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## Dispensary Licensee Newsletter - October 2019

**Editor's Note:** This month we bring you guidance on finalizing sales in Metrc, a request for updated information & reminders regarding advertising submissions.

- Board of Pharmacy's MMCP Staff

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## IMPORTANT UPDATES

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### Quantity Field In OARRS Reporting

Please remember: when entering dispensations of non-plant material into OARRS, please make sure to enter the number of milligrams THC into the quantity field, not the number of individual units sold.

### Expired IDs

When scanning a registrant's government-issued ID, please note that it is acceptable if the ID is expired, as long as it is the same ID number they were registered with by their recommending physician.

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## LICENSING

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### Request for Updated eLicense Information

The Licensing department is asking all licensed dispensary employees to update their information on eLicense. When new applicants are applying, the mailing address they list on their application should be their personal address, **not** the dispensary location.

To update the mailing addresses, the employee should login to their eLicense account. Then Select 'OPTIONS' then 'Change Address'.

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## COMPLIANCE

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### Finalizing Sales in Metrc

In order to keep the sales receipts area from bogging down, after a sale has been reconciled, you can finalize the sale in Metrc and have the receipt moved to an inactive tab. A finalized receipt can be un-finalized at any time and edited, so there is no risk in completing this step and then needing to reverse course at a later time. It is highly recommended to complete this function in small batches, around twenty is suggested, to reduce the likelihood of crashing the software.

1. Select "Sales" and "Receipts" from the top navigation bar.
2. Select the receipt(s) to finalize and click the "Finalize" button on the Sales Receipts page.
3. Click "Finalize" again on the next screen to confirm the action. Once clicked, receipts will move from the active to inactive tab.

If a receipt requires modification, it can be "edited" in the sales section of Metrc.

1. Select "Sales" and "Receipts" from the top navigation bar.
2. Select the receipt that needs modifying and click on the "Edit Receipts" button on the Sales Receipts page.
3. Quantity adjustments to existing line entries will appear in the package history as a "Sales Return."
4. If an item needs to be returned to inventory for resale (i.e. customer changed mind but did not leave store, etc.), the item should be "deleted" from the sales receipt or the receipt should be voided entirely. This will create a "Removed Sales" line entry for the package rather than a "Sales Return."

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## **DISPENSARY OPERATIONS**

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### **Approved Vaporizing Devices**

Please remember that vaporizing devices sold by a licensed dispensary are required to be submitted to the MMCP to determine if the device is compliant with the Chapter 3796 of the Ohio Revised Code and Ohio Administrative Code Rule 3796:8-2-01. If a vendor claims the device is compliant and/or received notice from the MMCP that it is compliant, verify their claim with your agent or Stephen Wilson. It ultimately is the dispensaries responsibility to ensure all products and devices sold at the dispensary are compliant. For more information, please refer to the [Vaporizing Devices Submission Guidance Document](#).

### **Advertising Submission Reminders**

Dispensaries are required to submit all advertising materials via the advertising portal. Promoting price reductions is considered advertising and may be submitted in a template format. An example of this would be the following: "20% off edibles on Wednesdays!"

Statements that are general and are not posted outside of the dispensary are not required to be submitted via the advertising portal. An example of this might be: "Ask our dispensary team about today's price reductions!"

Submitting social media posts as a template is permitted. If a dispensary is seeking background imagery while keeping the text/content the same, the dispensary shall include the stock images in the template.

Articles posted on social media would be considered advertising and need to be submitted to advertising portal to ensure the content of the article is within the MMCP regulations. Dispensaries are responsible for verifying that they have permission to use material and/or content that may have a copyright or are deemed private intellectual property.