

Bulletin Number: MS_IB_0020	Distribution Date: 4/25/2024	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Packaging Plant W	aste
<b>Reason:</b> Metrc Guidance for waste and finish the waste package.	packaging, transfer, and disp	osal; how to adjust to zero

#### Greetings,

Metrc, in conjunction with MMCP, is providing guidance on the process that should be used in Metrc to record waste disposal transfers. Moving forward the process outlined below is required for cultivators, processors, and testing facilities. This is available for dispensary use as well.

Review MMCP website rules and regulations for any questions on what must be packaged as waste and transferred to a waste disposal facility.

Please find a detailed description of this functionality on the following pages.



# Create Waste Items

Before MMJ Waste packages can be created in Metrc, items will need to be created to properly represent the waste being packaged, including "MMJ Waste". To do this, navigate to the Items page under the Admin area shown in **Figure 1**. Once there, utilize the "Add Items" button to trigger the action window as shown in **Figure 2**.

Admin 🗸
Tag Orders Tags
Locations Strains
Items
Employees

Figure 1: Navigate to Items Screen

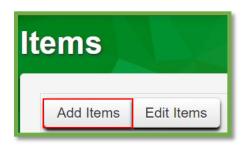


Figure 2: Add Items Button

Users should be creating MMJ Waste items for Packages and Plants while utilizing the "MMJ Waste" item category. The item name should clearly indicate the type of waste for which the item is intended to be used, as shown in **Figure 3**.

# **Smetrc**

Add Items					×
<b>Template</b> Category	- Select -	~ <b>~</b>	Unit of Measure	- Select -	× *
Item # 1					-
Name Category	MMJ Plant Waste MMJ Waste gredient)	~	Unit of Measure	Grams	~
Item # 2					-
Name Category	MMJ Package Waste	~	Unit of Measure	Grams	~
<b>+</b> 1 (ing	gredient)				
<b>+</b> 1 (i	tem)				
Certain Item Cate in all of the select	multi-Facility create such as that avait gories require the selection of a pre-exis ad Facilities would be convoluted and co multiple Facilities at the same time. Create Items Canc	sting Strain. \ omplex to info	/erifying and informin	g that the specified Strain exists	

### Figure 3: Create MMJ Waste Items

Once all information has been entered, use the green "Create Items" button to complete the item creation process.



# Create MMJ Waste Package from Trimming

To create an MMJ Waste package from trimming, navigate to the Plants area on the navigational toolbar. Once on the Plants grid, select the "Waste" tab within that page. Once on the Waste grid, select the waste that is being packaged and use the "Package Waste" button to begin the process. This step is shown below in **Figure 4**.

Please Note: When creating the waste entry, ensure that the "**Waste Disposal Transfer**" is being used as the waste method.

			n	Υ	(	r .					(		Y
Immature	Inactive		Vegetative	Flowering	On Hold	Inactive		Additives	Waste	1	Harvested	On Hold	h
The Plant	Waste section	is now	v available under t	the Plants menu	near the top-le	ft of the page.	The ex	kisting Plant Wa	iste tab on	this pag	e will be removed	d in the future.	
					near the top-le	ft of the page.	The ex	kisting Plant Wa	iste tab on	this pag	e will be removed	d in the future.	
	Waste section Vaste by Lo				near the top-le	ft of the page.	The ex	kisting Plant Wa	iste tab on	this pag	e will be removed	d in the future.	
Record V				Vaste	near the top-le		The ex			this pag		d in the future.	

### Figure 4: Select the Plant Waste for Packaging

The "Package Waste" button will open an action window to input the information about the waste package. Enter the previously created plant waste item, the intended location, new package tag number, and weight of the waste package. Once this information has been entered, use the "Create Plant Waste Packages" button to complete the process. This step is shown below in **Figure 5**.

<b>⊘metrc</b>	Ð
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Package Plant	s Waste							×
New Packa	ge # 1						(ci	ear)
New Tag	1A4FF010000	012D000000098	٩	Plant Waste #	000000120	01	٩	•
Location	Transfer Vault		٩	Quantity	500	Grams	~	
Item	Plant Waste		٩	(contents)				
Quantity	500	Grams	~ Σ					2
Package Date	64/25/202	2 today						с
Note								с
+								C
								c
	Cre	eate Plant Waste F	Packages	Cancel				c
								C

Figure 5: Create Plant Waste Package Action Window



# Create MMJ Waste Package from Harvest

To create MMJ Waste packages from a harvest batch, navigate to the Plants area and select the "Harvested" tab. Then, select a harvest to which plant waste has already been recorded and drill down into the harvest details using the caret (arrow) on the left-hand side of the harvest name. In the menu that appears below the harvest, click the "Waste" tab. Next, select the waste entry being packaged and use the "Package Waste" button. This step is shown below in **Figure 6**.

Immature	e Inacti	ve	Vegeta	ative	Flowe	ering	On Hold		Inactive	J	Additives	Waste	J.	Harveste
Create	Packages	Re	name	Char	nge Loc	ation	Report	Wa	ste F	inis	sh			
Ha	arvest Batc	h	:	Str	rain	:	Location	:	Plants	:	Wet Wgt.	Waste	:	Total Pkg'd
۹	♣ Blue Dre	am 4-23-22		Blu	e Dream		Harvest Roor	n	3		1,800 g	500 g		0 g
	Packages	Lab Resu	ilts Wa	aste	History									
	Package	e Waste	]											
	Wast	te <mark>.N</mark> o.			: w	aste T	уре		-		Weight	:	Da	te
	▶ 0000	001701			M	MJ Wa	aste				500 g		04/	25/2022

## Figure 6: Select Harvest Plant Waste for the MMJ Waste Package

This button will trigger the action window to record the same information referenced for non-harvest plant waste in the section above, after which the MMJ Waste package can be created with the Create Harvest Waste Packages button. This step is shown below in **Figure 7**.

# Smetrc.

Package Wast	e					×
New Packa	ge # 1					(clear)
New Tag	1A4FF010000012D00000099	٩	Harvest Waste # 1	00000170	)1	۹ 🖸
Location	Transfer Vault	٩	Quantity	500	Grams	~
Item	Plant Waste	٩	(contents)			
Quantity	500 Grams	~ Σ				
Package Date	iii 04/25/2022 today					
Note						
+						
	Create Harvest Wast	e Packaç	es Cancel			
- Neves I tes	The second se		1.02	1. <b>2 1</b>		- N

Figure 7: Create the MMJ Waste Package from Harvest



# **Create MMJ Waste Packages from Packages**

To create MMJ Waste packages from existing packages, navigate to the Packages area using the top navigational bar, select the package from which the waste was pulled, and use the "New Packages" button. This step is shown below in **Figure 8**.

Ра	ckages	5					
	Active On H	lold Inactiv	re   Ir	n Transit			
	New Packag	es Submit f	or Testing	Remediat	е	New Transfer	Change
	Tag		:	Src. H's	:	Src. Pkg's	:
	► Q 🎛 1A4	F010000012E0	0000064			1A4FF010000012E0	00000062

## Figure 8: Select the Package to Create the MMJ Waste Package

This button will trigger an action window to create a new package; indicate the quantity being removed from the selected package on the right side of the action window and fill in the new package information on the left side, using the MMJ waste item that was previously created for this purpose. Once all the information is entered, use the "Create Packages" button to complete the process, as seen below in **Figure 9**.

<b>⊘metro</b>	5.
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New Packages	;							×
New Packa	ge	# 1						(clear)
New Tag	1A	4FF010000	012E000000068	Q	Package # 1	1A4FF01000	0012E000000064	۹ 🖸
Location	Tra	nsfer Vault		Q	Quantity	5	Each	~
ltem	Pa	ckage Wast	e	Q	_	Packaging - ne	ew total will be 495 ea	
	<b>S</b>	Same Item			(contents)			
Quantity	50		Grams	~ Σ				
Note	Sp	oiled Produ	ct - Packaging fo	or E				
Package Date	Ħ	04/25/202	2 today					
	F	Production E	Batch					
	F	Product Req	uires Remediatio	on				
+ 1								
		Сге	eate Packages	Cancel	)			
		_						

## Figure 9: Create Package MMJ Waste Action Window



# Transferring MMJ Waste Packages

Once the MMJ Waste packages have been created, they should be transferred to a Waste Permit facility to be destroyed. To create the transfer, select the packages that will be included in the transfer on the packages grid and use the "New Transfer" button. This step is shown below in **Figure 12**.

	ges									A		1				
Active	On Hold	Inac	ctive	In	n Transit											
New	Packages	Subm	nit for Tes	sting	Remedia	ate	Create	Plantings	Unpac	< Plants	N	ew Transfer				
Cha	ange Locatio	ns C	Change It	tems	Change	Req	'd LTBs	Adjust	Change	Notes	Fini	sh				
Т	ag			:	Src. H's	:	Src. Pk	<u>g's</u>	:	Src. Pj's	:	Location	:	Item	:	Category
► q	1A4FF01	00000121	D0000000	96								Transfer Va	ult	Raw Pla Waste	int	Plant Wast
► Q	1A4FF01	00000121	D0000000	97								Transfer Va		Raw Pla Waste	int	Plant Wast

### Figure 12: Select MMJ Waste Packages and Create a Transfer

This button will prompt an action window to create the outgoing transfer. Select the "Waste Disposal" transfer type and enter the destination and transporter license number for the Waste Permit facility. Additionally, indicate the employee badge number of the agent and vehicle information for the agent picking up the transfer.

Once the information is input and reviewed for accuracy, use the "Register Transfer" button to create the transfer as seen in **Figure 13**.

<b>⊘metro</b>	2.
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Destination 1	WPAAA-	XXXX-XXXX	<b>Q</b> (cl	ear)	Туре	Waste Disposal	~
Planned Route	GPS Ge	nerated Route			Est. Departure	■ 04/25/2022 today 09:18 AM	
				<i>I</i> II	<u>Est</u> Arrival	04/25/2022 today   • •   09 : 18 AM   • • • •	
Tran	sport # 1	WPAAA-XXXX-XXXX		Q (clear)			
E	hone No.	1234567890		(use default)		Layover	
	Driver 1	John Doe		Q (clear)	Vehicle 1	ABCDXYZ	٩
Drive	r's Name	John Doe			Vehicle Make	Toyota	
Em	ployee ID	ΤΑ-ΑΑΑ-ΑΑΑΑ			Vehicle Model	White Van	
Driver'	s <u>Lic.</u> No.	OKDL001			License Plate	ABCDXYZ	
0	(d	etails)					
•	(trar	nsporter)					
Pack	age # 1	1A4FF010000012D00000	0096	۹ 🖸			
Pack	age # 2	1A4FF010000012D00000	0097	۹ 🖸			
0	(pac	kage)				Select files	
<b>0</b> 1 (d	estination)						
		Register Transfer C	ancel				

Figure 13: Create Waste Disposal Transfer Action Window



# **Receiving and Finishing MMJ Waste Packages**

Waste Permit facility employees will receive Waste Disposal transfers from the Transfers page, then adjust and finish these packages in Metrc as they are physically destroyed. To receive the MMJ Waste packages, navigate to the Transfers area by using the top navigational bar and selecting the Incoming tab.

Then, select the incomplete transfer and use the "Receive" button on the right-hand side as seen below in **Figure 14**.

cense	d Trans	fer	s							OK Waste Permit	WPAAA->
New Transfer	View Manifest										
Incoming	Outgoing Re	jected									
											<b>.</b>
Manife	st	: 0	Drigin	:	Туре	:	Pkg's	:	ETA	Received	
▶ 0000012	701		AAA-XXXX-XXXX K Grower		Waste Disposal		2		04/25/2022 10:21 am		Recei

Figure 14: Select Transfer and Receive Button

This button will prompt an action window to indicate acceptance of all packages and the locations where these packages are being stored before destruction. This step is shown below in **Figure 15**.

Manifest	0000012701		Transi	fer Type	Waste Disposal				
Origin Lic. No.	GAAA-XXXX-XXXX		Origi	n Name	OK Grower				
Main Phone No.			Mobile Ph	one <u>No.</u>					
Transporter Lic. No.	WPAAA-XXXX-XXXX		Transporter Name	OK Was	ste Permit				
hone No. for Questions	1234567890								
Employee ID	TA-AAA-AAAA		Vehicle Make	Toyota					
Driver's Name	John Doe		Vehicle Model	White V	an				
Driver's Lic. No.	OKDL001		License Plate	ABCDX	ΥZ				
Template									Reject
Location	Waste Receive Room	٩	1						
Package # 1	1A4FF010000012D00000098	٩	Item	Plant Was	ite	Shipped Qty	500	g	Reject
Location	Waste Receive Room	٩				Receive Qty	500	Gram	is 🗸
Package # 2	1A4FF010000012D00000099	٩	Item	Plant Was	te	Shipped Qty	500	g	Reject
Location	Waste Receive Room	۹				Receive Qty	500	Gram	is 🗸
	Receive Transfer Cancel								

Figure 15: Accept Transfer Action Window



Once the transferred packages have been accepted into the waste facility's inventory, they can be adjusted to a zero-quantity and finished as the contents are physically destroyed. To perform this action, navigate to the package page, then select the package and use the "Adjust" button to begin the process as seen below in **Figure 16**.

Pa	acka	ges					K							
	Active	On Hold	Inactive	In Transit										
	New F	ackages	New Transfer	Change	Loc	cations	Chang	e Items	Adju	ust Change	Notes	Fir	nish	
	Та	g	:	Src. H's	:	Src. Pl	kg's	Src. Pj's	:	Location	Item	:	Category	:
	۱ م							Waste Receive Room	Plant Waste		MMJ Waste			

#### Figure 16: Select MMJ Waste Package for Destruction

This button will prompt an action window to adjust the package down to a zero-quantity, and to Finish the package. The "Waste Destruction" reason should be used, and the destruction method should be entered in the required note field, as seen below in **Figure 17.** 

Adjust Packag	jes						×
Package #	1					(cle	ar)
Package	1A4FF010000	012D000000098	Q	Reason	Waste Destruction	n	~
Quantity	500	Grams		Required Note	Mixed With Sand	and Made Unus	
Adj, Quantity	-500	Grams	~	Adj, Date	<b>iii</b> 04/25/2022	today	
New Quantity	0	Grams		_	Finish Package	2	
	Removing - ne	v total will be 0 g		Finish Date	<b>iii</b> 04/25/2022	today	
+ 1							
							_
	Ad	ljust Packages	Cance	el			
	_		_	_			

Figure 17: Waste Destruction Adjustment Action Window