

## Alaska - Metrc Support Bulletin



<b>Bulletin Number:</b> AKIB#020_051719	<b>Distribution Date:</b> 05/17/19	<b>Effective Date:</b> N/A (see each)
<b>Contact Point:</b> support@metrc.com	<b>Subject(s):</b> Additives, Layovers, IHQC, Trade Samples, Trade Shows	
<b>Reason:</b> Metrc is providing details on new reporting requirements and new features.		

Greetings Metrc Users,

This bulletin was drafted at the direction of, and with input from the AMCO to clarify the desired reporting procedures. Specific AMCO wording is highlighted in **RED**.

This bulletin was drafted at the direction of AMCO to clarify the desired reporting procedures. This bulletin contains several topics including clarification on processes at the request of licensees in Alaska the State and updates on new features and functionality. The following topics will be covered; Additives, Layovers, In-House Quality Control, Trade Samples and Trade Show Transfers and a new requirement for reporting "Gross Weight" when transferring Packages.

### 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](mailto: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.

**Commented [MEB(1):** They will need to update their manifest at some point, correct? That should be in this list, don't you think?

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### Record Gross Weight for Packages being transferred

**Effective: May 31<sup>st</sup>, 2019**

As of April 1<sup>st</sup>, 2019, transfers will require the “Gross Weight” to be entered into Metrc for each package. The individual transporting the product should weigh, or witness the recipient/deliverer weigh, the package of product and document the “Gross Weight” of the package in the container.

- You will be recording the Gross Weight of each individual Metrc package on the manifest. You will weigh the entire package as tagged regardless of the number of separate units (1/8ths, etc.) that package may contain.
- **“Gross Weight”** is the weight of the package containing marijuana product **INCLUDING** the weight of the container.
- **“Net Weight”** is the weight of the marijuana product in the container and is embedded in the package information

**New Licensed Transfer**

Destination 1: Type part of the License Number [Search] (Clear) Type: - Select -

Planned Route: [Text Area]

Est. Departure: 09/23/2018 today 04:17 PM

Est. Arrival: 09/23/2018 today 04:17 PM

- Lookup - [Dropdown] - Lookup - [Dropdown]

Employee ID: [Text] Vehicle Make: [Text]

Driver's Name: [Text] Vehicle Model: [Text]

Driver's License No.: [Text] License Plate: [Text]

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

(transporter)

Package # 1: ABCDEF012345670000013036 [Search] [Clear] Gross Weight: 452.56g

Package # 2: ABCDEF012345670000013018 [Search] [Clear] Gross Weight: 456.62g

(package)

(destination)

Each Package being transferred will already contain the "Net Weight" - The amount of marijuana product without the container

After adding a package to the manifest, a window will appear requiring the "Gross Weight" - The weight of the marijuana product WITH the container

Register Transfer Cancel

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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:

**Commented [h2]:** Should this be "must have *passed* testing."?

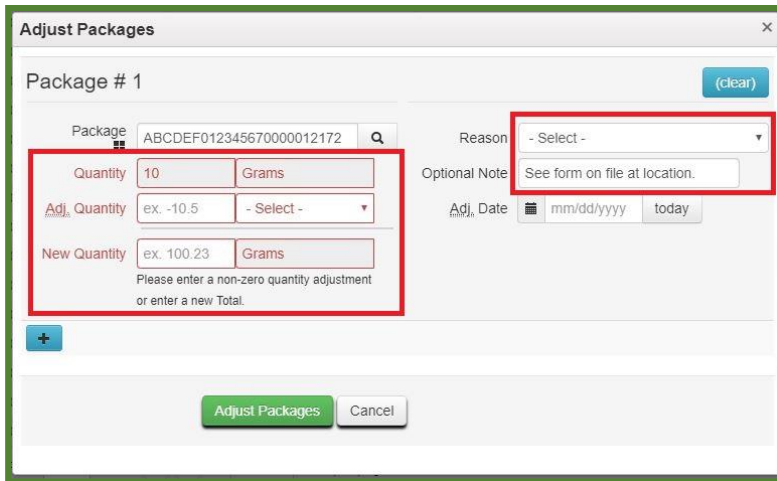
**Commented [TM3]:** Kelly needs to answer/State needs to answer

**Commented [KJ4]:** Corrected. Thank You.

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

Tag	Harvest	Item
ABCDEF012345670000013514		Clones - AK-47
ABCDEF012345670000013515		Clones - AK-47
ABCDEF012345670000012172	2018-06-24-Harvest Room-H	Buds - AK-47
ABCDEF012345670000012174	2018-06-24-Harvest Room-H	Buds - AK-47
ABCDEF012345670000012176	2018-06-24-Harvest Room-H	Buds - AK-47

Enter the correct amount, unit of measure, and adjustment reason.



**Adjust Packages**

Package # 1 (clear)

Package  Q

**Quantity**  **Grams**

**Adj. Quantity**  **- Select -**

**New Quantity**  **Grams**

Please enter a non-zero quantity adjustment or enter a new Total.

**Reason** **- Select -**

**Optional Note**

**Adj. Date**  **today**

+

Adjust Packages Cancel

- 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"

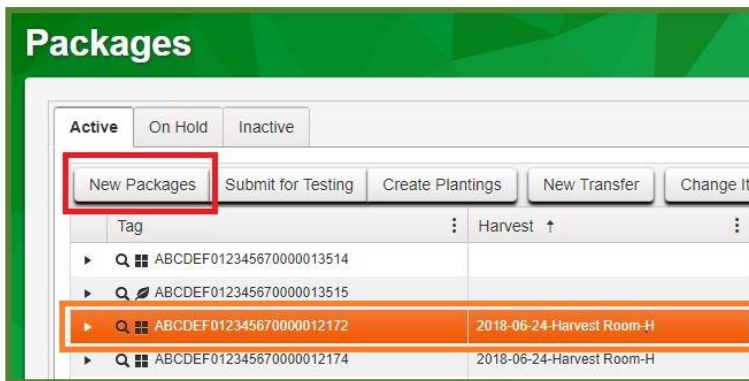
### Trade Samples

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**

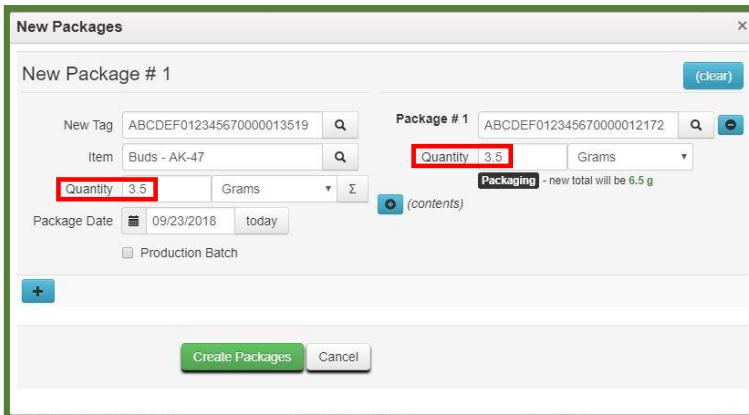
- Cultivation facilities may transfer up to 1 ounce of product to a product manufacturing facility and/or up to 3.5 grams of product to a retail store.
- All product intended as a trade sample must be physically packaged and labelled as a trade sample.
- To create a trade sample, follow the instructions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

**Highlight the Package you want to create a trade sample from then select “New Package”**



Tag	Harvest
ABCDEF012345670000013514	
ABCDEF012345670000013515	
ABCDEF012345670000012172	2018-06-24-Harvest Room-H
ABCDEF012345670000012174	2018-06-24-Harvest Room-H

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



New Package # 1

New Tag: ABCDEF012345670000013519

Item: Buds - AK-47

Quantity: 3.5

Package # 1: ABCDEF012345670000012172

Quantity: 3.5

Packaging: new total will be 6.5 g

Create Packages

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Highlight your new trade sample package and the select “New Transfer”

Packages			
Active On Hold Inactive			
New Packages Submit for Testing Create Plantings New Transfer Change Items Adjust Finish			
Tag	:	Harvest ↑	Item
▶ Q ABCDEF012345670000013514	:		Clones - AK-47
▶ Q ABCDEF012345670000013515	:		Clones - AK-47
▶ Q ABCDEF012345670000013519	:	2018-06-24-Harvest Room-H	Buds - AK-47
▶ Q ABCDEF012345670000012172	:	2018-06-24-Harvest Room-H	Buds - AK-47
▶ Q ABCDEF012345670000012174	:	2018-06-24-Harvest Room-H	Buds - AK-47

- 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 3<sup>rd</sup> package consisting of a different strain that is a “Trade Sample” for that facility.

**Commented [h5]:** Does this mean that they cannot manifest a trade sample by itself?

**Commented [TM6]:** Kelly needs to answer

**Commented [KJ7]:** They should be able to do either/or and submit a sample by itself. I don't anticipate that happening often in AK however. Will ask AK to advise.

**Commented [MEB(8)]:** Fine either way.

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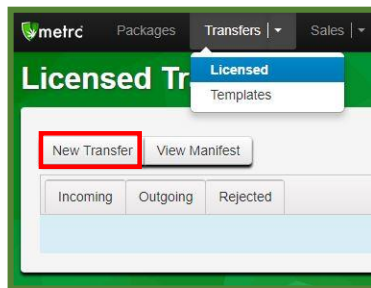


### Trade Shows – amended (see highlighted changes below)

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*

**Commented [h9]:** In order for WHO to create a license? Certainly not the licensee. So, perhaps we leave this bit out? Or perhaps...“so that AMCO may provide a destination license number for the licensee to manifest to.”?

**Commented [TM10]:** so that AMCO may provide a destination license number for the licensee to manifest to.”? This sounds better.

**Commented [TM11]:**

**Commented [KJ12]:** This wording is from AMCO directly, will need their permission to modify at all. Will ask AK to advise.

**Commented [MEB(13)]:** If you think that wording is better, I’m ok with it.

**Commented [MEB(14)]:** Are you ok with “transporter or licensee”? I can imagine a scenario in which a transporter brings product to a show and stays with it for half the day, and then is replaced by another licensee, employee, agent who works at the show for the other half of the day and brings the product back to the facility.

**Commented [KJ15R14]:** Absolutely, good point.

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**New Licensed Transfer**

**Destination 1**

**Planned Route**

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.*

**Type** **Transfer** ▼

**Est. Departure**  09/17/2018

^ ^

12 : 00 PM

▼ ▼

**Est. Arrival**  09/17/2018

^ ^

07 : 00 PM

▼ ▼



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

The screenshot shows a form with two columns of input fields. The left column contains: '- Lookup -' (dropdown), 'Employee ID' (text), 'Driver's Name' (text), 'Driver's Lic. No.' (text), and 'Phone No.' (text with value '+1-123-456-7890' and a '(use default)' link). The right column contains: '- Lookup -' (dropdown), 'Vehicle Make' (text), 'Vehicle Model' (text), and 'License Plate' (text). Below these fields is a 'Package # 1' section with a search bar 'Type part of Package number...' and a '(clear)' button. At the bottom left is a '+ (package)' button.

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.

The screenshot shows the 'Licensed Transfers' interface. At the top, there are buttons for 'New Transfer' and 'View Manifest'. Below these are three tabs: 'Incoming', 'Outgoing (3)', and 'Rejected (1)'. The 'Outgoing (3)' tab is selected and highlighted with a red box. A red arrow points from this tab to a larger screenshot below. The larger screenshot shows the 'Outgoing (3)' tab selected, displaying a table with two columns: 'Manifest' and 'Destination'. The table lists five manifests, all with the destination '3e-X0002 (AK LOFTY ESTABLISHMENT, LLC)'. The last row, with manifest '0000000036' and destination '7a-TSXXX (Trade Show - Anchorage)', is highlighted with a red box.

Manifest	Destination
0000000040	3e-X0002 (AK LOFTY ESTABLISHMENT, LLC)
0000000039	3e-X0002 (AK LOFTY ESTABLISHMENT, LLC)
0000000038	3e-X0002 (AK LOFTY ESTABLISHMENT, LLC)
0000000037	3e-X0002 (AK LOFTY ESTABLISHMENT, LLC)
0000000036	7a-TSXXX (Trade Show - Anchorage)

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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.

The screenshot shows a web application interface. At the top, there are two dropdown menus. Below them is a table with two columns: 'Employee' and 'Date Created'. The table contains five rows, each with 'RETAILER OWNER' in the 'Employee' column and a blank space in the 'Date Created' column. To the right of the table, there are two buttons: 'Edit' and 'Void'. The 'Void' button is highlighted with a red rectangle. Below the table, there is a confirmation dialog box with the text 'Are you sure you wish to void Transfer 0000000036?' and two buttons: 'OK' and 'Cancel'.

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](https://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](mailto:support@metrc.com) or 877-566-6506 with any questions or to request a copy of previous industry bulletins.