

Laboratory License Product Tracking System (PTS) User Manual

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Product Tracking System Basics

What is the Training Program, Licensing, and Compliance Product Tracking System (TLC-PTS)?

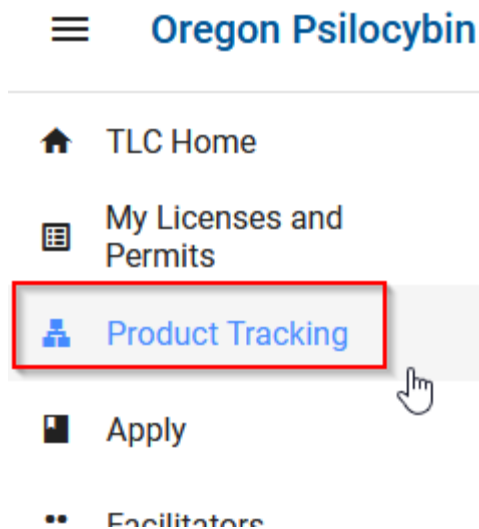
Oregon Psilocybin Services (OPS) has a system for applying for licenses. That system is called the Training Program, Licensing, and Compliance (TLC) system. Inside TLC is the Product Tracking System (PTS). This system is known as TLC-PTS. TLC-PTS tracks inventory and record-keeping activities of psilocybin product. This system is for people or legal entities who hold licenses issued under ORS 475A.210 to ORS 475A.722. The following activities are tracked in TLC-PTS:

- Creation of cultivation batches, harvest lots, harvest batches, process lots and packaged products.
- The testing, recording waste and transfer of these items.
- Lab test samples and their test results.
- The sale of psilocybin product to clients.

OPS has access to all licensees' TLC-PTS data and monitors activity to ensure compliance.

How Do I Access TLC-PTS?

1. Log in to TLC: <https://psilocybin.oregon.gov/welcome>
2. Click on **Product Tracking** in the menu.
 - a. The menu is on the far-left side of the screen.
 - b. **Product Tracking** is the third item on the menu.



How Does TLC-PTS Work?

TLC-PTS is made of tabs, entries, buttons, forms, and windows.

Tabs: When you click on a tab you can view data and take actions. You will have different tabs depending on your license type.

Harvest Batches	Process Lots	Packaged Products	Testing Requests	Transfers	Help
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Laboratories have tabs for: Harvest Batches, Process Lots, Testing Requests, Transfers and Help

Manufacturers have tabs for: Cultivation Batches, Harvest Lots, Harvest Batches, Process Lots, Packaged Products, Testing Requests, Transfers, Sales Report and Help

Service Centers have tabs for: Packaged Products, Transfers, Sales, Sales Report and Help

Entry: This is a row that has data specific to a Unique Identification Number (UIN), testing request, transfer, or transport manifest. Click on an entry to make changes.

Harvest Lot UIN	Harvest Batch UIN	Description	Weight	Finished Product	Failed Test
☐	HL-352dd14b	HB-2853f5e0	1111	Dry - 70 g Analyte - 490 mg	Yes No

Buttons: You click on a button to take an action. Sometimes you need to click on the checkbox next to an entry before you click on a button.

☒

HB-2853f5e0

Transfer

Combine

Create Process Lot

Forms: These appear when you click an entry or a button. Use forms to add, edit, or update data.

Change Dry Weight

Cancel

Current Dry Weight: 70

New Dry Weight (round to 2 decimal places)
*

Reason for Change*

Windows: These pop up sometimes when you click on a button. They usually ask you to confirm a choice. Their purpose is to help you avoid errors.

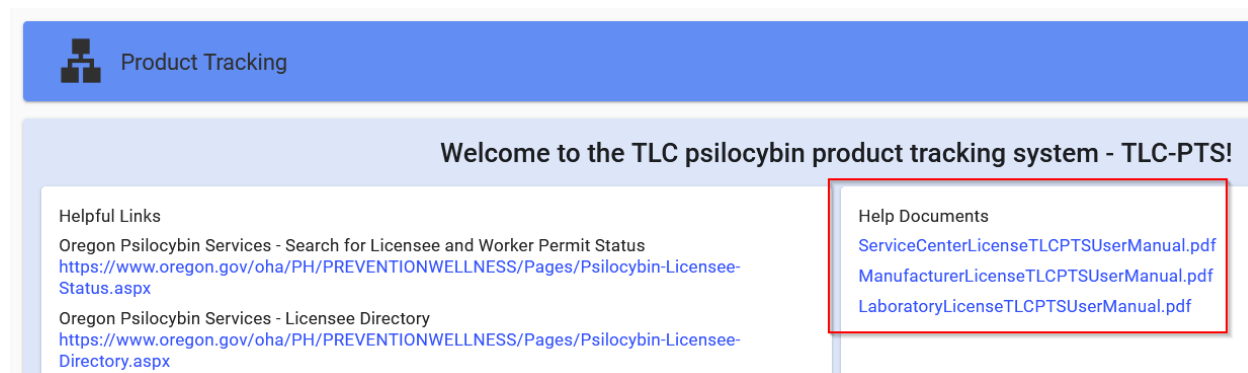
Cancel Transfer?

Yes

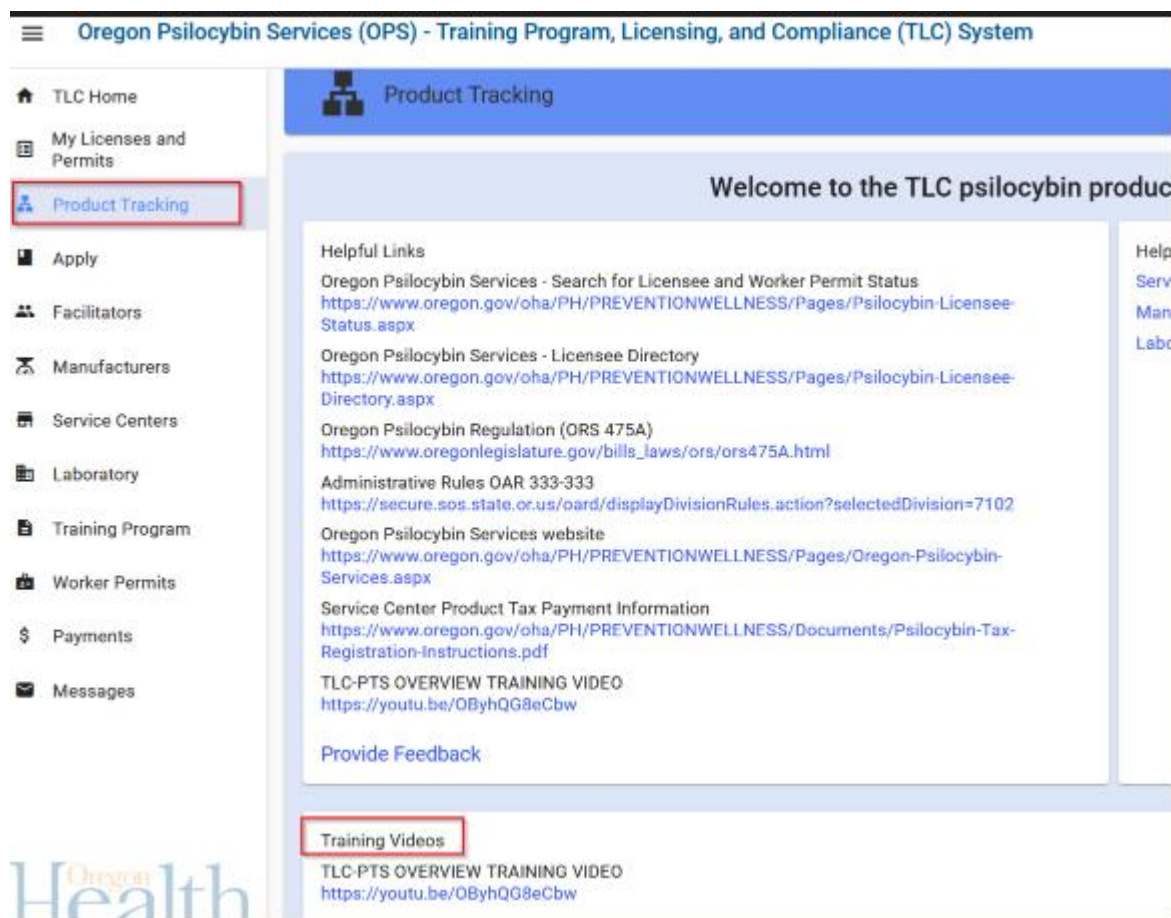
No

How Do I Learn TLC-PTS?

The TLC-PTS User Manuals are available on the TLC-PTS Welcome page. They are in the Help Documents section. Updated manuals will also be posted here.



Training Videos on how to use TLC-PTS are also on the TLC-PTS Welcome page. They are in the Training Videos section. New videos will be added when they become available.



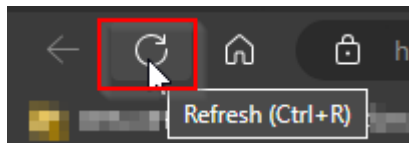
How Do I Troubleshoot in TLC-PTS?

If you are having trouble in TLC-PTS, please try these solutions:

1. Wait for the page to load:
 1. At the top right there is a little loading spinner next to your name.
 2. If you see it, you don't need to press a button again.
 3. Just wait for the page to load.



2. Refresh browser:
 1. Click on the Refresh button in your browser.



3. Clear cache/history
 1. Each browser has a different method for this.
 2. Follow the method for your browser.
4. Open TLC in a new InPrivate browser:
 1. Log out of your TLC account.
 2. Close your browser.
 3. Open a new "In Private" browser.
 4. Log into your TLC account again.

If data is missing in TLC-PTS:

1. Click the Refresh button in your browser.
2. This will bring you back to the TLC-PTS Welcome page.
3. Click on your license again.
4. Check if the data has populated.
5. If not, increase the size of your browser window.
6. Some buttons or information may not be visible in a smaller window.
7. If data is still missing, please send a message in TLC-Messages to the Product Tracking Team.

Taking Actions in TLC-PTS

How Do I Add or Change Data in TLC-PTS?

Action	When to update	What to do	Tab to Use
Accept Testing Request from Manufacturer	By Requested Sampling Date	1. Click on Testing Requests Tab. 2. Click on entry for the test request. 3. Screen changes. 4. Click Manage Requests button. 5. Under “Response”, select Accept button from the drop-down menu. 6. Enter lab test batch number. a. Lab assigns this number. 7. Click Save button. 8. Status on entry changes to “Accepted”.	Testing Requests Tab
Reject Testing Request from Manufacturer	By Requested Sampling Date	1. Click on Testing Requests Tab. 2. Click on entry for the test request. 3. Screen changes. 4. Click Manage Requests button. 5. Under “Response”, select Reject button from the drop-down menu. 6. Enter reason for rejection. 7. Status on entry changes to “Rejected”.	Testing Requests Tab
Receive Product	By 11:59 AM of the next	1. Scan QR code on Transport Manifest; OR 2. Click on Transfers Tab.	Transfers Tab

	calendar day	3. Scroll down to “Incoming Transfers” section. 4. Verify quantities and UINs match by clicking on each entry. 5. Upload transport manifest to the entry in the “Incoming Transport Manifests” section. 6. Click Accept or Reject button on each product. For accepted products: 1. Product will populate on Tab. 2. Example: accepted Harvest Batches will show up as an entry on the Harvest Batch Tab For rejected products: 1. Form pops up. 2. Enter reason product was rejected. 3. Entry will disappear.	Harvest Batches Tab Process Lots Tab
Update Transport Manifest as Receiving Licensee	Before transporting samples	If you, as the lab, are picking up the product and transporting it, update the transport manifest and accept product. 1. Click on Transfers Tab. 2. Scroll to “Incoming Transport Manifests” section. 3. Click on entry for that transfer. 4. Fill in transport manifest. 5. Click Update button. 6. Click Export PDF button. 7. Print off PDF of transport manifest. 8. Sign transport manifest.	Transfers Tab

Enter Test Results	On same day analytical testing concludes	1. Click on Testing Requests Tab. 2. Click entry that has results ready. 3. Click on Browse button. 4. Upload PDF of test results. 5. Click entry. 6. Form pops up. 7. Enter test results. 8. Click Save button. 9. Repeat steps 5-8 for each entry.	Testing Requests Tab
Update Test Results Due to Input Error	By 11:59 AM of the next calendar day	1. Click on Testing Requests Tab. 2. Click on row for the test request that has results ready. 3. Click on row for the UIN and test that has results. 4. On the form that pops up, click Update button next to the field to be changed. 5. Click Yes button. 6. Fill in the form that pops up. 7. Click Save button.	Testing Requests Tab
Record Waste	By 11:59 AM of the next calendar day	1. Click Tab. 2. Click on entry that has waste. 3. Window pops up. 4. Click on Record Waste button. 5. Form pops up. 6. Fill in: a. Weight of waste in grams. b. Date of disposal or destruction.	Harvest Batches Tab Process Lots Tab

		c. Time of disposal or destruction. d. Reason for waste. e. Method of disposal or destruction. 7. Click Save button. 8. Form goes away. 9. Click Cancel button. 10. Window goes away.	
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How Do I View Data in TLC-PTS?

Action	When to update	What to do	Tab to Use
View Batches or Lots that are Inactive (Zero Value)	N/A	1. Click Tab . 2. Click Show Inactive button in upper right. 3. Entries that have zero value will show.	Harvest Batches Tab Process Lots Tab
Hide Batches or Lots that are Inactive (Zero Value)	N/A	1. Click Tab . 2. Click Hide Inactive button in upper right. 3. Entries that have zero value will hide.	Harvest Batches Tab Process Lots Tab
View History of Unique Identification Number (UIN)	N/A	1. Click Tab . 2. Click entry whose UIN history you want to see. 3. Window pops up. 4. Click History button. 5. Window pops up. 6. Click “>” button to see more details. 7. Click Close button.	Harvest Batches Tab Process Lots Tab

How Do I Use the "Location" Field?

The data in the "Location" field carries over from the originating licensee. Update this field to show where the product is located on your premises.

Product UID	Description	Type	Quantity	Weight	Analyte Weight	Location
☐ PKPR-22b082a	Test Description	Whole Fungi	7	Total 35 g Each 5 g	Ratio 5 mg/g Each 25 mg Total 175 mg	safe

To change the data in the "Location" field:

1. Click on the entry (row).
2. Type in the correct location in the field "Where is the product located?"
3. Click the **Update** button.

What Do I Do with the "Consolidate" Button?

Use this button to consolidate multiple entries (rows) of the exact same product.

You may have more than one entry for the same product:

- If you cancelled a transfer.
- If you received more than one transfer of the same product.
- If some of the product you transferred to another licensee was transferred back to you.

To use the "Consolidate" button:

1. Click the checkbox for the entries you want to consolidate.
2. Click **Consolidate** button.
3. Confirm the consolidation.

You cannot consolidate:

- An entry that is a pending transfer.
- Entries that have different UINs.

Filter Lots			Click Entry to Update		Transfer	Consolidate
Product UID	Description	Type	Quantity	Weight	Analyte Weight	Location
☐ PKPR-2da43139	Orange Awesome	Whole Fungi		Total 5 g Each 1 g	Ratio 1 mg/g Each 1 mg Total 5 mg	safe
☐ PKPR-2da43139	Orange Awesome	Whole Fungi	3	Total 3 g Each 1 g	Ratio 1 mg/g Each 1 mg Total 3 mg	safe
☒ PKPR-ffeb89db	Purple Nicey	Whole Fungi	15	Total 45 g Each 3 g	Ratio 1 mg/g Each 3 mg Total 45 mg	shelf
☐ PKPR-70cb899e	Red Delight	Homogenized Fungi	43	Total 86 g Each 2 g	Ratio 5 mg/g Each 10 mg Total 430 mg	shelf 3
☒ PKPR-ffeb89db	Purple Nicey	Whole Fungi	15	Total 45 g Each 3 g	Ratio 1 mg/g Each 3 mg Total 45 mg	shelf

How Do I Record Psilocybin Waste?

Recording waste is how you document psilocybin product waste in TLC-PTS, as required by [OAR 333-333-8000\(5\)](#).

What are examples of psilocybin product waste?

- Harvest Batch samples may have waste. For example, when you complete the requested tests on a sample, any product left over is waste. This needs to be disposed of or destroyed and recorded as waste. There may be other reasons for waste, also.
- Process Lot samples may have waste. For example, when you complete the requested tests on a sample, any product left over is waste. This needs to be disposed of or destroyed and recorded as waste. There may be other reasons for waste, also.

When Do I Need to Record Waste in TLC-PTS?

Record waste the same day the product is disposed of or destroyed, or the next calendar day before noon.

What Information Do I Need to Record Waste?

You need five pieces of information:

1. Weight of waste in grams
2. Date of disposal or destruction
3. Time of disposal or destruction
4. Reason for waste
5. Method of disposal or destruction

How Do I Record Waste?

What to do	Tab to use
1. Click Tab. 2. Click on entry (row) that has waste. 3. Window pops up. 4. Click on the Record Waste button. 5. Form pops up. 6. Fill in: 1. Weight of waste 2. Date of disposal or destruction 3. Time of disposal or destruction 4. Reason for waste 5. Method of disposal or destruction	Harvest Batches Tab Process Lots Tab

7. Click **Save** button.
8. Form goes away.
9. Click **Cancel** button.
10. Window goes away.

TLC-PTS Details

How Do I Correct Mistakes?

If you make a mistake in entering data in TLC-PTS, you can correct it. In general, this is how you make corrections:

1. Click on the entry (row) that has the data error.
2. Find the data point you need to correct.
3. Click on **Change** button located next to that data point.
4. Enter the correct data.
5. In the "Reason for Change" field always provide an accurate, descriptive reason. Writing NA is not an acceptable reason.
6. Click **Save** button.

Potency Test Results for PL-a32ecd35

[Save](#)[Cancel](#)

Test Batch Number	1212	Change
Status	Accepted	
Test	Potency	
Results	Fail	Update Results
Potency	1.2	Update Potency
Date Completed	Aug 8, 2024	

Change Results

Save

Cancel

Current Results: Fail

New Results

*
NA

Reason for Change *

Homogenized Fungi does not have Pass/Fail



If there is no **"Change"** next to the data point:

1. Delete the data that is in that field.
2. Enter the correct data.
3. Click **Update** button.

Edit Packaged Product - PKPR-22b082a

Update

History

Cancel

Manufacturer UID MF-3bd3c30b
Product UID PKPR-22b082a
Harvest Batch UID HB-fbdcf9a6
Product Type Whole Fungi
Quantity 7 waste out
Analyte Ratio 5 mg/g
Weight Per Unit 5 g
Analyte Per Unit 25 mg
Total Weight 35 g
Total Analyte 175 mg

Where is the product located? (Example Shelf A-1) *

safe

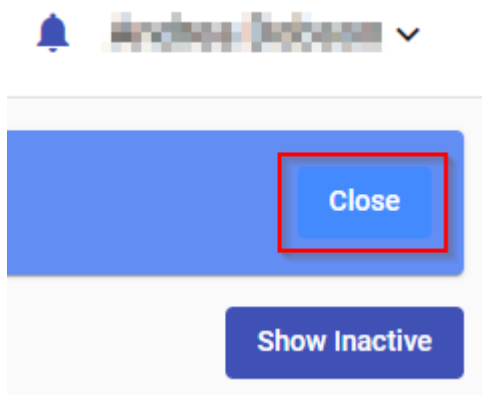
I Have More than One License. How Do I Access the Correct TLC-PTS Account?

A TLC-PTS account is given to all manufacturer, service center and lab license holders. If a TLC account has more than one of these licenses, they will show up when you click on **Product Tracking**.

Click on the entry for the account you want to access.

License ID	License Name	License Type
MF-527		Manufacturer
SC-58		ServiceCenter
TL-31		TestingLab

To change between TLC-PTS accounts, click **Close** in the upper right.



By clicking **Close** in the upper right corner, you will be brought back to the page with your TLC-PTS accounts. Click on an entry for another TLC-PTS account.

How Many Decimal Places Should I Use for Weight?

The number of decimal places to use depends on the weight of the psilocybin product.

- 0-10 g: 2 decimal places (Example: 0.01)
- 10-100 g: 1 decimal place (Example: 0.1)
- 100-1000 g: no decimal places (Example: 1)

Typical Weight	Maximum scale division size (increments) – metric units
Between 0-10 g	0.01 gram (g)
Between 10-100 g	0.1 g
Between 100-1,000 g	1 g

Oregon Department of Agriculture (ODA) Psilocybin Services and Weights and Measures document:

https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/Documents/mushrooms_weights_and_measures.pdf

What Unit of Measure Should I Use, Milligrams (mg) or Grams (g)?

- Psilocybin analyte (mg) is always measured in milligrams (mg).
- Total weight of tested and packaged products is always measured in grams (g).
- Total weight of bulk products that have not been packaged for final sale is always measured in grams (g).

Are there Automatic Calculations in TLC-PTS?

Yes. The initial values are entered by the TLC-PTS user who creates or tests the product.

When product is transferred, disposed of or destroyed, or sold, the values for dried weight, weight, quantity, and psilocybin analyte (mg) automatically calculate.

Test Batch Numbers and Labels

Who Assigns Lab Test Batch Numbers?

The lab assigns lab test batch numbers.

- Use **Testing Requests** tab.

How Do Samples Need to be Labeled?

Clearly label all samples with the entire Lab Test Batch Number, legibly written. (Example: F23K102)

Receiving and Delivering Samples

If Manufacturer Brings Entire Batch to Lab's Premises for Sampling:

At manufacturer's premises:

1. Manufacturer transfers the weight of the entire batch or lot to the lab in TLC-PTS.
2. Manufacturer completes the transport manifest.
3. Manufacturer prints off and signs transport manifest.
4. Manufacturer carries transport manifest in vehicle with the product.

5. Manufacturer transports product.

At lab's premises:

1. Manufacturer arrives at lab.
2. Manufacturer gives lab a copy of the signed transport manifest.
3. Lab uploads the signed transport manifest.
 - a. Use the **Transfers** tab.
4. Lab **Accepts** the entire batch or lot in TLC-PTS.
5. Lab takes the samples.
6. Lab transfers the remainder of the batch or lot back to the manufacturer in TLC-PTS.
 - a. Entire batch or lot minus samples taken.
7. Manufacturer completes the transport manifest.
8. Lab or manufacturer prints off transport manifest.
9. Manufacturer signs transport manifest.
10. Manufacturer gives a signed copy to the lab.
11. Manufacturer uploads signed transport manifest.
12. Manufacturer **Accepts** the batch or lot in TLC-PTS.
13. Manufacturer carries transport manifest in vehicle with the product.
14. Manufacturer transports product back to manufacturer premises.

If Lab Comes to Manufacturer's Premises to Collect Samples:

1. Lab takes sample.
2. Manufacturer transfers the weight of the sample to the lab in TLC-PTS.
3. Lab completes the transport manifest in TLC-PTS.
 - a. Click on **Transfers** Tab.
 - b. Scroll to "Incoming Transport Manifests" section.
 - c. Click on entry for that transfer.
 - d. Fill in transport manifest.
 - e. Click **Update** button.
 - f. Click **Export PDF** button.
4. Lab or manufacturer print off transport manifest.
5. Lab signs transport manifest.
6. Lab gives a signed copy to the manufacturer.
7. Lab uploads signed transport manifest.
8. Lab **Accepts** the sample in TLC-PTS.
9. Lab carries transport manifest in vehicle with the product.
10. Lab transports product to lab premises.

Quality Control Testing:

1. For Quality Control (QC) test requests, do not use the Testing Request feature. Communicate with the manufacturer outside of TLC-PTS, and transfer product as usual in TLC-PTS.
2. For QC tests on the same sample as a potency or speciation test, share the results and information with the manufacturer directly. Do not change the potency value in TLC-PTS.

Transfers

How Do I Receive and Transfer Product?

Action	When to update	What to do	Tab to use
Receive Product	By 11:59 AM of the next calendar day	1. Scan QR code on Transport Manifest; OR 2. Click on Transfers Tab 3. Scroll down to “Incoming Transfers” section. 4. Verify quantities and UINs match by clicking on each entry. 5. Click Accept or Reject button on each product. 6. Upload transport manifest to the entry in the “Incoming Transport Manifests” section. For accepted products: 1. Product will populate on Harvest Batches or Process Lots Tabs. For rejected products: 1. Form pops up. 2. Enter reason product was rejected. 3. Entry will disappear.	Transfers Tab

		3. Click on entry for that transfer. 4. Fill in transport manifest. 5. Click Update button. 6. Click Export PDF button. 7. Print off PDF of transport manifest. 8. Sign transport manifest. 9. Scan and upload signed transport manifest. 10. Click Accept button on all products. 11. Keep copy of signed transport manifest in vehicle when transporting product. 12. Transport product to your premises.	
View Transfers that Already Happened	N/A	1. Click on Transfers Tab. 2. Click on Show Inactive button.	Transfers Tab
Hide Transfers that Already Happened	N/A	1. Click on Transfers Tab. 2. Click on Hide Inactive button.	Transfers Tab

Roles and Responsibilities in Managing Transfers

- Licensee who is transferring the product (Originating Licensee):
 - Start transfer from the **Harvest Batches** or **Process Lots** Tab (not from the **Transfers** tab)
 - Fill in the transport manifest by clicking on the entry on the **Transfers** Tab
 - After filling in the transport manifest, click **Update** button.
 - Click **Export PDF** button to print it.
 - (If required fields are not filled in, the PDF cannot be exported.)
 - The driver needs to:

- Sign the printed transport manifest.
 - Carry it in the vehicle with the psilocybin product.
 - Give the printed transport manifest to the receiving licensee along with the product.
- Licensee who is receiving the product (Receiving Licensee):*
When you receive the product:
 - Verify that the product quantity, weight, analyte weight and product UIN match in 3 places:
 - On the physical product.
 - On the printed transport manifest.
 - On your TLC-PTS **Transfers** Tab, “Incoming Transfers” section.
 - Click on the entry to view quantity, weight, analyte weight and product UIN.
 - Scan or take a photo of the printed and signed transport manifest that you received.
 - Upload the scanned transport manifest to your TLC-PTS account.
 - Go to the **Transfers** tab.
 - In the “Incoming Transport Manifests” section, find the entry for the transport manifest you received.
 - Click **Upload Manifest** button.
 - In the “Incoming Transfers” section, click **Accept** button on the product(s).

*If picking up psilocybin product from the originating licensee's premises, click to “Accept” product in TLC-PTS before transporting it. This will reflect the reality of who has the product in their possession.

How Do I Upload the Scanned Copy of the Signed Transport Manifest?

1. Scan or take a photo of all pages of the paper transport manifest.
 - a. The paper transport manifest is provided by the originating license when they physically deliver the product to the receiving license.
2. Go to the **Transfers** Tab of TLC-PTS.
3. Scroll down to the “Incoming Transport Manifests” section.

4. Click on the entry (row) for the digital transport manifest in question.
 - a. The most recent transport manifests are at the bottom of the list. You may need to click on the arrow to see the next page.
 - b. To verify it is the correct entry, compare the information in the paper copy with the information in the digital copy.
5. Click on the **Upload Manifest** button.
6. Select the correct file from your device.

MF-2896627	You	Juan Perez	Jul 8, 2024	No	Upload Manifest  Accept / Reject
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How Do I Accept Product?

1. Verify that the product quantity, weight, analyte weight and product UIN match in 3 places:
 - On the physical product
 - On the printed transport manifest
 - On your TLC-PTS **Transfers** Tab, “Incoming Transfers” section
 - Click on the entry to view quantity, weight, analyte weight and product UIN.
3. Scan the printed and signed transport manifest that you received.
3. Upload the scanned transport manifest to your TLC-PTS account:
 - Go to the **Transfers** Tab.
 - In the “Incoming Transport Manifests” section, find the entry for the transport manifest you received.
 - Click **Upload Manifest** button.
 - In the “Incoming Transfers” section, click **Accept** button on the product(s).

Note: An error message will display if the **Accept** button is clicked but the transport manifest is not fully complete, or the scanned copy of the signed transport manifest is not uploaded.

Digital Transport Manifests FAQs

Q: Where do I find the digital transport manifest?

A: Digital Transport Manifests are accessed on the **Transfers** page. Outgoing Transport Manifests are near the top. Incoming Transport Manifests are near the bottom. After updating the Transport Manifest, click the **UPDATE** button to save the information.

Q: Who is responsible for making sure the digital transport manifest is complete?

A: The licensee who transported the psilocybin product is responsible for completing the digital transport manifest.

Q: What fields need to be filled in to make it complete?

A: [OAR 333-333-8100\(3\)\(a\)\(A-H\)](#) lists the required information. These are also the required fields on the digital transport manifest:

- (A) The originating location's license number and address as it appears in the product tracking system.
- (B) The destination location's license number and address as it appears in the product tracking system.
- (C) The unique identification number, product type, and quantity of each psilocybin product.
- (D) The actual date and estimated time of departure.
- (E) Location and duration of time for any overnight stop.
- (F) The arrival date and estimated time of arrival or completion of delivery.
- (G) The delivery vehicle make, model, and license plate number.
- (H) The name, contact information, worker permit number and signature of any licensee representatives accompanying the transport.

Q: What happens if I don't fill in the required fields?

A: The digital transport manifest cannot be exported and printed unless these fields are completed, and the **Update** button is clicked. An error message will display, and the required fields will be in red font if the **Export to PDF** or **Get PDF** button is clicked prematurely.

Q: Do you have an example of a transport manifest that is fully complete?

A: Example of a fully complete digital Transport Manifest:

Transfers

Transport Manifest

Export to PDF Update Delivered

Originating Location (License Number Transferring Psilocybin Product)
 Address
 License Number MF-37ac6075 123 Street Name, Portland, OR 97035

Destination Location (License Number Receiving Psilocybin Product)
 Address
 License Number TL-abf9dc3a 123 Street Name, Salem, OR 97301

Is This Manifest Being Used to Transfer Samples for Testing?
☒ Transporting Test Samples

Itinerary
 Date of Departure
 04/18/2024

Estimated Time of Departure
 4 PM

General Route
 Local streets, then south on I-5. Local streets to the lab.

Date of Arrival
 04/18/2024

Estimated Time of Arrival
 5 PM

Driver
 Name of Driver
 Thi Nguyen

Driver Phone Number
 (555) 555-5555

Driver Worker Permit Number
 WP-1a2b3c4d

Additional Licenses Representative Accompanying Transport

Name of Licensee Representative	Phone Number	Worker Permit Number

Delivery Vehicle
 Make
 Honda

Model
 Civic

License Plate Number
 ABC-123

Overnight Stop

Note: If there is an additional license representative accompanying transport, or an overnight stop, these fields need to be filled in, also.

**Any digital transport manifest that was made before 3/29/24 will have data that changes when actions are taken on that product. For example, if the product was transferred to another licensee, sold, or made into another type of product, the values on the transport manifest would change accordingly. Any transport manifest made AFTER 3/29/24 is not affected by this.*

How Do I Hide Transport Manifests?

Outgoing and Incoming Transport Manifests hide when a transfer is completed fully. To make them hide, follow all these steps, in this order:

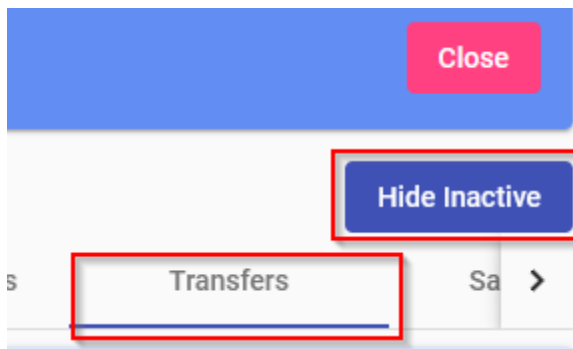
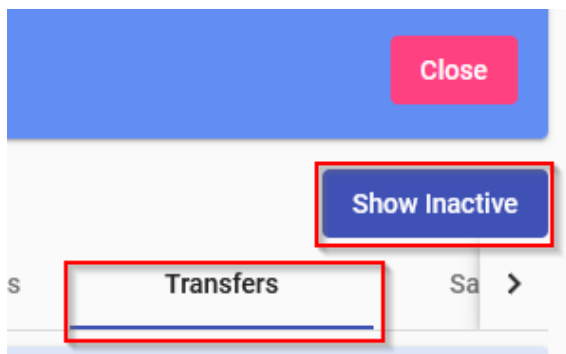
1. Fill in the digital transport manifest completely.
 - Whomever is transporting the product does this.

2. Upload the scanned, signed copy of the manifest.
 - The receiving licensee does this.
3. Click **Accept** button all the products.
 - The receiving licensee does this.

How Do I See Hidden Transport Manifests?

To see hidden transport manifests, click the **Show Inactive** button.

- This button is in the upper right corner of the Transfers page.
- To hide these again, click the **Hide Inactive** button. (The **Show Inactive** button changes to **Hide Inactive**, when it is clicked.)



When Do I Need to Update Data in TLC-PTS?

General Timeline for Updating Data

You need to update data daily in TLC-PTS. For any changes that happen, update TLC-PTS the same day the change happens or update it the next calendar day before noon. If no changes happen, you don't need to update. Record any changes

in your inventory of psilocybin products. Here are the changes that need to be recorded daily:

- Accepting test requests from a manufacturer
- Receiving transferred psilocybin product
- Transferring psilocybin product
- Moving product to a new location in the premises
- Recording product waste
- Recording test results
- Adding TLC-PTS users
- Removing TLC-PTS users

Recording Test Results

You need to record test results in TLC-PTS the same day the testing is finished.

- Use the **Testing Requests** Tab

Before Transporting Product

A transport manifest is needed to transport product. Whoever is driving needs to fill it out, print it off, sign it, and keep it in the vehicle with the product. They need to do this before the product is removed from your premises.

The driver could be from the originating premises (the licensee who has the product) or the receiving premises (the licensee who is receiving the product).

- Use the **Transfers** tab to fill out and print off the transport manifest.

Reanalysis

A manufacturer may request the same lab to do a reanalysis if there is a failed test result. The manufacturer must request the reanalysis within seven calendar days from when you, the lab, sent them the failed test results.

The reanalysis must be completed by the lab within 30 days from when the reanalysis was requested.

- Use the **Testing Requests** Tab

Retesting After a Passed Reanalysis

When a reanalysis passes after a failed test, the batch needs to be re-sampled and retested by another lab. The manufacturer must request the retest from another lab. The manufacturer has seven calendar days from when the lab sent them the passing reanalysis test results.

The retesting must be completed by the second lab within 30 days from when the retesting was requested.

- Use the **Testing Requests** Tab

Tests Expiring

The test results are valid for one year from when you, the lab, report them.

A manufacturer may request testing again if they still have the product one year after it was tested.

- Use the **Testing Requests** Tab

Failed Test

What Happens when a Manufacturer's Batch Fails a Test?

The manufacturer will be alerted in TLC that they have a failed test. The UIN entry turns red.

The Manufacturer will decide how to proceed. They have 3 options: remediate, request re-analysis or dispose/destroy the batch. If the Manufacturer decides to remediate or request a re-analysis, they will also be in communication with a lab to request a resampling and retest or a re-analysis.

Process for Resample and Retest

Send the Compliance Team a message in [TLC-Messages](#).

Process for Reanalysis

Send the Compliance Team a message in [TLC-Messages](#).

TLC-PTS Access

How Do I Give a Permitted Worker Access to my TLC-PTS Account?

Each individual service center, manufacturer and laboratory licensee will have access to the product tracking system. A licensee may authorize additional licensee representatives who are permitted workers to use the product tracking system for their licensed premises.

Below shows how to manage access to TLC-PTS for licensee representatives who are permitted workers:

Action	When to update	What to do	Tab to use
Add Permitted Worker* *License holder must also add their own worker permit	When permitted worker is trained as a TLC-PTS user	1. Click on Laboratory on far-left side bar. 2. See TLC-PTS (Product Tracking) Worker Permits box below your approved license. 3. Click Add Permits button. 4. A form will pop up. 5. Enter Worker Permit Number. 6. Click Select button. 7. Repeat steps 5 and 6 for all worker permits you are adding. 8. Click Add Selected Permits button.	TLC menu on left side bar: Laboratory
Remove Permitted Worker	When permitted worker is no longer a licensee representative	1. Click on Laboratory on far-left side bar. 2. See TLC-PTS (Product Tracking) Worker Permits box below your approved license. 3. Click Remove button, next to the worker permit you want to remove. 4. A window will pop up. 5. Click Yes button to confirm.	TLC menu on left side bar: Laboratory
View Associated Worker Permits	N/A	1. Click on Laboratory on far-left side bar. 2. See TLC-PTS (Product Tracking) Worker Permits box below your approved license.	TLC menu on left side bar: Laboratory

What are My Responsibilities with TLC-PTS Permitted Workers?

The responsibilities for granting access to TLC-PTS are outlined in [OAR 333-333-8200\(3\)](#). The rule uses the term “user.” In this manual, the term “TLC-PTS permitted worker,” is used instead of “user.” This is to increase clarity.

- Train and authorize TLC-PTS permitted workers.
 - Train them before they access TLC-PTS or input, modify, or delete any information in the system.
 - Provide a copy of this manual to TLC-PTS permitted workers.
- Maintain an accurate and complete list of all TLC-PTS permitted workers for each licensed premises.
 - Update the list when a new TLC-PTS permitted worker is trained.
 - Update the list when a new TLC-PTS permitted worker is removed.
- Remove access to the TLC-PTS account if the permitted worker is no longer a licensee representative.

When Unexpected Things Happen

If the events listed below happen, send the Compliance Team a message. Send the message in [TLC-Messages](#). Send it when it is safe for you to do so.

- Theft of psilocybin product or cash from premises.
- Inclement weather, mechanical failure, or other unforeseen circumstances, prevent the driver from transporting psilocybin products to all destinations and returning any remaining psilocybin products to the licensed premises of origin within 60 hours from leaving the original premises.
- A vehicle transporting psilocybin products is involved in any accident or other situation where product is lost.
- There is a stop at an unlicensed location that is more than two hours long that wasn't listed on the transport manifest.

What are the Rules for Psilocybin in Oregon?

Here is a link to the Oregon Administrative Rules for Psilocybin, 333-333:

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=7102>

To request this document in other languages, large print, braille or a format you prefer, please contact Oregon Psilocybin Services at: 971-341-1713 or email: OHA.Psilocybin@oha.oregon.gov.