

# Compliance Tip

November 9, 2016

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Topic: Metrc® Employee List

[Applicable Rules:](#) CCR-1 212-1 M 901 and CCR-1 212-2 R 901.

MED has received inquiries requesting clarification on the use of the Metrc employee list.

The official employee list for a licensed premises must be kept in the state's inventory tracking system (Metrc). All employees who work at a licensed premises, including those working on a short-term basis (e.g. trim crew), must be added to the Metrc employee list for that license.

It is at the discretion of the Metrc Administrator for each license to determine which employees on the employee list are granted access as a Metrc user for the Licensee's Metrc account.

The Division requires that a visitor log is maintained on-site at a licensed premises. Individuals who do not have an occupational badge, but who are permitted to be on the licensed premises (e.g. age 21 or older) and will be in a Limited Access Area must sign the visitor log and be escorted at all times. As a best practice, Licensees should also require occupational badge holders who are not their permanent employees to sign their visitor log when they are on the licensed premises for any reason. Such a practice provides greater security measures to a Licensee.

Licensees are responsible for ensuring they are compliant with applicable statute and rules. This Compliance Tip is not intended to be all-inclusive and may not include all statutes and rules applicable to the Topic. Further, the Division is not able to provide you with legal advice. If you have any legal questions, please consult with an attorney.

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