

<b>Bulletin Number:</b> LA_IB_0026	<b>Distribution Date:</b> 1/6/20	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> CSV Upload of Destroyed Vegetative and Flowering Plants	
<b>Reason:</b> Metrc and the State of Louisiana are providing additional guidance to the industry on utilizing the CSV for recording the destruction of vegetative and flowering plants		

Greetings Metrc Users,

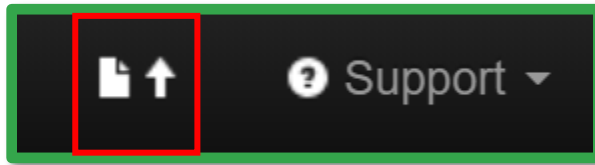
Metrc, in conjunction with the LDAF, is providing additional guidance on the changes to the process for destroying vegetative and flowering plants outlined in LA Industry Bulletin #25. Metrc would like to underscore the CSV upload functionality's availability when recording a batch of plants destruction.

Per the LDAF: **If the licensee is destroying a batch of vegetative plants**, the industry user can total the weight of the destroyed plants by location and input the average plant weight for each plant destroyed in the batch. This action can be recorded either through the user interface or the CSV upload. **If the licensee is destroying flowering plants**, the industry user must record all plant weights individually.

Please see the following pages for more details:

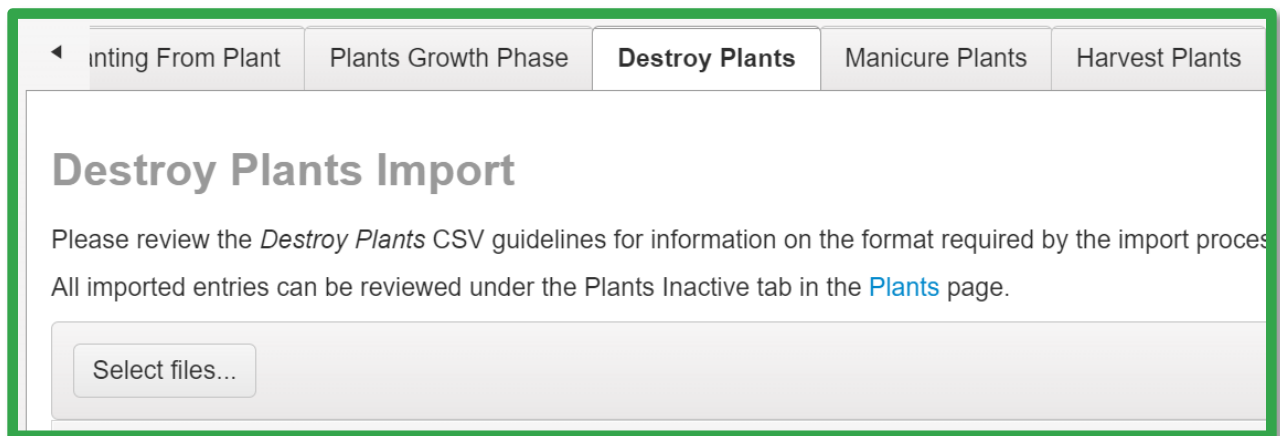
### **CSV Upload for Destroyed Plants**

If destroying plants in the vegetative or flowering phase, it will now be required to enter additional information about each plant, including the individual plant weight. If there is a large batch of plants that are being destroyed, the CSV upload functionality may be best suited to enter the action into the system. To reach the CSV Upload functionality, use the Data Import button on the top navigational menu (shown below in **Figure 1**).



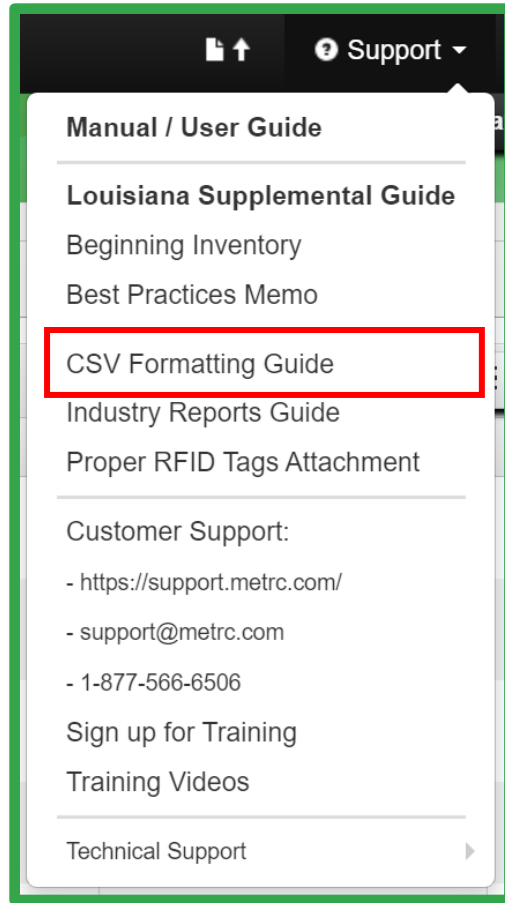
**Figure 1: Navigate to the Data Import Functionality**

Once in the Data Import screen, select the “Destroy Plants” CSV tab, shown below in **Figure 2**.



**Figure 2: Destroy Plants Data Import**

The formatting for the CSV file columns and examples can be seen on this page, or for documentation on all of the potential CSV file imports, the CSV Formatting Guide is located under the Support tab as shown below in **Figure 3**.



**Figure 3: CSV Formatting Guide in Support Menu**

*Please Note: If recording the destruction of multiple **vegetative plants in one location**, the LDAF will allow for a total weight to be taken for the location and an average weight per plant to be entered for each plant. If recording the destruction of multiple **flowering plants**, the LDAF requires the weights to be entered individually and not an average.*

*Please feel free to contact Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.*