Alaska - Metrc Support Bulletin

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Contact Point: support@metrc.com	**Subject(s)**: Additives, Layovers, IHQC, Trade Samples, Trade Shows	

Greetings Metrc Users,

This bulletin contains several topics covering important information. Some of these topics include clarification on processes at the request of licensees in Alaska. The following topics will be covered; Additives, Layovers, In-House Quality Control, Trade Samples and Trade Show Transfers.

Additives

At this time, additives are **NOT** required to be reported in Metrc.

However, 3 AAC 306.475(b)(1) requires each harvest batch that is sold to be labeled with "each soil amendment, fertilizer, and other crop production aid applied to the growing medium or marijuana plant included in the batch, including any pesticide, herbicide, or fungicide that was used," so this information must be maintained for each harvest, either in Metrc or in a Nutrient Log.

Layovers (Overnight Transfers)

At this time, layovers or overnight transfers of Cannabis product are strictly prohibited by AMCO. All transfers should be planned in advance and coordinated with other facilities as needed to complete transfers within one day.

AMCO understands, however, that unexpected and unavoidable extenuating or extreme circumstances (e.g. sudden inclement weather) may lead to licensees needing to hold product offsite until it is safe/feasible to complete the delivery. In such events, licensees should take the following steps:

1. Email or call AMCO to request approval.
2. If you are unable to obtain approval first, an email must be sent to amco.enforcement@alaska.gov at the earliest opportunity with the following details:
   a. **Details - Explanation of the circumstances that led to or caused the delay**
   b. **Route - The direction you are headed in and planned route to complete the transfer**
   c. **Security – How are you securing and storing the product**
   d. **ETA/ETD – Updated estimated time of departure and arrival**
   e. **Updated contact info**
3. Prior to completing the transfer, update the transfer in Metrc to correctly reflect any changes and save the updated information.
4. Upon arrival, provide updated travel information to the recipient and notify AMCO via email with the manifest number stating that the transfer was completed.

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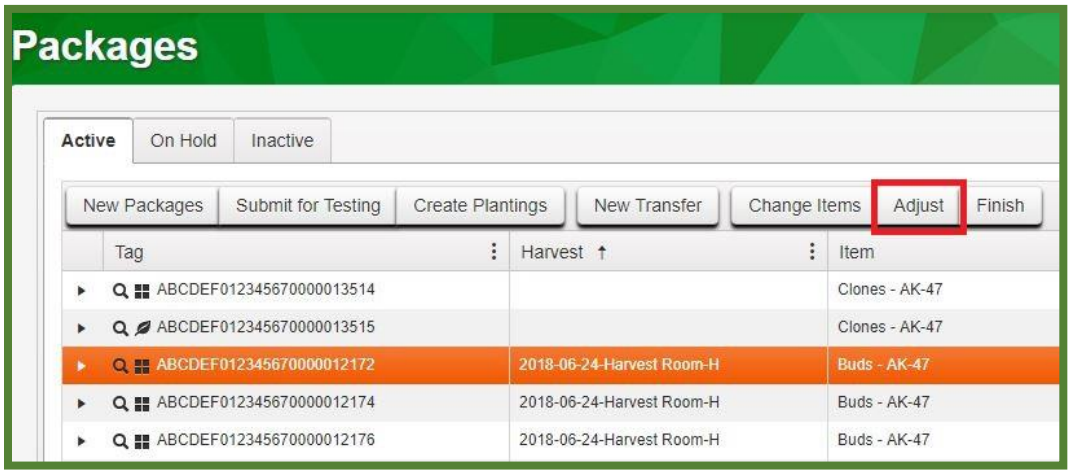
In-House Quality Control (IHQC)

Cultivation and manufacturing licensees are permitted to perform in-house quality control of their own product as outlined below. In-house quality control is not permitted for retail store licensees.

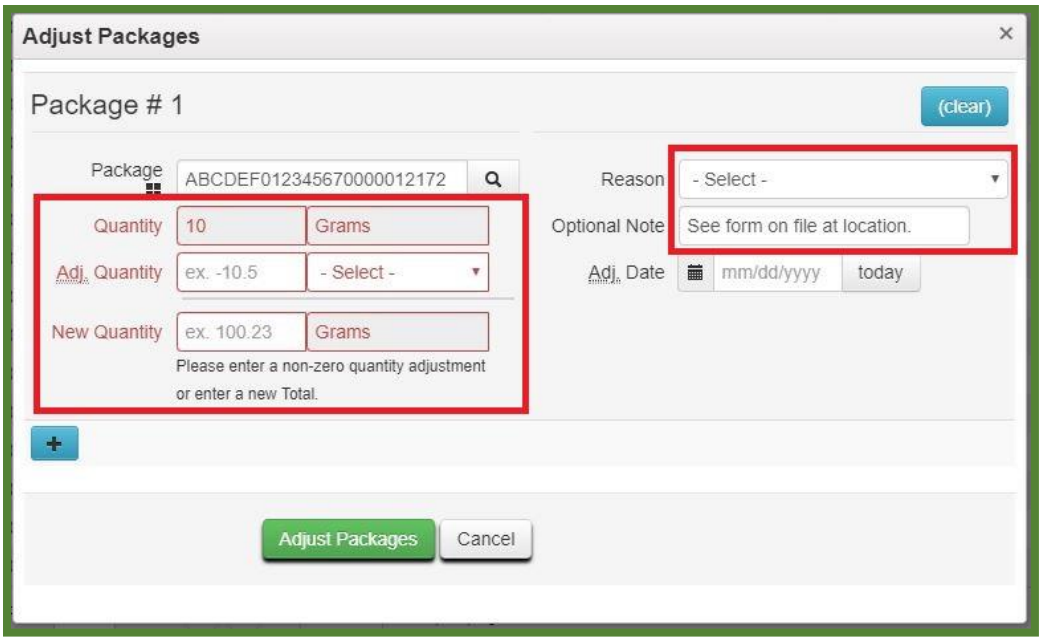
You may NOT consume product on any licensed premises.
You may NOT give product for quality control to any other licensee or consumer.

- All product intended for IHQC must be physically packaged and labelled for in-house quality control (IHQC).
- All product intended for IHQC must have passed all required lab testing.
- The employee receiving the IHQC sample must fill out form MJ-26 and return it to you within 7 days of the product being taken for IHQC.
    - *This form may be kept on file; it does not need to be emailed to AMCO but should be available upon request.*
- IHQC is limited to a total of 1 ounce of product per month, per facility.
    - *Product for IHQC still counts towards an individual's possession limits, which may not exceed 1 ounce.*
- Within Metrc, you will need to perform a Package Adjustment to account for the product taken for IHQC on the day it is taken.
- To do this, follow the instructions below:

Click to highlight the package you are pulling from and then select "Adjust"



Enter the correct amount, unit of measure, and adjustment information



- Select "In-House Quality Control" as the reason for the adjustment.
- You may refer to the required MJ-26 form you filled out for this instance of IHQC in the Optional Note section.

  For example: "See form MJ-26 on file at 123 C St.", or "related form available upon request"

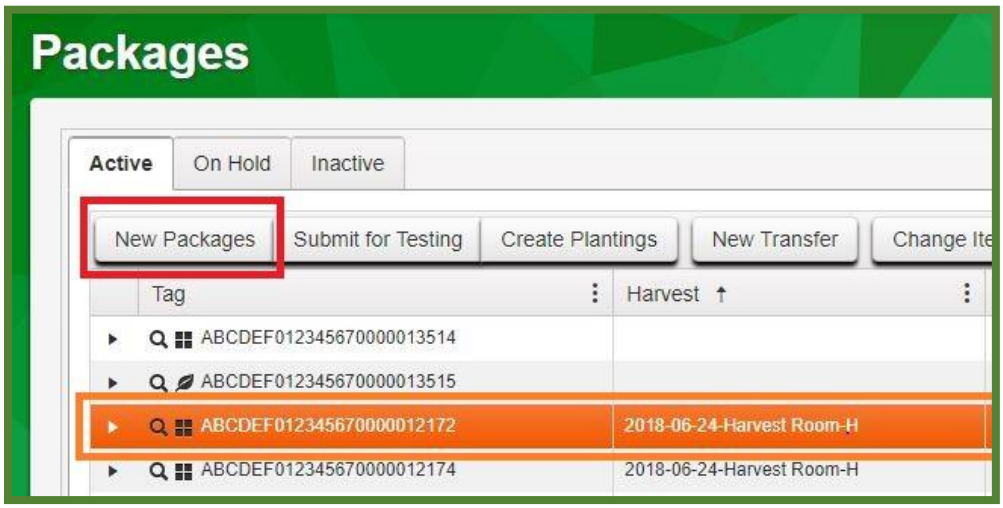
Trade Samples

Cultivation facilities are permitted to send trade samples from one licensed facility to another facility owned by a different entity for the purposes of negotiating a sale, with the following limitations:

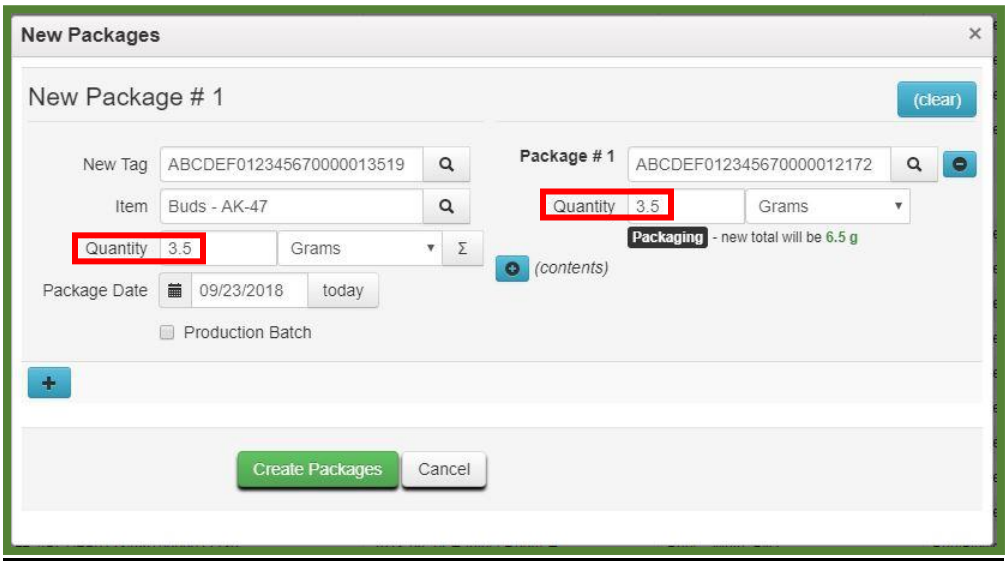
Please note: product manufacturing facilities and stores may NOT send trade samples

- Cultivation facilities may transfer up to 1 ounce of product to a product manufacturing facility and/or up to 3.5 grams of product to a retail store.
- All product intended as a trade sample must be physically packaged and labelled as a trade sample.
- To create a trade sample, follow the instructions below:

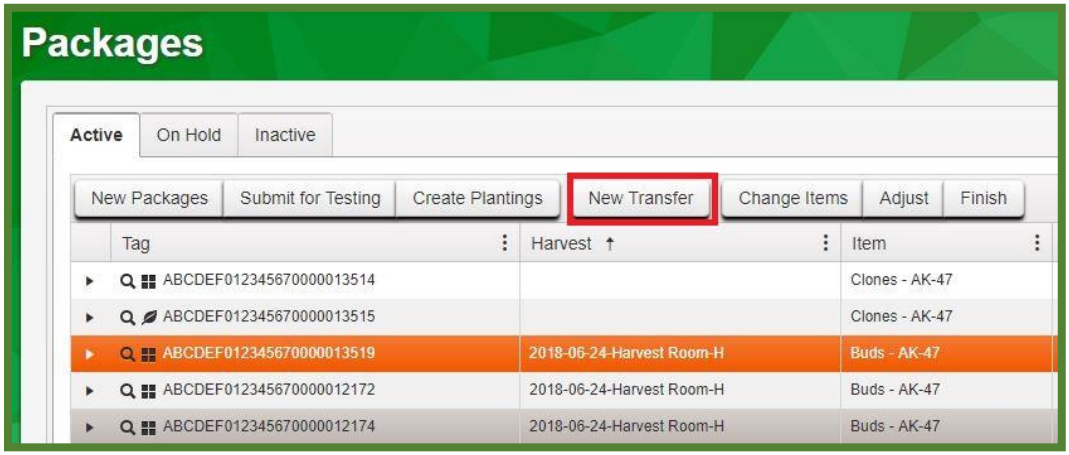
Highlight the Package you want to create a trade sample from then select "New Package"



The quantity you are entering in the New Package should match the quantity being taken from the source package (listed on the right)



Highlight your new trade sample package and the select "New Transfer"



- Your trade sample may be transferred to another facility along with any standard transfer of product.
- You may also transfer a trade sample by itself to a facility

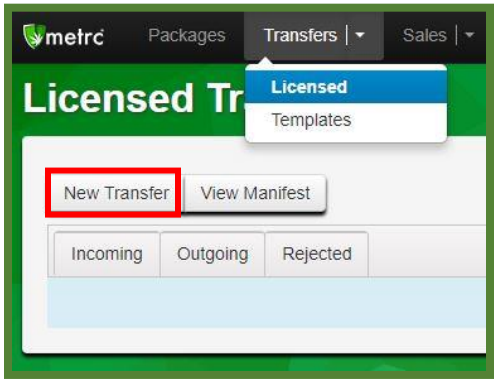
  For Example: If you are already delivering 2 Packages to a retail store and want to send a 3rd package consisting of a different strain that is a "Trade Sample" for that facility.

Trade Shows – amended (see highlighted changes below)

Cannabis product may NOT be sold, consumed, traded or given away to anyone at any time during any trade show.

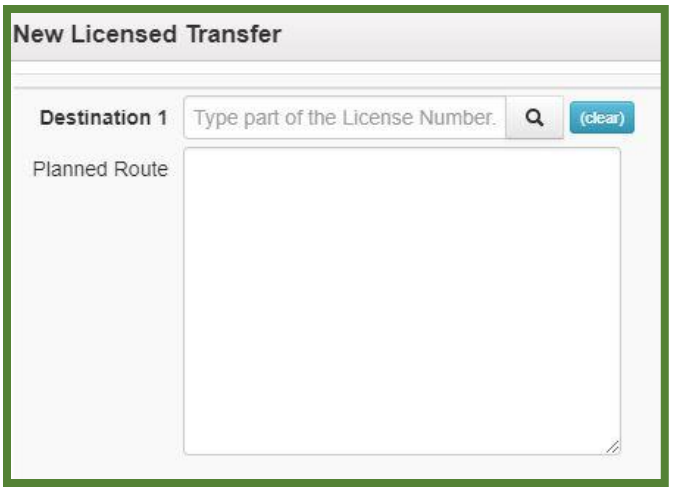
- Licensees must notify AMCO of their intent to transfer product to a trade show a minimum of one week in advance of the start of the show, so that AMCO & Metrc may provide a destination license for the licensee to manifest to.
- Marijuana and marijuana products must remain in the control of the transporter or licensee at all times.
    - For multi-day trade shows, the marijuana and/or marijuana product must be manifested AND transported back to a licensed premises each night, requiring a separate manifest for each day of the trade show.
    - If the product cannot be manifested back to the original licensed premises the transfer originated from (if, for example, a licensee comes from out of town to attend a trade show), the licensee should arrange with a local licensee to manifest the product to a secure local licensed facility for overnight storage.
    - The subsequent day's manifest would start from that local licensed premises to the trade show and then back to the licensee's original licensed facility.
- All cannabis product being transferred to a trade show should be recorded on a transportation manifest and returned to the originating facility at the end of the trade show.
- Please use the following instructions for all transfers to/from trade shows:

Select "New Transfer" under your Licensed Transfers section.

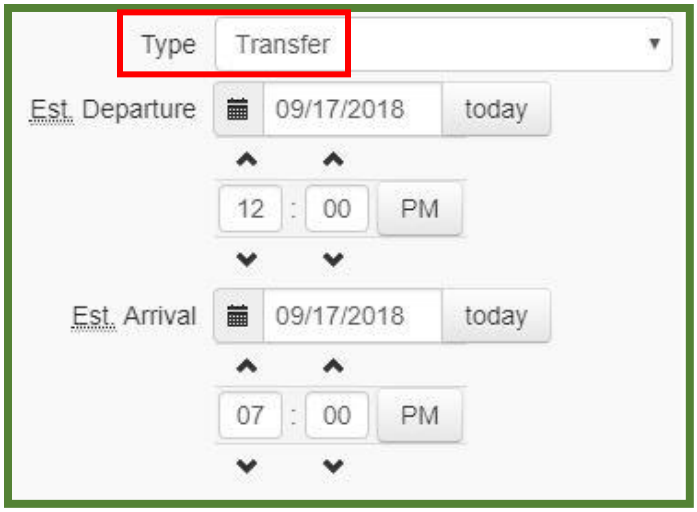


1. Input the correct trade show license as the destination on the manifest.
    - *Different trade shows will have different names, locations and licenses. Make sure you select the correct one.*
    - **For example:**

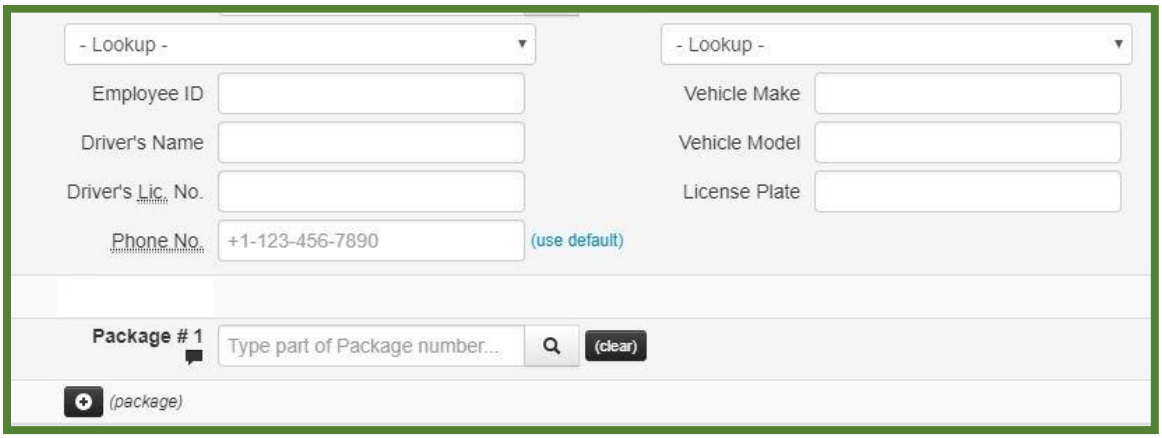
      Facility Name: Trade Show – Anchorage
      License Number: 7a-TSXXX
2. In the "Planned Route" section, make sure to include the following:
    - **Route TO the trade show**
    - *If you are returning on an alternate route Include the alternate route back to your facility*



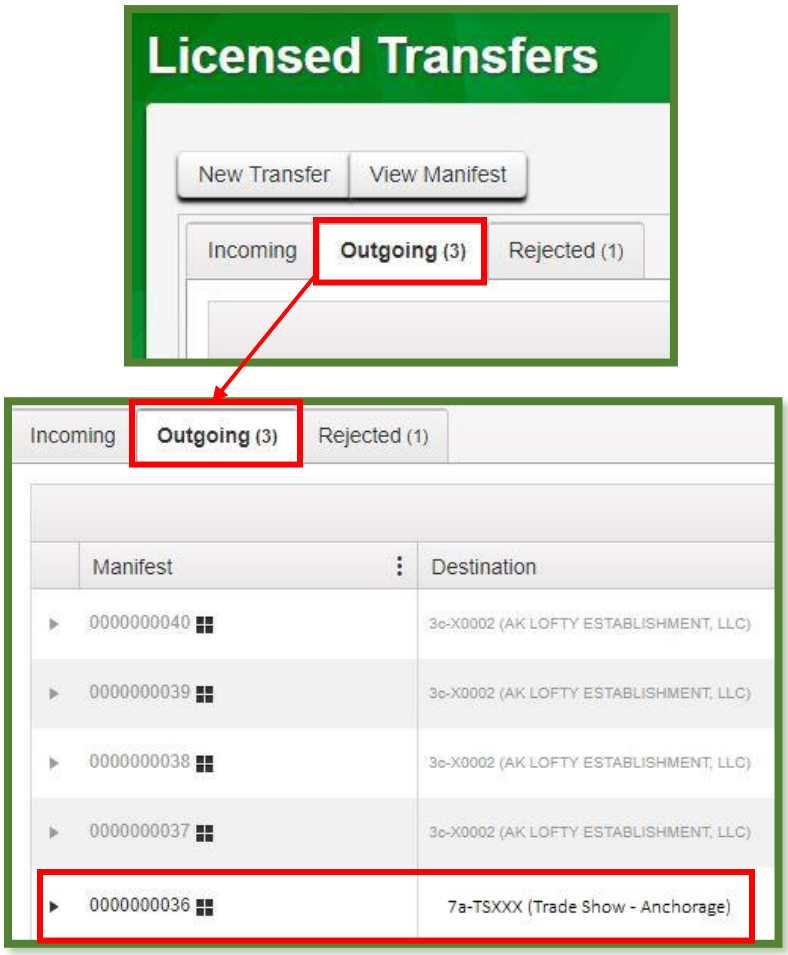
3. Select "Transfer" as the transfer type.
4. Enter your estimated departure and arrival times.
    - *Your estimated time of arrival should be the time you expect to return to your facility.*



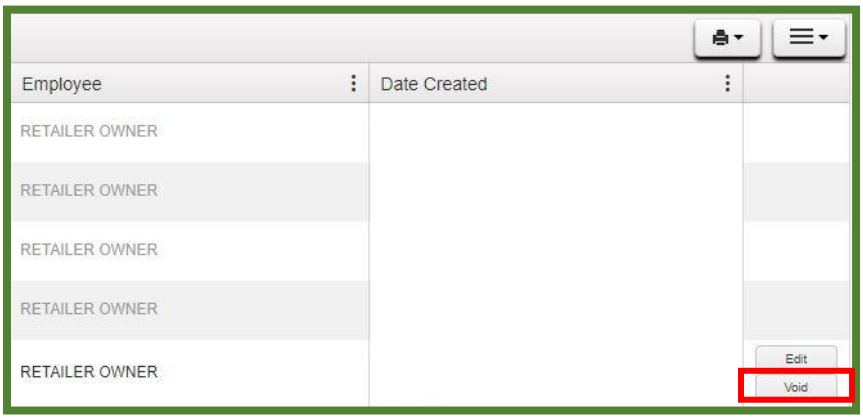
5. Enter the information for the individual and the packages they are transporting.

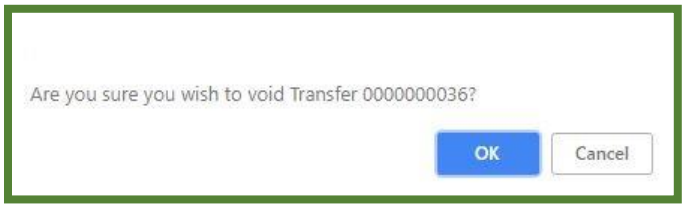


6. When you are finished at the trade show, return with all packages to the originating facility.
7. Upon returning, you need to locate the manifest in your "Outgoing" transfers tab to void it.
8. Under your "Outgoing" transfers tab, you will see the transfer to the trade show listed.



9. At the far-right hand side of the screen, you will see the "Void" button next to the manifest.
    - *The void and edit functions are only visible for open transfers.*
10. Select "Void" to void the transfer and "OK" to confirm the action.





11. This will return all packages into your facility's inventory.
12. **If you are transferring to a different facility to store overnight for a trade show running multiple days:**
    - **Complete steps 1-10 listed above**
    - **After voiding the manifest to the trade show (step 10), create a new manifest to the intended destination facility**
    - **Include the route FROM the trade show to the destination facility.**
    - **The destination facility should accept the transfer and receive the packages into their inventory**
    - **The following day, a new manifest to the trade show and/or the origination facility may be created.**

This process is intended to allow industry users to transfer product to and from trade shows, documenting the required information, and avoid locking up packages of product for indeterminate amounts of time for review or approval.

Remember: Cannabis product may NOT be sold, consumed, traded or given away to anyone at any time during any trade show.

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Metrc – Industry Training

Metrc provides industry training and 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 (Labs must request training via email)

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 is listed below.

Check under the "Support" tab for additional resources.

Please be advised that the new *CSV Formatting Guide* and *Industry Reports Guide* are 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.

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