COLORADO
Department of Revenue
Marijuana Enforcement Division

Compliance Tip August 2, 2023

Topic: Zero & Negative Quantity Unfinished Packages in the Inventory Tracking System

Applicable Rules: 3-805(E)(1)

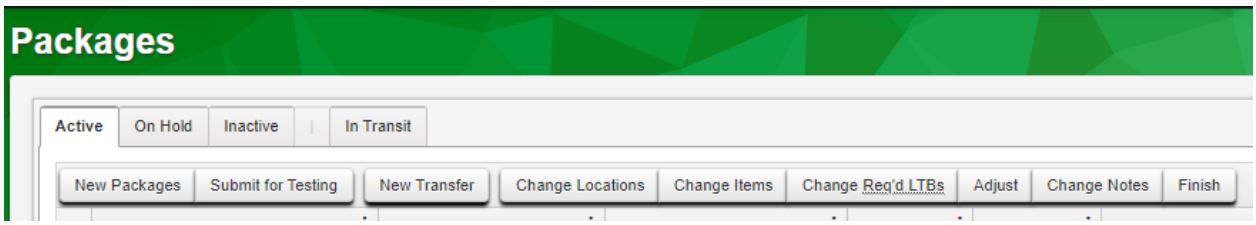
The Colorado Department of Revenue's Marijuana Enforcement Division (MED) is issuing this Compliance Tip to provide guidance to Licensees regarding zero and negative quantity packages remaining unfinished in the Inventory Tracking System (Metrc).

Colorado Marijuana Rule 3-805(E)(1) – Regulated Marijuana Businesses: Inventory Tracking System

E. General Inventory Tracking System Use

1. Reconciliation with Inventory. All inventory tracking activities at a Regulated Marijuana Business must be tracked through use of the Inventory Tracking System (Metrc). A Licensee must reconcile all on-premises and in-transit Regulated Marijuana inventories each day in the Inventory Tracking System at the close of business.

The Metrc Packages Grid: This grid within Metrc displays the current and past inventory for the licensee.

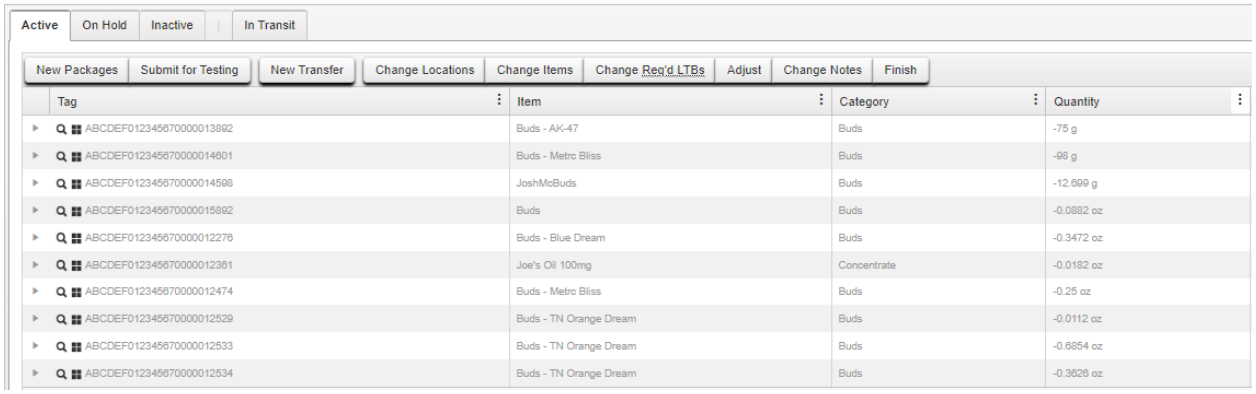


- "Active" packages are unfinished packages and should show the current physical inventory of the license.
- "On Hold" packages are subject to an Administrative Hold.
- "Inactive" packages are finished or discontinued packages and the associated marijuana with those packages should not physically be on the licensee's Licensed Premises.

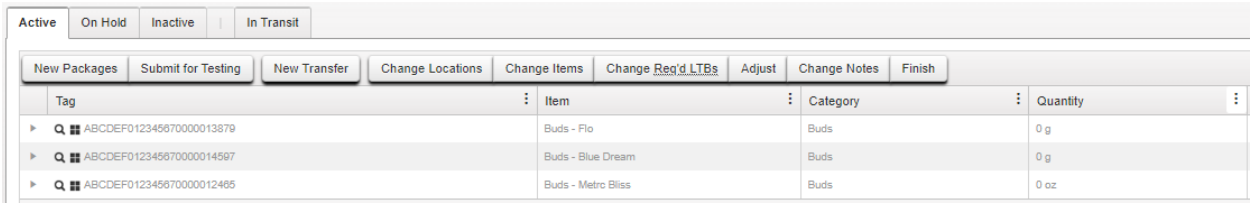
Why This Is Relevant: Rule 3-805(E)(1) directs licensees to perform *daily* reconciliation of their inventory captured in Metrc. Licensees should be diligent in finishing packages in Metrc when the physical marijuana associated with that package is no longer on the licensee's Licensed Premises. Licensees should timely identify any negative quantity packages and perform any

necessary adjustments to complete their daily reconciliation. **Unfinished packages can lead to slower response times within Metrc.**

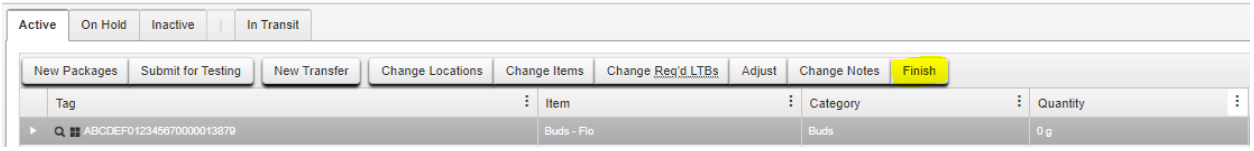
Negative Quantity Packages in Metrc: Within a Licensee's Packages grid, "Active" packages containing negative quantities can be identified by filtering the Quantity column to locate packages with a less than zero (0) quantity. Licensees shall ascertain how the package reached a negative quantity and perform any necessary adjustments prior to "finishing" the package. This may require a corresponding adjustment or entry to a related package in the system.

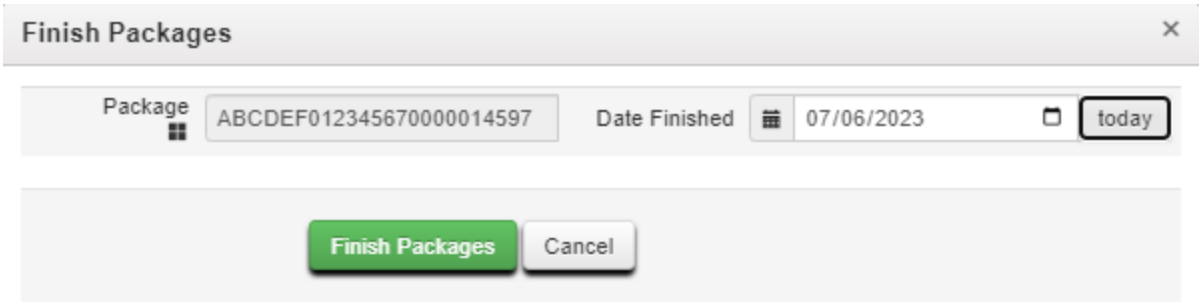


Zero Quantity Packages in Metrc: Within a Licensee's Packages grid, "Active" packages containing a quantity of zero (0) can be identified by filtering the Quantity column to locate packages with an equal to zero (0) quantity. These packages should be "finished" using the steps below.



Finishing a Package in Metrc: Within a Licensee's Packages grid, "Active" packages to be finished should be highlighted (clicked-on) and then the user should click the "Finish" button. This will transition the selected packages to the "Inactive" tab of the licensee's Packages grid.





"Metrc Clean-Ups" are not required to finish packages or adjust negative packages for finishing. "Metrc Clean-Ups" are intended to be performed when a licensee is performing numerous large adjustments to current (unfinished) packages.

Previously Issued Metrc Bulletins Regarding Finishing Packages: Metrc Bulletin CO.11-11-22 - Finishing Packages Harvests Finalize Sales and Metrc Learn. All Metrc Bulletins are available on the MED Metrc webpage.

Previously Issued Compliance Tip Regarding Inventory Management for Cultivations: 221101 Compliance Tip - Inventory Management of Regulated Marijuana. All MED Compliance Tips are available on the MED Compliance Tips webpage.

Reminder: The MED has initiated a proactive notification program to aid in the validity of Metrc data and will use owner and manager contact information provided in Metrc to communicate these notifications. All email communication for this proactive notification program will come from the email address dor_med_dat@state.co.us. Please add this email address to your contacts so it is not flagged or marked as spam by your email administrator.

If you have questions regarding this Compliance Tip, please send the MED an inquiry. For questions regarding Metrc functionality, please contact Metrc Support (support@metrc.com or 1-877-566-6505). To sign up for Metrc Trainings, please visit https://www.metrc.com/information-and-materials/support-and-training/.