

Testing Lab User Guide Montana

METRC Lab User Guide



Franwell, Inc. 2017

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Packages

METRC generates the ID numbers automatically and assigns them to a single facility.



- The Package Tag is made specifically for packaging and transfer use.
- The Package Tag is perforated with the upper and lower information being the same
- The Package Tags are colored coded Yellow for Medical.
- The Testing Lab does not take any portion of the package tags from the batch packages that are being sampled from.
- The Package Tag breaks into 2 pieces:
 - The Upper Portion (larger) stays with the package
 - The Lower Portion (smaller) can be used on intake paperwork at the Testing Lab.



Terminology

- Harvest – A group of plants that were harvested on the same day, cultivated & cured under uniform conditions.
- Harvest Lot Package– a package of no more than 5 pounds (lbs) of Usable Marijuana of the same strain that have been grown, harvested and cured under uniform conditions. This includes dried leaves and flowers of the cannabis plant.
- Production Batch – a group of weight or count based products that are no more than 5,000 unit-of-sale products and created from either raw marijuana material or a marijuana infused concentrate which produces a new and completely different product.
- Test Sample – Physical Sampling of dried and cured product or true overall sampling of a Harvest Lot or Production Batch pulled by a laboratory representative in accordance with Montana Rules and Regulations

Packaging & Sampling Information

- Item names are used to identify what type of item is put into a METRC package.
 - Blue Dream Bud
 - Shake/Trim
 - Flower – Blue Dream
- Batch Packages must be pulled from Harvests by the licensee prior to sampling being done.
- Test Samples must be pulled from Harvest Lot Packages or Production Batches (not Harvest Batches)
- If licensee does not know how to make their Batch packages or Test Samples in METRC, have them call METRC to learn how
 - If you try to help a licensee, the packages/samples may be made incorrectly
 - If licensee never learns how to make packages/samples correctly, it delays your time at that licensee's facility
 - If you don't know how to make samples at your testing lab, please call METRC
- Sampling Protocols
 - Lab Representative goes to licensee's location and pulls samples physically while maintaining the chain of custody
 - Lab Representative samples at Producer license
 - Lab Representative goes to licensee's facility and samples
 - Lab Rep physically creates test sample(s) and gives weight information to licensee
 - Licensee electronically creates Test Sample(s) in METRC from their Batch Packages
 - Licensee gives physical Test Sample(s) Package Tag to Lab Rep
 - Lab Rep sticks a portion of the Test Sample Package Tag to the correct Test Sample container
 - Licensee electronically creates the Retention Sample (as a regular package) in METRC from their Batch Packages
 - Licensee gives physical Retention Sample package tag to the Lab Rep
 - Lab Rep sticks a portion of the Retention Sample package tag to the correct Retention Sample container
 - Licensee electronically creates Transfer/Manifest in METRC to manifest all test samples to the Testing Lab (Not Retention Samples – those are kept at licensee's location)
 - Licensee prints physical copy of the Transfer/Manifest from METRC for Lab Rep to take with them

- Licensee gives physical copy of Transfer/Manifest from METRC to Lab Rep
- R&D Test Samples results will be entered in METRC unless otherwise instructed by the state.
- Testing Requirements per Product Type:

Product Type	Testing Requirements
Usable Marijuana (Buds & Shake/Trim)	Moisture Content Water Activity Potency Filtration & Foreign Matter Microbiologicals Heavy Metals – Random Pesticides
Concentrate/Extract	Potency Terpenes Heavy Metals – Random Filtration & Foreign Matter Microbiologicals Residual Solvents – Solvent Based only Pesticides – If Raw Product not Tested
Edible Marijuana-infused Product	Potency Microbials

Test Samples - Keep in Mind

- The licensee will create and transfer test samples electronically in METRC to the testing facility.
- Test samples pulled from Harvest Lot packages should include the strain name if the test sample is of bud/flower.
- Test samples pulled from Production Batches should carry the same item name as the production batch they are being pulled from.
- A test sample package cannot be discontinued unless the sample package was created by that specific facility and it has not been pulled from, adjusted or transferred.
- A package can be finished as long as the package is zero, there is no more product in it.
- A finished package can be unfinished but a discontinued package cannot be brought back to life.
- When adjusting a package, you must use the appropriate adjustment reason set up by the state.
- In order to send a Sub-Contracted sample for testing, a new sub-sample package must be pulled from the original test sample package at the testing lab and get a new package tag from the testing labs' inventory.
- When a sub-sample is created, Test results must be entered by the Sub-Contracted Testing Facility.
- R&D Test Samples results will be entered into METRC unless otherwise instructed by the state.

Quality Assurance Sampling Protocols.

- (1) To ensure quality assurance samples submitted to certified third-party laboratories (certified labs) are representative from the lot or batch from which they were sampled as required in MCA 37.107.405, certified labs and their employees must adhere to the minimum sampling protocols.
- (2) Sampling protocols for all marijuana product lots and batches:
 - (a) Labs may not use any third-party contracted laboratories to conduct tests.
 - (b) Personnel carrying out the sampling must be trained and certified in the appropriate procedures by the laboratory they are employed by.
 - (c) Samples must be deducted in a way that is most representative of the lot or batch and maintains the structure of the marijuana sample. Sufficient sample increments should be taken to meet sample size requirements for all analytical method(s) being performed. Licensees, certified labs, and their employees may not adulterate or change in any way the representative sample from a lot or batch before submitting the sample to certified labs. This includes adulterating or changing the sample in any way as to inflate the level of potency, or to hide any microbiological contaminants from the required microbiological screening such as, but not limited to:
 - (i) Adulterating the sample with kief, concentrates, or other extracts;
 - (ii) Treating a sample with solvents to hide the microbial count of the lot or batch from which it was deducted. This subsection does not prohibit the treatment of failed lots or batches with methods approved by DPHHS; or
 - (iii) Pregrinding a flower lot sample.
 - (d) All samples must be taken in a sanitary environment using sanitary practices and ensure facilities are constructed, kept, and maintained in a clean and sanitary condition in accordance with rules.
 - (e) Persons collecting samples must wash their hands prior to collecting a sample from a lot or batch, wear appropriate gloves while preparing or deducting the lot or batch for sample collection, and must use sanitary utensils and storage devices when collecting samples.
 - (f) Samples must be placed in a sanitary plastic or glass container, and stored in a location that prevents the propagation of pathogens and other contaminants, such as a secure, low-light, cool and dry location.
 - (g) The licensee must maintain the lot or batch from which the sample was deducted in a secure, low-light, cool, and dry location to prevent the marijuana from becoming contaminated or losing its efficacy.
 - (h) Each quality assurance sample must be clearly marked "quality assurance sample" and be labeled with the following information:
 - (i) The sixteen-digit identification number generated by the traceability system;
 - (ii) The license number and name of the certified lab receiving the sample;

- (iii) The license number and name of the licensee sending the sample;
- (iv) The date the sample was collected; and
- (v) The weight of the sample.

(i) Licensees or certified labs must collect a minimum of four separate samples from each marijuana flower lot up to five pounds. Licensees or certified labs may collect more samples than this minimum, but must not collect less.

(j) The four separate samples must be taken from different quadrants of the flower lot. A quadrant is the division of a lot into four equal parts. Dividing a lot into quadrants prior to collecting samples must be done in a manner that ensures the samples are collected from four evenly distributed areas of the flower lot and may be done visually or physically.

(k) The four samples may be placed together in one container conforming to the packaging and labeling requirements in subsection (2) of this section for storage and transfer to a certified lab.

(l) Sample must be homogenized to test for pesticides and potency.

(9) Certified labs may retrieve samples from a marijuana licensee's licensed premises and transport the samples directly to the lab. Certified labs may also return any unused portion of the samples.

(3) Certified labs may reject or fail a sample if the lab has reason to believe the sample was not collected in the manner required by this section, adulterated in any way, contaminated with known or unknown solvents, or manipulated in a manner that violates the sampling protocols, limit tests, or action levels.

(4) DPHHS will take disciplinary action against any licensee or certified lab that fails to comply with the provisions of this section or falsifies records related to this section including, without limitation, revoking the license the licensed producer or processor, or certification of the certified lab.

Quality Assurance Testing

A third-party testing lab must be licensed by the State of Montana, Department of Health and Human Services (DPHHS) as meeting the state requirements MCA 37.107.301 and 37.107.306 prior to conducting quality assurance tests required under this section.

(1) In addition to passing a review of the application and an on-site assessment the laboratory must participate in a proficiency testing (PT) program and participate in two single-blind, single-concentration PT studies, where available, per year for each method it seeks accreditation. For all fields of testing, including those for which PT samples are not available, the laboratory shall ensure the reliability of its testing procedures by maintaining a total quality management system that meets all applicable requirements of V1:M1, Proficiency Testing, of the 2009 TNI Standards.

(2) Certified labs must use industry accepted equipment designed to accurately perform the testing the certified lab is being certified to.

(3) Quality assurance fields of testing. Certified labs must be certified to the following fields of testing by ISO approved auditor and must adhere to the guidelines for each quality assurance field of testing listed below. A lab must become certified or be actively seeking certification in all fields of testing the lab offers regardless of whether the test is required by the Department. Labs are required to submit proof they are seeking ISO certification and demonstrate proficiency in each area of testing within 180 days of being issued a license

(a) Potency analysis.

(i) Certified labs must test and report the following cannabinoids when testing for potency:

(A) THCA;

(B) THC;

(C) Total THC;

(D) CBDA;

(E) CBD; and

(F) Total CBD.

(ii) Calculating total THC and total CBD.

(A) Total THC must be calculated as follows, where M is the mass or mass fraction of delta-9 THC or delta-9 THCA: $M \text{ total delta-9 THC} = M \text{ delta-9 THC} + (0.877 \times M \text{ delta-9 THCA})$.

(B) Total CBD must be calculated as follows, where M is the mass or mass fraction of CBD and CBDA: $M \text{ total CBD} = M \text{ CBD} + (0.877 \times M \text{ CBDA})$.

(iii) Regardless of analytical equipment or methodology, certified labs must accurately measure and report the acidic (THCA and CBDA) and neutral (THC and CBD) forms of the cannabinoids.

(iv) Certified labs may combine in equal parts multiple samples from the same flower lot for the purposes of the following tests after the individual samples have been tested for potency analysis.

(a) Moisture analysis. The sample and related lot or batch fails quality assurance testing for moisture analysis if the results exceed the following limits:

(i) Moisture content more than twelve percent.

(b) Filth and Foreign matter screening. A laboratory shall analyze all samples for filth and foreign material present in the sample. "Filth and foreign material" includes but is not limited to hair, insects, feces, packaging contaminants, and manufacturing waste and by-products. The sample and related lot or batch fail quality assurance testing for foreign matter screening if the results exceed the following limits:

(i) Five percent by weight of stems 3mm or more in diameter; and

(ii) Two percent by weight of seeds or other foreign matter, including.

(iii) <10,000 CFU/g of culturable Mold

(iv) Mammalian Excreta

(c) Microbiological screening. The sample and related lot or batch fail quality assurance testing for microbiological screening if the results exceed the following limits:

(i) Salmonella: non-detectable in a gram of material;

(ii) Pathogenic E. Coli: 10 CFU/g;

(d) Mycotoxin screening. The sample and related lot or batch fail quality assurance testing for mycotoxin screening if the results exceed the following limits:

(i) Total of Aflatoxin B1, B2, G1, G2: 20 µg/kg of substance; and

(ii) Ochratoxin A: 20 µg/kg of substance.

(e) Residual solvent screening. Except as otherwise provided in this subsection, a sample and related lot or batch fail quality assurance testing for residual solvents if the results exceed the limits provided in the table below.

Solvent*	ppm
Acetone	5,000
Benzene	2
Butanes	5,000
Cyclohexane	3,880
Chloroform	2
Dichloromethane	600
Ethyl acetate	5,000

Solvent*	ppm
Heptanes	5,000
Hexanes	290
Isopropanol (2-propanol)	5,000
Methanol	3,000
Pentanes	5,000
Propane	5,000
Toluene	890
Xylene **	2,170

* And isomers thereof.

** Usually 60% *m*-xylene, 14% *p*-xylene, 9% *o*-xylene with 17% ethyl benzene.

(f) Pesticides. A sample and related lot or test batch fail quality assurance testing for pesticides if the results exceed the limits provided in the table below.

Analyte	Chemical Abstract Services (CAS) Registry Number	Action Level ppm; Unprocessed/Dry Flower	Action Level ppm; Extract
Abamectin	71751-41-2	0.5	2.5
Acequinocyl	57960-19-7	2	10
Bifenazate	149877-41-8	0.2	1
Bifenthrin	82657-04-3	0.2	1
Chlormequat chloride	999-81-5	1	5
Cyfluthrin	68359-37-5	1	5
Daminozide	1596-84-5	1	5
Etoxazole	153233-91-1	0.2	1
Fenoxycarb	72490-01-8	0.2	1
Imazalil	35554-44-0	0.2	1
Imidacloprid	138261-41-3	0.4	2
Myclobutanil	88671-89-0	0.2	0.6
Paclobutrazol	76738-62-0	0.4	2
Permethrins †	52645-53-1	0.2	1
Spinosad	168316-95-8	0.2	1
Spiromesifen	283594-90-1	0.2	1
Spirotetramat	203313-25-1	0.2	1
Trifloxystrobin	141517-21-7	0.2	1

† Permethrins should be measured as cumulative residue of cis- and trans-permethrin isomers (CAS numbers 54774-45-7 and 51877-74-8).

† Pyrethrins should be measured as the cumulative residues of pyrethrin 1, cinerin 1 and jasmolin 1 (CAS numbers 121-21-1, 25402-06-6, and 4466-14-2 respectively).

(g) Heavy metal screening (random schedule to be determined by DPHHS). A sample and related lot or batch fail quality assurance testing for heavy metals if the results exceed the limits provided in the table below.

Metal	µ/daily dose (5 grams)
Inorganic arsenic	10.0
Cadmium	4.1
Lead	6.0
Mercury	2.0

(4) Quality assurance testing required. The following quality assurance tests are the minimum required tests for each of the following marijuana end products, respectively. Licensees and certified labs may elect to do multiple quality assurance tests on the same lot or testing for mycotoxin, pesticides, or heavy metals.

(a) General quality assurance testing requirements for certified labs.

(i) Certified labs must record an acknowledgment of the receipt of samples from producers or processors in the DPHHS seed to sale traceability system. Certified labs must also verify if any unused portion of the sample was destroyed or returned to the licensee after the completion of required testing.

(ii) Certified labs must fail a sample if the results for any limit test are above allowable levels.

(b) End products. All marijuana, marijuana-infused products, marijuana concentrates, marijuana mix packaged, and marijuana mix infused end products require the following quality assurance tests:

Testing Requirements

Product Type	Testing Requirement if intended for sale from a dispensary	Testing Requirement if intended for further processing
Usable marijuana	<ul style="list-style-type: none"> • Pesticide • Moisture content • Cannabinoid profile • Microbiological • Mycotoxin • Filth and foreign matter • Heavy metals (Random) 	<ul style="list-style-type: none"> • Moisture Content • Microbiological • Mycotoxin

Product Type	Testing Requirement if intended for sale from a dispensary	Testing Requirement if intended for further processing
Extract / concentrate	<ul style="list-style-type: none"> • Pesticides • Residual solvents • Cannabinoid profile • Microbiological • Mycotoxin 	<ul style="list-style-type: none"> • Pesticides • Residual Solvents
Cannabinoid products intended for human consumption, ingestion and cannabinoid suppositories, topicals and transdermal patches	<p style="text-align: center;">Cannabinoid Profile Microbiological Mycotoxin</p>	<p style="text-align: center;">Cannabinoid Profile Microbiological Mycotoxin</p>

(i) No lot of usable flower, batch of marijuana concentrate, or batch of marijuana-infused product may be sold or transported until the completion and successful passage of quality assurance testing as required in this section, except:

(5) Samples, lots, or batches that fail quality assurance testing.

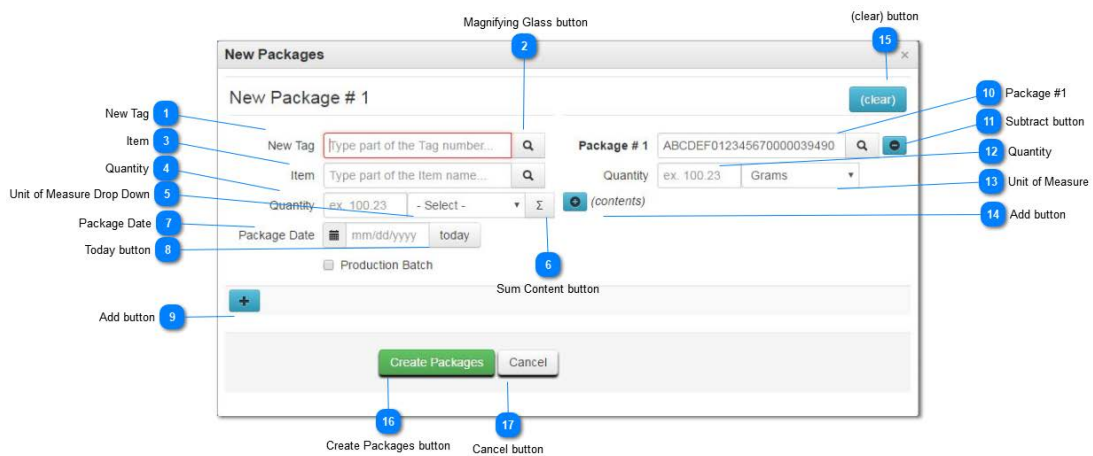
(a) Retesting. At the request of the licensee or lab, DPHHS may authorize a retest to validate a failed test result on a case-by-case basis. All costs of the retest will be borne by the provider or lab requesting the retest. Potency retesting will generally not be authorized.

(b) Remediation. Licensees may remediate failed harvests, lots, or batches so long as the remediation method does not impart any toxic or deleterious substance to the usable marijuana, marijuana concentrates, or marijuana-infused product. The entire harvest, lot, or batch the failed sample(s) were deducted from must be remediated using the same remediation technique. No remediated harvest, lots or batches may be sold or transported until the completion and successful passage of quality assurance testing as required in this section.

(6) Certified labs are not limited in the amount of usable marijuana and marijuana products they may have on their premises at any given time, but a certified lab must have records proving all marijuana and marijuana-infused products in the certified lab's possession are held only for the testing purposes described in this section.

(7) Upon the request of DPHHS, a licensee or a certified lab must provide samples of marijuana or marijuana products or samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks. Samples may be screened for pesticides and chemical residues, unsafe levels of heavy metals, and used for other quality assurance tests deemed necessary by the DPHHS.

Creating Sub-Contracting Samples Packages from Existing Test Sample Package(s)



Sub-Contracted Test Samples are only allowed under specific situations as permitted by the state. Only one Sub-Contracted test sample per METRC package tag is allowed. This prevents multiple test results of the same testing type from being entered into a single parent package. All Sub-Contracted test samples must have test results entered in METRC. To create a Sub-Contracted Test Sample, click on the existing test sample listed in the Active Packages list of test samples currently in the license inventory. This will highlight the test sample in orange. Then click on the Submit for Testing button. This will bring up the pop up window above.

1

New Tag

New Tag

New Tag is used to identify the new Sub-Contracted Test Sample associated with the new test sample currently being created to be sent to another testing lab.

2

Magnifying Glass button



Magnifying Glass button is used to display a list of available Package Tag numbers that are currently available for use.

3

Item

Item

Item is used to identify the Item Name of the product currently being created. Item names must be created prior to creating a new sub-sample.

4

Quantity

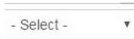
Quantity

Quantity is used to identify the amount of weight based product or count based items

that are being put into the current sub-sample package being created.

5

Unit of Measure Drop Down

A dropdown menu with a small downward arrow on the right side. The text inside the menu is "- Select -".

Unit of Measure Drop Down is used to select the unit of measure for the current test sample package being created. This will be either weight based or count based.

6

Sum Content button

A small rectangular button with a grey background and a black border. It contains the Greek letter sigma (Σ).

The Sum Content button is used to automatically calculate the sum of the new sample package based on the combined quantities of the amount pulled from each existing package. The unit of measure must be filled in for the new package being created in order for the system to calculate the total quantity correctly. This will help eliminate mistakes in calculating the true weight/count of your new package.

7

Package Date

An input field with a grey border. To the left of the field is the text "Package Date" and a small calendar icon. Inside the field, the text "mm/dd/yyyy" is visible.

Package Date is used to identify the date the current sub-sample package is being created. You can select the today button or enter a date.

8

Today button

A small rectangular button with a grey background and a black border. It contains the text "today".

Today button can be used to auto populate the current date that the current package is being created on.

9

Add button

A small square button with a teal background and a white border. It contains a white plus sign (+).

Add button is used to add another New Package to be created simultaneously. Keep in mind that every sub-sample package must have a contents section.

10

Package #1

An input field with a grey border. To the left of the field is the text "Package # 1". Inside the field, the text "ABCDEF012345670000039490" is visible. To the right of the field is a small magnifying glass icon.

Package #1 is used to identify which test sample package(s) is being pulled from to create the new sub-sample package.

11

Subtract button

A small square button with a teal background and a white border. It contains a white minus sign (-).

The subtract button is used to remove the current contents sample package. Keep in mind that every sub-sample or sample package must have a contents section.

12

Quantity

Quantity

Quantity is used to state the exact quantity of weight based or count based product(s) is/are being used to create the new sub-sample package.

13


Unit of Measure

Grams

Unit of Measure is used to identify the current unit of measure of the test sample package being pulled from to create the new sub-sample package.

14

Add button

 (contents)

The add button is used to add another contents package if pulling from multiple test sample packages.

15

(clear) button



Clear button is used to clear all entries that have entered into the current sections.

16

Create Packages button



Create Package button is used to create the new sub-sample package(s) that need to be created.

17

Cancel button



Cancel button is used to exit the current screen without making any new sub-sample packages and return to the previous screen.

Transfers - Keep in Mind

- A transfer must be created anytime a package or test sample moves from one physical location or license number to another.
- A Manifest Transfer is the only way to electronically move from one licensee's inventory to a testing lab's inventory.
- To print a manifest, click on the manifest number to highlight in orange, then click on View Manifest button. Then the manifest may be printed.
- A package must be received completely: the system DOES NOT allow for a partial package to be received (1/2, 1/4 or 3/4 of a package).
- A transfer can be rejected by package or completely.
- A rejected package will require the originating Licensee to receive the package back into their custody.
- A package must exist in order for it to be selected for transfer. Transfers are real-time inventory dependent.
- If you receive a package, you will have the opportunity to report a new weight or a more scientific weight (up to 4 places after the decimal).
- You must receive the transfer in METRC as soon as you as verify the count or weight of the product being received.
- If you have any question at all about the transfer, you need to reject it.

Testing Types

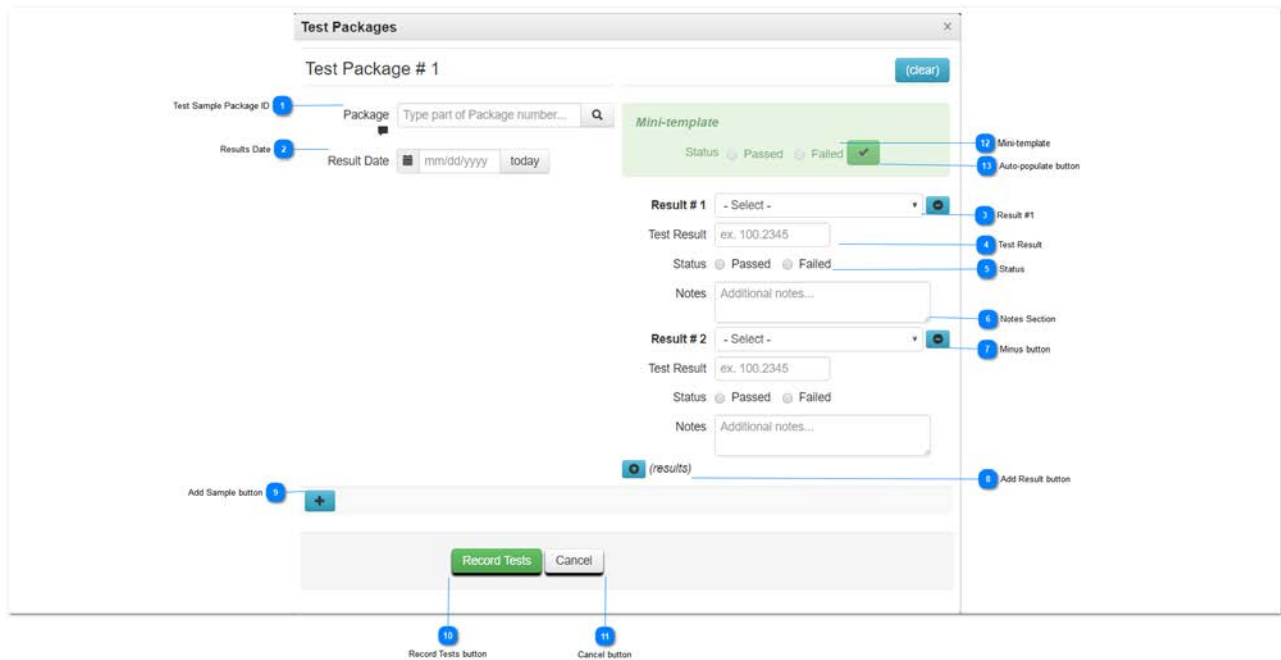
The State sets up the criteria of what test types are required for testing in METRC.

Lab Test Type	Lab Test Type	Lab Test Type
Abamectin	Heavy Metals	Spiromesifen
Acequinocyl	Hepantes	Spirotetramat
Acetone	Hexanes	THC
Aflatoxin	Imazalil	THCa
Benzene	Imidacloprid	Toluene
Bifenthrin	Inorganic arsenic	Total CBD
Bifenzate	Isopropanol (2-propanol)	Total THC
Butanes	Lead	Trifloxystrobin
Cadmium	Mercury	Xylene
CBD	Methanol	
CBDA	Microbiological	
Chlormequat chloride	Moisture analysis	
Chloroform	Myclobutanil	
Cyclohexane	Ochratoxin A	
Cyfluthrin	Paclobutrazol	
Daminozide	Pentanes	
Dichloromethane	Pesticide	
E. Coli	Propane	
Ethyl acetate	Pyrethrins	
Etoxazole	Residual Solvent	
Fenoxycarb	Salmonella	
Filth and Foreign Matter	Spinosad	

ALL testing will be entered into METRC including passing and failing results. All results should be entered completely & scientifically with all information included.

A Testing Facility Internal Test Number may be entered for that testing facility to know what specific Internal Test Number that test results refers to. This feature is especially helpful if a test result is called into question at a later date. This is optional.

Entering Test Results



1

Test Sample Package ID

Package

Test Sample Package ID is the test sample package number that corresponds to the test results that are being entered.

2

Results Date

Result Date

Results Date is the date that the test result(s) are being entered. The Today button can be used to enter the current date.

3

Result #1

Result # 1

Result #1 is used to choose the specific test type that was tested and those specific results which need to be entered.

4

Test Result

Test Result

Test Result is used to enter a specific quantity or result for the test type being entered. The test results box can have whole numbers or numbers with up to 4 places after the decimal. This number should be specific to what the test results yielded.

5

Status

Status Passed Failed

Status is used to choose a Passed or Failed result for the specific test type being entered which passed or failed testing.

6

Notes Section

Notes

Notes section is used to enter any supporting information or documentation regarding test results including internal testing number, break down information regarding the result, correction information in the case of correcting incorrect results entered earlier, etc.

7

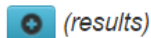
Minus button



Minus button is used to remove the specific test result that is being entered.

8

Add Result button



Add Result button is used to add an additional Test Result if necessary. A testing facility can add as many results as necessary to complete that specific testing that was done on a specific test sample.

9

Add Sample button



Add Sample button is used to enter test results on another test sample package simultaneously.

10

Record Tests button



Record Tests button is used to record the specific test results that have been entered by a testing facility to the specified test samples listed above.

11

Cancel button



Cancel button is used to cancel out of the test result screen without entering the test results at all.

12

Mini-template

Status Passed Failed

Mini-template is used to enter a pass or fail status to multiple test results if so desired by the test facility. This must be used in conjunction with the green Auto-populate button (green check mark).

13

Auto-populate button



Auto-populate button is used to Auto-populate the Passed or Failed status to the multiple test results being entered below.

Test Results per Category

Test Category	How to Enter Result	If Result is Failure
Moisture Content	Select “Moisture Content”, select pass or fail as the status, then enter the percentage of the value found during analysis	No additional information required, if fail then select “Failed” and enter the specific percentage of the Moisture Content that failed
Potency	Result #1 Select “THC (%)” and select pass or fail as the status, then enter the percentage of THC. Result #2 Select “THCa (%)” and select pass or fail as the status then enter the percentage of THCa. Result #3 Select “Total THC (%)” and select pass or fail as the status then enter the percentage of Total THC. Result #4 Select “CBD (%)” and select pass or fail as the status then enter the percentage of CBD. Result #5 Select “CBDa (%)” and select pass or fail as the status then enter the percentage of CBDa. Result #6 Select “CBG (%)” and select pass or fail as the status then enter the percentage of CBG.	No Additional information required, if fail then select “Failed” and enter the specific percentage of the Cannabinoid that failed.
Foreign Matter and Filth Inspection	Result #1 Select “Foreign Matter & Filth” and select pass or fail as the status then in the Notes Section, enter any findings found during the visual inspection of the product being analyzed.	No additional information required, if fail then select “Failed” and enter in the Notes Section the specific information that caused the Foreign Matter & Filth Inspection to fail.
Microbiologicals	Result #1 Select “Microbiologicals” and select pass or fail as the status. (If fail, see Result#2. If pass and none detected, select pass and in the Notes Section enter None Detected.) Result #2 Select “Aflatoxin” and select Failed as the status, then enter the Aflatoxin B1, B2, G1, G2 and enter the µg/kg detected if applicable. Result #3 Select “E. Coli” and select pass or fail as the status then enter the CFU/g detected if applicable. Result #4 Select “Ochratoxin A” and select pass or fail as the status then enter the CFU/g detected if applicable. Result #5 Select “Salmonella” and select pass or fail as the status then enter the CFU/g detected if applicable. Result #6 Select “Total Yeast & Mold Count (CFU/g)” and select pass or fail as the status then enter the CFU/g detected if applicable.	If coliforms or µg/kg are detected, select the Microbiological Contamination found and select “Failed” as the status, then enter the CFU/g or µg/kg detected.
Water Activity	Select “Water Activity (Aw)” and select pass or fail as the status, then enter the Aw detected.	If fail, select “Failed” as the status, then enter the Aw detected.
Heavy Metals – Random	Result #1 Select “Heavy Metals” and select Pass or fail as the status. (If fail, see Result #2. If pass or none detected, select pass and in the Notes Section enter “None Detected”.) Result #2 Select “Cadmium” and select fail as the status, then enter the PPM detected if applicable Result #3 Select “Inorganic Arsenic” and select fail as the status, then	If Heavy Metals are detected, select the Heavy Metal detected then select “Failed” as the status, and enter the PPM of that Heavy Metal

Test Category	How to Enter Result	If Result is Failure
	<p>enter the PPM detected if applicable.</p> <p>Result #4 Select "Lead (PPM)" and select fail as the status, then enter the PPM detected if applicable.</p> <p>Result #5 Select "Mercury (PPM)" and select fail as the status then enter the PPM detected if applicable.</p>	<p>detected. This should be done for each Heavy Metal detected.</p>
Residual Solvents	<p>Result #1 Select "Residual Solvents" and select Pass or fail as the status. (If fail, see Result #2. If pass or none detected, select pass and in the Notes Section enter "None Detected".)</p> <p>Result #2 Select "Acetone" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #3 Select "Benzene (PPM)" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #4 Select "Butanes (PPM)" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #5 Select "Chloroform" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #6 Select "Cyclohexane" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #7 Select "Dichloromethane" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #8 Select "Ethyl Acetate" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #9 Select "Heptanes" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #10 Select "Hexanes" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #11 Select "Isopropanol (2-Propanol)" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #12 Select "Methanol" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #13 Select "Propanes" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #14 Select "Pentanes" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #15 Select "Toluene" and select pass or fail as the status, then enter the PPM detected if failed.</p> <p>Result #16 Select "Xylenes" and select pass or fail as the status, then enter the PPM detected if failed.</p>	<p>If Residual Solvents are detected select "Residual Solvents" then select Fail.</p> <p>Then select the Solvent detected then Select "Failed" as the status, and enter the PPM of that Solvent detected. This should be done for each Solvent described.</p>
Pesticides	<p>Result #1 Select "Pesticides" and select pass or fail as the status. (If fail, see Result #2. If pass and none detected, select pass and in the Notes Section enter None Detected.)</p> <p>Result #2 Select the Analyte that failed, then select fail and enter the specific value detected as parts per million in the quantity field. (If more than one Analyte failed, then enter each one as its own result.) This would include the following Analytes: Abamectin, Acequinocyl, Bifenazate, Bifenthrin, Chlormequat Chloride, Cyflurthrin, Daminozide, Etoxazole, Fenoxycarb, Imazalil, Imidacloprid, Myclobutanil, Pacllobutrazol, Pyrethrins, Spinosad, Spiromesifen, Spirotetramat, and Trifloxystrobin.</p>	<p>If a specific analyte is detected, select the Analyte detected then select "Failed" as the status and enter the PPM of that Analyte detected. This should be done for each Analyte Detected.</p>

.CSV Imports

Testing Labs can upload .CSV files for Lab Testing Results and package adjustments.

Importing Lab Results

Testing facilities now have the option to input testing results directly into METRC, via a .CSV file. As with Package Adjustment, a .CSV upload file *must* be set up in a specific format to facilitate successful upload. Please see the information below for field names and explanation of format.

Testing Results CSV Format

-Fields: ResultDate,Label,LabTestTypeName,Quantity,Passed,Notes

-Notes is an *optional* field. It can be left blank.

-Example: 2015-12-15,ABCDEF012345670000000001,Total THC,20.3,True,23.3 mg/g

Field	Format	Description
Result Date	YYYY-MM-DD	US Short Date or ISO 8601 Date
Label	Alphanumeric (24)	Package Tag's ID
Lab Test Type Name	Alphanumeric	
Quantity	Numeric	
Passed	Boolean	"True" or "False"
Notes	Alphanumeric	

Importing Package Adjustments

Licensees have the option to upload Package Adjustments directly into METRC, via a .CSV file. As with Testing Results, a .CSV upload file *must* be set up in a specific format to facilitate successful upload. Please see the information below for field names and explanation of format.

Field	Format	Description
Package ID	Alphanumeric (24)	Package Tag's ID
Quantity	Decimal (+/-)	Numeric amount to affect the Package's quantity
Unit of Measure	Alpha	One of the following: <ul style="list-style-type: none"> • Each • Ounces • Grams • Milligrams • Kilograms • Pounds
Adjustment Reason	Alpha	One of the following: <ul style="list-style-type: none"> • Drying • Entry Error • License to License Transfer • Scale Variance • Spoilage • Theft • Waste *The above list is subject to change with, or without notice
Adjustment Date	MM/DD/YYYY or YYYY-MM-DD	US Short Date or ISO 8601 Date
Badge Number	Alphanumeric	Badge Number of employee responsible for the adjustment

The following example shows several lines of a CSV:

```
-1A400000266EF88000004FD,10,Each,"Entry Error",06/17/2014,M12345
-1A400000266EF88000004FE,-1,Ounces,"Drying",06/16/2014,M12345
-1A400000266EF88000004FF,-3,Kilograms,"Waste",06/14/2014,M12345
```

If you have a LMS System, then that system can help you to be able to export the proper file format out of your LMS System. Once that is updated to export a Package Adjustments CSV, you will be able to simply grab that file and import it into METRC.

Please note:

- **The CSV import will be rejected if:**

- Any Package included in the CSV is not part of your Facility
- Any Unit of Measure doesn't match the Package's type (i.e., Each vs Ounces)
- The Adjustment Reason doesn't match an existing entry
- The Adjustment Date is in an invalid format
- The Occupational License Number isn't valid in the State's record
- Any files uploaded will be automatically imported!
- Once a file is uploaded, it cannot be removed!
- Every upload is tied to your account!
- Files are limited to 1 MB (megabyte) in size
- All files will be scanned by antivirus software

Proficiency Testing

Proficiency instructions for METRC will be distributed at a later date.

METRC Support

- Material Support
 - Montana State Supplemental Guide
 - METRC Manual/User Guide
 - METRC Testing Lab User Guide
- Interactive Support
 - Email - support@metrc.com
 - METRC support line - 877-566-6506
 - a. Monday - Friday: 8 am - 7 pm MTN
 - b. Saturdays: 8 am - 6 pm MTN
 - c. Sundays: Voice mail & Email Only
- Training - sign up through the METRC website (www.metrc.com/montana) or the Support Tab on the long black navigation bar in METRC.

To sign up from your METRC account:

- Click on Support menu from the top navigation bar.
- Click on the Sign up for Training choice under the Support menu.
- Click on the date for the specific training desired, then register for the training class.

To sign up from www.metrc.com/montana:

- Click on the Training Sign Up green button.
- Click on the date for the specific training desired, then register for the training class.