



Intermediary Stop Metrc Transfer Guide

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Introduction

In January of 2020, the Oregon Liquor Control Commission adopted changes to Oregon Administrative Rules Chapter 845, Division 25. These include general clarifications and changes regarding how recreational marijuana licensees should generate manifests in CTS. These changes also specifically address how licensees must generate manifests with respect to the practice of “cold calling” or “hopscotching” product from one location to multiple destinations. (Referred to as “cold calling” throughout this guide.)

This refers to the practice of a licensee or representative leaving a facility with several different packages of marijuana items that they are planning to take to several different licensees as potential buyers who may wish to purchase the product.

This guide details how cold calling to intermediary stops must be done to remain in compliance with OLCC rules. To remain compliant, licensees may only undertake the activities described in this guide if:

- The “route” as recorded on the manifest in CTS includes the trade name, license number, address, and estimated arrival time for each licensed premises that will be visited as an intermediary stop;
- The amount of marijuana in the vehicle is no greater than:
 - o 25 pounds of usable marijuana;
 - o 1 pound of concentrate or extract; and
 - o 1,000 units of any individual cannabinoid product;
- All marijuana items are delivered to licensees or returned to the originating location within 60 hours of departure from the originating licensee; and
- All overnight stops are identified in the manifest route.

Cold calling to intermediary stops is done by a licensee creating a “circular manifest” to themselves, in which the same license number is both the originating and receiving license. The licensee will fill in the planned route information on the manifest with the complete route including directions and each licensed premises that is intended to be stopped at during the trip.

During the cold call, if the intermediary licensee(s) (the licensees who are the potential buyers) decide to receive the packages, the shipping license must edit the manifest to remove the specific packages that the licensee will receive and immediately generate a new manifest directly to the licensee that the shipping licensee representative is currently stopped at. Before leaving the premises, the shipping licensee should verify that this newly generated manifest has been recorded as received in CTS by the recipient licensee.

Editing the manifest in this manner is only permitted while the marijuana items subject to the change are physically located within the licensed premises of the intermediary stop.

Below you will find this process outlined using screen shots and notes related to how the manifests should be generated, edited, and completed. It is important that these steps are followed whenever this specific type of transfer takes place so as to maintain compliance with Oregon Administrative Rules.

Process Overview

The following sections will detail the process. As an overview, licensees will need to perform the following steps when engaging in this practice:

- Record the “circular” manifest
 - Include all items that will be “out for delivery.”
 - Include all locations (including trade name, license number, address, and estimated time of arrival at each intermediary stop) you plan to visit in the route.
 - Include any overnight stops, such as hotel stays.
- Perform cold calls to the listed destinations
- If a destination accepts some of the transported items:
 - Edit the circular manifest to remove those items.
 - Immediately record a new manifest to the receiving licensee that includes those same items.
 - Verify that the packages have been accepted in CTS.
 - Proceed to the next destination.
- If a destination accepts all remaining transported items:
 - Reject all packages on the circular manifest.
 - Record all rejected items as received.
 - Immediately record a new manifest to the receiving licensee that includes those same items.
 - Verify that the packages have been accepted in CTS.
- If not all marijuana items have been delivered to other licensees after the last stop:
 - Return to your licensed premises.
 - Accept all packages remaining on the circular manifest.
 - Return the marijuana items to the secure storage location(s) on the licensed premises.

Generating the “Circular” Manifest

When you generate the manifest, you will need to list your license number as the destination license number. In the planned route, you’ll need to include the specific route details and include all intermediary stops in the route, as shown below. The intermediary stops in this case would be the other licensed premises that you are planning on stopping at. You’ll need to list the Trade Name, License number, Address and Estimated Arrival Time for each premises visited on the manifest. You’ll then add the packages to the manifest that you are planning on taking with you during the transport.

Only full packages may be delivered. This means each UID you add to the manifest should be no larger of a package than the smallest amount you may want to deliver. For example, if you have 25 packages of

usable marijuana of one pound each under 25 different UID package tags, you may not deliver only a half-pound. Ensure that you have packaged all items in the smallest units that will be delivered. You will not be able to repackage until the items have physically returned to your licensed premises.

The screenshot shows a web form for creating a manifest. At the top, there's a 'Manifest' field with the value '0000012503'. Below it are fields for 'Transporter' (020-X0001), 'Employee ID' (XW123AB), 'Driver's Name' (Bob Smith), 'Driver's Lic. No.' (1234567), and 'Phone No.' (503-502-5555). To the right, there are fields for 'Vehicle Make' (FORD), 'Vehicle Model' (PINTO), and 'License Plate' (FALCON1). Below these are two 'Lookup' dropdowns. The 'Destination 1' field is set to '020-X0001'. The 'Type' is set to 'Transfer'. The 'Planned Route' section contains a detailed itinerary: 'Left on 1st street, Right on A street', 'Stop at 9am at location: OR Lofty Rec-Store 52 050-X0001 123 A Street, Portland, OR 97777', 'Leave shop on A street, Right on 2nd street, Stop at 10am at location: OR Lofty Rec-Store 56 050-X0002 456 2nd Street, Portland, OR 97777', 'Right on B Street', and 'Arrive back at farm'. The 'Est. Departure' is set to '01/15/2020' at '08:29 AM', and the 'Est. Arrival' is set to '01/15/2020' at '10:29 AM'. Below the route, there are four 'Package' entries, each with a UID and a search icon. At the bottom, there are 'Save Transfer' and 'Cancel' buttons.

When you generate the manifest you will need to list your license as the destination license.

In the planned route, you'll need to include the specific route details and include all intermediary stops in the route. The intermediary stops in this case would be the other licensed premises that you are planning on stopping at.

You'll need to list the Trade Name, License number, Address and Estimated Arrival Time for each premises visited on the manifest.

You'll then add the packages to the manifest that you are planning on taking with you during the transport.

Modifying the “Circular” Manifest after Arrival at a Stop

When you arrive at a stop on the circular manifest, and the license decides to purchase some of the packages that you have available, you will then go into your outgoing manifests section and click on the “edit” button to edit the circular manifest. It is important to remember that this is the only situation where you are allowed to edit a manifest that has already left your licensed premises. No other manifests may be edited or voided once they have left your facility.

Incoming (3/3) Outgoing (16/16) Rejected					
Manifest	Driver	Vehicle Info	Destination	Date Created	
0000012503	Bob Smith	Make: FORD Model: PINTO Lic. Plate: FALCON1	020-X0001 (OR LOFTY ESTABLISHMENT, LLC)	01/15/2020 08:34 am	Edit Void

Once you click the “edit” button on the manifest, you’ll be brought to a screen similar to the one below. You’ll hit the black “-” button next to the package number(s) that the licensee has decided to purchase from you. Note that this can only be done while the driver and packages are physically located at the licensed premises purchasing the products.

In this example, we will remove packages 3 and 4 in the below image.

Once you click the “edit” button on the manifest, you’ll be brought to a screen similar to this one. You’ll hit the black “-” button next to the package number(s) that the licensee has decided to purchase from you.

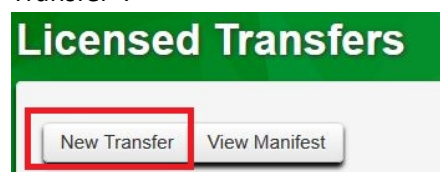
- Note that this can only be done while the driver and packages are physically located at the licensed premises purchasing the products.

Removing the packages from the manifest will put the packages back into your inventory. Once you’ve removed the packages from the manifest, click on the “Save Transfer” button.

- If the intermediary stop decides to purchase all the packages on the manifest, see the “completing the transfer” section of this guide.

Remember that in order to remain compliant, any license that the packages are being removed from and transferred to must be listed on the original manifest. You cannot remove packages from the original manifest and transfer them to a license not listed on the original manifest.

You’ll then go to your licensed outgoing transfers section and generate a new manifest by clicking “New Transfer”:



On the new manifest you are generating, you will add the packages that were removed from the original manifest in the previous step. The following information should be entered:

- The destination of this newly generated manifest will be the intermediary stop to which you are delivering the package(s).
- Within the planned route you will reference the original circular manifest from which the package(s) were removed, e.g. “packages taken off manifest XXX at intermediary stop.”
- The Estimated Departure and Estimated Arrival should be left as the pre-generated dates and times on the manifest.

Once the new manifest is configured, you'll register the transfer and the receiving licensee can receive the product into their inventory.

Edit Licensed Transfer

Manifest0000012701

Transporter020-X0001

- Lookup -

Employee IDXW123AB

Driver's NameBob Smith

Driver's Lic. No.1234567

Phone No.503-555-5555

(use default)

- Lookup -

Vehicle MakeFORD

Vehicle ModelPINTO

License PlateFALCON1

Destination 1050-X0001

Planned RouteTook package off manifest 12503 at intermediary stop 050-X0001 123 A Street, Portland, OR 97777

TypeTransfer

Est. Departure01/15/2020

9:00AM

Est. Arrival01/15/2020

9:00AM

Package # 11A4FF0300000001000000106

Package # 21A4FF0300000001000000079

(package)

(destination)

Save Transfer

Cancel

Completing the “Circular” Manifest Transfer

All circular manifests will terminate in one of two ways:

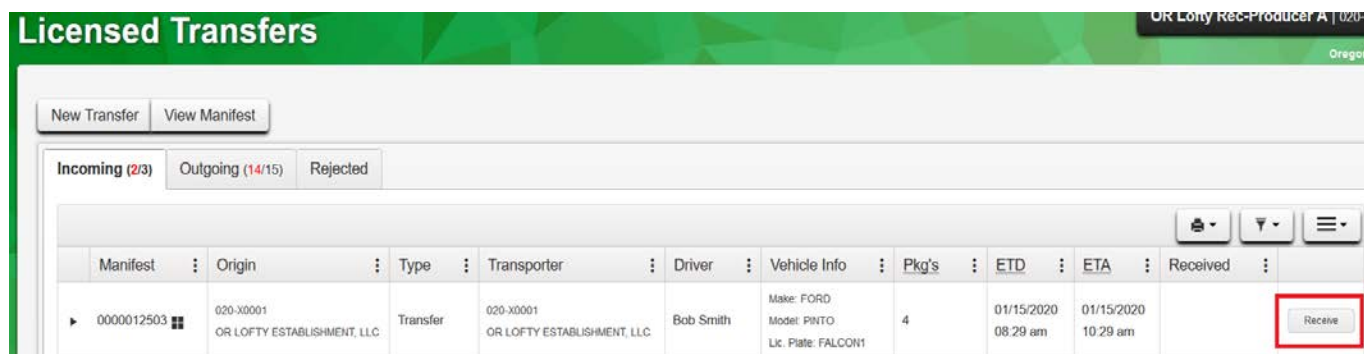
- 1) You will return to your licensed premises with packages left over that no licensed stop wanted to buy, or
- 2) One of your stops will want all of the packages that are remaining on the circular manifest.

Each of these two scenarios are described below with the proper method of completing the transfer and “closing out” the manifest.

Remember that manifests cannot be voided once they leave your facility!

Returning to the originating premises with remaining packages

In this scenario, you have made all the stops along the planned route and there are packages on the manifest remaining that were not purchased. Upon returning to the originating licensed premises within the required 60 hours, you will need to receive them back into your facility in order to properly reconcile your Metrc data. To do so, go to your licensed incoming transfers section and click on the “Receive” button.



The screenshot shows the 'Licensed Transfers' interface with a green header. Below the header are tabs for 'New Transfer' and 'View Manifest'. Under 'View Manifest', there are sub-tabs for 'Incoming (2/3)', 'Outgoing (14/15)', and 'Rejected'. The 'Incoming (2/3)' tab is active, displaying a table of transfer records. The table has columns: Manifest, Origin, Type, Transporter, Driver, Vehicle Info, Pkg's, ETD, ETA, Received, and an action column. A single record is shown with Manifest '0000012503', Origin '020-X0001 OR LOFTY ESTABLISHMENT, LLC', Type 'Transfer', Transporter '020-X0001 OR LOFTY ESTABLISHMENT, LLC', Driver 'Bob Smith', Vehicle Info 'Make: FORD, Model: PINTO, Lic. Plate: FALCON1', Pkg's '4', ETD '01/15/2020 08:29 am', and ETA '01/15/2020 10:29 am'. In the 'Received' column, there is a 'Receive' button highlighted with a red rectangle.

Manifest	Origin	Type	Transporter	Driver	Vehicle Info	Pkg's	ETD	ETA	Received	
0000012503	020-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	020-X0001 OR LOFTY ESTABLISHMENT, LLC	Bob Smith	Make: FORD Model: PINTO Lic. Plate: FALCON1	4	01/15/2020 08:29 am	01/15/2020 10:29 am		Receive

When the next screen appears you will then confirm the quantities in each of the remaining packages and accept them back into your facility. When the current weights have been confirmed, click on the green “receive” button.

The circular manifest must be received in order to put the packages back in your active inventory!

Receive Licensed Transfer

Manifest

0000012503

Transfer Type

Transfer

Origin Lic. No.

020-X0001

Origin Name

OR LOFTY ESTABLISHMENT, LI

Main Phone No.

+1-800-420-MAIN

Mobile Phone No.

+1-800-420-CELL

Transporter Lic. No.

020-X0001

Transporter Name

OR LOFTY ESTABLISHMENT, LI

Employee ID

XW123AB

Vehicle Make

FORD

Driver's Name

Bob Smith

Vehicle Model

PINTO

Driver's Lic. No.

1234567

License Plate

FALCON1

Phone No. for Questions

503-502-5555

Template

☐ Reject
☒

Package # 1

1A4FF0300000001000000112

Item

Ace of Spades Buds

Shipped Qty.

3927.7

g

☐ Reject
☒

Receive Qty.

3927.7

Grams

Package # 2

1A4FF0300000001000000114

Item

AK-47 Pre-Rolls

Shipped Qty.

1995.8048

g

☐ Reject
☒

Receive Qty.

1995.8048

Grams

Receive Transfer

Cancel

An intermediary stop wants to accept the final package(s) on the manifest

In this scenario, you arrive at one of the stops along the manifest's planned route and the licensee wants to accept all of the remaining packages on the manifest. If you try to remove all the packages from the manifest as described on page 5 of this guide, you will receive an error message stating that a package must be on the manifest.

Edit Licensed Transfer

Manifest: 0000012503

Transporter: 020-X0001

- Lookup -

Employee ID: XW123AB

Driver's Name: Bob Smith

Driver's Lic. No.: 1234567

Phone No.: 503-502-5555 (use default)

Vehicle Make: FORD

Vehicle Model: PINTO

License Plate: FALCON1

Destination 1: 020-X0001 (clear)

Type: Transfer

Planned Route: Left on 1st street Right on A street Stop at OR Lofty Rec-Store 52 050-X000 1123 A Street, Portland, OR 97777 Leave shop on A street, Right on 2nd street Stop at OR Lofty Rec-Store 56 050-X0002456 2nd Street, Portland, OR 97777 Right on B Street Arrive back at farm

Est. Departure: 01/15/2020 today 08 : 29 AM

Est. Arrival: 01/15/2020 today 10 : 29 AM

*** This field is required**

Package # 1: Type part of Package number... (clear)

(package)

(destination)

Save Transfer Cancel

There are two options to prevent this error, as explained below.

Option 1: Instead of editing the manifest, you'll instead need to reject the circular manifest, receive the rejected manifest back into your inventory, and then create a new manifest directly to the licensee receiving the packages.

Click on the "receive" button in your incoming licensed transfers section of Metrc.

Licensed Transfers										
New Transfer View Manifest										
Incoming (2/3) Outgoing (14/15) Rejected										
Manifest	Origin	Type	Transporter	Driver	Vehicle Info	Pkg's	ETD	ETA	Received	
▶ 0000012503	020-X0001 OR LOFTY ESTABLISHMENT, LLC	Transfer	020-X0001 OR LOFTY ESTABLISHMENT, LLC	Bob Smith	Make: FORD Model: PINTO Lic. Plate: FALCON1	4	01/15/2020 08:29 am	01/15/2020 10:29 am		Receive

When you go to reject the circular manifest, you'll record the reason as "Circular Manifest – Final Stop." Record the note as "Manifest XXXX rejected to send product to License YYYY" (Where "XXXX" is the actual manifest number and "YYYY" is the license number of the license to whom the next manifest will be generated). You can use the green "template" section to select the reject box, reject reason and note section and then click the green check boxes to the right of each option to flow it down to the packages.

Receive Licensed Transfer

Manifest

0000012401

Transfer Type

Transfer

Origin Lic. No.

020-X0001

Origin Name

OR LOFTY ESTABLISHMENT, LL

Main Phone No.

+1-800-420-MAIN

Mobile Phone No.

+1-800-420-CELL

Transporter Lic. No.

020-X0001

Transporter Name

OR LOFTY ESTABLISHMENT, LL

Employee ID

XW123AB

Vehicle Make

Starship

Driver's Name

Bob Smith

Vehicle Model

Enterprise

Driver's Lic. No.

1234567

License Plate

NCC 1701-D

Phone No. for Questions

503-555-5555

Template

Reject

Reject Reason

Circular Manifest – Final Stop

Required Note

Manifest 12401 rejected to send

Package # 1

ABCDEF012345670000013093

Item

Buds

Shipped Qty.

320.42

g

Reject

Reject Reason

Circular Manifest – Final Stop

Required Note

Manifest 12401 rejected to send

Package # 2

1A4FF0300000001000000143

Item

TSTA-TRM

Shipped Qty.

10

g

Reject

Reject Reason

Circular Manifest – Final Stop

Required Note

Manifest 12401 rejected to send

Receive Transfer

Cancel

Once you've rejected the packages, click on "receive transfer."

The rejected packages can then be added to a new manifest going to the correct license number listed on the previous manifest.



When you add the packages to the new manifest, you will enter the license number of the intermediary stop that is accepting the transfer as the destination on the manifest. The times of Estimated Departure (ETD) and Estimated Arrival (ETA) listed on the manifest should be left as the ETD and ETA that is pre-generated when the manifest is created. In the manifest, complete the planned route with a statement of “packages taken off manifest XXXX at intermediary stop” (where “XXXX” is the original manifest that was rejected in the previous step). Once you’ve filled out the manifest correctly, register the transfer and the receiving license can accept it into their inventory.

New Licensed Transfer

Transporter

020-X0001

Q

Bob Smith (XW123AB)

▼

Employee ID

XW123AB

Driver's Name

Bob Smith

Driver's Lic. No.

1234567

Phone No.

+1-123-456-7890

(use default)

FORD PINTO FALCON1

▼

Vehicle Make

FORD

Vehicle Model

PINTO

License Plate

FALCON1

Destination 1

050-X0001

Q

(clear)

Planned Route

Took packages off manifest 12503 at intermediary stop 050-X0001 123 A Street, Portland, OR 97777

Type

Transfer

▼

Est. Departure

01/15/2020

today

9

:

00

AM

Est. Arrival

01/15/2020

today

09

:

00

AM

Package # 1

1A4FF0300000001000000112

Q

⊖

Package # 2

1A4FF0300000001000000114

Q

⊖

Package # 3

1A4FFFB00030D41000000106

Q

⊖

Package # 4

1A4FFFB00030D41000000079

Q

⊖

⊕ (package)

⊕ (destination)

Register Transfer

Cancel

Option 2: Take more than you plan to sell on the circular manifest.

Another way to avoid having to reject a circular manifest with packages on it is to include more packages on your manifest than you intend to sell.

For example, on the manifest you may include a “show case” that you intend to display but not offer for sale. This package would be taken into each intermediary stop to display (e.g. show the quality of the product and set up future sales calls or trade samples), but would never be left behind and would therefore remain on the manifest until arriving back at the originating licensed premises.

Similarly, if a normal sales trip contains 20 packages in the vehicle, you could add a 21st package that remains in the vehicle throughout the trip and is never taken into intermediary stops for sale. This package would act as “placeholder” on the manifest so that you can remove the other packages without any issues.

Important: Only include packages on the manifest that are physically in the vehicle!

Any “placeholder” package would need to be physically in the vehicle and meet all transport requirements while en route.

Once you return to your facility after the circular manifest trip has concluded, you would simply receive all remaining packages back into your active inventory for use on another manifest in the future.

For questions or more information:

Reach out to our CTS Compliance Team at:

503-872-5190

Marijuana.CTS@Oregon.gov

Visit the [Oregon Metrc Wiki](#)

Reach out to Metrc Support at:

1-877-566-6506

Support@Metrc.com