Public Health Division

Oregon Psilocybin Services

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OREGON HEALTH AUTHORITY

Service Center 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)?

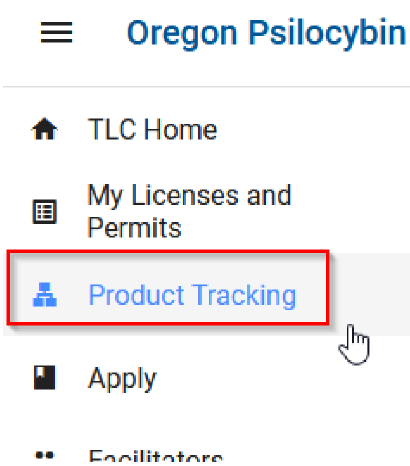
Oregon Psilocybin Services (OPS) has a system for applying for licenses. That system is called Training Program, Licensing, and Compliance (TLC). Inside TLC is the Product Tracking System (PTS). This system is known as TLC-PTS. TLC-PTS tracks inventory and record-keeping activities of psilocybin product. 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.

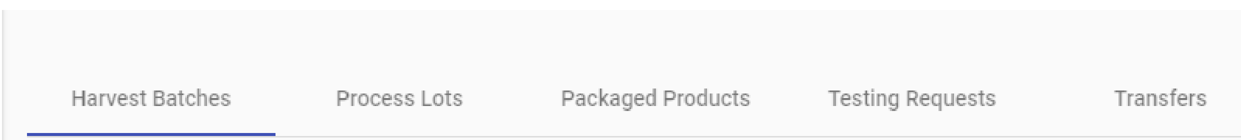
How Do I Access TLC-PTS?

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.



How Does TLC-PTS Work?

TLC-PTS is made of tabs, entries, buttons, forms, and windows.
<u>Tabs:</u> 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

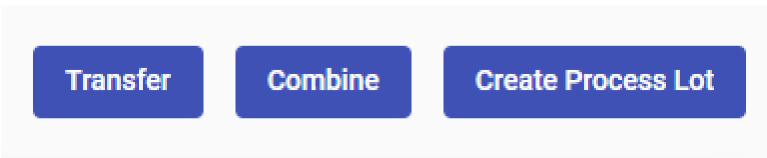
Laboratories have tabs for: Harvest Batches, Process Lots, Testing Requests, Transfers and Help

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

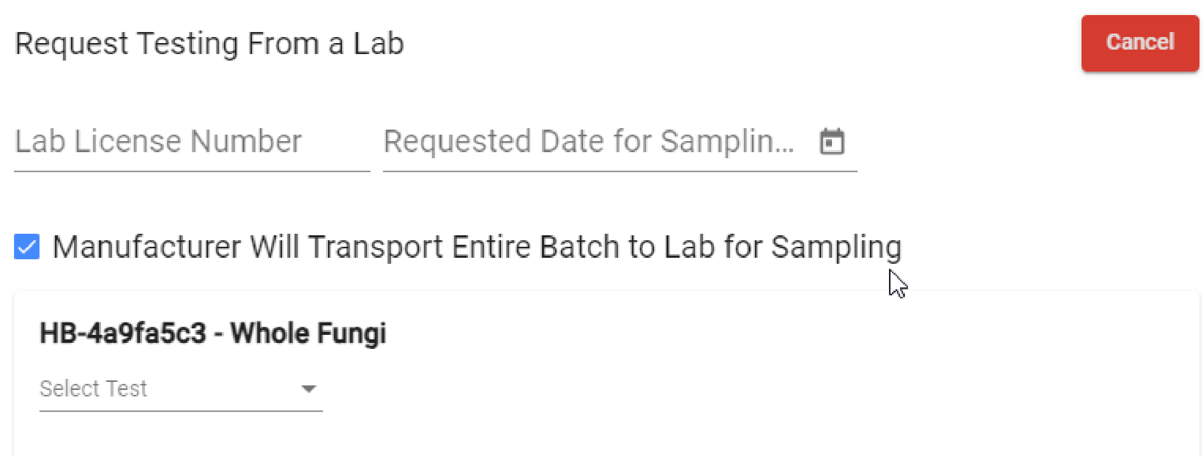
<u>Entry</u>: This is a row that has data specific to a Unique Identification Number (UID), testing request, transfer, transport manifest or sale. Click on an entry to take more actions.

	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

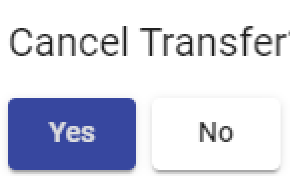
Buttons: You click on a button to take an action. Sometimes you need to click on the checkbox next to an entry before you click on a button.



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

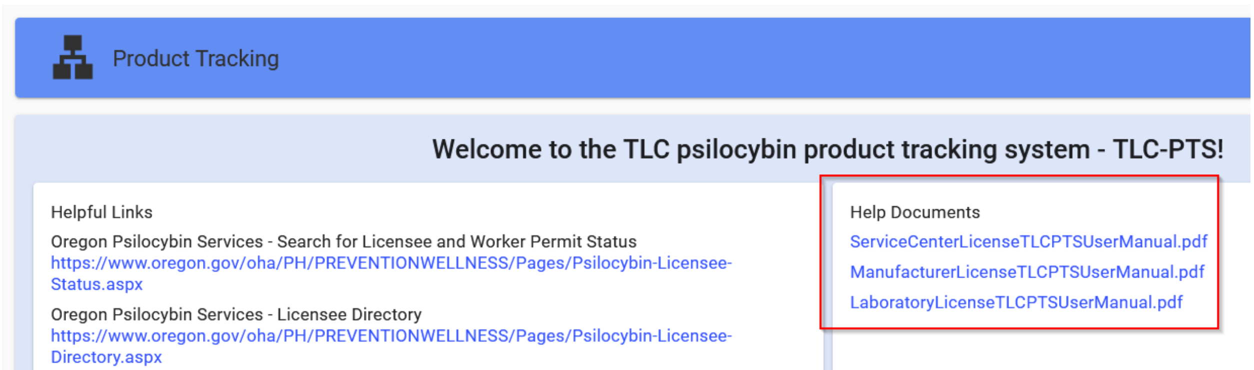


Windows: These pop up sometimes when you click on a button. They usually ask you to confirm a choice. Their purpose is to help you avoid errors.

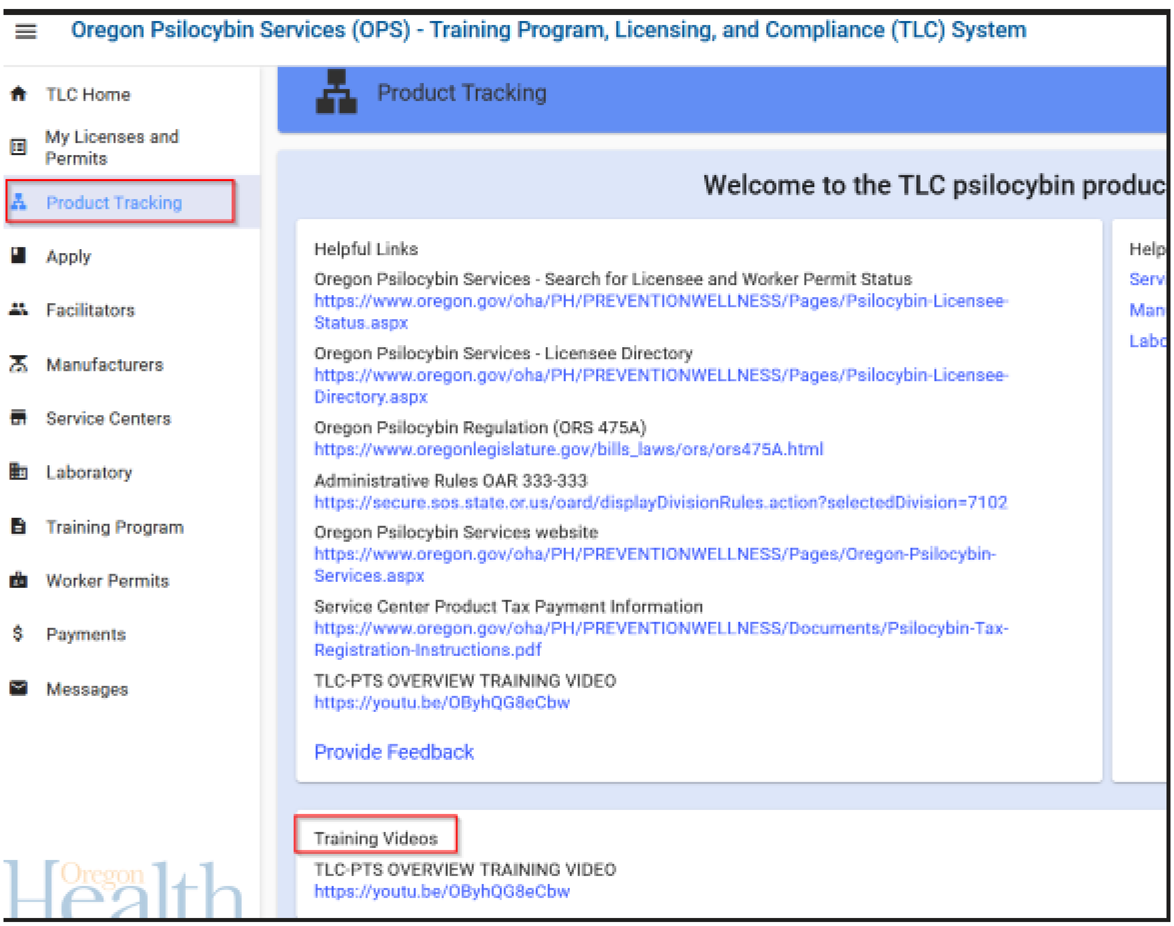


How Do I Learn TLC-PTS?

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.



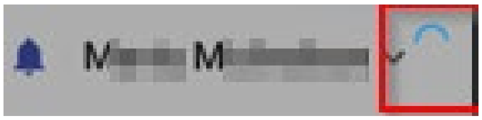
Training Videos on how to use TLC-PTS are also on the TLC-PTS Welcome page. They are in the Training Videos section. New videos will be added when they become available.



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.

3. Clear cache/history:
    1. Each browser has a different method for this.
    2. Follow the method for your browser.
4. Open TLC in a new InPrivate browser:
    1. Log out of your TLC account.
    2. Close your browser.
    3. Open a new "In Private" browser.
    4. 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.

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 quantities and UIDs match by clicking on each entry. 5. Click **Accept** or **Reject** button on each product. 6. Upload transport manifest to the entry in the "Incoming Transport Manifests" section. For accepted products: 1. Product will populate on **Packaged Products** Tab. For rejected products: 1. Form pops up. 2. Enter reason product was rejected. 3. Entry will disappear.	Transfers Tab
Transfer Product	Prior to transfer or delivery of product	1. Transfer to receiving licensee. a. Click on **Packaged Products** Tab. b. Click checkbox for UID(s) to be transferred. c. Click **Transfer** button. d. Form pops up.	Packaged Products Tab Transfers Tab

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		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. 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 service center, are picking up the product and transporting it,** update the transport manifest and accept product.	Transfers Tab

		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.	
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

Digital Transport Manifest 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?

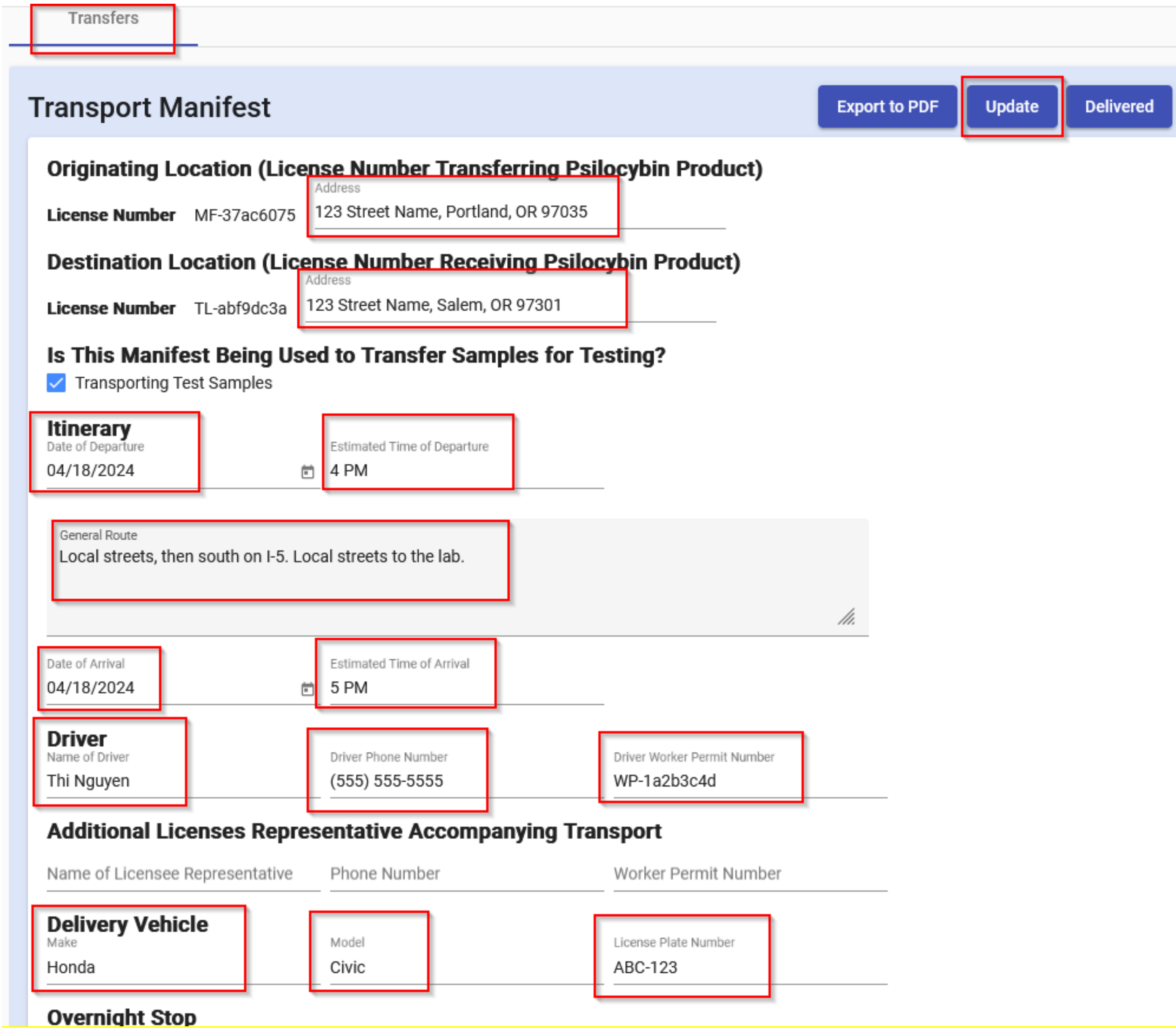
A: The licensee who transported the psilocybin product is responsible for completing the digital transport manifest.

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 be displayed, 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.*

Roles and Responsibilities in Managing Transfers

- Licensee who is transferring the packaged product (Originating Licensee):
    - Start transfer from the **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.

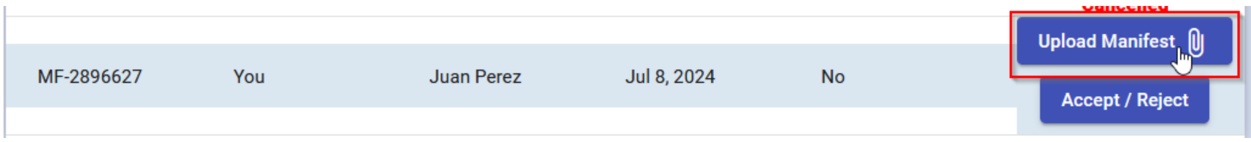
- Licensee who is receiving the product (Receiving Licensee):*
  When you receive the product:
  - Verify that the product quantity, weight, analyte weight and product UID match in 3 places:
    - On the physical product.
    - On the printed transport manifest.
    - On your TLC-PTS **Transfers** Tab, “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 the **Accept** button for all 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.

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.
2. Upload the scanned, signed copy of the manifest.

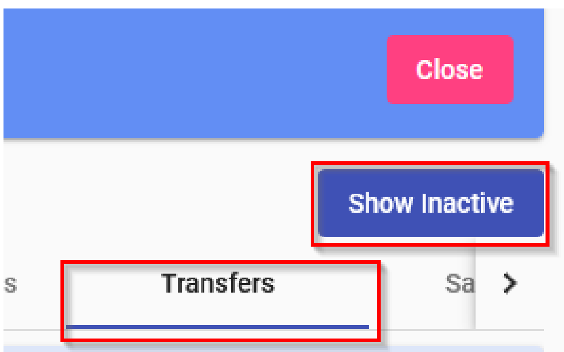
- The licensee that is receiving the product does this.

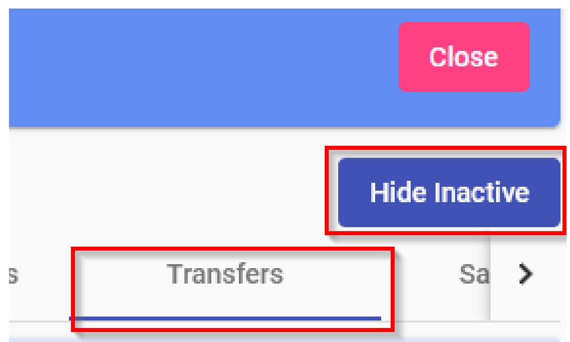
3. Click **Accept** button for all the product(s).
    - The licensee that is receiving the product does this.
4. Mark transfer as **Delivered** on the **Transfers** Tab in the digital transport manifest.
    - The originating licensee does this.

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

How do I Record or View Sales?

Action	**When to update**	**What to do**	**Tab to use**
Sell Product	By 11:59 AM of the next calendar day	1. Click on **Sales** Tab. 2. Scroll to “Select Packaged Products For Sale” section. 3. Click on checkbox(es) for product(s) being sold.	Sales Tab

		4. Click on **Enter Sales** button. 5. Fill in form that pops up. 6. Click **Record Sales** button.	
View Sales Records	N/A	1. Click on **Sales** Tab. 2. Look in "Sales Record" section. 3. All sales will show as entries.	Sales Tab

How Do I Pay Psilocybin Taxes?

All licensed psilocybin service center operators must register with the Department of Revenue (DOR) for a Psilocybin Tax account for each Oregon Health Authority (OHA) issued psilocybin service center licensed location.

More information about registering for a psilocybin tax account and how to pay taxes is available here:
https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/Documents/Psilocybin-Tax-Registration-Instructions.pdf

Do I Need to Record Each Client's Sale Individually?

Yes, sales need to be recorded per client. OAR 333-333-8210(3) requires service centers to record each client's sale individually in TLC-PTS. The system is restricted to only allow entering sales per client.

What Do I Enter for "Total Cost"?

For "total cost" enter the total cost for the product being sold. Do not include taxes. Do the math of cost per product times number of products sold. Do this math outside of TLC-PTS.

Example of Entering "Total Cost"

- You sell a client one 15 mg product and three 5 mg products.
- When you enter the sale, click the checkbox for the 15 mg product and the checkbox for the 5 mg product.
- Click **Enter Sale** button.
- Enter the count:
  - 15 mg = 1
  - 5 mg = 3

- Enter the total cost for the product being sold, not including taxes. For example:
    - 1 product of 15 mg is sold for $150.
    - 1 product of 5 mg is sold for $50.
- In the 15 mg section, for total cost, enter "150".
- In the 5 mg section, for total cost, enter "150" (3 products at $50 each).

How Do I Edit Sales?

Click on the Sale entry (row) and edit a sale if:

- You entered the wrong sale date.
- You entered the wrong quantity.
- You entered the wrong price.

Click the **Delete** button if you selected the wrong product for sale. If you made any other errors to the sale, click the entry (row) and edit the sale.

How Do I Refund Sales?

Refund a sale only if you sold product to a client and the client did not open the package. A sale that was refunded adds the product back to the inventory. The product is then available to be sold to another client.

To record a refund:

- On the **Sales** Tab, next to the sale you need to refund, click **Refund** button.
- Fill in the form.
- Click **Save** button.

What do I do with Waste AFTER a Sale?

Examples of psilocybin waste after a sale:

> A client may have purchased a product and didn't consume it all. There may be other reasons for waste, also.

What are “Waste Outs”?

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

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:

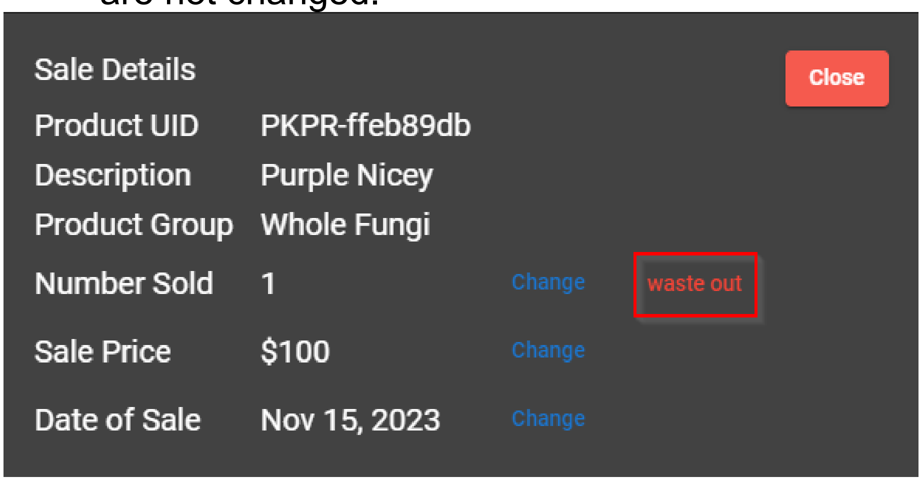
1. Weight of waste in grams
2. Date of destruction
3. Time of destruction
4. Reason for waste
5. Method of destruction

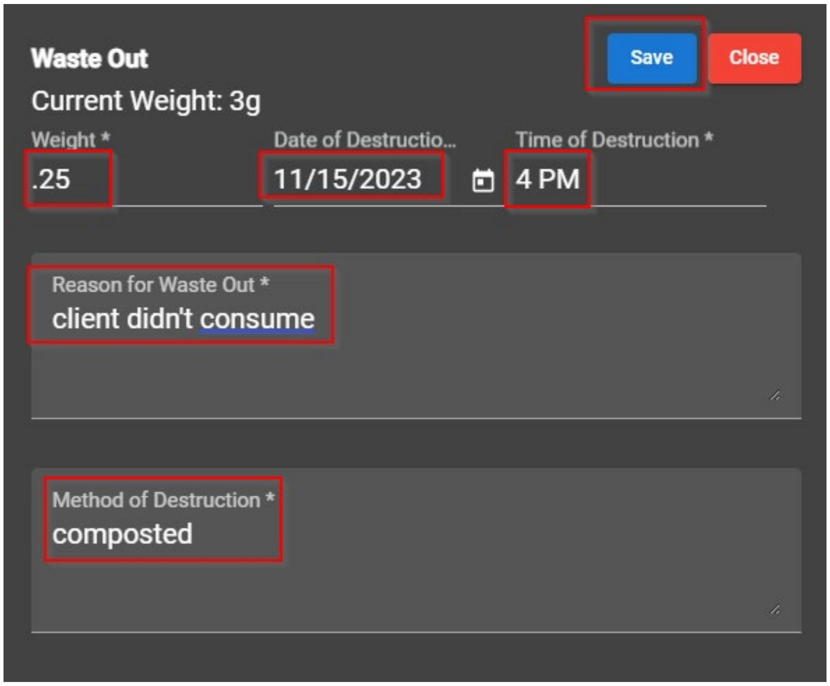
How do I record Waste Outs after a sale?

To waste out product that has already been sold:

1. Click on the **Sales** Tab.
2. Click on the **sale entry** (row) where you need to record waste.
3. Click on **Waste Out** button.
4. Fill in the form with these details:
   - Weight of waste out (in grams), NOT quantity of waste out.
   - Date waste was destroyed.
   - Time waste was destroyed.
   - Method of destruction.
   - Reason for waste out.
5. Click **Save** button.

What happens: A Waste Out entry appears in the sale. Quantity and Weight are not changed.





Note: To waste out product that has been disposed of BEFORE a sale, do so on the **Packaged Products** Tab, by clicking on the appropriate entry (row).

How are Pending Transfers Indicated?

They are highlighted in red and have the words "Pending Transfer" on the far left of the entry.

The highlighted entries show on the **Packaged Products** Tab and the **Sale** Tab.

What is the Sales Number?

The Sales Number identifies products that are sold to the same client.

- For example, if two different products are sold to the same client, there will be two entries (rows) with different Product UID numbers but the same Sales Number.
- Products that are Refunded will have the same sales number as the original sale.
- The Sales Number shows on both the “Sales Record” section of the Sales Tab and on the Sales Report.

Product UID	Description	Product Group	Number Sold	Weight	Analyte Weight	Sale Price	Date of Sale	Sales Number	Refunds
PKPR-22b082a	7/11/24 Product	Whole Fungi	1	Total: 5 g Each: 5 g	Ratio: 5 mg/g Each: 25 mg Total: 25 mg	$ 100	Aug 2, 2024	3eddc157	Refund Delete
PKPR-c114c136	7/29/24 Product	Whole Fungi	2	Total: 4 g Each: 2 g	Ratio: 5 mg/g Each: 10 mg Total: 20 mg	$ 80	Aug 2, 2024	3eddc157	Refund Delete
PKPR-c114c136	7/29/24 Product	Whole Fungi	1	Total: 2 g Each: 2 g	Ratio: 5 mg/g Each: 10 mg Total: 10 mg	$ -40 REFUND	Aug 2, 2024	3eddc157	Delete

Note: The sales number will only populate for sales entered after 8/9/24. Sales entered before 8/9/24 will not have a sales number.

Sales Report

The Sales Report allows you to generate a sales record and view the total quantity of psilocybin products and total sales.

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

The Sales Report can be viewed in three ways:

1. From within TLC-PTS
2. Exported as a PDF
3. Exported as a CSV

The totals provided and the CSV only include sales data entered on the Service Center's Sales Page.

For sale prices entered on Transport Manifests:
This data is at the bottom of the report, in the Outgoing Transfers section. It is also on the PDF. It is not on the CSV. These sale prices are not included in the Total Sales value.

Packaged Products

How and When do I View and Manage My Inventory?

Action	**When to update**	**What to do**	**Tab to use**

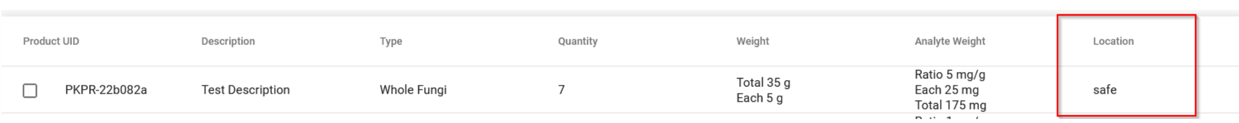
View Inventory	N/A	1. Click on **Packaged Products** Tab.	Packaged Products Tab
Update Packaged Product details	By 11:59 AM of the next calendar day	1. Click on **Packaged Products** Tab. 2. Click on entry you want to update. 3. Click **Change** button next to field you want to update. 4. Click **Update** button.	Packaged Products Tab
Transfer Product	By 11:59 AM of the next calendar day	1. Transfer to receiving licensee. a. Click on **Packaged Products** Tab. b. Click checkbox for UID 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 you want to transfer. d. Fill in Transport Manifest. e. Click **Update** button. f. Click **Export PDF** button. g. Print off pdf of transport manifest. h. Keep printed transport manifest in vehicle when transporting product.	Packaged Products Tab Transfers Tab

		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.	
Record Waste Before Product Was Sold	By 11:59 AM of the next calendar day	1. Click **Packaged Products** 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. Quantity of products wasted out. 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.	Packaged Products Tab
View Packaged Products that are Inactive (Zero Quantity)	N/A	1. Click **Packaged Products** Tab. 2. Click **Show Inactive** button in upper right. 3. Entries that have zero value will show.	Packaged Products Tab
Hide Packaged Products that are Inactive	N/A	1. Click **Packaged Products** Tab.	Packaged Products Tab

(Zero Quantity)		2. Click **Hide Inactive** button in upper right. 3. Entries that have zero value will hide.	
View History of Unique Identification Number (UID#)	N/A	1. Click **Packaged Products** 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.	Packaged Products Tab

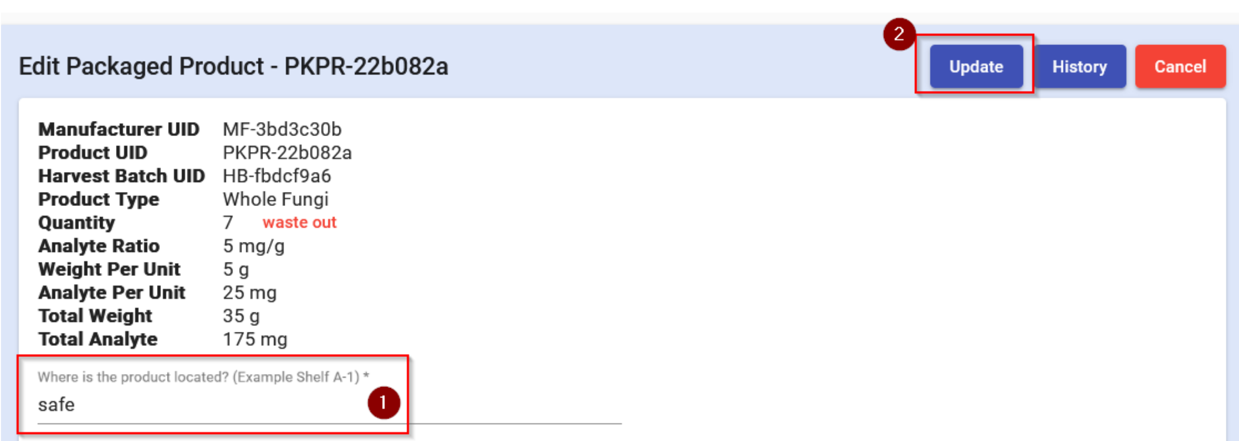
How Do I Use the Location Field?

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.



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What is the Description Field?

Packaged Products have a Description field.

- The description field populates in 3 places:
    - **Packaged Product** Tab.
    - **Sales** Tab.
        - “Sales Records” section.
        - Select “Packaged Products for Sale” section.
- The Manufacturer may fill in the description field before they transfer the product.
- The description field can be edited by the Service Center, by following these steps:
    1. Click on an entry on the **Package Products** Tab
    2. Scroll to the line that says "Description".
    3. Update the description.
    4. Click **Update** button.

How are Pending Transfers Indicated?

Entries that are in the process of being transferred (pending transfers) are highlighted in red and have the words "Pending Transfer" on the far left of the entry.

How Do I Use 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, or
- if some of the product you transferred to another licensee was transferred back to you.

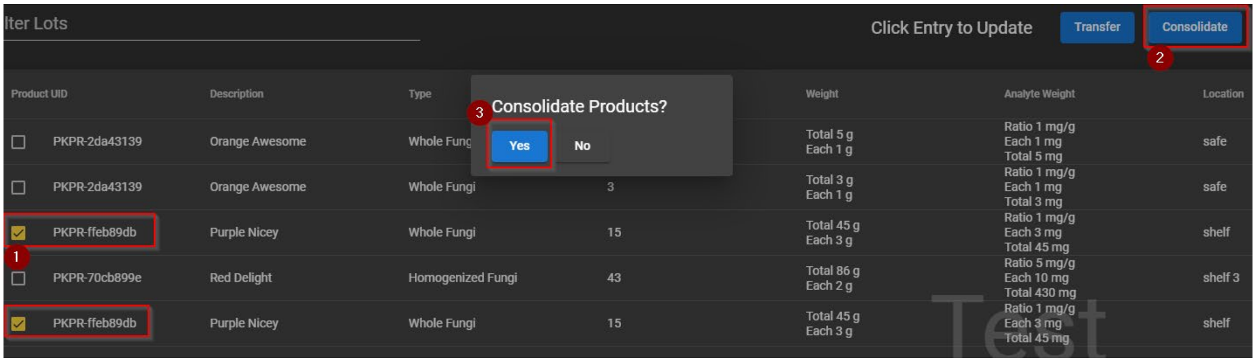
To use the "Consolidate" button:

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.



What Do I Do with Waste BEFORE Product is Sold?

What are examples of psilocybin product waste?

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.

What are "Waste Outs"?

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

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. Quantity of Packaged Products wasted.
2. Date of destruction
3. Time of destruction
4. Reason for waste
5. Method of destruction

How do I record Waste Outs before product is sold?

To waste out product before a sale:

1. Click on the **Packaged Products** Tab.
2. Click on the entry (row) for the product you need to waste out.
3. Click on **Waste Out** button (it is in red font).
4. Fill in the form.

5. Click **Save** button.

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

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. Record any changes in your inventory of psilocybin products. Here are the changes that need to be recorded daily:

- Receiving transferred psilocybin product
- Selling product
- Wasting out product
- Transferring psilocybin product
- Adding TLC-PTS users
- Removing TLC-PTS users

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

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).

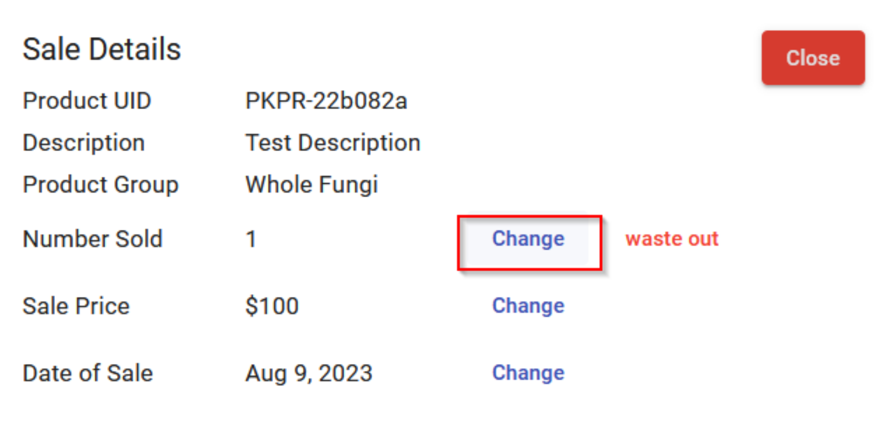
TLC-PTS Details

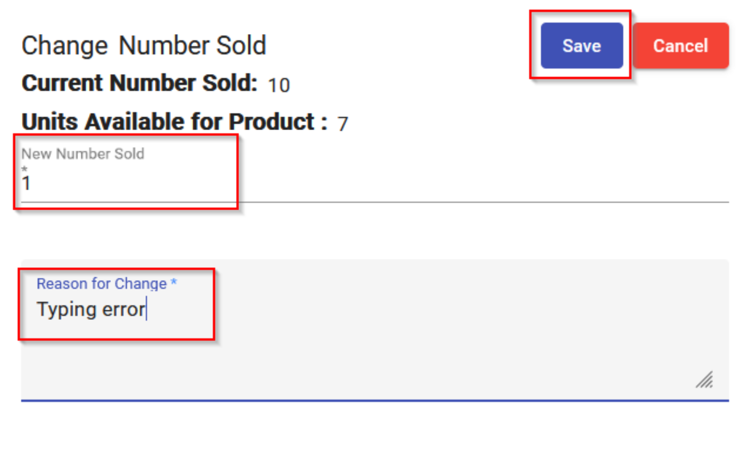
How do I Correct Mistakes?

If you make a mistake when entering data into 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, next to that data point.
4. Enter the correct data.

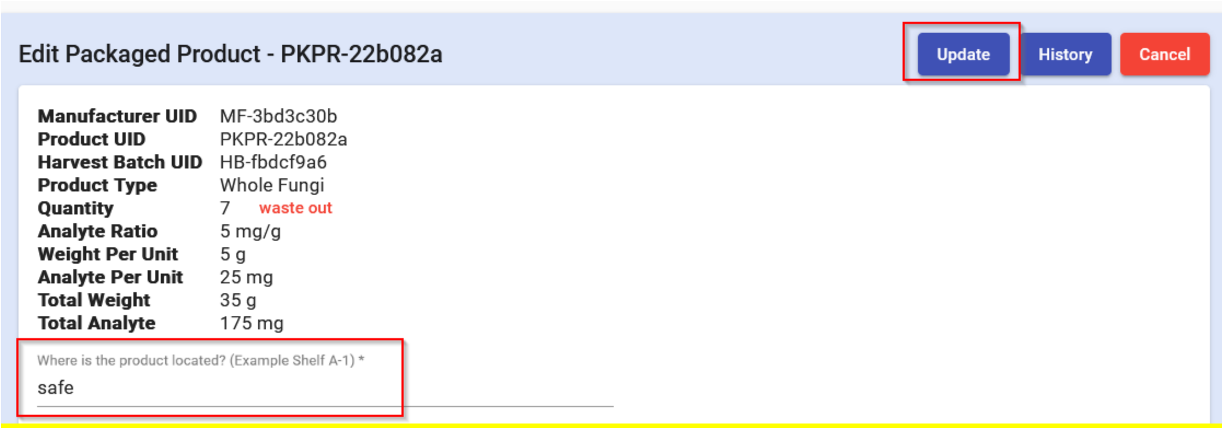
5. In the "Reason for Change" field always provide an accurate, descriptive reason. Writing NA is not an acceptable reason.
6. Click **Save** button.





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

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



How Do I Ensure My Data is Correct?

Please regularly audit your data in TLC-PTS.

1. To audit the **Packaged Product** Tab:
    a. Click **Show Inactive** button on the **Packaged Product** Tab.
    b. Look for product that has a negative quantity.
2. To audit the **Sales** Tab:
    a. Review all the sales.
    b. Look for anomalies (for example sold 100 products).
3. To audit all your sales:
    a. Run a Sales Report in TLC-PTS.
    b. Compare the Sales Report with your internal financial records.
    c. Go to **Sales** Tab and either filter or sort by the columns to find and correct sales.
4. To correct sale entries:
    a. On the **Sales** Tab, either filter or sort by the columns.
    b. **Edit** Sales - if need to correct quantity, cost or date of sale.
    c. **Delete** sales - if wrong product was selected for sale.

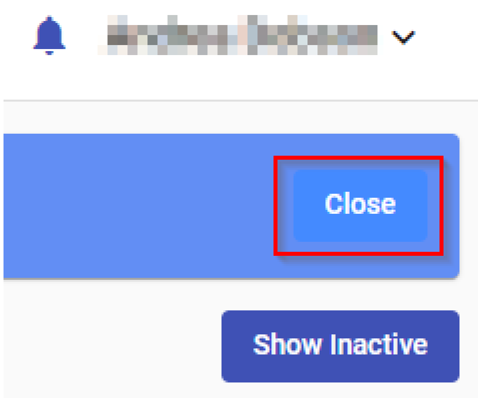
I Have More Than One License. How Do I Access the Correct TLC-PTS Account?

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.

License ID	License Name	License Type
MF-[redacted]527	[redacted]	Manufacturer
SC-[redacted]58	[redacted]	ServiceCenter
TL-[redacted]31	[redacted]	TestingLab

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.

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 **Service Centers** 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: Service Centers

Level 3 - Restricted

Remove Permitted Worker	When permitted worker is no longer a licensee represent-ative	1. Click on **Service Centers** on far-left side bar. 2. See **TLC-PTS (Product Tracking) Worker Permits** 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.	TLC menu on left side bar: Service Centers
View Worker Permits that Have Been Added	N/A	1. Click on **Service Centers** on far-left side bar. 2. See **TLC-PTS (Product Tracking) Worker Permits** box below your approved license.	TLC menu on left side bar: Service Centers

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.