Cannabis Central Reporting System User Guide

Washington State
Liquor and Cannabis Board

Updated: September 21, 2021

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Information Online

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3) **Account:** allows license admins add/edit users
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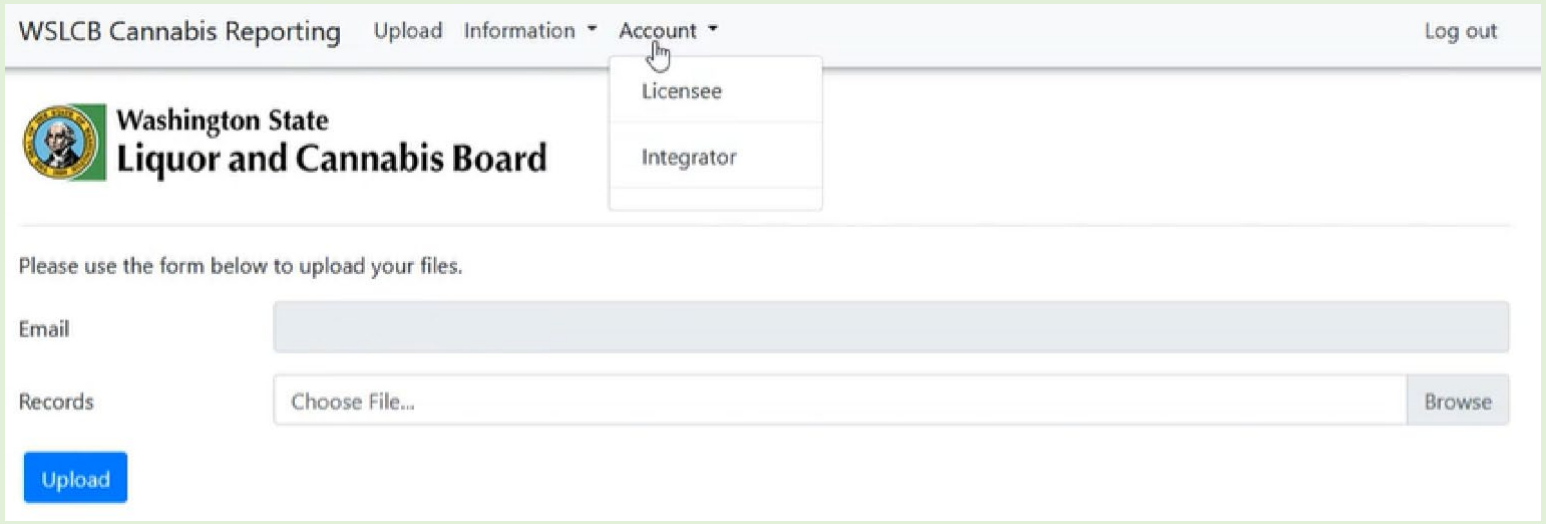
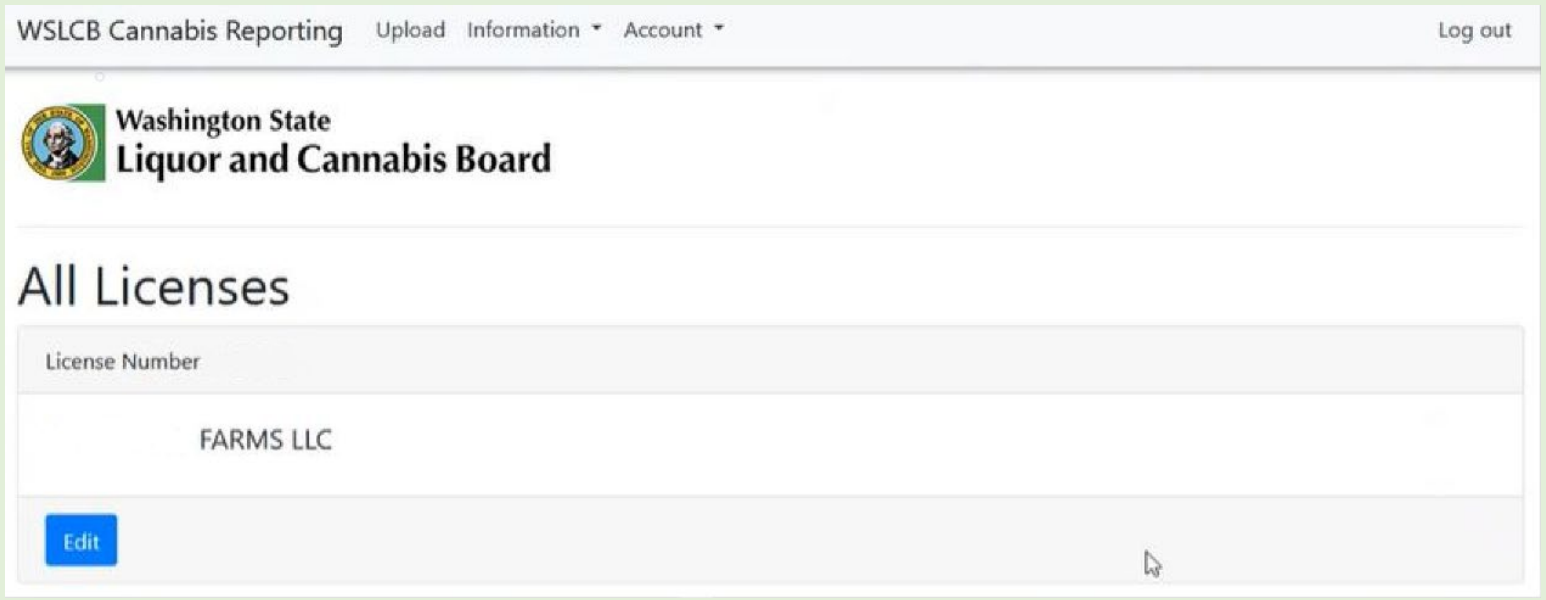
Adding Users to License

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.

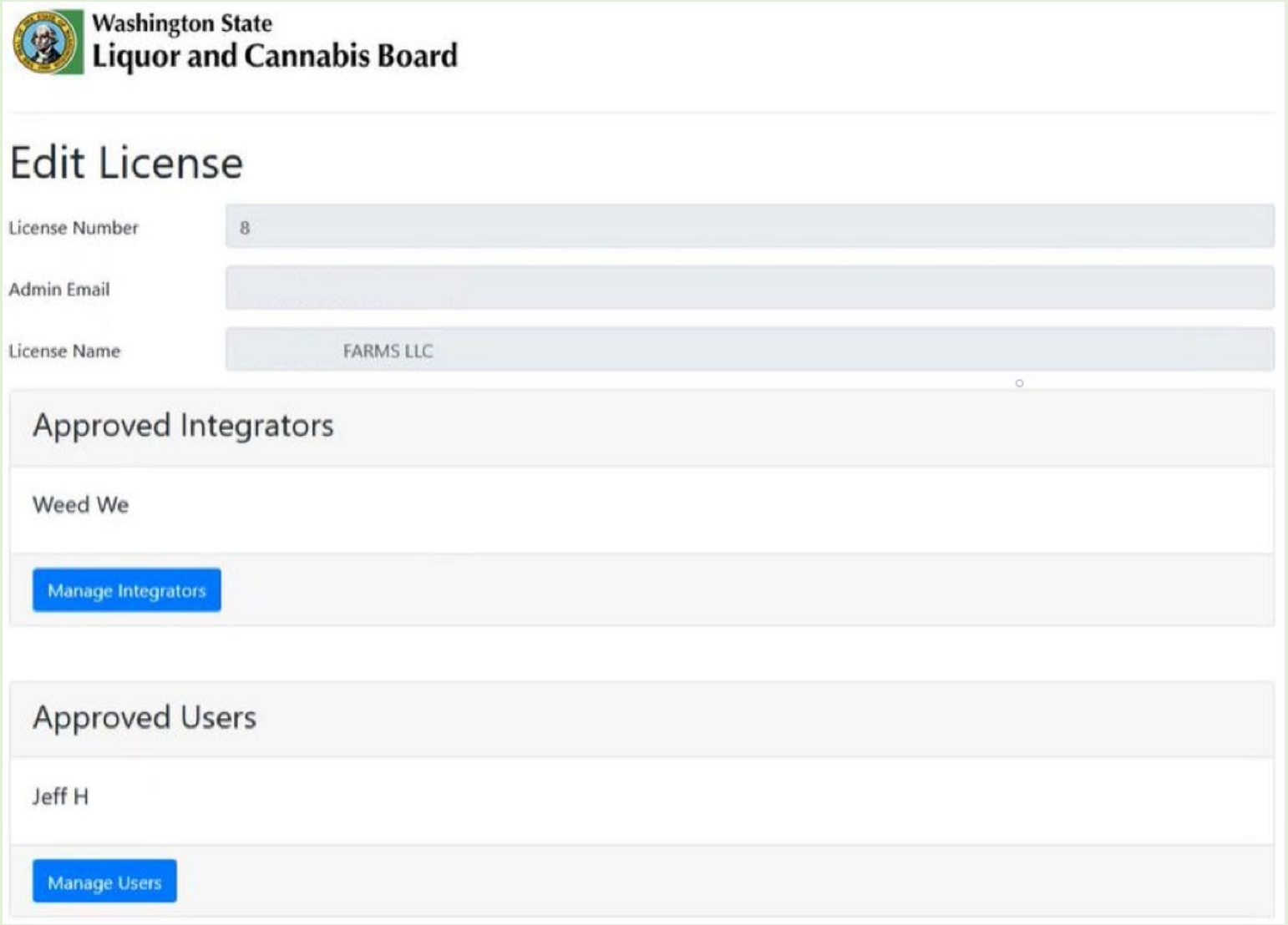
1) Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
    a. Select the "Account" drop-down menu
    b. Select "Licensee"



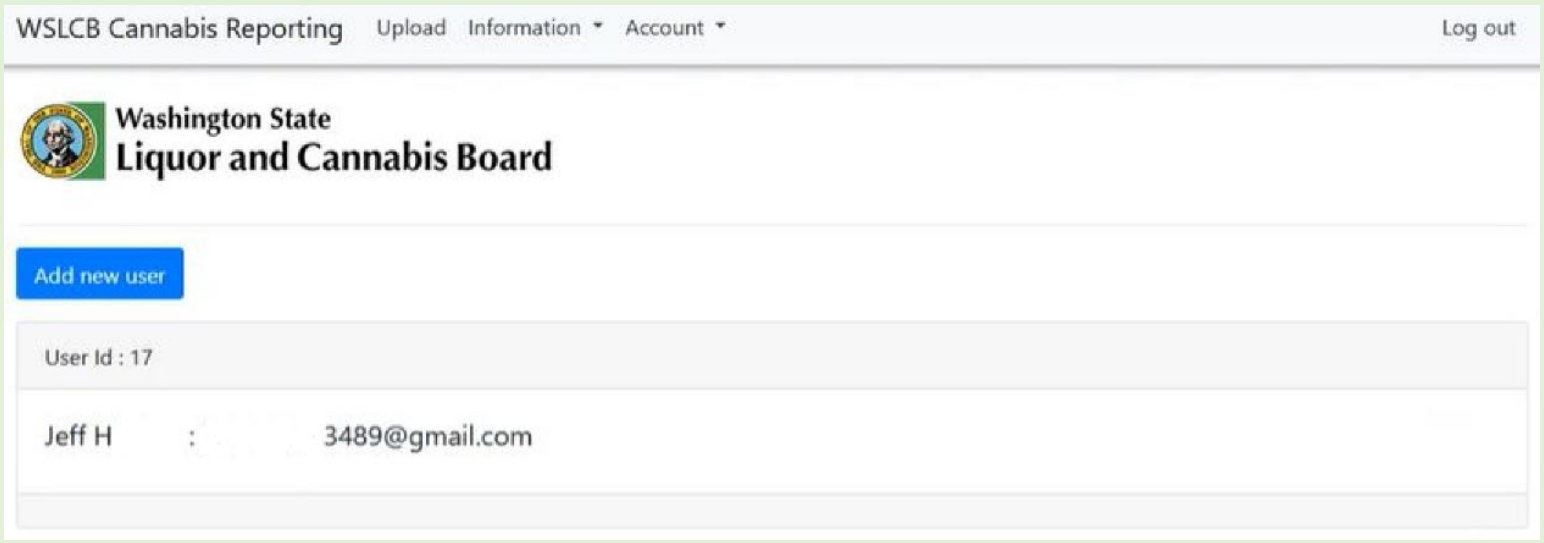
2) All licenses associated to the admin user login will be found in this screen
    a. Select the “Edit” button for the associated license you would like to edit



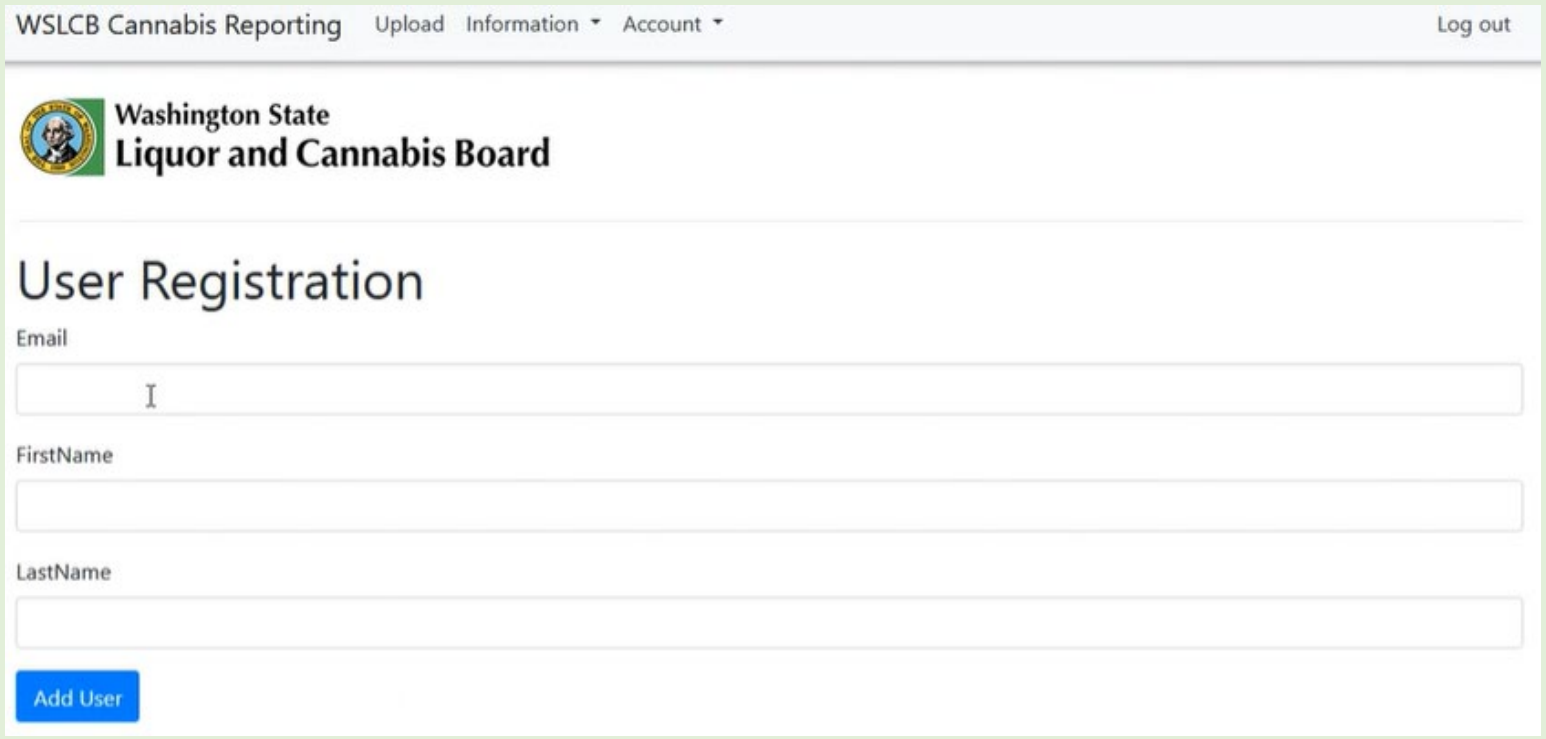
3) List of all approved integrators and approved users is populated
    a. To add more users:
        i. Select the “Manage Users” button beneath the “Approved Users” section



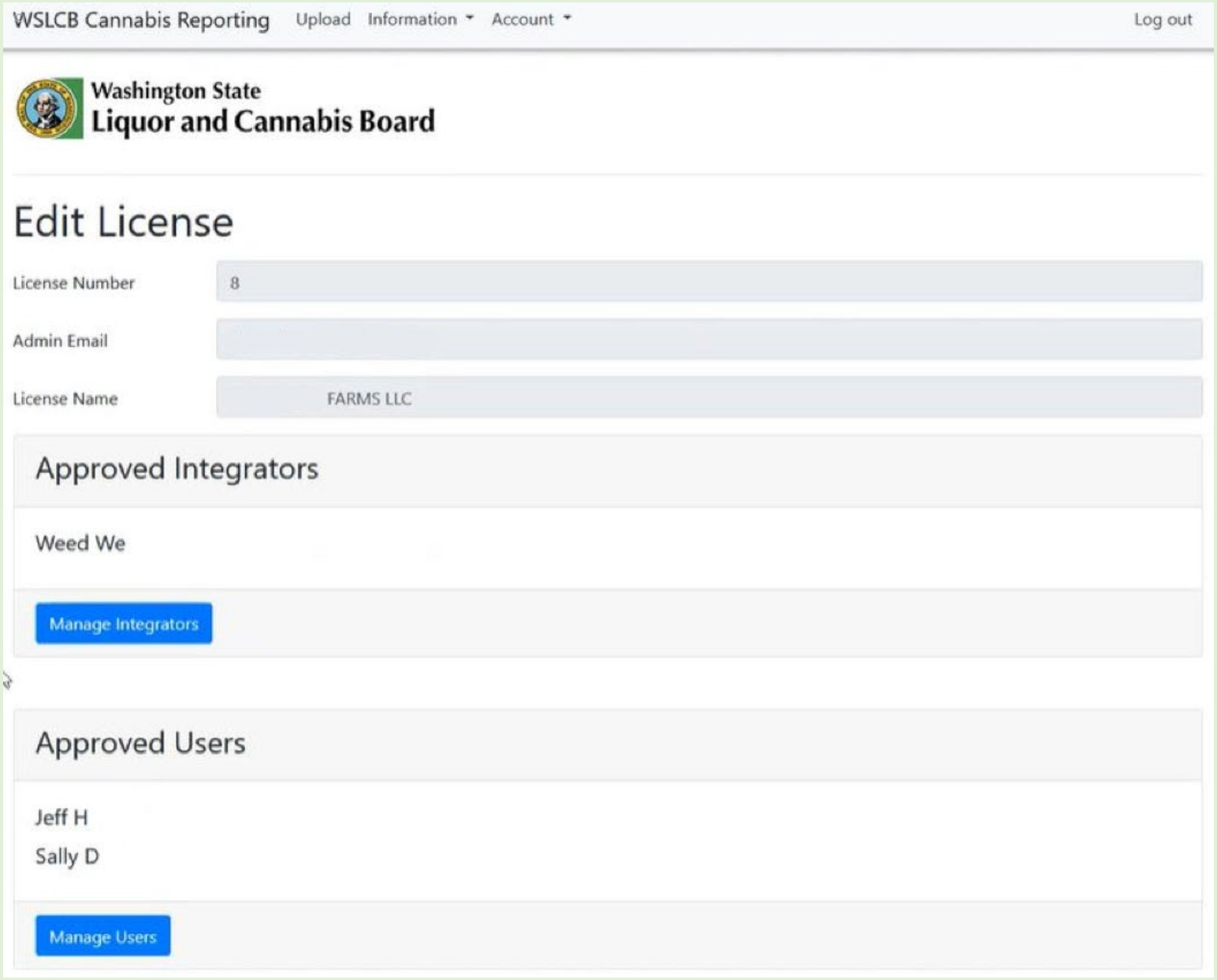
4) List of all approved users is populated with option to add new user.
    a. Select the “Add new user” button



5) User Registration
    a. Fill in requested information
        i. Email: must be same as user's SAW credentials
        ii. First Name
        iii. Last Name
    b. Select the "Add User" button



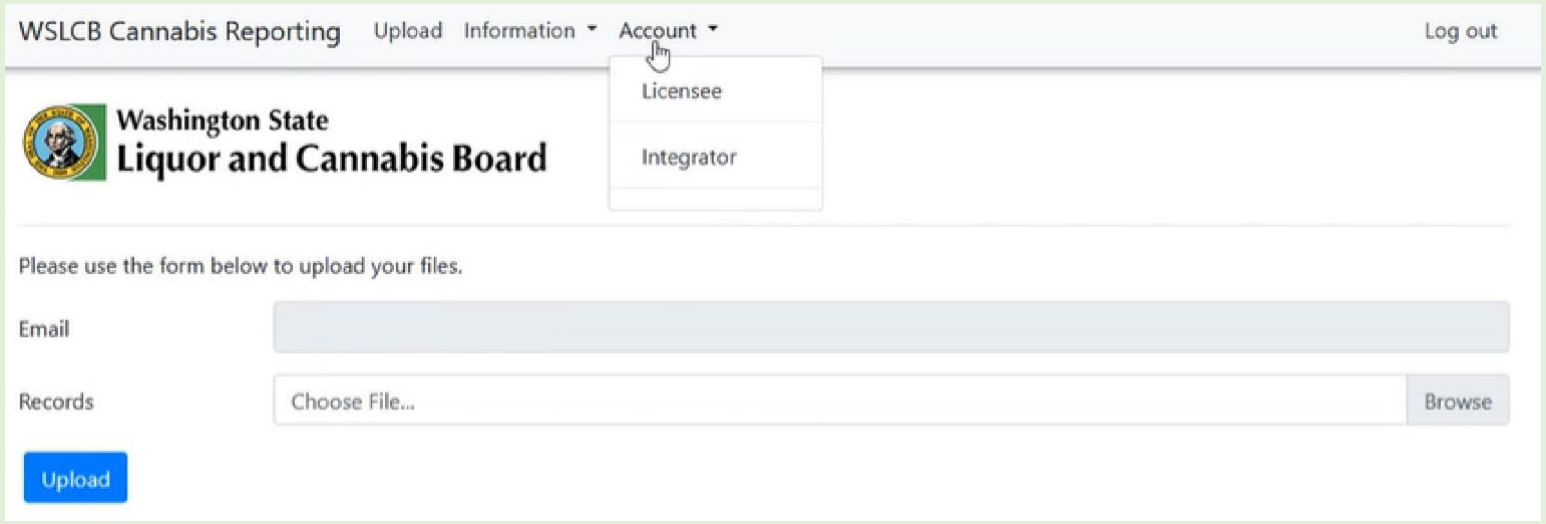
6) List of all approved integrators and approved users is populated with the additional user added



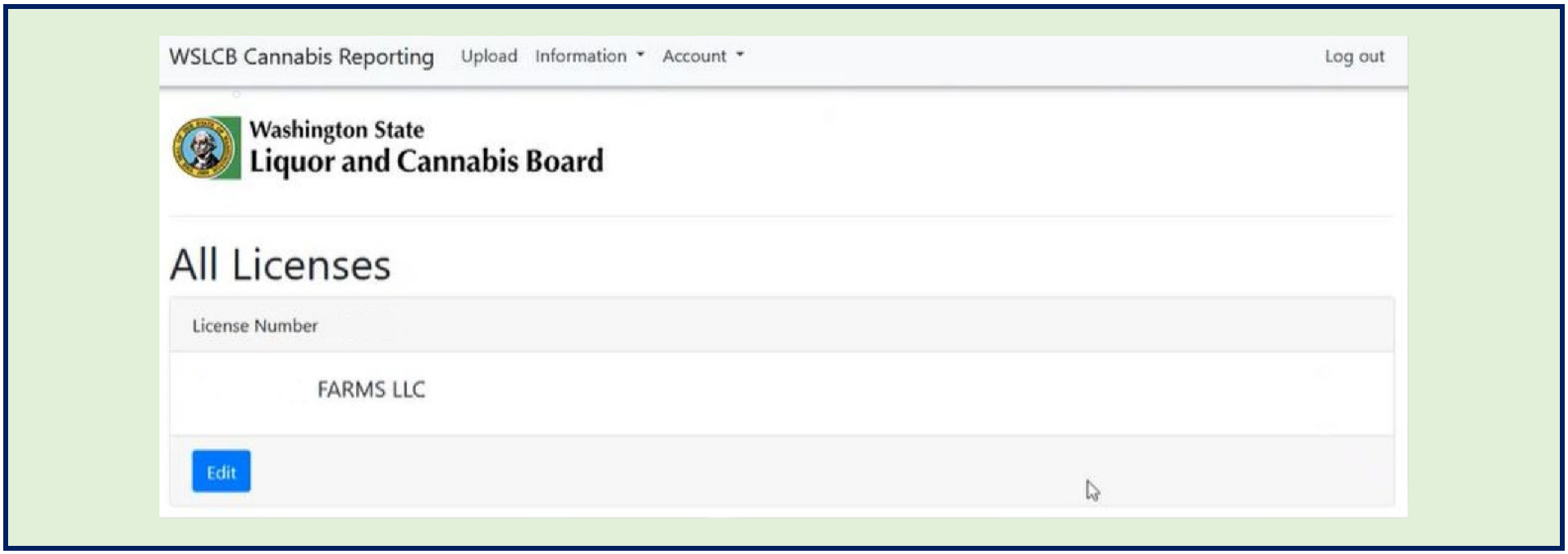
Removing Users from License

NOTE: Only the license admin may perform this function.

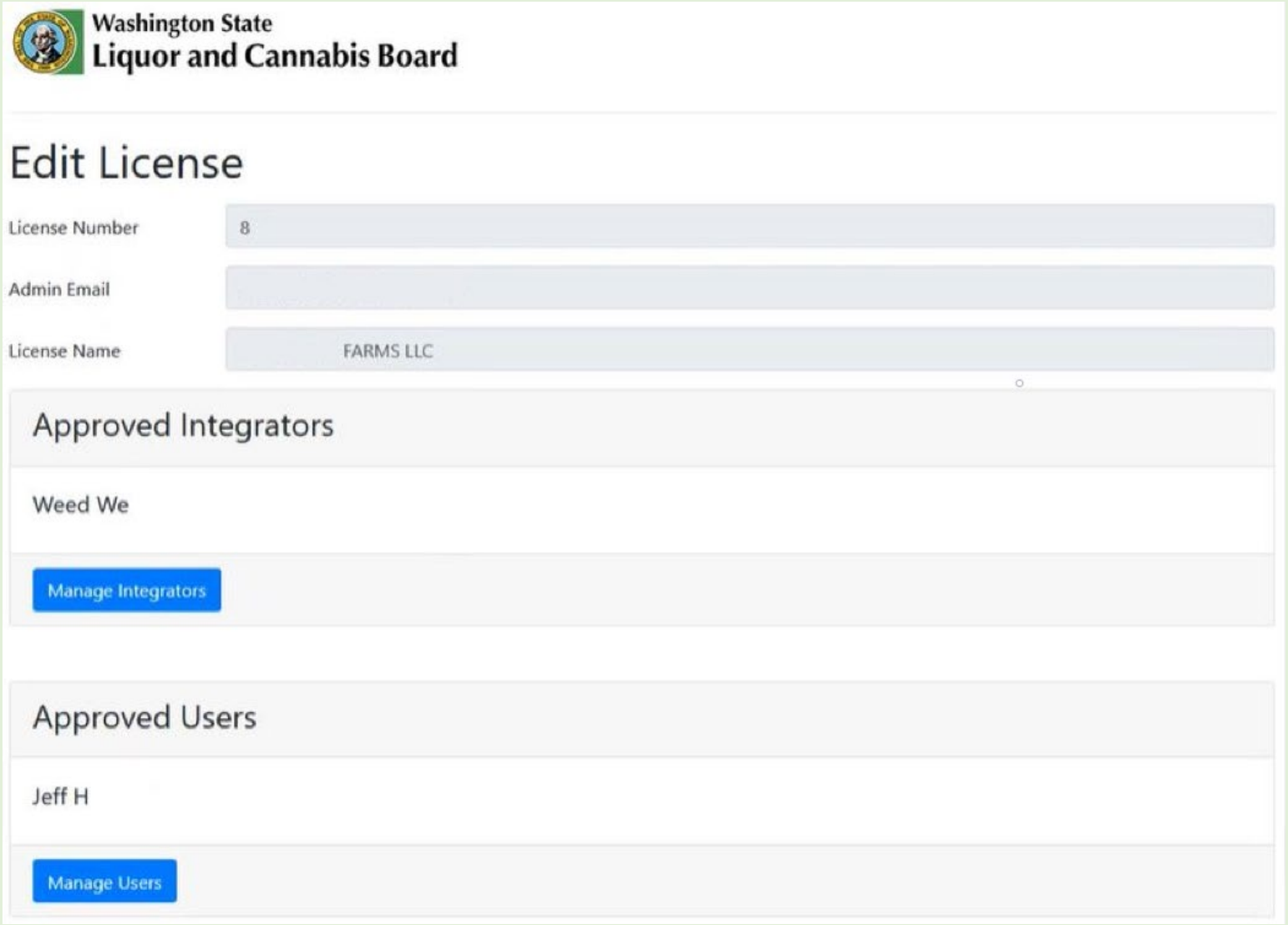
1) Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
    a. Select the “Account” drop-down menu
    b. Select “Licensee”



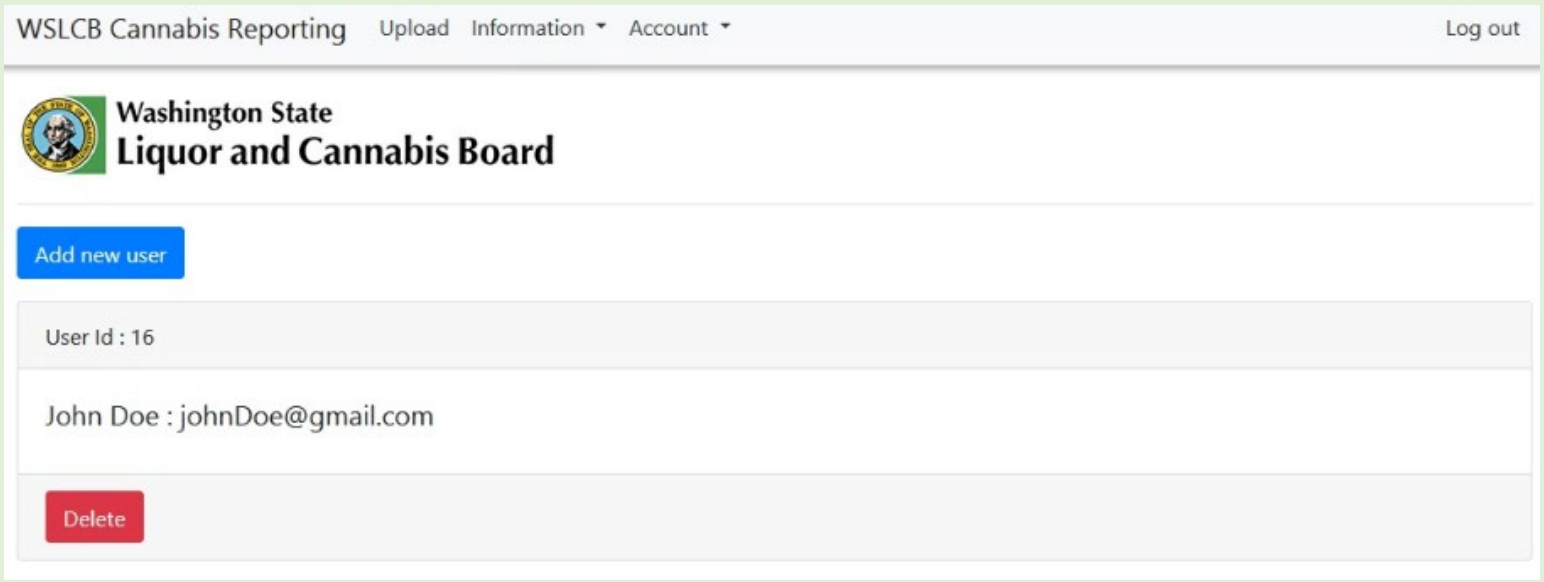
2) All licenses associated to the admin user login will be found in this screen
    a. Select the “Edit” button for the associated license you would like to edit



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



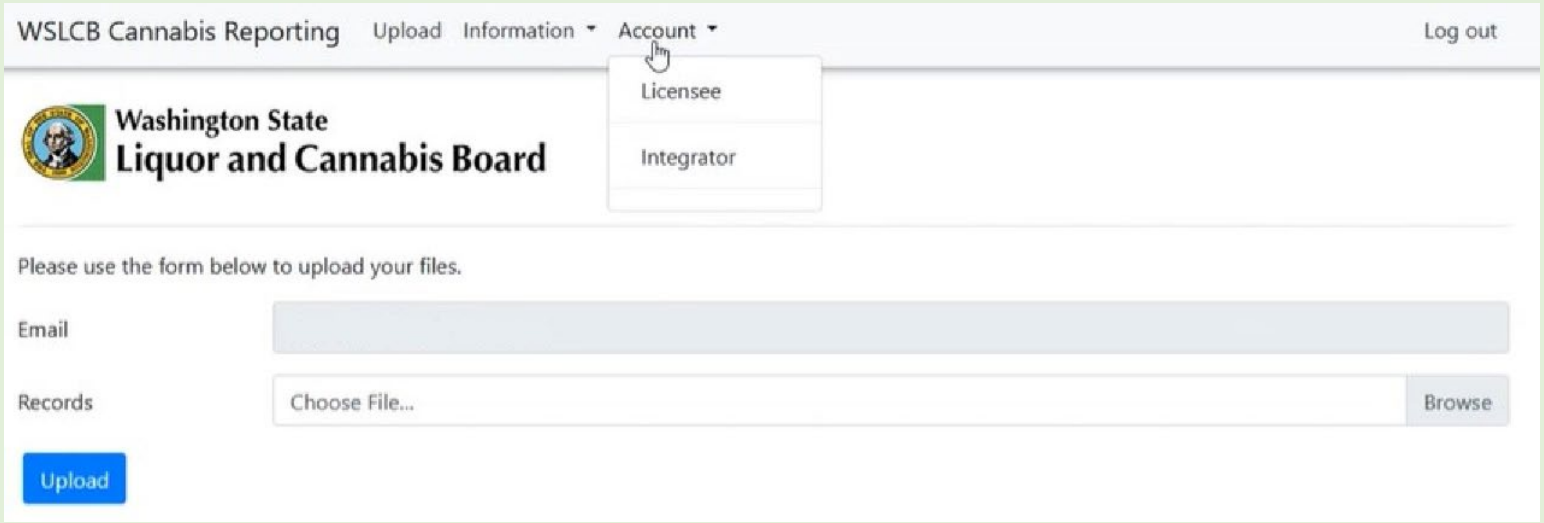
4) List of all approved users is populated with option to delete user(s).
    a. Select the “Delete” button



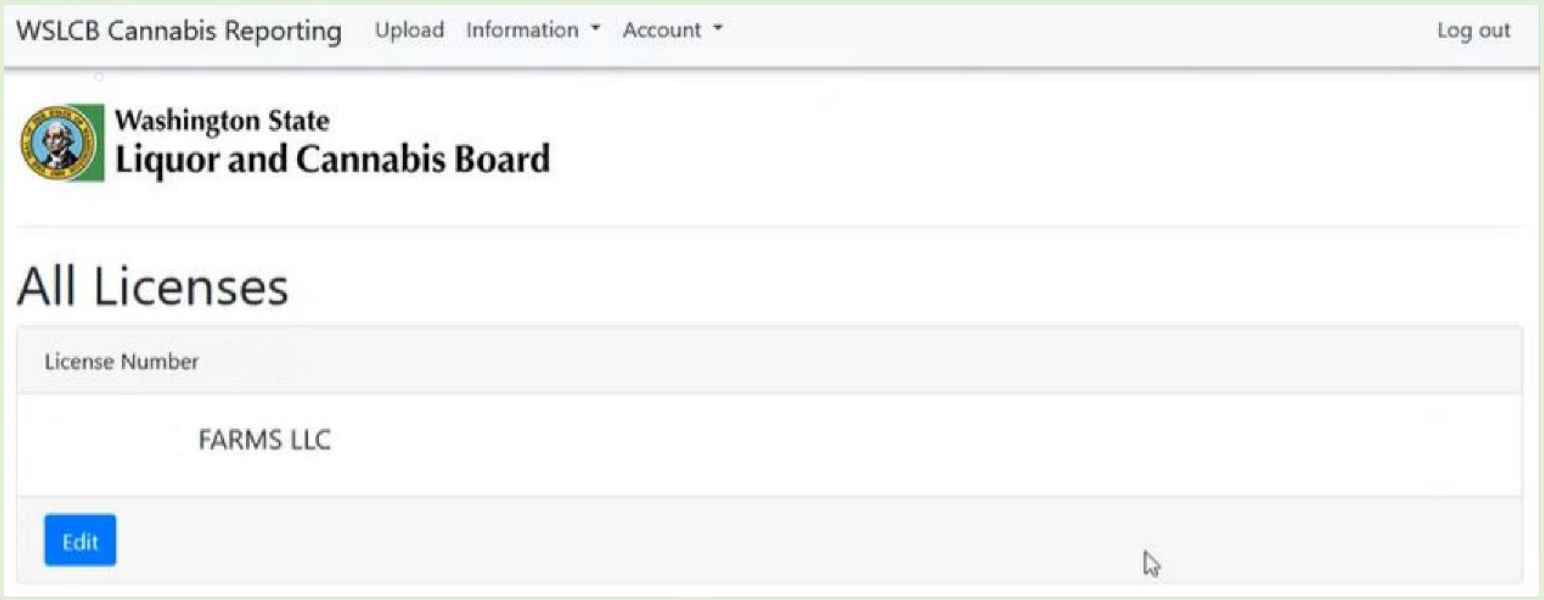
Manage Approved Integrators

NOTE: Only the license admin may perform this function.

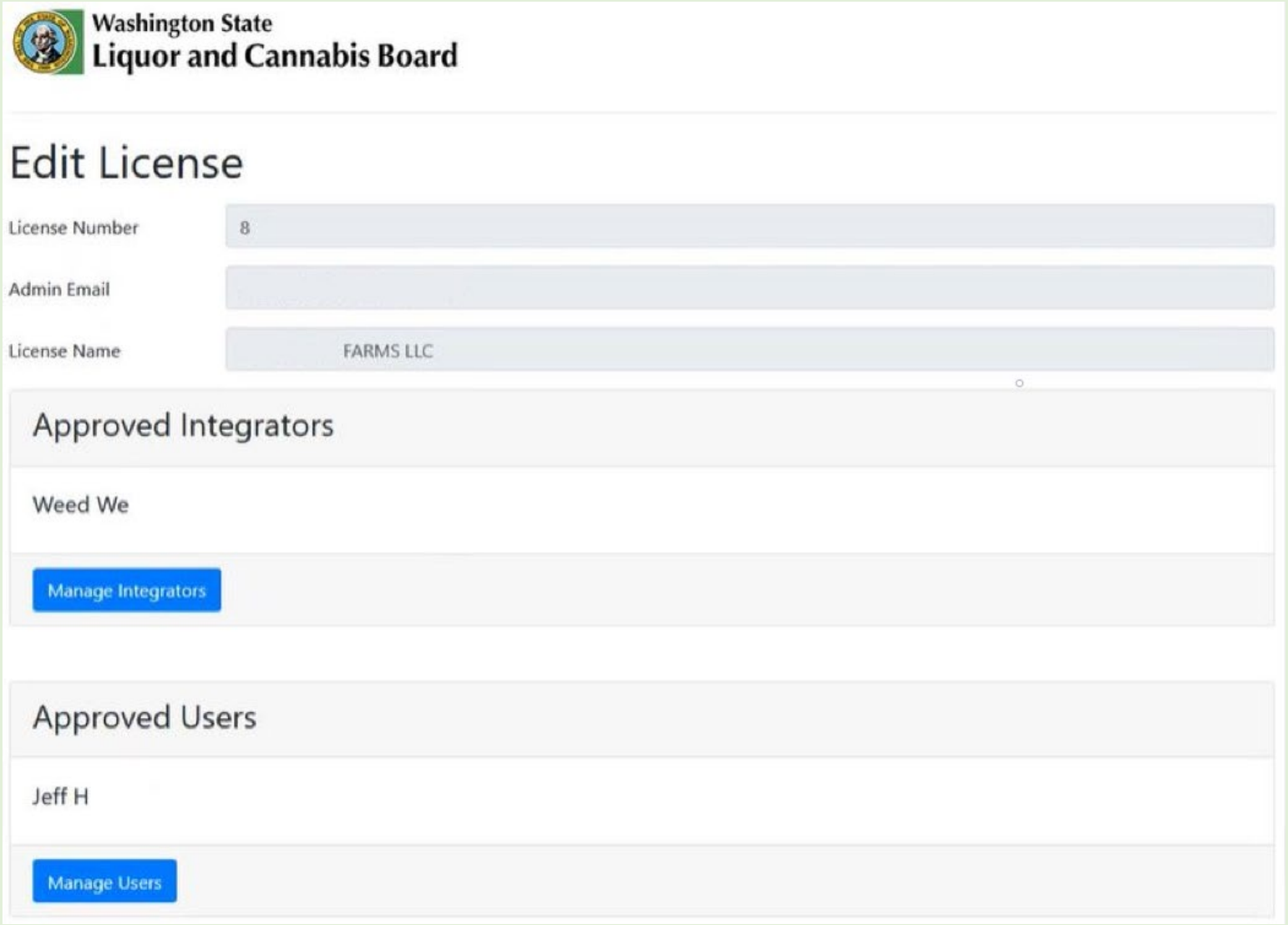
1) Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
    a. Select the “Account” drop-down menu
    b. Select “Licensee”



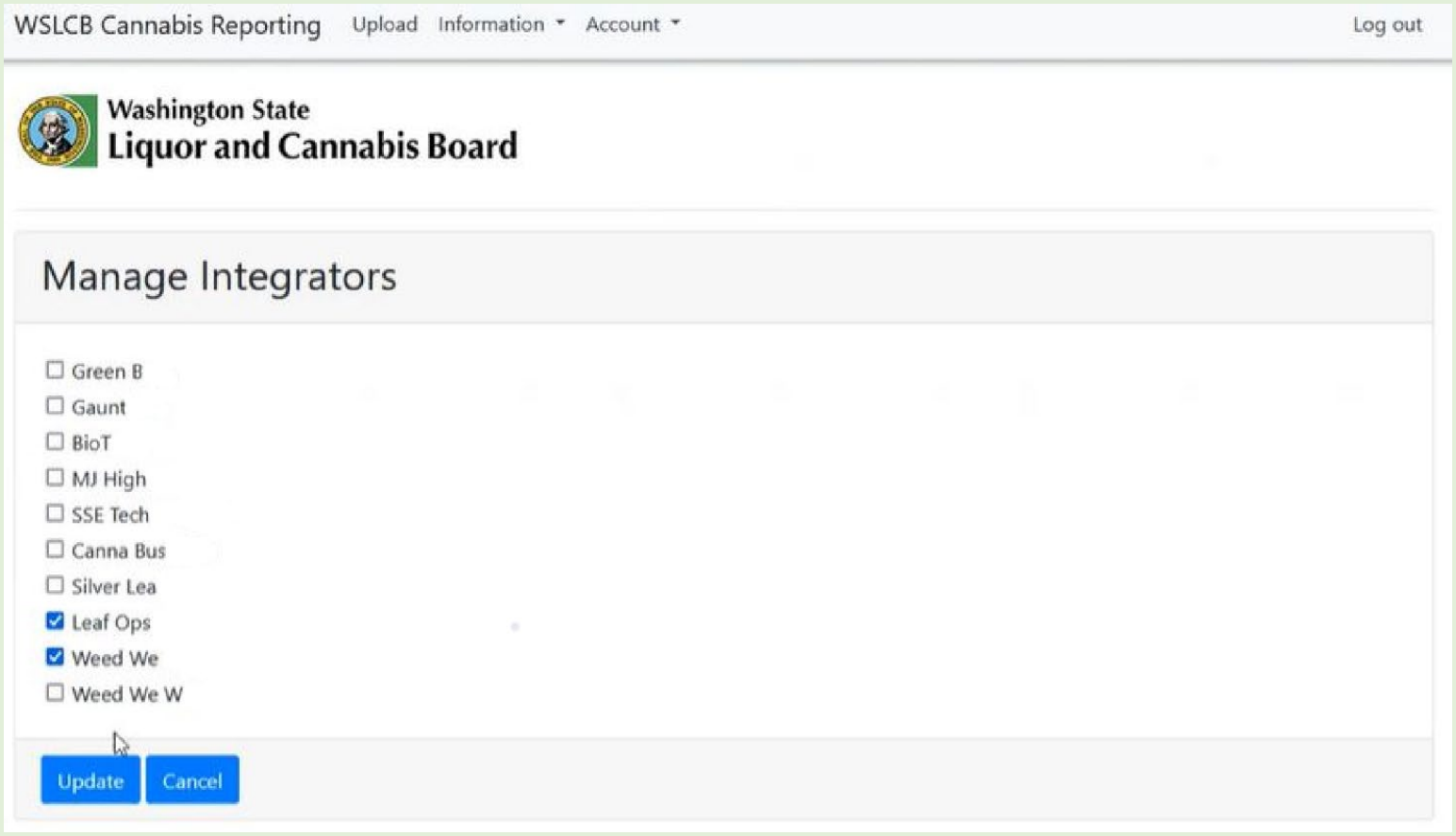
2) All licenses associated to the admin user login will be found in this screen
    a. Select the “Edit” button for the associated license you would like to edit.



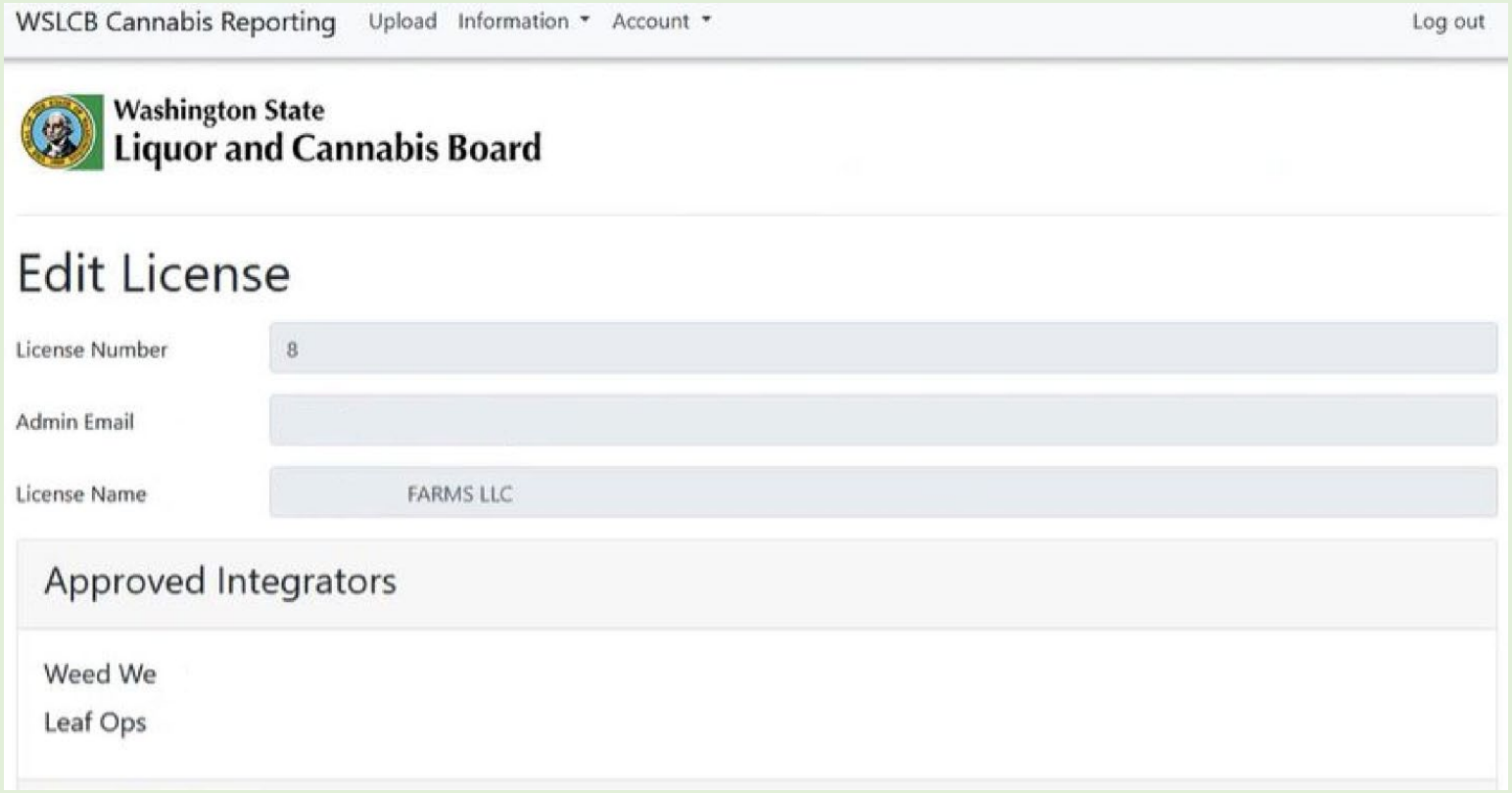
3) List of all approved integrators and approved users is populated
    b. To manage integrators:
        i. Select the “Manage Integrators” button beneath the “Approved Integrators” section



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 change
    iv. Select “Cancel” to close out screen

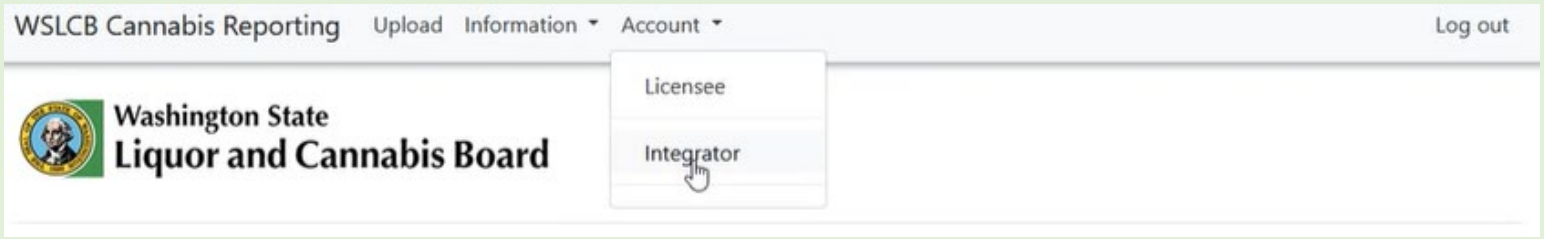


5) Once updated your list of approved integrators will reflect the choices made on the previous screen

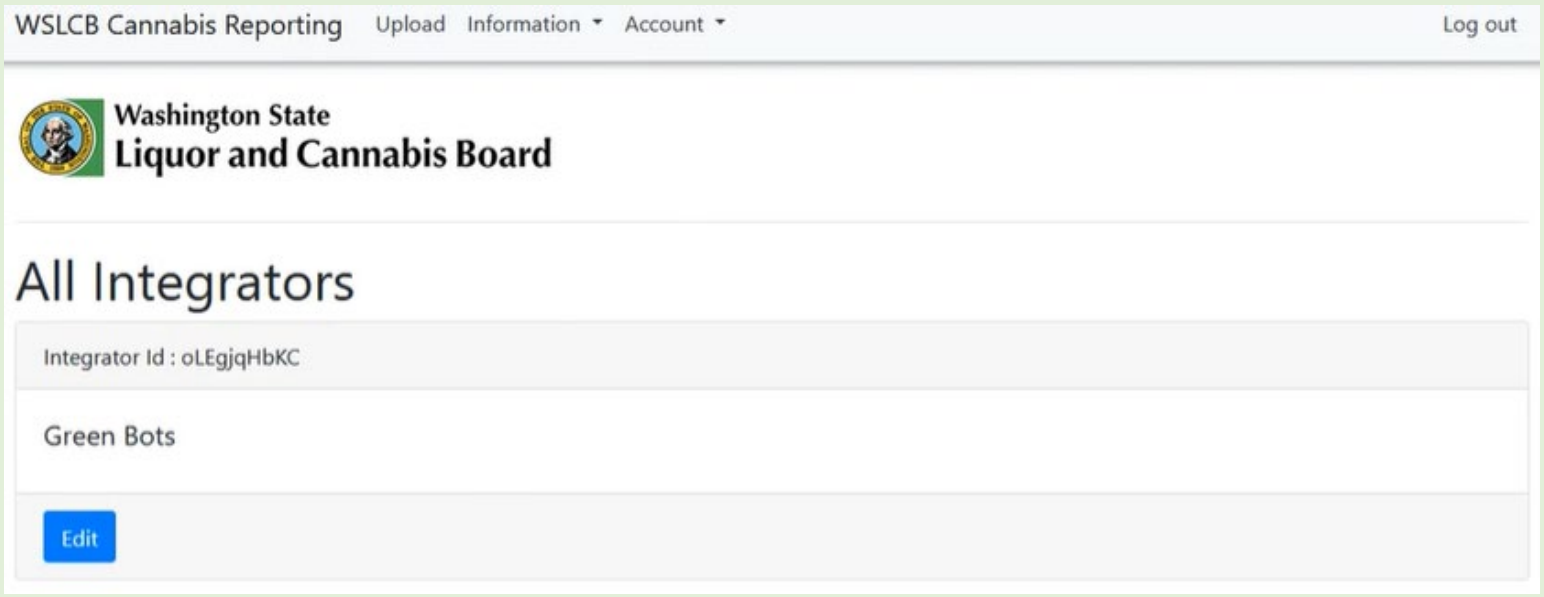


View All Licensees Integrator is Authorized to Report Data For

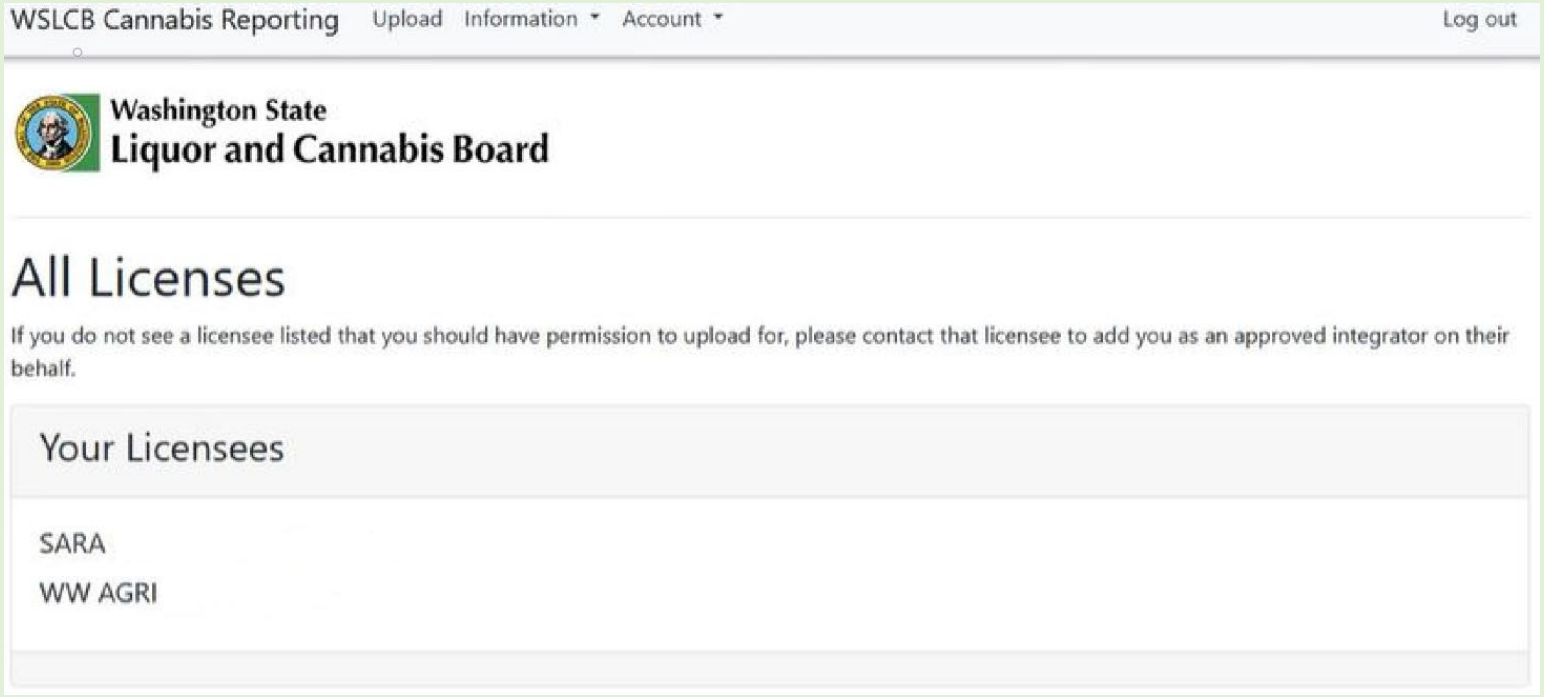
1) Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
    a. Select the “Account” drop-down menu
    b. Select “Integrator”



2) List of all approved integrators the user is associated with is populated
    a. Select “Edit” button to see all licensees which have authorized associated integrator for data reporting



3) List of all licensees which have authorized the associated integrator to upload data on their behalf is populated



Submitting Data: Initial Upload

1) Licensees and labs are expected to preformat and initially upload 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 that 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 relative to the record you are trying to upload, and then select the csv file you have saved.

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

a. How to load – found in this document
b. CSV templates
c. Specification File
d. CCRS Submission Errors
e. Getting Started with CCRS
f. 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	✓	✓	✓	✓		✓

Generic Data Upload Instructions

1) Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   a. For login instructions see SAW user guide.
   b. Load the report
      i. Select the “Browse” button
      ii. Find one or multiple files to be uploaded 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

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

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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 upload
    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. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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.

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 and marked TRUE 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. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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 inventory when it was created/received. Units of measure need to be consistent for the inventory type (grams, each, etc.).
   d. QuantityOnHand — The inventory 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.

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

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 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: The events that increase or decrease the quantity of inventory on hand for a defined reason

1) If needed, find the inventory adjustment report template online
   a. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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 identifier for the record
   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.

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

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	I	J	K	L
1	SubmittedBy	JohnSmith										
2	SubmittedDate	08/15/2021										
3	NumberRecords	1										
4	FromLicenseNumber	ToLicenseNumber	FromInventoryExternalIdentifier	ToInventoryExternalIdentifier	Quantity	TransferDate	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	112233	Inv00004	Edible0001	100	08/15/2021	InvTran0001	JohnSmith	08/15/2021			Insert

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. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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
b.	PlantIdentifier	The unique identifier for the plant
c.	Strain	Name of the strain associated with this record
d.	PlantSource	What the plant was sourced from
e.	PlantState	State the plant is currently in
f.	GrowthStage	Current growth cycle of plant
g.	HarvestCycle	Current stage in the harvest cycle of plant
h.	MotherPlantExternalIdentifier	The licensee/integrator assigned identifier for the mother plant associated with this record
i.	HarvestDate	User submitted date the plant was harvested
j.	IsMotherPlant	Determines whether the plant record is a mother plant or not

6) Load the data as indicated in *Generic Data Upload* instructions section above.

7) Check the email associated to the user log-in for an error report.

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	HarvestDa	IsMotherF	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedB	UpdatedD	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 MotherPlantExternalIdentifer 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. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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 — Unique identifier for this record
   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.

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 Transfer report template online
   a. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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 on which the record was recorded

6) Load the data as indicated in *Generic Data Upload* instructions section above.

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 Product report template online
   a. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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.

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.

For lab only - 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.)

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

1) If needed, find the Sale report template online
   a. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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
   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
   d. SaleType — The type of sale
   e. SaleDate — The user submitted 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 six-digit licensee ID number established by the State of Washington upon licensing of a facility for the facility that purchased the item
   l. SaleDetailExternalIdentifier — The licensee/integrator assigned identifier for the sale record

6) Load the data as indicated in *Generic Data Upload* instructions section above.

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	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 Strain report template online
   a. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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 strain type

6) Load the data as indicated in *Generic Data Upload* instructions section above.

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.

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

1) If needed, find the Lab Test report template online
   a. Navigate to the URL: https://cannabisreporting.lcb.wa.gov/
   b. 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 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.

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

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 (µg/g = ppm) and microgram per kilogram is equivalent to parts per billion (µg/kg = ppb)

Table 1: Foreign Matter

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

Table 2: Heavy Metals

Metal	µg/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
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, 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. *****

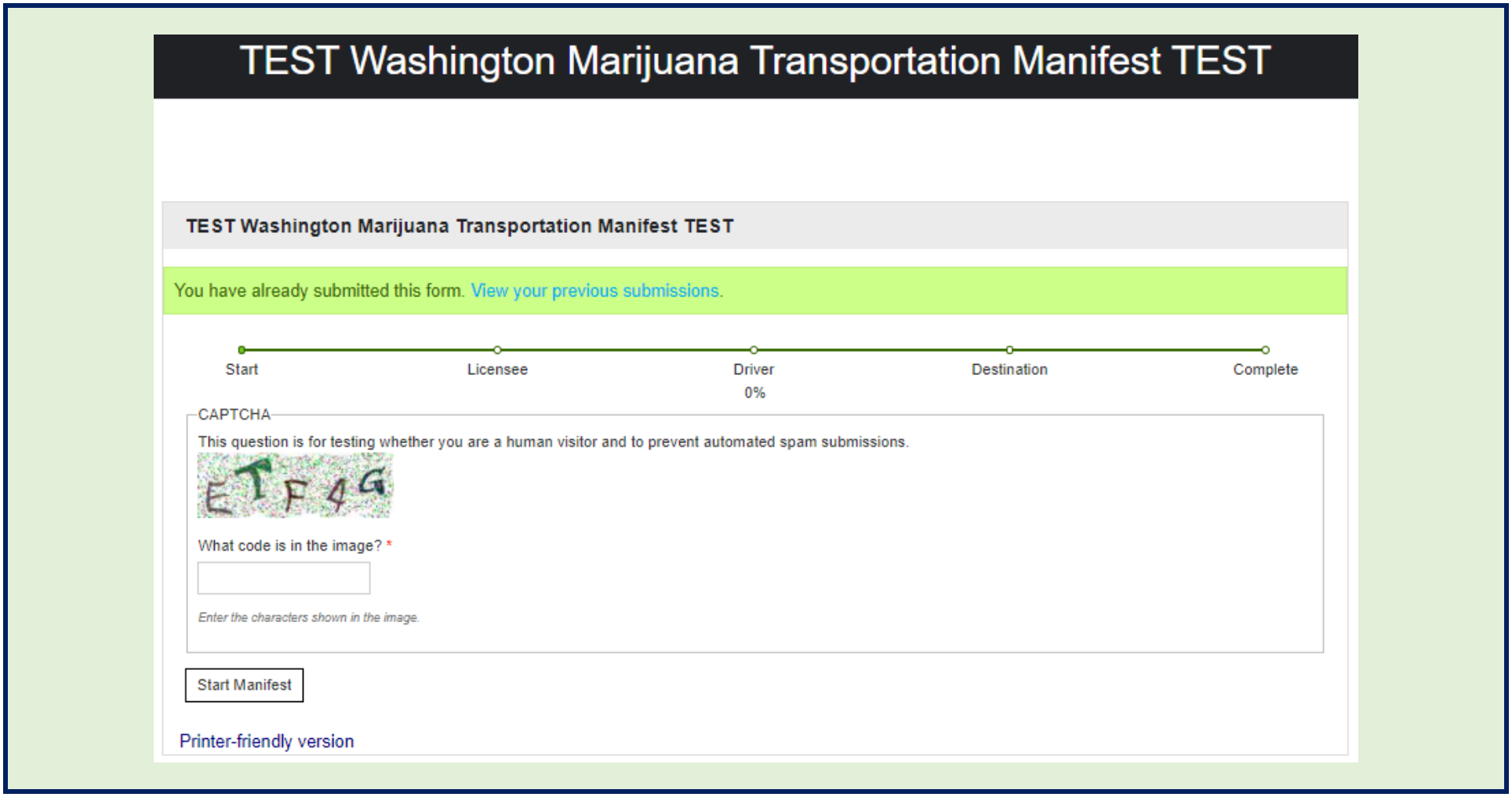
Table 10: Residual Solvents

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

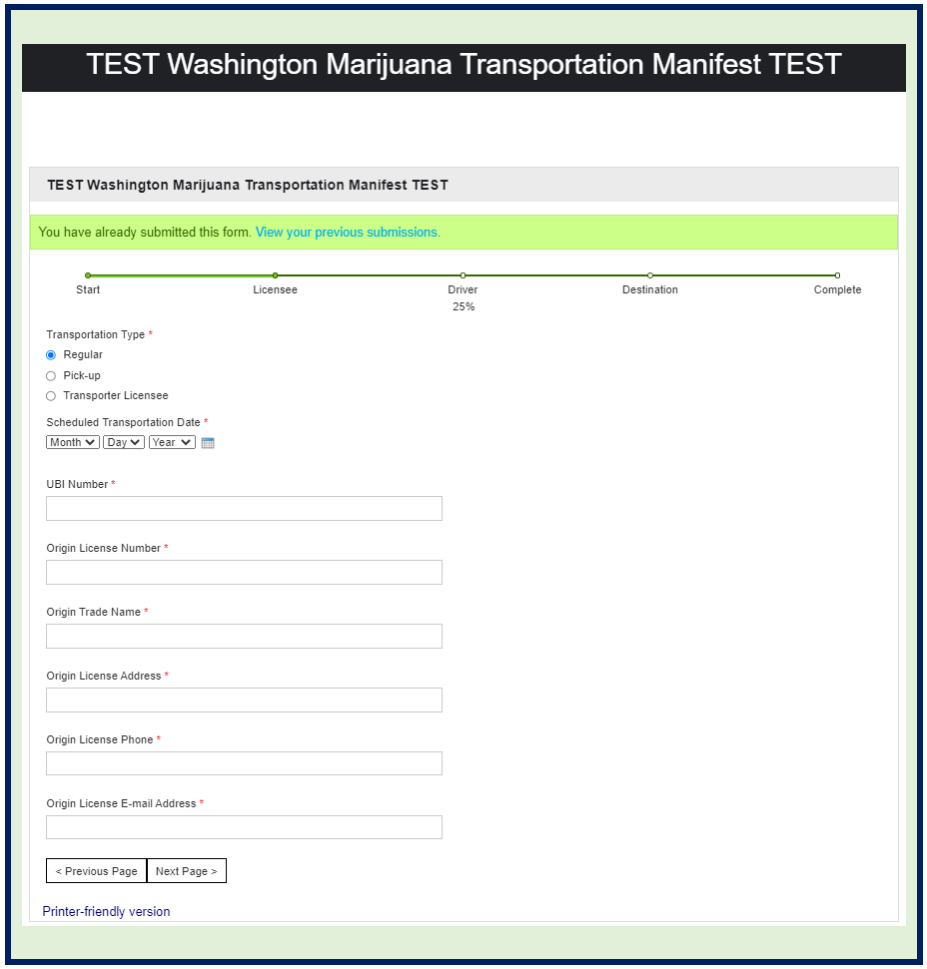
Web Form Manifest

1) Navigate to the URL: https://lcb.wa.gov/https%3A//lcb.wa.gov/node/6316
    a. Fill out the CAPTCHA
    b. Select the “Start Manifest” button



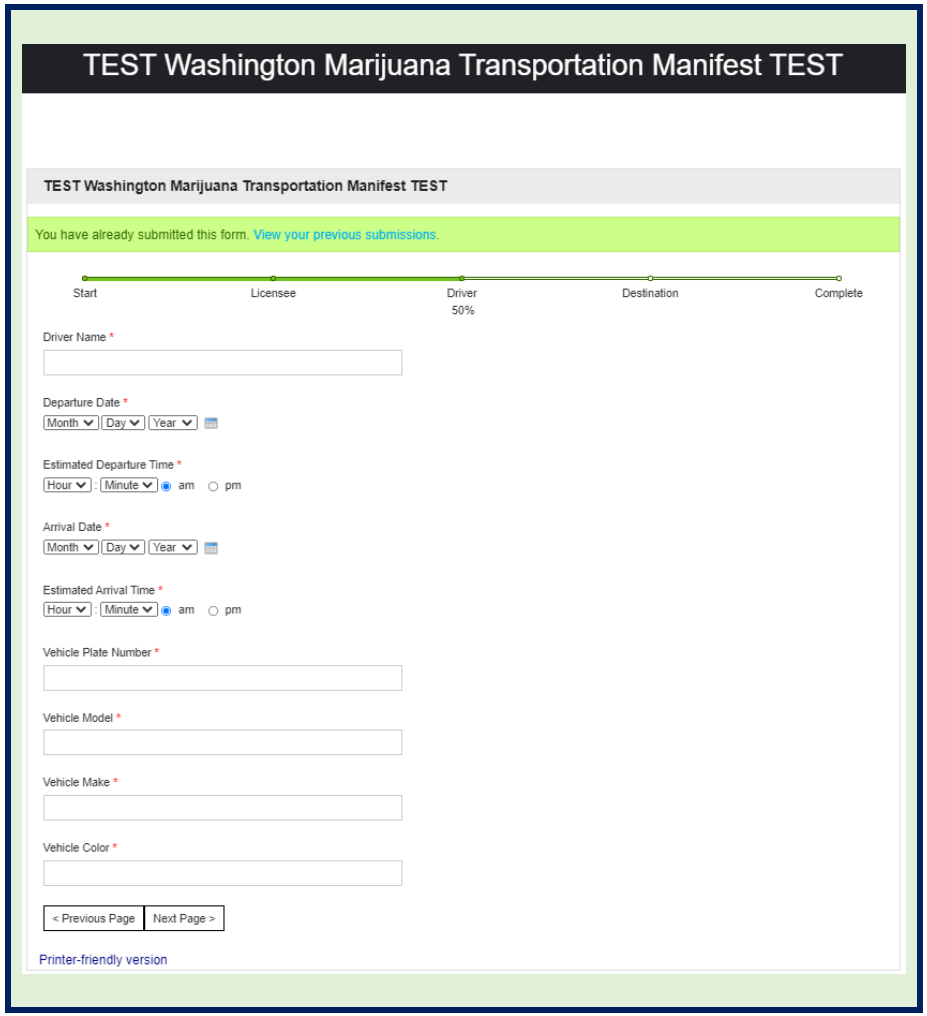
2) Fill out the licensee information
    a. Select the Transportation Type
    b. Select the Scheduled Transportation Date
    c. Fill out the UBI Number
    d. Fill out the Origin License Number
    e. Fill out the Origin Trade Name
    f. Fill out the Origin License Address
    g. Fill out the Origin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

3) Select the “Next Page” button



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

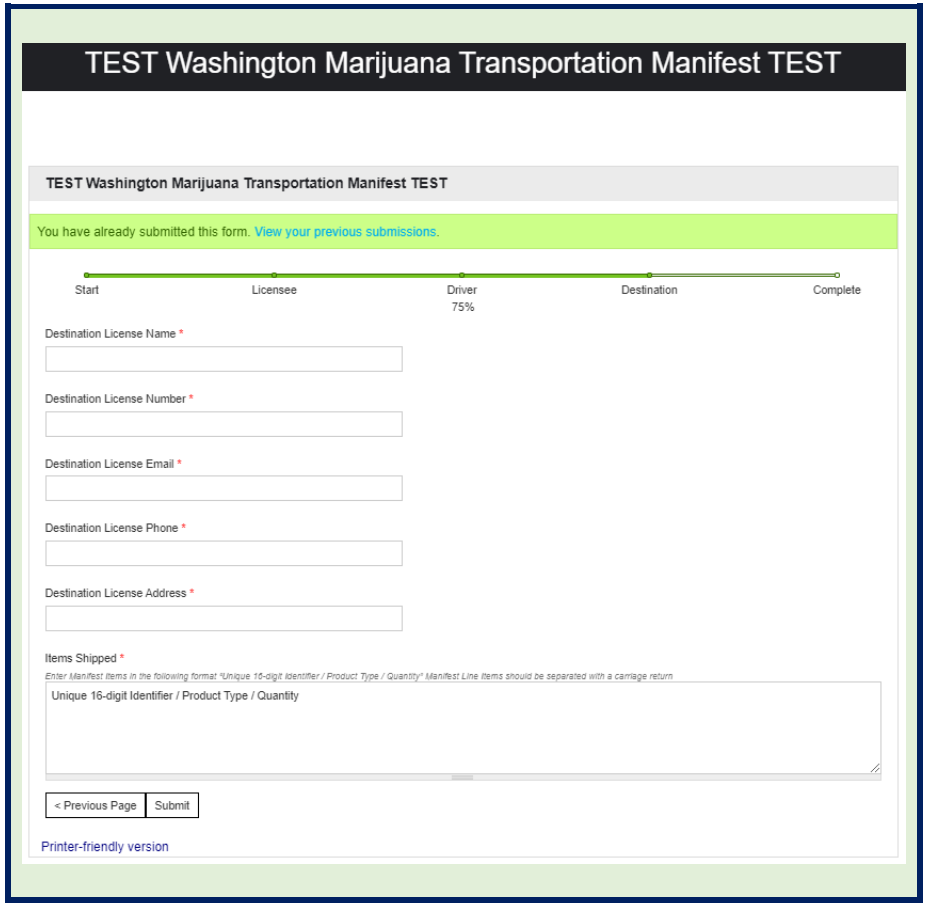
5) Select the "Next Page" button



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 “Unique Identifier / Product Type / Quantity” Manifest Line Items should be separated with a carriage return

7) Select the “Submit” button



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