

# Montana Testing Facility User Guide

Metrc MT Testing Facility User Guide 21.4

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# 1. Terminology

- Harvest Batch (In Metrc) A collection of harvested plants of the same strain which were cut down at the same time.
- Harvest Lot Package (In Metrc) a package of no more than 5 pounds (lbs.) of Usable Marijuana of the same strain that have been grown, harvested and cured under uniform conditions. This includes dried leaves and flowers of the cannabis plant.
- **Production Batch (In Metrc)** a group of weight or count based products that are no more than 5,000 unit-of-sale products and created from either raw marijuana material or a marijuana infused concentrate which produces a new and completely different product.

a) An amount of cannabis concentrates, or extract produced in one production cycle using the same extraction methods and standard operating procedures.

b) An amount of a type of cannabis product produced in one production cycle using the same formulation and standard operating procedures.

- **Package (In Metrc)** An amount of marijuana that may be sold, processed or transferred and must be placed into one or more containers, each having a unique RFID tag.
- **Test Sample (In Metrc)** Physical Sampling of dried and cured product or true overall sampling of a Harvest Lot or Production Batch pulled by a laboratory representative in accordance with Montana Rules and Regulations.

Terms are the terminology used in Metrc for familiarity of the software and to know when to utilize certain components in Metrc.

# 2. Package tags

Metrc generates the ID numbers automatically and assigns them to a single facility.



- 1. The Package Tag is made specifically for packaging and transfer use and includes a 24-digit alpha-numeric serial number.
- 2. The Package Tag is perforated with the upper and lower package tag number being the same.
- 3. The Package Tags are color coded Yellow for Medical.
- 4. The Testing Lab does not take any portion of the package tags from the batch packages that are being sampled from.
- 5. The Package Tag breaks into 2 pieces:
  - a. One portion is affixed to the Test Sample Container
  - b. The other portion can be used on the testing facility's paperwork.



# 3. Packaging & Sampling Information

- Item names are used to identify what type of item is put into a Metrc package.
  - Blue Dream Bud
  - Shake/Trim
  - Flower Blue Dream
- Batch Packages must be pulled from Harvests by the licensee prior to sampling being done.
- Test Samples must be pulled from Harvest Lot Packages or Production Batches (not Harvest Batches)
- If licensee does not know how to make their Batch packages or Test Samples in Metrc, have them call Metrc to learn how
  - If you try to help a licensee, the packages/samples may be made incorrectly
  - If licensee never learns how to make packages/samples correctly, it delays your time at that licensee's facility
  - If you don't know how to make samples at your testing lab, please call Metrc
- Sampling Protocols
  - Lab Representative goes to licensee's location and pulls samples physically while maintaining the chain of custody
    - Lab Representative samples at licensee's location
      - Lab Representative goes to licensee's facility and samples
      - Lab Rep physically creates test sample(s) and gives weight or count information to licensee
      - Licensee electronically creates Test Sample(s) in Metrc from their Batch Packages
      - Licensee gives physical Test Sample(s) Package Tag to Lab Rep
      - Lab Rep sticks a portion of the Test Sample Package Tag to the correct Test Sample container
      - Licensee electronically creates Transfer/Manifest in Metrc to manifest all test samples to the Testing Lab

- Licensee prints physical copy of the Transfer/Manifest from Metrc for Lab Rep to take with them
- Licensee gives physical copy of Transfer/Manifest from Metrc to Lab Rep
- R&D Test Samples results will not be entered in Metrc unless otherwise instructed by the state.

## 3.1 Test Samples - Keep in Mind

- The licensee will create and transfer test samples electronically in Metrc to the testing facility
- Test samples pulled from Harvest Lot packages should include the strain name if the test sample is of bud/flower.
- Test samples pulled from Production Batches should carry the same item name as the production batch they are being pulled from.
- The licensee will create and transfer test samples physically and electronically to the testing facility via the Transport Manifest.
- There is one test sample per Metrc package tag.
- Test samples pulled from a package should include the strain name of the product if the test sample is raw useable marijuana or being sold strain specifically.
- Test samples pulled from production batches should carry the same item name as the production batch they are being pulled from.



## Packaging and Sampling of Cannabis



Packaging and Sampling of Manufactured Cannabis Products

- A test sample package cannot be discontinued unless the sample package was created by that specific testing facility and it has not been pulled from, adjusted or transferred.
- A package can be finished as long as the package is zero, there is no more product in it.
- A finished package can be unfinished, but a discontinued package cannot be unfinished.
- When adjusting a package, you must use the appropriate adjustment reason set up by the state and the notes section to explain why the package needed to be adjusted.
- In order to send a Sub-Contracted sample for testing, a new sub-sample package must be pulled from the original test sample package using the Submit for Testing button and get a new package tag.
- When a sub-sample is created, Test results must be entered by the Sub-Contracted Testing Facility.
- R&D Test Samples results will not be entered into Metrc unless otherwise instructed by the state.

## 3.1.1 Physical Composite Test Sample

At the testing laboratory a physical composite test sample is prepared using all product sizes included in the test sample package. The entire representative sample must be homogenized prior to analyses, notwithstanding foreign material testing. <u>The physical composite test sample is NOT recorded in Metrc</u>. However, testing is performed on that physical composite sample and the test results recorded in Metrc on the test sample package, as described in upcoming sections of the guide.

# 4. Creating Sub-Contracting Samples Packages from Existing Test Sample Packages



Only one Sub-Contracted test per Metrc package tag is allowed. This prevents multiple test results of the same testing type from being entered into a single parent package. All Sub-Contracted test samples must have test results entered in Metrc. To create a Sub-Contracted Test Sample, click on the existing test sample listed in the Active Packages list of test samples currently in the license inventory. This will highlight the test sample in orange. Then click on the Submit for Testing button. This will bring up the pop-up window above.

New Tag Type part of the Tag number

New Tag is used to identify the new Sub-Contracted Test Sample associated with the new test sample currently being created to be sent to another testing lab.

# Magnifying Glass button



New Taq

Magnifying Glass button is used to display a list of available Package Tag numbers that are currently available for use.

-	

Item Type part of the Item na

Item Type part of the Item name...

Item is used to identify the Item Name of the product currently being created. Item names must be created prior to creating a new sub-sample.

```
4
```

Same item

Same Item

The same item is used to select the same item that is contained in the source package.

## 5

#### **Unit of Measure Drop Down**

- Select -

Unit of Measure Drop Down is used to select the unit of measure for the current test sample package being created. This will be either weight based, or count based.

6

#### Quantity

Quantity ex. 100.23

Quantity is used to identify the amount of weight-based product or count-based items that are being put into the current sub-sample package being created.

7

Package Date

Package Date 🛗 mm/dd/yyyy

Package Date is used to identify the date the current sub-sample package is being created. You can select the today button or enter a date.

8 Add button

Add button is used to add another New Package to be created simultaneously. Keep in mind that every sub-sample package must have a contents section.

# Sum Content button

Σ

The Sum Content button is used to automatically calculate the sum of the new sample package based on the combined quantities of the amount pulled from each existing package. The unit of measure must be filled in for the new package being created for the system to calculate the total quantity correctly. This will help eliminate mistakes in calculating the true weight/count of your new package.

# 10

9

Notes Additional notes...

*Notes* is used to enter any supporting information regarding test results. For example, the testing laboratory may choose to include the internal LIMS ID, provide more information regarding the result, enter additional information if this was a remediated batch test result, etc.



## Today button

today

Today button can be used to auto populate the current date that the current package is being created on.

# 12

## (clear) button

#### (clear

Clear button is used to clear all entries that have been entered into the current sections.

13

## Package #1

Package # 1 ABCDEF012345670000039490 Q

Package #1 is used to identify which test sample package(s) is being pulled from to create the new sub-sample package.

Subtract button

0

The subtract button is used to remove the current contents sample package. Keep in mind that every sub-sample or sample package must have a contents section.

15

14

#### Quantity

Quantity ex. 100.23

Quantity is used to state the exact quantity of weight based or count based product(s) is/are being used to create the new sub-sample package.



#### Unit of Measure

Grams

Unit of Measure is used to identify the current unit of measure of the test sample package being pulled from to create the new sub-sample package.

17

#### **Cancel button**

Cancel

Cancel button is used to exit the current screen without making any new subsample packages and return to the previous screen.

#### **18** Submit for Testing button

#### Submit for Testing

The Submitted for Testing button is used to create the new sub-sample package(s). A water mark will appear next the packages tag once the sample has been created.

19 Add button (contents)

The add button is used to add another contents package if pulling from multiple test sample packages.

# 5. Transfers - Keep in Mind

- A transfer must be created anytime a package or test sample moves from one license number to another even if those licenses are in the same physical location.
- A Manifest Transfer is the only way to electronically move from one licensee's inventory to a testing lab's inventory.
- Testing Facilities should NOT transfer any product to another licensee except in the case of Sub-Contracting test samples to another testing facility unless otherwise instructed to do so.
- To print a manifest, click on the manifest number to be printed to highlight the manifest in orange, then click on the View Manifest button. The manifest may be printed.
- A package must be received completely: the system DOES NOT allow for a partial package to be received (1/2, 3/4, 1/4 of a package). A testing facility cannot receive part of an each. They must receive whole eaches or whole units.
- A transfer can be rejected by individual package or the entire transfer can be rejected completely.
- A rejected sample package will require the originating Licensee to receive the package back into their custody.
- A package must exist in order for it to be selected for transfer. Transfers are realtime inventory dependent.
- If you receive a test sample package, you will have the opportunity to report a new weight (i.e. scale variance) or a more scientific weight (i.e. up to 4 places after the decimal).
- You must receive the transfer as soon as it is received physically, and weight or count is verified.
- See Transfers Area in the Metrc Manual/User Guide for instructions on creating a Transport Manifest correctly in Metrc.

# 6. Manually Entering Test Results

To begin recording test results, from the active packages inventory, a testing laboratory will select the test sample package tag that requires test results and select the Record Tests button as shown.



All required tests must be entered at the same time in Metrc.

On the Record Tests page, the testing laboratory will:

- Select the date testing was performed.
- Select the Test Batch appropriate to the product being tested and record the Test Result, Status (Passed or Failed), and Notes as appropriate to each test performed.

Once all test results have been recorded, select the *Record Tests* green button.

# 7. Testing Types

Lab Test Type
Abamectin (ppm) Concentrates/Extracts
Abamectin (ppm) Raw Plant Material
Acequinocyl (ppm) Concentrates/Extracts
Acequinocyl (ppm) Raw Plant Material
Acetone (ppm)
Arsenic (ppm) Concentrates/Extracts
Arsenic (ppm) Raw Plant Material
Benzene (ppm)
Bifenazate (ppm) Concentrates/Extracts
Bifenazate (ppm) Raw Plant Material
Bifenthrin (ppm) Concentrates/Extracts
Bifenthrin (ppm) Raw Plant Material
Butane & All Isomers (ppm)
Cadmium (ppm) Concentrates/Extracts
Cadmium (ppm) Raw Plant Material
CBD (%) Raw Plant Material & Concentrates/Extracts
CBD (mg/g) Infused Products
CBDA (%) Raw Plant Material & Concentrates/Extracts
CBDA (mg/g) Infused Products
Chlormequat Chloride (ppm) Concentrates/Extracts
Chlormequat Chloride (ppm) Raw Plant Material
Chloroform (ppm)
Culturable Mold (CFU/g)
Cyclohexane (ppm)
Cyfluthrin (ppm) Concentrates/Extracts
Cyfluthrin (ppm) Raw Plant Material
Daminozide (ppm) Concentrates/Extracts
Daminozide (ppm) Raw Plant Material
Dichloromethane (ppm)
E. Coli (CFU/g)
Ethyl Acetate (ppm)
Etoxazole (ppm) Concentrates/Extracts
Etoxazole (ppm) Raw Plant Material
Fenoxycarb (ppm) Concentrates/Extracts
Fenoxycarb (ppm) Raw Plant Material
Filth and Foreign Matter (%)
Heptane (ppm)

Hexane & All Isomers (ppm)
Imazalil (ppm) Concentrates/Extracts
Imazalil (ppm) Raw Plant Material
Imidacloprid (ppm) Concentrates/Extracts
Imidacloprid (ppm) Raw Plant Material
Isopropanol (2-Propanol) (ppm)
Lead (ppm) Concentrates/Extracts
Lead (ppm) Raw Plant Material
Mercury (ppm) Concentrates/Extracts
Mercury (ppm) Raw Plant Material
Methanol (ppm)
Moisture Content (%)
Myclobutanil (ppm) Concentrates/Extracts
Myclobutanil (ppm) Raw Plant Material
Ochratoxin A (ppb)
Paclobutrazol (ppm) Concentrates/Extracts
Paclobutrazol (ppm) Raw Plant Material
Pentane & All Isomers (ppm)
Propane (ppm)
Pyrethrin & All Isomers (ppm) Concentrates/Extracts
Pyrethrin & All Isomers (ppm) Raw Plant Material
Salmonella (CFU/g)
Spinosad (ppm) Concentrates/Extracts
Spinosad (ppm) Raw Plant Material
Spirotetramat (ppm) Concentrates/Extracts
Spirotetramat (ppm) Raw Plant Material
Terpenes (%)
THC (%) Raw Plant Material & Concentrates/Extracts
THC (mg/g) Infused Products
THCA (%) Raw Plant Material & Concentrates/Extracts
THCA (mg/g) Infused Products
Toluene (ppm)
Total Aflatoxins (B1, B2, G1, & G2) (ppb)
Total CBD (%) Raw Plant Material & Concentrates/Extracts
Total CBD (mg/g) Infused Products
Total THC (%) Raw Plant Material & Concentrates/Extracts
Total THC (mg/g) Infused Products
Trifloxystrobin (ppm) Concentrates/Extracts
Trifloxystrobin (ppm) Raw Plant Material

- ALL Required testing must be entered into Metrc including passing and failing results unless instructed otherwise by The Montana Medical Marijuana Program.
- All results should be entered completely & scientifically with all information included.
- A Testing Facility Internal Test Number may be entered for that testing facility to know what specific Internal Test Number that test results refers to. This is optional.
- Use the *Test Results* box to enter the value found during the analysis and the *Notes* section to provide specific details for any failure

# 8. Entering Test Results

	Record Tests	×
	Test Package # 1	(clear)
Test Sample Package	Package Type part of Package number Q Mini-template	
Result Date	Result Date mm/dd/yyyy today Status O Pat	ised O Failed
Test Batch 3	Test Batch - Select -	5 Results
	Result # 1 - Select	- Voinus Results Button
	Test Result ex. 100.	2345 7 Test Results
	Status 🔿 Passe	d O Failed 8 Status
	Notes Addition	al notes
	Result # 2 - Select	- ~ 0
	Test Result ex. 100.	2345
	Status O Passe	d 🔿 Failed
	Notes Addition	al notes
	(results)	10 Results Add Button
Add Test Sample 13	- + 1	
	Record Tests Cancel	
	12 11	
	Record Test Cancel Button Button	
<b></b>		
le	st Sample Package ID	
F		
l	est Sample Package ID is the test sample package	ag number that corresponds
t	o the test results that are being entered.	
🗾 🔁 <sub>R</sub>	esults Date	

Result Date 🗰 mm/dd/yyyy today

Results Date is the date that the test result(s) are being entered. The Today button can be used to enter the current date. Do not back date test results unless instructed to do so.

3 Test Batch

> Test Batch is used to populate the Test Types to be recorded in Metrc. Test Batches include all the Test Types required for a specific product type. Select the Test Batch associated to the product being tested.

## 4

#### **Mini Template**

Status 🔘 Passed 🔘 Failed

Mini template is used to enter a pass or fail status to multiple test results if so desired by the test facility. This must be used in conjunction with the green Autopopulate button (green check mark).

#### ·

R	e	S	u	lt

Result # 1	- Select -
------------	------------

Result is used to choose the specific test type that was performed.

6

5

#### Minus button

•

Minus button is used to remove the specific test result that is being entered.

Test Result ex. 100.2345

*Test Result* is used to enter a specific quantity or result for the test type/analyte being entered. The test result box can have whole numbers or numbers with up to 4 decimal places. This number should reflect the value yielded during analysis of the test sample.

All sample test results must be entered into Metrc, including passing and failing results. All results should be entered accurately, completely, and by following the AMCO regulations.

If the *Test Result* exceeds the action level specified in the AMCO's regulations, the status must be Test Failed.

8

#### Status

#### Status O Passed O Failed

*Status* is used to indicate a Passed or Failed result for the specific test type performed.

Notes Additional notes...

*Notes* is used to enter any supporting information regarding test results. For example, the testing laboratory may choose to include the internal LIMS ID, provide more information regarding the result, enter additional information if this was a remediated batch test result, etc.

10

#### **Add Results Button**

#### (results)

Add Results button is used to add an additional *Test Result* if necessary. A testing laboratory can add as many results as necessary to complete any required and/or additional tests and add the test type/analyte name(s) for the additional tests.

## 11

#### Cancel button

Cancel

Cancel button is used to cancel out of the test result screen without entering the test results at all.

# 12

## Record Tests Button

Record Tests

*Record Tests* button is used to record and save the specific test results that have been entered by a testing facility to the specified test samples. Please note, once the *Record Tests* button is selected, the results entered may **not** be removed.

# 13

## Add Test Sample button

+

Add Test Sample button is only used when manually entering test results to more than one test sample package at the same time. This is not used to enter test results to multiple test sample packages simultaneously.

Test Category	' How to Enter Result
Filth and Foreign Matter	Result #1 Select "Filth and Foreign Matter (%)" and select pass or fail as the status then enter the value
	detected during analysis. Utilize the Notes section to
	enter any additional information necessary.
Heavy Metals –	Result #1 "Cadmium (ppm) Concentrate/Extract" enter
Concentrate/Extract	the specific value detected during analysis then select
	pass or fail as the status. Utilize the Notes section to
	enter any additional information necessary.
	Result #2 Arsenic (ppm) Concentrate/Extract enter the
	or fail as the status. Utilize the Notes section to enter
	any additional information necessary.
	Result #3 "Lead (ppm) Concentrate/Extract" enter the
	specific value detected during analysis then select pass
	or fail as the status. Utilize the Notes section to enter
	any additional information necessary.
	Result #4 "Mercury (ppm) Concentrate/Extract" enter
	the specific value detected during analysis then select
	pass or fail as the status. Utilize the Notes section to
Heavy Metals – Raw	Result #1 "Cadmium (ppm) Raw Plant Material" enter
Plant Material	the specific value found during analysis then select pass
	or fail as the status. Utilize the Notes section to enter
	any additional information necessary.
	Result #2 "Arsenic (ppm) Raw Plant Material " enter the
	specific value detected during analysis then select pass
	or fall as the status. Utilize the Notes section to enter
	Besult #3 "Lead (npm) Raw Plant Material " enter the
	specific value detected during analysis then select hass
	or fail as the status. Utilize the Notes section to enter
	any additional information necessary.
	Result #4 "Mercury (ppm) Raw Plant Material " enter the
	specific value detected during analysis then select pass

	or fail as the status. Utilize the Notes section to enter any additional information necessary.
Microbiologicals	Result #1 Select "Total Aflatoxins (B1, B2, G1, & G2) (ppb)" and select pass or fail as the status, then enter the value detected. In the notes section enter information regarding testing for Aflatoxin B1, B2, G1, and G2. Utilize the Notes section to enter any additional information necessary. Result #2 Select "Culturable Mold (CFU/g)" and select pass or fail as the status then enter the value detected. Utilize the Notes section to enter any additional information necessary. Result #3 Select "E. Coli (CFU/g)" and select pass or fail as the status then enter the value detected. Utilize the Notes section to enter any additional information necessary. Result #3 Select "Cohratoxin A (ppb)" and select pass or fail as the status then enter the value detected. Utilize the Notes section to enter any additional information necessary. Result #4 Select "Ochratoxin A (ppb)" and select pass or fail as the status then enter the value detected. Utilize the Notes section to enter any additional information necessary. Result #5 Select "Salmonella (CFU/g)" and select pass or fail as the status then enter the value detected. Utilize the Notes section to enter any additional information necessary.
Moisture Content	Result #1 Select "Moisture Content (%)" and select pass or fail as the status, then enter the percentage detected. Utilize the Notes section to enter any additional information necessary.
Pesticides – Concentrate/Extracts	Result #1 Select "Abamectin (ppm) Concentrates/Extracts" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #2 Select "Acequinocyl (ppm) Concentrates/Extracts" and select pass or fail as the

status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #3 Select "Bifenthrin (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #4 Select "Bifenazate (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #5 Select "Chlormequat Chloride (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
, Result #6 Select "Cyfluthrin (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #7 Select "Daminozide (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #8 Select "Etoxazole (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #9 Select "Fenoxycarb (ppm)
Concentrates/Extracts" and select pass or fail as the
status, then enter the PPM detected. Utilize the Notes
section to enter any additional information necessary.
Result #10 Select "Imazalil (ppm) Concentrates/Extracts"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #11 Select "Imidacloprid (ppm)
Concentrates/Extracts" and select pass or fail as the

	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	Result #12 Select "Myclobutanil (ppm)
	Concentrates/Extracts" and select pass or fail as the
	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	Result #13 Select "Paclobutrazol (ppm)
	Concentrates/Extracts" and select pass or fail as the
	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	Result #14 Select "Pyrethrin & All Isomers (ppm)
	Concentrates/Extracts" and select pass or fail as the
	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	Result #15 Select "Spinosad (ppm)
	Concentrates/Extracts" and select pass or fail as the
	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	Result #16 Select "Spirotetramat (ppm)
	Concentrates/Extracts" and select pass or fail as the
	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	Result #17 Select "Trifloxystrobin (ppm)
	Concentrates/Extracts" and select pass or fail as the
	status, then enter the PPM detected. Utilize the Notes
	section to enter any additional information necessary.
	,,,,,,
Pesticides – Raw	Result #1 Select "Abamectin (ppm) Raw Plant Material"
Plant Material	and select pass or fail as the status, then enter the PPM
	detected. Utilize the Notes section to enter any
	additional information necessary.
	Result #2 Select "Acequinocyl (ppm) Raw Plant Material"
	and select pass or fail as the status, then enter the PPM
	detected. Utilize the Notes section to enter any
	additional information necessary.
	Result #3 Select "Bifenthrin (ppm) Raw Plant Material"
	and select pass or fail as the status, then enter the PPM

detected. Utilize the Notes section to enter any
additional information necessary.
Result #4 Select "Bifenazate (ppm) Raw Plant Material"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #5 Select "Chlormequat Chloride (ppm) Raw Plant
Material" and select pass or fail as the status, then enter
the PPM detected. Utilize the Notes section to enter any
additional information necessary.
Result #6 Select "Cyfluthrin (ppm) Raw Plant Material"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #7 Select "Daminozide (ppm) Raw Plant Material"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #8 Select "Etoxazole (ppm) Raw Plant Material"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #9 Select "Fenoxycarb (ppm) Raw Plant Material"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #10 Select "Imazalil (ppm) Raw Plant Material"
and select pass or fail as the status, then enter the PPM
detected. Utilize the Notes section to enter any
additional information necessary.
Result #11 Select "Imidacloprid (ppm) Raw Plant
Material" and select pass or fail as the status, then enter
the PPM detected. Utilize the Notes section to enter any
additional information necessary.
Result #12 Select "Myclobutanil (ppm) Raw Plant
Material" and select pass or fail as the status, then enter

	the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #13 Select "Paclobutrazol (ppm) Raw Plant Material" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #14 Select "Pyrethrin & All Isomers (ppm) Raw Plant Material" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #15 Select "Spinosad (ppm) Raw Plant Material" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #15 Select "Spinosad (ppm) Raw Plant Material" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #16 Select "Spirotetramat (ppm) Raw Plant Material" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #17 Select "Trifloxystrobin (ppm) Raw Plant Material" and select pass or fail as the status, then enter the PPM detected. Utilize the Notes section to enter any additional information necessary.
Dotonov - Pow Plant	Posult #1 Soloct "CPD (%) Pow Plant Matorial &
Material &	Concentrates/Extracts" and select pass or fail as the
Concentrates/Extracts	status, then enter the % of CBD detected. Utilize the
	Notes section to enter any additional information
	Necessary. Result #2 Select "CBDA (%) Raw Plant Material &
	Concentrates/Extracts " and select pass or fail as the
	status then enter the % of CBDA detected. Utilize the
	Notes section to enter any additional information
	necessary.
	Result #3 Select "THC (%) Raw Plant Material &
	Concentrates/Extracts " and select pass or fail as the
	status then enter the % of THC detected. Utilize the
	Notes section to enter any additional information

	necessary. Result #4 Select "THCA (%) Raw Plant Material & Concentrates/Extracts " and select pass or fail as the status then enter the % of THCA detected. Utilize the Notes section to enter any additional information necessary. Result #5 Select "Total CBD (%) Raw Plant Material & Concentrates/Extracts" and select pass or fail as the status then enter the % of Total CBD. Utilize the Notes section to enter any additional information necessary. Result #6 Select "Total THC (%) Raw Plant Material & Concentrates/Extracts" and select pass or fail as the status then enter the % of Total CBD. Utilize the Notes section to enter any additional information necessary.
Potency – Infused Products	Result #1 Select "CBD (mg/g) Infused Products" and select pass or fail as the status, then enter the mg/g of CBD detected. Utilize the Notes section to enter any additional information necessary. Result #2 Select "CBDA (mg/g) Infused Products " and select pass or fail as the status then enter the mg/g of CBDA detected. Utilize the Notes section to enter any additional information necessary. Result #3 Select "THC (mg/g) Infused Products " and select pass or fail as the status then enter the mg/g of THC detected. Utilize the Notes section to enter any additional information necessary. Result #3 Select "THC (mg/g) Infused Products " and select pass or fail as the status then enter the mg/g of THC detected. Utilize the Notes section to enter any additional information necessary. Result #4 Select "THCA (mg/g) Infused Products " and select pass or fail as the status then enter the mg/g of THCA detected. Utilize the Notes section to enter any additional information necessary. Result #5 Select "Total CBD (mg/g) Infused Products" and select pass or fail as the status then enter the mg/g of Total CBD. Utilize the Notes section to enter any additional information necessary. Result #6 Select "Total THC (mg/g) Infused Products" and select pass or fail as the status then enter the mg/g of

	Total THC. Utilize the Notes section to enter any additional information necessary.
Residual Solvents	Result #1 Select "Acetone (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #2 Select "Benzene (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #3 Select "Butane & All Isomers (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #4 Select "Chloroform (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #5 Select "Cyclohexane (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #5 Select "Cyclohexane (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #6 Select "Dichloromethane (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #7 Select "Ethyl Acetate (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #8 Select "Heptane (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #8 Select "Heptane (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary.
	necessary.

	Result #9 Select "Hexane & All Isomers (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #10 Select "Isopropanol (2-propanol) (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #11 Select "Pentane & All Isomers (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary. Result #11 Select "Pentane & All Isomers (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary.
	as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary.
	Result #13 Select "Toluene (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary.
	Result #14 Select "Xylene & All Isomers (ppm)" and select pass or fail as the status then enter the PPM detected. Utilize the Notes section to enter any additional information necessary.
Terpenes	Result #1 Select "Terpenes" and select pass or fail as the status. Utilize the Notes section to enter any additional
required but available for voluntary testing.	Information necessary.

# 9. Adjusting Sample Package

The test sample package must be reduced by the portion of the sample that was used in the testing process. *Package Adjustments* can be done three ways: manually as described below, via CSV file, or via API by a LIMS. See Section 13.2 for details on using a CSV file to record *Package Adjustments*.

On the *Packages* grid, highlight the sample to be adjusted and select the *Adjust* button. On the *Adjust Package* window:

Enter the package tag number for the test sample needing to be adjusted.

Enter the portion of the sample used during the testing process in the *Adj. Quantity* field as a negative number.

Select a *Reason* of *Sample Tested* from the drop-down menu.

Enter an Optional Note if needed.

Select the Adj. Date (Adjustment Date).

Click the Adjust Packages green button.

Adjust Packag	jes						×
Package #	1						(clear)
Package	Type part of Pa	ackage number	Q	Reason	- Select -		~
Quantity				Optional Note			
Adj. Quantity	ex10.5 💽	- Select -	~	Adj. Date	mm/dd/yyyy	today	
New Quantity	ex. 100.23 💽						
	Please select a Pa	ckage.					
+ 1 😫							
	Adj	ust Packages	Cancel				

A laboratory shall retain the remaining sample amount, consisting of any portion of a test sample that was not used in the testing process. The remaining sample shall be kept until the testing facility needs to destroy it.

The ability to adjust a sample can also be done via csv file and API as well.

# **10. Finishing Sample Package**

After retaining the remaining portion of the sample not used during analyses, a testing facility shall physically destroy the remainder of the test sample.

In Metrc, the remaining sample should be adjusted to a quantity of zero, finishing the package.

This can be accomplished in a single action on the *Packages* grid by highlighting the sample to be adjusted/finished and selecting the *Adjust* button. On the *Adjust Package* action window:

Enter the remaining quantity of the sample in the *Adj. Quantity* (Adjust Quantity) field as a negative number OR enter 0 (zero) in the *New Quantity* field.

Select a *Reason* of *Waste (Unusable Product)* from the drop-down.

Select the Adj. Date (Adjustment Date).

Enter an Optional Note, if needed.

Check the Finish checkbox.

Enter the Finish Date.

Click the Adjust Packages button.

Adjust Packag	jes										×
Package #	1									(clear)	
Package	ABCD	EF0123	45670000014137	(	۹	Reason	W	aste			<b>V</b>
Quantity	1		Grams			Optional Note	Wa	asting out test sa	ample		
Adj. Quantity	-1	\$	Grams	$\sim$		Adj. Date		mm/dd/yyyy	today		
New Quantity	0	\$	Grams					-inish Package			
	Remov	ing - new	total will be <b>0 g</b>		1	Finish Date	Ħ	mm/dd/yyyy	today		
+ 1 😫											
		Adj	ust Packages	Can	ncel	]					
		_									

When ready, the *Finish* button can be selected from the *Packages* page to move the package to the *Inactive* tab.

							Lily's Green	Labs   C8-0	000016-
								Cal	fornia Ter
Active On Hold	Inactive			_					
New Packages	Test Status Record Tests	New Transfer Char	ige Items Adjust Fini	sh	1 Lab Tasting		1 Date 1		•
- Q # 1A4FF0300	1000026000000127 <b>(</b>	Burnt Brownies	Edible (each) 0 ea	No No	TestPassed	No	07/27/2018	07/27/2018	×
1	Finish Packages						×	:	
	Package # 1						(clear)		
>	Package	A4FF03000000260	000000127 <b>Q</b>	Date Finis	hed 🗰 09/1	15/2018	today		
	+								
		Finite D							
		- Finish Pa	ackages Canc	el					
			ackages Canc	el					
Active On Hold	Inactive		ackages Canc	el					
Active On Hole Unfinish	Inactive		ackages Canc	el				<u>ه</u> .	=-

# 11. CSV Imports

Testing Facilities can upload .CSV files for Lab Testing Results and Package Adjustments.

## **13.1 Importing Lab Results**

Testing facilities have the option to input testing results directly into Metrc, via a .CSV file. As with Package Adjustments, a .CSV upload file *must* be set up in a specific format to facilitate successful upload. Please see the information below for field names and explanation of format.

**Testing Results CSV Format** 

-Fields: ResultDate,Label,LabTestTypeName,Quantity,Passed,Notes -Example: 2015-12-15,ABCDEF01234567000000001,THCa,3,True,3 mg/g

Field	Format	Description
Result Date	YYYY-MM-DD	US Short Date or ISO 8601 Date
Label	Alphanumeric (24)	Package Tag's ID
Lab Test Type Name	Alphanumeric	
Quantity	Numeric	
Passed	Boolean	"True" or "False"
Notes	Alphanumeric	

#### Below is an example of how to set up the csv file in Excel. There should be no headers.

		THC (%) Raw Plant			
01/01/2021	ABCDEF01234567000000001	Material	13.6	TRUE	ОК
		THCA (%) Raw Plant			
01/01/2021	ABCDEF01234567000000001	Material	13.6	TRUE	ОК
		CBD (%) Raw Plant			
01/01/2021	ABCDEF01234567000000001	Material	13.6	TRUE	ОК
		CBDA (%) Raw Plant			
01/01/2021	ABCDEF012345670000000001	Material	13.6	TRUE	ОК

# Importing a Lab Results CSV file in Metrc



Select the Import icon on the long black navigational bar in Metrc.

lease be sure to select th	e correct files before uploading!				
All uploaded files will be	imported automatically!				
Once a file is uploaded,	it cannot be removed!				
<ul> <li>Once a file is imported,</li> <li>Evenu cingle unload is t</li> </ul>	its data cannot be removed automatically!				
<ul> <li>Files are limited to 1 ml</li> </ul>	o (megabyte) in size.				
· All files will be scanned	by antivirus software.				
ab Results Prikan	e Arli				
ab Results Packag	e Adj.				
Lab Results Packag	e Adj.				
ab Results Pickag	e Adj. mport				
ab Results Packag	e Adj. mport				
ab Results Pickag ab Results I ab Results cannot be e	e Adj. mport Sited, therefore, imported entries can only be ma	nually overridden by applying new Lab Result	from the Packages page.		
ab Results Prease ab Results I ab Results cannot be e Once the Import process	e Adj. mport fited, therefore, imported entries can only be ma is complete, you can review the uploaded data in	snually overridden by applying new Lab Result n the Packages page.	from the Packages page.		
ab Results Pickag Lab Results I ab Results cannot be e ince the import process iupported file types are:	e Adj. mport dited, therefore, inported entries can only be m is complete, you can review the uploaded data in CSV and TXT	anually overridden by applying new Lab Result n the Packages page.	i from the Packages page.		
Lab Results Pickag Lab Results Cannot be e Droce the Import process Rupported file types are:	e Ag. mport dide, therefore, inported entries can only be m is complete, you can review the uploaded data in CSV and TXT	anually overridden by applying new Lab Result In the Packages page.	I from the Packages page.		
Lab Results Pickag Lab Results Pickag Lab Results can to be e Drace the Import process Supported file types are: Select files	e Ag, mport dited, therefore, imported entries can only be mu is complete, you can review the uploaded data in CSV and TXT	anually overridden by applying new Lab Result in the Plackages page.	from the Packages page.		
Lab Results Pickag Lab Results I Lab Results can be e Drace the Import process Rupported file types are: Select files File	e Ag. mport dited, therefore, imported entries can only be m is complete, you can review the uploaded data in CSV and TXT Y Uploaded	anually overridden by applying new Lab Result n the Plackages page.	I from the Packages page.	y User	
Lab Results Pickag Cab Results I Lab Results cannot be e Once the Import process Supported file types are: Select files File	e Ag, mport did, therefore, inported entries can only be m is complete, you can review the uploaded data in CSV and TXT Y Uploaded	anually overridden by applying new Lab Result In the Packages page.	I from the Packages page.	T User	

Once on the Data Import screen, select the Lab Results tab. Then click the "Select files..." button. Then you will need to find where the file is located on your computer.

ata Imp	ort					
Please be sure to	o select the correct files	before uploading!				
<ul> <li>All uploaded</li> <li>Once a file is</li> <li>Once a file is</li> <li>Every single</li> <li>Files are limit</li> <li>All files will be</li> </ul>	files will be <b>imported auto</b> uploaded, <b>it cannot be re</b> imported, <b>its data cannoi</b> upload is <b>tied to your cur</b> ed to 1 mb (megabyte) in e scanned by antivirus sof	matically! emoved! t be removed automatically! rent account and facility. size. lware.				
Lab Results	Package Adj.					
Lab Results can Once the import apported file to Select files.	ults Import not be edited, therefore t process is complete, y preare: CSV and TXT	e, imported entries <b>can only be</b> you can review the uploaded da	e manually overridden by ata in the Packages page.	y applying new Lab Resu	ults from the Packages	page.
THE	T	opioaded	No da	ta is availabl	e to display	statu

Once the file has been selected, then click the "Upload files" button.

Lab Results	Package Adj.								
'									
Lab Res	ults Impo	rt							
Lab Results ca	nnot be edited, th	erefore, imported entries can	only be manually overridden by	applying new L	ab Results from the Packages	page.			
Supported file t	t process is comp types are: CSV ar	ilete, you can review the upic id TXT	aded data in the Packages page.						
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Select files.									
<b>10251</b> 0.42 KE	7Tests.csv								×
		Clear					Upload	$\mathcal{A}$	
File		Uploaded	:	Entries	1	Status	:	User	:
			No da	ta is avai	ilable to display				
	Page 0	of 0	✓ rows per page						Q

If import is successful, the file name is in a grid that shows the status as Successfully Imported.

Lab Results Package Adj.								
Lab Results Import Lab Results cannot be edited, therefore, Once the import process is complete, yo Supported file types are: CSV and TXT	imported entries can only be manue u can review the uploaded data in the	Illy overridden by app Packages page.	lying new Lab	Results from the Packages page				
Select files							√ 1 100%	Done % ×
							L	۰.
File	Uploaded	Entries	:	Status	:	User		:
► 102517first.csv	10/26/2017 09:19 pm	1		Successfully Imported		METRC INDUSTRY ADMIN		
( • • • • Page 1 of 1	► ► 20 ▼ rows per p	age					Viewing 1 - 1 (1 total)	Ċ

If the import is Not Successful, the file name will be in a grid that shows the status as Error – Not Imported. The arrow (caret) to the left of the file name can be selected and will drop down to show the details as to why the import is not successful.

S	elect files						✓ Done		
	0.49 KB						100% ×		
							<b>A</b> -		
	File	:	Uploaded	Entries	Status	User	1		
	102517TestErra.csv		10/26/2017 09:30 pm	8	Error - Not Imported	METRC INDUSTRY ADMIN			
Row         Image: Message           6         Package ABCDEF01234567000025725 does not exist in the current Facility.									
	Page 1	of 1 (►)	of 1 🕞 😥 🔽 rows per page Viewing 1 - 1						

## **13.2 Importing Package Adjustments**

Licensees have the option to input Package Adjustments directly into Metrc, via a .CSV file. As with Testing Results, a .CSV upload file *must* be set up in a specific format to facilitate successful upload. Please see the information below for field names and explanation of format.

Field	Format	Description
Package ID	Alphanumeric (24)	Package Tag's ID
Quantity	Decimal (+/-)	Numeric amount to affect the Package's quantity
Unit of Measure	Alpha	One of the following: • Each • Ounces • Grams • Pounds
Adjustment Reason	Alpha	One of the following: <ul> <li>Contaminant Testing</li> <li>Drying</li> <li>Entry Error</li> <li>Package Material</li> <li>Potency Testing</li> <li>Scale Variance</li> <li>Spoilage</li> <li>State Mandated Destruction</li> <li>Theft</li> <li>Waste</li> </ul> * The above list is subject to change with, or without notice
Notes:	Alphanumeric	Notes associated with adjustment
Adjustment Date	MM/DD/YYYY or YYYY- MM-DD	US Short Date or ISO 8601 Date
Employee Identification Number	Alphanumeric	Employee Identification Number of employee responsible for the adjustment

**CSV Columns** 

- 1. Package Label
- 2. Quantity
- 3. Unit of Measure
- 4. Adjustment Reason
- 5. Adjustment Note
- 6. Adjustment Date
- 7. Employee License Number

#### **CSV Example**

```
ABCDEF012345670000010041,-2,Ounces,Drying,,2015-12-15,M12345
ABCDEF012345670000010042,1,Ounces,Scale Variance,We are obtaining a new certified scale,2015-12-15,C67890
```

A CSV header row must not be included.

Files must be plain-text only (e.g. CSV and TXT).

If you have a LIMS System, then that system can help you to be able to export the proper file format out of your LIMS System. Once that is updated to export a Package Adjustments CSV, you will be able to simply grab that file and import it into Metrc.

## Importing a Package Adjustment CSV file in Metrc

Select the Import icon on the long black navigational bar in Metrc.



Once on the Data Import screen, select the Package Adj. tab.

ise be sure to select the correct file	s before uploading!				
An updated lines will be imported as Once a file is updated, it <b>cannot be</b> Once a file is imported, <b>its data cannot</b> Every single uplaad is <b>tied to your c</b> Files are limited to 1 mb (megabyte) All files will be scanned by antivirus :	utomatically! removed! not be removed automatically! urrent account and facility. n size oftware.				
Results Package Adj. ackage Adjustmen rase review the Package Adjustm imported entries can be reviewed Select files	ts Import and CSV guidelines for information on the format require and manually corrected under the Active tab in the Pa	ed by the import process. ckages page.			a•    ¥•    ≡•    ↓
File	: Uploaded	: Entries	: Status	: User	
		No data is availabl	le to display.		
e e O Page O of	0 🕨 🖻 20 🔻 rows per page				Ċ +
SV Columns 1. Package Label 2. Quantity 3. Unit of Measure 4. Adjustment Reason 5. Adjustment Noto 6. Adjustment Date	CSV Example ACCPT#0123456746660186437, ACCPT#0123456746660186427, A CSV heador row must no Files must be plain-text only	-2,0unces,0rying,,2015-12-15,H12345 1,0unces,Scale Variance,We are obtaining a new cert bo included. (e.g. CSV and TXT).	tifled scale,2015-12-15,C67800		

Then click the "Select files..." button. Then you will need to find where the file is located on your computer as shown below.

ata Imp	ort					
Please be sure of All uploaded Once a file if Once a file if Every single Files are lim All files will b	to select the correct file files will be imported au s uploaded, it cannot be s imported, its data cann upload is tied to your c ited to 1 mb (megabyte) i be scanned by antivirus s	s before uploading! tomatically! removed! of be removed automatically! arrent account and facility. n size. oftware.				
Lab Results Lab Results ca Once the impo	Package Adj.	ore, imported entries <b>can only</b> you can review the uploaded	be manually overridden by data in the Packages page.	applying new Lab Re	sults from the Packages	page.
Select files		T Uploaded	T No da	Entries	T	Status
	Page 0 of	0 • H 20 • i	INO da tems per page	ta is availat	ble to display	

Once the file has been selected, then click the "Upload files" button.

Lab Results	Package Adj.									
Lab Res	sults Impo	ort								
Lab Results ca	Lab Results cannot be edited, therefore, imported entries can only be manually overridden by applying new Lab Results from the Packages page.									
Once the impo	ort process is com	plete, you can review the	uploaded data in the Packages page.							
Supported file	types are: CSV a	nd IXI								
Select files	i									
1025 CSV 0.42 KJ	17Tests.csv					/			×	
		Cle	ar		(		Upload	$\mathcal{I}$		
File		Uploaded	1	Entries	1	Status		User User	1	
No data is available to display.										
	Page 0	of 0 • •	20 v rows per page						Ċ	

If import is successful, the file name is in a grid that shows the status as Successfully Imported as shown below.

Lab Results Package Adj.							
Lab Results Import							
Lab Results cannot be edited, therefore,	imported entries can only be manual	ly overridden by applying new	v Lab Results from the Packages page	l.			
Supported file types are: CSV and TXT	u can review the uploaded data in the	Packages page.					
Select files						~	Done
102517first.csv 0.12 KB						100%	×
							ė-
File	Uploaded	Entries	: Status	:	User		:
► 102517first.csv	10/26/2017 09:19 pm	1	Successfully Imported		METRC INDUSTRY ADMIN		
( ) Page 1 of 1	► ► 20 ▼ rows per pa	ge				Viewing 1 - 1 (1 total)	Ċ

If the import is Not Successful, the file name will be in a grid that shows the status as Error – Not Imported. The arrow (caret) to the left of the file name can be selected and will drop down to show the details as to why the import is not successful.

S	Select files								✓ Done
a	102517TestErra.csv 0.49 KB								100% ×
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	File	:	Uploaded	;	Entries	:	Status	User	
	102517TestErra.csv		10/26/2017 09:30 pm		8		Error - Not Imported	METRC INDUSTRY ADMIN	
	å-								ê.
	Row	Message	Messape						
	6	Package ABC	Package ABCDEF012345670000025725 does not exist in the current Facility.						
	( • • • • Page 1	of 1 🕞 😥 20 🔻 rows per page Viewing 1 - 1 (1 total)							

#### Please note:

□ The CSV import will be rejected if:

Any Package included in the CSV is not part of your Facility

Any Unit of Measure doesn't match the Package's type (i.e., Each vs Ounces)

The Adjustment Reason doesn't match an existing entry

The Adjustment Date is in an invalid format

The Employee Identification Number isn't valid in the State's record

□Any files uploaded will be automatically imported!

Once a file is uploaded, it cannot be removed!

Every upload is tied to your account!

□ Files are limited to 1 MB (megabyte) in size

□All files will be scanned by antivirus software

# **12.Metrc Support**

**Resource Material** 

- Montana State Supplemental Guide
- Metrc Manual/User Guide
- MT Testing Facility User Guide

## Interactive Support

- Email support@metrc.com
- Support line 877-566-6506
  - Monday Friday: 8 am 7 pm MTN
  - Saturdays: 8 am 6 pm MTN
  - Sundays: Voicemail & Email Only

Training - sign up through the Metrc website (www.metrc.com/Montana) or the Support Tab on the long black navigation bar in Metrc.

To sign up for training from your Metrc account:

- Click on Support menu from the top navigation bar.
- Click on the Sign up for Training choice under the Support menu.
- Click on the date for the specific training desired, then register for the training class.

To sign up for training from www.metrc.com/Montana:

- Click on the Training Sign Up green button.
- Click on the date for the specific training desired, then register for the training class.