

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

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**.

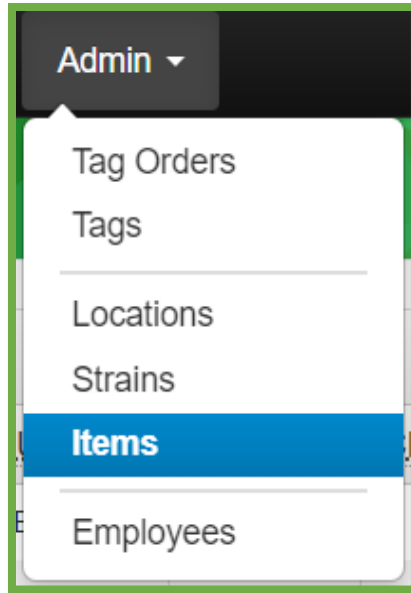


Figure 1: Navigate to Items Screen

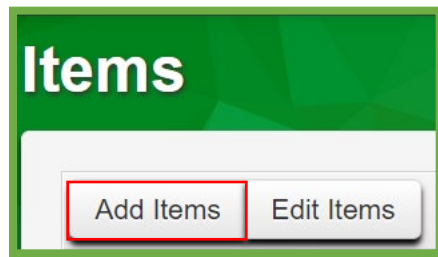


Figure 2: Add Items Button

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**.

Add Items ✕

Template Unit of Measure - Select - ✓

Category - Select - ✓

Item # 1 -

Name Unit of Measure Grams

Category MMJ Waste

+ *(ingredient)*

Item # 2 -

Name Unit of Measure Grams

Category MMJ Waste

+ *(ingredient)*

+ *(item)*

Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?

Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Create Items Cancel

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.*

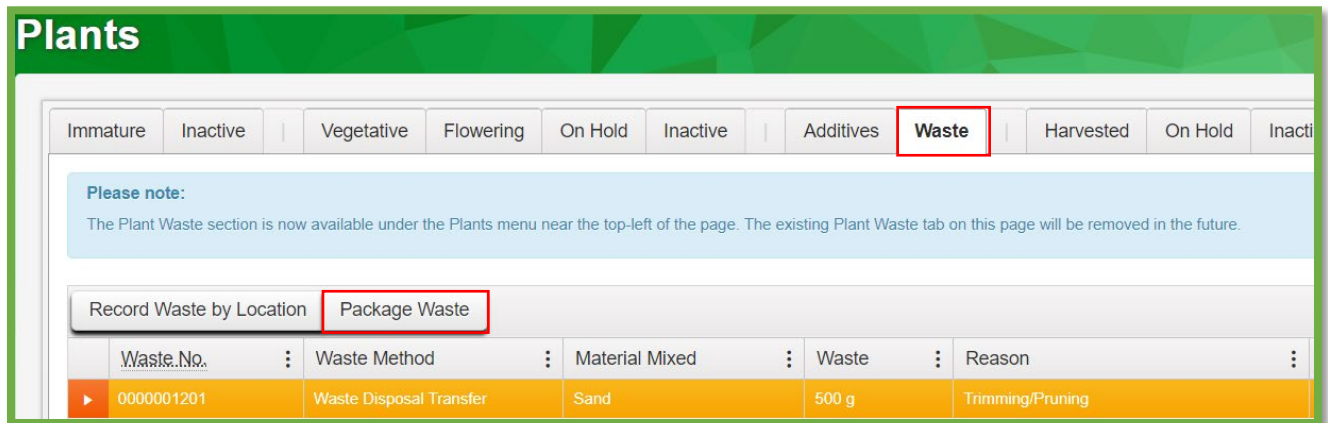
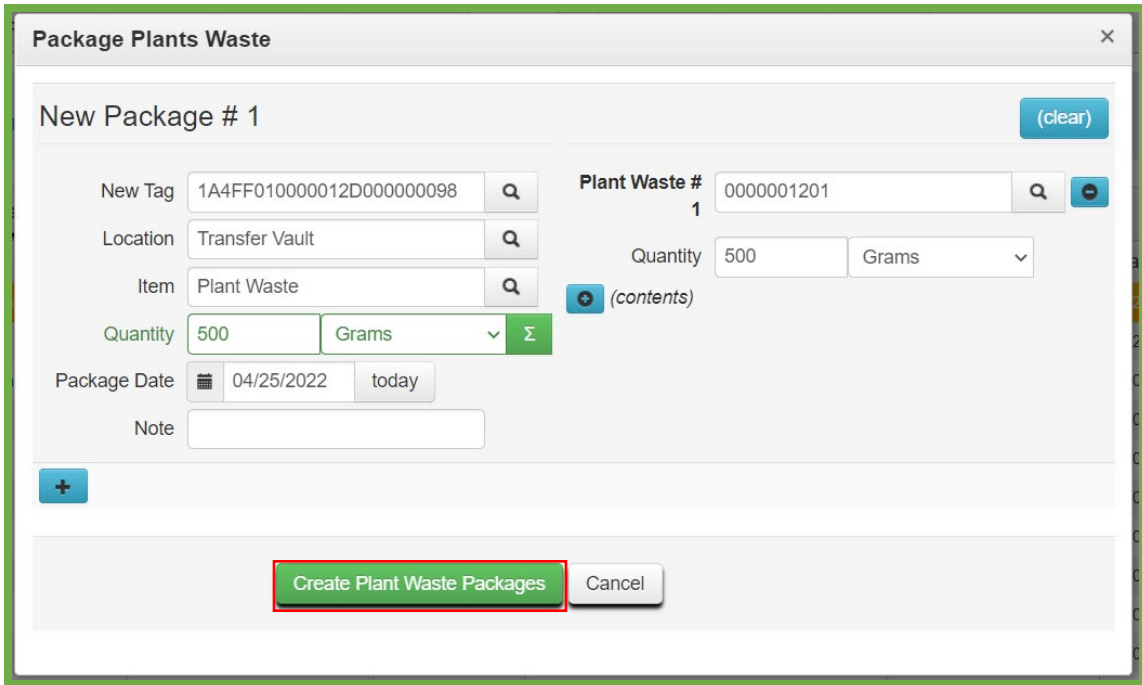


Figure 4: Select the Plant Waste for Packaging

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**.



Package Plants Waste

New Package # 1 (clear)

New Tag 1A4FF01000012D000000098

Location Transfer Vault

Item Plant Waste

Quantity 500 Grams

Plant Waste # 1 000001201

Package Date 04/25/2022 today

Note

+

Create Plant Waste Packages Cancel

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**.

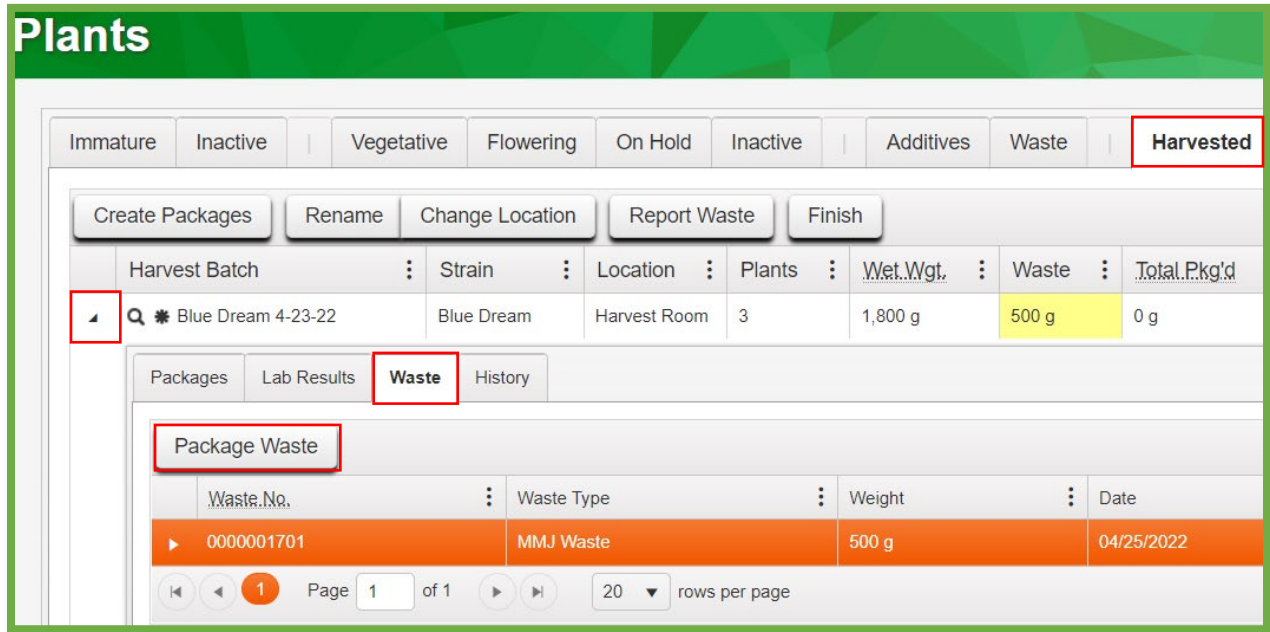
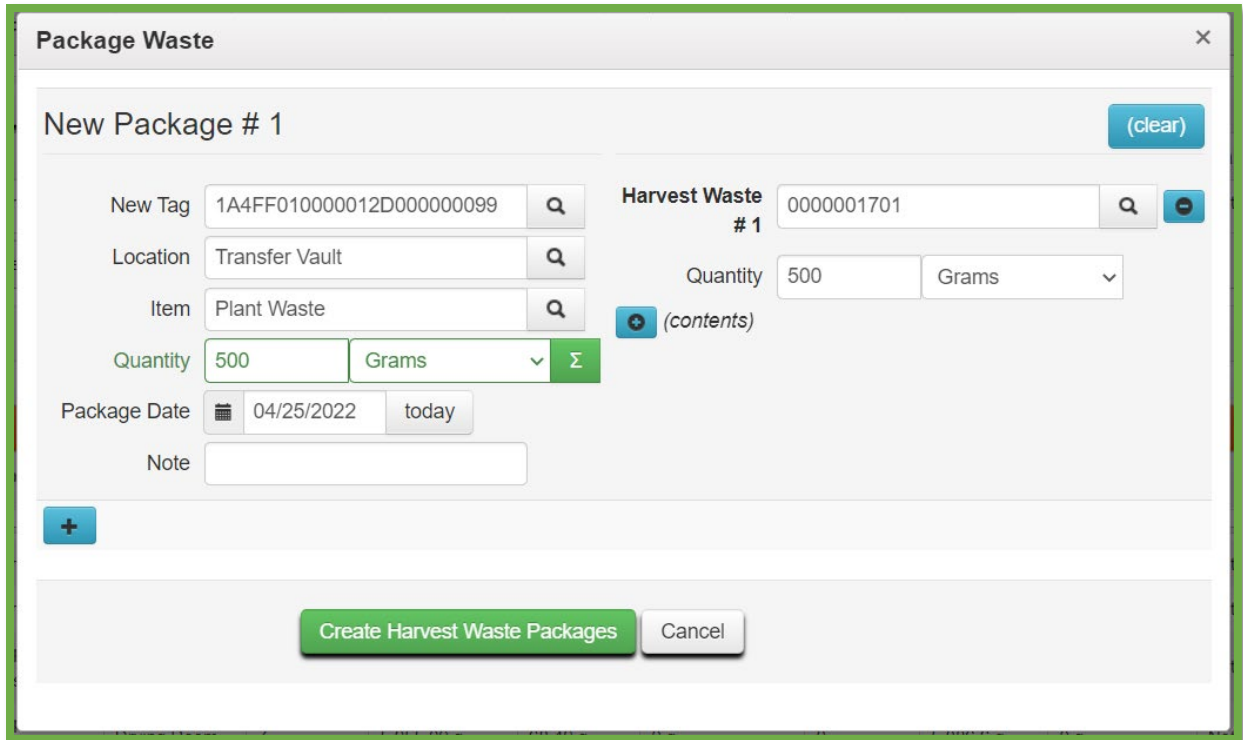


Figure 6: Select Harvest Plant Waste for the MMJ Waste Package

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**.



Package Waste

New Package # 1 (clear)

New Tag 1A4FF010000012D000000099

Location Transfer Vault

Item Plant Waste

Quantity 500 Grams

Package Date 04/25/2022 today

Note

Harvest Waste # 1 0000001701

Quantity 500 Grams

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**.

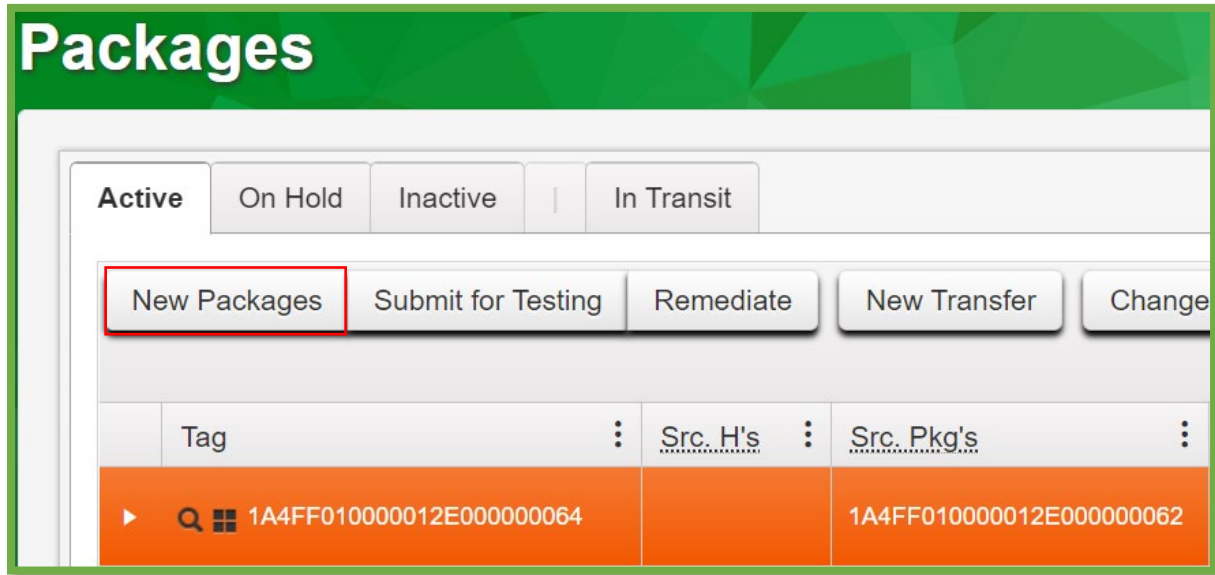
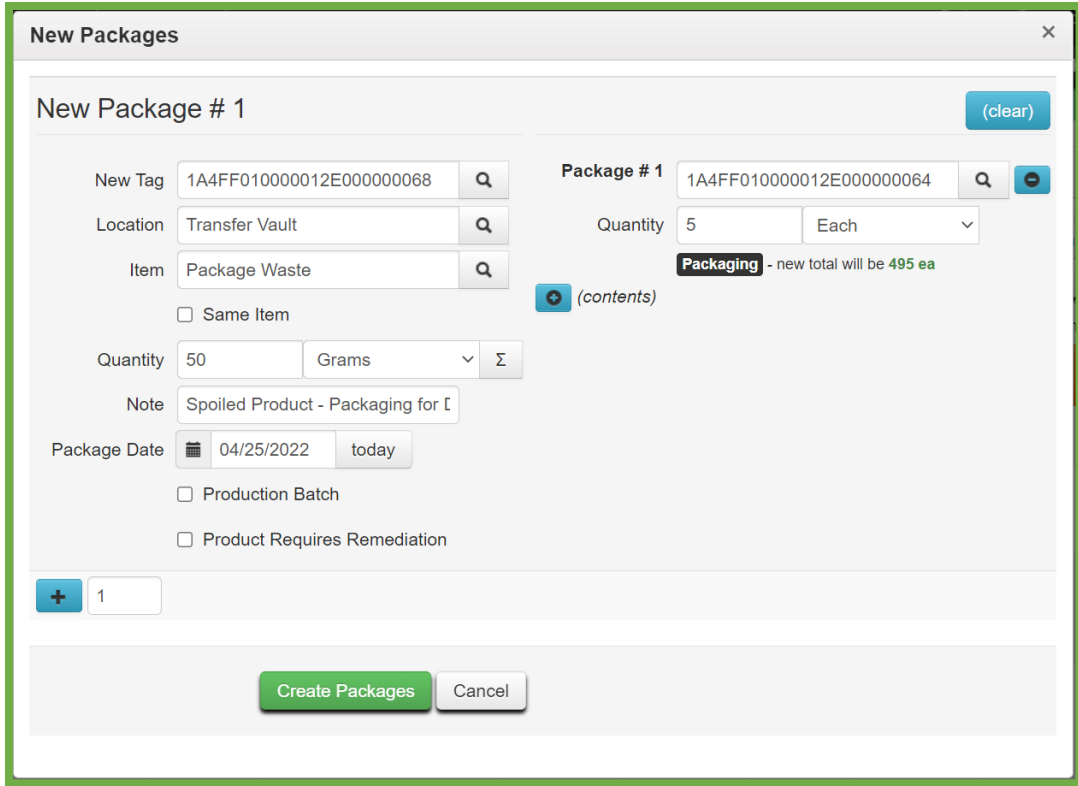


Figure 8: Select the Package to Create the MMJ Waste Package

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**.



New Packages

New Package # 1 (clear)

New Tag: 1A4FF010000012E000000068 [Q]

Location: Transfer Vault [Q]

Item: Package Waste [Q]

Same Item

Quantity: 50 Grams [v] [Σ]

Note: Spoiled Product - Packaging for []

Package Date: 04/25/2022 today

Production Batch

Product Requires Remediation

Package # 1 1A4FF010000012E000000064 [Q] [x]

Quantity: 5 Each [v]

Packaging - new total will be 495 ea

[+ (contents)]

[+ 1]

Create 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**.

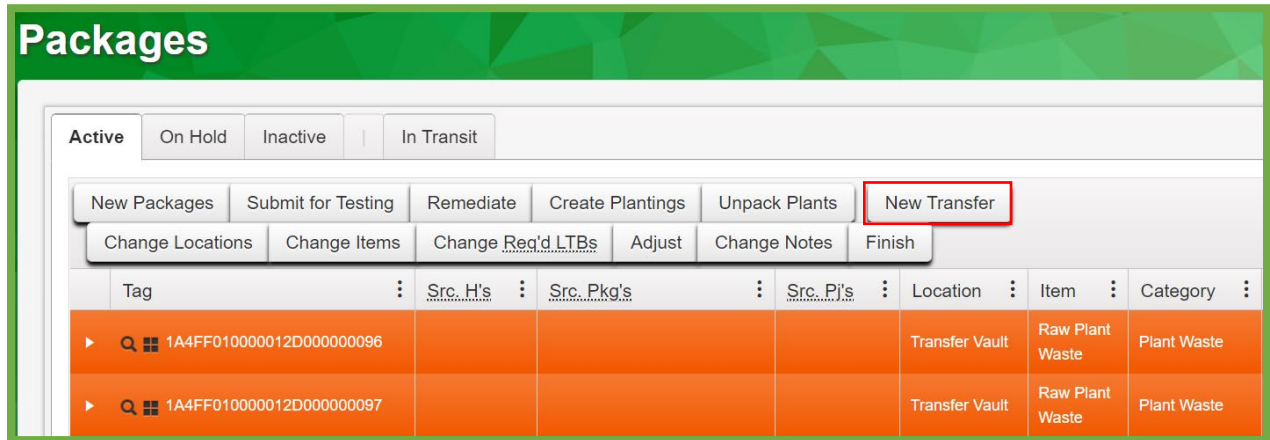


Figure 12: Select MMJ Waste Packages and Create a Transfer

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**.

New Transfer

Destination 1: WPAAA-XXXX-XXXX [Q] [clear]

Planned Route: GPS Generated Route

Type: Waste Disposal

Est. Departure: 04/25/2022 today
09 : 18 AM

Est. Arrival: 04/25/2022 today
09 : 18 AM

Transport # 1: WPAAA-XXXX-XXXX [Q] [clear]

Phone No.: 1234567890 (use default) Layover

Driver 1: John Doe [Q] [clear]

Vehicle 1: ABCDXYZ [Q]

Driver's Name: John Doe

Vehicle Make: Toyota

Employee ID: TA-AAA-AAAA

Vehicle Model: White Van

Driver's Lic. No.: OKDL001

License Plate: ABCDXYZ

(details)

(transporter)

Package # 1: 1A4FF010000012D0000000096 [Q] [clear]

Package # 2: 1A4FF010000012D0000000097 [Q] [clear]

(package)

(destination)

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**.

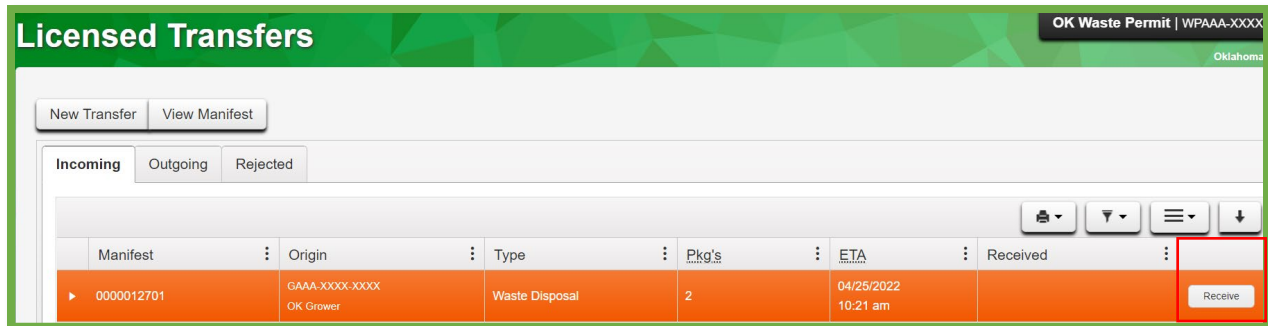


Figure 14: Select Transfer and Receive Button

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**.

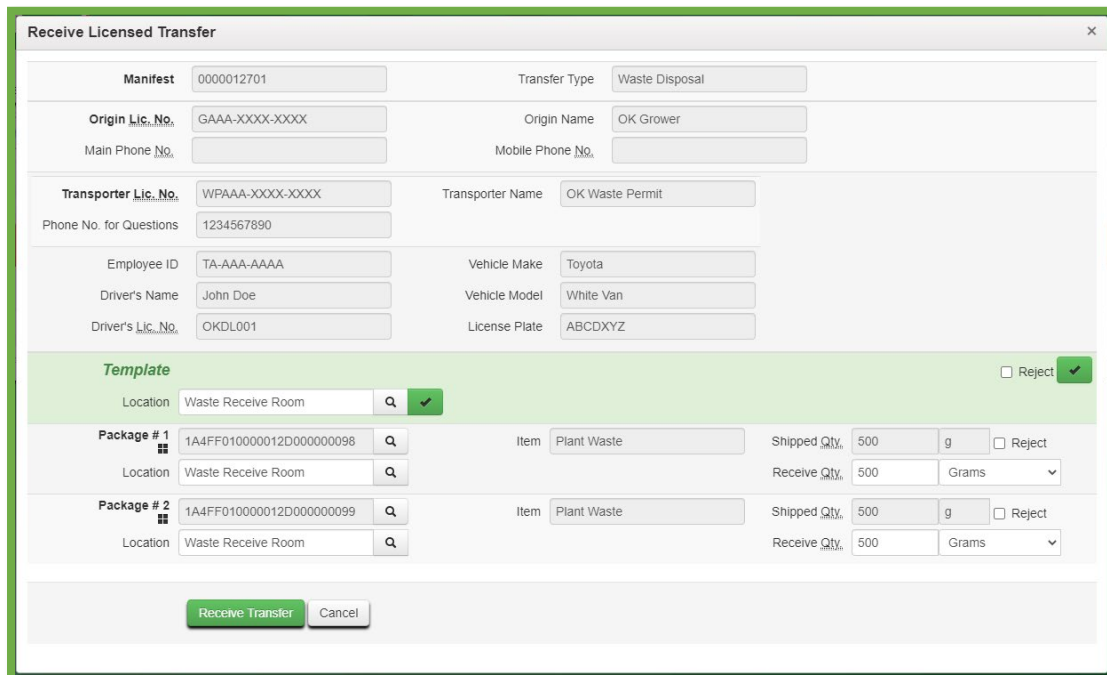


Figure 15: Accept Transfer Action Window

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**.

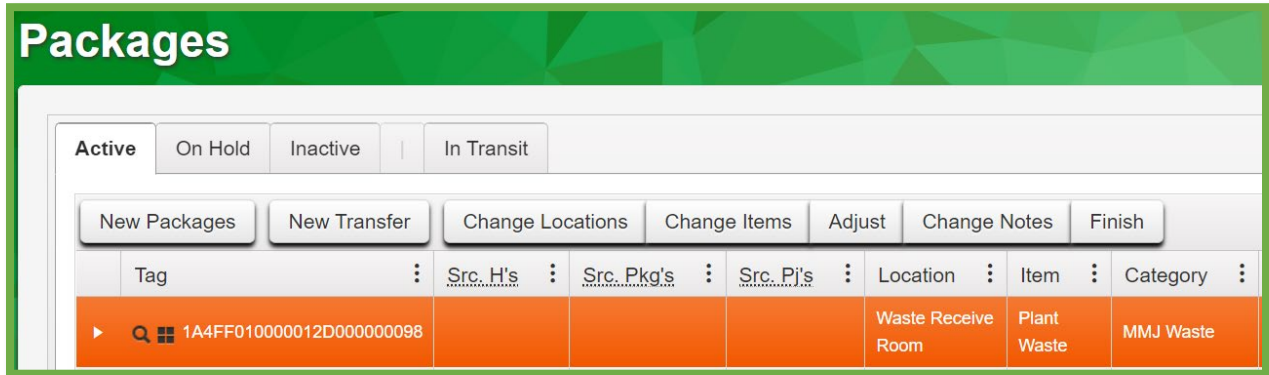


Figure 16: Select MMJ Waste Package for Destruction

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**.

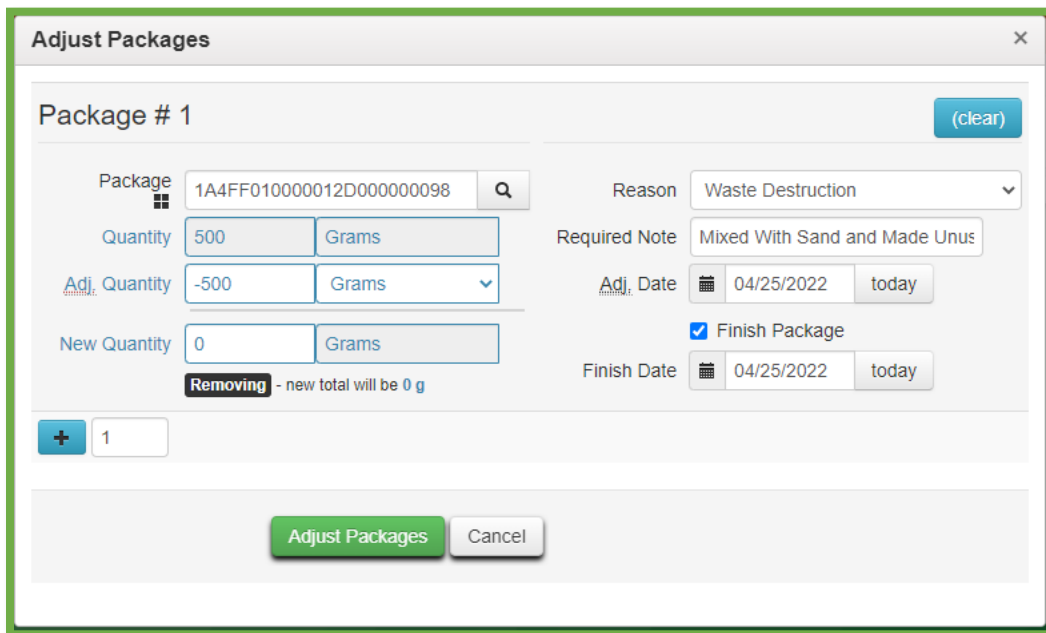


Figure 17: Waste Destruction Adjustment Action Window