



Washington State
Liquor and Cannabis Board



Cannabis Central Reporting System: Lab Upload Guide



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Submitting Data: General Information

1. Licensees and labs are required to upload files into CCRS to provide, maintain, and update all data reporting obligations (such as plant tags, inventory, sales, etc.).
2. A licensee can assign an integrator to assist in the upload process. For more information, [visit the approved integrator page on the LCB website](#).
 - These instructions are intended for those who are uploading directly to CCRS, and are not applicable for licensees working with an integrator that uploads on their behalf.
3. .CSV templates for each upload type are provided on the [CCRS Resources page](#).
4. The information in the files has dependencies on other data, creating an order of operations shown in Figure 1 on the next page.
5. Make sure to save the data as a .CSV file with the proper naming convention for the appropriate report before attempting to upload the file to CCRS.
 - The naming convention for uploaded reports are as follows, using the respective upload file type name:
 - Licensees/Labs: UploadType_LicenseNumber_YYYYMMDDHHMMSS
 - Integrators: UploadType_IntegratorID_YYYYMMDDHHMMSS
6. To upload .CSV files, navigate to <https://cannabisreporting.lcb.wa.gov/> and log in as outlined in the Getting Started and Login Guide [available on the CCRS Resources Page](#). Then follow the upload instructions outlined in this document.
7. If there is an error with your file upload, you will receive an email notifying you of the error.
8. For information on the transportation manifest, refer to the manifest documentation on the [CCRS Resources page](#).

File Dependencies and Order of Operations

When uploaded into CCRS, data files are validated. Some of the validations are based on files that have already been uploaded. The order dependency is based on the “plant to purchase” cannabis lifecycle.

Because of this order-dependent validation, certain CCRS .CSV files will fail if the prerequisite data has not been uploaded. The graphic below shows the order of operations for file uploads, with respect to the data validation dependencies.

For Labs, this is important to understand because the group 3 upload of a lab test will not be successful unless the licensee has properly entered their inventory.

- **Group 1 file uploads are the Strain, Area, and Product records.**
 - They are required for the Group 2 files.
- **Group 2 file uploads are the Inventory and Plant records.**
 - Inventory is dependent on Strain, Area, and Product files.
 - Plant is dependent on Strain and Area files.
- **Group 3 file uploads are the Inventory Transfer, Inventory Adjustment, Plant Transfer, Plant Destruction, Lab Test and Sale.**
 - Inventory Transfer and Inventory Adjustment are dependent on Inventory files.
 - Plant Transfer and Plant Destruction are dependent on Plant files.
 - Lab Test is dependent on Inventory submitted by the licensee requesting the test.
 - Sale is dependent on Inventory OR Plant files.

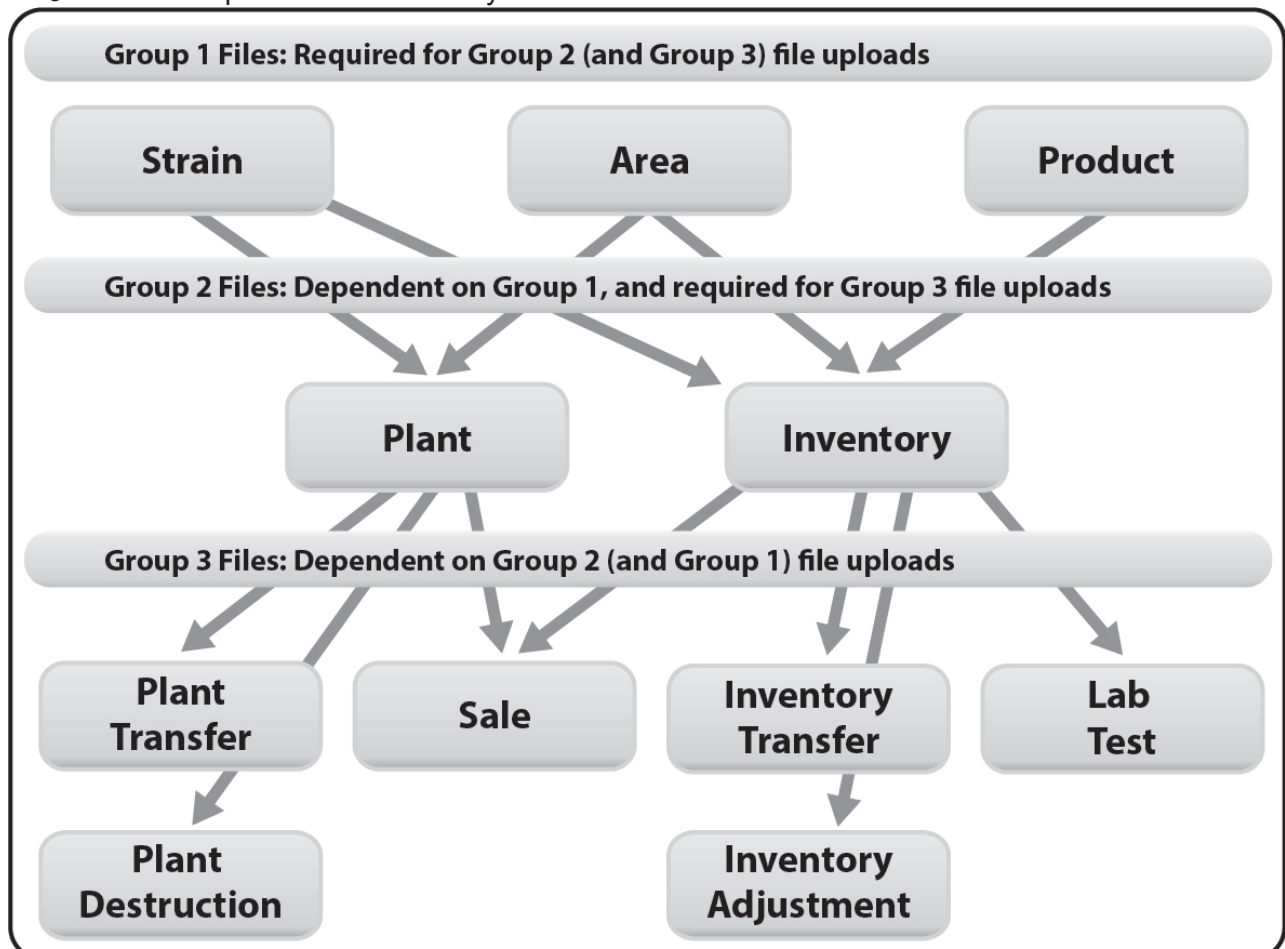


Figure 1. File dependencies and order of operations for CCRS file uploads

LabTest.CSV File Attributes: Header

All upload files types contain a set of common attributes and data fields, called the file header.

	A	B	C	D	E	F	G	H	I
1	SubmittedBy	John Doe							
2	SubmittedDate	08/01/2021							
3	NumberRecords	3							

Figure 2. Example .CSV File Header

All files contain a header with:

1. SubmittedBy:

This field indicates the user who is submitting the report.

Example: John Doe

Data Field Type (character limit): Text (35)

Required for operation type: Insert, Update and Delete

2. SubmittedDate

The date the user is submitting the records.

Type: Date (MM/DD/YYYY)

Required: Insert, Update and Delete

3. NumberRecords

The number of records listed below the field names.

Note: This number must match the number of records or the file will fail to process.

LabTest.CSV Data Fields

Nearly all files contain these data fields.

LicenseNumber

The six-digit licensee ID number established by the State of Washington upon licensing of a facility.

Note: Labs have a 10-digit ID number.

- Data Field Type: Numeric (6)
- Required: Insert, Update and Delete
- Valid Values: Six-digit licensee number or 10-digit lab number

1. Apply the header information as described above.

2. Prepare the data. Listed below are the file fields, with details on the elements unique to the lab test file:

- **LicenseNumber** (license number of the Producer or Processor that generated the sample)
- **InventoryExternalIdentifier** (assigned identifier for the inventory samples that were submitted to the lab for testing)
 - Data Field Type (character limit): text (100)
 - Required on which operations: Insert, Update and Delete
 - Valid Values: Inventory.ExternalIdentifier
 - Error Messages:
 - InventoryExternalIdentifier is required
 - Invalid InventoryExternalIdentifier

- **LabLicenseNumber** (10-digit Lab ID number of the lab that ran the test)
- **LabTestStatus** (The current status of the lab test)
 - Data Field Type (character limit): text (50)
 - Required on which operations: Insert, Update and Delete

Required	NotRequired
Pass	Fail
	InProcess

Table 1. Valid LabTestStatus values

Lab Results Valid Values	
When to use	CCRS
When completing mandatory testing for a licensee	Required
Status for when lab test indicate passing results	Pass
When completing non-mandatory testing for a licensee	NotRequired
When the sample exceeds any of the limits in WAC 314-55	Fail
May be used when samples are still in process when reporting	InProcess

Table 2. Valid LabResults values

- Error Messages:
 - LabTestStatus is required
 - Invalid LabTestStatus
 - TestValue must be blank for InProcess LabTestStatus
- **TestName** (name of conducted test)
Valid test names are listed in this guide in tables 3 - 11.
 - Example: Potency - delta-9-THC (mg/g)
 - Data Field Type (character limit): text (100)
 - Required on which operations: Insert, Update and Delete
 - Error Messages:
 - TestName is required
 - Invalid Lab TestName
- **TestDate** (date the test was conducted)
 - Data Field Type: date (MM/DD/YYYY)
 - Required on which operations: Insert, Update and Delete
 - Error Messages:
 - TestDate is required
 - TestDate must be a date
- **TestValue** (the value of the specific test)
 - Data Field Type (character limit): text (25)
 - Required on which operations: Insert, Update and Delete
 - Error Messages:
 - TestValue is required
 - Invalid Lab TestValue

The following detail explains the manner in which to report test values (number of significant figures to use), the test thresholds and the tests which are required to be tested for.

Lab test values must not be:

- Zero values
- Scientific notation
- Negative values

How to report non-detected results:

- Lab results will not be accepted in CCRS with a zero as the lab test value for a non-detected result.
- A non-detected result must be reported with a < symbol and the value for the limit of quantitation (LOQ). The LOQ must be a numerical number.
- Example: If the LOQ is 0.50 (unit of measurement specified in the lab test name) and the result is a non-detect, the lab test value is reported as <0.50.

Lab test values must be in standard form as a valid test value and not in scientific notation.

- **ExternalIdentifier**

The external identifier is an alpha-numeric identification assigned by the licensee (or integrator).

Note: This field is used to identify a variety of information, including plants, product or data in other files, such as the InventoryExternalIdentifier field on the LabTest.CSV file.

- Data Field Type (character limit): text (100)
- Required: Insert, Update and Delete

- **CreatedBy**

Each record provides a CreatedBy field to enter the user who initially created the file.

- Data Field Type (character limit): text (35)

- **CreatedDate**

Each record provides a CreatedDate field to enter the date that the file was first submitted.

- Data Field Type: date (MM/DD/YYYY)

- **UpdatedBy**

Each record provides an UpdatedBy field to enter the user who subsequently updated a file.

- Data Field Type (character limit): text (35)

- **UpdatedDate**

This field indicates the nature of the entry the database will make for the file.

- Data Field Type: date (MM/DD/YYYY)

- **Operation**

This field indicates the nature of the entry the database will make for the file.

- Valid Values:
 - Insert (create a new record with a unique external identifier).
 - Update (alter an existing record indicated by external identifier).
 - Delete (delete a record indicated by external identifier).

Lab Test File: Names and Reporting Units

The following tables provide limits and names for the required cannabis tests. Lab Test Names have been updated to reflect standardization across names and formatting to ensure data accuracy and integrity. Lab Test categories and values (lab test names) will follow format utilized in Inventory to add Lab Test Categories and Lab Test Values to add depth and detail to lab testing uploading by Labs and reporting by CCRS Reports.

All limits are represented in the required reporting units in the test name and each analyte's limit shows the number of significant figures that should be reported, respectively. In most circumstances, two significant figures are required; however, fields such as Foreign Matter only require one significant figure.

Foreign Matter	Limit (%)
Foreign Matter - Stems (%)	5
Foreign Matter - Seeds or Other (%)	2
Foreign Matter	Limit (each)
Foreign Matter - IHE (each)	1

Table 3. Lab test Foreign Matter reporting names and units, report 1 significant figure

Metal	Limit (µg/g)
Heavy Metal - Arsenic (ug/g)	2.0
Heavy Metal - Cadmium (ug/g)	0.82
Heavy Metal - Lead (ug/g)	1.2
Heavy Metal - Mercury (ug/g)	0.40

Table 4. Lab test Heavy Metal names and reporting units, report 2 significant figures

Microbiological – Unprocessed Plants	Limit (CFU/g)
Microbiological - BTGN (CFU/g)	10,000
Microbiological - STEC (CFU/g)	<1
Microbiological - Salmonella (CFU/g)	<1

Table 5. Lab test Microbiological reporting names and units, report 2 significant figures

Microbiological – Processed Plants	Limit (CFU/g)
Microbiological - BTGN (CFU/g)	10,000
Microbiological - STEC (CFU/g)	<1
Microbiological - Salmonella (CFU/g)	<1

Table 6. Lab test Microbiological reporting names and units, report 2 significant figures

Water	Limit (a _w)
Moisture Analysis - Water Activity (aw)	0.65

Table 7. Lab test Moisture Analysis reporting name and unit, report 2 significant figures

Mycotoxin	Limit (µg/kg)	CAS #
Mycotoxin - Total Aflatoxins (ug/g)	20	
• Mycotoxin - Aflatoxin B1 (ug/kg)		1162-65-8
• Mycotoxin - Aflatoxin B2 (ug/kg)		7220-81-7
• Mycotoxin - Aflatoxin G1 (ug/kg)		1165-39-5
• Mycotoxin - Aflatoxin G2 (ug/kg)		7241-98-7
Mycotoxin - Ochratoxin A (ug/kg)	20	303-47-9

Table 8. Lab test Mycotoxin reporting names and units, report 2 significant figures

Pesticide	Limit (µg/g)	CAS #
Pesticide - Abamectin (ug/g)	0.50	71751-41-2
• Pesticide - Avermectin B1a (ug/g)		65195-55-3
• Pesticide - Avermectin B1b (ug/g)		65195-56-4
Pesticide - Acephate (ug/g)	0.40	30560-19-1
Pesticide - Acequinocyl (ug/g)	2.0	57960-19-7
Pesticide - Acetamiprid (ug/g)	0.20	135410-20-7
Pesticide - Aldicarb (ug/g)	0.40	116-06-3
Pesticide - Azoxystrobin (ug/g)	0.20	131860-33-8
Pesticide - Bifenazate (ug/g)	0.20	149877-41-8
Pesticide - Bifenthrin (ug/g)	0.20	82657-04-3
Pesticide - Boscalid (ug/g)	0.40	188425-85-6
Pesticide - Carbaryl (ug/g)	0.20	63-25-2
Pesticide - Carbofuran (ug/g)	0.20	1563-66-2
Pesticide - Chlorantraniliprole (ug/g)	0.20	500008-45-7
Pesticide - Chlorfenapyr (ug/g)	1.0	122453-73-0
Pesticide - Chlorpyrifos (ug/g)	0.20	2921-88-2
Pesticide - Clofentezine (ug/g)	0.20	74115-24-5
Pesticide - Cyfluthrin (ug/g)	1.0	68359-37-5
Pesticide - Cypermethrin (ug/g)	1.0	52315-07-8
Pesticide - Daminozide (ug/g)	1.0	1596-84-5
Pesticide - Dichlorvos (ug/g)	0.10	62-73-7
Pesticide - Diazinon (ug/g)	0.20	333-41-5
Pesticide - Dimethoate (ug/g)	0.20	60-51-5
Pesticide - Ethoprophos (ug/g)	0.20	13194-48-4
Pesticide - Etofenprox (ug/g)	0.40	80844-07-1
Pesticide - Etoxazole (ug/g)	0.20	153233-91-1
Pesticide - Fenoxycarb (ug/g)	0.20	72490-01-8
Pesticide - Fenpyroximate (ug/g)	0.40	134098-61-6
Pesticide - Fipronil (ug/g)	0.40	120068-37-3
Pesticide - Flonicamid (ug/g)	1.0	158062-67-0
Pesticide - Fludioxonil (ug/g)	0.40	131341-86-1

Table 9. Lab test Pesticide reporting names and units, report 2 significant figures

Pesticide	Limit (µg/g)	CAS #
Pesticide - Hexythiazox (ug/g)	1.0	78587-05-0
Pesticide - Imazalil (ug/g)	0.20	35554-44-0
Pesticide - Imidacloprid (ug/g)	0.40	138261-41-3
Pesticide - Kresoxim-methyl (ug/g)	0.40	143390-89-0
Pesticide - Malathion (ug/g)	0.20	121-75-5
Pesticide - Metalaxyl (ug/g)	0.20	57837-19-1
Pesticide - Methiocarb (ug/g)	0.20	2032-65-7
Pesticide - Methomyl (ug/g)	0.40	16752-77-5
Pesticide - Methyl parathion (ug/g)	0.20	298-00-0
Pesticide - MGK-264 (ug/g)	0.20	113-48-4
Pesticide - Myclobutanil (ug/g)	0.20	88671-89-0
Pesticide - Naled (ug/g)	0.50	300-76-5
Pesticide - Oxamyl (ug/g)	1.0	23135-22-0
Pesticide - Paclobutrazol (ug/g)	0.40	76738-62-0
Pesticide - Total Permethrins (ug/g)	0.20	52645-53-1
• Pesticide - cis-Permethrin (ug/g)		54774-45-7
• Pesticide - trans-Permethrin (ug/g)		51877-74-8
Pesticide - Phosmet (ug/g)	0.20	732-11-6
Pesticide - Piperonyl butoxide (ug/g)	2.0	51-03-6
Pesticide - Prallethrin (ug/g)	0.20	23031-36-9
Pesticide - Propiconazole (ug/g)	0.40	60207-90-1
Pesticide - Propoxur (ug/g)	0.20	114-26-1
Pesticide - Total Pyrethrins (ug/g)	1.0	8003-34-7
• Pesticide - Pyrethrin I (ug/g)		121-21-1
• Pesticide - Pyrethrin II (ug/g)		121-29-9
Pesticide - Pyridaben (ug/g)	0.20	96489-71-3
Pesticide - Total Spinosad (ug/g)	0.20	168316-95-8
• Pesticide - Spinosyn A (ug/g)		131929-60-7
• Pesticide - Spinosyn D (ug/g)		131929-63-0
Pesticide - Spiromesifen (ug/g)	0.20	283594-90-1
Pesticide - Spirotetramat (ug/g)	0.20	203313-25-1
Pesticide - Spiroxamine (ug/g)	0.40	118134-30-8
Pesticide - Tebuconazole (ug/g)	0.40	80443-41-0
Pesticide - Thiacloprid (ug/g)	0.20	111988-49-9
Pesticide - Thiamethoxam (ug/g)	0.20	153719-23-4
Pesticide - Trifloxystrobin (ug/g)	0.20	141517-21-7

Table 9. Lab test Pesticide reporting names and units, report 2 significant figures (cont)

Cannabinoid	Lower Limit of Quantitation (mg/g)	CAS #
Potency - CBD (mg/g)	1.0	13956-29-1
Potency - CBDA (mg/g)	1.0	1244-58-2
Potency - Total CBD (mg/g)		
Potency - delta-9-THC (mg/g)	1.0	1972-08-3
Potency - delta-9-THCA (mg/g)	1.0	23978-85-0
Potency - Total THC		

Table 10. Lab test Potency names and reporting units, report 2 significant figures

Solvent	Limit (µg/g)	CAS #
Residual Solvent - Acetone (ug/g)	5,000	67-64-1
Residual Solvent - Benzene (ug/g)	2.0	71-43-2
Residual Solvent - Total Butanes (ug/g)	5,000	
• Residual Solvent - n-Butane (ug/g)		106-97-8
• Residual Solvent - Isobutane (ug/g)		75-28-5
Residual Solvent - Cyclohexane (ug/g)	3,880	110-82-7
Residual Solvent - Chloroform (ug/g)	2.0	67-66-3
Residual Solvent - Dichloromethane (ug/g)	600	75-09-2
Residual Solvent - Ethanol (ug/g)	5,000	64-17-5
Residual Solvent - Ethyl Acetate (ug/g)	5,000	141-78-6
Residual Solvent - n-Heptane (ug/g)	5,000	142-82-5
Residual Solvent - Total Hexanes (ug/g)	290	
• Residual Solvent - n-Hexane (ug/g)		110-54-3
• Residual Solvent - 2-Methylpentane (ug/g)		107-83-5
• Residual Solvent - 3-Methylpentane (ug/g)		96-14-0
• Residual Solvent - 2-2-Dimethylbutane (ug/g)		75-83-2
• Residual Solvent - 2-3-Dimethylbutane (ug/g)		79-29-8
Residual Solvent - Isopropanol (ug/g)	5,000	67-63-0
Residual Solvent - Methanol (ug/g)	3,000	67-56-1
Residual Solvent - Total Pentanes (ug/g)	5,000	
• Residual Solvent - n-Pentane (ug/g)		109-66-0
• Residual Solvent - Isopentane (ug/g)		78-78-4
• Residual Solvent - Neopentane (ug/g)		463-82-1
Residual Solvent - Propane (ug/g)	5,000	74-98-6
Residual Solvent - Toluene (ug/g)	890	108-88-3
Residual Solvent - Total Xylenes (ug/g)	2,170	
• Residual Solvent - ortho-Xylene (ug/g)		95-47-6
• Residual Solvent - meta-Xylene (ug/g)		108-38-3
• Residual Solvent - para-Xylene (ug/g)		106-42-3

Table 11. Lab test Residual Solvent names and reporting units, report 2 significant figures