OMMP Marijuana Tracking Program Compliance Education Bulletin

Bulletin MMCE2021-01
February 25, 2021

The Oregon Liquor Control Commission is providing the following information to Oregon Medical Marijuana Program Grow Site Administrators (GSA) for medical marijuana registrants reporting into the Cannabis Tracking System (CTS).

This 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 MMCE2021-01 covers the following issues:

- **Change in how medical grow site names are shown in Metrc**
- **How to change the facility display name in Metrc for your grow site**

Questions regarding the contents of this bulletin may be sent to marijuana.cts@oregon.gov.

Change in Medical Grow Site Names

The OLCC has become aware that the facility name of grow sites can be accessed by other Metrc users in certain areas of CTS. The OLCC and Metrc have developed a solution to prevent medical grow site addresses from being displayed to other licensees. Medical growers will have their facility name changed to a "scrubbed" version of their address, thereby preventing others from having access to the address information.
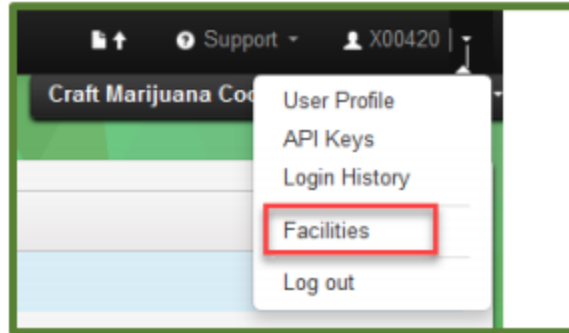
With the implementation of the Metrc solution the facility name displayed in the top right corner of Metrc will change for all medical grow site users. However, licensees have the option to edit the facility display name to a preferred name that more easily identifies which grow site is listed. See below for how-to-change instructions.
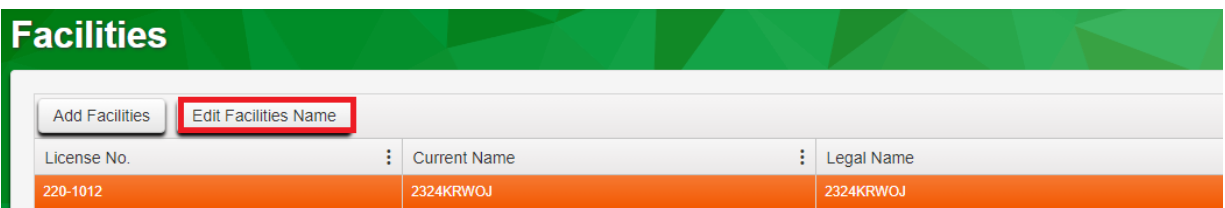
Changing the Facility Display Name

The key administrator (GSA) for your facility is able to create a preferred name or "nickname" for facilities that will appear in the black dropdown facility box. A GSA will be the only person able to create this "nickname," and only for that individual GSA's grow site(s). The "nickname" will only be visible to you and those employees with Metrc access within your facility. For example, a grower could use this feature to rename the grow site to something easier to remember (e.g. "Medford Grow Site") or any other naming convention that the GSA chooses for personal reference. This "nickname" feature will be especially helpful for growers assigned to multiple grow sites so that they can more easily distinguish between grow sites they are working with. *Transfer manifests will continue to show the "scrubbed" name of the grow site only, **not** the nickname.*

Here are the steps you can follow to personalize your grow site with a preferred "nickname." After logging into METRC:

- GSA's can change your facility name by selecting **Admin/Facilities** from the top navigation menu. If you do not see this option in the dropdown, it means that you do not have the Metrc permissions you need to create this "nickname." Only one user (the "industry admin" in Metrc) is able to make this change for the site.

- Next, highlight the facility you want to rename and click **Edit Facilities Name** button.

- Next, type in the alias/nickname you would like to use for this facility in the **Custom Name** box and click the green Save Names button.

- Once the custom name has been saved it will appear like this

- Note: The Legal name box on the right side of the form is populated with the legal name transmitted to Metrc by the Oregon Health Authority. If you decide to go back to the legal name at any point, simply click on the "Set as Current" box.