

Maine METRC Monthly Reconciliation Checklist

Daily checks:

- Reconcile transfers, sales, adjustments, waste, and package status in METRC.
- Record any variance, suspected cause, corrective action, and staff owner.

Weekly checks:

- Compare physical inventory against METRC package and location records.
- Confirm receiving, returns, destructions, and manifests are closed out.

Monthly checks:

- Manager signs variance log, open package review, and audit-prep notes.
- Save supporting records in the compliance folder for OCP inspection readiness.

Informational only. Verify current requirements with Maine OCP and qualified counsel.