

Recreational Marijuana Program

Compliance Education Bulletin

Bulletin CE2024-01

January 18, 2024



The Oregon Liquor & Cannabis Commission is providing the following information to recreational marijuana licensees and OLCC hemp certificate holders.

The bulletin is part of OLCC's compliance education. It is important that you read it, and understand it. If you don't understand it please contact the OLCC for help.

Failure to understand and follow the information contained in this bulletin *could result in an OLCC administrative violation affecting your ability to work or operate your business.*

Bulletin CE2024-01 covers the following issues related to **tracking hemp items in Metrc:**

- Non-Infused (Plain) Hemp Pre-Roll;
- Infused Hemp Pre-Roll; and
- Usable Hemp (by strain)

Questions regarding the contents of this bulletin may be sent to: marijuana@oregon.gov.

Overview

OLCC is implementing new Metrc categories for usable hemp and hemp pre-rolls. This action will adjust Metrc functionality so hemp items will match current packaging and labeling rules, and better match current functionality for marijuana items to improve inventory tracking capabilities.

In addition to hemp certificate holders, these changes also impact other recreational marijuana license types that may track hemp items within their inventory, including processors, retailers, and wholesalers.

Metrc functionality now includes:

- Two new "each" item categories for hemp pre-rolls:
 - One for "plain" (non-infused) hemp pre-rolls (usable hemp with unflavored paper, filter, and/or tip); and
 - One for "infused" hemp pre-rolls (usable hemp combined with flavored paper and/or hemp concentrate or extract); and
- One new "by strain" item category for usable hemp.

In the coming weeks, Metrc functionality will include:

- Enabling "Locations" for packages under OLCC hemp certificates.

Non-Infused (Plain) Hemp Pre-Roll

OLCC-certified hemp certificate holders and licensed recreational marijuana processors (with a hemp endorsement), wholesalers, and retailers may package non-infused hemp pre-rolls in their Metrc inventory. There is now a new product category of “Non-Infused Hemp Pre-Rolls” in Metrc.

Items in this category will be created as count-based (“each”) items. When creating the items in Metrc you will be prompted to enter two additional values:

- Weight per unit: this is the full net weight of the pre-roll and must include the weight of the usable hemp plus the weight of the rolling paper, filter, tip, cone, etc. This is one of the required weights on the label for sale to a consumer; see the [OLCC’s rules](#) on labeling of usable hemp pre-rolls for more information (especially OAR [845-025-7140](#) and [845-025-7070](#)).
- Weight of usable hemp per unit: In Metrc this field is called “**Unit CBD Content**”. The weight in this field should be the *weight of the usable hemp in the pre-roll*. The weight would be the full net weight of the pre-roll minus the weight of the rolling paper, filter, tip, cone, etc. This is the second required weight on the label for sale to a consumer; see the [OLCC’s rules](#) on labeling of usable hemp pre-rolls for more information (especially OAR [845-025-7140](#) and [845-025-7070](#)). Any package you create of a non-infused hemp pre-roll item will appear in Metrc as “each” and the weight per unit and weight of usable hemp per unit created for the item will be associated with the package.

This category can also be used to create multi-packs of hemp pre-rolls. In that case, the weight per unit would be the full net weight of the multi-pack, and the weight of usable hemp per unit would be the full weight of all usable hemp in the multi-pack.

Infused Hemp Pre-Roll

OLCC-certified hemp handlers and licensed recreational marijuana processors (with a hemp endorsement) may make infused hemp pre-rolls. Infused hemp pre-rolls are hemp cannabinoid products and are a combination of usable hemp with one or more items or substances that are not unflavored rolling papers or filters/tips; this category does not include any items that contains marijuana or marijuana-derived ingredients. Examples of infused hemp pre-rolls include but are not limited to:

- Usable hemp rolled in flavored paper;
- “Twax joint” that combines usable hemp with a hemp extract;
- “Kiefed joint” that combines usable hemp with hemp kief; and
- A hemp pre-roll that includes both hemp kief and hemp extract.

There is now a **new product category of “Infused Hemp Pre-Rolls”** in Metrc. Items in this category will be created as count-based (“each”) items. When creating the items in Metrc you will be prompted to enter the Unit Weight of the pre-roll, which is the net weight of the item. *If the item has a filter or tip, the net weight of the item does not include the weight of the filter or tip.* This is the weight required to be on the label for sale to a consumer; see the OLCC’s rules on labeling of other cannabinoid products for more information.

Unlike “plain” (non-infused) hemp pre-rolls, *infused hemp pre-rolls only require a single net weight of the item on the label.* The weight of the usable hemp in an infused pre-roll is not required to be included

on the label of an infused hemp pre-roll. The OLCC's [Product and Tax Categorization Guide](#) and the [Oregon Metrc Wiki's Item Categorization page](#) has been updated to reflect this new method of tracking hemp pre-rolls.

This category can also be used to create multi-packs of infused hemp pre-rolls. In that case, the net weight per unit would be the full net weight of the multi-pack.

Re-categorization of Existing Pre-Roll Metrc Items

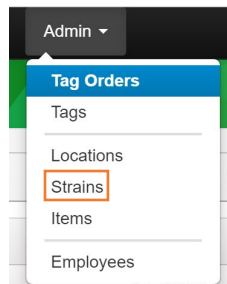
New Metrc packages of hemp pre-rolls created on and after January 18, 2024, should be categorized according to the above guidance. That will require the hemp certificate holder or licensee creating the package to create a new "item" with the appropriate category prior to creating the package in Metrc. *Existing items within a licensee's or hemp certificate holder's inventory may be sold through as-is, without repackaging the items.* However, a hemp certificate holder or licensee who wishes to repackage existing hemp pre-roll inventory according to the above guidance may do so at their discretion.

Usable Hemp (By Strain)

There is now a **new product category of "Usable Hemp (by strain)" in Metrc**. This functions like the "Usable Marijuana (by strain)" category and allows the certificate holder or licensee to specify the strain name for the item.

Using this category is optional. It simply provides additional options to businesses based on their preference. Businesses may also continue to use the existing "Usable Hemp" category.

Strains are created on the "Strains" page which is found under the "Admin" area.



Locations for Packages at Hemp Certificate Holders

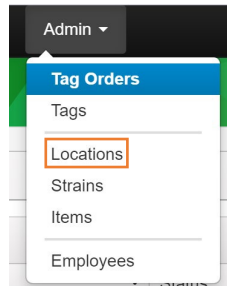
To enable better inventory tracking, "Locations" will be turned on for OLCC-hemp certificate holders. *OLCC does not have requirements around how this functionality is used*, but licensees commonly use the "Location" to designate the room or area in a room where a package is located.



Once this function is activated, all packages must be associated with a Location in Metrc. OLCC will send an announcement to hemp certificate holders when this occurs.

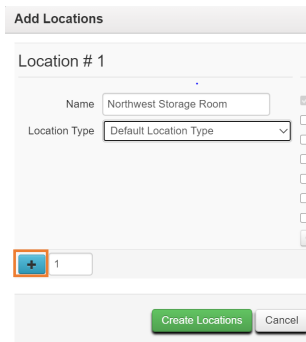
*The "Locations" permission **must** be updated within an employee's profile prior to using this functionality. Also, a user session may need to be refreshed for the permission to become available.*


Creating Locations

Before assigning a location to a package, locations must first be created to designate for the inventory packages. Locations are created on the “Locations” page which is found under the “Admin” area.



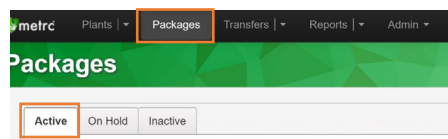
Once on the Locations page, to create a location, use the  button. This will open an action window to be able to assign a name to the new locations. There also is the ability to add multiple locations at one time by clicking on the  button:

A screenshot of the 'Add Locations' form. The title is 'Add Locations'. Below the title is a section labeled 'Location # 1'. It contains a 'Name' field with the text 'Northwest Storage Room' and a 'Location Type' dropdown menu with 'Default Location Type' selected. To the right of these fields are several checkboxes. At the bottom of the form, there is a blue plus button next to a text input field containing the number '1'. At the very bottom are two buttons: 'Create Locations' (green) and 'Cancel' (grey).

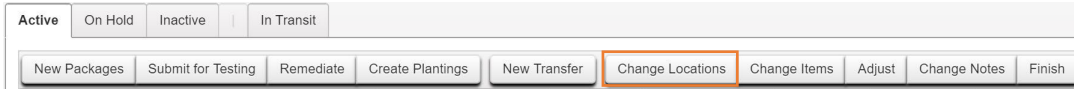
When creating locations, they can be as specific or as generic as needed to help with inventory tracking, but at a minimum each physical location where product is kept should be created in Metrc. Once the location name(s) have been entered, select the green  button to complete the location creation process.

Assigning Packages to Locations

Once locations have been created for all the areas of the facility where packages are physically kept, then all active inventory packages will need to be moved into those locations virtually in Metrc. To do this, navigate to the “Packages” grid reached from the top navigational bar and select the “Active” tab:



Next, select the package that is being moved and select the “Change Locations” button. Note that multiple packages can be selected to move at the same time for efficiency purposes.



Once the package is selected, click the Change Locations button. An action window will open to input the location where the package is physically stored. Once it has been verified that the “New Location” field is correct, then select the green Perform Move button to complete the action:

After the move has been completed, it should be verified that the item is in the correct location under the “Location” column:

Tag	Src. H's	Src. Pkg's	Location
1A4FF0100000135000000016	BK Blue 002 4-6-20	1A4FF0100000135000000012	BK Vegetation Room #2

Creating New Packages

Once the change to require locations for packages is enacted, a location must be assigned as shown below any time a new package is created or received. Please follow the same process of verifying the location selected is correct before creating that package as stated above.

Questions related to hemp in the OLCC system can be sent to olcc.hemp@oregon.gov. Questions related to labeling can be sent to marijuana.packaging@oregon.gov.

For questions related to the use of Metrc, contact support at support@metrc.com or 877-566-6506.