

# Recreational Marijuana Program

## Compliance Education Bulletin

Bulletin CE2018-07

September 7, 2018

The Oregon Liquor Control Commission is providing the following information to: recreational marijuana producer licensees.

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

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

Bulletin CE2018-07 covers the following issues:

- Activation of METRC Harvest Notification Functionality; Cannabis Tracking System reporting requirement

**This information does not apply to medical grow sites registered with the Oregon Health Authority.**

A subsequent industry bulletin will be sent by Metrc explaining other new features released in Metrc.

## Harvest Notification Rule for Outdoor Marijuana Producers

The OLCC and METRC **will activate** the Cannabis Tracking System's harvest notification functionality on Friday September 7, 2018.

The OLCC rule on harvest notification for outdoor cannabis production ([OAR 845-025-2090](#)) took effect August 1, 2018 which requires mixed and outdoor producers to use CTS to report their decision to harvest, or to rescind their decision, to the OLCC. The OLCC must receive the harvest notification by 9:00 AM the day of harvest.

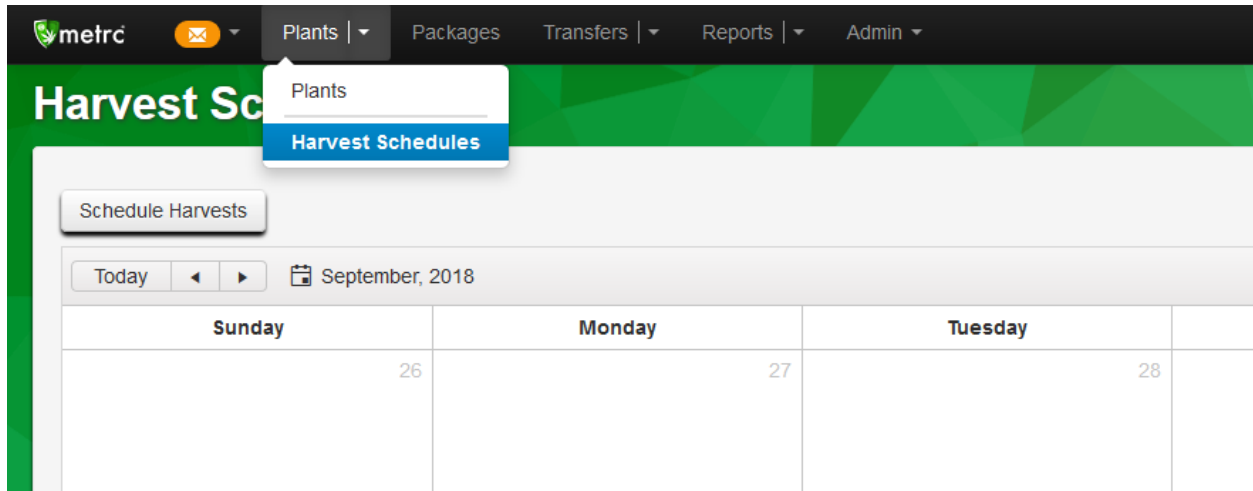
Notification of intent to harvest must be made in Metrc for all harvests from an outdoor canopy **on or after Monday, September 10, 2018** when the OLCC will begin compliance activity for failure to notify the agency of harvest activity.

This rule applies only to outdoor producers and mixed producers harvesting from their outdoor canopy; the rule is contained at the bottom of this email.

Notification of an intent to harvest does not absolve producers from recording actual harvests in CTS – all pre-existing tracking requirements related to harvest activity must still be met.

Below are step-by-step directions on how to use the harvest notification function in CTS.

To notify OLCC of an intent to harvest, producers will use the “Harvest Schedules” feature in Metrc. Clicking the arrow next to “Plants” displays all options, including “Harvest Schedules.” Clicking the Harvest Schedules link will take you to the appropriate area of Metrc.



Once on the Harvest Schedules page, clicking the “Schedule Harvest” button brings up the screen to notify OLCC of intent to harvest; you must include the Metrc “room” (area of your licensed canopy) where the harvest will be occurring and the day on which the harvest will occur. Under rule producers may include up to five (5) harvest notifications in one “bundle” in Metrc; multiple harvest notifications may be added by clicking the blue “plus” icon.

The screenshot shows the 'Schedule Harvests' form. At the top, there is a 'Template' section with a 'Date' field set to 'mm/dd/yyyy' and a checkmark. Below this, there are four 'Harvest Schedule #' entries, each with a 'Room' field and a 'Date' field. The first entry is 'Harvest Schedule # 1' with 'Flower Room' and '09/07/2018'. The second is 'Harvest Schedule # 2' with 'Flower Room B' and '09/10/2018'. The third is 'Harvest Schedule # 3' with 'Flower Room C' and '09/21/2018'. The fourth is 'Harvest Schedule # 4' with 'Flower Room D' and '09/28/2018'. Each entry has a blue minus sign icon to its right. At the bottom of the form, there is a blue plus sign icon and two buttons: 'Save Harvest Schedules' and 'Cancel'.

Once scheduled in Metrc, producers can see days for which they have notified OLCC of a harvest and from which “room”; this can be viewed as either a calendar or daily “agenda.”

The screenshot shows the 'Harvest Schedule' interface in Metrc. At the top, there is a navigation bar with 'metrc' logo, 'Plants', 'Packages', 'Transfers', 'Reports', and 'Admin' menus. The user is logged in as 'TinaMenard070118'. The page title is 'Harvest Schedule' and the user's role is 'OR Lofty Rec-Producer A | 020-X0001'. Below the navigation, there is a 'Schedule Harvests' button and a calendar view for 'September, 2018'. The calendar is a grid with columns for days of the week and rows for dates. Harvest events are shown as orange blocks:

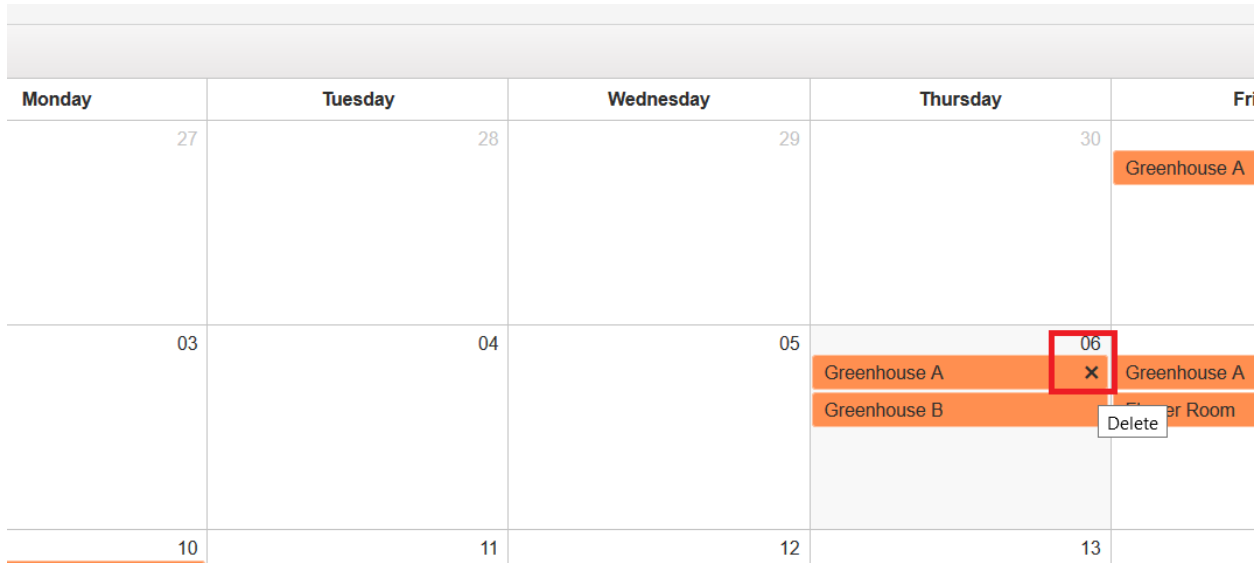
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31 Greenhouse A	01
02	03	04	05	06 Greenhouse A Greenhouse B	07 Greenhouse A	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22

The screenshot shows the 'Harvest Schedule' interface in Metrc, specifically the 'Agenda' view for the period 'Thursday, September 06, 2018-Thursday, September 13, 2018'. The agenda is a table with two columns: 'Date' and 'Event'.

Date	Event
06 Thursday September, 2018	Greenhouse A Greenhouse B
07 Friday September, 2018	Greenhouse A

Under rule intended harvests can also be “unscheduled” up to 24 hours after the day the harvest was intended to occur. For example, a harvest intended for September 10, 2018 must be filed by 9:00 AM on September 10 and can be “unscheduled” by September 11, 2018 at 9:00 AM.

In Metrc, scheduled harvests can be deleted either in the calendar or agenda view by hovering your mouse over the scheduled harvest and clicking the “X” on the right-hand side.



Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	Greenhouse A
03	04	05	06 Greenhouse A Greenhouse B	Greenhouse A Greenhouse B Delete
10	11	12	13	

## **845-025-2090**

### **Harvest Notification**

The new rule requires outdoor producers to notify the commission of any harvest of marijuana.

- (1) Notice Requirement. A producer license must file a harvest notice before harvesting usable marijuana from any mature plant located in an outdoor canopy area.
- (2) Notices required under this rule must:
  - (a) Be filed no later than 9:00 a.m. on the day of the harvest activity;
  - (b) Identify the dates of the proposed harvest; and
  - (c) Be filed in a form and manner proscribed by the Commission.
- (3) Alteration of Dates. If the harvest does not take place as described in the notice, a harvest notice may be rescinded or amended within 24 hours of the harvest date(s) identified in the harvest notice.
- (4) Tracking. Filing a harvest notice does not relieve the producer from recording harvest data and other information in CTS as required by these rules.
- (5) Violations.
  - (a) Failure to file a harvest notice is a Category III violation for each day the violation occurs.
  - (b) Failure to properly amend a notice is a Category IV violation for each day the violation occurs.

Statutory/Other Authority: ORS 475B.154, ORS 475B.635

Statutes/Other Implemented: ORS 475B.154, ORS 475B.635