Metrc Support Bulletin



Bulletin Number: LA_IB_0026	Distribution Date: 1/6/20	Effective Date: Ongoing	
Contact Point: Metrc® Support	Subject : CSV Upload of Destroyed Vegetative and Flowering Plants		
Reason: Metrc and the State of Louisiana are providing additional guidance to the industry on utilizing the CSV for recording the destruction of vegetative and flowering plants			

Greetings Metrc Users,

Metrc, in conjunction with the LDAF, is providing additional guidance on the changes to the process for destroying vegetative and flowering plants outlined in LA Industry Bulletin #25. Metrc would like to underscore the CSV upload functionality's availability when recording a batch of plants destruction.

Per the LDAF: **If the licensee is destroying a batch of vegetative plants**, the industry user can total the weight of the destroyed plants by location and input the average plant weight for each plant destroyed in the batch. This action can be recorded either through the user interface or the CSV upload. **If the licensee is destroying flowering plants**, the industry user must record all plant weights individually.

Please see the following pages for more details:

Metrc Support Bulletin



CSV Upload for Destroyed Plants

If destroying plants in the vegetative or flowering phase, it will now be required to enter additional information about each plant, including the individual plant weight. If there is a large batch of plants that are being destroyed, the CSV upload functionality may be best suited to enter the action into the system. To reach the CSV Upload functionality, use the Data Import button on the top navigational menu (shown below in **Figure 1**).

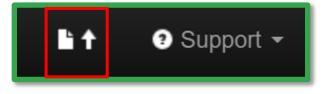


Figure 1: Navigate to the Data Import Functionality

Once in the Data Import screen, select the "Destroy Plants" CSV tab, shown below in **Figure 2**.

 Inting From Plant 	Plants Growth Phase	Destroy Plants	Manicure Plants	Harvest Plants
Destroy Plants Import Please review the <i>Destroy Plants</i> CSV guidelines for information on the format required by the import proces				
All imported entries can be reviewed under the Plants Inactive tab in the Plants page.				
Select files				

Figure 2: Destroy Plants Data Import

The formatting for the CSV file columns and examples can be seen on this page, or for documentation on all of the potential CSV file imports, the CSV Formatting Guide is located under the Support tab as shown below in **Figure 3**.

Metrc Support Bulletin



Land And And And And And And And And And A				
Manual / User Guide				
Louisiana Supplemental Guide Beginning Inventory Best Practices Memo				
CSV Formatting Guide				
Industry Reports Guide				
Proper RFID Tags Attachment				
Customer Support:				
- https://support.metrc.com/				
- support@metrc.com				
- 1-877-566-6506				
Sign up for Training				
Training Videos				
Technical Support				

Figure 3: CSV Formatting Guide in Support Menu

Please Note: If recording the destruction of multiple **vegetative plants in one location**, the LDAF will allow for a total weight to be taken for the location and an average weight per plant to be entered for each plant. If recording the destruction of multiple **flowering plants**, the LDAF requires the weights to be entered individually and not an average.

Please feel free to contact Support at <u>support@metrc.com</u> or 877-566-6506 with any questions.