

Setting up and using METRC (Cannabis Tracking System) For Hemp Certificate Holders



Training Opportunities and Resources



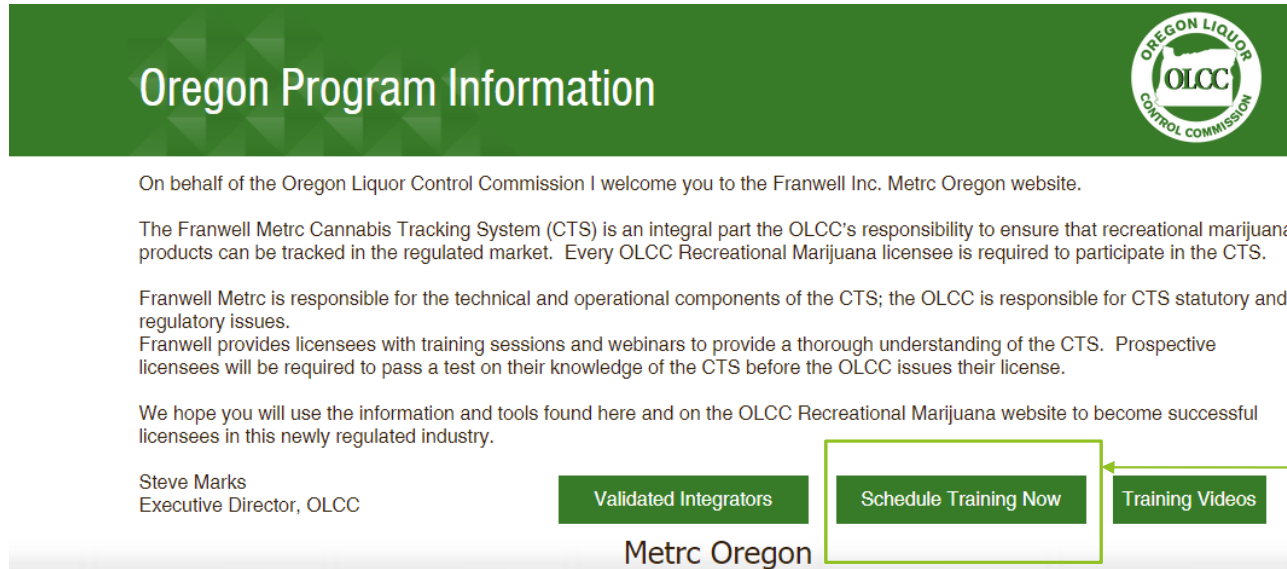
METRC Training and Resources

- ▶ There are multiple trainings available to familiarize yourself with METRC tracking requirements and how the system works:
 - ▶ METRC webinars are available on METRC's website:
<https://www.metrc.com/oregon>
 - ▶ METRC "on demand" videos are available on METRC's YouTube page:
<https://www.youtube.com/channel/UCcasu4orIpyqqEmQWWOkW0w>
- ▶ The OLCC has also built a Metrc Wiki website which will provide information to OLCC Licensees, included Hemp Certificate Holders, on how to operate within Metrc:
<https://wiki-or.metrc.com/hemp>
- ▶ The OLCC has a [product categorization guide] that can help you classify your hemp items in the Metrc system.
- ▶ The OLCC has created a [process flow] outlining the points of entry hemp items have to enter into the Metrc tracking system.


To Find and Register for Training

► Go to <https://www.metro.com/oregon>

Click on “Schedule Training Now”



Oregon Program Information



On behalf of the Oregon Liquor Control Commission I welcome you to the Franwell Inc. Metrc Oregon website.

The Franwell Metrc Cannabis Tracking System (CTS) is an integral part the OLCC's responsibility to ensure that recreational marijuana products can be tracked in the regulated market. Every OLCC Recreational Marijuana licensee is required to participate in the CTS.

Franwell Metrc is responsible for the technical and operational components of the CTS; the OLCC is responsible for CTS statutory and regulatory issues. Franwell provides licensees with training sessions and webinars to provide a thorough understanding of the CTS. Prospective licensees will be required to pass a test on their knowledge of the CTS before the OLCC issues their license.

We hope you will use the information and tools found here and on the OLCC Recreational Marijuana website to become successful licensees in this newly regulated industry.

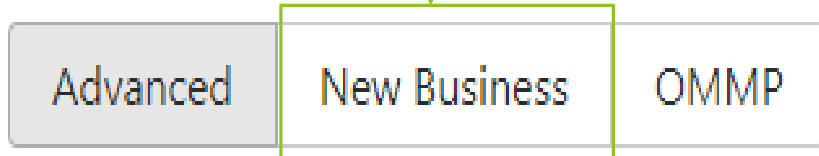
Steve Marks
Executive Director, OLCC

Validated Integrators **Schedule Training Now** Training Videos

Metrc Oregon

To Find and Register for Training

When prompted, select “New Business”



To Find and Register for Training

Advanced **New Business** OMMP

Feb 2019

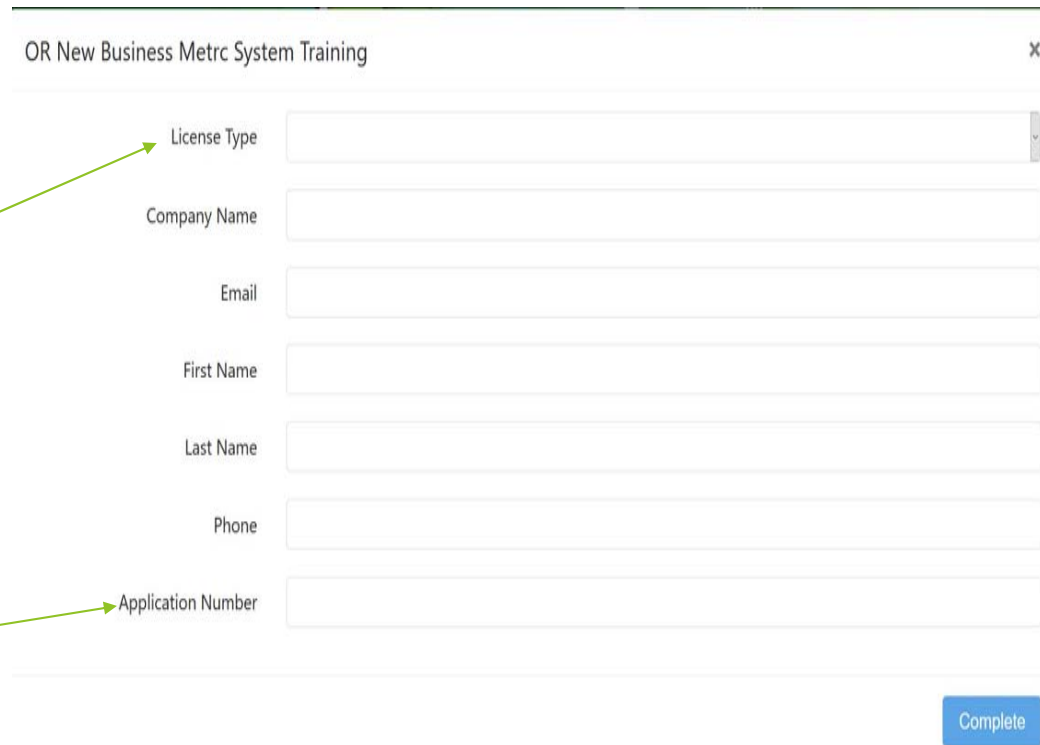
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Select the date you wish to take your new business training. Available dates are clickable, unavailable dates will be grayed out. You must sign up at least 48 hours before the training is scheduled to begin

To Find and Register for Training

- ▶ Fill out the information requested on the form and click complete

Under “License Type” select “Producer” if you are a Hemp Grower and “Processor” if you are a Hemp Handler. At the bottom under “Application Number” input your ODA License Number



OR New Business Metrc System Training

License Type

Company Name

Email

First Name

Last Name


Phone

Application Number

Complete

To Find and Register for Training

- ▶ After registering for the training you'll receive an email with a link to the webinar
- ▶ Your scheduled day and time will appear here
- ▶ This is your live link to join the webinar
- ▶ If you need to cancel your registration click here
- ▶ If you cancel don't forget to reschedule!



Dear [REDACTED]

Thank you for registering for "OMMP New Business Grower Training".
Please send your questions, comments and feedback to: support@metrc.com

How To Join The Webinar

Wed, Jul 11, 2018 10:00 AM - 12:00 PM PDT
Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

Click and join at the specified time and date:

[Join Webinar](#)

*Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.*

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

Getting Set Up in Metrc



First Time Access to METRC

- ▶ Once your certificate has been approved by the commission and the certificate fee has been paid you will need to contact Metrc Support to receive your credentials into Metrc.
- ▶ Metrc support can be reached at 1-877-566-6506. The facility's industry admin will need to reach out to Metrc to obtain your credentials. Metrc will not contact anyone at your hemp facility.
- ▶ Once credentialed into Metrc the industry admin will receive an email similar to the email pictured here. Click the first time log-in link to get started.

Welcome to Metrc@!

Your username: [REDACTED]

Log-in and set your password here [REDACTED]

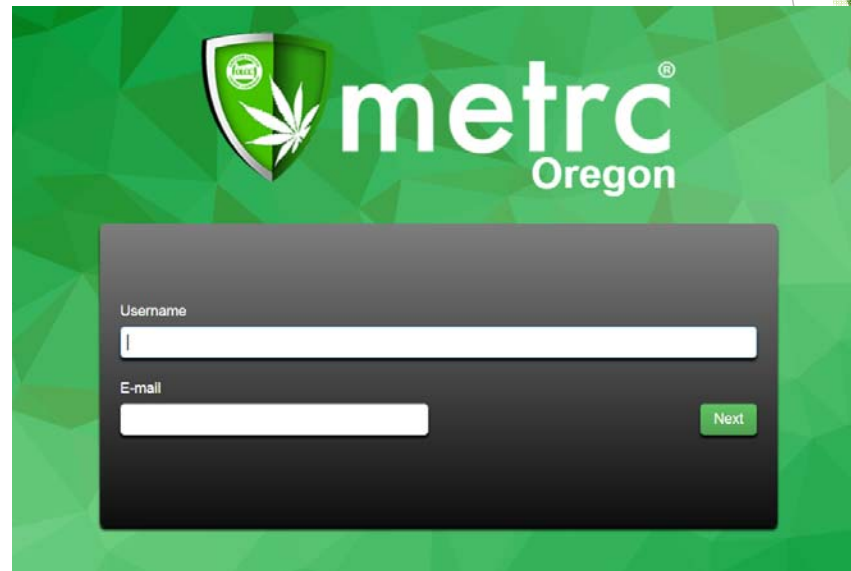
First Time log-in key: [REDACTED]

Your e-mail [REDACTED]

Log-in key and link expire [REDACTED]

First Time Access to METRC

- ▶ If you do not click the link in the email before it expires (within 24 hours) you can activate your account by:
 - ▶ Contacting METRC support (support@metrc.com or calling 877-566-6506); they are able to send a new email with a new activation link.
 - ▶ Navigating to <https://or.metrc.com/password/reset> and entering the username and email provided by the industry admin to Metrc Support.

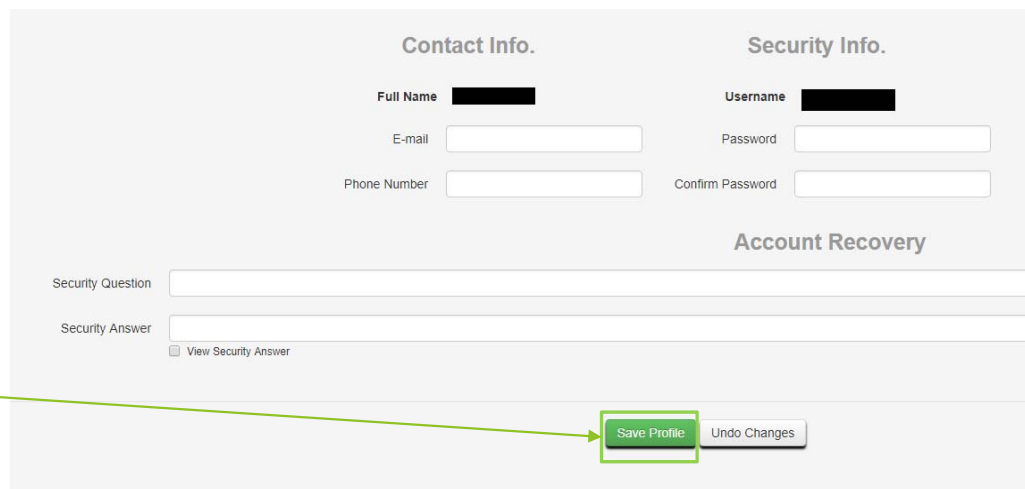


The screenshot shows the METRC Oregon logo at the top left, featuring a shield with a cannabis leaf and the text 'metrc Oregon'. Below the logo is a dark grey form with two input fields: 'Username' and 'E-mail'. A green 'Next' button is located to the right of the 'E-mail' field.

Initial Account Set Up

- ▶ Once you click on the link provided by the email, you'll be sent to the account set up screen. Your full name, email and username will be prepopulated. You can then set up your password, phone number and security question.

- ▶ Click Save Profile when Finished.



The screenshot shows a web form for account setup. It is divided into three main sections: Contact Info, Security Info, and Account Recovery. The Contact Info section contains fields for Full Name (prepopulated with a blacked-out name), E-mail, and Phone Number. The Security Info section contains fields for Username (prepopulated with a blacked-out name), Password, and Confirm Password. The Account Recovery section contains fields for Security Question and Security Answer, with a checkbox for 'View Security Answer'. At the bottom of the form, there are two buttons: 'Save Profile' and 'Undo Changes'. A green arrow points from the text 'Click Save Profile when Finished.' to the 'Save Profile' button.

Contact Info.	Security Info.
Full Name [Redacted]	Username [Redacted]
E-mail []	Password []
Phone Number []	Confirm Password []

Account Recovery

Security Question []

Security Answer []

View Security Answer

Initial Account Set Up, cont'd

- ▶ When logging in you will be able to navigate within the system using the tabs across the top of the screen



- ▶ Your "Facility License Number" can be seen in the top-right of the screen; this is also how you choose which Metrc facility to access if your user account has access to more than one
- ▶ Anytime you call the Metrc support desk you will be asked for this Facility License Number

Admin Set Up

- ▶ There are several steps in making sure that once your account is set up, that you are ready to use the METRC system completely. Each “facility” in Metrc is an individual hemp grower or handler certificate.
- ▶ For each Facility:
 - ▶ Order RFID Package Tags
 - ▶ Add:
 - ▶ Employees (anyone who will have access to Metrc)
 - ▶ Items
 - ▶ Repeat as necessary for each facility

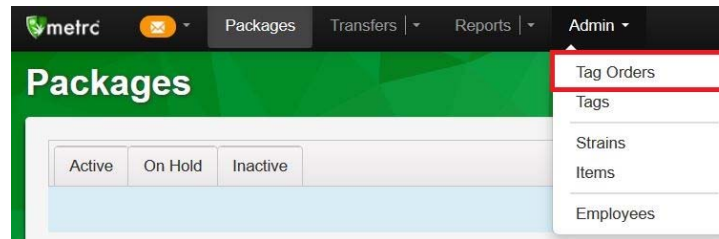
What is an RFID Tag?

- ▶ An RFID package Tag is a tag that is used to track packages of items through the Seed-to-Sale tracking system.
- ▶ Package tags are used to transfer packages to other facilities and helps trace the chain of custody of items through the system
- ▶ The package tag is perforated with the "Package ID #" printed on the upper and lower sections. (Example: can be used for jar labeling in order to identify associated package)



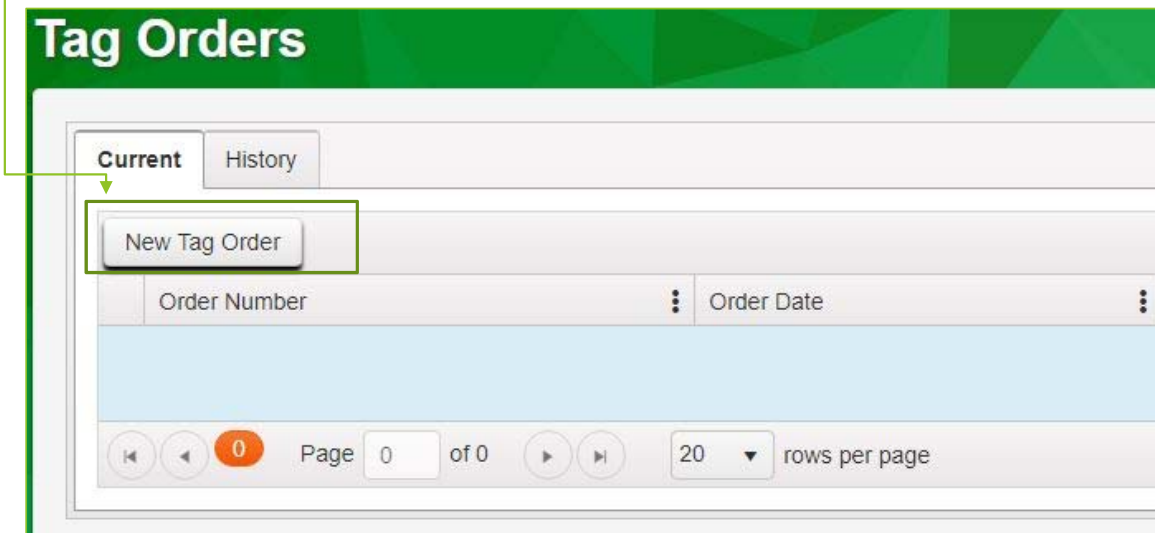
Order Tags

- ▶ To order tags, Select "Admin" from the top menu.
 - ▶ A drop down menu will appear with several options.
 - ▶ Select "Tag Orders" from the drop down menu



Order Tags

- ▶ Select the “New Tag Order” button on the left of the screen



Order Tags

► Fill in the information requested.

- For Hemp Facilities the tags you order will be “Hemp Package” tags.
- Order the number of tags you will need for your packages.
- Select your payment method and fill in the information requested.
- Once completed click the “Place Order” button to place the order.

Order Details


Facility License	OR LARGER THAN SALES, LLC 060-X0001	Cannabis Package	Count	(\$0.25 ea., 5,000 max.)	\$0.00
Physical Address	9079 SE McLoughlin Blvd. Portland, OR 97222-7355			Subtotal	\$0.00

Shipping Details

Contact Name	Joshua Fisher	Shipping/Handling	--
Phone No.	+1-800-420-MAIN	Taxes	--
Copy from	Facility	Total Amount	--
Ship Address *			
Address Cont.			
City			
State + Zip	AL		

* Tags cannot be shipped to P.O. Boxes

Payment methods

Credit card 

Check or Money Order

Please note:
You MUST place separate Tag Orders for each Facility. Plant and Package Tags are programmed for each of your Facilities individually and are placed within your Metro account automatically once received.
Make sure that you are in the correct Facility within Metro when you place the order.
Tag Orders are *not* transferrable between Facilities.
All Tag Orders are final, so we recommend that you place your orders carefully.

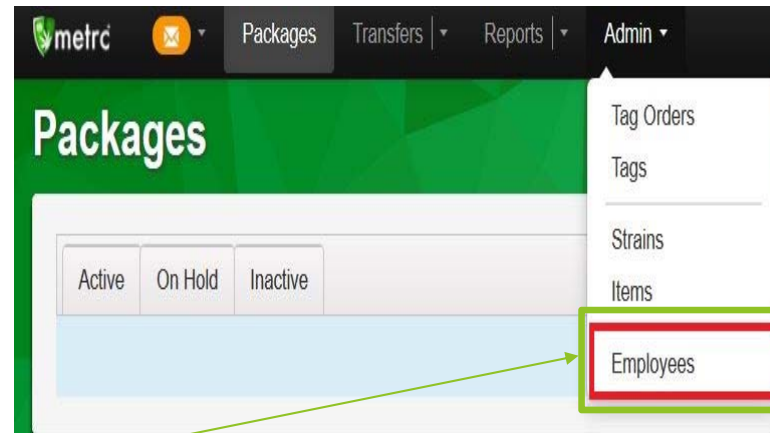
Order Tags

- ▶ Once you have ordered tags, METRC will print and ship them.
 - ▶ You'll receive a tracking number and will have a short window to void the order if it was made in error.
 - ▶ This window varies based on the time of day the order is placed.
 - ▶ Once you physically receive the tags from UPS, make sure to log into METRC and click the "Receive" button in the "tag orders" section.
 - ▶ **Tags cannot be used in METRC until the Receive button has been clicked!**

Order Number	Order Date	Status	
Demo-OR-2017-045-0202	02/14/2017 06:34 pm	Shipped	<input type="button" value="Invoice"/> <input type="button" value="Receive"/>

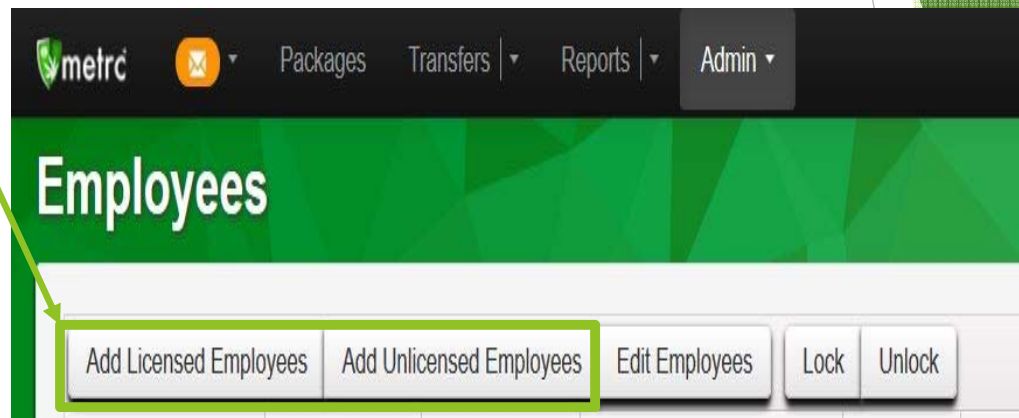
Add Employees

- ▶ Each facility administrator may add other users into the METRC system with defined levels of access.
 - ▶ “Employees” include anybody who is working in the facility. Trimmers, Growers, cooks, etc.
 - ▶ Any user can be given permission to view and/or enter data in METRC
 - ▶ The facility administrator is responsible for the accuracy of the information input into Metrc.
- ▶ To Add an Employee first go to the “Admin tab” and select “Employees”



Add Employees

- ▶ There are two types of employees that can be added to your facility: Licensed Employees and Unlicensed Employees
 - ▶ Licensed Employees are employees that hold an OLCC issued worker permit.
 - ▶ Unlicensed Employees are employees that do not have an OLCC issued worker permit.
 - ▶ ODA Hemp Certificate employees are not required to have an OLCC worker permit but may be entered as licensed employees if they have a worker permit.
- ▶ Click on the button that corresponds to the type of employee you want to add to your facility.



Adding a Licensed Employee

The screenshot shows a web form titled "Add Licensed Employees" with a close button (X) in the top right. The form is for "Employee # 1" and includes a "(clear)" button. It is divided into several sections:

- Employee Information:** Fields for "Employee Lic. Number" and "E-mail". A checkbox "Enable online access to this Facility" is checked. A "Home" dropdown menu is set to "- Select Home -".
- Employment:** A group of checkboxes: "Owner at this Facility", "Manager at this Facility", "Checks/Verifies customer identification", "Compliance Officer or Security", "Data entry/Records inventory in Metr", "Directly handles marijuana items", and "None of the above".
- Permissions:** A vertical menu with sections: "Packages Page" (Grids, Inventory, Create/Submit/Receives), "Transfers Menu" (Licensed & External, Templates, Hub), "Financials Menu" (All), "Reports Menu" (All), and "Admin Menu" (Tag Orders, Tags, Strains, Items, Employees).
- Facility Selection:** A list of facilities with checkboxes, including "0 NOSTREET PORTLAND OR MULTNOMAH 97232 | 220-32555" (unchecked) and "OR Larger Rec-WHSLR 1 | 060-X0001" (checked).
- Buttons:** "Check all" and "Check none" buttons are located below the facility list.
- Footer:** A "Create Employees" button is highlighted with a green box.

Green arrows and boxes highlight the "Employee Lic. Number" and "E-mail" fields, the "Employment" checkboxes, the "Permissions" menu, and the "Create Employees" button.

▶ To add a licensed employee first input their worker permit number and email address.

▶ You can then specify type of employment, the home screen after they log-in, and select their permissions in the system.

▶ Once the information is filled in, click "Create Employees"

Adding an Unlicensed Employee

Add Unlicensed Employees

Employee # 1 (clear)

First Name

Last Name

Birthday MMDDYY

Enable online access to this Facility

E-mail

Phone Number +1-123-456-7890

Home - Select Home -

Employment Owner at this Facility
 Manager at this Facility
 Checks/Verifies customer identification
 Compliance Officer or Security
 Data entry/Records inventory in Metrc
 Directly handles marijuana items
 None of the above

Permissions

Packages Page

Grids (reg'd) View Manage
Inventory Manage
Create/Submit/Disc. Manage

Transfers Menu

Licensed & External Manage
Templates Manage
Hub Manage

Financials Menu

All Manage

Reports Menu

All View

Admin Menu

Tag Orders Manage
Tags Manage
Strains Manage
Items Manage
Employees Manage

0 NOSTREET PORTLAND OR MULTNOMAH 97232 | 220-32555
 OR Larger Rec-WHSLR 1 | 060-X0001
 OR Lofty Rec-Producer A | 020-X0001
 OR Lofty Rec-Producer B | 020-X0002
 OR Lofty Rec-Store 52 | 050-X0001
 OR Mishmash Rec-MFG X | 030-X0001
 OR Perceptive Labs | 010-X0001

Please note:
All new employees granted online access via the "Enable online access to this Facility" checkbox above will receive an e-mail with instructions and a hyperlink to log directly into their User Profile.

If online access is granted:
Once logged in, the User will need to update their security settings. The e-mail will contain the User's Username, link expiration date/time, and the Metrc web address.

To Add an Unlicensed Employee first input their Name and Date of birth

Then add their email, phone number, and employment type

You can then specify their permissions that they can have access to in the system

Once the information is input correctly, click on "Create Employees"

Add Employees

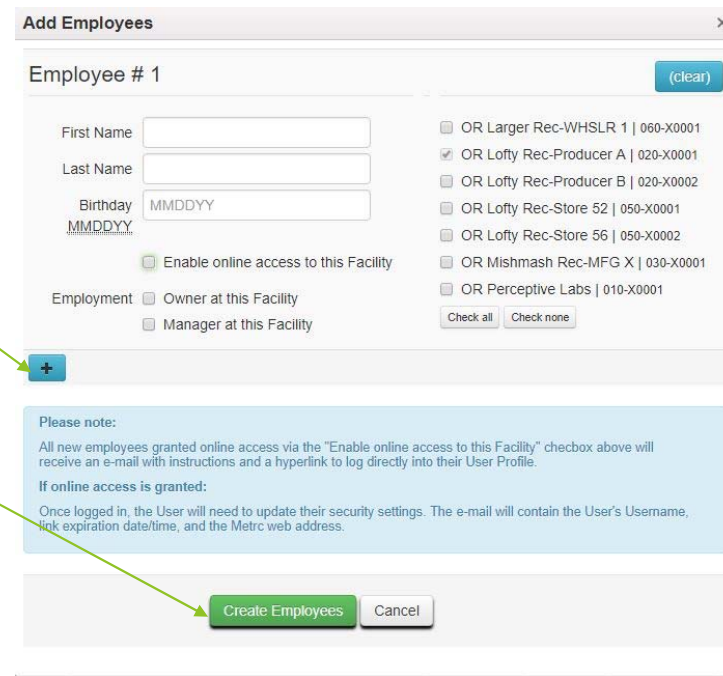
- ▶ This form will appear:
- ▶ If the box labeled “Enable online access to this Facility” is checked, you will need to click on the various privileges that you are granting that employee access to: Plants page, Transfers Page, permission to view and/or manage the data on each page.
- ▶ If you have multiple facilities you can also select permissions to give to that employee for each facility that you operate

The screenshot shows the 'Add Employees' form with the following sections:

- Employee # 1** (with a 'clear' button):
 - First Name:
 - Last Name:
 - Birthdate:
 - E-mail:
 - Phone Number:
 - Home:
 - Employment: Owner at this Facility, Manager at this Facility
- Enable online access to this Facility**: (highlighted with a green box and arrow)
- Permissions**:
 - Plants Page**:
 - Immature Plants: Grids (reg'd) [View], Inventory [Manage], Destroy [Manage]
 - Veg/Flower Plants: Grids (reg'd) [View], Inventory [Manage], Destroy [Manage], Manicure/Harvest [Manage]
 - Additives: All [View] [Manage]
 - Waste: All [View] [Manage]
 - Harvests: Grids (reg'd) [View], Inventory [Manage], Finish/Discontinue [Manage]
 - Packages Page**: Grids (reg'd) [View], Inventory [Manage], Create/Submit/Disc. [Manage]
 - Transfers Menu**: Licensed & External [Manage], Templates [Manage]
 - Financials Menu**: All [Manage]
 - Reports Menu**: All [View]
 - Admin Menu**: Tag Orders [Manage], Tags [Manage], Rooms [Manage], Strains [Manage], Items [Manage], Employees [Manage]
- Facility Selection** (highlighted with a green box and arrow):
 - OR Larger Rec-WHSLR 1 | 060-X0001
 - OR Lofty Rec-Producer A | 020-X0001
 - OR Lofty Rec-Producer B | 020-X0002
 - OR Lofty Rec-Store 52 | 050-X0001
 - OR Lofty Rec-Store 56 | 050-X0002
 - OR Mishmash Rec-MFG X | 030-X0001
 - OR Perceptive Labs | 010-X0001
 - Buttons: Check all, Check none

Add Employees

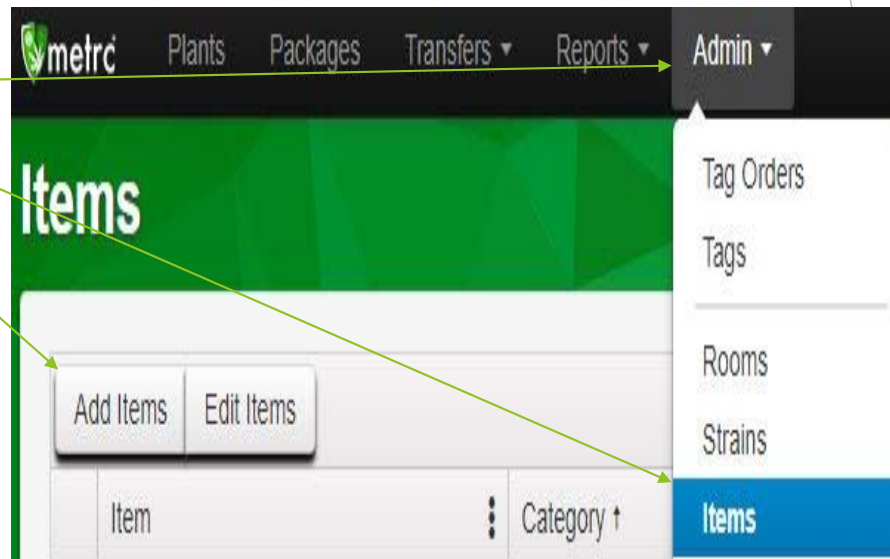
- ▶ Clicking the blue plus button allows you to add multiple employees at the same time.
- ▶ When you have finished adding the employee simply hit the green “Create Employees” button at the bottom of the screen.



The screenshot shows a web form titled "Add Employees" with a close button (X) in the top right corner. The form is for "Employee # 1" and includes a "(clear)" button. It contains several input fields: "First Name", "Last Name", and "Birthday" (with a "MMDDYY" placeholder). There are two columns of checkboxes for facility selection, including "OR Larger Rec-WHSLR 1 | 060-X0001", "OR Lofty Rec-Producer A | 020-X0001", "OR Lofty Rec-Producer B | 020-X0002", "OR Lofty Rec-Store 52 | 050-X0001", "OR Lofty Rec-Store 56 | 050-X0002", "OR Mishmash Rec-MFG X | 030-X0001", and "OR Perceptive Labs | 010-X0001". There are also "Check all" and "Check none" buttons. Below the facility list is a blue plus button. Underneath is a "Please note:" section with text about online access and security settings. At the bottom are "Create Employees" and "Cancel" buttons. Green arrows point from the text on the left to the plus button and the "Create Employees" button.

Add Items

- ▶ To add an item click the “Admin” Tab and select “Items” from the list
- ▶ In the top left corner select the “add item” button to create a new item.
- ▶ Items are separated by category:
Industrial Hemp, Industrial Hemp Concentrate, etc.
 - ▶ You can name your items whatever you want, but they must be categorized as one of these item types.
 - ▶ OLCC’s “Product Categorization Guide” ([available here](#)) explains the various item categories.



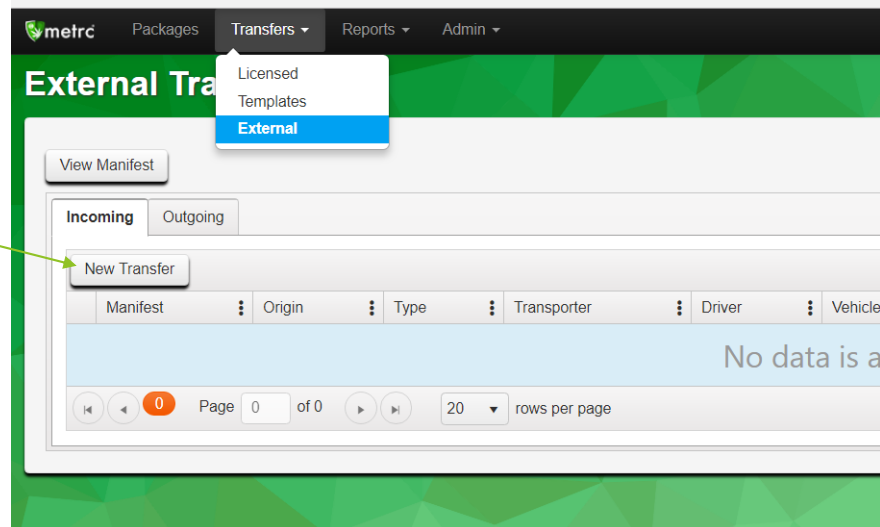
Add Items

- ▶ Give your item a name
- ▶ Select the item category: Industrial Hemp, Industrial Hemp Concentrate, etc.
- ▶ Select the unit of measure the item has (each, pounds, ounces, etc.)
- ▶ The blue “plus” button allows you to create multiple items at once.
- ▶ When finished click the “Create Items” button at the bottom.

The screenshot shows a web form titled "Add Items" with a close button (X) in the top right corner. The form is for "Item # 1" and includes a "Name" input field with a red error message above it that says "* This field is required". To the right of the name field is a "Unit of Measure" dropdown menu. Below the name field is a "Category" dropdown menu currently set to "- Select -". A blue plus button is located below the category dropdown. At the bottom of the form are two buttons: "Create Items" (green) and "Cancel" (grey). A light blue informational box is present below the category dropdown, containing the 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." Green arrows from the list on the left point to the Name field, the Category dropdown, the Unit of Measure dropdown, the plus button, and the Create Items button.

Creating Hemp Inventory in METRC

- ▶ Inventory that is earmarked by the ODA Grower or Handler for the OLCC Recreational Marijuana Market must be brought into Metrc using an external transfer.
- ▶ Click on “Transfers” and select “External”
- ▶ Then create a New Transfer



Creating Initial Inventory in METRC (for Hemp Growers and Handlers)

- ▶ Hemp Growers: Select “Hemp” as the transfer type. Input your ODA Grower/Handler number and fill in the other information requested.
- ▶ Complete one New Incoming External Transfer for your start up inventory and for each additional transfer in from your ODA Hemp Grow Site.
 - ▶ Press the Plus button to add additional items
- ▶ Click on Register Transfer to record entries
 - ▶ Note: Clicking “Register Transfer” does not create tagged packages in your inventory; you must complete the External transfer to fully reconcile your inventory

The screenshot shows the 'New Incoming Transfer' form in METRC. The form is titled 'New Incoming Transfer' and has a close button (X) in the top right corner. The form is divided into several sections:

- Type:** A dropdown menu with 'Hemp' selected. A green arrow points to this dropdown.
- ODA Grower/Handler ID:** A text input field containing '1234567'.
- Origin Name:** A text input field containing '1234567'.
- Phone No.:** A text input field containing '5555555555'. A green arrow points to this field.
- Transporter:** A dropdown menu with '060-X0001' selected.
- OLCC Regulatory Purposes (OLCC Regulatory I):** A dropdown menu.
- OLCC Regulatory Purposes (OLCC Regulatory F):** A dropdown menu.
- Employee ID:** A text input field containing 'OLCC Regulatory Purposes'.
- Vehicle Make:** A text input field containing 'OLCC Regulatory Purposes'.
- Driver's Name:** A text input field containing 'OLCC Regulatory Purposes'.
- Vehicle Model:** A text input field containing 'OLCC Regulatory Purposes'.
- Driver's Lic. No.:** A text input field containing 'OLCC Regulatory Purposes'.
- License Plate:** A text input field containing 'OLCC Regulatory Purposes'.
- Phone No.:** A text input field containing '503-502-5555' with a '(use default)' link next to it.
- Planned Route:** A text area containing 'n/a'.
- Est. Departure:** A date and time picker showing '02/22/2019' and 'today'.
- Est. Arrival:** A date and time picker showing '02/22/2019' and 'today'.
- Package # 1:** A dropdown menu with 'Hemp' selected. A green arrow points to this dropdown.
- Package Date:** A date and time picker showing '02/22/2019' and 'today'.
- Quantity:** A text input field containing '1000'.
- Units:** A dropdown menu with 'Grams' selected.
- Buttons:** A green 'Register Transfer' button and a grey 'Cancel' button. A green arrow points to the 'Register Transfer' button.

Completing External Transfer

- ▶ To create tagged packages you must complete the pending incoming transfer by clicking the “complete” button and entering the required information.

External Transfers OR Larger Rec-WHSLR 1 | 060-X0001
Oregon Demo

[View Manifest](#)

Incoming [Outgoing](#)

[New Transfer](#) Print Menu

Manifest	Origin	Type	Transporter	Driver	Vehicle Info	Pkg's	ETD	ATD	ETA	ATA	Received	
▶ 0000022801	1234567 1234567	Hemp		OLCC Regulatory Purposes	Make: OLCC Regulatory Purposes Model: OLCC Regulatory Purposes Lic. Plate: OLCC Regulatory Purposes	1	02/22/2019 01:55 pm		02/22/2019 01:55 pm			Edit Complete Void

Completing External Transfer

- ▶ The quantities entered from creating the new transfer will be auto-populated
- ▶ Confirm the accuracy of the quantities and assign a unique RFID tag to each item by clicking the magnifying lens button and selecting a tag from the list
- ▶ Once the information is accurate and complete, clicking the “Complete Transfer” button will create the packages with the specified quantities in your inventory

Complete Incoming Transfer

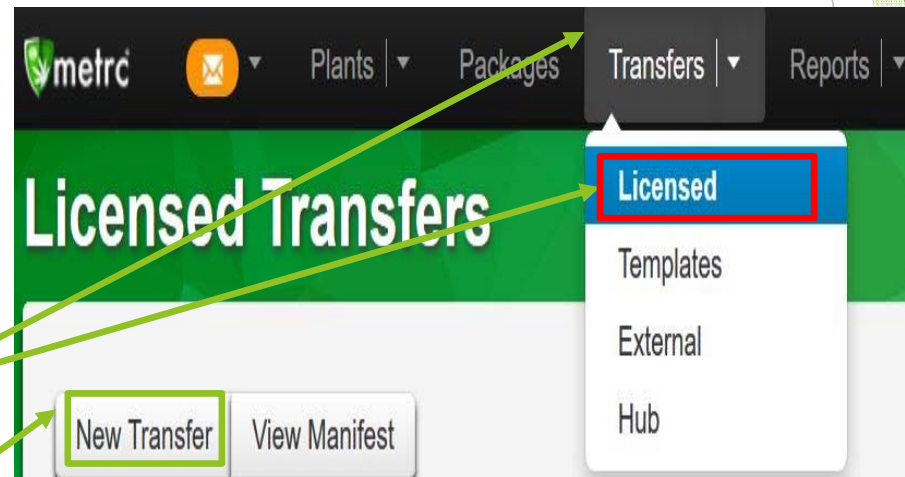
Manifest	0000022801	Transfer Type	Hemp
Origin Lic. No.	1234567	Origin Name	1234567
Main Phone No.	5555555555	Mobile Phone No.	
Transporter Lic. No.	060-X0001	Transporter Name	OR LARGER THAN SALES, LLC
Employee ID	OLCC Regulatory Purposes	Vehicle Make	OLCC Regulatory Purposes
Driver's Name	OLCC Regulatory Purposes	Vehicle Model	OLCC Regulatory Purposes
Driver's Lic. No.	OLCC Regulatory Purposes	License Plate	OLCC Regulatory Purposes
Phone No. for Questions	503-502-5555		

Package # 1	ABCDEF012345670000015179	Item	Hemp	Shipped Qty.	1000	g	<input type="checkbox"/> Reject
				Receive Qty.	1000	Grams	

Complete Transfer **Cancel**

Transfers to other OLCC licensees

- ▶ Once the product is brought into the OLCC system it can then be processed, tested and/or transferred to an OLCC licensed facility.
- ▶ Prior to transfers to an OLCC licensee the hemp product must have passed all required compliance tests. This testing must occur *after* the hemp product has been created in Metrc. **The sampling and all test results must be recorded in Metrc.**
- ▶ To transfer to an OLCC Licensee first select the “Transfers” tab and click on “Licensed”
- ▶ Click on the “New Transfer” button



Transfers to other OLCC licensees

- ▶ When you click on “New Transfer” a pop up window titled “New Licensed Transfer” will appear.
- ▶ First, select the transfer type.
 - ▶ There are two types of transfers in Metrc:
 - ▶ Transfer refers to transfers of product that are not associated with the sale of the product, but just passing the product from one license to another. For example, a vertically integrated business structure may transfer product between license types, but no money changes hands between those licensees.
 - ▶ Wholesale transfer refers to transfers where a price/sale is associated with the transfer to the receiving licensee. For example, Hemp Handler A would transfer to Retailer B and charge a price of \$1,000 for the package.

New Licensed Transfer

Destination 1 **Type** - Select -

Planned Route

Est. Departure
02 : 08 PM

Est. Arrival
02 : 08 PM

Package # 1

Transfers to other OLCC licensees

- ▶ Once the transfer type is selected, additional fields will appear asking for employee and vehicle information. Fill these fields in.
 - ▶ You can select the destination by typing in the license number or clicking the search icon to search for an OLCC licensed facility.
 - ▶ Make sure to include precise driving instructions from your facility to the receiving facility
- ▶ Once you confirm the information is correct, add the packages you want to transfer by typing in the package number from your inventory or clicking the search icon to select a package from your list of active packages.
 - ▶ If the transfer is a Wholesale Transfer, you must enter a price.
 - ▶ To add additional packages to the manifest, click on the black plus button
- ▶ Once the information is confirmed to be correct, click on the “Register Transfer” Button

The screenshot shows a web form titled "New Licensed Transfer". At the top, there is a "Transporter" field with the value "020-X0001" and a search icon. Below this are two "- Lookup -" dropdown menus. The form is divided into several sections. A large green box highlights the "Employee ID", "Driver's Name", "Driver's Lic. No.", "Phone No." (with value "+1-123-456-7890" and "(use default)"), "Vehicle Make", "Vehicle Model", and "License Plate" fields. Below this is the "Destination 1" section, which includes a search field for license numbers, a "Planned Route" text area, and a "Type" dropdown set to "Wholesale". To the right of the destination section are "Est. Departure" and "Est. Arrival" date and time pickers, both set to "02/19/2019" and "01:40 PM". Below the destination section is a "Package # 1" search field, a "Whse. Price" field with value "ex. 100.23", and a black plus button labeled "(package)". At the bottom of the form are "Register Transfer" and "Cancel" buttons. Green arrows point from the text on the left to these specific elements in the form.

Contact Information

▶ Oregon Department of Agriculture

- ▶ Hemp questions related to licensure and non-OLCC Market questions
 - ▶ (503) 986-4652
 - ▶ Industrial-hemp@oda.state.or.us
 - ▶ <https://www.oregon.gov/oda/programs/nurserychristmastree/pages/hemp.aspx>

▶ Oregon Liquor Control Commission

- ▶ For questions related to OLCC's Hemp Rules, recreational market sales, and OLCC certification
 - ▶ OLCC.Hemp@Oregon.gov
 - ▶ (503)872-5000
- ▶ For questions related to CTS tracking compliance:
 - ▶ Marijuana.CTS@Oregon.gov
 - ▶ (503)872-5190

▶ Metrc support desk

- ▶ Can help with questions about specific Metrc functionality (“how do I create a transfer in Metrc?”)
 - ▶ support@metrc.com
 - ▶ (877) 566-6506