Leaf Data Systems

State of Washington

*Testing Lab User Manual v1.37.5*

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## Change Summary

| PART | SECTION | SUBSECTION | CHANGE DETAIL | FIX VERSION | JIRA TICKET |
|---|---|---|---|---|---|
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Administrative Setup | Added "Create User Profiles" section | 1.35.6 | N/A |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Administrative Setup | Updated "Viewing and Modifying Users" section | 1.35.6 | N/A |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Administrative Setup | Removed instruction to complete "description" field upon creation of inventory type (deprecated value) | 1.35.6 | LWNF-187 |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Destructions | Updated Section | 1.35.6 | N/A |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Inventory Transfers | Updated Section to include all procedures related to inventory transfers | 1.35.6 | N/A |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Inventory Transfers | Clarification regarding file type allowable for upload of manifest to inventory transfer record (pdf) | 1.35.6 | LWNF-191 |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Lab Results | Section created: Adding Lab Results to Inventory Samples | 1.35.6 | N/A |
| | | | | | |
| PART THREE: Manual Data Entry Procedures | Procedures for Manual Data Entry at Testing Lab Facilities | Lab Results | Section created for new workflow: Outsourcing Lab Tests | 1.37.5 | |

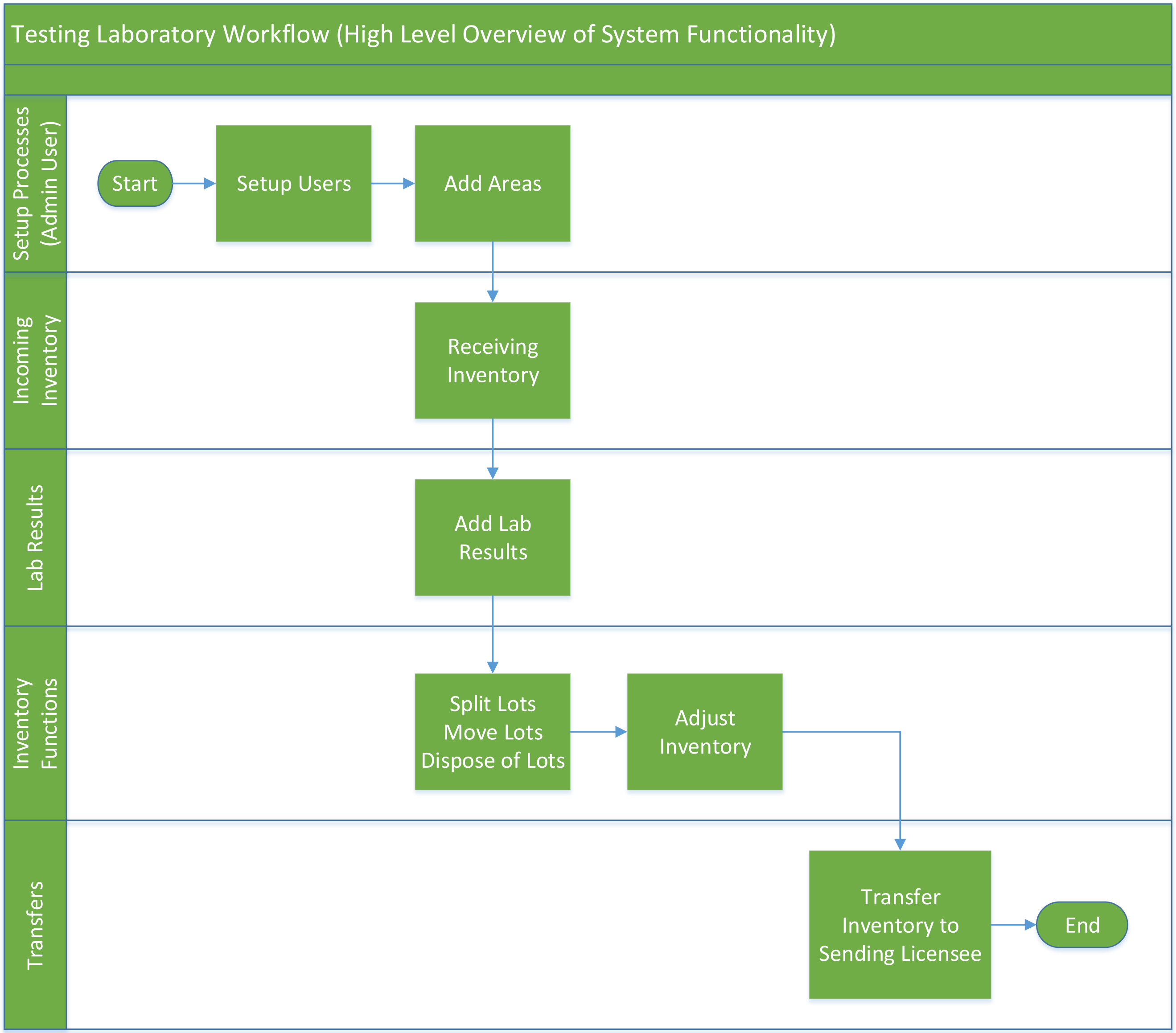
# Table of Contents

# PART ONE: Table of Data Set Descriptions

## Testing Laboratory Data Set Descriptions

| DATA SET | DESCRIPTION |
|---|---|
| Admin Setup | Prior to performing day-to-day operations at a facility, an administrative user of the facility must set up User Profiles and Areas at the facility. |
| Admin Setup: User Profiles | User Profiles identify individual team members who will have access to Leaf Data Systems.<br><br>User authorization levels include the following options:<br>• Disabled—users who do not have access to the database<br>• View—users that are able to see the data within the database without being able to perform any functions to change the data<br>• Edit—users that are able to edit the data within the database, excluding the administrative functions<br>• Admin—users that are able to edit the data within the database, including the administrative functions<br><br>Usernames consist of the individual's email address, which is also used to fulfill password reset requests.<br><br>Passwords must be at least 12 characters in length and must contain (at least) one of each of the following: uppercase letter, lowercase letter, number, and symbol (!@#$%^&*<>?). |
| Admin Setup: Areas | Areas within a facility represent the physical locations where inventory lots may be present. Setting up areas at a facility enables physical reconciliation of inventory lots with system counts. |
| Receiving Inventory Transfers | Inventory transfers add inventory lots to the database of the receiving facility. These inventory lots carry the batch attributes that were assigned to them at the licensed facility from which they were transferred. |
| Inventory Lot Functions | Once inventory lots have been created or received, actions that can be performed from the 'Inventory Lots' listing include splitting the lots, moving the lots from area to area, or creating disposals of all or part of the lot. |
| Inventory Adjustments | Inventory adjustment records record the reason for an inventory lot to be adjusted, along with the audit history of the transaction. |
| Lab Results | For each inventory lot, lab result records are created. Licensees must have passing lab results in order to transfer the inventory associated with the sample they sent to another facility. |
| Transferring Inventory to Other Licensees | Creating an inventory transfer record allows for designation of the inventory to be transferred and captures the information necessary to populate the transport manifest. Transport manifest records can be found associated to inventory transfers. |

## PART TWO: High Level Workflow Diagram


Testing Laboratory Workflow (High Level Overview of System Functionality)
Setup Processes (Admin User)
Start
Setup Users
Add Areas
Incoming Inventory
Receiving Inventory
Lab Results
Add Lab Results
Inventory Functions
Split Lots
Move Lots
Dispose of Lots
Adjust Inventory
Transfers
Transfer Inventory to Sending Licensee
End

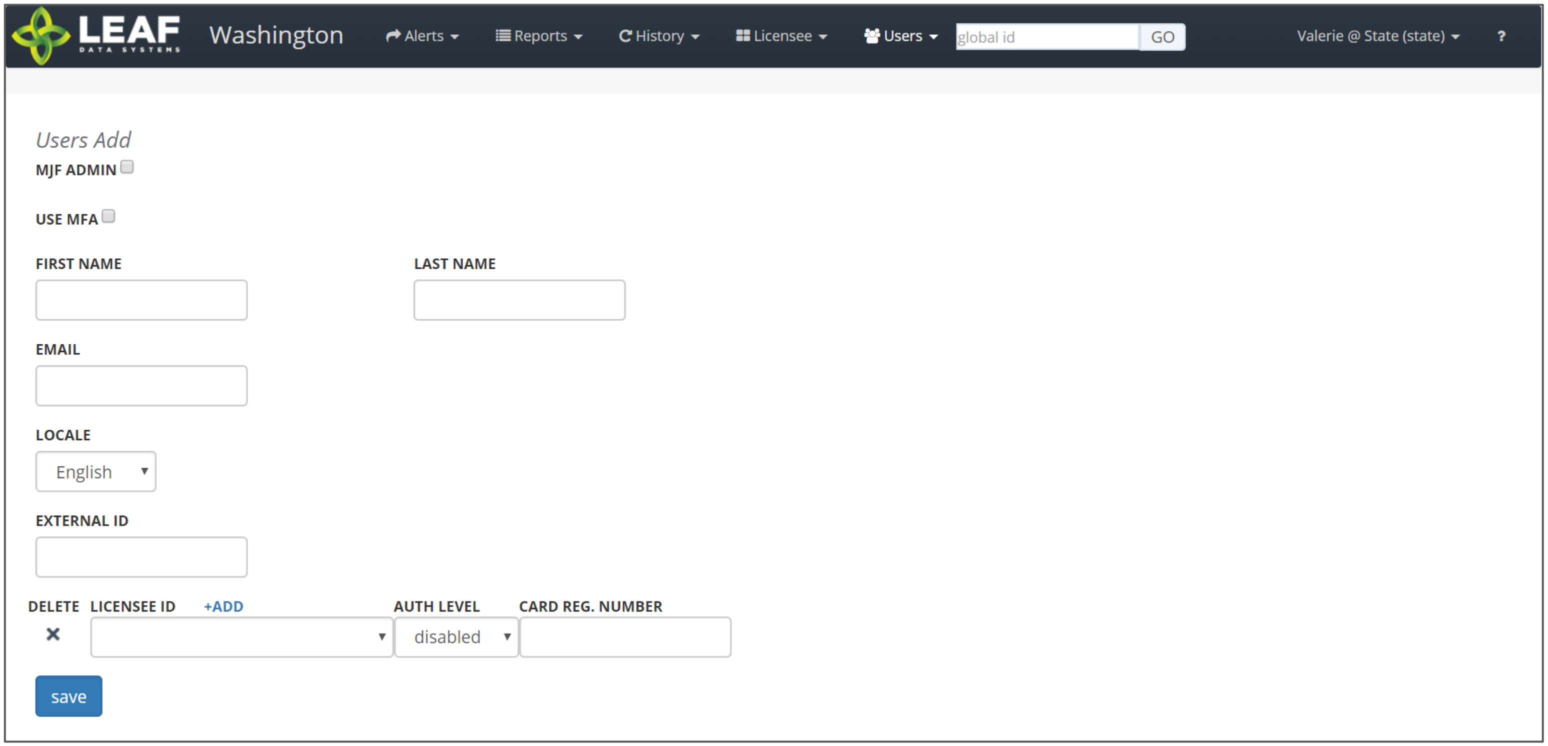
# PART THREE: Manual Data Entry Procedures

# Data Entry—User Interface: Procedures for Manual Data Entry at Testing Laboratories

## Administrative Setup

### *Create User Profiles*

To create a new user profile, navigate to 'Users→Add'.

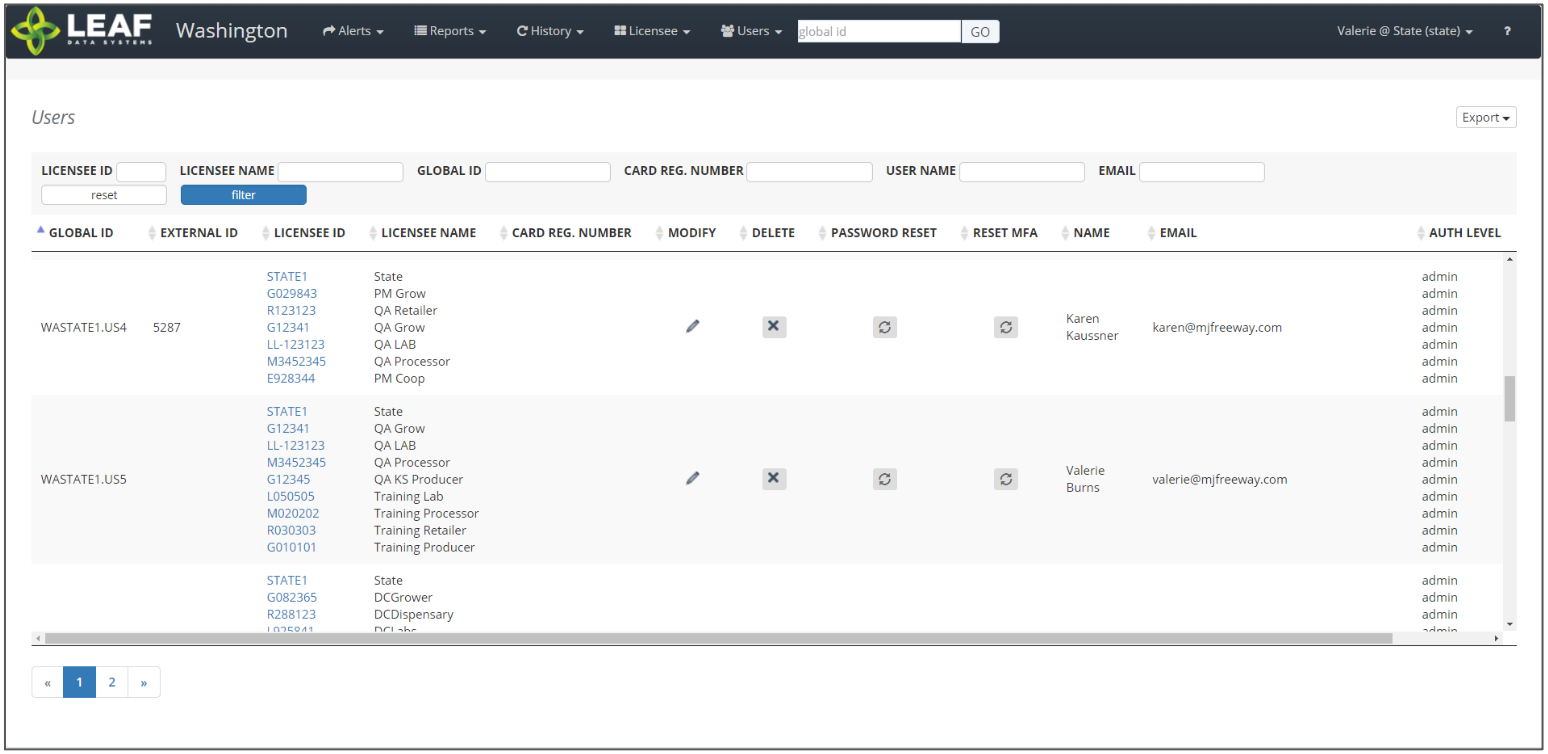



1. **Use MFA:** ***Do not check this box because SAW is being used to authenticate into Leaf Data Systems.*** This feature has been deprecated and will be removed in a later release.
2. **First Name:** Type the first name of the user.
3. **Last Name:** Type the last name of the user.
4. **Email:** Enter the email address of the user.
5. **Locale:** Select the primary language of the user.
6. **External ID:** (optional field) Provides the ability to enter a secondary reference name/number for this record.
7. **Licensee ID:** From the drop-down menu, select the licensee(s) that the user should have access to.

8. **Delete:** Click the 'X' to delete a licensee row that has been added.
9. **Add:** Click the '+ADD' link to add more rows of licensees.
10. **Auth Level:** For each licensee that the user is assigned to, select an 'Authorization Level' from the drop-down menu.
    a. 'View' allows a user to see information present in Leaf Data without the ability to perform data functions.
    b. 'Edit' allows a user to view information in Leaf Data, as well as perform functions pertaining to day-to-day operations of the facility. The administrative setup functions described in this procedure are NOT able to be performed by a user with an 'edit' authorization level.
    c. 'Admin' allows a user access to all information and all functionality within Leaf Data that may be viewed or performed by the associated Licensee ID.
    d. 'Disabled' maintains a users profile in Leaf Data Systems while prohibiting the user from accessing the database.
11. **Card Reg. Number:** (optional field) Provides the ability to enter further identification of a user (for example, an employee number).
12. **Save:** Click the 'save' button to create the new user.

### *Viewing and Modifying Users*

To view users that have been created within Leaf Data Systems, navigate to 'Users→View'. Use the filters and column headers to sort the data to find a specfic record. To modify the record, click the 'pen' icon in the 'Modify' column of the line item you wish to modify. Update the information that has changed, and click the 'Save' button to update the record.




## *Create Areas*

1. Navigate to ‘Data Entry→Areas’.
2. To create a new area, click the ‘add’ button in the upper-right corner of the screen.
3. Enter a name for the area, then select the corresponding area type.
4. Click the ‘save’ button to create the area.
5. Repeat steps 2-4 until all physical locations where plants and product may exist are represented within Leaf Data.

## Inventory Functions

As product is packaged and prepared for sale, there are multiple functions that may be necessary to be performed. Once lots are created, they can be split into multiple lots, moved from area to area, and disposed of (either partially, or in full).

### *Splitting Lots*

1. Navigate to 'Data Entry→Lots' and click the checkbox on the line item of the lot that must be split.
2. In the filter menu of the page, enter the gram weight of the new lot to be created into the 'Qty' field (adjacent to the 'split selected lot' button).
3. Click the 'split selected lot' button.
4. The designated quantity will be shifted into its own lot, and the original lot will contain the remaining weight.

### *Moving Lots*

1. Navigate to 'Data Entry→Lots' and click the checkbox on the line item of the lot that is being moved to a new physical location.
2. In the filter menu of the page, select the new area for the lot from the 'Move to Area' drop-down menu (adjacent to the 'move selected lots' button).
3. Click the 'move selected lots' button.
4. The designated lot will be shifted into the new area that has been selected.

### *Destructions*

1. Navigate to 'Data Entry→Lots'.
2. Within the line item of the lots that is being adjusted due to a disposal, click the 'Dispose' icon at the far-right side of the record.
3. From the 'Source' drop-down menu, confirm that 'Inventory' is selected.
4. From the 'Lot' drop-down menu, confirm the global ID of the lot being destroyed.
5. From the 'Reason' drop-down menu, select the reason that is most appropriate for the destruction record being created.
6. Click the 'Actual Date of Destruction' field to enter the date when the waste was created.
7. In the 'Qty' field, enter the weight of the product that is being disposed of.
8. Click the 'save' button to create the new destruction record.
9. Once the record has been created, a resultant inventory lot representing the waste material will be created which can be found under 'Data Entry→Lots'.
10. Once the quarantine period is over, to document the physical disposal of the waste inventory, navigate to 'Data Entry→Destructions', find the line item of the destruction record, and click the 'Dispose' icon in the 'Dispose' column.

## Inventory Adjustments

1. Navigate to 'Data Entry→Inventory Adjustments'.
2. Click the 'add' button in the upper-right corner of the screen to create a new adjustment.
3. From the 'Lot' drop-down menu, select the lot that is to be adjusted.
4. In the 'Qty' field, enter the weight being adjusted from the package (and NOT the new package weight). For example, if 100 grams is being added to the lot, type "100", however, if 100 grams if being decremented from the lot, type "-100".
5. From the 'Reason' drop-down menu, select the reason that the adjustment is being documented.
6. *(Optional)* In the memo field, add any additional notes that better explain the reason for the adjustment.
7. Click the 'save' button.

## Inventory Transfers

Inventory Transfers are records that document the movement of inventory from one licensed facility (or testing laboratory) to another.

### *Three Different Manifest Types*

When creating an inventory transfer, it is important to first understand the three types that are available.

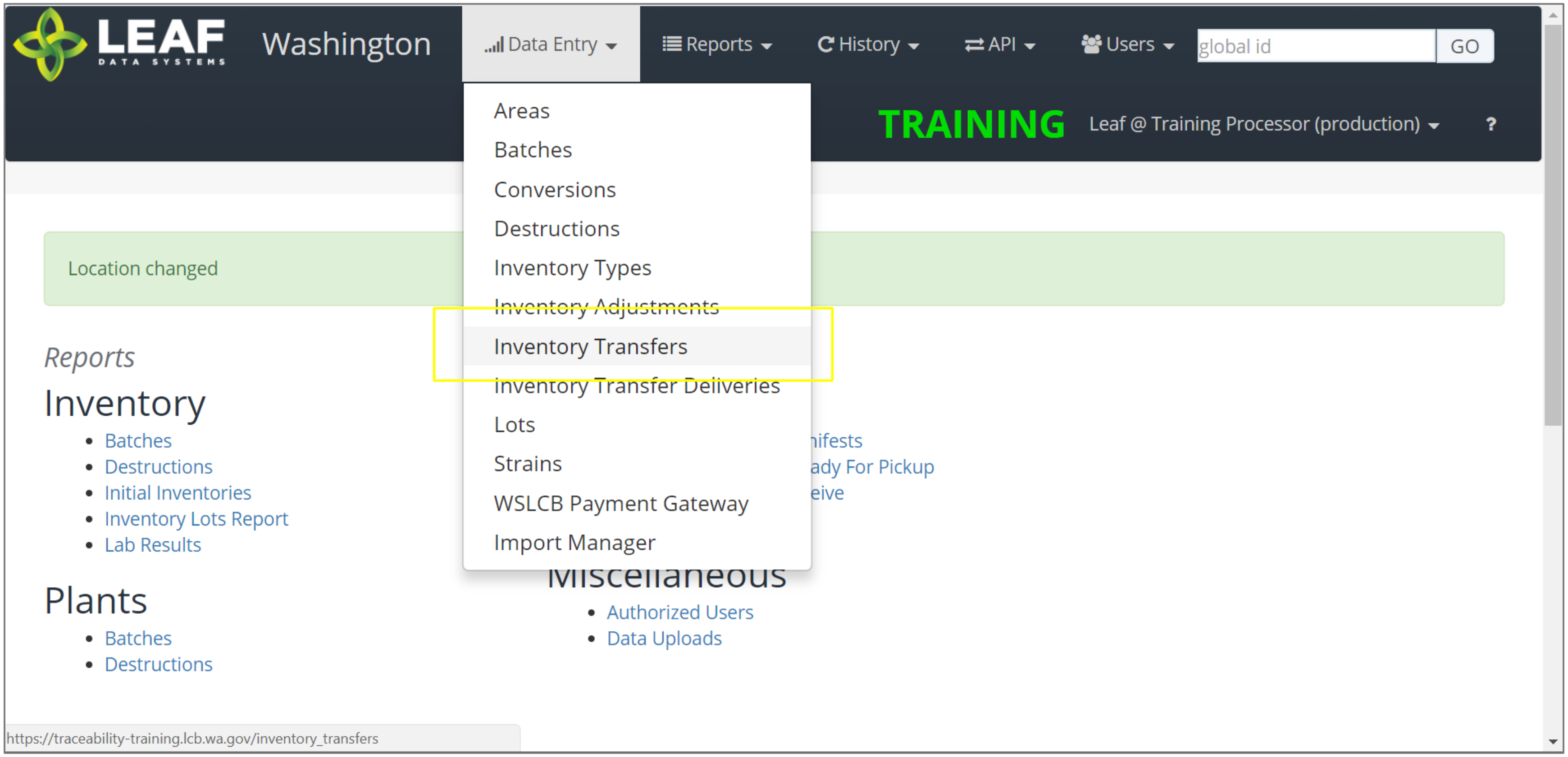
| |
|---|
| A **Delivery** manifest is a standard transfer where the sender will be responsible for completing all of the transfer information, to include:<br>a. The Recipient<br>b. The Driver Name(s)<br>c. Estimated Departure and Arrival Times<br>d. Vehicle Information (License Plate, Vehicle Description, and Vehicle VIN)<br>e. Inventory to be Transferred<br>f. Price Total per line item<br>The general workflow of a **Delivery** manifest is that the sender is performing the physical transport of the inventory to the receiver. In this workflow, *only* the sending facility can mark the transfer as “in transit”. |
| A **Pickup** manifest allows for the receiver to fill out the driver, trip, and vehicle information (b, c, and d in the list above). This is designed to facilitate a workflow in which the receiver is performing the physical transport of the inventory. |
| A **Licensed Transporter** manifest allows for the sending facility to select a licensed transporter business to perform the physical transport of the inventory. Upon selection of this manifest type, the driver and vehicle information are not necessary, and those fields are removed from the inventory transfer page. |

Now that you understand the different types of inventory transfers/manifests available, let’s take a look at inventory transfer creation.

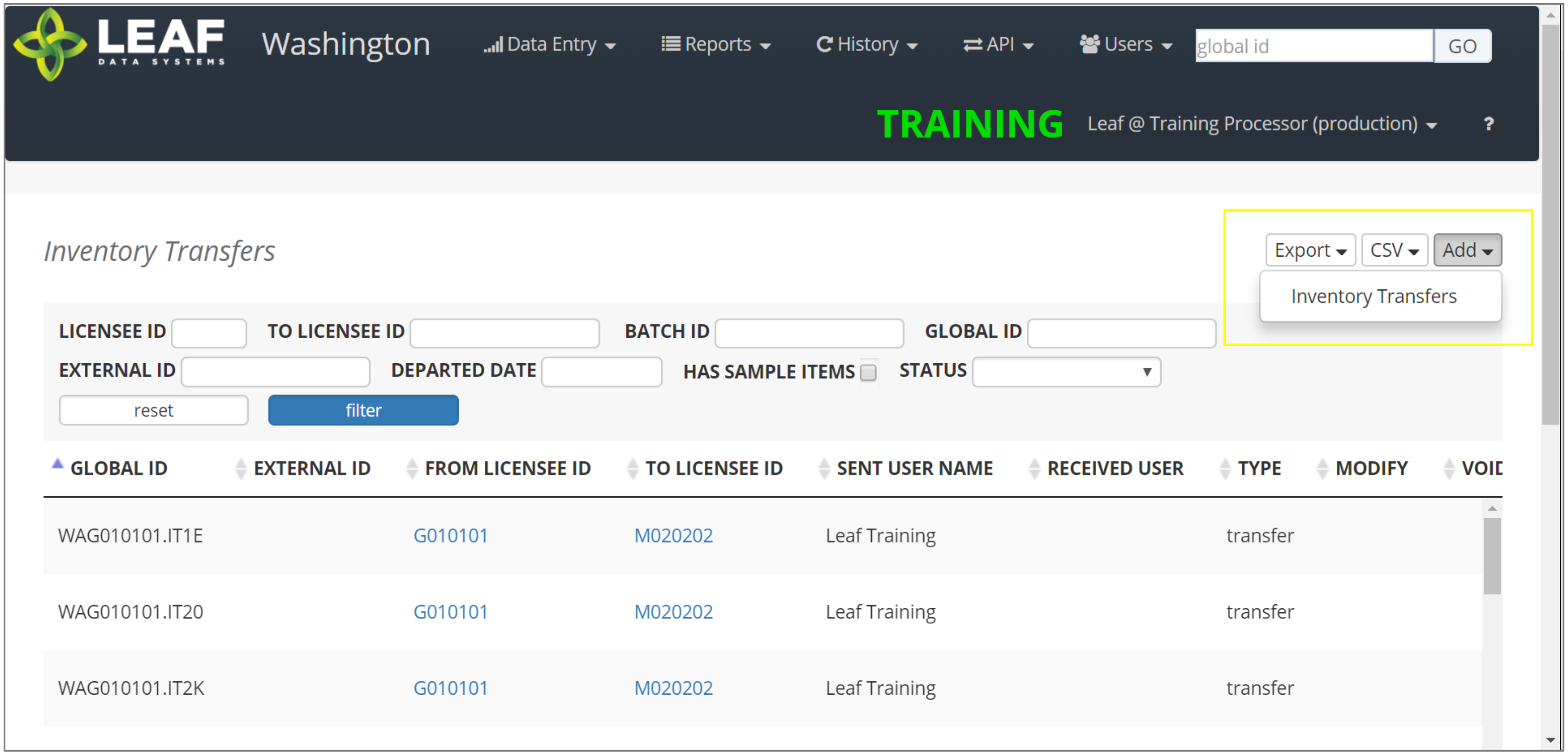
*NOTE: “Multi-Stop” functionality is currently not available in Leaf Data Systems. This is being developed for a future release. PLEASE DO NOT SELECT the “Part of Multi-Stop” checkbox visible upon creating an inventory transfer. As well, the “Inventory Transfers/Deliveries” data entry listing and report will not be useable until this functionality has been completed.*

### *How to Create an Inventory Transfer*

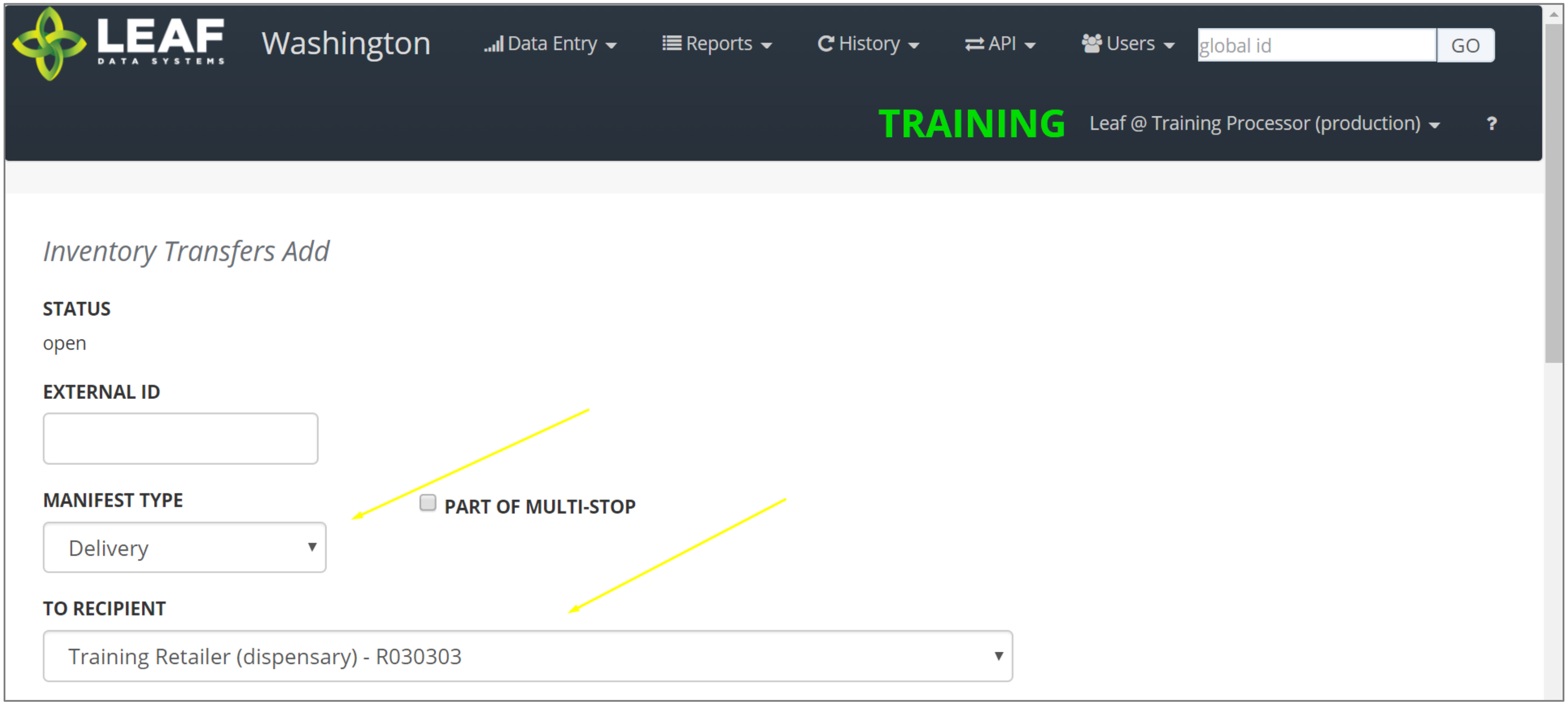
First, navigate to 'Data Entry→Inventory Transfers':



The page displayed will show a listing of all inventory transfers that have been created at the facility. To create a new inventory transfer, click the ‘Add’ button in the upper-right corner, then click ‘Inventory Transfers’.

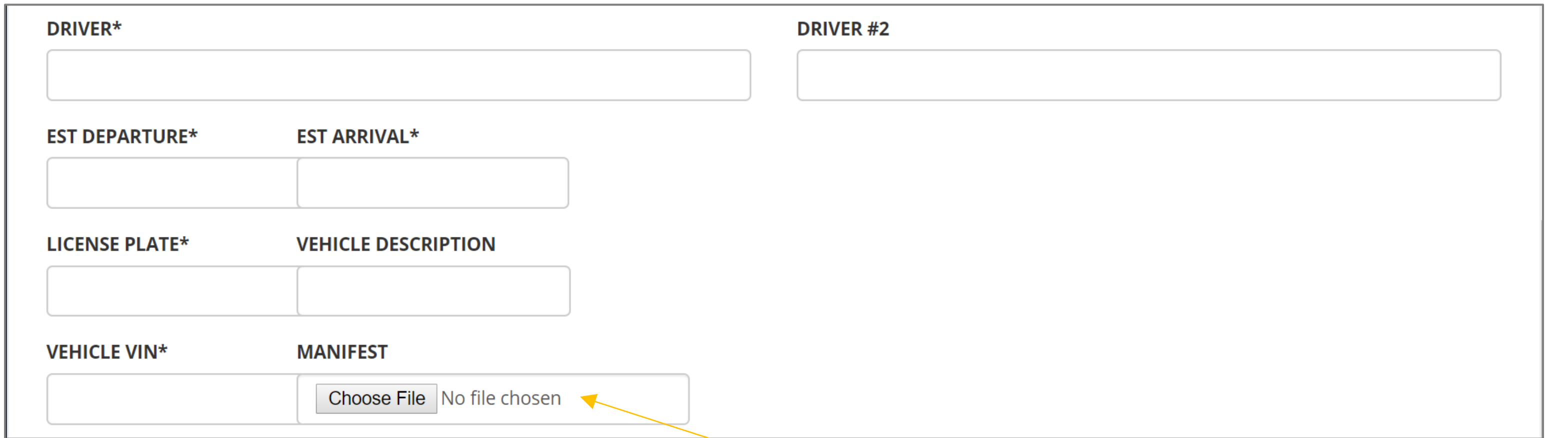


The first section of the inventory transfer allows for selection of the manifest type (discussed in the previous section), and the ability to choose the intended recipient of the transfer.

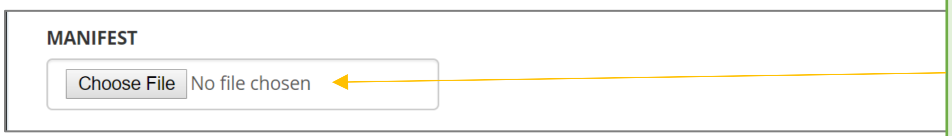



Once you complete these two selections, scroll down to the next section.

For a manifest type of “delivery” the next section will look like this:




For a manifest type of “pickup” the same section will look like this:




> NOTE: The “Manifest” field that allows for upload of an external manifest (pdf) is not necessary if you are using the Leaf Data Systems user interface directly. Leaf will generate a manifest for you upon creation of the inventory transfer.

For a manifest type of “licensed transporter” the same section will look like this:


Complete all of the fields available based on the manifest type selected in the previous step, then scroll down.

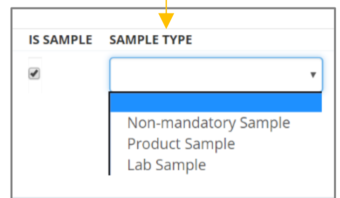
Finally, you will need to select the inventory being transferred. There are a couple of other important designations related to this inventory.


Start typing the global ID or name of the inventory lot to be transferred. To add more lots, click the "+ADD" link above the field.

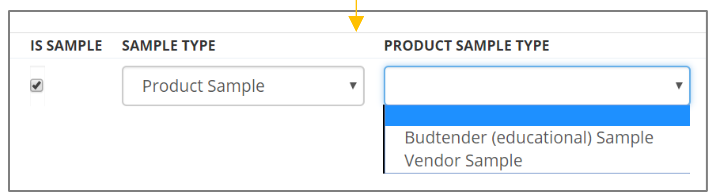
Select the quantity of the lot to be transferred.

The unit of measure is determined by the "inventory type" of the inventory lot.

If inventory being transferred from a Producer to a Processor is designated as being for extraction purposes, check this box




Values entered into this field for each line item will generate a wholesale transaction record upon creation of the inventory transfer. This total represents the total price of the line item (not the unit price).




For Samples, click the "is sample" checkbox to allow for selection of "Sample Type". "Sample Types" include:

Non-Mandatory Sample-used to request non-mandatory testing from a QA lab (results will NOT appear in Leaf)

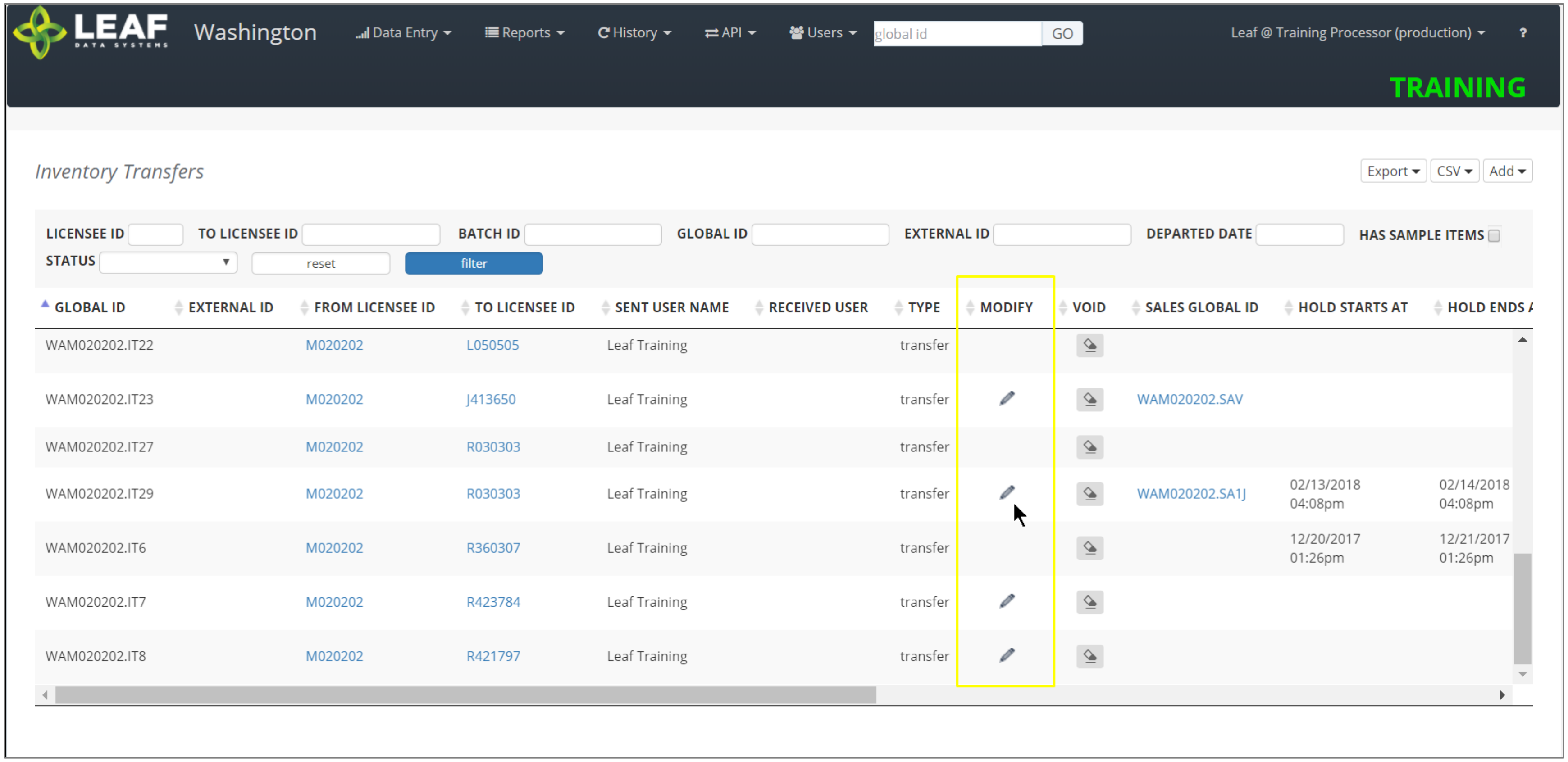
Product Sample-used to designate educational and vendor samples, causing a secondary drop-down to appear for selection of "Product Sample" type

Lab Sample—a sample being sent to a testing lab for required QA testing; selecting this sample type enables selection of the "Retest" checkbox to denote that an inventory lot is being retested

Once all of the applicable forms have been completed, click the 'Save' button to create the transfer.

## *Modifying an Inventory Transfer*

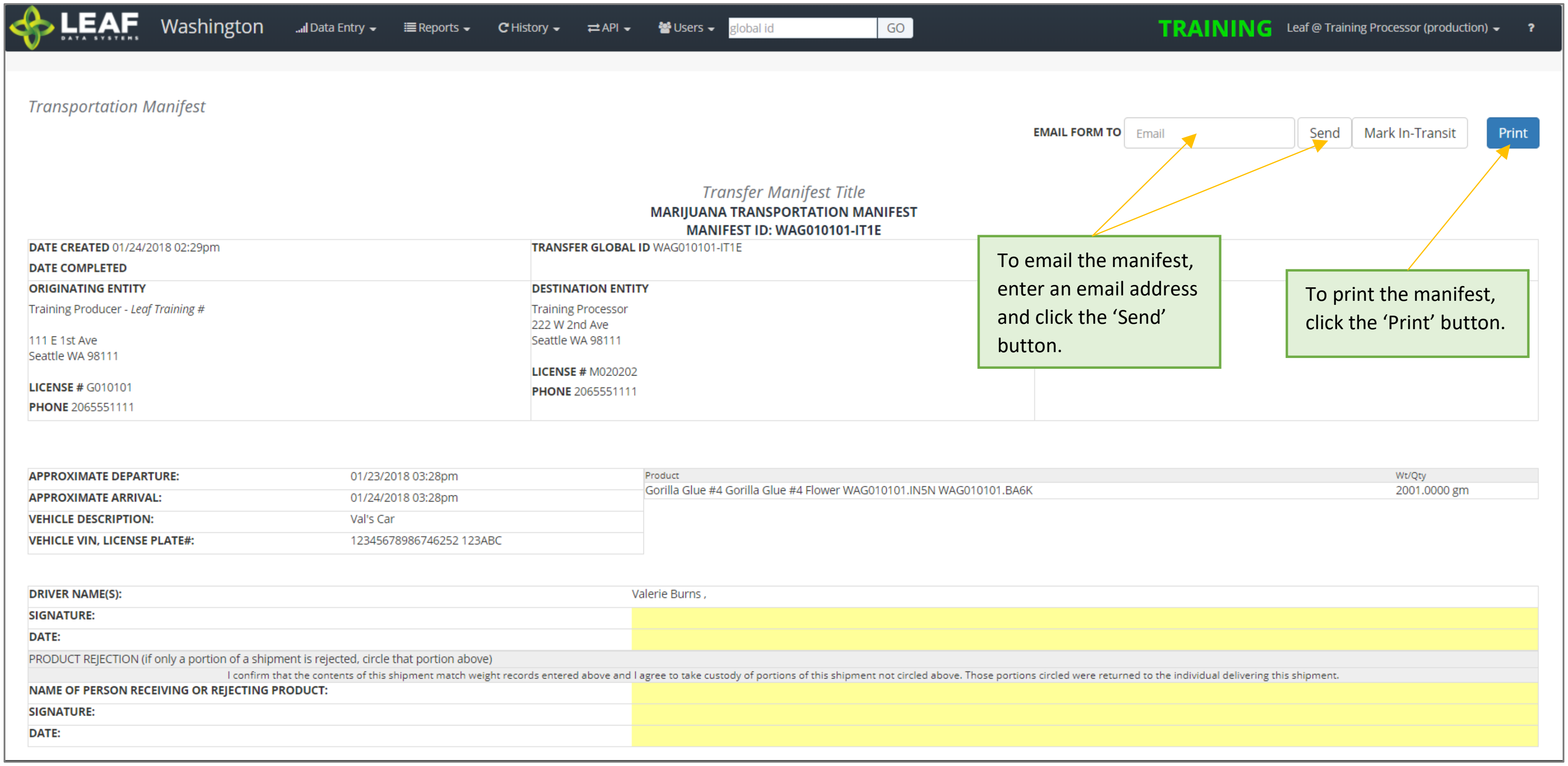
To modify an Inventory Transfer record that has been created, navigate to ‘Data Entry→Inventory Transfers’. Search for the transfer you wish to modify and click the pen icon in the “Modify” column.




This will take to back to a page similar to the screen where you created the transfer, and you can modify any information.

## *Viewing and Printing the Manifest*

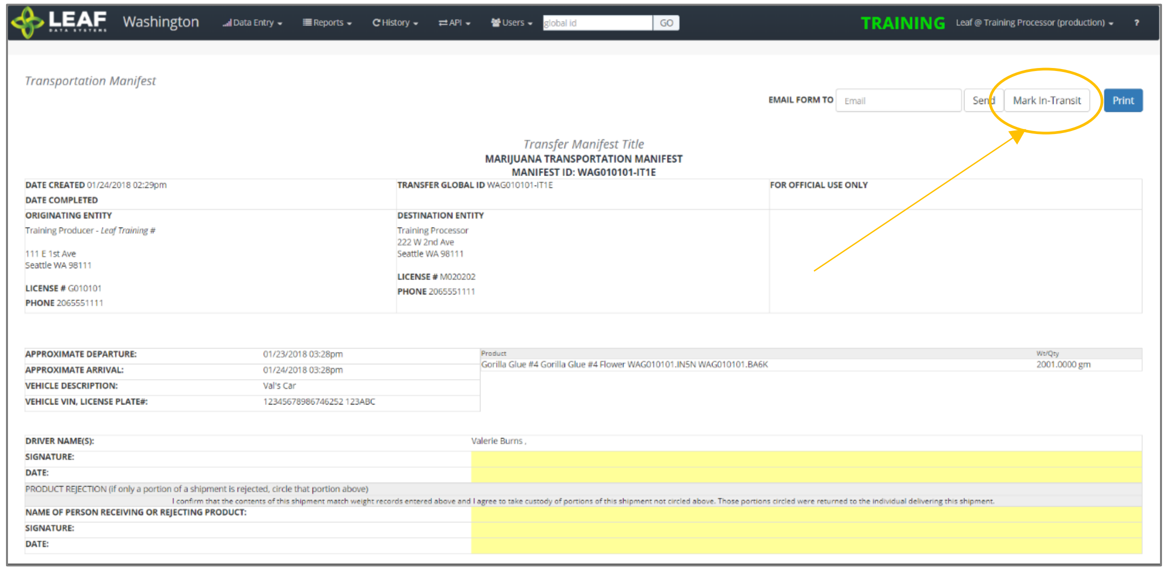
To view and print a manifest, navigate to “Data Entry→Inventory Transfers” (as in the previous step), and search for the inventory transfer record you wish to view the manifest for. Click the gear icon in the “Manifest” column of the line item. This will produce the following:



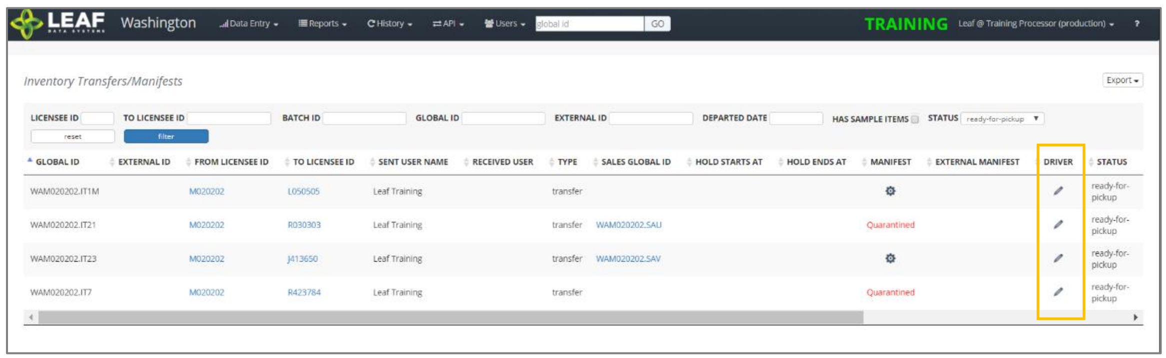

**NOTE: If you are unable to see the “gear” icon due to the word “Quarantine” in its place, this means that *AT LEAST ONE* of the inventory lots associated with the transfer does not have the appropriate lab results (or lab result attestation, for initial inventory) associated. Please double-check the lab results or lab results attestation for each lot.**

### *Marking an Inventory Transfer as "In Transit"*

From the manifest view (see previous step for navigation to manifest), click the "Mark In-Transit" button in the upper-right corner of the manifest. This will change the status of the manifest from "open" to "in-transit". Once a manifest is designated as "in-transit", it can no longer be modified, only received. If a manifest is marked as "in-transit" in error, the only option is to "Void" the manifest (see final section of this document) and re-create it.

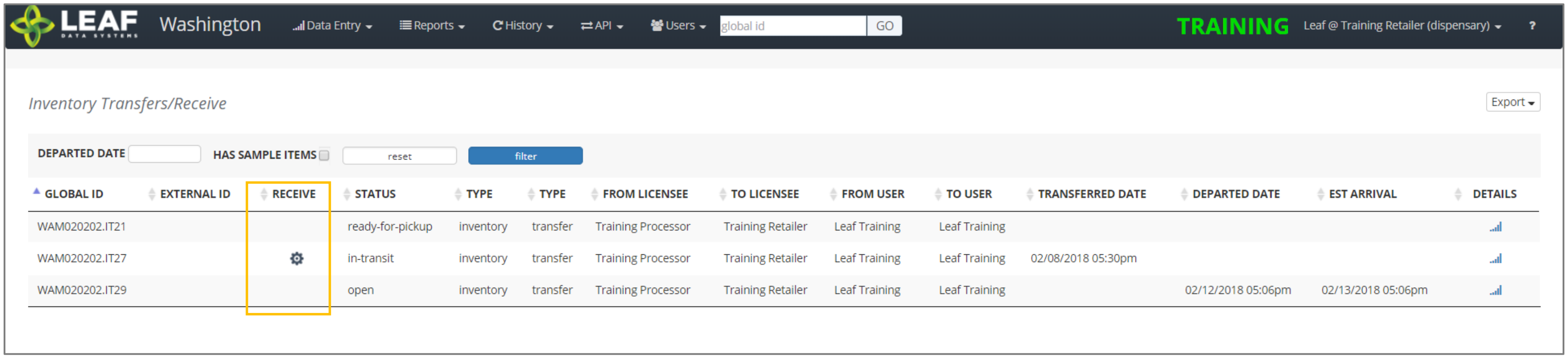



For a "pickup" manifest, once the sender has created the manifest record, the receiver should navigate to "Reports→Inventory Transfers/Ready-for-Pickup". Then, search for the manifest that is ready for pickup, and click the pen icon in the "Driver" column. This will allow the receiver to complete the driver and vehicle information pertaining to the transfer. A receiver would use the same process denoted above to mark the transfer as "in transit".

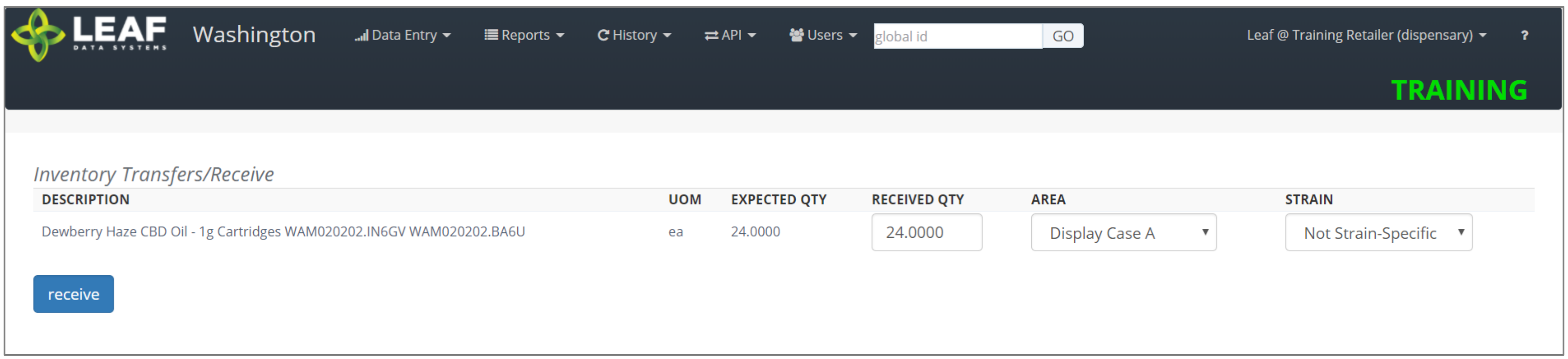



### *Receiving an Inventory Transfer*

Once an inventory transfer has been marked as "in-transit", receiver can accept the inventory into their facility by navigating to "Reports→Inventory Transfers/Receive".



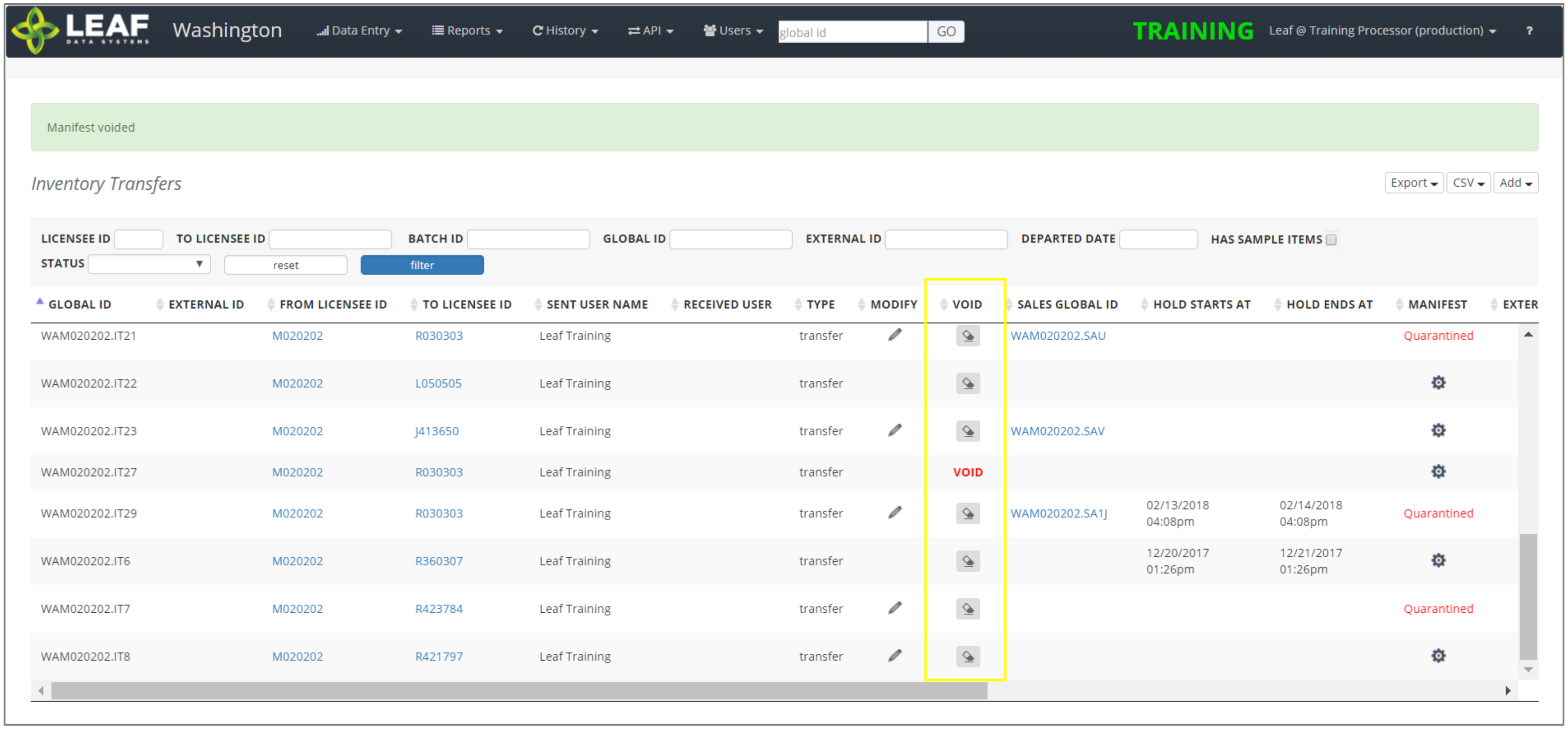

Search for the transfer to be received, then click the gear icon in the “Receive” column. On the screen that appears (below), enter the received quantities for each line item of the transfer. Select an ‘Area’ from the drop-down menu to receive the inventory into. Finally, if the product is strain-specific, select the local strain associated with it. If it is not strain-specific, the default value in this field will denote this.




Click the ‘receive’ button once all of the information for each line item has been completed.

### *Voiding an Inventory Transfer*

To void an Inventory Transfer record that has been created, navigate to ‘Data Entry→Inventory Transfers’. Search for the transfer you wish to modify and click the eraser icon in the “Void” column. Once a manifest has been voided, it will say “VOID” in red in this column.



## Lab Results

### *Adding Lab Results to Inventory Sample Records*

1. Navigate to 'Data Entry→Lots'.
2. Within the line item of the lots that lab results must be added for, click the 'flask' icon in the 'Lab Results' column.
3. Required tests will be visible based on the "inventory type" of the product being tested. The list of possible test categories includes:
    a. Foreign Matter: Stems, Seeds
    b. Moisture: Content Percent, Water Activity Rate
    c. Cannabinoid
    d. Microbial
    e. Mycotoxin
    f. Pesticide
    g. Residual Solvent
    h. Heavy Metal
4. Complete all of the necessary data fields necessary based on the type of inventory being tested.
5. Click the 'Save' button to update the record.

### *Outsourcing Lab Results to a Second Testing Lab*

Individual lab tests may be outsourced from one lab to another with the following procedure via UI and API:

- "Lab A" receives inventory from a licensee
- "Lab A" creates a lab result record, including the tests that they plan to perform in house
- "Lab A" transfers the remainder of the sample inventory to "Lab B"
- "Lab B" received the inventory sample from "Lab A"
- "Lab B" *updates* the lab result record created by "Lab A" and completed the tests they are responsible for

# PART FOUR: Reporting Matrices

## Testing Laboratory Reports

### *Relating to Data Captured Throughout Each Process*

| **PROCESS** | **CORRESPONDING REPORT(S) AND DATA RETRIEVAL** |
|---|---|
| Admin Setup | Users→View<br>Reports→Authorized Users<br>Data Entry→Areas |
| Receiving Inventory from Other Sources | Data Entry→Inventory Transfers<br>Reports→Inventory Transfers/Receive<br>Reports→Inventory Lots Report<br>Reports→Transfer Discrepancies |
| Creating Lab Result Records | Data Entry→Lab Results<br>Reports→Lab Results |
| Inventory Functions (splitting lots, moving lots, disposals) | Data Entry→Lots<br>Data Entry→ Destructions<br>Reports→Inventory Lots Report<br>Reports→ Destructions<br>History→Inventory Area Changes History |
| Inventory Adjustments | Data Entry→Inventory Adjustments<br>Reports→Inventory Lots Report<br>History→Inventory Adjustments History |
| Transferring Inventory to Other Licensees | Data Entry→Inventory Transfers<br>Reports→Inventory Transfers/Manifests<br>Reports→Transfer Discrepancies |