



Cannabis Central Reporting System Upload User Guide



Washington State
Liquor and Cannabis Board

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Submitting Data: Initial Upload

- 1) Licensees and labs are expected to perform an initial upload of records into CCRS which represent their current on-hand plants (for Producers) and inventory.
- 2) Prior to uploading the initial records, certain administrative data must be created so the system is able to accept all of the customizable attributes which will be assigned to a plant and inventory records.
- 3) Use the templates provided to create the csv files for data upload.
- 4) Be sure to save the spreadsheet as a “csv-type” file with the proper naming convention before attempting to upload the data.
- 5) To upload the csv files created, navigate to <https://cannabisreporting.lcb.wa.gov/>. Click the ‘add’ button relevant to the record you are uploading.

Further instructions and resources including those listed below are available at <https://lcb.wa.gov/ccrs/resources>.

- 1) How to load – found in this document
- 2) CSV templates
- 3) Specification File
- 4) CCRS Submission Errors
- 5) Getting Started with CCRS
- 6) SAW User Guide

Reporting Responsibilities: Which Reports Are Required Per Each Privilege Type

Reports	Producers Only	Processors Only	Producer Processors	Retail	Labs	Coops (If choosing to use CCRS)
Area	✓	✓	✓	✓		✓
Inventory	✓	✓	✓	✓		✓
InventoryAdjustment	✓	✓	✓	✓		✓
InventoryTransfer	✓	✓	✓	✓		✓
LabTest					✓	
Plant	✓		✓			✓
PlantDestruction	✓		✓			✓
PlantTransfer	✓		✓			✓
Product	✓	✓	✓	✓	✓	✓
Sale	✓	✓	✓	✓		✓
Strain	✓	✓	✓	✓		✓

File Dependencies

Certain CCRS records are dependent on other data elements for a successful load. The dependent records will only load when the independent elements are present in the CCRS. Below illustrates the order of operations on how the independent data elements must be loaded first.

- **Inventory and Plant** records are dependent on existing **Strain, Area, and Product** records.
- **Lab test, Inventory Adjustment, and Inventory Transfer** records are dependent on existing **Inventory** records.
- **Plant Transfers and Plant Destruction** records are dependent on existing **Plant** records.
- **Sale** records are dependent on existing **Plant and Inventory** records. By relationship to inventory and plants the file is also dependent on Strain, Area, and Product records.

Order of operations

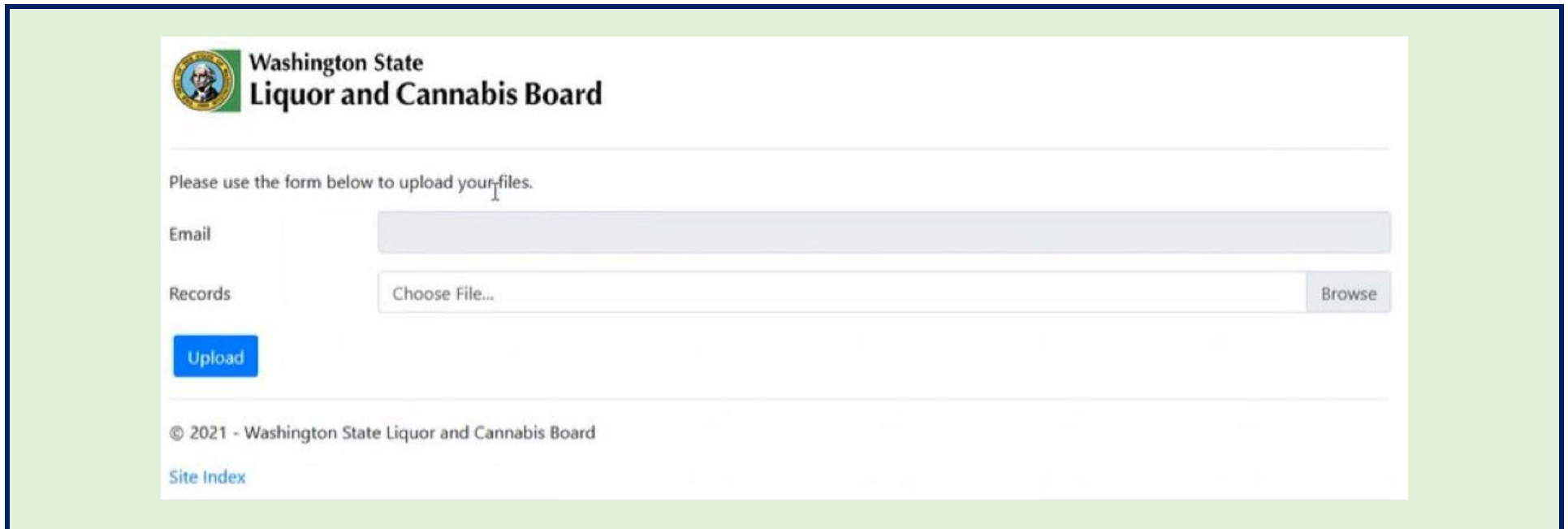
Group 1: Strain, Area, and Product

Group 2: Inventory and Plant

Group 3: Lab test, Inventory Adjustment, Inventory Transfer, Plant Transfers, Plant Destruction, and Sale

Generic File Upload Instructions

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. For login instructions see SAW user guide found at <https://lcb.wa.gov/ccrs/resources>.
 - b. Load the report
 - i. Select the “Browse” button
 - ii. Find one or multiple files to be upload from your stored location
NOTE: Only load .csv files, as all other file types will fail. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources> as pertaining to the report you are loading.
 - iii. Select the “Upload” button



The screenshot shows a web form for file upload. At the top left is the Washington State Liquor and Cannabis Board logo and name. Below the header, the text reads: "Please use the form below to upload your files." The form contains an "Email" field, a "Records" field with a "Choose File..." button and a "Browse" button, and a blue "Upload" button. At the bottom, there is a copyright notice "© 2021 - Washington State Liquor and Cannabis Board" and a "Site Index" link.

Common File Attributes

Used universally in nearly all submission files

- 1) All files contain a header with:
 - a. SubmittedBy Indicates the user who is submitting the report
 - b. SubmittedDate The date the user is submitting the records
 - c. NumberRecords The number of records listed below the field names

- 2) All files contain these data elements:
 - a. CreatedBy Each record provides a CreatedBy field to enter the user who initially created the record on insert
 - b. CreatedDate Each record provides a CreatedDate field to enter the date that the record was first submitted
 - c. UpdatedBy Each record provides an UpdatedBy field to enter the user who subsequently updated a record
 - d. UpdatedDate Each record provides an UpdatedDate field to enter the date that the record was modified

Ex: Common File Attributes

	A	B	C	D	E	F	G	H	I
1	SubmittedBy	John Doe							
2	SubmittedDate	08/01/2021							
3	NumberRecords	3							
4	LicenseNumber	Area	IsQuarantine	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	GrowRoom1	FALSE	GrowRoom1	John Doe	08/01/2021			Insert
6	123456	FlowerRoom1	FALSE	FlowerRoom1	John Doe	08/01/2021			Insert
7	123456	InventoryRoom1	FALSE	InventoryRoom1	John Doe	08/01/2021			Insert
8									

- 3) Some files contain:
 - a. An **operation field** for each record:
 - i. Insert Create new record with a unique external identifier
 - ii. Update Alter an existing record indicated by external identifier
 - iii. Delete Delete a record, indicated by external identifier
 - b. ExternalIdentifier Unique Identifier for the record
 - c. LicenseNumber ID of the licensee that belongs to this record
 - d. FromLicenseNumber Inventory and Plant Transfer files
 - e. ToLicenseNumber Inventory and Plant Transfer files

Area Report: Name Identifier for the Area

- 1) If needed, find the area report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for area reports are as follows:
 - a. Licensees area_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators area_IntegratorID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the area report:
 - a. LicenseNumber Licensee ID that belongs to the record
 - b. Area The area associated with this record
 - c. IsQuarantine The area is designated as quarantine or not
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Area Report

	A	B	C	D	E	F	G	H	I
1	SubmittedBy	John Doe							
2	SubmittedDate	08/01/2021							
3	NumberRecords	3							
4	LicenseNumber	Area	IsQuarantine	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	GrowRoom1	FALSE	GrowRoom1	John Doe	08/01/2021			Insert
6	123456	FlowerRoom1	FALSE	FlowerRoom1	John Doe	08/01/2021			Insert

IsQuarantine: There are no quarantine requirements for marijuana products. Must have an entry as FALSE. For imported CBD: quarantine rules are required until passing tests results as outlined in WAC 314-55-109 are on hand. Imported CBD must be put into its own room/area (physically) and marked TRUE (digitally) until passing results are received.

Inventory Report: Represent the physical inventory that exists at a facility

- 1) If needed, find the inventory report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for inventory reports are as follows:
 - a. Licensees inventory_*LicenseNumber*_YYYYMMDDHHMMSS
 - b. Integrators inventory_*IntegratorID*_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the inventory report:
 - a. Strain The strain associated with this record
 - b. Area The area associated with this record
 - c. Product The product associated with this record
 - a. InitialQuantity The quantity when inventory was received
 - d. QuantityOnHand The quantity at this point in time
 - e. TotalCost The total cost associated with the Inventory item
 - f. IsMedical Whether the inventory is medical or recreational
- 6) Load the data as indicated in *Generic Data Upload* section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Inventory Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	SubmittedDate	08/13/2021												
3	Checksum	3												
4	LicenseNumber	Strain	Area	Product	InitialQuantity	QuantityOnHand	TotalCost	IsMedical	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	OGKush	InventoryRoom1	WetFlowerlr	896	600	2000	FALSE	Inv00001	Jane Doe	08/10/2021	Jane Doe	08/13/2021	Update
6	654321	OGKush	InventoryRoom1	SampleINV	1	0	10	FALSE	Inv00002	Jane Doe	08/10/2021	Jane Doe	08/13/2021	Update

Strain: Strain detail will affect other reports if not reported accurately and kept up to date. Strain listed and verified in the Strain report is not the Product Trade Name. For propagation and harvest, the strain is the name of the strain referenced during the growing cycle. For intermediate and end products strain name is the primary strain source or “mix” as appropriate.

Product: Primary reference is WAC 314-55-010

TotalCost: If NULL (empty) when reporting that field, the file will fail. For the purposes of reporting this field must always be \$0.00.

IsMedical: This field may only be marked TRUE if passing test results have been received that verify the inventory meets the standards for compliant medical product as outlined in WAC 314-55-102 & WAC 246-70-050.

Inventory Adjustment Report: Increase or decrease to the quantity of inventory on hand for a defined reason

- 1) If needed, find the inventory adjustment report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load csv. files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for inventory adjustment reports are as follows:
 - a. Licensees
inventoryadjustment_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators
inventoryadjustment_IntegratorID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the inventory adjustment report:
 - a. InventoryExternalIdentifier Unique ID for the inventory being adjusted
 - b. AdjustmentReason Reason for Inventory Adjustment
 - c. AdjustmentDetail Detailed notes of the adjustment
 - d. Quantity The amount of the inventory adjusted. Units of measure need to be consistent for the inventory type (grams, each, etc.).
 - e. AdjustmentDate The date inventory was adjusted
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Inventory Adjustment Report

	A	B	C	D	E	F	G
1	SubmittedBy	Jane Doe					
2	SubmittedDate	08/13/2021					
3	NumberRecords	1					
4	LicenseNumber	InventoryExternalIdentifier	AdjustmentReason	AdjustmentDetail	Quantity	AdjustmentDate	ExternalIdentifier
5	654321	INV00001	ReturnedLabSample	received back 2 grams of flower	2	08/13/2021	InvAdj0001

AdjustmentDetail: Required when Other or Theft is selected for Adjustment reason.

AdjustmentReason: Daily waste: accounted here under other as related to the harvested material inventory referenced in the Inventory report.

When to use Adjustment Reason	LEAF	CCRS
Balance inventory	Reconciliation	Reconciliation
Theft	Theft	Theft
LCB Seizure	Seizure	Seizure
Member left	Member_left_the_cooperative	Other
Limited self-sampling	Internal_qa_sample	Other
Budtender Sample	Budtender_sample	Other
Vendor Sample	Vendor_sample	Other
Lab Sample Returned	LEAF: NOT FOUND	ReturnedLabSample
Destruction/Disposal	LEAF: SEPARATE FUNCTION – NEW IN CCRS	Destruction
When marijuana is lost	LEAF: NOT FOUND	Lost

Inventory Transfer Report: Reports how much Inventory was received by the licensee facility and when

- 1) If needed, find the inventory transfer report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for inventory transfer reports are as follows:
 - a. Licensees
inventorytransfer_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators
inventorytransfer_IntegratorID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the inventory transfer report:
 - a. FromInventoryExternalIdentifier The licensee/integrator assigned identifier for the inventory that was sent
 - b. ToInventoryExternalIdentifier The licensee/integrator assigned identifier for the inventory that was received
 - a. Quantity The quantity of inventory transferred in the inventory transfer record. Units of measure need to be consistent for the inventory type (grams, each, etc.).
 - c. TransferDate The date on which the record was recorded
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Inventory Transfer Report

	A	B	C	D	E	F	G	H
1	SubmittedBy	SmithJ						
2	SubmittedDate	08/12/2021						
3	NumberRecords	1						
4	LicenseNumber	InventoryExternalIdentifier	LabLicenseNumber	LabTestStatus	TestName	TestDate	TestValue	ExternalIdentifier
5	654321	INV0002	665544	InProcess	Cannabinoid D9 THCA Percent	08/12/2021	17%	Tst0000001

Plant: Individual plants at a licensed facility that are in their vegetative or flowering phases

- 1) If needed, find the plant report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for plant reports are as follows:
 - a. Licensees
 plant_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators
 plant_IntegratorID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the plant report:
 - a. Area The area associated with this record
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

b. PlantIdentifier

c. Strain

d. PlantSource

e. PlantState

f. GrowthStage

g. HarvestCycle

h. MotherPlantExternalIdentifier

i. HarvestDate

j. IsMotherPlant

The unique identifier for the plant
Name of the strain associated with this record

What the plant was sourced from
State the plant is currently in
Current growth cycle of plant
Current stage in the harvest cycle of plant

The licensee/integrator assigned identifier for the mother plant associated with this record
User submitted date the plant was harvested

Determines whether the plant record is a mother plant or not

Ex: Plant Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	SubmittedBy	Jane Doe															
2	SubmittedDate	08/01/2021															
3	NumberRecords	8															
4	LicenseNumber	PlantIdentifier	Area	Strain	PlantSource	PlantState	GrowthStage	HarvestCycle	MotherPlantExternalIdentifier	HarvestDate	IsMotherPlant	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	Plant_651	GrowRoom1	OG Kush	Clone	Growing	Flowering	9 Plant-55	Plant-55		FALSE	Plant_651	Jane Doe	08/01/2021			Insert
6	654321	Plant_652	GrowRoom1	OG Kush	Clone	Growing	Flowering	9 Plant-55	Plant-55		FALSE	Plant_652	Jane Doe	08/01/2021			Insert
7	654321	Plant_653	GrowRoom1	OG Kush	Clone	Growing	Flowering	9 Plant-55	Plant-55		FALSE	Plant_653	Jane Doe	08/01/2021			Insert

Strain: Strain is **not** the Product Trade Name. For propagation and harvest, the strain is the name of the strain referenced during the growing cycle. For intermediate and end products strain name is the primary strain source or “mix” as appropriate.

PlantSource: Clone- a cutting from a marijuana plant that is genetically identical to the plant it was taken from—that plant is known as the “mother.” WAC 314-55-010 states: Immature plant or clone means a marijuana plant or clone that has no flowers, is less than twelve inches in height, and is less than twelve inches in diameter. Seeds: WAC 314-55-075 specifies who licensed producers may sell seeds to within the regulated market.

PlantState:

Plant Stage Valid Values		
When to use	LEAF	CCRS
When plant is in growth stage	Growing	Growing
When plant has been partially harvested but still in growth stage	Growing / Harvested	Partially Harvested
Applies to CBD import only	Not found in LEAF	Quarantined
When plant or plant material is ready to be sold	Packaged	Inventory
When harvested material is being dried	Harvested	Drying
When plant material has been harvested	Harvested	Harvested
When a plant has been destroyed	Destroyed	Destroyed
When a plant has been sold	Not found in LEAF	Sold

GrowthStage: Immature is not a valid selection for a plant 8” and over.

Vegetative Non-flowering (growing)
 Flowering The final stage of growth—plants start developing resinous buds.

HarvestCycle: Required field. This field will be removed in the future. Valid entry is “3” for all licensees until removed.

IsMotherPlant: Entered as appropriate related to mother plants. If MotherPlantExternalIdentifier is reported; this field will be TRUE.

Plant Destruction: Record the event that removes a plant for a defined reason

- 1) If needed, find the plant destruction report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for plant destruction reports are as follows:
 - a. Licensees
plantdestruction_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators
plantdestruction_IntegratorID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the plant destruction report:
 - a. PlantExternalIdentifier The licensee/integrator assigned identifier for the plant that was destroyed
 - b. DestructionReason The reason for destroying the plant
 - c. DestructionMethod The method used to destroy the plant
 - d. DestructionDate The user submitted date the destruction was created
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Plant Destruction Report

	A	B	C	D	E	F	G	H	I	J	K
1	SubmittedBy	John Doe									
2	SubmittedDate	08/01/2021									
3	NumberRecords	2									
4	LicenseNumber	PlantExternalIdentifier	DestructionReason	DestructionMethod	DestructionDate	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	Plant-109	Mites	Grind	08/01/2021	PlantDes-109	John Doe	08/01/2021			Insert
6	123456	Plant-110	Mites	Grind	08/01/2021	PlantDes-110	John Doe	08/01/2021			Insert

DestructionMethod: Primary reference is WAC 314-55-097

DestructionReason:

When to use Destruction Type	LEAF	CCRS
Failed	Failed_qa	Contamination when failed for – Microbiological, Mycotoxin, Residual Solvent, Heavy Metal, Foreign Matter, Moisture
Infested	Infestation	Mites, Other, when infestation is not mites
Limited self-sampling	Quality_control	Other
Returned to seller	Returned	Other
Product not saleable	Spoilage	PlantDied Other, all other spoilage not related plant death
Product not saleable	Unhealthy	Other
Directed by LCB	LCB_mandated	Contamination, Other, all other directives not related to contamination
Many reasons	Other	TooMuchWater, TooLittleWater, MalePlant, Other

Plant Transfer: Record the receipt of plants transferred into a licensee's possession

- 1) If needed, find the plant report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for plant transfer reports are as follows:
 - a. Licensees planttransfer_*LicenseNumber*_YYYYMMDDHHMMSS
 - b. Integrators planttransfer_*IntegratorID*_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the plant transfer report:
 - a. FromExternalPlantIdentifier The licensee/integrator assigned identifier for the plant that was sent
 - b. ToExternalPlantIdentifier The licensee/integrator assigned identifier for the plant that was received
 - c. TransferDate The date the transfer started.
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Plant Transfer Report

	A	B	C	D	E	F	G	H	I	J	K
1	SubmittedBy	Jane Doe									
2	SubmittedDate	08/08/2021									
3	NumberRecords	8									
4	FromLicenseNumber	ToLicenseNumber	FromExternalPlantIdentifier	ToExternalPlantIdentifier	TransferDate	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	654321	Plant-101	Plant_651	08/08/2021	PT_0101	Jane Doe	08/08/2021			Insert
6	123456	654321	Plant-102	Plant_652	08/08/2021	PT_0102	Jane Doe	08/08/2021			Insert

Product: Distinct type of item with attributes that distinguish it from other item types

- 1) If needed, find the plant report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for product reports are as follows:
 - a. Licensees
product_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators
product_IntegratorID_YYYYMMDDHHMMSS
 - c. Labs
product_LabID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the product report:
 - a. InventoryCategory The inventory category
 - b. InventoryType The product type
 - c. Name The name associated with the product
 - d. Description The product description
 - e. UnitWeightGrams Weight in grams per unit
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Product Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	SubmittedBy	Jane Doe										
2	SubmittedDate	08/10/2021										
3	NumberRecords	4										
4	LicenseNumber	InventoryCategory	InventoryType	Name	Description	UnitWeightGrams	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	HarvestedMaterial	WetFlower	HarvestedFl	1 Ounce Recently harvested flower still wet	28	WetFlowerINV	John Doe	08/10/2021			Insert
6	654321	IntermediateProduct	Infused Cooking Medium	THCButter	1 Ounce of THC Butter	28	THCButterINV	John Doe	08/10/2021			Insert

NOTE: For labs the product .csv file will operate as your inventory report.

For lab only - Name field: Product name provided by the licensee who submitted the sample for testing. Description field: Can be the product description provided by the licensee who sent the test sample. Or in this optional field can choose to provide detail on the sample itself. (Container it arrived in, condition of the sample, etc.)

Inventory Type: Currently, within CCRS, **Marijuana Mix** may be categorized as **Intermediate Product** and sent to a retail licensee under this product category. **Clone** shall be recorded as **Plant** and categorized as **Propagation Material** within CCRS at present.

UnitWeightGrams: weight of the sellable product unit (not including packaging). Any one sellable product may not exceed the individual carry limit. Ex#1: Sellable product = 2 grams of flower; unit weight of 2 grams // Ex#2: Sellable product = 1 pre roll; unit weight of 1 gram // Ex#3: Sellable product = 1 package of edibles; unit weight of 10 grams // Ex#4: Sellable product = 1 concentrate for inhalation cartridge; unit weight of 2 grams

Sale: Represents wholesale and retail transactions of inventory and plants and defines quantity and date of a sale

- 1) If needed, find the plant report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
 - 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
 - 3) Name the file accordingly. The naming convention for sale reports are as follows:
 - a. Licensees
sale_*LicenseNumber*_YYYYMMDDHHMMSS
 - b. Integrators
sale_*IntegratorID*_YYYYMMDDHHMMSS
 - 4) Apply the header information.
 - 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the sale report:
 - a. SoldToLicenseNumber ID of purchasing facility
 - b. InventoryExternalIdentifier The licensee/integrator assigned identifier for the inventory that was sold
 - c. PlantExternalIdentifier The licensee/integrator assigned identifier for the plant that was sold
 - 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - 7) Check the email associated to the user log-in for an error report.
- d. SaleType The type of sale
 - e. SaleDate The date of the sale transaction
 - f. Quantity The quantity sold. Units of measure need to be consistent for the inventory type (grams, each, etc.).
 - g. UnitPrice The unit price in US Dollars for the inventory/plant sold
 - h. Discount The price in US Dollars of the discount applied to the sale
 - i. SalesTax The total in US Dollars of the sales tax
 - j. OtherTax The total in US Dollars of any other tax applied at the time of sale
 - k. SaleExternalIdentifier The licensee/integrator assigned identifier for the sale record (SaleType, Licensee, DateSold)
 - l. SaleDetailExternalIdentifier The licensee/integrator assigned identifier for the sale record

Ex: Sale Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SubmittedBy	JohnSmith											
2	SubmittedDate	08/17/2021											
3	NumberRecords	1											
4	LicenseNumber	SoldToLicenseNumber	InventoryExternalIdentifier	PlantExternalIdentifier	SaleType	SaleDate	Quantity	UnitPrice	Discount	SalesTax	OtherTax	SaleExternalIdentifier	SaleDetailExternalIdentifier
5	112233		Edible0001		RecreationalRetail	08/17/2021	1	28	0	8	2	Retail00000001	Retail00000001d

Sale .csv file: Data fields required by license type

Sales .csv data fields	Producers Only	Processors Only	Producer Processors	Retail
LicenseNumber	✓	✓	✓	✓
SoldToLicenseNumber	✓	✓	✓	
InventoryExternalIdentifier	✓	✓	✓	✓
PlantExternalIdentifier	✓ If plant sold		✓ If plant sold	
SaleType	✓	✓	✓	✓
SaleDate	✓	✓	✓	✓
Quantity	✓	✓	✓	✓
UnitPrice	✓	✓	✓	✓
Discount				✓
SalesTax	✓	✓	✓	✓
OtherTax				✓
SaleExternalIdentifier	✓	✓	✓	✓
CreatedBy	✓	✓	✓	✓
CreatedDate	✓	✓	✓	✓
UpdatedBy	✓	✓	✓	✓
UpdatedDate	✓	✓	✓	✓
Operation	✓	✓	✓	✓

UnitPrice: Sales price before taxes applied.

Discount: No discounts are allowable for producers and processors. WAC 314-55-018. Discounts can only be offered at a retail sale. The discount must be available to all who meet the discount conditions and may not discount the sale price below the cost of acquisition.

SalesTax: The sum of state and local sales taxes are reflected in this field.

OtherTax: Other tax is defined as Excise Tax. No other tax entry is valid for other. Producers/Processors will not report Other as they do not have a requirement to collect Excise Taxes during their sale transactions.

SoldToLicenseNumber: SoldTo only applies to Wholesale transactions (i.e. Producers/Processors).

SaleType: Wholesale is the selection for all sales by producers/processors.

RecreationalRetail: Sale at retail to a general customer.

RecreationalMedical: Sale at retail to a qualifying patient or designated provider (RCW 82.08.9998).

Strain Report: Represents a specific sub species of cannabis

- 1) If needed, find the plant report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 3) Name the file accordingly. The naming convention for strain reports are as follows:
 - a. Licensees strain_LicenseNumber_YYYYMMDDHHMMSS
 - b. Integrators strain_IntegratorID_YYYYMMDDHHMMSS
- 4) Apply the header information.
- 5) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the strain report:
 - a. Strain The name associated with the strain
 - b. Strain Type The sub species of cannabis
- 6) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 7) Check the email associated to the user log-in for an error report.

Ex: Strain Report

	A	B	C	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

Strain: Strain is not the Product Trade Name.

If Duplicate Strain/StrainType error message is received, assumption is that strain exists in the system. Reporting entity does not have an action to take for correction.

Note: This same scenario will occur when completing a plant CSV. Strain is required on both Plant and Inventory but the Strain CSV does not need to be submitted if the Strain already exists in the system

Lab Test: The outcome of the QA testing records which can be associated with inventory

- 1) If needed, find the plant report template online
 - a. This template is available at <https://lcb.wa.gov/ccrs/resources>
- 2) Prepare your file.
 - a. Only load .csv files, all other file types will fail.
 - b. Load data as indicated in the Specification File found at <https://lcb.wa.gov/ccrs/resources>.
- 1) Name the file accordingly. The naming convention for lab test reports are as follows:
 - a. Labs labtest_LabID_YYYYMMDDHHMMSS
- 2) Apply the header information.
- 3) Prepare the data. For commonly used data elements review the *Common File Attributes* section above. Listed below are the elements unique to the lab test report:
 - a. InventoryExternalIdentifier Assigned identifier for the inventory that samples were submitted to the lab for testing
 - b. LabTestStatus The current status of the lab test
 - c. TestName Name of the test that was done
 - d. TestDate The user submitted date the test was done
 - e. TestValue The value of the specific test
- 4) Load the data as indicated in *Generic Data Upload* instructions section above.
 - a. Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
- 5) Check the email associated to the user log-in for an error report.

Ex: Lab Test Report

	A	B	C	D	E	F	G	H
1	SubmittedBy	SmithJ						
2	SubmittedDate	08/12/2021						
3	NumberRecords	1						
4	LicenseNumber	InventoryExternalIdentifier	LabLicenseNumber	LabTestStatus	TestName	TestDate	TestValue	ExternalIdentifier
5	654321	INV0002	665544	InProcess	Cannabinoid D9 THCA Percent	08/12/2021	17%	Tst0000001
-								

LabLicenseNumber: The lab ID will be obtained from LCB for labs during the certification process. For labs already certified this ID will be generated and provided prior to CCRS launch

LabTestStatus: Manual retest approval will be re-instated with the launch of CCRS

TestName: Documentation provided by the LCB outlines the appropriate test names, link to document here: [Lab Test CSV TestName Data Field Expanded Detail document](#).

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
To be redacted, do not use	FailExtractableOnly
To be redacted, do not use	FailRetestAllowedExtractableOnly
To be redacted, do not use	SampleCreated
When completing non-mandatory testing for a licensee	NotRequired
When the sample exceeds any of the limits in WAC 314-55	Fail
When the sample exceeds any of the limits in WAC 314-55 and is allowable for re-test	FailRetestAllowed
May be used when samples are still in process when reporting	InProcess

InventoryExternalIdentifier: Generated by the sending licensee

TestName: Test Name needs to align with the testing outlined in the Test Value detail

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: Reporting Units

All limits are represented in the required reporting units 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.

For all intents and purposes, microgram per gram is equivalent to parts per million ($\mu\text{g/g} = \text{ppm}$) and microgram per kilogram is equivalent to parts per billion ($\mu\text{g/kg} = \text{ppb}$)

Table 1: Foreign Matter

Foreign Matter	Percent (%)
Stems – 3mm or more in diameter	5
Seeds and Other	2
Foreign Matter	Each (ea)
IHE	1

Table 2: Heavy Metals

Metal	$\mu\text{g/g}$ (ppm)
Arsenic	2.0
Cadmium	0.82
Lead	1.2
Mercury	0.40

Table 3: Microbiology 1

Biological Substance – Unprocessed Plants	Colony Forming Unit per Gram (CFU/g)
Bile Tolerant Gram Negative (BTGN)	$1.0 * 10^4$
Shiga toxin-producing Escherichia coli (STEC)	<1
Salmonella spp.	<1

Table 4: Microbiology 2

Biological Substance – Processed Goods	Colony Forming Unit per Gram (CFU/g)
Bile Tolerant Gram Negative (BTGN)	$1.0 * 10^3$
Shiga toxin-producing Escherichia coli (STEC)	<1
Salmonella spp.	<1

Table 5: Moisture Analysis

Water	Unit
Water Activity	0.65 a _w

Table 6: Mycotoxins

Mycotoxin	µg/kg (ppb)	CAS #
Aflatoxins (Sum of Isomers)	20.	
• Aflatoxin B1		1162-65-8
• Aflatoxin B2		7220-81-7
• Aflatoxin G1		1165-39-5
• Aflatoxin G2		7241-98-7
Ochratoxin A	20.	303-47-9

Table 7: Pesticides

Pesticide	µg/g (ppm)	CAS #
Abamectin (Sum of isomers)	0.50	71751-41-2
• Avermectin B1a		65195-55-3
• Avermectin B1b		65195-56-4
Acephate	0.40	30560-19-1
Acequinocyl	2.0	57960-19-7
Acetamiprid	0.20	135410-20-7
Aldicarb	0.40	116-06-3
Azoxystrobin	0.20	131860-33-8
Bifenazate	0.20	149877-41-8
Bifenthrin	0.20	82657-04-3
Boscalid	0.40	188425-85-6
Carbaryl	0.20	63-25-2
Carbofuran	0.20	1563-66-2
Chlorantraniliprole	0.20	500008-45-7
Chlorfenapyr	1.0	122453-73-0
Chlorpyrifos	0.20	2921-88-2
Clofentezine	0.20	74115-24-5
Cyfluthrin	1.0	68359-37-5
Cypermethrin	1.0	52315-07-8
Daminozide	1.0	1596-84-5
DDVP (Dichlorvos)	0.10	62-73-7
Diazinon	0.20	333-41-5
Dimethoate	0.20	60-51-5
Ethoprophos	0.20	13194-48-4
Etofenprox	0.40	80844-07-1
Etoxazole	0.20	153233-91-1
Fenoxycarb	0.20	72490-01-8
Fenpyroximate	0.40	134098-61-6
Fipronil	0.40	120068-37-3
Flonicamid	1.0	158062-67-0
Fludioxonil	0.40	131341-86-1
Hexythiazox	1.0	78587-05-0
Imazalil	0.20	35554-44-0
Imidacloprid	0.40	138261-41-3
Kresoxim-methyl	0.40	143390-89-0
Malathion	0.20	121-75-5
Metalaxyl	0.20	57837-19-1

Methiocarb	0.20	2032-65-7
Methomyl	0.40	16752-77-5
Methyl parathion	0.20	298-00-0
MGK-264	0.20	113-48-4
Myclobutanil	0.20	88671-89-0
Naled	0.50	300-76-5
Oxamyl	1.0	23135-22-0
Paclobutrazol	0.40	76738-62-0
Permethrins	0.20	52645-53-1
• cis-permethrin		54774-45-7
• trans-permethrin		51877-74-8
Phosmet	0.20	732-11-6
Piperonyl butoxide	2.0	51-03-6
Prallethrin	0.20	23031-36-9
Propiconazole	0.40	60207-90-1
Propoxur	0.20	114-26-1
Pyrethrins (Sum of isomers)	1.0	8003-34-7
• Pyrethrin I		121-21-1
• Pyrethrin II		121-29-9
Pyridaben	0.20	96489-71-3
Spinosad (Sum of isomers)	0.20	168316-95-8
• Spinosyn A		131929-60-7
• Spinosyn D		131929-63-0
Spiromesifen	0.20	283594-90-1
Spirotetramat	0.20	203313-25-1
Spiroxamine	0.40	118134-30-8
Tebuconazole	0.40	80443-41-0
Thiacloprid	0.20	111988-49-9
Thiamethoxam	0.20	153719-23-4
Trifloxystrobin	0.20	141517-21-7

Table 8: Potency

Cannabinoid	Significant Digits	CAS #
CBD	2	13956-29-1
CBDA	2	1244-58-2
Δ^9 -THC	2	1972-08-3
Δ^9 -THCA	2	23978-85-0

Table 9: Potency Units

Product Type	Reporting Unit
Usable Flower	%
Intermediate	%
End Product	%, mg/g

Regardless of reported unit, please report each cannabinoid value in two significant digits.

