

**TLC-PTS Changes released 8/25/25 - 'Delivered' button; 'Record Waste' button; Sales page updates**

TO: Licensed manufacturers, service centers, and laboratory

Greetings,

**Please share this information with permitted workers who have access to your TLC-PTS account.**

There are 6 new features in TLC-PTS (the product tracking system)!

These features are released on Monday, 08/25/25 by 10 AM. To see these changes, please close your browser, open a new browser, and log back into TLC: <https://psilocybin.oregon.gov/welcome>.

For Manufacturers, Service Centers and Labs:

1. "Waste out" renamed "Record Waste"
2. "Delivered" button removed from Transfers page

For Service Centers only:

1. Initial and Secondary dose fields added to Sales page
2. Updated Sale Price fields
3. \$0 sales not permitted
4. "Record Waste" button accessible on sale record

Scroll down for details.

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**For Manufacturers, Service Centers and Labs:**

1. "Waste out" renamed "Record Waste"
  - a. The button "waste out" has been changed to "Record Waste," throughout TLC-PTS.
  - b. This is to better align TLC-PTS with administrative rules.
  - c. As a reminder, use this button to record any psilocybin products that are disposed of.

Packaged Products

Edit Packaged Product - PKPR-2da43139

**Manufacturer UID**  
**Product UID**  
**Harvest Batch UID**  
**Product Type**  
**Quantity**  
**Analyte Ratio**  
**Weight Per Unit**  
**Analyte Per Unit**  
**Total Weight**  
**Total Analyte**

MM-2838027

PKPR-2da43139

HB-951020bb

Whole Fungi

2

1 mg/g

1 g

1 mg

2 g

2 mg

Record Waste

Where is the product located? (Example Shelf A-1) \*

safe

- 2. "Delivered" button removed from Transfers page
  - a. The "delivered" button is no longer a part of the transfer process. It has been removed from all parts of the Transfer page.
  - b. Transport manifests will automatically hide and become inactive when all products have been accepted or rejected.
  - c. This streamlines the transfer process for all licensees.

Packaged Products

Transfers

Sales

Sales Report

Help

Show Inactive

Complete Your Outgoing Transport Manifests

Filter Manifests

Click an Entry to Complete the Transport Manifests

Destination	UID	Description	Driver	Date of Departure	Cancelled
Items per page: 25 no record < >					

Outgoing Transfers

Filter Transfers

Click Transfer To View

Transferred To	UID	Description	Product Type	Date	Accepted	Rejected	Cancelled
Items per page: 25 no record < >							

**For Service Centers only:**

1. Initial and Secondary dose fields added to Sales page
  - a. All sales now require the product to be marked as an initial or secondary dose.

**Record Sale for Client** Cancel

Sale needs to be entered per client and limited to 50 mg of psilocybin analyte.

Sale for PKPR-fd58d3ac: Edible Psilocybin Product (25 mg of psilocybin analyte)

Quantity Sold to this client \*

0

Initial Dose Quantity \*      Secondary Dose Quantity \*

0      0

Cost of each item before taxes. (Example 10) \*

0

Date of Sale to this client \*

Total cost of sale of this product to this client, before taxes.  
\$0.00

2. If editing the quantity of a sale ("number sold"), also edit the initial and/or secondary dose quantity.

Each: 25.00 mg    Total Cost \$ 3    Jan 1, 2025

**Sale Details** Close

Product UID: PKPR-fd58d3ac  
Description: mushroom bites  
Product Group: Edible Psilocybin Product

Number Sold: 1 Change Record Waste

**Initial Dose**: 1 Change

**Secondary Dose**: 0 Change

Cost Each: \$0 Change  
Sale Price: \$1  
Date of Sale: Jan 1, 2025 Change

**Change History** Filter Changes

Property	Original Value	New Value	Changed By	Date Changed
Secondary Dose	0	1		Jul 24, 2025

Items per page: 5    1 - 1 of 1

3. Refunds and Record Waste also require product to be marked as an initial or secondary dose.
4. The Sales Records section includes a "Dose" column.
  - i. Sales entered before this feature was released will have dose values of zero.
5. Updated Sale Price fields
  - a. In the "Enter Sale Per Client" form, there is a new field: "Cost of each item before taxes."
  - b. When recording a sale, enter the quantity of product sold and the cost of each item before taxes.
  - c. The system will automatically calculate the "Total cost."

Record Sale for Client

Cancel

Sale needs to be entered per client and limited to 50 mg of psilocybin analyte.

Sale for PKPR-fd58d3ac: Edible Psilocybin Product (25 mg of psilocybin analyte)

Quantity Sold to this client \*

2

Initial Dose Quantity \*

0

Secondary Dose Quantity \*

0

Cost of each item before taxes. (Example 10) \*

2

Date of Sale to this client \*

Total cost of sale of this product to this client, before taxes.

\$4.00

- 6. \$0 sales not permitted
  - a. The system will not accept sales of \$0.
  - b. A sale price of at least \$0.01 is required on all sales.

Record Sale for Client

Cancel

Sale needs to be entered per client and limited to 50 mg of psilocybin analyte.

Sale for PKPR-fd58d3ac: Edible Psilocybin Product (25 mg of psilocybin analyte)

Quantity Sold to this client \*

01

Initial Dose Quantity \*

01

Secondary Dose Quantity \*

0

Cost of each item before taxes. (Example 10) \*

0

A sale price of at least 0.01 is needed

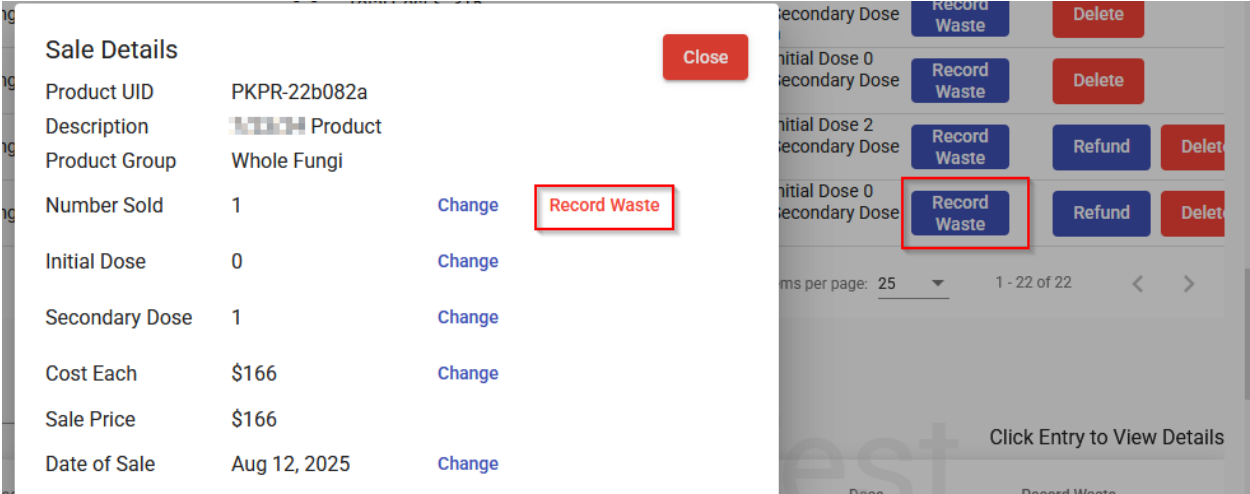
Date of Sale to this client \*

Total cost of sale of this product to this client, before taxes.

\$0.00

- 4. "Record Waste" button accessible on sale record

- a. Recording waste after a sale is now easier.
- b. A "Record Waste" button is available on each sale record.
- c. This button is also part of the "Edit Sale" window.
- d. As a reminder, use this button to record waste of a psilocybin product that has been sold, including partially consumed psilocybin products.



Please contact 'Product Tracking Team' through TLC messages if you have any questions or concerns.

Thank you!  
The Oregon Psilocybin Services Compliance Program