



Cooperative Traceability and Reporting Overview

WAC 314-55-415 establishes recordkeeping and reporting requirements for marijuana cooperatives.

Marijuana cooperatives must keep records that clearly reflect all activity, inventory, and conditions of the cooperative.

- The following records must be kept in a format prescribed by the WSLCB.
- All records must be maintained on the cooperative premises for a three-year period
- All records must be made available for inspection if requested by an employee of the WSLCB, the department of health, the department of revenue, or local law enforcement.

Internal Recordkeeping Requirements

Samples of recordkeeping logs can be found at the WSLCB Medical Marijuana Transition page at <http://lcb.wa.gov/mmj/med-mj-transition>.

At minimum, internal recordkeeping must include:

- **Cooperatives must maintain a plant log to track each marijuana plant from the time it enters the cooperative.**
 - Unique plant identification numbers for each plant at the cooperative
 - The date the plant was brought into the cooperative and
 - The date the plant leaves the cooperative, including the reason, (e.g., harvested, destroyed, or member left the cooperative).
- **Cooperatives must maintain a log to track all harvested plant material from time of harvest until all harvested material has been dispersed. At minimum, tracking must include:**
 - A unique identification number for each harvest
 - Licensees create their own tracking ID system
 - The total dry weight of harvested material
 - The date quantities are removed from the harvested material
 - The amount removed from the harvested material
 - The reason quantities are removed from the harvested material
 - e.g., taken for use by qualifying patient, used for extraction, etc.
 - The current weight of the harvested material.
- **Cooperatives must maintain a log to track all extracts produced from the time they are produced until all extracted material has been dispersed. At minimum, tracking must include:**
 - A unique identification for the extract batch

- Licensees create their own tracking ID system
- The date the extract batch was created
- The total initial weight of the extract batch
- ID number of the harvest the material used to make the extract came from
- The weight of marijuana plant material used to create the batch
- The date quantities are removed from the extract batch
- The quantity removed from the extract batch and reason and
- The current weight of the extract batch.

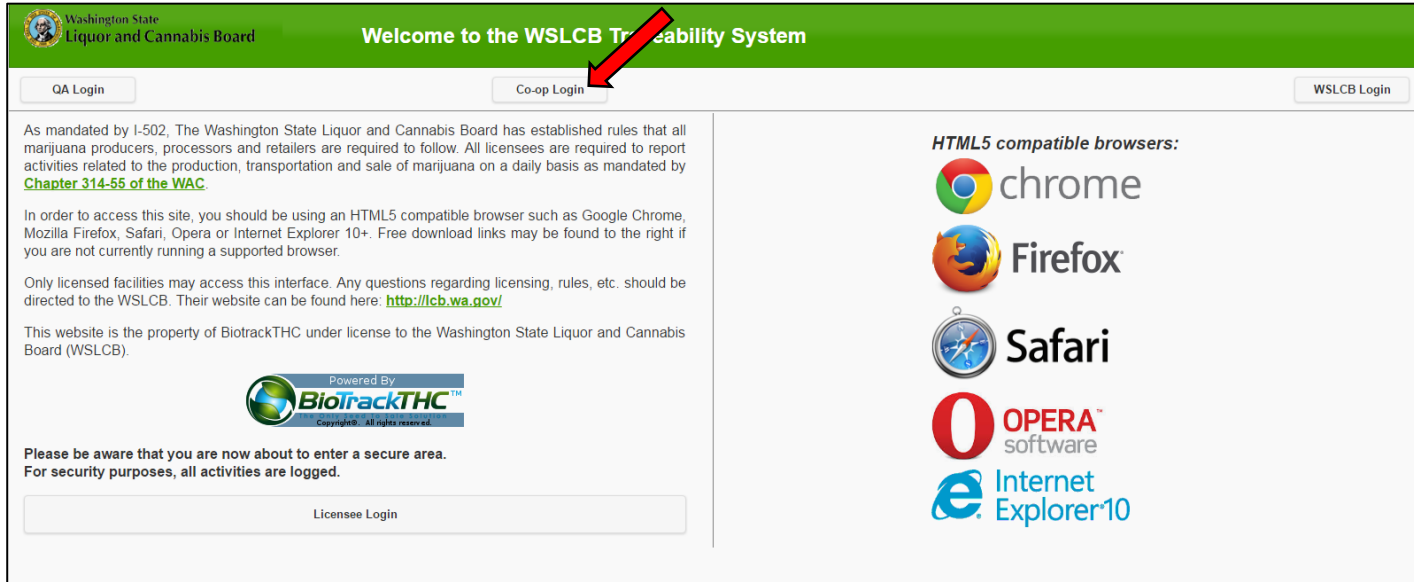
Monthly Traceability Reporting Requirements

- Cooperatives must submit a monthly activity report to the WSLCB Traceability system at <https://wslcb.mjtraceability.com/>. The required monthly reports must be:
 - Submitted to the WSLCB on or before the twentieth day of each month, for the previous month.
 - e.g., a report listing activity for the month of January is due by February 20th.
 - Monthly reporting is required even if there is no activity for that month
 - Filed separately for each cooperative
 - All records must be maintained and available for review for a three-year period on licensed premises.
- The nine (9) required reporting fields are:
 - Number of plants harvested
 - Total yield from harvest
 - Grams of extract created
 - Grams of extract used for edibles, topical, etc.
 - Total of Usable Marijuana dispensed to members
 - Total of extract dispensed to members
 - Number of plants remaining at coop
 - Grams of extract remaining at coop
 - Grams of Usable Marijuana remaining at coop

WSLCB Traceability System Access and Overview

- Marijuana Cooperatives will be granted access to the WSLCB Traceability system once registered.
- An email granting access to the system will be provided after registration

- Marijuana Cooperatives can access their accounts for reporting at wslcb.mjtraceability.com
- Members will use the “Co-op Login” button to access their accounts



- After selecting the “Co-op Login” button the system will ask for the cooperative’s login credentials
 - The three login credentials are:
 - **Email** – registered with WSLCB
 - **Password** – created by Marijuana Cooperative after registration
 - **UBI** – created by WSLCB for registered Marijuana Cooperative

- After the Marijuana Cooperative member successfully logs into their account the following page will appear allowing the licensee to enter the nine (9) required reporting fields, submit the report, amend reports, or view previous reports.

The screenshot shows a web interface for the Washington State Liquor and Cannabis Board. At the top, there is a green navigation bar with the board's logo and name on the left, and links for "Submit Monthly Report" and "Logout" on the right. Below the navigation bar, the text "-- TRAINING MODE --" is displayed in red. A message states, "Your monthly report is not due until next month." The main content area is divided into two sections. On the left, under the heading "Submit a new report", there is a list of nine input fields: "Month", "Number of plants harvested", "Total yield from harvest", "Grams extract created", "Grams of extract used for edibles, topical, etc.", "Total of Usable dispensed to members", "Total of extract dispensed to members", "Number of plants remaining at coop", "Grams extract remaining at coop", and "Grams Usable MJ remaining at coop". A "Submit New Report" button is located at the bottom of this section. On the right, under the heading "Previous Reports", there are two buttons: "Amend Report" and "View Report".

For more information, please contact Marijuana Examiner Program at 360-664-1614 or mjexaminer@lcb.wa.gov

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