SECUND LOOK

DAILY METRC COMPLIANCE CHECKLIST

A concise daily review for regulated cannabis activity and exception management.

Facility / Business:		**License #:**	
State / Jurisdiction:		**License Type:**	
Date:		**Completed By:**	
Shift / Department:		**Reviewed By:**	

Use this checklist as an operational review. Exact reporting deadlines, required activities, and available METRC functions vary by jurisdiction. METRC is a regulatory compliance and seed-to-sale reporting tool, not a replacement for a company's broader operating systems.

Opening / Start-of-Day Review

■ Review unresolved items from prior day	■ Confirm responsible compliance / METRC user is available
■ Review pending transfers / deliveries	■ Review inventory or system alerts / exceptions
■ Confirm employees know today's reportable activities	■ Verify no inappropriate former-user access remains

Cultivation Activity

■ New plant batches documented where applicable	■ Plant counts / sources verified
■ Individual plant tagging activity verified	■ Plant moves / locations reported
■ Growth-phase changes reported where applicable	■ Plant destruction / waste documented
■ Harvests created for actual physical activity	■ Harvest weights verified before entry

Harvest & Post-Harvest

■ Harvest activity matches physical material	■ Wet / initial weights documented consistently
■ Harvest waste recorded where required	■ Drying / post-harvest activity reviewed
■ Packages created from correct source harvest	■ Completed harvests reviewed for proper closeout

Packages & Manufacturing

■ Package creation verified	■ Source packages verified before production
■ Production inputs recorded accurately	■ Outputs / yields / losses reviewed
■ Package adjustments investigated before entry	■ Testing status changes reviewed

Transfers & Receiving

■ Outbound manifests verified against physical shipment	■ Correct package IDs and quantities confirmed
■ Driver / vehicle / destination information verified	■ Inbound inventory physically counted before acceptance
■ Receiving discrepancies documented	■ Rejected / returned transfers handled appropriately

Inventory & Exceptions

■ Physical spot checks completed for high-risk inventory	■ Regulatory records compared with internal records where needed
■ Unusual quantity changes reviewed	■ Unfinished / inactive records reviewed
■ Employee-reported discrepancies investigated	■ Unsupported adjustments avoided

End-of-Day Exception Review

Issue / Tag / Package / Plant	What Happened?	Owner	Status / Next Step

Daily Closeout

■ Today's reportable activity reviewed	■ All known discrepancies documented
■ Urgent issues escalated to management	■ Supporting records retained
■ Pending work assigned to a responsible person	■ Next-day follow-up identified
■ Regulatory entries reviewed for obvious errors	■ Reviewer sign-off completed

Completed by:		**Time:**	
Reviewed by:		**Time:**	

Operational aid only. Follow the reporting schedules, permissions, training, and procedures required by the applicable regulator and current official METRC materials.