic value	Numeric value, do not include $

Example:

“2018-01-23 12:30”,”Consumer”,””,””,”ABCDEF012345670000011229”,”5”,”Grams”,”20”

*Please note that the commas are just to designate the next column in the file. These commas will NOT be placed in your file if you are using a .csv file/excel spreadsheet. If you are making a .txt file, then you WILL need the commas.

Notes:

- If you are updating a previously uploaded entry, you will need to retrieve the receipt number from Metrc.
- If you receive an error upon upload, you may contact the Metrc Support Desk for assistance diagnosing the issue. Errors are usually due to missing or invalid data in the CSV file

Metrc Support

- Support Materials (available through the software 24x7x365)

    1. This State Supplemental Guide
    2. Metrc Manual/User Guide
    3. CSV Uploads Guide
    4. Metrc Reports Guide

Interactive Support Team

1. Email - **support@metrc.com**
2. Phone - **877-566-6506**

    Monday - Friday: 6 am – 5 pm AKT
    Saturdays: 6 am – 4 pm AKT
    Sundays: Voicemail & Email Only

- Training - sign up for training through the Metrc website (www.metrc.com) or by navigating to "Sign up for Training" under the Support Tab on the navigation bar in the software.

    To sign up from your Metrc account:

    1. Click on Support in the right-hand options on the navigation bar.
    2. Click on "Sign up for Training".
    3. In the new window, click on the date you'd like to attend a specific training and fill out the registration information.

    To sign up from www.metrc.com:

    1. Click on "Customers" on the navigation bar and select "Alaska".
    2. Click on the green "Training Sign Up" button.
    3. Click on the date you'd like to attend a specific training and fill out the registration information.