



Cannabis Central Reporting System User Guide



Washington State
Liquor and Cannabis Board

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Information Online

Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>

1) Upload

- a. Landing page for report uploads

2) Account: allows license admins add/edit users

- a. Licensee
- b. Integrator

Navigate to the URL: <https://lcb.wa.gov/ccrs/resources>

1) FAQs

2) Resources

- a. Testing resources
- b. How to Prepare for CCRS: A Quickstart Guide for Licensees
- c. CCRS Data Submission Guide Error Messages
- d. CCRS Data Model File Specification Manual
- e. Getting Started with CCRS
- f. SAW User Guide
- g. Templates
- h. Webinars

Co-Ops

Marijuana Tax

Product Re-Test Process

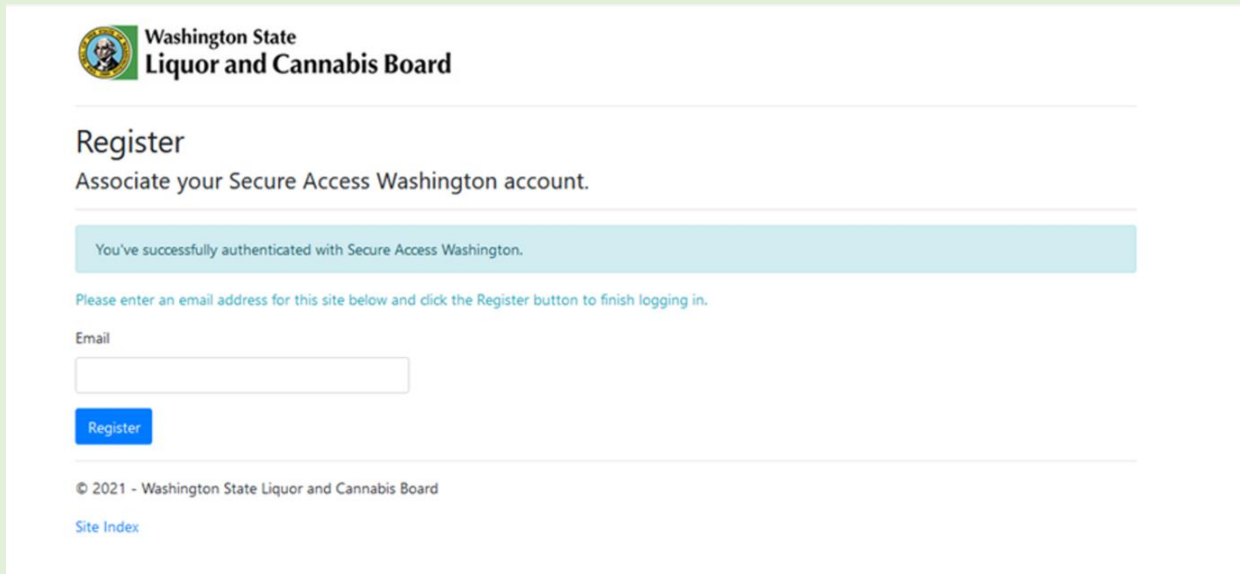
3) Webinars

4) Approved CCRS Integrators

5) CCRS Approval Process

Initial Login

- 1) The URL <https://cannabisreporting.lcb.wa.gov> will redirect to SAW for authentication
 - a) Use your existing SAW account or create a new one to complete this authentication, as outlined in the [CCRS SAW user guide](#)
 - b) Reminder that SAW has a different URL, <https://secureaccess.wa.gov/>
- 2) When the CCRS Primary Admin user logs in for the first time (after they have signed in to SAW for authentication) they are prompted for their email at the first landing page within CCRS (pictured below).
 - a) This email is the Primary email that is associated with their license location(s)
 - b) The Primary license account email can be validated with your current WSLCB Licensing Specialist or at LicensingChanges@lcb.wa.gov
 - c) It does not have to be the email that is used for your SAW account
- d) Only one SAW user can associate as the Primary Admin
- e) If the incorrect email is entered at this step, or another user in your organization has already completed this step, your account will be locked until you submit a ticket for assistance at ServiceDesk@lcb.wa.gov
- 3) Additional users added by the Primary Admin will also get this prompt at first login after they have authenticated via SAW.
 - a) Additional users enter the email that matches what was used when their CCRS user account was created by the Primary Admin
 - b) If an additional user enters the Primary Admin email at this step, the account may be locked and a ticket would be required.
- 4) This association step should not occur at subsequent logins for Primary Admin or additional users.



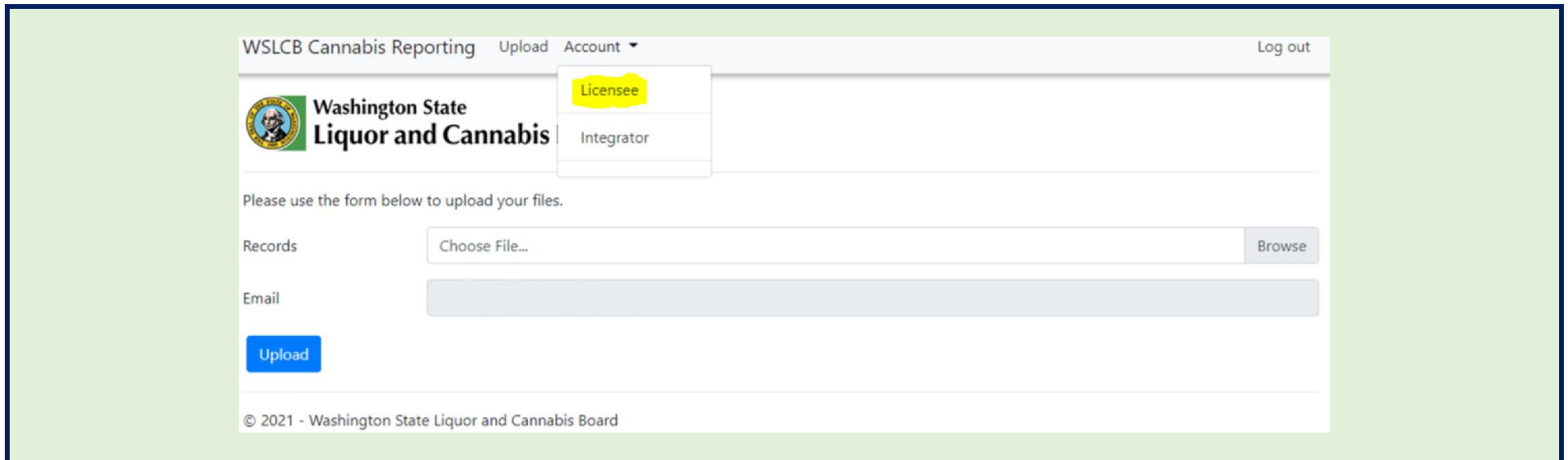
The screenshot shows the 'Register' page of the Washington State Liquor and Cannabis Board. At the top is the board's logo and name. Below it, the heading 'Register' is followed by the instruction 'Associate your Secure Access Washington account.' A light blue success message states: 'You've successfully authenticated with Secure Access Washington.' Below this, a prompt asks the user to 'Please enter an email address for this site below and click the Register button to finish logging in.' There is an 'Email' label above a text input field. A blue 'Register' button is positioned below the input field. At the bottom of the page, the copyright notice '© 2021 - Washington State Liquor and Cannabis Board' and a 'Site Index' link are visible.

Adding Users to License

NOTE: Only the license admin may perform this function.

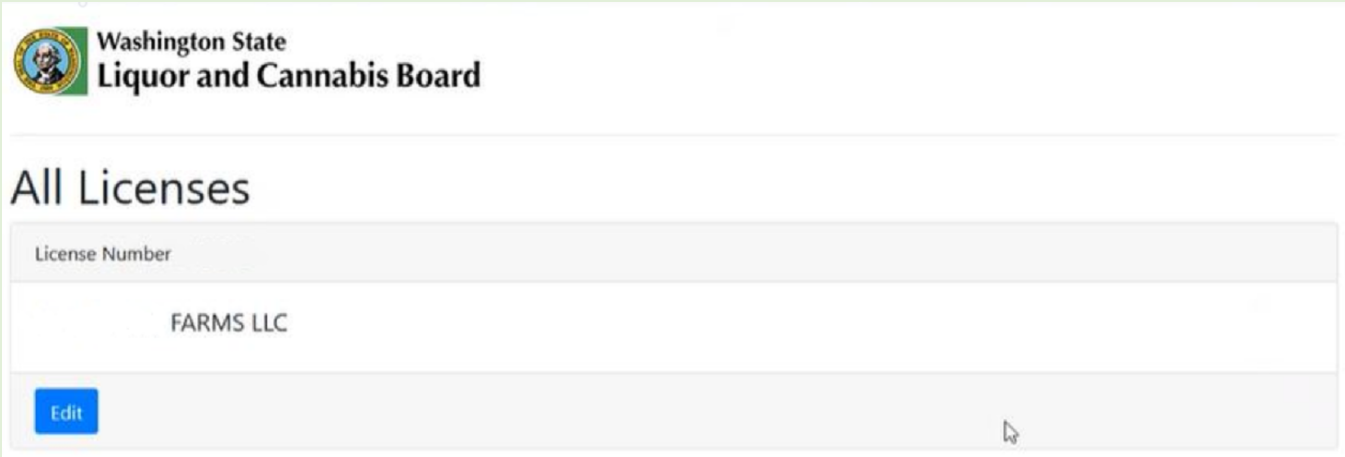
Licenses will need to add/assign integrators to their record to enable integrators to upload reports on the licensee's behalf.

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. Select the "Account" drop-down menu
 - b. Select "Licensee"



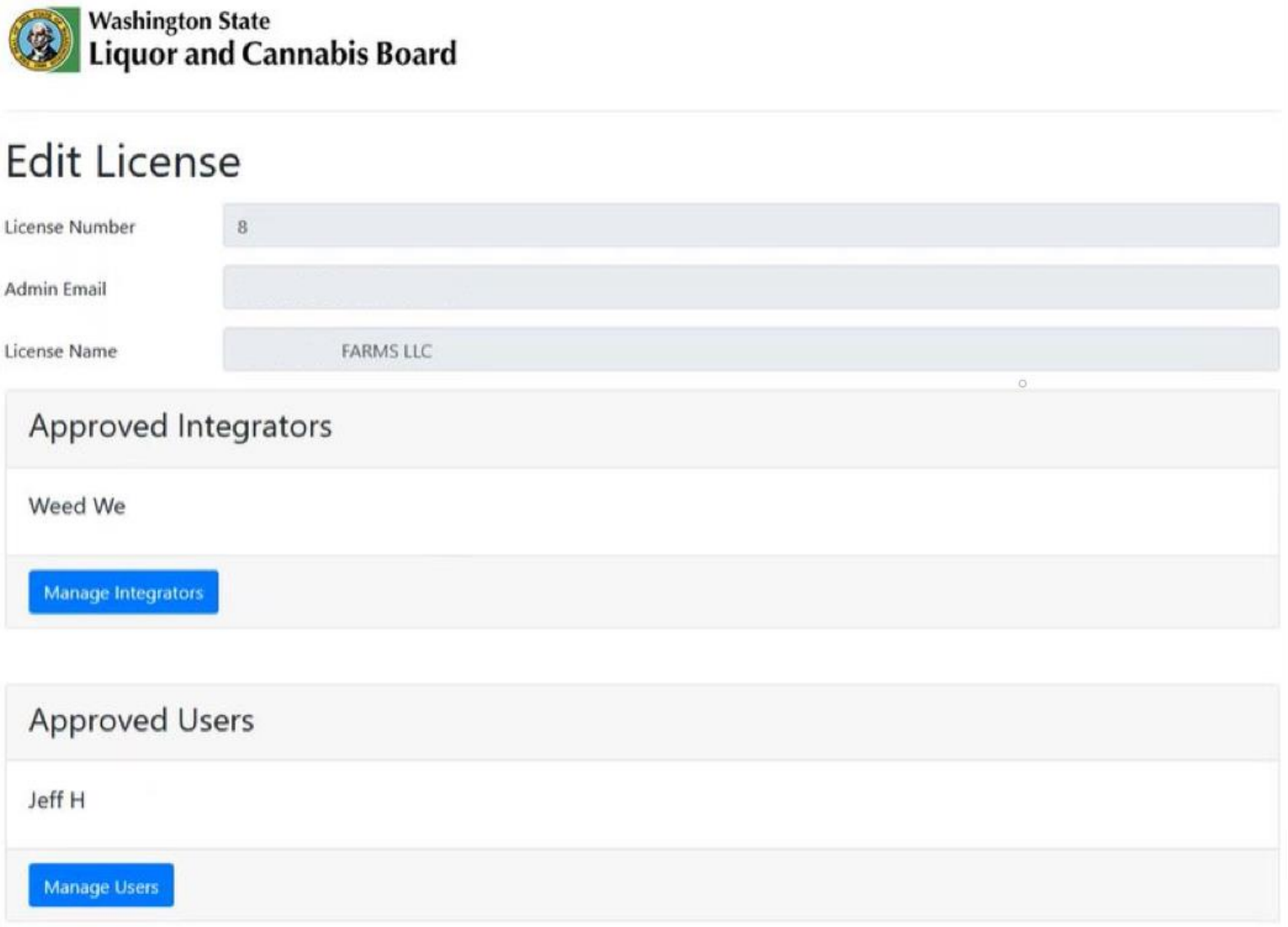
The screenshot displays the 'WSLCB Cannabis Reporting' web application. At the top, there is a navigation bar with 'Upload' and 'Account' (with a dropdown arrow) links, and a 'Log out' button on the right. Below the navigation bar, the Washington State Liquor and Cannabis Board logo is visible on the left. A dropdown menu is open under the 'Account' link, showing two options: 'Licensee' (highlighted in yellow) and 'Integrator'. Below the menu, a message states: 'Please use the form below to upload your files.' The form includes a 'Records' section with a 'Choose File...' button and a 'Browse' button. Below this is an 'Email' input field. At the bottom of the form is a blue 'Upload' button. The footer of the page reads '© 2021 - Washington State Liquor and Cannabis Board'.


- 2) All licenses associated to the admin user login will be found in this screen
 - a. Select the “Edit” button for the associated license you would like to edit



The screenshot displays the 'All Licenses' page of the Washington State Liquor and Cannabis Board. At the top left is the board's logo, which includes a circular seal with a figure and the text 'Washington State Liquor and Cannabis Board'. Below the logo, the heading 'All Licenses' is prominently displayed. Underneath the heading is a table with a single row. The first column of the table is labeled 'License Number' and contains the text 'FARMS LLC'. To the left of this text, there is a small, faint circular icon. At the bottom of the table row, there is a blue button with the word 'Edit' in white text. A mouse cursor is visible near the bottom right of the table.

- 3) List of all approved integrators and approved users is populated
 - a. To add more users:
 - i. Select the “Manage Users” button beneath the “Approved Users” section



 **Washington State
Liquor and Cannabis Board**

Edit License

License Number

Admin Email

License Name

Approved Integrators

Weed We

[Manage Integrators](#)

Approved Users

Jeff H

[Manage Users](#)

- 4) List of all approved users is populated with option to add new user.
 - a. Select the “Add new user” button



The screenshot displays a web interface for the Washington State Liquor and Cannabis Board. At the top left is the board's logo, which includes a circular seal with a figure and the text "Washington State Liquor and Cannabis Board". Below the logo is a blue button labeled "Add new user". Underneath the button is a light gray box containing the text "User Id : 17". Below this box is a white box containing the text "Jeff H : 3489@gmail.com". The entire interface is set against a light green background.

5) User Registration

- a. Fill in requested information
 - i. Email
 - ii. First Name
 - iii. Last Name
- b. Select the “Add User” button



The screenshot shows a web form titled "User Registration" for the Washington State Liquor and Cannabis Board. The form is set against a light green background with a dark blue border. At the top left of the form is the Washington State seal and the text "Washington State Liquor and Cannabis Board". Below this is the title "User Registration". The form contains three input fields: "Email", "FirstName", and "LastName". The "Email" field has a cursor in it. At the bottom left of the form is a blue button labeled "Add User".

Washington State
Liquor and Cannabis Board

User Registration


Email

FirstName

LastName

Add User

6) List of all approved integrators and approved users is populated with the additional user added

**Washington State
Liquor and Cannabis Board**

Edit License

License Number

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We

Manage Integrators

Approved Users

Jeff H

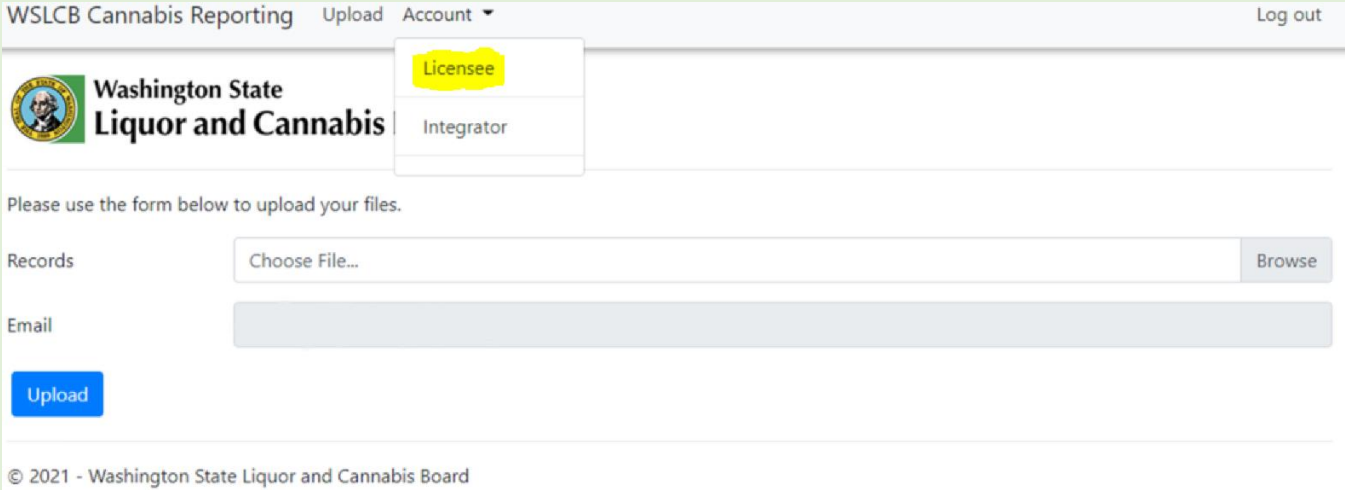
Sally D

Manage Users

Removing Users from License

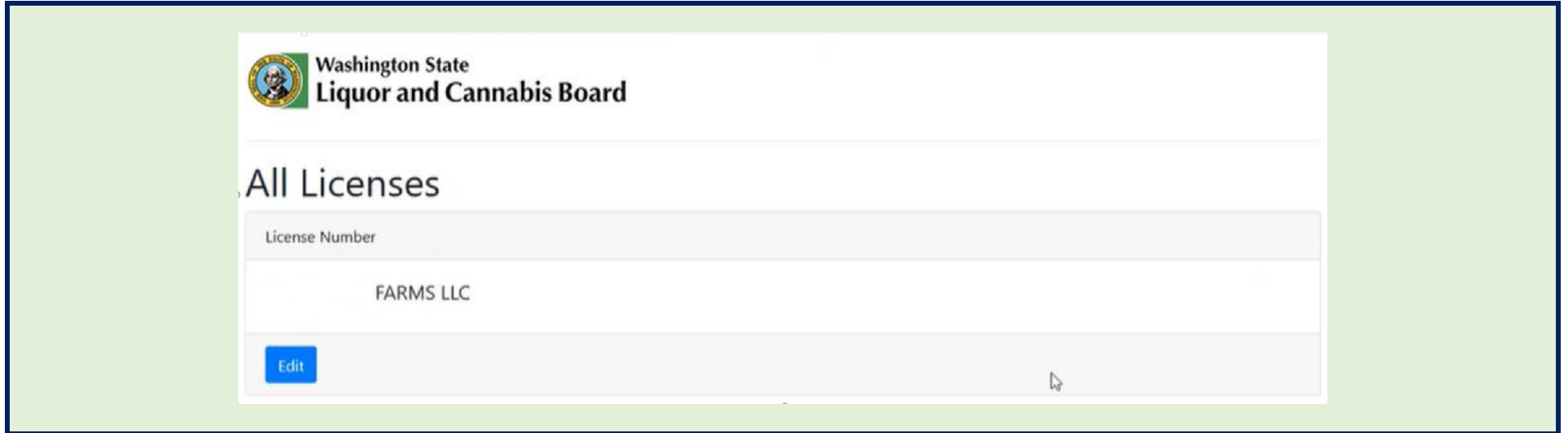
NOTE: Only the license admin may perform this function.

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. Select the “Account” drop-down menu
 - b. Select “Licensee”

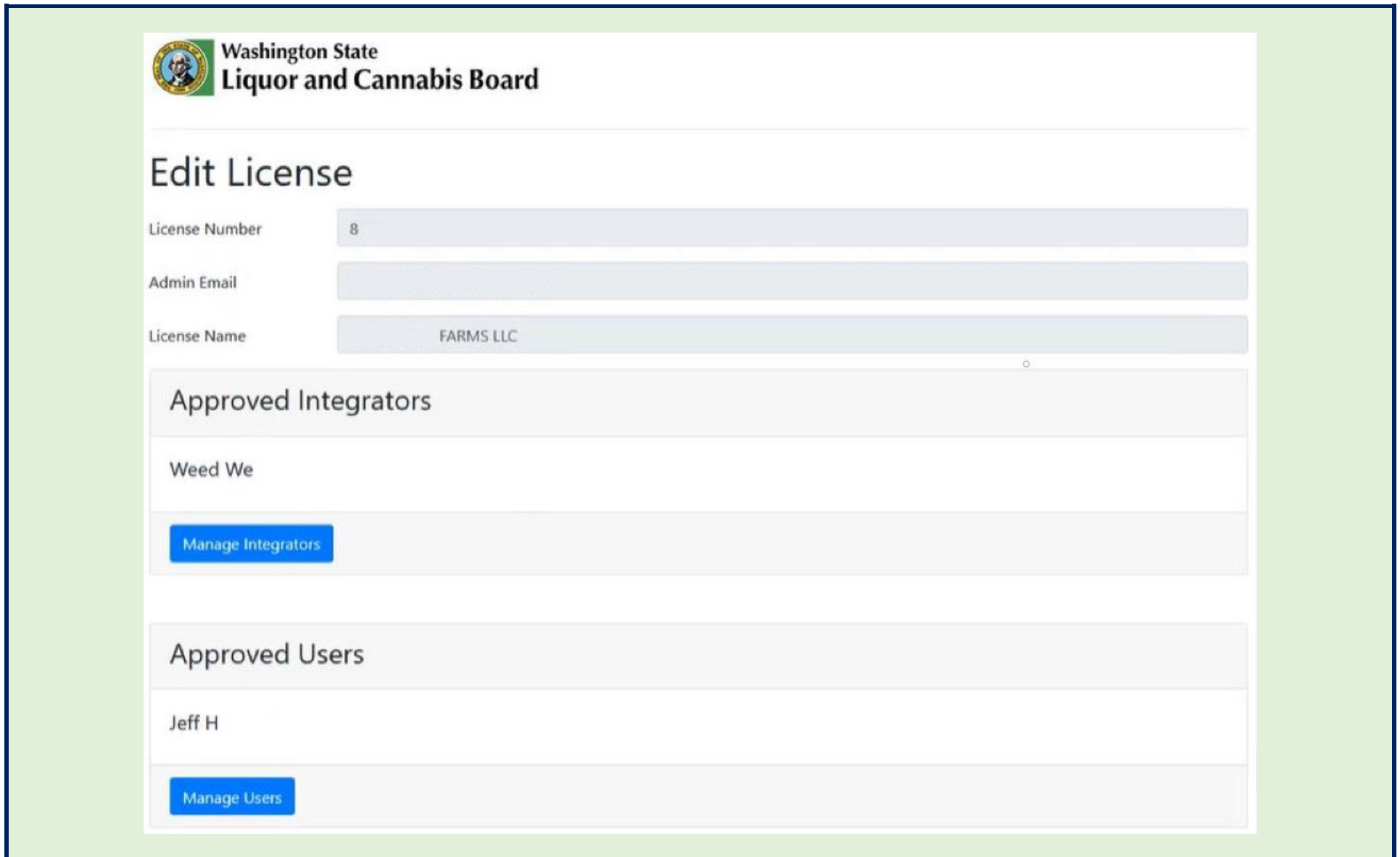


The screenshot displays the 'WSLCB Cannabis Reporting' web application. At the top, there is a navigation bar with 'Upload' and 'Account' (with a dropdown arrow). The 'Account' dropdown menu is open, showing 'Licensee' (highlighted in yellow) and 'Integrator'. Below the navigation bar is the Washington State Liquor and Cannabis Board logo and name. The main content area contains a form for uploading files, with a 'Records' section featuring a 'Choose File...' button and a 'Browse' button. An 'Email' input field is also present. A blue 'Upload' button is at the bottom of the form. The footer indicates '© 2021 - Washington State Liquor and Cannabis Board'.

- 2) All licenses associated to the admin user login will be found in this screen
 - a. Select the “Edit” button for the associated license you would like to edit



- 3) List of all approved integrators and approved users is populated
 - a. To add more users:
 - i. Select the “Manage Users” button beneath the “Approved Users” section



The screenshot displays the 'Edit License' interface for the Washington State Liquor and Cannabis Board. At the top left is the board's logo, featuring a circular seal with a figure and the text 'WASHINGTON STATE LIQUOR AND CANNABIS BOARD'. To the right of the logo, the text 'Washington State Liquor and Cannabis Board' is displayed. Below the header, the title 'Edit License' is prominently shown. The form contains three input fields: 'License Number' with the value '8', 'Admin Email' which is currently empty, and 'License Name' with the value 'FARMS LLC'. Below these fields are two distinct sections. The first section, titled 'Approved Integrators', contains a single entry 'Weed We' and a blue button labeled 'Manage Integrators'. The second section, titled 'Approved Users', contains a single entry 'Jeff H' and a blue button labeled 'Manage Users'.

Washington State
Liquor and Cannabis Board

Edit License

License Number 8

Admin Email

License Name FARMS LLC

Approved Integrators

Weed We

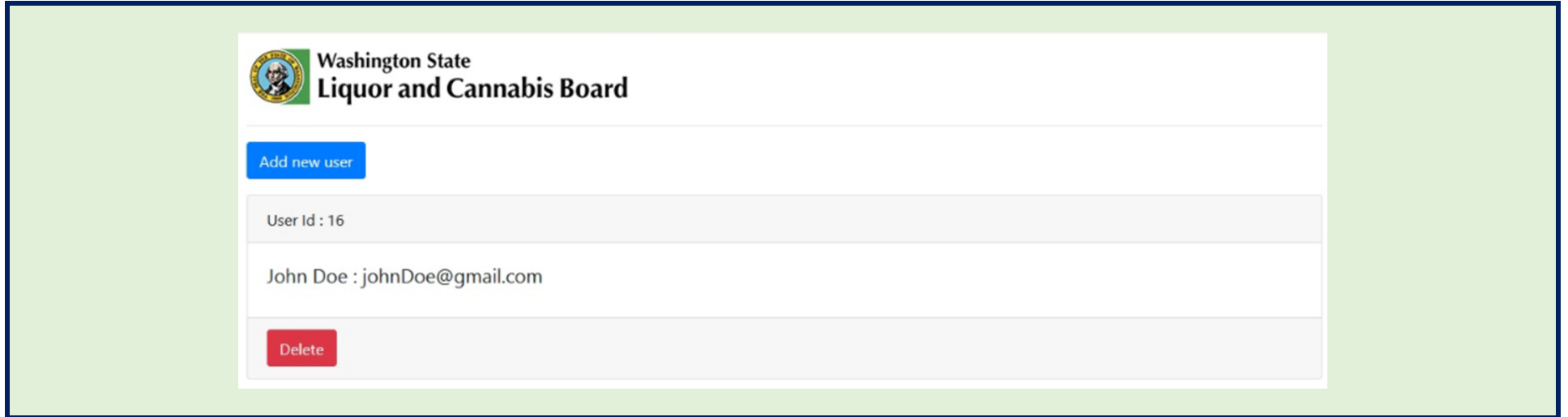
Manage Integrators

Approved Users

Jeff H

Manage Users

- 4) List of all approved users is populated with option to delete user(s).
- Select the “Delete” button



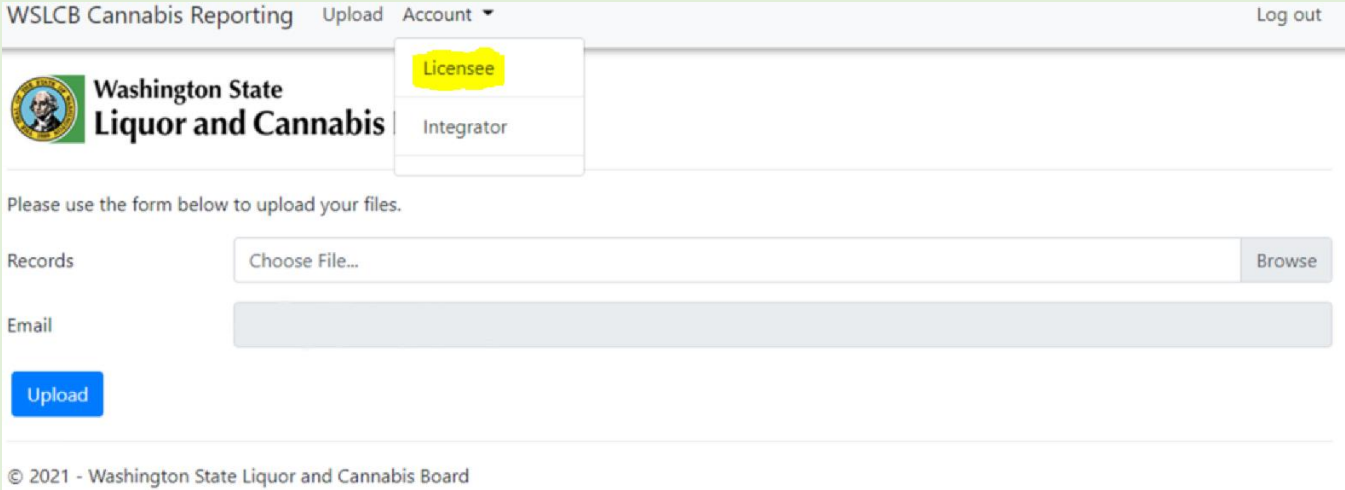
The screenshot displays a web interface for the Washington State Liquor and Cannabis Board. At the top left is the board's logo, featuring a circular seal with a figure and the text "WASHINGTON STATE" around the perimeter. To the right of the logo, the text "Washington State" is in a smaller font, and "Liquor and Cannabis Board" is in a larger, bold font. Below the header, there is a blue button labeled "Add new user". Underneath this button is a table with three rows. The first row is a light gray header row with the text "User Id : 16". The second row is white and contains the text "John Doe : johnDoe@gmail.com". The third row is a light gray footer row with a red button labeled "Delete" on the left side.

User Id : 16
John Doe : johnDoe@gmail.com
<button>Delete</button>

Manage Approved Integrators

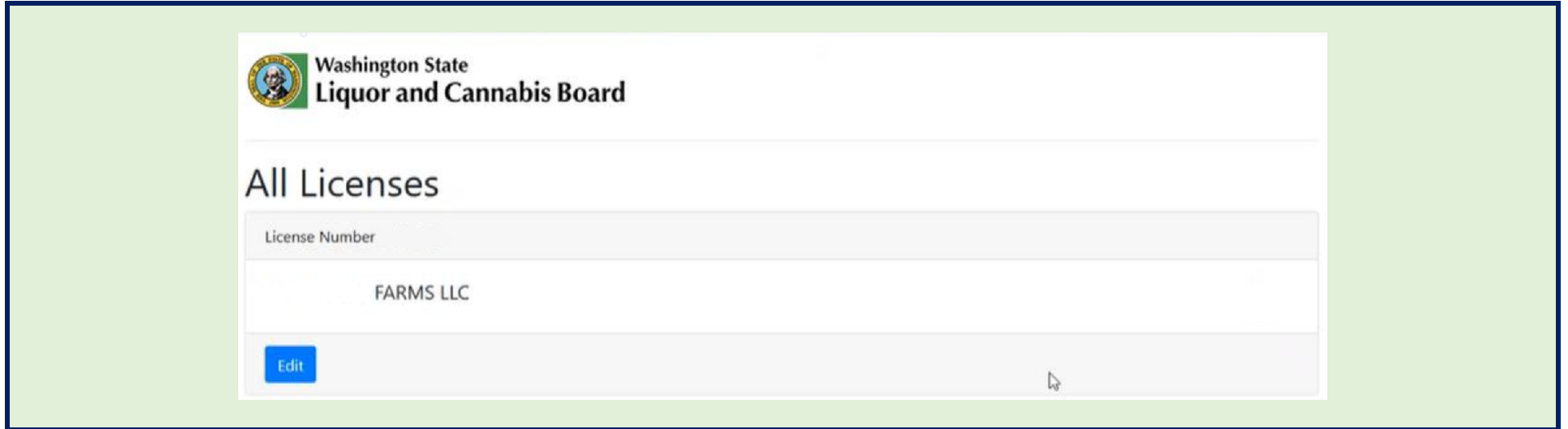
NOTE: Only the license admin may perform this function.

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. Select the “Account” drop-down menu
 - b. Select “Licensee”

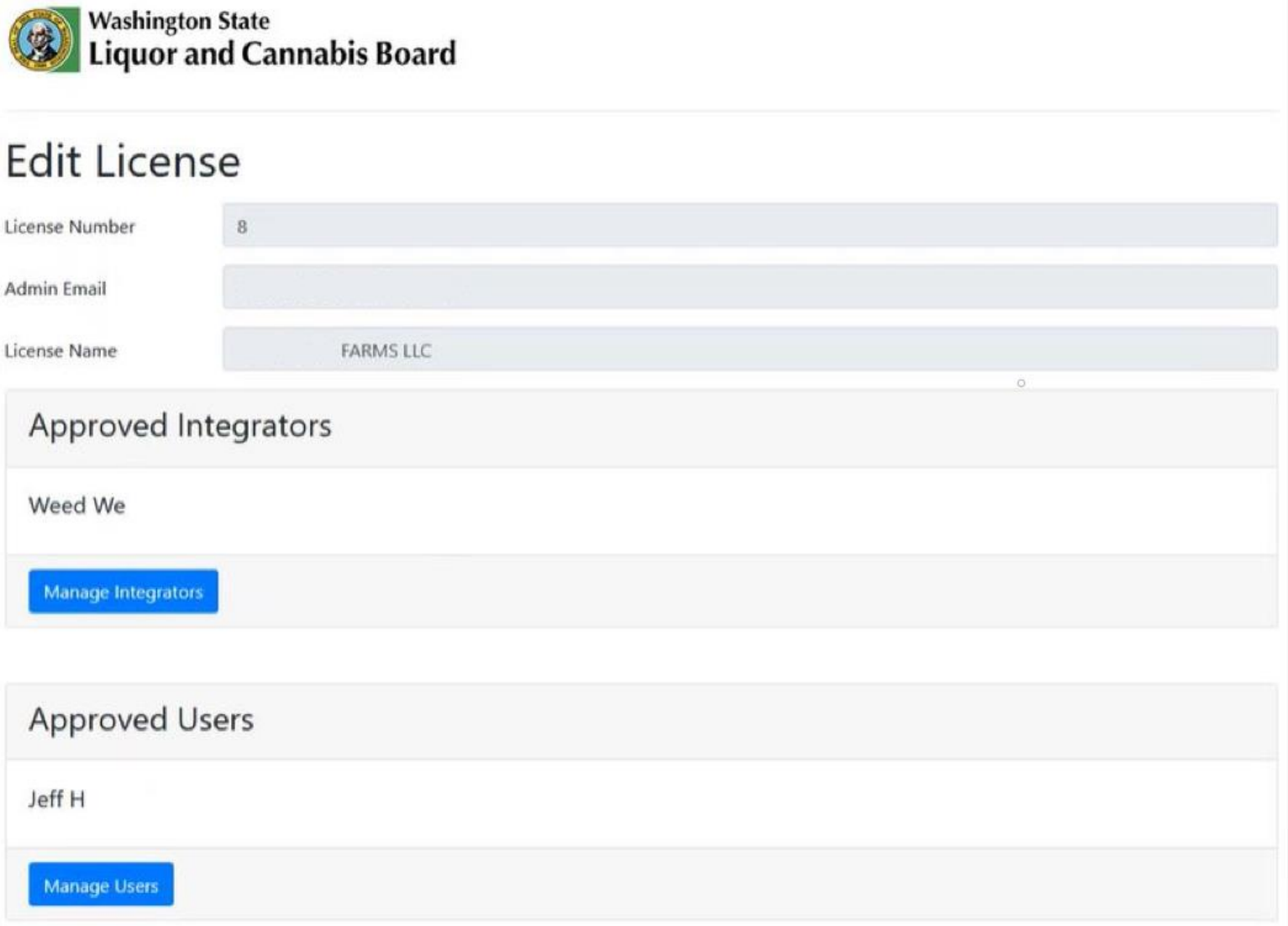



The screenshot displays the 'WSLCB Cannabis Reporting' web application. At the top, there is a navigation bar with 'Upload' and 'Account' (with a dropdown arrow) on the left, and 'Log out' on the right. Below the navigation bar, the 'Washington State Liquor and Cannabis' logo is visible on the left. To its right, the 'Account' dropdown menu is open, showing two options: 'Licensee' (highlighted in yellow) and 'Integrator'. Below the logo and menu, a message states: 'Please use the form below to upload your files.' The form contains two input fields: 'Records' with a 'Choose File...' button and a 'Browse' button, and 'Email' with a text input field. A blue 'Upload' button is located below the 'Email' field. At the bottom of the page, the copyright notice '© 2021 - Washington State Liquor and Cannabis Board' is displayed.

- 2) All licenses associated to the admin user login will be found in this screen
 - a. Select the “Edit” button for the associated license you would like to edit.



- 3) List of all approved integrators and approved users is populated
 - b. To manage integrators:
 - i. Select the “Manage Integrators” button beneath the “Approved Integrators” section



 **Washington State
Liquor and Cannabis Board**

Edit License

License Number

Admin Email

License Name

Approved Integrators

Weed We

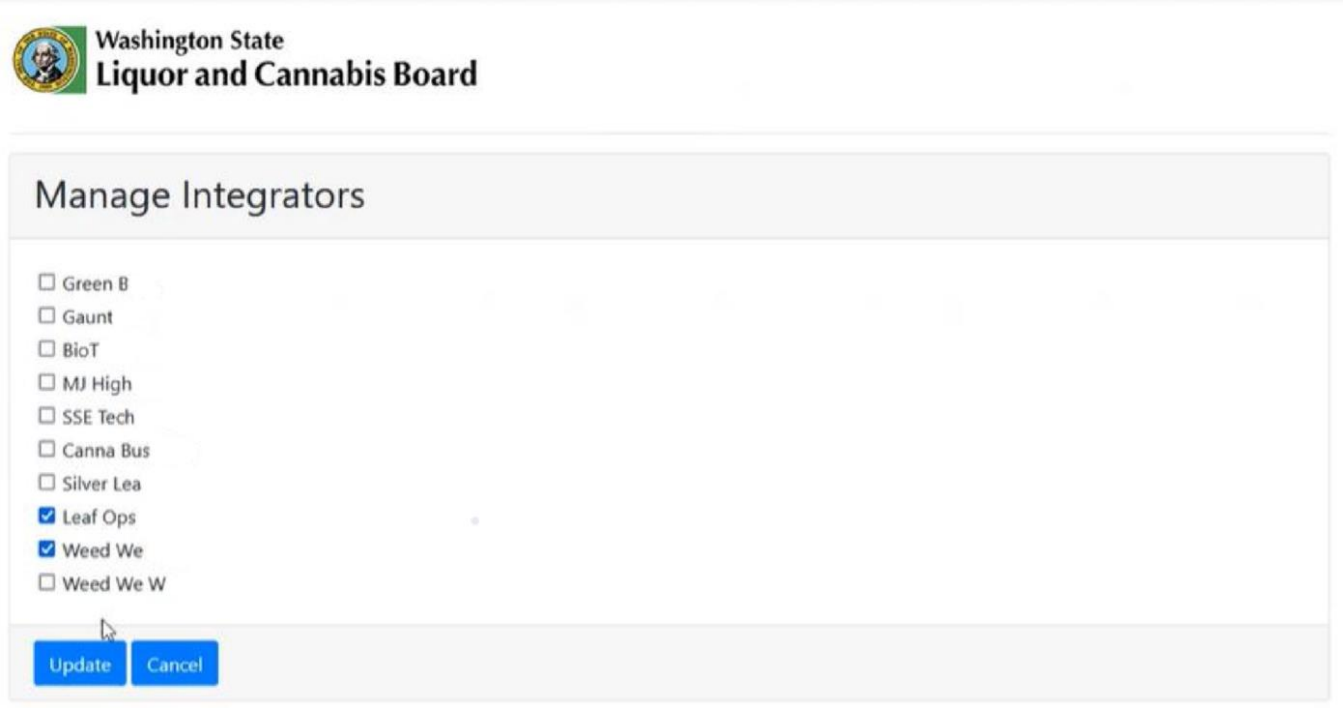
[Manage Integrators](#)

Approved Users

Jeff H

[Manage Users](#)


- 4) List of all approved integrators is populated
- ii. Select the corresponding checkbox to the left for one, none, or multiple approved integrators
 - iii. Select the “Update” button to submit the update
 - iv. Select “Cancel” to close out screen without update



The screenshot displays the 'Manage Integrators' interface of the Washington State Liquor and Cannabis Board. At the top left is the board's logo, featuring a circular seal with a figure and the text 'Washington State Liquor and Cannabis Board'. Below the logo, the title 'Manage Integrators' is centered in a light gray header bar. The main content area contains a list of integrators, each with an unchecked checkbox to its left. The integrators listed are: Green B, Gaunt, BioT, MJ High, SSE Tech, Canna Bus, Silver Lea, Leaf Ops, Weed We, and Weed We W. The 'Leaf Ops' and 'Weed We' entries have their checkboxes checked. At the bottom of the form, there are two blue buttons: 'Update' and 'Cancel'. A mouse cursor is positioned over the 'Update' button.

Integrator	Selected
<input type="checkbox"/> Green B	No
<input type="checkbox"/> Gaunt	No
<input type="checkbox"/> BioT	No
<input type="checkbox"/> MJ High	No
<input type="checkbox"/> SSE Tech	No
<input type="checkbox"/> Canna Bus	No
<input type="checkbox"/> Silver Lea	No
<input checked="" type="checkbox"/> Leaf Ops	Yes
<input checked="" type="checkbox"/> Weed We	Yes
<input type="checkbox"/> Weed We W	No

5) Once updated your list of approved integrators will reflect the choices made on the previous screen



Washington State
Liquor and Cannabis Board

Edit License

License Number

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We

Leaf Ops

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

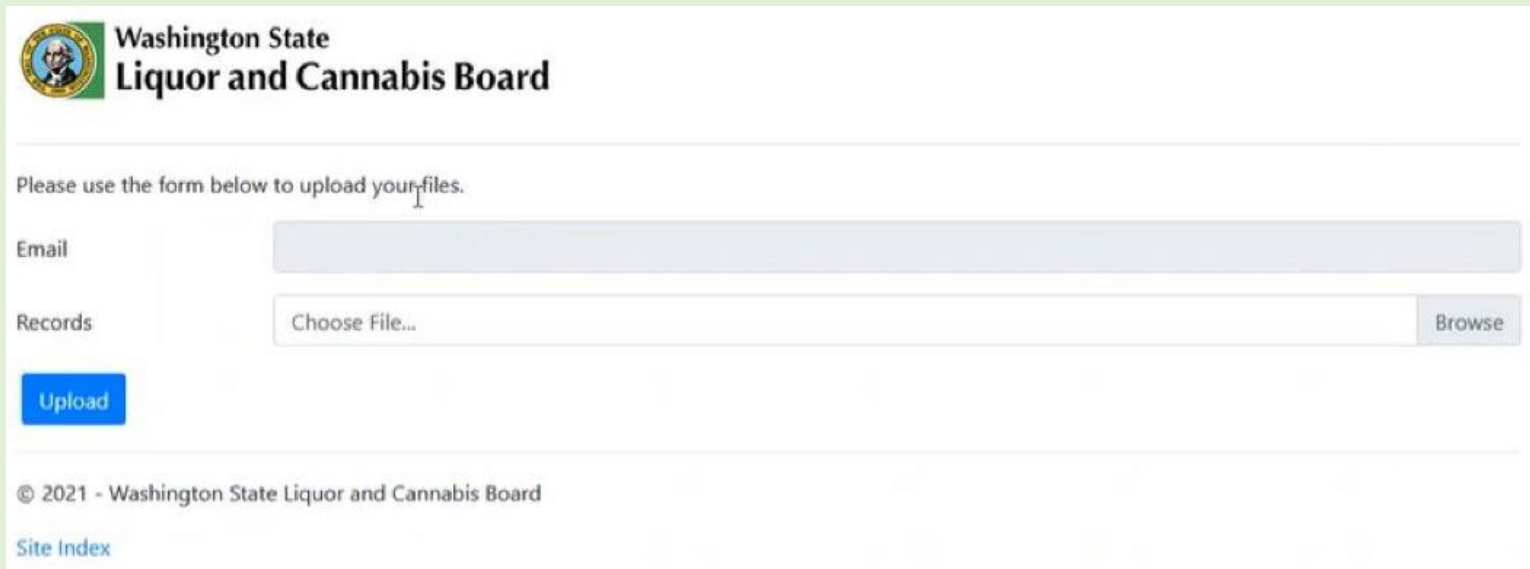
Group 1: Strain, Area, and Product

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 the Washington State Liquor and Cannabis Board. At the top left is the board's logo, a circular seal with a figure. To its right is the text "Washington State Liquor and Cannabis Board". Below this is a horizontal line, followed by the instruction "Please use the form below to upload your files." with a cursor pointing to the text. The form contains two input fields: "Email" with a light blue text box, and "Records" with a light blue text box containing the text "Choose File...". To the right of the "Records" field is a grey button labeled "Browse". Below these fields is a blue button labeled "Upload". At the bottom of the form, there is a copyright notice "© 2021 - Washington State Liquor and Cannabis Board" and a link "Site Index" in blue text.

- 2) The table displaying the history of files recorded as loaded into the CCRS



Washington State Liquor and Cannabis Board

The table below displays a history of upload records recorded in the LCB system.

File Name	Date Uploaded
area_71368_82121.csv	8/27/2021 9:07:54 AM
area_71268_82221.csv	8/23/2021 10:16:29 AM
area_71268_82221.csv	8/22/2021 10:40:55 PM

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
 - d. InitialQuantity The quantity when inventory was received
 - e. QuantityOnHand The quantity at this point in time
 - f. 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			FALSE	Plant_651	Jane Doe	08/01/2021			Insert
6	654321	Plant_652	GrowRoom1	OG Kush	Clone	Growing	Flowering	9 Plant-55			FALSE	Plant_652	Jane Doe	08/01/2021			Insert
7	654321	Plant_653	GrowRoom1	OG Kush	Clone	Growing	Flowering	9 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	HarvestedFlc	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

- 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: 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	Retail000000001	Retail000000001d

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:
 - 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.
- | | |
|---------------------------------------|--|
| a. <u>InventoryExternalIdentifier</u> | Assigned identifier for the inventory that samples were submitted to the lab for testing |
| b. <u>LabTestStatus</u> | The current status of the lab test |
| c. <u>TestName</u> | Name of the test that was done |
| d. <u>TestDate</u> | The user submitted date the test was done |
| e. <u>TestValue</u> | The value of the specific test |

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.

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

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

Moisture Analysis	Unit
Water Activity	0.65 a _w
Moisture Content	15%

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 (WAC 314-55-108)	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
• Cinerin I		25402-06-6
• Jasmolin I		4466-1-2
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 Concentration)

Cannabinoid	Significant Digits	CAS #
CBD	2	13956-29-1
CBDA	2	1244-58-2
D9THC	2	1972-08-3
D9THCA	2	23978-85-0

Table 9: Potency Units

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

*Unit of measure to report for potency is conditional on the type of end product being tested.

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

Table 10: Residual Solvents

Solvent	µg/g (ppm)	ppm (simplified)	CAS #
Acetone	5.0×10^3	5000	67-64-1
Benzene	2.0	2	71-43-2
Butanes (Sum of Isomers)	5.0×10^3	5000	
• n-butane			106-97-8
• 2-methylpropane (isobutane)			75-28-5
Cyclohexane	3.9×10^3	3880	110-82-7
Chloroform	2.0	2	67-66-3
Dichloromethane	6.0×10^2	600	75-09-2
Ethyl acetate	5.0×10^3	5000	141-78-6
Heptanes (Single Isomer)	5.0×10^3	5000	
• n-heptane			142-82-5

Hexanes (Sum of Isomers)	$2.9 * 10^2$	290	
• n-hexane			110-54-3
• 2-methylpentane			107-83-5
• 3-methylpentane			96-14-0
• 2,2-dimethylbutane			75-83-2
• 2,3-dimethylbutane			79-29-8
Isopropanol (2-propanol)	$5.0 * 10^3$	5000	67-63-0
Methanol	$3.0 * 10^3$	3000	67-56-1
Pentanes (Sum of Isomers)	$5.0 * 10^3$	5000	
• n-pentane			109-66-0
• methylbutane (isopentane)			78-78-4
• dimethylpropane (neopentane)			463-82-1
Propane	$5.0 * 10^3$	5000	74-98-6
Toluene	$8.9 * 10^2$	890	108-88-3
Xylenes (Sum of Isomers)	$2.2 * 10^3$	2170	
• 1,2-dimethylbenzene (ortho-)			95-47-6
• 1,3-dimethylbenzene (meta-)			108-38-3
• 1,4-dimethylbenzene (para-)			106-42-3

Web Form Manifest

WAC 314-55-085 remains in full effect. Manifests are required for all product moving between authorized locations.

Note: A complete, printed transport manifest containing all information required by the WSLCB must be kept with the product at all times while in transit. There is no process to correct a manifest once submitted. In instances where a manifest has been deemed incorrect, the licensee shall create a new manifest - no void, nor edit, is available or expected.

- 1) Navigate to the URL: <https://lcb.wa.gov/manifest>
 - a. Fill out the CAPTCHA
 - b. Select the "Start Manifest" button

TEST Washington Marijuana Transportation Manifest TEST

TEST Washington Marijuana Transportation Manifest TEST

You have already submitted this form. [View your previous submissions.](#)

Start

Licensee


Driver
0%

Destination

Complete

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.



What code is in the image? *

Enter the characters shown in the image.

Start Manifest

[Printer-friendly version](#)

- 2) Fill out the licensee information
 - a. Select the Transportation Type
 - b. Select the Scheduled Transportation Date
 - c. Fill out the UBI Number
 - d. Fill out the Origin License Number
 - e. Fill out the Origin Trade Name
 - f. Fill out the Origin License Address
 - g. Fill out the Origin License Phone
 - h. Fill out the Origin License E-mail Address

- 3) Select the "Next Page" button

TEST Washington Marijuana Transportation Manifest TEST

TEST Washington Marijuana Transportation Manifest TEST

You have already submitted this form. [View your previous submissions.](#)

Start

Licensee

Driver
25%

Destination

Complete

Transportation Type *

☒ Regular

☐ Pick-up

☐ Transporter Licensee

Scheduled Transportation Date *

Month

Day

Year

UBI Number *

Origin License Number *

Origin Trade Name *

Origin License Address *

Origin License Phone *

Origin License E-mail Address *

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Next Page >

[Printer-friendly version](#)

- 4) Fill out the driver's information
 - a. Fill out the Driver's Name
 - b. Select the Departure Date
 - c. Select the Estimated Departure Time
 - d. Select the Arrival Date
 - e. Select the Estimated Arrival Time
 - f. Fill out the Vehicle Plate Number
 - g. Fill out the Vehicle Model
 - h. Fill out the Vehicle Make
 - i. Fill out the Vehicle Color

- 5) Select the "Next Page" button

TEST Washington Marijuana Transportation Manifest TEST

TEST Washington Marijuana Transportation Manifest TEST

You have already submitted this form. [View your previous submissions.](#)

Start

Licensee

Driver
50%

Destination

Complete

Driver Name *

Departure Date *

Month

Day

Year

Estimated Departure Time *

Hour

Minute

☒ am ☐ pm

Arrival Date *

Month

Day

Year

Estimated Arrival Time *

Hour

Minute

☒ am ☐ pm

Vehicle Plate Number *

Vehicle Model *

Vehicle Make *

Vehicle Color *

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Next Page >

[Printer-friendly version](#)

- 6) Fill out the destination information
 - a. Fill out the Destination License Name
 - b. Fill out the Destination License Number
 - c. Fill out the Destination License Email
 - d. Fill out the Destination License Phone
 - e. Fill out the Destination License Address
 - f. Fill out the Items Shipped
 - i. Unique Identifier
 - ii. Product Type
 - iii. Quantity

NOTE: Enter Manifest Items in the following format

“Sub-category / Unique ID / Quantity / Medical = (Yes/No) /
Unit of Measure / Inventory Name / Strain /
Weight Per Unit, Servings per Unit or Serving Size / Inventory
Description”

Manifest Line Items should be separated with a carriage return

- 7) Select the “Submit” button

TEST Washington Marijuana Transportation Manifest TEST

TEST Washington Marijuana Transportation Manifest TEST

You have already submitted this form. [View your previous submissions.](#)

Start

Licensee

Driver
75%

Destination

Complete

Destination License Name *

Destination License Number *

Destination License Email *

Destination License Phone *

Destination License Address *

Items Shipped *

Enter Manifest Items in the following format "Unique 16-digit Identifier / Product Type / Quantity" Manifest Line Items should be separated with a carriage return

Unique 16-digit Identifier / Product Type / Quantity

< Previous Page

Submit

[Printer-friendly version](#)

- 8) Completion page is populated
- Success message will appear: *Thank you, your submission has been received.*
 - To print the manifest, it should appear in the associated email addresses.

TEST Washington Marijuana Transportation Manifest TEST

TEST Washington Marijuana Transportation Manifest TEST



Thank you, your submission has been received.

[Go back to the form](#)

[Printer-friendly version](#)