



Recreational Marijuana Program Compliance Education Bulletin

Bulletin CE2021-02

October 4, 2021

The Oregon Liquor Control Commission is providing the following information to recreational marijuana 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 the loss of your recreational marijuana license.*

Bulletin CE2021-02 covers the following issues:

- Recording Average Harvest Weights in Metrc
- Virtual Transfer Request Form

Changes to Save Licensees' Time

OLCC has recently adopted two changes related to Metrc that are aimed at saving licensees time.

The first change is an allowance for licensees to record harvests as an *average plant weight*, rather than the specific weight of each individual harvested plant. An upcoming system change in Metrc, explained below, will make this reporting for licensees even easier.

The second change is the adoption of a web form to request OLCC assistance in correcting package transfer errors. The Virtual Transfer Form was created to help guide licensees in providing the required information allowing OLCC staff to correct packages in Metrc in less time.

The virtual transfer process corrects errors made during package transfers. Previously licensees emailed requests for OLCC staff to perform virtual transfers. These emails were often missing key information which led to delays in processing the requests.

Average Harvest Weight

Metrc Harvest Template supports this rule change

In July 2021, OLCC amended [OAR 845-025-7580](#) was amended to read:

“(5) The wet weight of each harvested marijuana plant may be entered as the mean average of the plants being harvested. The mean average shall be calculated as the sum total wet weight of the plants being entered into CTS as an individual group divided by the number of plants in that group.”

Since that time, licensees have been permitted to manually calculate the average harvest weight for plants being harvested as a group in Metrc. An upcoming system change in Metrc will allow licensees to enter the single total harvest weight of the group of plants, and the system will auto-apply the mean average to each individual plant.

Steps to have Metrc automatically calculate the individual plant weights:

- Go to the Plants- Flowering screen.
- Select the plants you are harvesting.
 - You can select multiple plants by holding down the control key while clicking on each plant.
 - If multiple plants are in a row on the screen click the first plant then click shift while clicking on the last plant being selected.
- Click the Manicure or Harvest button, whichever is applicable for the harvest.
- Enter Total Weight at the top of the template and click the grey checkbox. *The individual plant weights are now filled in.*

Figure 1: Total Weight Entered into the Template

The screenshot displays the 'Harvest Flowering Plants' application window. At the top, a 'Template' section is highlighted in green. It contains the following fields: 'Total Weight' set to 10 with a checked checkbox and 'Pounds' selected in a dropdown; 'Harvest Name' set to 'Sample Harvest 9-29-21' with a checked checkbox; 'Drying Location' set to 'Harvest Room' with a checked checkbox; and 'Harvest Date' set to '09/29/2021' with a 'today' button and a checked checkbox. Below the template, there are three plant entries labeled 'Plant # 1', 'Plant # 2', and 'Plant # 3'. Each entry has a 'Plant' ID field (all set to 'ABCDEF012345670000010166'), a 'Weight' dropdown (all set to 'ex. 100.23'), a 'Harvest Name' field, a 'Drying Location' field (all set to 'Type part of the Location name...'), and a 'Harvest Date' field (all set to 'mm/dd/yyyy' with a 'today' button). At the bottom of the window, there is a '+ 1' button and two buttons: 'Harvest Plants' and 'Cancel'.

Figure 2: Average Weight Calculated for Each Plant

The screenshot shows a web application window titled "Harvest Flowering Plants". At the top, there is a "Template" section with a green header. It includes a "Total Weight" field set to "10" with a green checkmark and a unit dropdown set to "Pounds". Below this, there are fields for "Harvest Name" (Sample Harvest 9-29-21), "Drying Location" (Harvest Room), and "Harvest Date" (09/29/2021). Below the template are three plant entries, each with a "Plant #", "Plant" ID, "Weight", "Harvest Name", "Drying Location", and "Harvest Date". The weights for the three plants are 3.3333, 3.3333, and 3.3334 respectively. At the bottom, there are "Harvest Plants" and "Cancel" buttons.

- If you make a mistake and need to reenter the total weight you will need to click the check next to total weight twice, the first time turns from green to grey. Clicking the grey check will then fill in the individual plant weights.
- If you add or remove a plant from the template the numbers auto-update without needing to click the check mark.

Once the feature is live in Metrc, licensees and employees may “test run” the functionality in the Metrc XP training sandbox environment. To sign up for Metrc XP, go to xp.metrc.com; more information about Metrc XP can be found on the [Oregon Metrc Wiki](#).

[Virtual Transfer Request Form](#)

[Online Form](#) has replaced previous email directions

The use of virtual transfers are limited and require OLCC approval. The use of virtual transfers does not substitute for a licensee’s due diligence in reporting information into CTS accurately. **Virtual transfers are approved by the OLCC when one licensee has a package physically while another licensee has control of the package in Metrc.** Virtual transfers are not approved when product or tags need to physically change locations. Virtual transfers do not correct product categories or quantity errors.

Virtual transfer requests should *only* be submitted using the [Virtual Transfer Request Form](#). The first step in requesting a Virtual Transfer is to obtain a ticket number from Metrc Support (support@metrc.com). Metrc will reply to you with the ticket number and the link for the Virtual Transfer Request Form. *Virtual transfers will not be completed without all required information.*

Upon submission of the form you will receive a confirmation email (please check your spam folder). OLCC staff are typically able to complete the transfer within one business day. Requests with large numbers of packages take more time to complete as packages are moved individually. Requests are completed in the order they are received. You will be contacted to clarify information if the form is incorrectly completed.

Your request is moved to the bottom of the queue while we wait for your response. Once the transfer has been completed OLCC staff will notify the submitter.

Questions?

- If you have any questions about these changes or this Bulletin please send them to: marijuana.cts@oregon.gov.