



# Trade Sample Guide

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## Introduction

Trade Samples are samples of products sent by producers, processors, wholesalers, and hemp certificate holders to licensees for purposes of creating product awareness and as a means to generate business. For example, producers are able to sell immature plants to other producers, but a prospective buyer may want to know what the harvested material from that particular strain will be like. Similarly, licensees and hemp certificate holders could use trade samples as a means to generate new business at retailers – either getting on the shelf at a new store or introducing a new product. Trade samples allow the licensees and hemp certificate holders to provide limited samples each month as a means of marketing products and encouraging prospective buyers to make a purchase.

Trade Samples are covered under [OAR 845-25-1330](#), and the amount of samples each month are limited based on product type and receiving license.

### Key Points

- Trade samples are for distribution to other licensees at other licensed premises. They are not samples to provide to consumers or to distribute in other environments such as trade shows.
- Licensees are limited in the amount of trade samples they may provide per month and per licensee.
- Once a licensee has received a trade sample, the trade sample may not be sold to other licensees or consumers, but they may be returned.
- Any amount of a trade sample provided to an employee will be recorded as a package adjustment in Metrc as part of daily reconciliation requirements. Trade samples may not be consumed on the licensed premises. Once transferred to an employee, a trade sample is subject to the same limits as any other marijuana item owned by an individual for personal use.

This guide explains how trade samples must be tracked and transferred within Metrc in order to remain compliant.

## Privileges and Limits

Below are the items that can be shared as trade samples depending on the license types of the sender and receiver.

Trade samples **may not be consumed on the licensed premises**, and **cannot be resold** to another licensee or consumer. **All** Trade Samples must pass [Oregon Health Authority testing requirements](#) prior to transfer; testing requirements are based on the Item [Category per the Categorization Guide](#).

### Privileges

Sending License Type	Item Category of Trade Sample	Permissible Receiving License Type(s)
Producer	Usable Marijuana	Producer, Processor, Wholesaler or Retailer
Processor	Cannabinoid Product, Concentrate, Extract, Hemp Concentrate, Hemp Extract, Or Hemp Cannabinoid Product	Producer, Processor, Wholesaler or Retailer
Wholesaler	Usable Marijuana, Cannabinoid Product, Concentrate, Extract, or Hemp Item	Processor, Wholesaler or Retailer
Hemp Handler Certificate Holder	Hemp Items	Processor, Wholesaler or Retailer
Retailers*	NONE	NONE

\*Retailers can only **receive** trade samples from other license types as described above.

### Monthly Limits per Receiving Licensee

Additionally, Licensees and Hemp Certificate Holders are limited to providing the following trade sample amounts *per item category* and *per calendar month* to an individual recipient licensee:

Item Category	Monthly Limit*
Usable Marijuana or Usable Hemp	5 grams per strain, no more than 6 strains <i>Maximum total of 30 grams.</i>
Marijuana or Hemp Extract/Concentrate	5 grams total <i>This could be a mix and match of concentrates and extracts, hemp and/or marijuana derived items.</i>
Marijuana or Hemp Cannabinoid Product	6 individual product lines, 5 units of sale maximum per product line.

\*\*\* Concentration and Serving Size Limits apply to Trade Samples. \*\*\*

## Wholesaler Trade Sample Limits

Wholesalers have special privileges for trade sample quantities. They are able to send the above limits per receiving license per calendar month for each producer or processor from whom the item originated. For example, if a wholesaler distributes on behalf of two producers, the wholesaler is able to create and distribute trade samples at the allowed limits on behalf of each of those two producers (e.g. 5 grams of up to 6 strains of usable marijuana per each producer and per receiving license).

Although the below example illustrates a wholesaler receiving pre-designated trade samples from producers, the wholesaler may also create trade samples from bulk packages as long as all other requirements are met.

In this example, Wholesale Licensee A received 12 packages from Producer B. Each package is 5 grams of usable marijuana and the 12 packages are of 6 different strains:

Manifest	Origin	Type	Driver	Vehicle Info	Pkg's	ETD	ETA	Received
0000012802	020-X0002 OR LOFTY ESTABLISHMENT, LLC	Transfer	Bob Smith	Make: Ford Model: P1NTO Lic. Plate: FALCON1	12	01/17/2020 05:04 pm	01/17/2020 06:04 pm	

Package	Item	Category	Item Strain	Lab Testing	Shipped Qty.	Received Qty.	Status
1A4FF03000000020000000089	Bud - AK-47	Buds (by strain)	AK-47	TestPassed	5 g		Shipped
1A4FF03000000020000000091	Bud - G's OG	Buds (by strain)	G's OG	TestPassed	5 g		Shipped
1A4FF03000000020000000092	Bud - G's OG	Buds (by strain)	G's OG	TestPassed	5 g		Shipped
1A4FF03000000020000000095	Sour Diesel Buds	Buds (by strain)	Sour Diesel	TestPassed	5 g		Shipped
1A4FF03000000020000000096	Sour Diesel Buds	Buds (by strain)	Sour Diesel	TestPassed	5 g		Shipped
1A4FF03000000020000000097	GG#4 Buds	Buds (by strain)	GG#4	TestPassed	5 g		Shipped
1A4FF03000000020000000098	GG#4 Buds	Buds (by strain)	GG#4	TestPassed	5 g		Shipped
1A4FF03000000020000000099	White Widow Buds	Buds (by strain)	White Widow	TestPassed	5 g		Shipped
1A4FF03000000020000000100	White Widow Buds	Buds (by strain)	White Widow	TestPassed	5 g		Shipped
1A4FF03000000020000000101	Bud - AK-47	Buds (by strain)	AK-47	TestPassed	5 g		Shipped
1A4FF03000000020000000102	Lemon Haze Buds	Buds (by strain)	Lemon Haze	TestPassed	5 g		Shipped
1A4FF03000000020000000103	Lemon Haze Buds	Buds (by strain)	Lemon Haze	TestPassed	5 g		Shipped

Wholesale Licensee A also receives 12 packages from Producer C which contain 5 grams of 6 different strains:

Manifest	Origin	Type	Driver	Vehicle Info	Pkg's	ETD	ETA	Received
0000012801	020-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	Bob Smith	Make: FORD Model: P1NTO Lic. Plate: FALCON1	12	01/17/2020 04:46 pm	01/17/2020 05:46 pm	

Package	Item	Category	Item Strain	Lab Testing	Shipped Qty.	Received Qty.	Status
1A4FF03000000010000000166	AMSD-D	Buds (by strain)	Amherst Sour Diesel	TestPassed	5 g		Shipped
1A4FF03000000010000000167	CRYS-B	Buds (by strain)	Crystal	TestPassed	5 g		Shipped
1A4FF03000000010000000168	AMSD-D	Buds (by strain)	Amherst Sour Diesel	TestPassed	5 g		Shipped
1A4FF03000000010000000169	CRYS-B	Buds (by strain)	Crystal	TestPassed	5 g		Shipped
1A4FF03000000010000000170	ACDC-B	Buds (by strain)	ACDC	TestPassed	5 g		Shipped
1A4FF03000000010000000171	ACDC-B	Buds (by strain)	ACDC	TestPassed	5 g		Shipped
1A4FF03000000010000000172	BLDC-B	Buds (by strain)	Blue Dream CBD	TestPassed	5 g		Shipped
1A4FF03000000010000000173	BLDC-B	Buds (by strain)	Blue Dream CBD	TestPassed	5 g		Shipped
1A4FF03000000010000000174	LEMJ-B	Buds (by strain)	Lemon Jack	TestPassed	5 g		Shipped
1A4FF03000000010000000175	LEMJ-B	Buds (by strain)	Lemon Jack	TestPassed	5 g		Shipped
1A4FF03000000010000000176	PRPU-B	Buds (by strain)	Purple Punch	TestPassed	5 g		Shipped
1A4FF03000000010000000177	PRPU-B	Buds (by strain)	Purple Punch	TestPassed	5 g		Shipped

The wholesaler now has 10 grams per strain of 6 different strains of trade samples from each producer. They can now pass those trade samples through to two different retailers as shown below.

Wholesaler A generates a manifest to retailer D which will contain 6 of the packages from Producer B, each package consisting of a different strain, and 6 of the packages from Producer C, each package also consisting of a different strain:

Manifest	Transporter	Driver	Vehicle Info	Destination	Stops	Pkg's	Date Create
0000012901	060-X0001 OR LARGER THAN SALES, LLC	Bob Smith	Make: Ford Model: Explorer Lic. Plate: FALCON1	050-X0001 (OR LOFTY ESTABLISHMENT, LLC)	1	12	01/17/2020 05:24 pm

Destination	Type	Whse. Price	Packages	ETD	ETA	Received
050-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	N/A	12	01/17/2020 06:45 pm	01/17/2020 07:15 pm	

Package	Item	Category	Item Strain	Lab Testing	Shipped Qty.	Received Qty.	Status
1A4FF0300000001000000166	AMSD-D	Buds (by strain)	Amherst Sour Diesel	TestPassed	5 g		Shipped
1A4FF0300000001000000167	CRYS-B	Buds (by strain)	Crystal	TestPassed	5 g		Shipped
1A4FF0300000001000000170	ACDC-B	Buds (by strain)	ACDC	TestPassed	5 g		Shipped
1A4FF0300000001000000172	BLDC-B	Buds (by strain)	Blue Dream CBD	TestPassed	5 g		Shipped
1A4FF0300000001000000174	LEMJ-B	Buds (by strain)	Lemon Jack	TestPassed	5 g		Shipped
1A4FF0300000001000000176	PRPU-B	Buds (by strain)	Purple Punch	TestPassed	5 g		Shipped
1A4FF0300000002000000089	Bud - AK-47	Buds (by strain)	AK-47	TestPassed	5 g		Shipped
1A4FF0300000002000000091	Bud - G's OG	Buds (by strain)	G's OG	TestPassed	5 g		Shipped
1A4FF0300000002000000095	Sour Diesel Buds	Buds (by strain)	Sour Diesel	TestPassed	5 g		Shipped
1A4FF0300000002000000097	GG#4 Buds	Buds (by strain)	GG#4	TestPassed	5 g		Shipped
1A4FF0300000002000000099	White Widow Buds	Buds (by strain)	White Widow	TestPassed	5 g		Shipped
1A4FF0300000002000000102	Lemon Haze Buds	Buds (by strain)	Lemon Haze	TestPassed	5 g		Shipped

Wholesaler A can then send the other 6 packages received from Producer B and the 6 remaining from Producer C, all consisting of different strains, to Retailer E:

Manifest	Transporter	Driver	Vehicle Info	Destination	Stops	Pkg's	Date Create
0000012902	060-X0001 OR LARGER THAN SALES, LLC	Bob Smith	Make: Ford Model: Explorer Lic. Plate: FALCON1	050-X0002 (OR LOFTY ESTABLISHMENT, LLC)	1	12	01/17/2020 05:25 pm

Destination	Type	Whse. Price	Packages	ETD	ETA	Received
050-X0002 OR LOFTY ESTABLISHMENT, LLC	Transfer	N/A	12	01/17/2020 05:24 pm	01/17/2020 05:24 pm	

Package	Item	Category	Item Strain	Lab Testing	Shipped Qty.	Received Qty.	Status
1A4FF0300000001000000168	AMSD-D	Buds (by strain)	Amherst Sour Diesel	TestPassed	5 g		Shipped
1A4FF0300000001000000169	CRYS-B	Buds (by strain)	Crystal	TestPassed	5 g		Shipped
1A4FF0300000001000000171	ACDC-B	Buds (by strain)	ACDC	TestPassed	5 g		Shipped
1A4FF0300000001000000173	BLDC-B	Buds (by strain)	Blue Dream CBD	TestPassed	5 g		Shipped
1A4FF0300000001000000175	LEMJ-B	Buds (by strain)	Lemon Jack	TestPassed	5 g		Shipped
1A4FF0300000001000000177	PRPU-B	Buds (by strain)	Purple Punch	TestPassed	5 g		Shipped
1A4FF0300000002000000092	Bud - G's OG	Buds (by strain)	G's OG	TestPassed	5 g		Shipped
1A4FF0300000002000000096	Sour Diesel Buds	Buds (by strain)	Sour Diesel	TestPassed	5 g		Shipped
1A4FF0300000002000000098	GG#4 Buds	Buds (by strain)	GG#4	TestPassed	5 g		Shipped
1A4FF0300000002000000100	White Widow Buds	Buds (by strain)	White Widow	TestPassed	5 g		Shipped
1A4FF0300000002000000101	Bud - AK-47	Buds (by strain)	AK-47	TestPassed	5 g		Shipped
1A4FF0300000002000000103	Lemon Haze Buds	Buds (by strain)	Lemon Haze	TestPassed	5 g		Shipped

The wholesaler therefore gets the benefit of being able to send the 5 grams of 6 different strains on behalf of both producers from whom they have received product.

## Cannabinoid Product Line

"Cannabinoid product line" means marijuana or industrial hemp products that may differ in flavor, color, or total THC concentration or total CBD concentration but may not differ in net quantity or any other characteristic.

**Cannabinoid Product Line** examples:

- Multiple different flavored cookies of equal net weight;
- Multiple strain Infused pre-rolls, of equal net weight;
- Multiple flavored chocolate bars of different concentrations, of equal net weight; or
- Multiple flavored tinctures of different concentrations, of equal net weight.

Example of what types of variations are allowed within a single cannabinoid product line:

- Chocolate Bar Product Line:
  - Different concentrations, such as a CBD-only item, a 2:1 THC to CBD ratio, a 1:1 ratio, and a THC-only item.
  - Different flavors, such as mild chocolate, dark chocolate, white chocolate, salted chocolate
  - **Size may not be different:** all items must have the same unit weight.

Example of what is **not allowed** in a single cannabinoid product line:

- Combining different product types or categories, or different container sizes into a single product line.
  - Tincture and Gummy Product Line
  - 4 oz. tinctures and 8 oz. tinctures
  - Chocolate bars and gummies
  - Tinctures and topical included in the same cannabinoid product line.
  - Mixing non-infused pre-rolls and infused pre-rolls.

The definition of a cannabinoid product line is designed to give licensees and hemp certificate holders flexibility in how they want to market their product to a given recipient in a given month. In the below example, a processor makes the following products:

- 6 flavors of cookies (all the same unit weight), each of which are offered in CBD, 1:1, and THC varieties;
- 6 flavors of gummies (all the same unit size), each of which are offered in CBD, 1:1, and THC varieties;
- 6 types of chocolate bars (all the same unit weight), each of which are offered in CBD, 1:1, and THC varieties;

This licensee may decide for themselves how to organize their cannabinoid product lines according to flavor, color, and THC/CBD, as long as all other requirements are met. Each of the below examples would be compliant under the trade sample rule; the below examples are also **not exhaustive** of how the licensee could organize its cannabinoid product lines (there are other equally compliant options not listed below).

- 1) Retailer 1 already stocks the processor's full line of chocolate bars. The processor decides to use its trade sample allotment to this retailer to highlight its variety of potency for its other two product types under the following 6 cannabinoid product lines:
  - 1) 5 example flavors (1 unit of each flavor) of CBD Cookies;
  - 2) 5 example flavors (1 unit of each flavor) of 1:1 Cookies;
  - 3) 5 example flavors (1 unit of each flavor) of THC Cookies;
  - 4) 5 example flavors (1 unit of each flavor) of CBD Gummies;
  - 5) 5 example flavors (1 unit of each flavor) of 1:1 Gummies; and
  - 6) 5 example flavors (1 unit of each flavor) of THC Gummies.
  
- 2) Retailer 2 does not stock any of the processor's items. The processor decides to use its trade sample allotment to this retailer to display the breadth of its products by offering two of each product type under the following 6 cannabinoid product lines:
  - 1) 5 units of 1:1 Snickerdoodle Cookies;
  - 2) 5 units of THC Snckerdoodle Cookies;
  - 3) 5 units of 1:1 Cherry Gummy;
  - 4) 5 units of THC Cherry Gummy;
  - 5) 5 units of 1:1 Dark Chocolate Bar; and
  - 6) 5 units of THC Dark Chocolate Bar.
  
- 3) Retailer 3 stocks the processor's full line of gummies and chocolate bars. The processor decides to focus its trade sample allotment to this retailer on its cookie products, offering each flavor of its cookies under the following 6 cannabinoid product lines:
  - 1) 5 units of Snickerdoodle THC Cookies;
  - 2) 5 units of Chocolate Chip THC Cookies;
  - 3) 5 units of Oatmeal Raisin THC Cookies;
  - 4) 5 units of Peanut Butter THC Cookies;
  - 5) 5 units of Sugar THC Cookies; and
  - 6) 5 units of Gingerbread THC Cookies.

Cannabinoid product lines are limited to six per receiving license and per calendar month. In other words, a licensee or hemp certificate holder providing the samples may choose different cannabinoid product line categorizations for different receiving licensees within the same month or for the same licensee across different months (or both).

## Creating a Cannabinoid Product Line in Metrc

All Cannabinoid products intended to be distributed as a trade sample must be assigned a single unique product line name in CTS. New product line names should be created (and old ones discontinued) in Metrc as a licensee's product line designation changes.

### Example: Creating a Chocolate Bar Product Line in Metrc

The following example details the steps to create one cannabinoid product line composed of the following five different chocolate bar varieties below, all with a unit weight of 45 grams but which differ in flavor and potency:

- 1:1 Dark Chocolate Bar
- 1:1 Milk Chocolate Pretzel Bar
- 1:1 White Chocolate Bar
- 2:1 THC/CBD Milk Chocolate Bar
- 2:1 THC/CBD Milk Chocolate Peanut Bar

1. Below is the new Item for the Chocolate Bar Product Line. The unit weight of the Chocolate Bar Product Line reflects each chocolate bar flavor's unit of sale weight, meeting daily sales limits and concentration limits per serving and container.

**Add Items** [X]

Item # 1 [clear]

Name: Chocolate Bar Product Line      Unit of Measure: Each

Category: Edibles (each)      Unit Weight: 45      Grams

+ 1 -

**Why is there no multi-Facility create such as that available in Employees, Strains, and Rooms?**  
Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

[Create Items] [Cancel]

2. Create Chocolate Bar Product Line Trade Sample by selecting existing chocolate bar packages. Before clicking the "create packages" button, ensure that the box to identify the package as a trade sample has been selected. ***This is required for all trade sample packages.***

*Note: If you realize that you used Production Batch, or forgot to check the trade sample box, immediately discontinue the package and start over.*

Below is the history for the newly created Chocolate Bar Product Line Trade Sample. The Lab Results tab will include compliance results listed from each package. **Reminder: all trade samples require full compliance testing prior to transfer.**

Lab Results	History
Description Packaged 5 Each of Chocolate Bar Product Line from 5 different Packages - Took 1 Each of 1:1 Dark Chocolate Bar from Package 1A4FFFB000493E100000070 - Took 1 Each of 1:1 Milk Chocolate Pretzel Bar from Package 1A4FFFB000493E100000071 - Took 1 Each of 1:1 White Chocolate Bar from Package 1A4FFFB000493E100000072 - Took 1 Each of 2:1 THC/CBD Milk Chocolate Bar from Package 1A4FFFB000493E100000073 - Took 1 Each of 2:1 THC/CBD Milk Chocolate Peanut Bar from Package 1A4FFFB000493E100000074 - Package Type: Product - Trade Sample	

### Example: Creating an Infused Pre-Roll Product Line in Metrc

Similar to the chocolate bar example above, this example shows the steps to create a cannabinoid production line for five different infused pre-rolls that contain one (1) gram of usable marijuana and 0.5 grams of concentrate, extract, and/or flavored paper. **Reminder: Infused pre-rolls fall under the limits for cannabinoid products. They are not considered "usable marijuana."**

- Platinum Infused pre-roll 1.5g
- Gold Infused pre-roll 1.5g

- Silver Infused pre-roll 1.5g
- Bronze Infused pre-roll 1.5g
- Infused pre-roll 1.5g

1. Under the product category of “Infused Pre-Rolls” in Metrc, items are created as count-based (“each”) items. When creating the items in Metrc you must enter the Unit Weight of the pre-roll, which is the full net weight of the item.

For the purposes of creating an infused pre-roll product line, the total unit weight and quantity is what matters even though each infused pre-roll may be created from different component items (i.e. “usable marijuana + extract + kief + plain paper” or “marijuana + extract + flavored paper”). In our example, the unit weight of the infused pre-roll product line matches reflects each infused pre-roll’s unit of sale weight, meeting daily sales limits and concentration limits per serving and container.

The screenshot shows the 'Add Items' form in Metrc. The form is titled 'Add Items' and has a close button (X) in the top right corner. Below the title, it says 'Item # 1' with a '(clear)' button. The form contains several input fields: 'Name' (Olympic Pre-Rolls Product Line), 'Unit of Measure' (Each), 'Category' (Infused Pre-Roll), and 'Unit Weight' (1.5 Grams). There is also a quantity field with a plus sign, '1', and a minus sign. Below the form, there is a blue informational box with the following text: 'Why is there no multi-Facility create such as that available in Employees, Strains, and Rooms? Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.' At the bottom of the form, there are two buttons: 'Create Items' and 'Cancel'.

2. Create Infused Pre-roll Product Line Trade Sample by selecting existing infused pre-roll packages. Before clicking the “create packages” button, ensure that the box to identify the package as a trade sample has been selected. ***This is required for all trade sample packages.***

*Note: If you realize that you used Production Batch or did not designate as a Trade Sample, immediately discontinue the package and start over.*

Below is the history for the newly created Infused Pre-Roll Product Line Trade Sample. The Lab Results tab will include compliance results listed from each package. **Reminder: all trade samples require full compliance testing prior to transfer.**

## Creating Trade Sample Packages

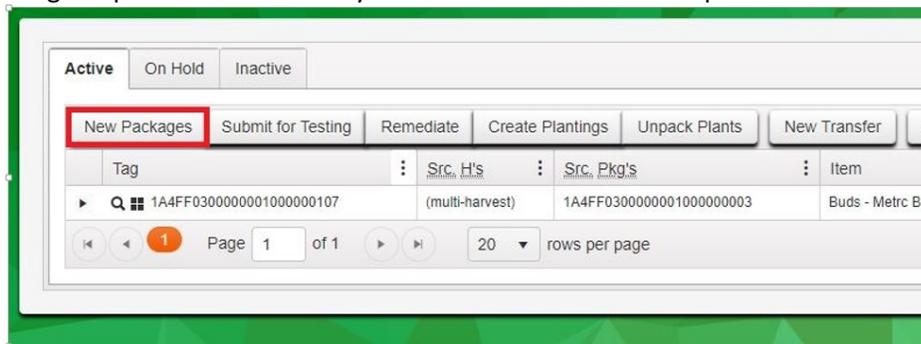
Metrc has added additional functionality to make it easier to identify and track trade samples in the system. Trade sample packages will display a suitcase symbol next to the package tag so that shippers and receivers can more easily identify sample packages in their inventory. A licensee creating a trade sample must make this designation. ***If the item does not display the “suitcase” symbol in Metrc, it has not been properly designated as a trade sample and may not be given to employees for consumption.***

Designating a package of a trade sample must happen at the time the package is created in Metrc. If a licensee fails or forgets to make this designation, to correct it, they may repackage it under a new UID and make the designation on the new package.

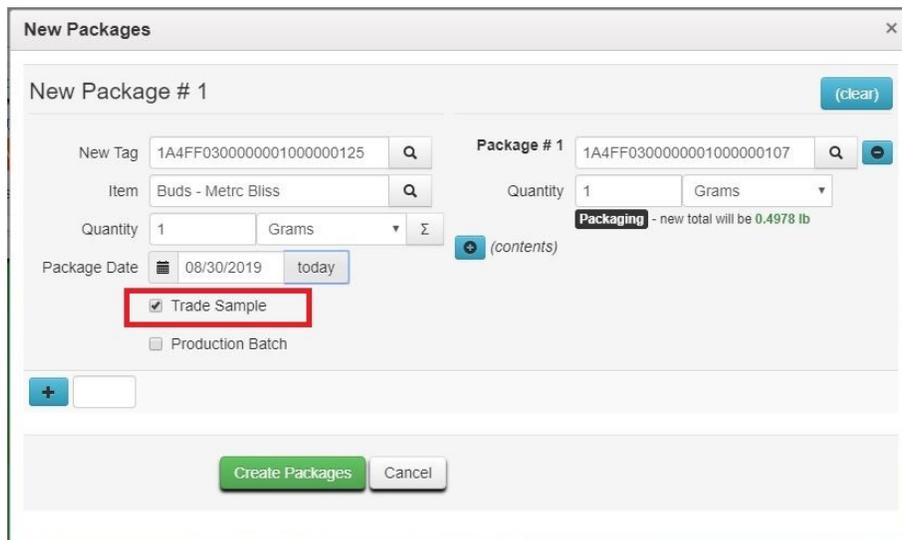
***A licensee must designate a trade sample when creating a package in order to see the correct Trade Sample icon by following the steps below:***

### Steps

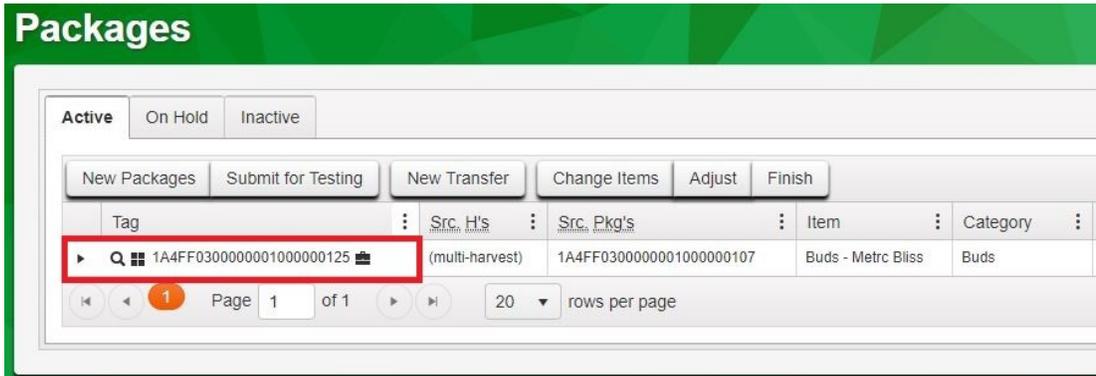
1. Select the package of product from which you want to create trade samples. Then click ‘New Packages’.



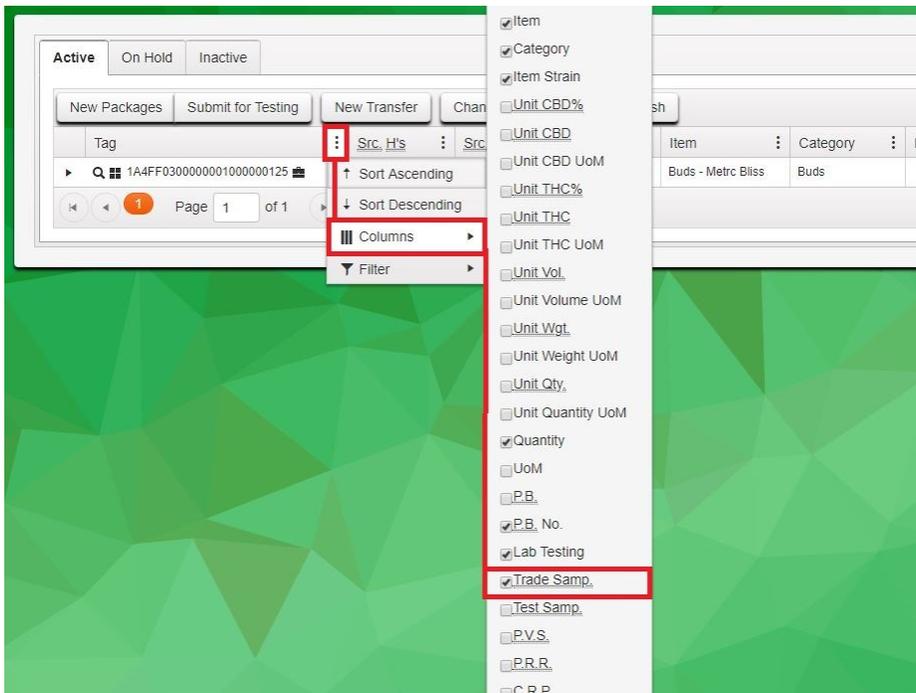
2. Fill in the New Package pop-up box. Be sure to check the ‘Trade Sample’ box to identify the package as containing trade samples.

A screenshot of the 'New Packages' pop-up window. The title bar says 'New Packages' with a close button. The main content area is titled 'New Package # 1' and includes a '(clear)' button. There are two input fields for 'New Tag' and 'Package # 1', both containing the UID '1A4FF030000001000000125' and '1A4FF030000001000000107' respectively. Below these are fields for 'Item' (Buds - Metrc Bliss), 'Quantity' (1), and 'Grams'. A 'Package Date' field shows '08/30/2019' with a 'today' button. A red box highlights the 'Trade Sample' checkbox, which is checked. Below it is an unchecked 'Production Batch' checkbox. At the bottom, there are 'Create Packages' and 'Cancel' buttons.

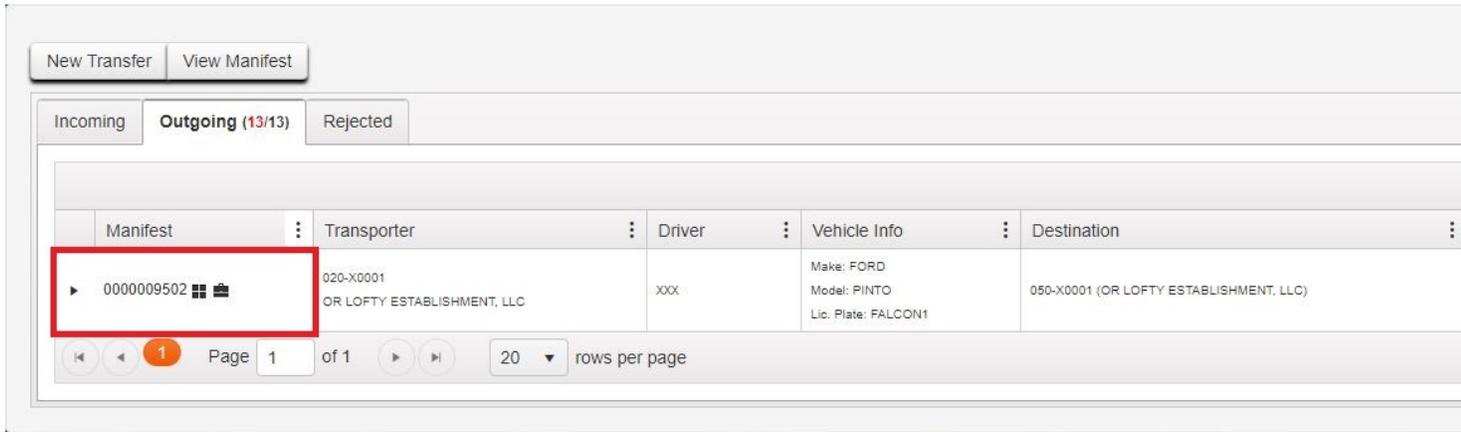
3. Once the package is created you will see the Trade Sample symbol next to the package tag.



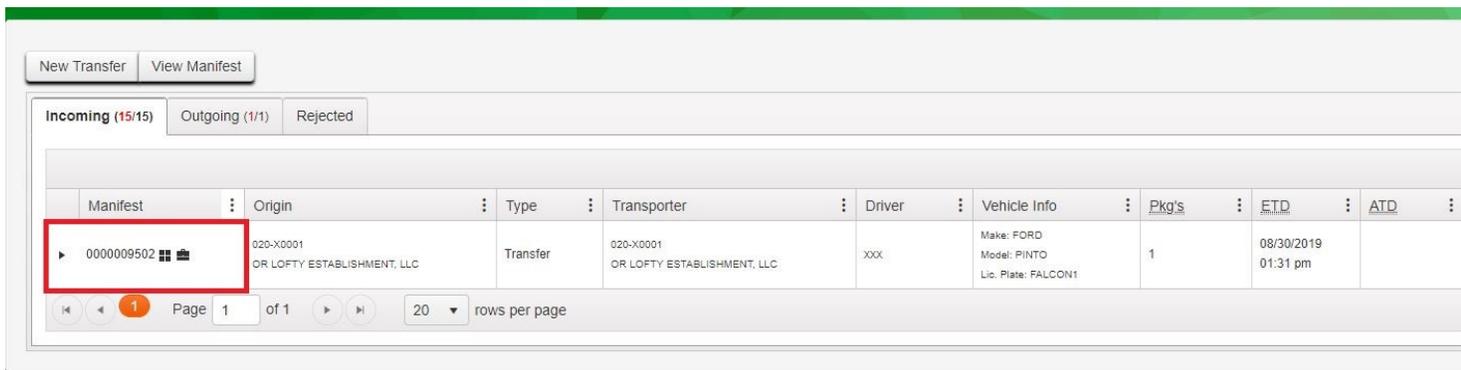
4. Additionally, you can add a column to your Metrc view that will show all trade samples:



- When you send or receive a transfer you will see a briefcase icon if one or more packages on the transfer have been designated as a Trade Sample. When added to an outgoing manifest you will see:



- Or when receiving an incoming manifest you will see:



- And within the transfer you can see which specific packages are Trade Samples:

Package	Src. H's	Src. Pkg's	Item	Category	Item Strain	Lab Testing	Shipped Qty.
▶ 1A4FF0300000001000000128	190812-005	1A4FF0300000001000000124	AK-47 Pre-Rolls	Buds		TestPassed	1 g
▶ 1A4FF0300000001000000107	(multi-harvest)	1A4FF0300000001000000003	Buds - Metrc Bliss	Buds		TestPassed	0.4978 lb
▶ 1A4FFFB00030D41000000152	TSTA harvest 0000430	1A4FFFB00030D41000000143	CRUETHC	Extracts		TestPassed	1 g

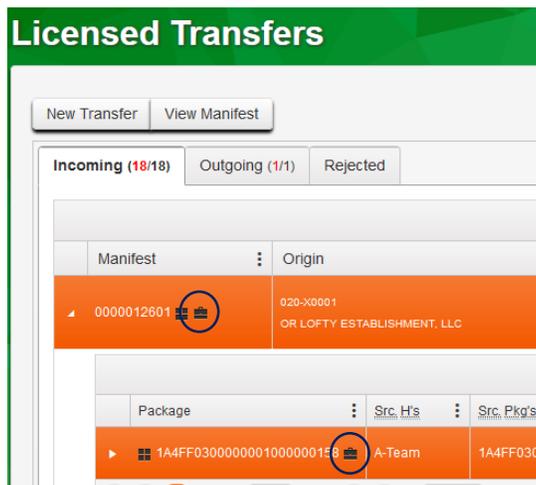
## Trade Sample Labeling

All trade samples provided given to a licensee shall have a label attached that containing the following:

- Any legible font that is at least 1/16<sup>th</sup> of an inch in height based on the lower case “o”
- A statement that reads “TRADE SAMPLE NOT FOR RESALE” in bold, capital letters
- The product identity
- The UID
- The net weight or contents

## Transferring Trade Samples

Trade samples must be transferred following the same rules for any other tracked item as described in OAR 845-025-7700. **Any marijuana or hemp item subject to CTS tracking that is on the road without a transfer manifest may be considered a serious violation.**



*Note: A transfer containing a correctly created trade sample package will show a sample case icon on the manifest summary line in Metrc as well as next to the package containing the sample.*

The receiving licensee should accept the transfer they would any other transfer in Metrc, then adjust the package down to a zero quantity using the adjustment reason of “Trade Sample.” **Only the recipient of a trade sample should use the Trade Sample adjustment reason in CTS.**

## Providing Trade Samples to Employees

When a sample is given to an employee (including the licensee themselves) the employee's name as it appears on their worker permit as well as the worker permit number itself must be included in the package adjustment notes area per the example below:

The screenshot shows the 'Adjust Packages' window with the following fields and annotations:

- Package # 1** (clear button)
- Package**: 1A4FF030000001000000158
- Quantity**: 4 Grams
- Adj. Quantity**: -4 Grams (Annotation 4)
- New Quantity**: 0 Grams
- Reason**: Trade Sample (Annotation 1)
- Required Note**: Kyle Smith WPOX52 (Annotation 2)
- Adj. Date**: 01/16/2020 today (Annotation 3)
- Finish Package**:  Finish Package (Annotation 5)
- Finish Date**: 01/16/2020 today

Buttons: Adjust Packages, Cancel

1. **Adjustment Reason:** Trade Sample.
2. **Required Package Note:** Trade Sample Recipient to include employee name and worker permit number.
3. **Adjustment date:** Enter the date the sample was provided to the employee or licensee representative.
4. **Adjustment Quantity:** The reduction in quantity of the total weight or item count under the associated package tag (UID number). This will be a negative number with a resulting "new quantity" of zero.
5. **Finish Package:** Once the package has been emptied, click the finish package box and enter the date. This will move the package to the inactive tab in the CTS.