Manufacturer License
Product Tracking System (PTS) User Manual

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Product Tracking System Basics

What is the Training Program, Licensing, and Compliance Product Tracking System (TLC-PTS)?

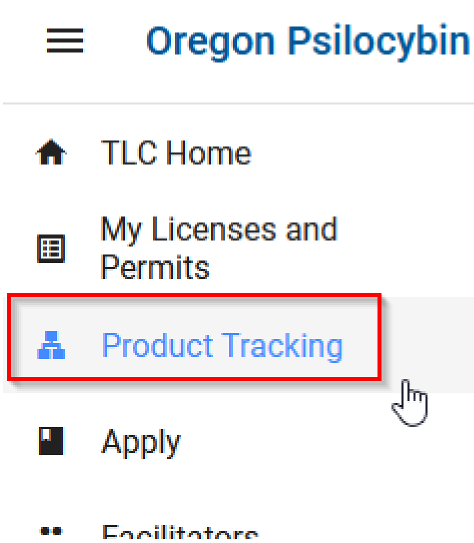
Oregon Psilocybin Services (OPS) has a system for applying for licenses. That system is called Training Program, Licensing, and Compliance (TLC). Inside TLC is the Product Tracking System (PTS). This system is known as TLC-PTS. TLC-PTS tracks inventory and record-keeping activities of psilocybin product. This system is for people or legal entities who hold licenses issued under ORS 475A.210 to ORS 475A.722. The following activities are tracked in TLC-PTS:

- Creation of cultivation batches, harvest lots, harvest batches, process lots and packaged products.
- The testing, wasting out and transfer of these items.
- Lab test samples and their test results.
- The sale of psilocybin product to clients.

OPS has access to all licensees' TLC-PTS data and monitors activity to ensure compliance.

How Do I Access TLC-PTS?

1. Log into TLC: https://psilocybin.oregon.gov/welcome
2. Click on **Product Tracking** in the menu.
    a. The menu is on the far-left side of the screen.
    b. **Product Tracking** is the third item on the menu.



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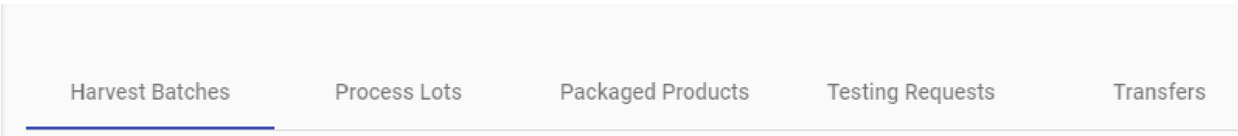
How Does TLC-PTS Work?

TLC-PTS is made of tabs, entries, buttons, forms, and windows.

Tabs: When you click on a tab you can view data and take actions. You will have different tabs depending on your license type.



Manufacturers have tabs for: Cultivation Batches, Harvest Lots, Harvest Batches, Process Lots, Packaged Products, Testing Requests, Transfers, Sales Report and Help

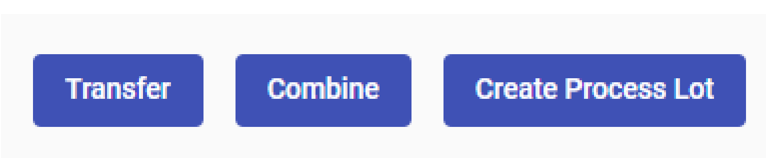
Laboratories have tabs for: Harvest Batches, Process Lots, Testing Requests, Transfers and Help

Service Centers have tabs for: Packaged Products, Transfers, Sales, Sales Report and Help

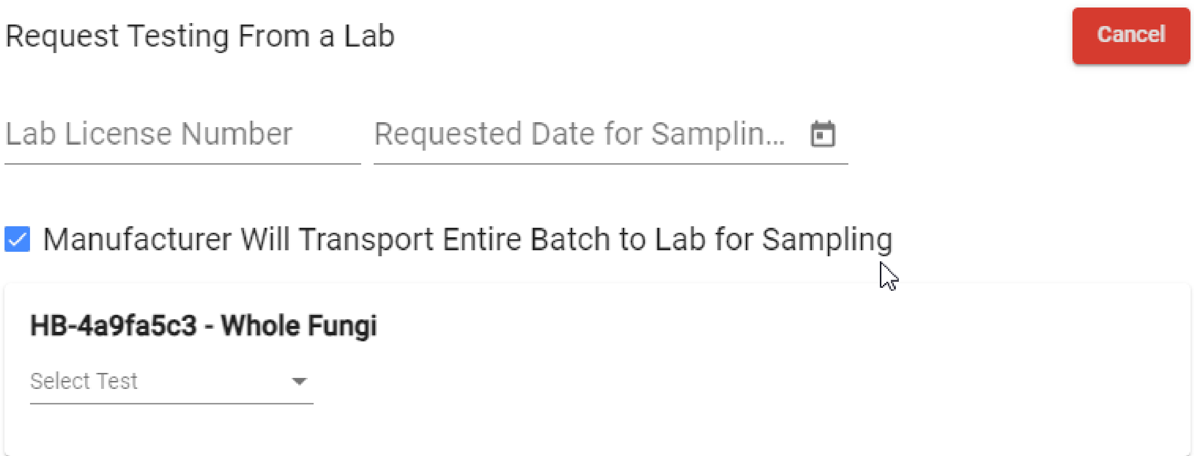
Entry: This is a row that has data specific to a Unique Identification Number (UID), testing request, transfer, transport manifest or sale. Click on an entry to take more actions.

Harvest Lot UID	Batch UID	Description	Weight
☐ HL-91ad7dcb	HB-a206f605	Red	Dry - 204 g Analyte - 3060 mg
☐ HL-91ad7dcb	HB-fa4d0f07	Red	Dry - 1000 g Analyte - 0 mg
☐ HL-f01a1c9b	HB-9bb12100	orange	Dry - 495.13 g Analyte - 0 mg

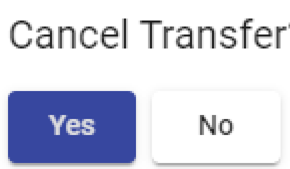
Buttons: You click on a button to take an action. Sometimes you need to click on the checkbox next to an entry before you click on a button.



Forms: These pop up when you click on an entry or click on a button. You add or change data on forms.

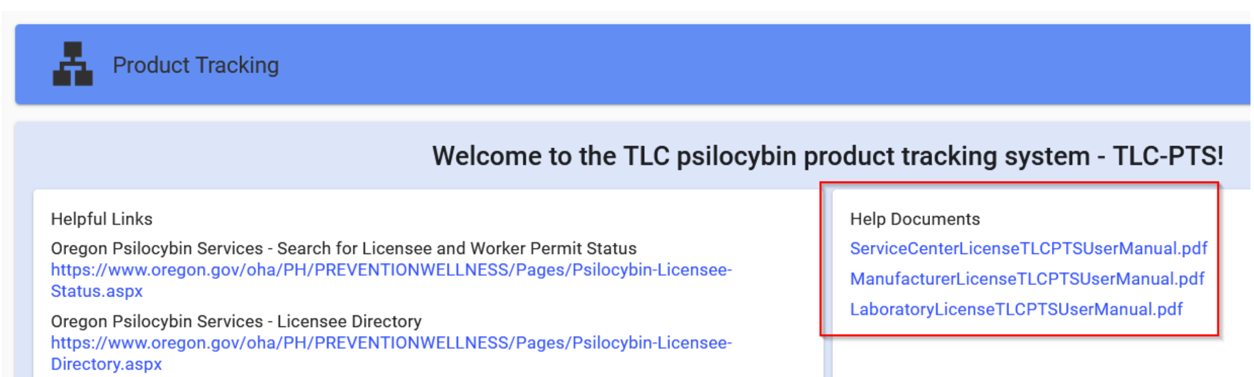


Windows: These pop up sometimes when you click on a button. They usually ask you to confirm a choice. Their purpose is to help you avoid errors.

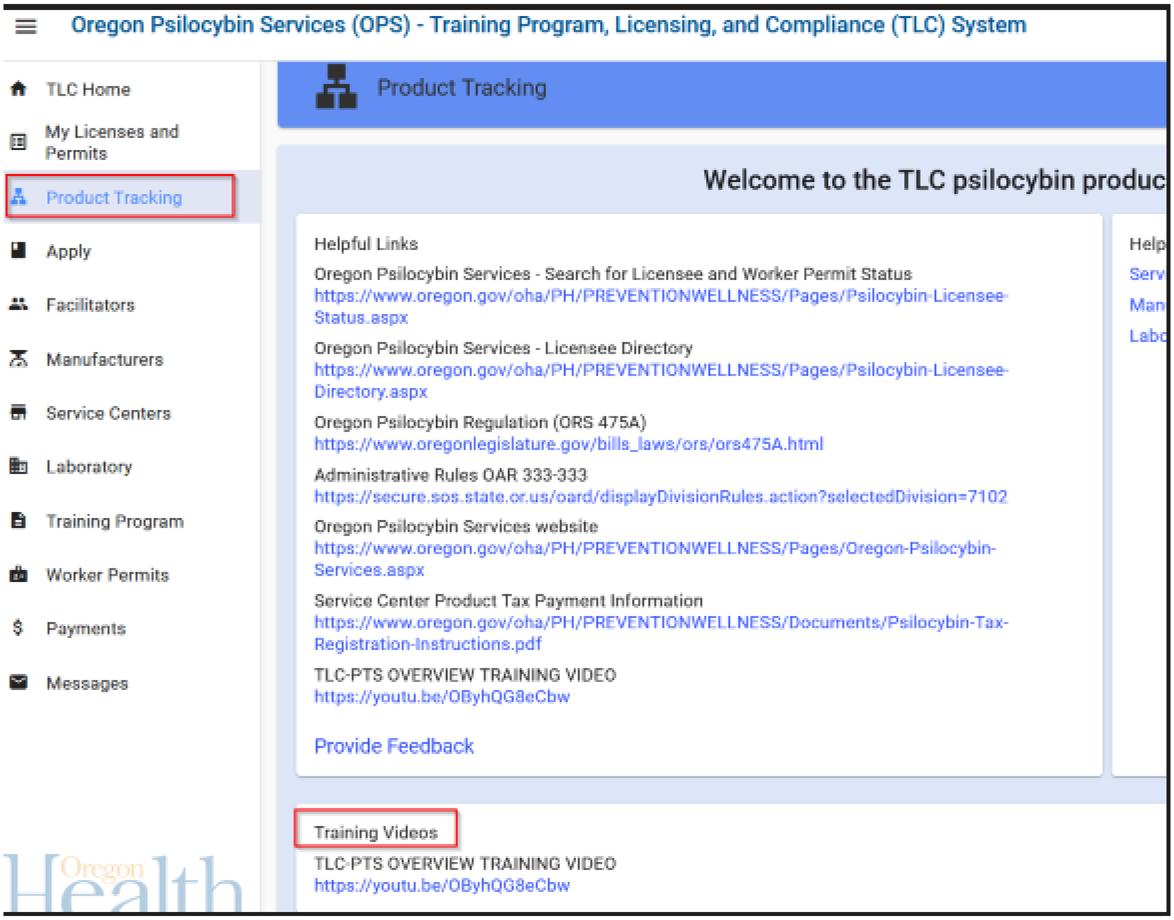


How Do I Learn TLC-PTS?

The TLC-PTS User Manuals are available on the TLC-PTS Welcome page. They are in the Help Documents section. Updated manuals will also be posted here.



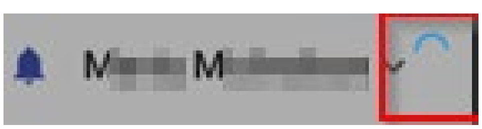
Training Videos on how to use TLC-PTS are also on the TLC-PTS Welcome page. They are in the Training Videos section. New videos will be added when they become available.



How Do I Troubleshoot in TLC-PTS?

If you are having trouble in TLC-PTS, please try these solutions:

1. Wait for the page to load:
    1. At the top right there is a little loading spinner next to your name.
    2. If you see it, you don't need to press a button again.
    3. Just wait for the page to load.



2. Refresh browser:
    1. Click on the Refresh button in your browser

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3. Clear cache/history
    1. Each browser has a different method for this.
    2. Follow the method for your browser.

Open TLC in a new InPrivate browser:

3. Log out of your TLC account.
4. Close your browser.
5. Open a new "In Private" browser.
6. Log into your TLC account again.

If data is missing in TLC-PTS:

1. Click the Refresh button in your browser.
2. This will bring you back to the TLC-PTS Welcome page.
3. Click on your license again.
4. Check if the data has populated.
5. If not, increase the size of your browser window.
    a. Some buttons or information may not be visible in a smaller window.
6. If data is still missing, please send a message in TLC-Messages to the Product Tracking Team.

How Do I Add or Change Data in TLC-PTS?

Action	**When to Update**	**What to do**	**Tab to Use**
Create a Batch or Lot	Within 72 hours of beginning a production process	1. Click **Tab.** 2. Click **Create Batch** or **Create Lot** button. 3. Form pops up. 4. Fill in form. 5. Click **Create** button on form.	Cultivation Batches Tab Harvest Lots Tab Harvest Batches Tab Process Lots Tab Packaged Products Tab
Update Information on Batches or Lots		1. Click **Tab** 2. Click entry you want to update. 3. Form pops up. 4. Change data. 5. Click **Update** button.	Cultivation Batches Tab Harvest Lots Tab Harvest Batches Tab Process Lots Tab

			Packaged Products Tab
Record Waste	By 11:59 AM of the next calendar day	1. Click **Tab.** 2. Click on entry that has waste. 3. Window pops up. 4. Click on **Waste Out** button. 5. Form pops up. 6. Fill in: a. Weight of waste in grams b. Date of destruction c. Time of destruction d. Reason for waste e. Method of destruction 7. Click **Save** button. 8. Form goes away. 9. Click **Cancel** button. 10. Window goes away.	Cultivation Batches Tab Harvest Lots Tab Harvest Batches Tab Process Lots Tab Packaged Products Tab
Request Testing		1. Click **Testing Requests** Tab. 2. Scroll down to "Select Items for Testing" section. 3. Click checkbox next to batches or lots that need to be tested. 4. Click **Request Testing** button. 5. A form pops up. 6. Fill in form: a. Lab license number. b. Requested date for sampling. 7. Check box if manufacturer will transport entire batch to lab. 8. For each batch or lot being tested: a. Select test from dropdown menu. b. Click **Add Test** button.	Testing Requests Tab

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		c. Can select more than one test for each batch. d. Click **Request Testing** button.	
Transfer Product	Prior to transfer or delivery of product	1. Transfer to receiving licensee. a. Click on **Tab.** b. Click checkbox for UID(s) to be transferred. c. Click **Transfer** button. d. Form pops up. e. Fill in form. 2. Complete Transport Manifest a. Click on **Transfers** Tab. b. Scroll to "Complete Your Outgoing Transport Manifests" section. c. Click on entry to complete the transport manifest. d. Fill in Transport Manifest e. Click **Update** button. f. Click **Export PDF** button. g. Print off PDF of transport manifest. h. Sign transport manifest. i. Keep signed transport manifest in vehicle when transporting product. j. Give signed transport manifest to receiving licensee. k. Ask receiving licensee to upload transport manifest. 3. Mark product as delivered. a. Click on **Transfers** Tab b. Scroll to "Outgoing Transfers" section. c. Find the entry for UID being transferred.	Harvest Batches Tab Process Lots Tab Packaged Products Tab Transfers Tab

		d. Click **Delivered** button. i. Button will appear after receiving licensee clicks **Accept** button.	
Update Transport Manifest as Receiving Licensee	Prior to transport or delivery of product	**If you, as the manufacturer, are picking up the product and transporting it,** update the transport manifest. 1. Click on **Transfers** Tab. 2. Scroll to "Incoming Transport Manifests" section. 3. Click on entry for that transfer. 4. Fill in transport manifest. 5. Click **Update** button. 6. Click **Export PDF** button. 7. Print off PDF of transport manifest. 8. Sign transport manifest. 9. Keep copy of signed transport manifest in vehicle when transporting product. 10. Upload signed transport manifest when you return to your premises with product.	Transfers Tab
Receive Product	By 11:59 AM of the next calendar day	1. Scan QR code on Transport Manifest; OR 2. Click on **Transfers** Tab 3. Scroll down to "Incoming Transfers" section. 4. Verify quantities and UIDs match by clicking on each entry. 5. Click **Accept** or **Reject** button on each product.	Transfers Tab Harvest Batches Tab Process Lots Tab Packaged Products Tab

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		6. Upload transport manifest to the entry in the “Incoming Transport Manifests” section. For accepted products: 1. Product will populate on **Tab.** 2. Example: accepted Harvest Batches will show up as an entry on the **Harvest Batch** Tab. For rejected products: 1. Form pops up. 2. Enter reason product was rejected. 3. Entry will disappear.	

How Do I View Data in TLC-PTS?

Action	**When to Update**	**What to do**	**Tab to Use**
View Testing Results	N/A	1. Click on **Testing Request** Tab. 2. Go to “Test Requests” section. 3. Click on entry that has test results you want to see. 4. Window changes. 5. Click on entry for test that was requested. 6. Window pops up. 7. See results and lab notes.	Testing Requests Tab Harvest Batches Tab Process Lots Tab Packaged Products Tab
View Psilocybin Analyte (mg) Value	N/A	After lab enters potency test results 1. Click on **Tab.**	Harvest Batches Tab Process Lots Tab

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		2. Total psilocybin analyte (mg) for the batch or lot populates on entry. 3. Click entry with psilocybin analyte (mg) value. 4. Window pops up. 5. View psilocybin analyte (mg) ratio.	Packaged Products Tab
View Batches or Lots that are Inactive (Zero Quantity)	N/A	1. Click **Tab.** 2. Click **Show Inactive** button in upper right. 3. Entries that have zero value will show.	All Tabs
Hide Batches or Lots that are Inactive (Zero Quantity)	N/A	1. Click **Tab.** 2. Click **Hide Inactive** button in upper right. 3. Entries that have zero value will hide.	All Tabs
View History of Unique Identification Number (UID)	N/A	1. Click **Tab.** 2. Click entry whose UID history you want to see. 3. Window pops up. 4. Click **History** button. 5. Window pops up. 6. Click "**>**" button to see more details. 7. Click **Close** button.	Cultivation Batches Tab Harvest Lots Tab Harvest Batches Tab Process Lots Tab Packaged Products Tab

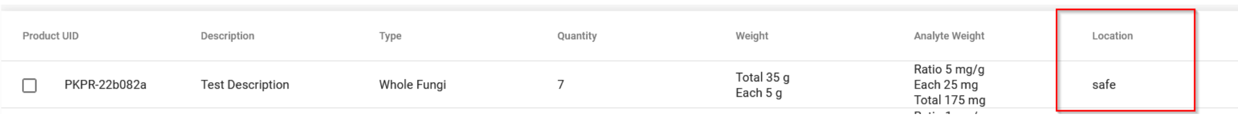
How Do I View and Manage My Inventory?

We are aware that TLC-PTS does not currently show the "Date Created" for lots (harvest lots and process lots) and batches (cultivation batches and harvest batches). We know this is an important data point for manufacturers. We are looking into having the "Date Created" field added to TLC-PTS.

In the meantime, you have the option to update the description field on lots and batches in TLC-PTS to note the date it was created.

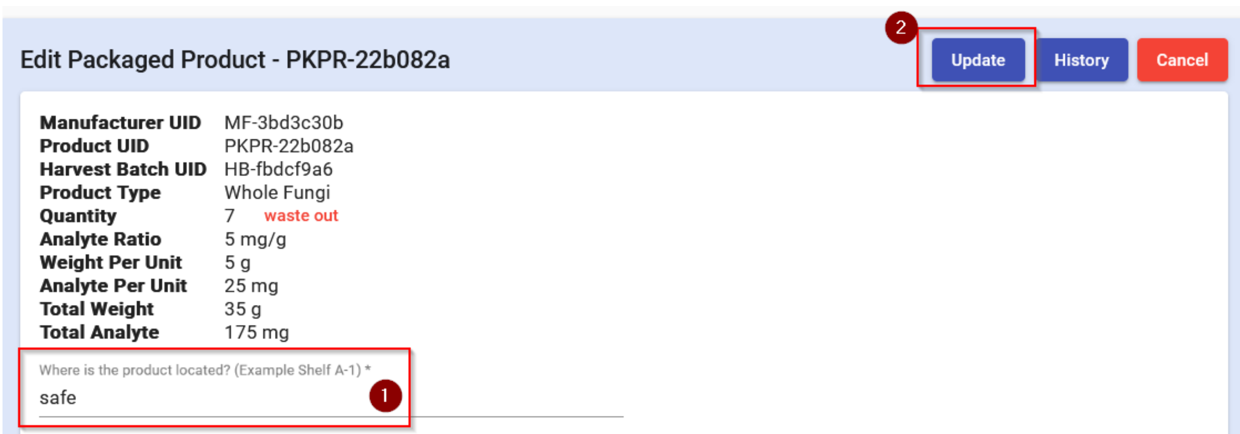
How Do I Use the "Location" Field?

The data in the "Location" field carries over from the originating licensee. Update this field to show where the product is located on your premises.



To change the data in the “Location” field:

1. Click on the entry (row).
2. Type in the correct location in the field "Where is the product located?"
3. Click the **Update** button.



What Do I Do with the "Consolidate" Button?

Use this button to consolidate multiple entries (rows) of the exact same product.

You may have more than one entry for the same product:

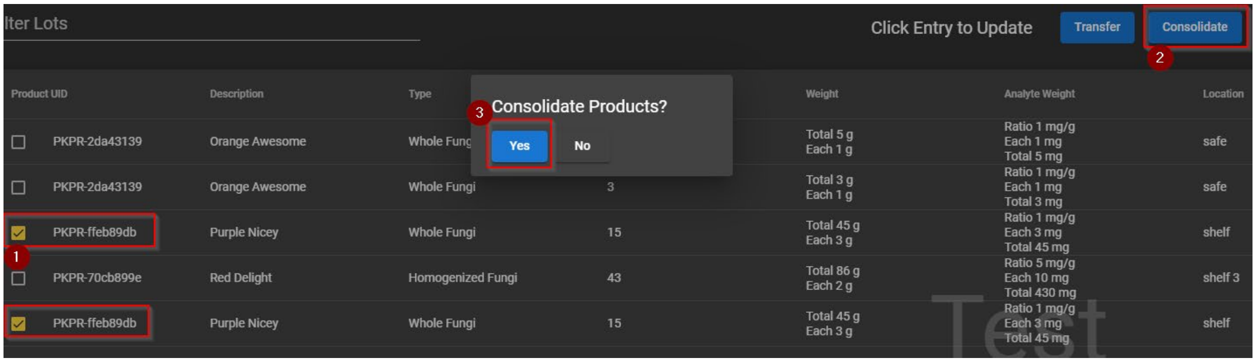
- If you cancelled a transfer.
- If you received more than one shipment of the same product.
- If some of the product you transferred to another licensee was transferred back to you.

To use the "Consolidate" button:

1. Click the checkbox for the entries you want to consolidate.
2. Click **Consolidate** button.
3. Confirm the consolidation.

You cannot consolidate:

- An entry that is a pending transfer.
- Entries that have different UIDs.



How Do I Record Psilocybin Waste?

Waste Outs are the way to record psilocybin product waste in TLC-PTS. This is required by OAR 333-333-8000(5).

What are examples of psilocybin product waste?
For Manufacturers:

- Cultivation Batches may have waste. For example, the product may have spoiled or become contaminated. There may be other reasons for waste, also.
- Harvest Lots and Harvest Batches may have waste. For example, the product may have spoiled or become contaminated. Also, if you package your whole fungi and there are some extra bits left over that you will not sell, this is waste. Additionally, if your harvest batch fails the speciation test, the whole batch is considered waste and needs to be destroyed and wasted out. There may be other reasons for waste, also.
- Process Lots may have waste. For example, the product may have spoiled or become contaminated. Also, if you weigh your homogenized fungi process lot after you make it, and it weighs less than it did when it was whole fungi, there is waste. Additionally, if your process lot fails the speciation test, the whole lot is considered waste and needs to be destroyed and wasted out. There may be other reasons for waste, also.
- Packaged Products may have waste. For example, the product may have expired, or may have spoiled or become contaminated, or may have been used for internal testing. There may be other reasons for waste, also.

When do I need to enter Waste Outs in TLC-PTS?

Record waste outs the same day the product is destroyed or the next calendar day before noon.

What information do I need, to record Waste Outs?

You need five pieces of information:

1. Weight of waste in grams (Or Quantity for Packaged Products)
2. Date of destruction
3. Time of destruction
4. Reason for waste
5. Method of destruction

Cultivation batch Waste Out doesn't require weight to be entered.

The Waste Out for packaged products wastes out quantity instead of weight.

- When to use it: Whenever you need to waste out one or more packaged products.
- What happens: Quantity and weights on the entry will reduce accordingly, showing accurate inventory.

How do I Record Waste Outs?

What to do	**Tab to use**

1. Click **Tab.**
2. Click on entry (row) that has waste.
3. Window pops up.
4. Click on **Waste Out** button.
5. Form pops up.
6. Fill in:
    1. Weight of waste
    2. Date of destruction
    3. Time of destruction
    4. Reason for waste
    5. Method of destruction
7. Click **Save** button.
8. Form goes away.
9. Click **Cancel** button.
10. Window goes away.
	Cultivation Batches Tab
	Harvest Lots Tab
	Harvest Batches Tab
	Process Lots Tab
	Packaged Products Tab

Pre-Production Processes

“Pre-production process” means cultivation environments that are used to facilitate growth of mycelial tissue prior to that tissue being transferred to production growth medium. Examples include but are not limited to agar dishes and grain spawn. OAR 333-333-1010(59).

Pre-production processes are not recorded in TLC-PTS.

No action is required in TLC-PTS for pre-production processes.

Cultivation Batches

"Cultivation batch" means a quantity of unharvested fruiting body or mycelium that is grown together under the same conditions. (OAR 333-333-1010(22))

Q: At what point does a pre-production process become a cultivation batch?
A: It becomes a Cultivation Batch:

1. When the spawn (mycelial tissue) is transferred to the production growth medium.

or

2. If it has or is going to have fruiting bodies.

Within 72 hours of beginning a production process, a manufacturer must **create a cultivation batch** that will contain all fruiting bodies and mycelium produced by that production process. A manufacturer must assign each cultivation batch a name and record the batch name and location in TLC-PTS.

Q: How do I record that a cultivation batch is inactive (it will no longer produce fungi)?
A: In TLC-PTS:

1. Click **Cultivation Batches** Tab.
2. Click **Zero Out** button on the entry for the cultivation batch that is inactive.
3. The entry will hide.

Do this by 11:59 AM of the next calendar day after it is clear that the cultivation batch won’t produce any more fungi.

Q: How do I revert Zero Out for cultivation batches?
A: If you accidentally Zeroed Out a cultivation batch but it is still producing product:

1. On the **Cultivation Batch** Tab, click **Show Inactive** button.

2. Click the needed entry that has “Yes” in Zeroed Out.
3. Click **Revert Zero Out** button.
4. Enter reason for change.
5. Click **Save** button.

Q: How do I waste out product from a cultivation batch?
A: In TLC-PTS:
1. On the **Cultivation** Tab, click on an entry.
2. Click on **Waste Out** button (bottom of form).
3. Enter waste out details (weight is not needed).
4. Click **Save** button.

How do I Label Batches and Lots?

Clearly label all cultivation batches, harvest lots, harvest batches and process lots. Label them with the full Unique Identification number (UID), legibly written. (Example: HB-c989hf3)

The UIDs are generated by TLC-PTS. They will automatically carry through the whole TLC-PTS system.

Harvest Lots

“Harvest lot” means a specifically identified quantity of fungi that is cultivated and dried under the same conditions and harvested within a seven calendar-day period at the same location within the licensed premises, that may be partially harvested, and may use the substrate material for multiple harvests. (OAR 333-333-1010(36))

Clearly label all harvest lots with the full Unique Identification number (UID), legibly written.

Recording Harvest Lots in TLC-PTS

A “harvest lot” is defined as fungi that is cultivated and dried under the same conditions within a seven calendar-day period. If manufacturers use a multiple day period to collect harvests of fungi for the same harvest lot, they should not record the harvest lot in TLC-PTS until the final harvest has been collected and dried. OAR 333-333-8210 allows manufacturers 15 days for harvested fungi to dry completely from the final harvest before recording the dry weight in TLC-PTS.

Drying Fungi

Product must be dried to the point that it inhibits unwanted growth and contamination. OAR 333-333-2110(1) states 'A manufacturer with a fungi cultivation endorsement must completely dry all fungi before transferring to another licensee.'

All harvest lots must be made into a harvest batch or harvest batches that are 1000 g (one kg) or less.

Create harvest lots no later than 15 days after harvest.

Harvest lots cannot be transferred, processed, sold or packaged. They must be made into harvest batches.

Harvest Batches

"Harvest Batch" means a specifically identified quantity of fungi no greater than one kg that is cultivated and dried under the same conditions and harvested within a 24-hour period at the same location within the licensed premises.

All harvest lots must be made into a harvest batch or harvest batches that are 1000 g (one kg) or less (OAR 333-333-7090(1)).

Harvest lots must be made into harvest batches prior to transferring, processing, selling, or packaging the fungi, **OR** no later than 15 days after harvest, whichever comes first.

Clearly label all harvest batches with the full Unique Identification number (UID), legibly written.

Process Lots

"Process lot" means homogenized fungi, psylocibin extract or edible psilocybin product of the same type that was processed at the same time using the same processing method, ingredients, and standard operating procedures.

Update TLC-PTS when a process lot is created or changed. Update the same day the change happens or update it the next calendar day, before noon.

Clearly label all process lots with the full Unique Identification number (UID), legibly written.

How do I Combine Process Lots?

For example, I have 16 homogenized fungi process lots and I want to combine them together to make one large, homogenized fungi process lot.

Take these actions to combine process lots:

1. Click on **Process Lots** Tab.
2. Check the boxes next to the process lots you want to combine.
3. Click **Combine** button.
4. A form pops up.
5. Fill in the form:
   a) Weight from each process lot being combined.
   b) Description
   c) Location
6. Click **Save** button.

How do I Split a Process Lot?

For example, I want to keep part of the process lot as homogenized fungi and I want to turn some of it into an edible psilocybin product.

Take these actions to split a process lot:

1. Click on **Process Lots** Tab.
2. Click on entry for the process lot you want to split.
3. A window pops up.
4. Click **Split** button.
5. A form pops up.
6. Fill in the form:
   a) Weight for the new process lot
   b) Description
   c) Location
7. Click **Save** button.

How do I Record that I Turned My Whole Process Lot into Another Product Type?

For example, I had a homogenized fungi process lot and I turned it all into a psilocybin extract.

Take these actions to record that an entire process lot was turned into another type of psilocybin product:

1. Click on **Process Lots** Tab.
2. Click on entry for the process lot you want to turn into another product type.
3. A window pops up.
4. Click **New Lot** button.
5. A form pops up.
6. Fill in the form:
   a) Product type
   b) Description
   c) Location
   d) Waste weight due to processing.
   e) Weight added during processing.
   f) Reason weight was added.
7. Click **Save** button.

Updating Weight on Process Lots

When process lots are created in TLC-PTS, weight can be removed or added.

Weight is removed if some of the weight of the whole fungi is not used. For example, when psilocybin extracts are made, much of the weight of the fungi is not used.

Weight is added if additional ingredients are added to make the process lot. For example, binders may be added to homogenized fungi or food ingredients are added when making edible psilocybin products.

Since the weight of process lots may have more than one data point, updating the process lot weight will not update the source harvest batch or source process lot.

Finished Product

"Finished product" means the harvest batch or the process lot will not be processed anymore, and it is ready to be tested for potency.

A finished product may be transferred to a lab or another manufacturer. It cannot be transferred to a service center until it has been tested for potency and has passing test results.

"Finished Product" must be checked to make Packaged Products.

Packaged Products

Packaged products are made on a manufacturer license. "Packaged Product" means a psilocybin product that has been fully tested and packaged. It is ready for transfer to a service center or for sale.

Packaged products are transferred to service centers. Service centers sell packaged products to clients for sale and consumption. Only packaged products can be transferred to service centers.

Harvest lots and process lots can be turned into packaged products only when the psilocybin analyte (mg) value test result has been entered by a licensed lab.

> Question: Why can't I create a packaged product? For example, when I try to create one, I can't choose any harvest batches or process lots.
>
> Answer: Your harvest batches or process lots are missing their psilocybin analyte (mg) values or are not marked as Finished Product.

If they are missing the psilocybin analyte (mg) value, request potency testing from a licensed lab and wait for them to enter the psilocybin analyte (mg) values.

If they are not marked as **Finished Product**, open the harvest lot or process lot entry, and click the checkbox for **Finished Product**.

Create Packaged Product

Verify the harvest batch or process lot has the Finished Product checkbox checked.

Verify test results have been added by the lab.

Note that on the Create Packaged Product form, Harvest Batches and Process Lots are listed on separate lines in the form.

Description Field for Packaged Products

- The Manufacturer may fill in the description field before they transfer the product.
- This field will be visible to Service Centers.

The description field can be edited:

- Click on an entry on the **Package Products** Tab.

- Scroll to the line that says "Description".
- Add or update the data.
- Click **Update** button.

Packaged Products Limited to 25 mg of Psilocybin Analyte

TLC-PTS ensures a packaged product is made with no more than 25 mg of psilocybin analyte. This supports licensees in complying with rule 333-333-2310.

Unpackage a Packaged Product

Click on the entry (row) that you wish to unpackage.

Click **Unpackage** button within the form that pops up.

- The weight of the packaged product is automatically added back to the Harvest Batch or Process Lot it came from.
- The Harvest Batch or Process Lot description will change to the description of the packaged product.

Unpackaging a Packaged Product that is Pending Transfer

If a packaged product is in the process of being transferred (pending transfer), it cannot be unpackaged directly.

To unpackage a Packaged Product that is pending transfer, follow these steps:

1. Cancel the transfer.
2. Refresh your browser.
3. Click on the entry (row) for the Packaged Product you want to unpackage.
4. Click **Unpackage** button.
5. Refresh your browser.

Waste Out for Packaged Products

The Waste Out for packaged products wastes out quantity instead of weight.

- When to use it: Please use the waste out feature whenever you need to waste out one or more packaged products. Remember to waste out the same day the product was destroyed, or the next calendar before noon.
- How to use it:
    - Click on the **Packaged Products** Tab.
    - Click on the entry (row) for the product you need to waste out.
    - Click on **Waste Out** button (it is in red font).
    - Fill in the form.
    - Click **Save** button.

- What happens: Quantity and weights on the entry will reduce accordingly, showing accurate inventory.

Testing Requests

Speciation Test

For every month that you have a new harvest lot, you need to get a speciation test done. The test can be done on a whole fungi harvest batch or on a homogenized fungi process lot. The whole fungi or homogenized fungi must come from a harvest batch from the first harvest lot of the month.

If your psilocybin product fails a speciation test:

1. Destroy all harvest batches from the harvest lot that failed the speciation test. Record the destruction as waste in TLC-PTS. (See **Destroy the batch)**
2. You need to get speciation tests more often for the next year. You need to get a speciation test for every harvest lot, every month, for the next 12 months. The test is still done on a whole fungi harvest batch or on a homogenized fungi process lot.

The speciation test has to be done and have passing test results before you transfer product from this harvest lot to another licensee or make a psilocybin extract or edible psilocybin product from the harvest lot.

Use the **Testing Requests** Tab to ask a lab to do a speciation test. Also communicate with the lab outside of TLC-PTS. Use the **Transfers** Tab to transfer the product to the lab to do the test.

If you have not yet done speciation testing in a month, a red banner will display in TLC-PTS. The banner says, “You have not completed a speciation test this month.” When a licensed lab enters passing speciation test results, the red banner will go away.

Potency Test

- A potency test is required on every product type before it is made into a packaged product. If a product type changes, a new potency test is required. For example: A harvest batch of whole fungi has a potency test performed on it. The whole fungi harvest batch is then made into a process lot of homogenized fungi. A new potency test is required on this process lot of homogenized fungi.

- Potency tests must be completed withing 180 days of recording a harvest lor or process in TLC-PTS.
- A manufacturer must order tests for every batch of finished psilocybin product from a harvest lot or process lot to determine the potency of psilocybin and psilocin in the product.
- Bulk whole fungi and/or homogenized fungi does not need to be potency tested before being transferred to another manufacturer for further processing because it is not a "finished product" at this stage.
- A process lot of homogenized fungi, psilocybin extract or edible psilocybin product fails potency testing if the amount of psilocybin or psilocin between primary and duplicate samples taken from the batch exceeds 20 percent relative percent difference between samples.
- If your psilocybin product fails a potency test:
  1. It may be re-mixed to meet the standards in OAR 333-333-7040.
  2. A psylocibin product that is re-mixed must be re-sampled and re-tested in accordance with the rules.

Five Steps of Sampling and Testing

1. Request testing.
2. Transfer samples to lab in TLC-PTS.
3. Complete and print transport manifest.
4. Transport samples for testing.
5. Wait for test results.

If the Manufacturer Brings the Entire Batch or Lot to the Lab's Premises for Sampling

At manufacturer's premises:

1. Manufacturer transfers the weight of the entire batch or lot to the lab in TLC-PTS.
   a. Use the **Harvest Batches** Tab or **Process Lots** Tab.
2. Manufacturer completes the transport manifest.
   a. Use the **Transfers** Tab.
3. Manufacturer prints off and signs transport manifest.
   a. Use the **Transfers** Tab.
4. Manufacturer carries signed transport manifest in vehicle with the product.
5. Manufacturer transports entire batch or lot.

At lab's premises

6. Manufacturer arrives at lab.
7. Manufacturer gives lab a copy of the signed transport manifest.
8. Lab uploads the signed transport manifest.

9. Lab **Accepts** the entire batch or lot.
    a. Use the **Transfers** Tab.
10. Manufacturer marks the transfer as **Delivered.**
    a. Use the **Transfers** Tab.
11. Lab takes the samples.
12. Lab transfers the remainder of the batch or lot back to the manufacturer in TLC-PTS.
    a. Entire batch or lot minus samples taken.
13. Manufacturer completes the transport manifest.
    a. Click on **Transfers** Tab.
    b. Scroll to “Incoming Transport Manifests” section.
    c. Click on entry for that transfer.
    d. Fill in transport manifest.
    e. Click **Update** button.
    f. Click **Export PDF** button.
14. Lab or manufacturer prints off transport manifest.
15. Manufacturer signs transport manifest.
16. Manufacturer gives a signed copy to the lab.
17. Manufacturer uploads signed transport manifest.
18. Manufacturer **Accepts** the batch or lot.
    a. Use the **Transfers** Tab.
19. Lab marks the transfer as **Delivered.**
    a. Use the **Transfers** Tab.
20. Manufacturer carries transport manifest in vehicle with the product.
21. Manufacturer transports product back to manufacturer premises.

If the Lab Comes to the Manufacturer’s Premises to Collect Samples

1. Manufacturer transfers the weight of the sample to the lab in TLC-PTS.
    a. Use the **Harvest Batches** Tab or **Process Lots** Tab.
2. Lab completes the transport manifest.
    a. Use the **Transfers** Tab.
3. Lab or manufacturer print off transport manifest.
4. Lab signs transport manifest.
5. Lab gives a signed copy to the manufacturer.
6. Lab uploads signed transport manifest.
7. Lab **Accepts** the sample.
    a. Use the **Transfers** Tab.
8. Manufacturer marks the transfer as **Delivered.**
    a. Use the **Transfers** Tab.
9. Lab carries transport manifest in vehicle with the product.

10. Lab transports product to lab premises.

Marking Pre-Tested Batches and Lots

1. Label the batch being tested with the following information:
   - The harvest batch or process lot UID.
   - The name of the lab that took samples and the name of the lab responsible for testing, if different.
   - The test batch number supplied by the lab.
   - The date the samples were taken.
   - In bold, capital letters, no smaller than 12-point font, "PRODUCT NOT TESTED."
2. Store and secure the batch in a manner that prevents the product from being tampered with or transferred prior to test results being reported.

Quality Control and Product Development Testing

- A manufacturer may request a lab to test to assure quality control or for product development. Pesticide testing may not be requested, though.
- If there is a failed test for quality control or research and development, the manufacturer does not follow the process for failed compliance tests.
- A laboratory result from a quality control or research and development test cannot be used as a compliance test result.
- A psilocybin product that has undergone a quality control or product development test may not be transferred or sold without undergoing required compliance tests.
- Manufacturers must retain all quality control and product development test results for at least two years. If OPS request copies of these results, you need to provide them.
- When requesting quality control and product development testing, don't use the Testing Requests Tab. Use the **Transfer** button on the **Harvest Lots** or **Process Lots** Tabs. Complete the transport manifest and other steps for a transfer.

Failed Compliance Tests

If a batch has failed a compliance test, you can easily tell in TLC-PTS. The entry on the **Harvest Batches** Tab or **Process Lots** Tab, will be highlighted red and will NOT say "*pending transfer.*"

Decide How to Proceed

When an initial test fails a compliance test, there are three options:

1. **Remediate the batch** (only for failed solvent or potency test) and then have it re-sampled and retested by a lab.
2. **Request reanalysis** from the lab who performed the initial test.
3. **Destroy the batch.**

Choose an option above, and then do the following:

- Inform OPS of how you decide to proceed. Send OPS a message in TLC-Messages.
- Store and segregate the batch in a secure area.
- Label the batch clearly to indicate it has failed a test; include the test batch number on the label.
- Do not transfer or process the failed batch.
- Follow the steps below.

Remediate the Batch (only if failed solvent or potency test)

1. Remediate means to make an approved adjustment to the batch so it is likely to pass the test. Any batch that is remediated needs to be re-sampled and retested.
   a) Remediate the batch.
   b) For a failed solvent test, use a procedure that would reduce the concentration of solvents to less than 3000 µg/g for methanol or less than 5000 µg/g for acetic acid. (OAR 333-333-7050).
2. For a failed potency test, the batch may be re-mixed so the amount of psilocybin between samples taken from the batch, is less than 20 percent relative standard deviation between sample increments. (OAR 333-333-7040(2) and 333-333-7120(9)).
3. Request a lab to re-sample and retest the batch.
   a) Use the **Testing Requests** Tab.
4. Inform OPS that you are remediating the batch by sending a message in TLC-Messages.

Request Reanalysis from the Lab Who Performed Initial Test

Reanalysis means that the same sample is tested again by the lab. If the batch passes the reanalysis, it needs to be resampled and retested by another lab before it can be transferred, further processed, or sold.

If you want a sample reanalyzed, request a reanalysis from the **same lab** who performed the initial test. Make the request **within 7 calendar days** from the date the lab sent you the failed test results.

1. Request the same lab to re-analyze the sample.

        a. Use the Testing Requests Tab.
2. Inform OPS that you are having the sample reanalyzed by sending a message in TLC- Messages.
3. When you receive results from the reanalysis, follow steps in **Results of Reanalysis** below.

Destroy the Batch

If you do not want to remediate the batch or if the batch cannot be remediated under the rules, it must be destroyed.

1. Destroy the batch as per 333-333-8000.
2. Inform OPS that you are destroying the batch by sending a message in TLC- Messages.
3. Waste out the entire batch.
    a. On the tab, for the batch or lot in question, click on the entry.
    b. Click on **Waste Out** button.
    c. Fill in the form.
    d. Click **Save** button.
4. If a speciation test fails, all harvest batches from the harvest lot that failed the speciation test must be destroyed.

Results of Re-Analysis

On the same day you receive the test results, do the following:

1. If **Passed** Re-Analysis
    a. You need to request a re-sample and retest from another lab. You need to make the request within 7 days from receiving the passing reanalysis result.
        i. Use **Testing Requests** Tab.
    b. Inform OPS of the passing reanalysis result by sending a message in TLC- Messages.
2. If **Failed** Re-analysis
    a. If the batch hasn't yet been remediated, the manufacturer may remediate.
        i. Inform OPS that you will remediate the batch by sending a message in TLC- Messages.
        ii. Remediate the batch.
            1. For a failed solvent test, use a procedure that would reduce the concentration of solvents to less than 3000 μg/g for methanol or less than 5000 μg/g for acetic acid. (OAR 333-333-7050).
            2. For a failed potency test, the batch may be re-mixed so the amount of psilocybin between samples taken from the batch,

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is less than 20 percent relative standard deviation between sample increments. (OAR 333-333-7040(2) and 333-333-7120(9)).

iii. Request a laboratory to re-sample and retest.
    1. Use the **Testing Requests** Tab.

b. If the batch can't be remediated or the manufacturer does not wish to remediate, you need to destroy the batch.
c. If destroying the batch, follow the steps in **Destroy the Batch** above.

Results of Retest

On the same day you receive the test results, do the following:

1. If **Passed** Retest.
   a. Product may be transferred.
   b. Inform OPS of the passing retest result by sending a message in TLC-Messages.
2. If **Failed** Retest.
   a. Batch must be destroyed.
      i. Follow steps in **Destroy the Batch** above.
   b. Inform OPS of the failed retest result by sending a message in TLC-Messages.

Transfers

How Do I Receive and Transfer Product?

Action	**When to update**	**What to do**	**Tab to use**
Receive Product	By 11:59 AM of the next calendar day	1. Scan QR code on Transport Manifest; OR 2. Click on **Transfers** Tab. 3. Scroll down to "Incoming Transfers" section. 4. Verify values match. 5. Click **Accept** or **Reject** button on each product. 6. Upload transport manifest. For accepted products:	Transfers Tab

		1. Product will populate on **Harvest Batches, Process Lots** or **Packaged Products** Tabs. For rejected products: 1. Form pops up. 2. Enter reason product was rejected. 3. Entry will disappear.	
Transfer Product	Prior to transfer or delivery of product	1. Transfer to receiving licensee. a. Click on **Tab.** b. Click checkbox for UID(s) to be transferred. c. Click **Transfer** button. d. Form pops up. e. Fill in form. 2. Complete Transport Manifest. a. Click on **Transfers** Tab. b. Scroll to "Complete Your Outgoing Transport Manifests" section. c. Click on entry to complete transport manifest. d. Fill in Transport Manifest. e. Click **Update** button. f. Click **Export PDF** button. g. Print off PDF of transport manifest. h. Sign transport manifest. i. Keep signed transport manifest in vehicle when transporting product. j. Give signed transport manifest to receiving licensee.	Harvest Batches Tab Process Lots Tab Packaged Products Tab Transfers Tab

		k. Ask receiving licensee to upload transport manifest. 3. Mark product as delivered. a. Click on **Transfers** Tab. b. Scroll to "Outgoing Transfers" section. c. Find the entry for UID being transferred. d. Click **Delivered** button. i. Button will appear after receiving licensee clicks **Accept** button.	
Update Transport Manifest as Receiving Licensee	Prior to transport or delivery of product	**If transporting the product that you are receiving,** update the transport manifest and accept product. 1. Click on **Transfers** Tab. 2. Scroll to "Incoming Transport Manifests" section. 3. Click on entry for that transfer. 4. Fill in transport manifest. 5. Click **Update** button. 6. Click **Export PDF** button. 7. Print off PDF of transport manifest. 8. Sign transport manifest. 9. Scan and upload signed transport manifest. 10. Click **Accept** button on all products. 11. Keep copy of signed transport manifest in vehicle when transporting product 12. Transport product to your premises.	Transfers Tab

View Transfers that Already Happened	N/A	1. Click on **Transfers** Tab 2. Click on **Show Inactive** button	Transfers Tab
Hide Transfers that Already Happened	N/A	1. Click on **Transfers** Tab 2. Click on **Hide Inactive** button	Transfers Tab

Roles and Responsibilities in Managing Transfers

- Licensee who is transferring the product (Originating Licensee):
  - Start transfer from the **Harvest Batches**, **Process Lots** or **Packaged Products** Tab (not from the **Transfers** Tab).
  - Fill in the transport manifest by clicking on the entry on the **Transfers** Tab.
  - After filling in the transport manifest, click **Update** button.
  - Click **Export PDF** button to print it.
  - (If required fields are not filled in, the PDF cannot be exported)
  - The driver needs to:
  - Sign the printed transport manifest.
  - Carry it in the vehicle with the psilocybin product.
  - Give the printed transport manifest to the receiving licensee along with the product.
  - Click **Delivered** button, after the receiving licensee accepts the product in TLC-PTS.

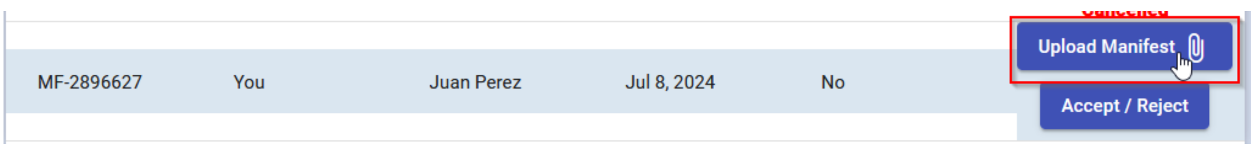
- Licensee who is receiving the product (Receiving Licensee):*
  When you receive the product:
  - Verify that the product quantity, weight, analyte weight and product UID match in 3 places:
    - On the physical product.
    - On the printed transport manifest.
    - On your TLC-PTS **Transfers** Tab, “Incoming Transfers” section.
      - Click on the entry to view quantity, weight, analyte weight and product UID.
  - Scan or take a photo of the printed and signed transport manifest that you received.
  - Upload the scanned transport manifest to your TLC-PTS account.
    - Go to the **Transfers** Tab.
    - In the “Incoming Transport Manifests” section, find the entry for the transport manifest you received.

- Click **Upload Manifest** button.
  - In the “Incoming Transfers” section, click **Accept** button on the product(s).

*If picking up psilocybin product from the originating licensee's premises, click to “Accept” product in TLC-PTS before transporting it. This will reflect the reality of who has the product in their possession.

How Do I Upload the Scanned Copy of the Signed Transport Manifest?

1. Scan or take a photo of all pages of the paper transport manifest.
   a. The paper transport manifest is provided by the originating license when they physically deliver the product to the receiving license.
2. Go to the **Transfers** Tab of TLC-PTS
3. Scroll down to the “Incoming Transport Manifests” section.
4. Click on the entry (row) for the digital transport manifest in question.
   a. The most recent transport manifests are at the bottom of the list. You may need to click on the arrow to see the next page.
   b. To verify it is the correct entry, compare the information in the paper copy with the information in the digital copy.
5. Click on the **Upload Manifest** button.
6. Select the correct file from your device.



How Do I Accept Product?

1. Verify that the product quantity, weight, analyte weight and product UID match in 3 places:
   - On the physical product.
   - On the printed transport manifest.
   - On your TLC-PTS **Transfers** Tab, “Incoming Transfers” section.
     - Click on the entry to view quantity, weight, analyte weight and product UID.
2. Scan the printed and signed transport manifest that you received.
3. Upload the scanned transport manifest to your TLC-PTS account:
   - Go to the **Transfers** Tab.
   - In the “Incoming Transport Manifests” section, find the entry for the transport manifest you received.
   - Click **Upload Manifest** button.
   - In the “Incoming Transfers” section, click **Accept** button on the product(s).

Note: An error message will display if the **Accept** button is clicked but the transport manifest is not fully complete, or the scanned copy of the signed transport manifest is not uploaded.

Digital Transport Manifests FAQs

Q: Where do I find the digital transport manifest?
A: Digital Transport Manifests are accessed on the **Transfers** page. Outgoing Transport Manifests are near the top. Incoming Transport Manifests are near the bottom. After updating the Transport Manifest, click the **UPDATE** button to save the information.

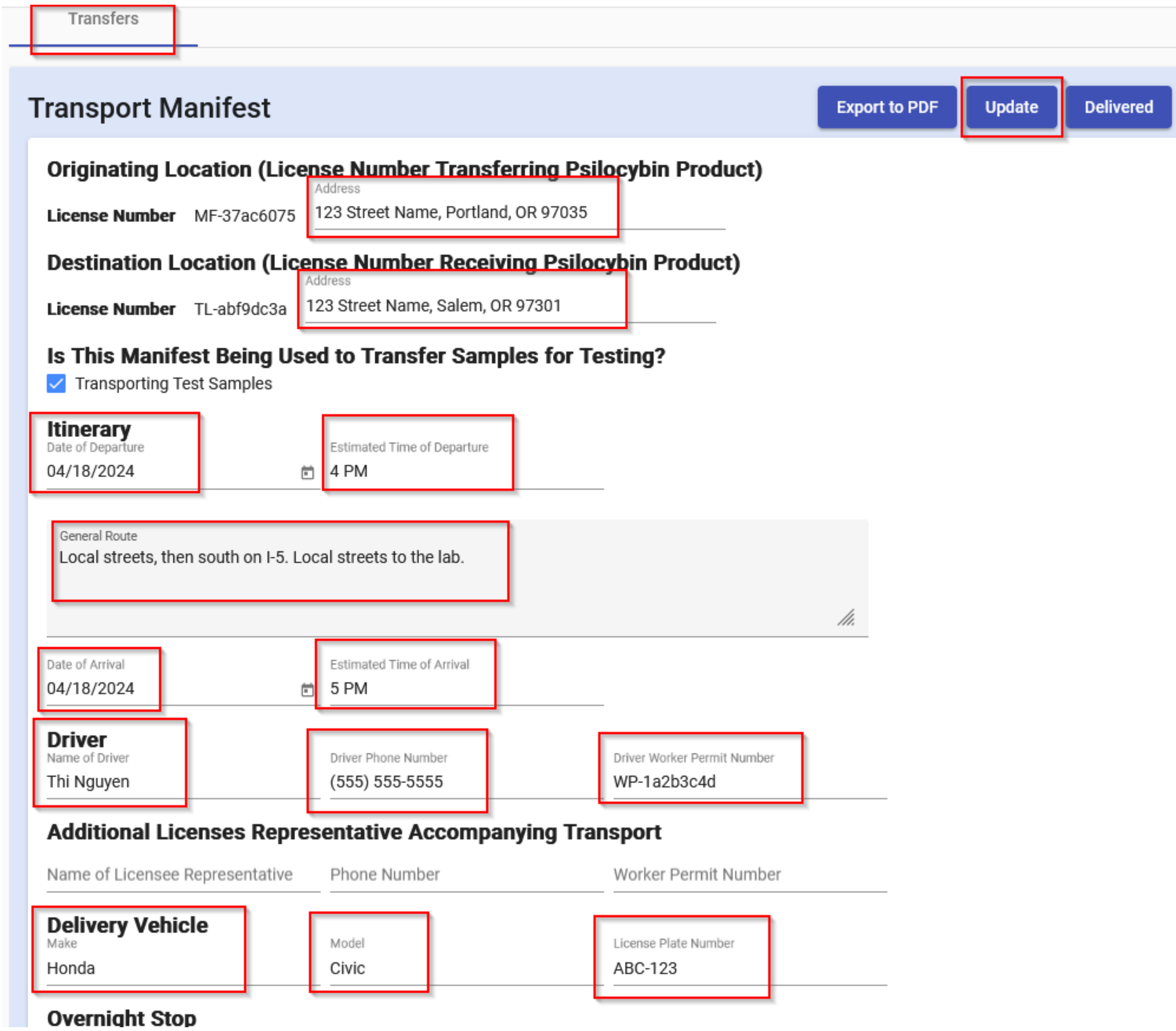
Q: Who is responsible for making sure the digital transport manifest is complete?
A: The licensee who transported the psilocybin product is responsible for completing the digital transport manifest.

Q: What fields need to be filled in to make it complete?
A: OAR 333-333-8100(3)(a)(A-H) lists the required information. These are also the required fields on the digital transport manifest:

> (A) The originating location's license number and address as it appears in the product tracking system.
> (B) The destination location's license number and address as it appears in the product tracking system.
> (C) The unique identification number, product type, and quantity of each psilocybin product.
> (D) The actual date and estimated time of departure.
> (E) Location and duration of time for any overnight stop.
> (F) The arrival date and estimated time of arrival or completion of delivery.
> (G) The delivery vehicle make, model, and license plate number.
> (H) The name, contact information, worker permit number and signature of any licensee representatives accompanying the transport.

Q: What happens if I don't fill in the required fields?
A: The digital transport manifest cannot be exported and printed unless these fields are completed, and the **Update** button is clicked. An error message will display, and the required fields will be in red font if the **Export to PDF** or **Get PDF** button is clicked prematurely.

Q: Do you have an example of a transport manifest that is fully complete?
A: Example of a fully complete digital Transport Manifest:



Note: If there is an additional license representative accompanying transport, or an overnight stop, these fields need to be filled in, also.

*Any digital transport manifest that was made before 3/29/24 will have data that changes when actions are taken on that product. For example, if the product was transferred to another licensee, sold, or made into another type of product, the values on the transport manifest would change accordingly. Any transport manifest made AFTER 3/29/24 is not affected by this.

How Do I Hide Transport Manifests?

Outgoing and Incoming Transport Manifests hide when a transfer is completed fully. To make them hide, follow all these steps, in this order:

1. Fill in the digital transport manifest completely.

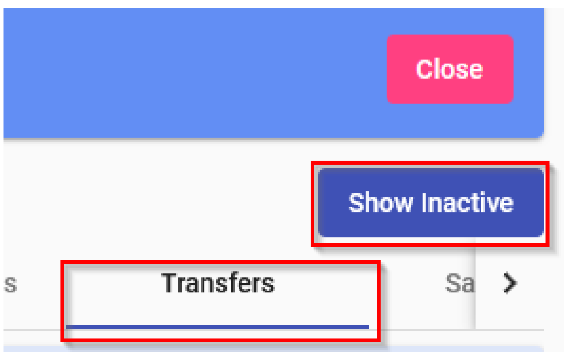
- Whomever is transporting the product does this, often this is the originating licensee.

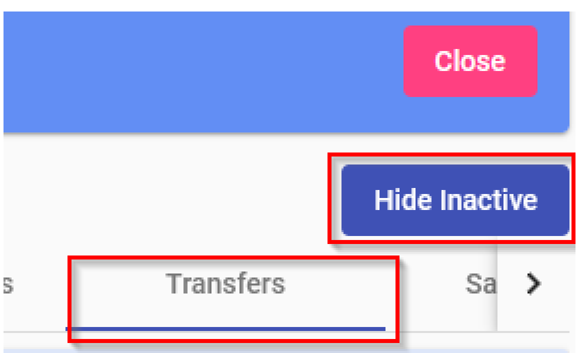
2. Upload the scanned, signed copy of the manifest.
   - The licensee that is receiving the product does this.
3. Click **Accept** button for all the product(s)
   - The licensee that is receiving the product does this.
4. Mark transfer as **Delivered** on the **Transfers** Tab in the digital transport manifest.
   - The originating licensee does this

How Do I See Hidden Transport Manifests?

To see hidden transport manifests, click the **Show Inactive** button.

- This button is in the upper right corner of the Transfers page.
- To hide these again, click the **Hide Inactive** button. (The **Show Inactive** button changes to **Hide Inactive**, when it is clicked.)





Sales Report

The Sales Report allows you to generate a sales record based on the sales price values you enter on digital transport manifests.

Entering sales prices and generating sales reports is completely optional for manufacturers.

The sales record data is dependent on the values entered into TLC-PTS transport manifests. OPS does not certify or check the sales record data in reports for accuracy.

The Sales Report can be viewed in two ways:
1. From within TLC-PTS.
2. Exported as a PDF.

(The CSV only includes sales data entered on the Service Center's Sales Page.)

When do I Need to Update Data in TLC-PTS?

General Timeline for Updating Data

You need to update data daily in TLC-PTS. For any changes that happen, update TLC-PTS the same day the change happens or update it the next calendar day before noon. If no changes happen, you don't need to update. You don't need to update data for mycelium and spores in the pre-production process. You also don't need to update data when moisture is lost during the drying process for fungi. Record any changes in your inventory of psilocybin products. Here are the changes that need to be recorded daily:

- Creating Harvest Lots
- Creating Harvest Batches of 1 kg or less
- Creating Process Lots
- Combining Process Lots
- Splitting Process Lots
- Turning a Process Lot into another product type
- Requesting testing by a lab
- Making Packaged Products to sell to service centers (or other manufacturers)
- Transferring psilocybin product
- Receiving transferred psilocybin product
- Moving product to a new location in the premises
- Wasting out product
- Zeroing out Cultivation Batches
- Adding TLC-PTS users
- Removing TLC-PTS users

Creating Cultivation Batches

You need to Create a Cultivation Batch in TLC-PTS within three days (72 hours) from starting a production process. It becomes a production process when you transfer the spawn to the growth medium or if you see that fruiting bodies are coming.

Recording Dried Weight of Whole Fungi

After you harvest whole fungi, you need to enter the dried weight. You need to enter this weight within 15 days of the harvest. You enter this data when you create a harvest lot.

You need to have the final dried weight in TLC-PTS:

- Before you transfer it
- Before you turn it into a process lot
- Before you sell it
- Before you make it a packaged product
- By 15 days after the harvest

Getting Speciation Tests

For every month that you have a new harvest lot, you need to get a speciation test done. The test can be done on a whole fungi harvest batch or on a homogenized fungi process lot. The whole fungi or homogenized fungi has to come from a harvest batch from the first harvest lot of the month.

- There is a Speciation Test message in red font at the top of TLC-PTS if you do not have a speciation test result recorded for the current month.
- When the speciation test results are recorded by the lab, the Speciation Test message goes away.

If your psilocybin product fails a speciation test, you need to get speciation tests more often. You need to get a speciation test for every harvest lot, every month, for the next 12 months. The test is still done on a whole fungi harvest batch or on a homogenized fungi process lot.

A speciation test has to be done before you transfer product from this harvest lot to another licensee or make a psilocybin extract or edible psilocybin product from the harvest lot.

Use the **Testing Requests** Tab to ask a lab to do a speciation test. Use the **Transfers** Tab to transfer the product to the lab to do the test.

Getting Potency Tests

You need to get potency tests on all harvest batches and process lots prior to using those batches or lots to make packaged products. Only packaged products can be sold to clients. Potency tests must be completed 180 days (about six months) from making a harvest batch or a process lot.

Use the **Testing Requests** Tab to ask a lab to do a potency test. Use the **Transfers** Tab to transfer the product to the lab to do the test.

Getting Solvent Tests

You need to get a solvent test if you use methanol or acetic acid to make a psilocybin extract. You need to get every psilocybin extract process lot tested if you use these solvents. It needs to be tested before you transfer it or make it into another product type, such as an edible psilocybin product.

Use the **Testing Requests** Tab to ask a lab to do a solvent test. Use the **Transfers** Tab to transfer the product to the lab to do the test.

Tests Expiring

The test results are valid for one year from when they are reported by the lab. If you still have the product after one year from testing, you need to request testing again.

Before Transporting Product

A transport manifest is needed to transport product. Whoever is driving needs to fill it out, print it off, sign it, and keep it in the vehicle with the product. They need to do this before the product is removed from your premises.

The driver could be from the originating premises (the licensee who has the product) or the receiving premises (the licensee who is receiving the product).

Use the **Transfers** Tab to fill out and print off the transport manifest.

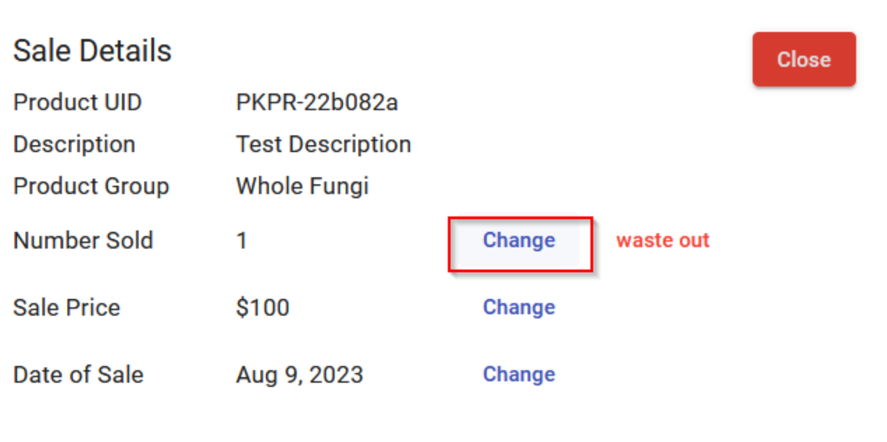
TLC-PTS Details

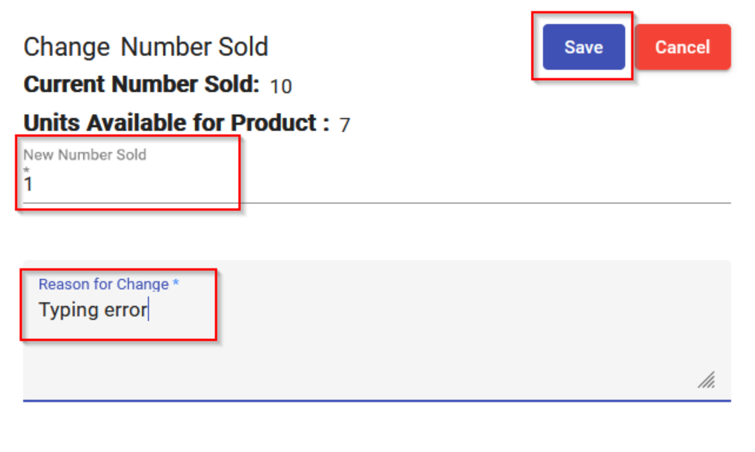
How do I Correct Mistakes?

If you make a mistake in entering data in TLC-PTS, you can correct it. In general, this is how you make corrections:

1. Click on the entry (row) that has the data error.
2. Find the data point you need to correct.

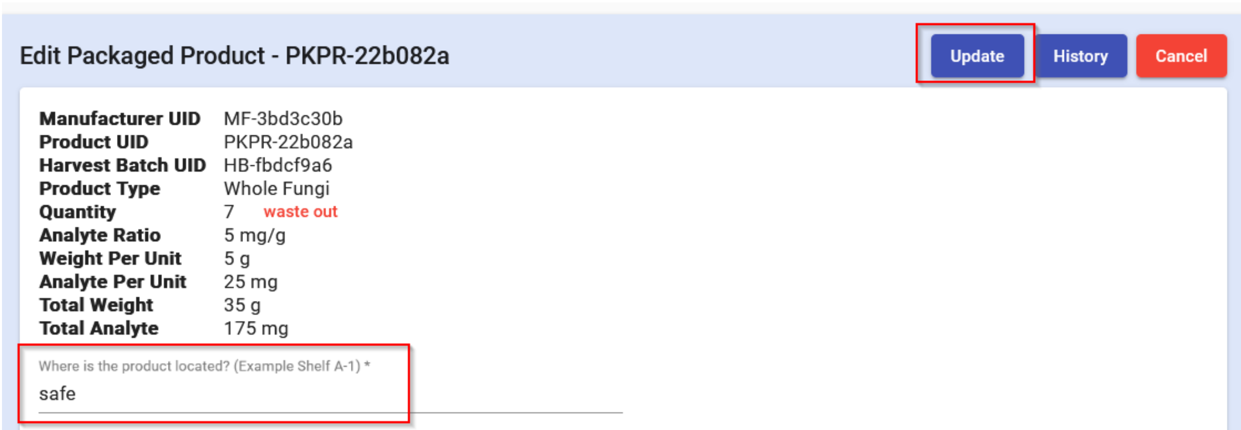
3. Click on **Change** button located next to that data point.
4. Enter the correct data.
5. In the "Reason for Change" field always provide an accurate, descriptive reason. Writing NA is not an acceptable reason.
6. Click **Save** button.





If there is no "**Change**" next to the data point:

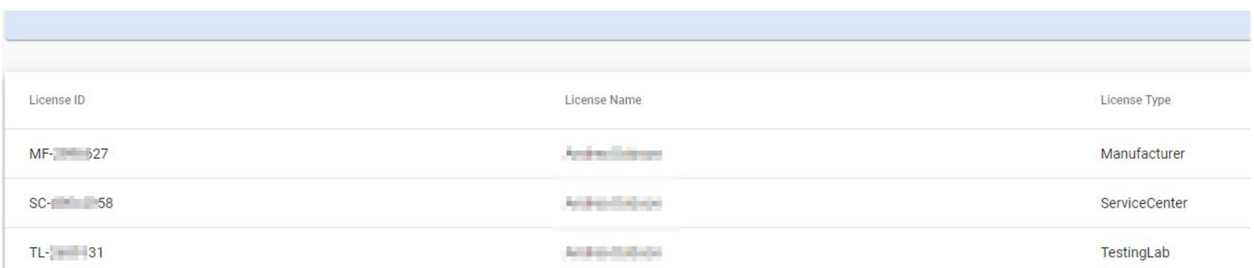
1. Delete the data that is in that field.
2. Enter the correct data.
3. Click **Update** button.



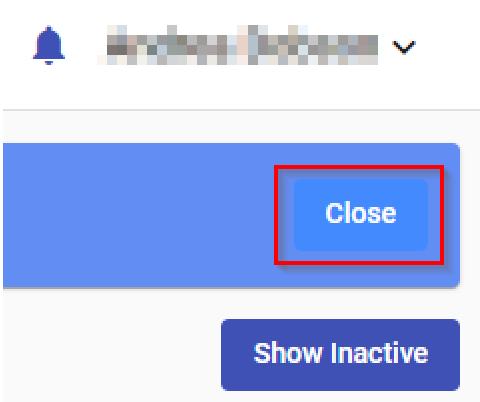
I Have More than One License. How Do I Access the Correct TLC-PTS Account?

A TLC-PTS account is given to all manufacturer, service center and lab license holders. If a TLC account has more than one of these licenses, they will show up when you click on **Product Tracking**.

Click on the entry for the account you want to access.



To change between TLC-PTS accounts, click **Close** in the upper right.



By clicking **Close** in the upper right corner, you will be brought back to the page with your TLC-PTS accounts. Click on an entry for another TLC-PTS account.

How Many Decimal Places Should I Use for Weight?

Always use two decimal places when recording weight. Use the general rule for rounding. If the value is 5 or more, round up.

Examples:

- Psilocybin analyte (mg) of 2.523 mg, would round to 2.52 mg.
- A packaged product weight of 3.456 g, would round to 3.46 g.
- Bulk product weight of 304.576 g, would round to 304.58 g.

What Unit of Measure Should I Use, Milligrams (mg) or Grams (g)?

- Psilocybin analyte (mg) is always measured in milligrams (mg).
- Total weight of tested and packaged products is always measured in grams (g).
- Total weight of bulk products that have not been packaged for final sale is always measured in grams (g).

Are There Automatic Calculations in TLC-PTS?

Yes. The initial values are entered by the TLC-PTS user who creates or tests the product.

When product is transferred, wasted out or sold, the values for dried weight, weight, quantity, and psilocybin analyte (mg) automatically calculate.

The values are changed on both the newly created product as well as on the source product. For example: A harvest lot weighs 2000 g. A harvest batch of 500 g is created from this harvest lot. The harvest lot will automatically change to 1500 g. If the 500 g harvest batch has the weight updated, the source harvest lot weight will automatically update as well. (In this example the harvest batch weight was updated due to an entry error.)

There is an exception for the weight on process lots. The exception is that if the weight is updated, it will not update the source harvest batch or process lot.

When process lots are created in TLC-PTS, weight can be removed or added. Weight is removed if some of the weight of the whole fungi is not used. For example, when psilocybin extracts are made, much of the weight of the fungi is not used. Weight is added if additional ingredients are added to make the process lot. For example, binders may be added to homogenized fungi or food ingredients are added when making edible psilocybin products. Since the weight of process lots may have more than one data point, updating the process lot weight will not update the source harvest batch or source process lot.

TLC-PTS Access

How Do I Give a Permitted Worker Access to my TLC-PTS Account?

Each individual service center, manufacturer and laboratory licensee will have access to the product tracking system. A licensee may authorize additional licensee representatives who are permitted workers to use the product tracking system for their licensed premises.

Below shows how to manage access to TLC-PTS for licensee representatives who are permitted workers:

Action	When to update	What to do	Tab to use
Add Permitted Worker* ***License holder must also add their own worker permit**	When permitted worker is trained as a TLC-PTS user	1. Click on **Manufacturers** on far-left side bar. 2. See **TLC-PTS (Product Tracking) Worker Permits** box below your approved license. 3. Click **Add Permits** button. 4. A form will pop up. 5. Enter Worker Permit Number 6. Click **Select** button. 7. Repeat steps 5 and 6 for all worker permits you are adding. 8. Click **Add Selected Permits** button.	TLC menu on left side bar: Manufacturers
Remove Permitted Worker	When permitted worker is no longer a	1. Click on **Manufacturers** on far-left side bar. 2. See **TLC-PTS (Product Tracking) Worker Permits**	TLC menu on left side bar: Manufacturers

	licensee represent-ative	box below your approved license. 3. Click **Remove** button, next to the worker permit you want to remove. 4. A window will pop up. 5. Click **Yes** button to confirm.	
View Worker Permits that Have Been Added	N/A	1. Click on **Manufacturers** on far-left side bar. 2. See **TLC-PTS (Product Tracking) Worker Permits** box below your approved license.	TLC menu on left side bar: Manufacturers

What are My Responsibilities with TLC-PTS Permitted Workers?

The responsibilities for granting access to TLC-PTS are outlined in OAR 333-333-8200(3). The rule uses the term "user." In this manual, the term "TLC-PTS permitted worker," is used instead of "user." This is to increase clarity.

- Train and authorize TLC-PTS permitted workers.
    - Train them before they access TLC-PTS or input, modify, or delete any information in the system.
    - Provide a copy of this manual to TLC-PTS permitted workers.
- Maintain an accurate and complete list of all TLC-PTS permitted workers for each licensed premises.
    - Update the list when a new TLC-PTS permitted worker is trained.
    - Update the list when a new TLC-PTS permitted worker is removed.
- Remove access to the TLC-PTS account if the permitted worker is no longer a licensee representative.

What Do I Do When Unexpected Things Happen

If the events listed below happen, send the Compliance Team a message. Send the message in TLC-Messages. Send it when it is safe for you to do so.

- Theft of psilocybin product or cash from premises.
- Inclement weather, mechanical failure, or other unforeseen circumstances, prevent the driver from transporting psilocybin products to all destinations and

returning any remaining psilocybin products to the licensed premises of origin within 60 hours from leaving the original premises.
- A vehicle transporting psilocybin products is involved in any accident or other situation where product is lost.
- There is a stop at an unlicensed location that is more than two hours long that wasn't listed on the transport manifest.

What are the Rules for Psilocybin in Oregon?

Here is a link to the Oregon Administrative Rules for Psilocybin, 333-333: https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=7102

To request this document in other languages, large print, braille or a format you prefer, please contact Oregon Psilocybin Services at: 971-341-1713 or email: OHA.Psilocybin@oha.oregon.gov.