SECUND LOOK

METRC DISCREPANCY INVESTIGATION FORM

Document the facts, reconstruct the inventory history, identify root cause, and support an authorized resolution.

Facility / Business:		**License #:**	
State / Jurisdiction:		**License Type:**	
Date Discovered:		**Investigation Lead:**	

Purpose: Investigate the discrepancy before an unsupported regulatory adjustment is made. Preserve relevant records and follow applicable correction, notification, and documentation requirements.

1. Discrepancy Identification

Inventory type:	■ Plant batch ■ Plant ■ Harvest ■ Package ■ Transfer ■ Waste ■ Other
Tag / ID / Record #:	
Product / strain / item:	
Physical location:	
Physical quantity / status:	
Regulatory quantity / status:	
Internal-system quantity / status:	
Variance / observed problem:	

2. Immediate Containment / Preservation

■ Affected inventory identified	■ Unnecessary activity paused where appropriate
■ Relevant records preserved	■ Physical quantity re-counted / re-weighed
■ Identifier / location verified	■ Management / compliance notified

3. Timeline Reconstruction

Date / Time	Event / Activity	Supporting Record	User / Employee

4. Records Reviewed

■ METRC / regulatory history	■ Physical count / weight records
■ Internal inventory / ERP records	■ Cultivation records
■ Harvest records	■ Manufacturing / production records
■ Package history	■ Transfer manifests
■ Receiving records	■ POS / sales records
■ Testing records	■ Waste / destruction records
■ Employee logs / worksheets	■ Security records where appropriate

5. Potential Cause

■ Data-entry error	■ Missed / delayed activity
■ Incorrect weight / count	■ Wrong tag / identifier
■ Wrong source package / harvest	■ Wrong location / room
■ Transfer / receiving issue	■ Production / yield issue
■ Waste documentation issue	■ Software / integration issue
■ SOP / training failure	■ Communication failure
■ Physical loss / damage	■ Cause not yet determined

6. Findings & Root Cause

Primary finding / what physically occurred:

Root cause / why the process failed:

7. Resolution & Corrective Action

Required Action	Owner	Due	Complete / Verified

8. Regulatory / Management Review

■ State correction rules reviewed	■ Adjustment / correction authorized where appropriate
■ Required note / reason documented	■ Regulator notification evaluated / completed if required
■ SOP update required	■ Employee retraining required
■ Follow-up reconciliation scheduled	■ Supporting evidence retained

Investigation Lead:		**Date:**	
Management / Compliance Approval:		**Date:**	

Operational aid only. This form does not determine whether a regulatory correction is legally permitted. Use current regulator rules and official system guidance.