# Cannabis Central Reporting System (CCRS)

# **CCRS Data Submission Guide**

Version 3.0

Date: 10/21/2021

Date	Version	Changes Made
09/07/2021	1.0	Final
09/21/2021	2.0	Updates for clerical
10/21/2021	3.0	<ul> <li>Updated CreateDate to CreatedDate.</li> <li>Updated valid value of Sample Created to SampleCreated.</li> <li>Removed length from OtherTax to be consistent with other decimal fields.</li> </ul>

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# **Upload File Specifications**

Data upload templates are provided for each upload file in Comma Separated Values (.csv) format in the following location: <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

Each file begins with a header of three required values, SubmittedBy, SubmittedDate and NumberRecords. The SubmittedBy field indicates the user who is submitting the report, the SubmittedDate the date the user is submitting the records and finally the NumberRecords field must match the number of records listed below the field names.

### **Common Data Collection Fields**

The following fields are used universally in nearly all submission files. They are defined here to avoid repetition in each input file specification.

### Operation

Type: Text Length: 35

Definition: The Operation field is used in all collection files (except strain.csv), it indicates the following values: Insert (create new record with a unique external identifier), Update (alter an existing record indicated by external identifier), or Delete (Delete a record, indicated by external identifier).

### LicenseNumber

Type: Numeric Length: 6

Required: Insert Update & Delete

Definition: The six-digit licensee ID number established by the State of Washington upon

licensing of a facility.

Valid Values: Licensee.LicenseNumber

### Externalldentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: Unique Identifier for the record.

### CreatedBy

Type: Text Length: 35

Definition: Each record provides a CreatedBy field to enter the user who initially created the

record on insert.

### **UpdatedBy**

Type: Text Length: 35

Definition: Each record provides an UpdatedBy field to enter the user who subsequently

updated a record.

### CreatedDate

Type: Date

Format: MM/DD/YYYY

Definition: Each record provides a CreatedDate field to enter the date that the record was first

submitted.

### **UpdatedDate**

Type: Date

Format: MM/DD/YYYY

Definition: Each record provides an UpdatedDate field to enter the date that the record was

modified.

# File naming conventions for Licensee, Lab and integrator

Licensees will upload each file with the category, their 6-digit license number, and datetime to seconds

- category\_licenseNumber\_YYYYMMDDHHMMSS
- Example plant 555555 20210809083006.csv

Integrators will upload each file with category, their 10-digit integrator ID, and datetime to seconds

- category\_integratorID\_YYYYMMDDHHMMSS
- example inventory 1234567890 20210809083006.csv

Labs will upload each file with the file category, their 10-digit ID, and datetime to seconds

- category\_labID\_YYYYMMDDHHMMSS
- example labresults\_1234567890\_20210809083006.csv

### **Data Collection Files**

# **Area File Specifications**

Areas represent physical locations at licensed facilities where plants and inventory will be located. The types of areas are 'quarantine' or 'non-quarantine'. Areas with a 'quarantine' designation are for circumstances such as waste/destruction hold periods, QA quarantine periods, or transfer hold periods.

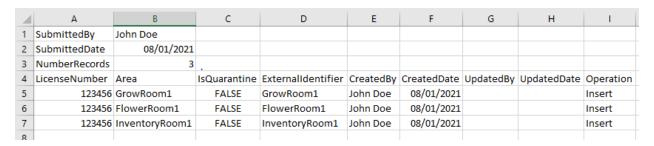


Figure 1 Area.csv File screenshot with sample data entered

### **Area.csv Data Template**

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### **Area**

Type: Text Length: 75

Required: Insert Update & Delete Definition: Name Identifier for the Area

### **IsQuarantine**

Type: Boolean

Required: Insert Update & Delete

Definition: Determines whether the area is designated as quarantine or not.

Valid Values: TRUE, FALSE

# **Inventory File Specifications**

Inventory records represent the physical inventory that exists at a facility. Inventory.csv is required weekly by any licensed facility that owns the inventory, only when inventory exists that are unreported, or unreported updates to an existing inventory.

### **File Dependencies**

The inventory record is dependent on existing records in Strain, Area and Product, referenced records must be submitted in this submission or prior to this submission.

	Α	В	С	D	E	F	G	Н	1
1	SubmittedBy	Jane Doe							
2	SubmittedDate	08/14/2021							
3	NumberRecords	3							
4	LicenseNumber	Strain	Area	Product	InitialQuantity	QuantityOnHand	TotalCost	IsMedical	ExternalIdentifier
5	654321	OGKush	InventoryRoom1	WetFlowerInv	896	602	2000	FALSE	Inv00001
6	654321	OGKush	InventoryRoom1	SampleINV	1	0	10	FALSE	Inv00002
7	654321	OGKush	InventoryRoom1	THCButterINV	300	150	1000	FALSE	Inv00003

Figure 2 Inventory.csv File Screenshot with example data. (CreatedBy/Date, UpdatedBy/Date & Operation columns not pictured)

### **Inventory.csv Data Template**

A Comma Separated Values (.csv) file data template is provided at https://lcb.wa.gov/ccrs/resources

### **Field Definitions**

### Strain

Type: Text Length: 50

Required: Insert Update & Delete

Definition: The name of the strain associated with this record

Valid Values: Strain.Name

### Area

Type: Text Length: 75

Required: Insert Update & Delete

Definition: The name of the area associated with this record

Valid Values: Area.Name

### **Product**

Type: Text Length: 75

Required: Insert Update & Delete

Definition: The name of the product associated with this record

Valid Values: Product.Name

### **InitialQuantity**

Type: Decimal

Required: Insert Update & Delete

Definition: The quantity of the inventory when it was created/received

### QuantityOnHand

Type: Decimal

Required: Insert Update & Delete

Definition: The quantity of the inventory at this point in time

### **TotalCost**

Type: Decimal

Required: Insert Update & Delete

Definition: The total cost associated with the Inventory item. Used to determine if a sale was

made where the sales price was less than the cost

### IsMedical

Type: Boolean

Required: Insert Update & Delete

Definition: Determines whether the inventory is medical or recreational

Valid Values: TRUE, FALSE

### **Inventory Adjustment File Specifications**

Inventory Adjustments record the event that increases or decreases the quantity of inventory on hand for a defined reason.

InventoryAdjustment.csv is required weekly by any licensed facility that owns the inventory, only when an inventory adjustment event happened that was unreported, or unreported updates to an existing inventory adjustment.

### **File Dependencies**

The Inventory Adjustment record is dependent on existing records in Inventory. Inventory records must be submitted prior to creating an inventory adjustment.

1	Α	В	С	D	E	F	G
1	SubmittedBy	Jane Doe					
2	SubmittedDate	8/13/2021					
3	NumberRecords	1					
4	LicenseNumber	InventoryExternalIdentifier	AdjustmentReason	AdjustmentDetail	Quantity	AdjustmentDate	ExternalIdentifier
5	654321	INV00001	ReturnedLabSample	Received 2 grams of flower	2	8/13/2021	InvAdj0001

Figure 3 InventoryAdjustment.csv File Screenshot with example data. (CreatedBy/Date, UpdatedBy/Date & Operation columns not pictured)

### InventoryAdjustment.csv Data Template

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### InventoryExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the inventory being adjusted

Valid Values: Inventory. External Identifier

### AdjustmentReason

Type: Text Length: 50

Required: Insert Update & Delete

Definition: Reason for Inventory Adjustment

### **Valid Values**

Destruction
Reconciliation
Lost
Seizure
Theft
ReturnedLabSample

Other



# AdjustmentDetail

Type: Text Length: 250

Required: Optional

Definition: Free form field for detailed notes of the adjustment

### Quantity

Type: Decimal

Required: Insert Update & Delete

Definition: The amount the Inventory was adjusted

Valid Values: Numeric

### AdjustmentDate

Type: Date

Format: mm/dd/yyyy

Required: Insert Update & Delete

Definition: The date that the inventory adjustment record was recorded (not system)

### **Inventory Transfer File Specifications**

An inventory Transfer record reports how much Inventory was received by the licensee facility and when. Inventory Transfers record the receipt of inventory transferred into licensee' possession. InventoryTransfer.csv is required weekly by any licensed facility that receives inventory, only when an unreported inventory transfer event happened, or unreported updates to an existing inventory transfer.

### **File Dependencies**

Inventory Transfer records are dependent on existing Inventory records for the source and destination inventories using the InventoryExternalIdentifier.



Figure 4 InventoryTransfer.csv File Screenshot with example data. (CreatedBy/Date, UpdatedBy/Date & Operation columns not pictured)

### InventoryTransfer.csv Data Template

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### FromLicenseNumber

Type: Text Length: 10

Required: Insert Update & Delete

Definition: The six-digit licensee ID number established by the State of Washington upon

licensing of a facility for the licensee that sent the inventory

Valid Values: Licensee.LicenseNumber

### **ToLicenseNumber**

Type: Text Length: 10

Required: Insert Update & Delete

Definition: The six-digit licensee ID number established by the State of Washington upon

licensing of a facility for the licensee that received the inventory

Valid Values: Licensee.LicenseNumber

# FromInventoryExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the inventory that was sent

Valid Values: Inventory. External Identifier

# TolnventoryExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the inventory that was received

Valid Values: Inventory.ExternalIdentifier

### Quantity

Type: Decimal

Required: Insert Update & Delete

Definition: The quantity of inventory transferred in the inventory transfer record

Valid Values: Numeric

### **TransferDate**

Type: Date

Format: mm/dd/yyyy

Required: Insert Update & Delete

Definition: The date on which the record was recorded (not system)

# **Lab Test File Specifications**

What were the results of the inventory's lab test? Lab tests refer to the outcome of the QA testing records that can be associated with inventory.

### **File Dependencies**

The lab test record is dependent on an existing inventory external identifier to be tested, this inventory record must be submitted in a prior or the current submission.

	A	В	С	D	E	F	G	Н
1	SubmittedBy	SmithJ						
2	SubmittedDate	08/12/2021						
3	NumberRecords	1						
4	LicenseNumber	InventoryExternalIdentifier	LabLicenseNumber	LabTestStatus	TestName	TestDate	TestValue	ExternalIdentifier
5	654321	INV0002	6655443322	InProcess	Cannabinoid D9 THCA Percent	08/12/2021	17%	Tst0000001

Figure 5 LabTest.csv File Screenshot with example data. (CreatedBy/Date, UpdatedBy/Date & Operation columns not pictured)

### LabTest.csv Data Template

A Comma Separated Values (.csv) file data template is provided at https://lcb.wa.gov/ccrs/resources

### **Field Definitions**

### LabLicenseNumber

Type: Numeric Length: 10

Required: Insert Update & Delete

Definition: The ten-digit licensee ID number established by the State of Washington upon

licensing of a facility for the lab that ran the test

Valid Values: Licensee.LicenseNumber

### LabTestStatus

Type: Text Length: 50

Required: Insert Update & Delete

Definition: The current status of the lab test.

Valid Values				
Required	NotRequired			
Pass	Fail			
FailExtractableOnly	FailRetestAllowed			
FailRetestAllowedExtractable Only	InProcess			
SampleCreated				

# InventoryExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the inventory that samples were

submitted to the lab for testing

Valid Values: Inventory.ExternalIdentifier

### **TestName**

Type: Text Length: 100

Required: Insert Update & Delete

Definition: Name of the test that was done. For example, 'Cannabinoid D9 THCA Percent'

### **TestDate**

Type: Date

Format: mm/dd/yyyy

Required: Insert Update & Delete

Definition: The user submitted date the test was done

### **TestValue**

Type: Text Length: 25

Required: Insert Update & Delete

Definition: Free form field for the value of the specific test

### **Plant File Specifications**

Plants represent individual plants at a licensed facility that are in their vegetative or flowering phases. Once plants are no longer living at the facility, their stage denotes their disposition, such as "harvested", "destroyed", "transferred", or "seized". Since immature plants (propagation material such as seeds, clones, and tissue culture) are treated as "inventory", plant records are not created for these immature plants until they reach their vegetative phase.

### **File Dependencies**

The plant record submission is dependent on existing records in Area, Strain and Plant (A reference to another plant record to indicate the MotherPlant)

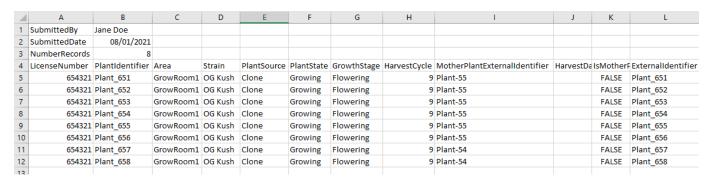


Figure 6 Plant.csv File Screenshot with example data. (CreatedBy/Date, UpdatedBy/Date & Operation columns not pictured)

### **Plant.csv Data Template**

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### **Area**

Type: Text Length: 75

Required: Insert Update & Delete

Definition: The name of the area associated with this record

Valid Values: Area. Area

### Strain

Type: Text Length: 50

Required: Insert Update & Delete

Definition: The name of the strain associated with this record

Valid Values: Strain.Name

### **PlantSource**

Type: Text Length: 50

Required: Insert Update & Delete

Definition: What the plant was sourced from. Valid values include: Clone, Seed

Valid Values
Clone
Seed

### **PlantState**

Type: Text Length: 50

Required: Insert Update & Delete

Definition: What state the plant is currently in. Valid values include: Growing, Drying,

PartiallyHarvested, Harvested, Quarantined, Destroyed, Inventory, Sold

Valid Values			
Growing	Drying		
PartiallyHarvested	Harvested		
Quarantined	Destroyed		
Inventory	Sold		

### GrowthStage

Type: Text Length: 50

Required: Insert Update & Delete

Definition: What stage in the growth cycle the plant is currently at. Valid values include:

Immature, Vegetative, Flowering

Valid Values		
Immature		
Vegetative		
Flowering		

### **HarvestCycle**

Type: Text Length: 50

Required: Insert Update & Delete

Definition: What stage in the harvest cycle the plant is currently at. (Harvest cycle In months)

Valid Values: 3,6,9,12

### MotherPlantExternalIdentifier

Type: TextLength: 100

Definition: The licensee/integrator assigned identifier for the mother plant associated with this

record

Valid Values: Plant.ExternalIdentifier

### **PlantIdentifier**

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The unique identifier for the plant. This may or may not be different than the

Plant.ExternalIdentifier

Valid Values: Plant.PlantExternalIdentifier

### **HarvestDate**

Type: Date

Format: mm/dd/yyyy

Required: Insert Update & Delete

Definition: The user submitted date the plant was harvested

### **IsMotherPlant**

Type: Boolean

Required: Insert Update & Delete

Definition: Determines whether the plant record is a mother plant or not

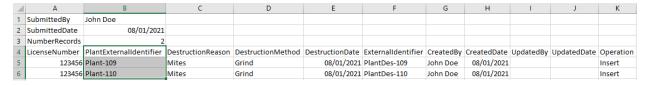
Valid Values: TRUE / FALSE

# **Plant Destruction File Specifications**

Plant destructions record the event that removes a plant for a defined reason.

### **File Dependencies**

The plant destruction record is dependent on an existing Plant record submitted in this submission or prior submission.



### **PlantDestruction.csv Data Template**

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### **PlantExternalIdentifier**

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the plant that was destroyed

Valid Values: Plant.ExternalIdentifier

### **DestructionReason**

Type: Text Length: 50

Required: Insert Update & Delete

Definition: The reason for destroying the plant.

Valid Values
PlantDied
Contamination
TooMuchWater
TooLittleWater
MalePlant
Mites
Other

### DestructionMethod

Type: Text Length: 50

Required: Insert Update & Delete

Definition: The method used to destroy the plant.

Valid Values: Compost, Grind, Other

### **DestructionDate**

Type: Date

Format: mm/dd/yyyy

Required: Insert Update & Delete

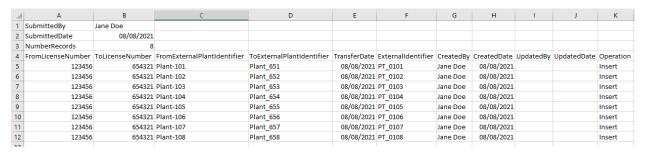
Definition: The user submitted date the destruction was created

### **Plant Transfer File Specifications**

The Plant Transfer record represents a plant received by the facility indicates when it was received. Plant Transfers record the receipt of plants transferred into a licensee's possession.

### **File Dependencies**

Existing Plant records are required to be submitted prior to this submission, or as a part of this submission indicated by ExternalPlantIdentifier.



### PlantTransfer.csv Data Template

A Comma Separated Values (.csv) file data template is provided at https://lcb.wa.gov/ccrs/resources

### **Field Definitions**

### FromLicenseNumber

Type: Text Length: 10

Required: Insert Update & Delete

Definition: The six-digit licensee ID number established by the State of Washington upon

licensing of a facility for the licensee that sent the plant

Valid Values: Licensee.LicenseNumber

### **ToLicenseNumber**

Type: Text Length: 10

Required: Insert Update & Delete

Definition: The six-digit licensee ID number established by the State of Washington upon

licensing of a facility for the licensee that received the plant

Valid Values: Licensee.LicenseNumber

### FromPlantExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the plant that was sent

Valid Values: Plant.ExternalIdentifier

### **ToPlantExternalIdentifier**

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the plant that was received

Valid Values: Plant.ExternalIdentifier

### **TransferDate**

Type: Date

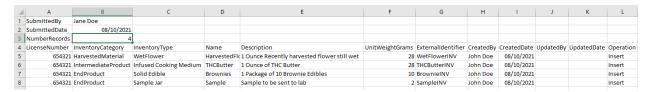
Format: mm/dd/yyyy

Required: Insert Update & Delete

Definition: The date on which the record was recorded (not system)

# **Product File Specifications**

Product is a distinct type of item with attributes that distinguish it from other item types.



### **Product.csv Data Template**

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### **InventoryCategory**

Type: Text Length: 50

Required: Insert Update & Delete Definition: The inventory category.

# Valid Values PropagationMaterial HarvestedMaterial IntermediateProduct EndProduct

### InventoryType

Type: Text Length: 50

Required: Insert Update & Delete Definition: The product type.

Valid Values: (InventoryCategory determines valid value options, one column below for each

valid InventoryCategory)

<b>PropagationMaterial</b>	HarvestedMaterial	IntermediateProduct	EndProduct
Seed	Wet Flower	Marijuana Mix	Capsule
Plant	Wet Other Material	Concentrate for Inhalation	Solid Edible
	Flower Unlotted	Non-Solvent based Concentrate	Tincture
	Flower Lot	Hydrocarbon Concentrate	Liquid Edible
	Other Material Unlotted	CO2 Concentrate	Transdermal
	Other Material Lot	Ethanol Concentrate	Topical Ointment
	Waste	Food Grade Solvent Concentrate	Marijuana Mix Packaged
	Marijuana Mix	Infused Cooking Medium	Marijuana Mix Infused
		CBD	Suppository
		Waste	Usable Marijuana
			Sample Jar
			Waste

### Name

Type: Text Length: 75

Required: Insert Update & Delete

Definition: The name associated with the product

# **Description**

Type: Text Length: 250

Required: Optional

Definition: The product description

### Sale File Specifications

Sales represent both wholesale and retail transactions of inventory and plants and defines the quantity and date of a sale.

### **File Dependencies**

The sale record depends on existing records in the Plant and Inventory Submissions. These are to be submitted prior to this submission or in the same submission.

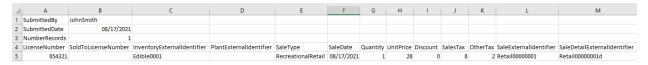


Figure 7 Sale.csv File Screenshot with example data. (CreatedBy/Date, UpdatedBy/Date & Operation columns not pictured)

### Sale.csv Data Template

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### InventoryExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the inventory that was sold

Valid Values: Inventory. External Identifier

### PlantExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the plant that was sold

Valid Values: Plant.ExternalIdentifier

### Quantity

Type: Decimal

Required: Insert Update & Delete Definition: The quantity sold

### **UnitPrice**

Type: Decimal

Required: Insert Update & Delete

Definition: The unit price in US Dollars for the inventory/plant sold



### **Discount**

Type: Decimal Required: Optional

Definition: The price in US Dollars of the discount applied to the sale

### **SalesTax**

Type: Decimal

Required: Insert Update & Delete

Definition: The total in US Dollars of the sales tax

### OtherTax

Type: Decimal

Required: Insert Update & Delete

Definition: The total in US Dollars of any other tax applied at the time of sale

### SoldToLicenseNumber

Type: Number Length: 6

Required: Insert Update & Delete

Definition: The six-digit licensee ID number established by the State of Washington upon

licensing of a facility for the facility that purchased the item

Valid Values: Licensee.LicenseNumber

### **SaleType**

Type: Text Length: 50

Required: Insert Update & Delete

Definition: The type of sale

### **Valid Values**

RecreationalRetail

RecreationalMedical

Wholesale

### SaleDate

Type: Date

Format: mm/dd/yyyy

Required: Insert Update & Delete

Definition: The user submitted date of the sale transaction

### SaleExternalIdentifier

Type: Text Length: 100 Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the sale record (SaleType, Licensee,

DateSold)

Valid Values: Sale.SaleExternalIdentifier

### SaleDetailExternalIdentifier

Type: Text Length: 100

Required: Insert Update & Delete

Definition: The licensee/integrator assigned identifier for the sale items

(InventoryExternalIdentifer, PlantExternalIdentifier, Quantity, UnitPrice, Discount, SalesTax,

OtherTax, ExternalIdentifier)

Valid Values: Sale.SaleDetailExternalIdentifier

# **Strain File Specifications**

A strain record represents a specific sub species of cannabis.

Strain is the only data model element that does not include Operation as one of the columns, therefore records can only be created not updated or deleted. Columns UpdatedBy and UpdatedDate have been omitted from strain.csv as well.

4	Α	В	С	D
1	SubmittedBy	John Smith		
2	SubmittedDate	08/15/2021		
3	NumberRecords	1		
4	Strain	StrainType	CreatedBy	CreatedDate
5	OG Kush	Indica	John Smith	08/15/2021

Figure 8 Strain.csv File Screenshot with example data. (Operation column not pictured)

### **Strain.csv Data Template**

A Comma Separated Values (.csv) file data template is provided at <a href="https://lcb.wa.gov/ccrs/resources">https://lcb.wa.gov/ccrs/resources</a>

### **Field Definitions**

### Strain

Type: Text Length: 50 Required: Yes

Definition: The name associated with the strain

### StrainType

Type: Text Length: 50 Required: Yes

Definition: The strain type

Valid Values: Indica, Sativa, Hybrid