# Metrc Support Bulletin

| Bulletin Number: OR_IB_0053 | Distribution Date: 5/24/2024 | Effective Date: See bulletin details |
|---|---|---|
| **Contact Point:** Metrc Support | **Subject:** Plant Group implementation update | |
| **Topic:** Plant Group functionality details and important reminders on resources and training. | | |

Greetings,

Metrc is pleased to share technical guidance on new functionality to support the general availability of "Plant Group Tracking" for Oregon's adult-use cannabis cultivators, which goes into effect on June 17, 2024.

This bulletin contains important details regarding new and updated functionality as listed below:

- Ordering RFID-enabled plant group tags
- Assigning Plant Group tags
- New Plant Tag column
- Updated Destroy Plants functionality
- New Merge Plant Groups functionality
- New Split Plant Groups functionality
- Harvesting Plant Groups
- Metrc training

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# Ordering RFID-enabled plant group tags

The process for ordering tags for plant tracking will remain the same for all Oregon adult-use licensed cultivators who use Metrc. However, new order options will be made available beginning the evening of May 20, 2024 – **see Figure 1.**



**Additional dropdowns available to select the appropriate tag type and quantity for order; Max of 5,000 tags remains as is today.**

**Input accurate shipping details to populate S&H and Total Amount due.**

**Select the preferred payment method and relevant information before clicking on the "Place Order" button.**

**Figure 1: Placing an order – New options**

For all tag order options, the cost per tag, regardless of tag type, remains equal and is based on total number of tracked plants.

- Cannabis Plant 1 QTY will have a 1-plant maximum: $0.45 per tag

- Cannabis Plant 5 QTY will have a 5-plant maximum: $2.25 per tag (or $0.45 x 5)

- Cannabis Plant 10 QTY will have a 10-plant maximum: $4.50 per tag (or $0.45 x 10)

- Cannabis Plant 25 QTY will have a 25-plant maximum: $11.25 per tag (or $0.45 x 25)

- Cannabis Plant 50 QTY will have a 50-plant maximum: $22.50 per tag (or $0.45 x 50)

- Cannabis Plant 100 QTY will have a 100-plant maximum: $45.00 per tag (or $0.45 x 100)

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![metrc logo]

While all Metrc RFID-enabled plant tags arrive compliance-ready, an important difference to note is tag color.

- When tracking plants individually, plant tags remain blue in color.
- When tracking plants in groups, plant tags will be orange in color, and include the clearly printed plant group count for identification purposes – **see Figure 2.**



**Figure 2: Plant Group tracking – new tag color**

Did you know? All Metrc plant tags are enabled with proprietary RFID technology to help automate compliance and streamline operations. To learn more about RFID and third-party integrator solutions in Oregon, please visit the Metrc website and Oregon Partner Page.

# Assigning Plant Group tags

To change an immature plant batch growth phase, select the Plants area on the navigational toolbar and select the Immature tab. Locate and select the relevant Immature Batch, then once that batch is highlighted click the "Change Growth Phase" button – **see Figure 3**.
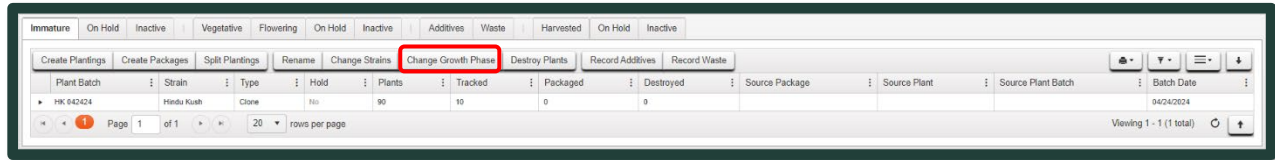


**Figure 3: Change Immature Plants Growth Phase**

This will open the 'Change Immature Plants Growth Phase' action window. The Plant Batch will be auto populated. The Tag Type, Plants Count, New Phase, New Location, and Change Date should be entered or selected. The system will then auto populate the number of tags in sequence in relation to the group tag type selected.

For example, if the growth phase is changed for 50 plants and the Cannabis Plant 10 QTY Tag Type (10 max) is selected, the system will auto populate 5 sequential 10 QTY Tag Type tags – **see Figure 4**.
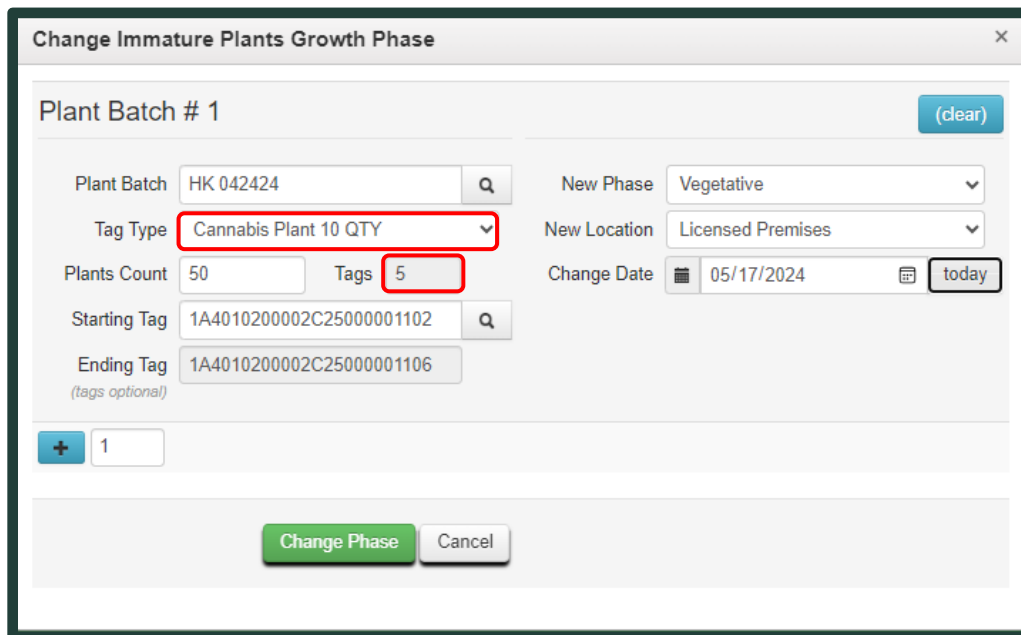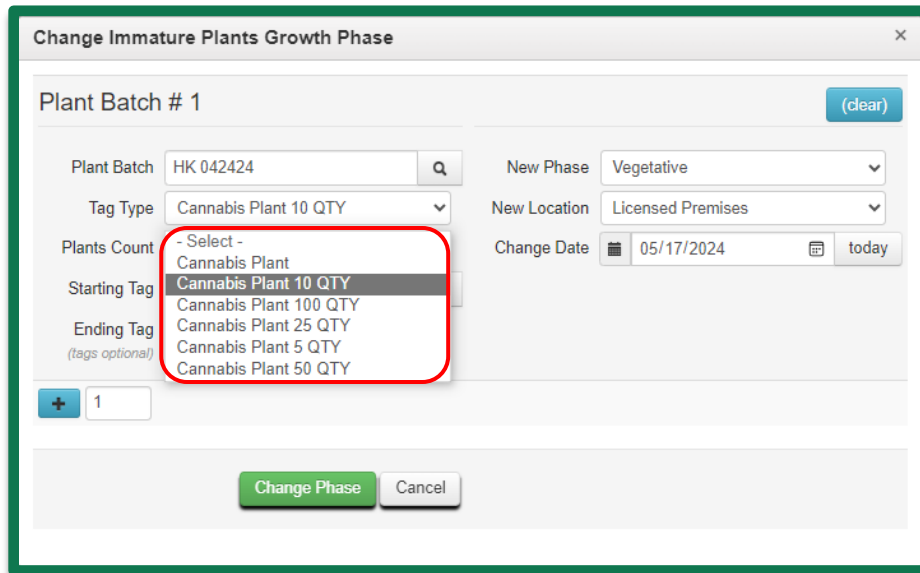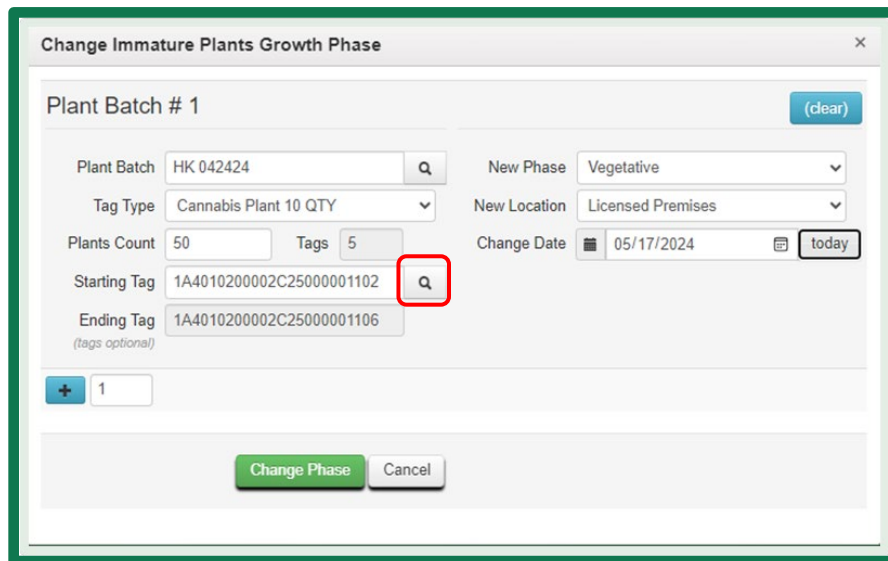


**Figure 4: Change Immature Plants Growth Phase action window**

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When assigning a Tag Type, a list of pre-populated tag types will appear in the Tag Type dropdown – **see Figure 5**.
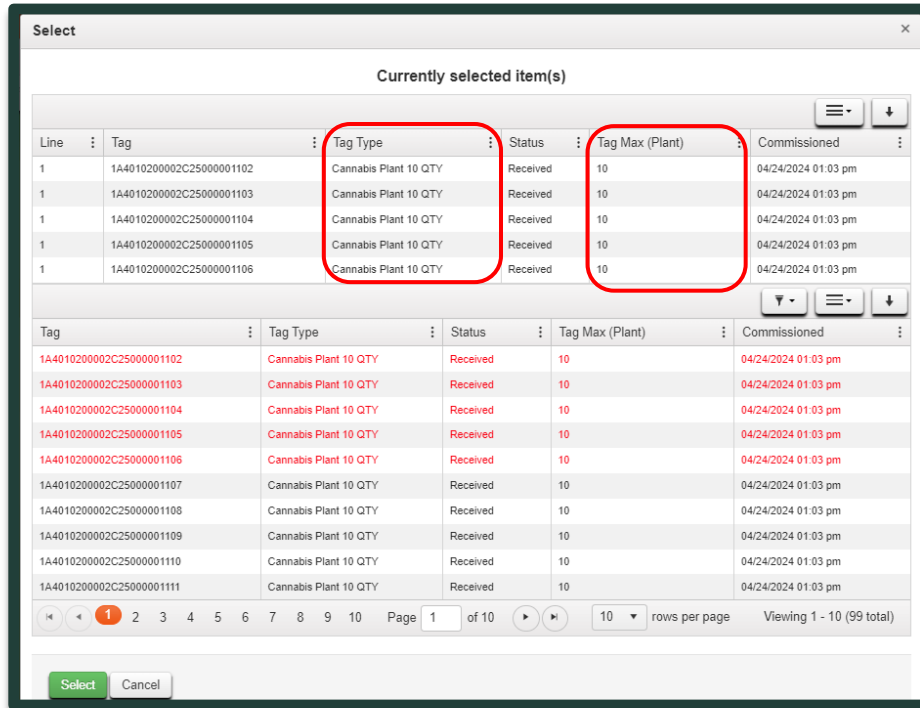


**Figure 5: Tag Type dropdown list**

With the proper Tag Type selected, the Starting Tag can be entered next or chosen by clicking on the magnifying glass button which will populate an updated dialogue window – **see Figure 6.**



**Figure 6: Starting Tag magnifying glass**
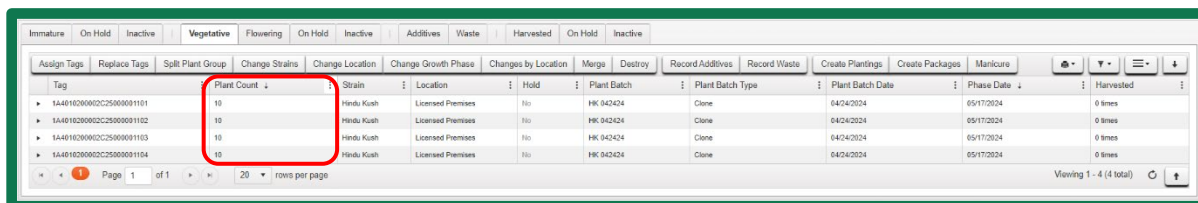
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In the dialogue window, the number of tags needed will be automatically calculated and the Ending Tag will be assigned. In addition, the selected tag type and the max tag size columns will appear – **see Figure 7.**



**Figure 7: Tag Type dialogue window**

# New Plant Count Column

Tags can be assigned to individual plants or plant groups, and the columns listed in the immature plant phase will remain unchanged. The Plant Count column in the Vegetative and Flowering phase tabs are now visible – **see Figure 8**.
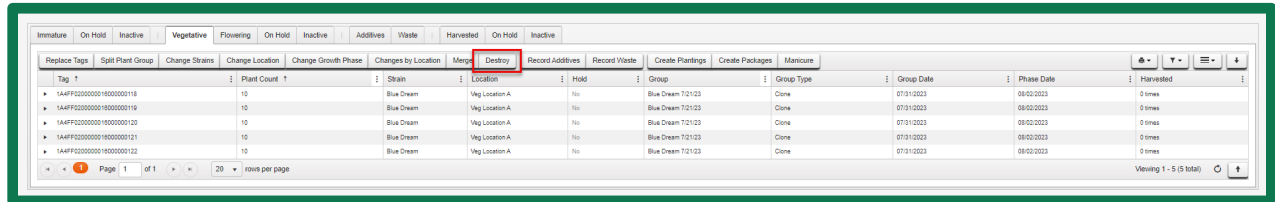


**Figure 8: Plant Count Column**

**Important note:** The Plant Count column indicates a plant group's active remaining plant count.

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# Updated Destroy Plants Functionality

Additional information will be entered when destroying plants in the Vegetative and Flowering phases when selecting the 'Destroy' button – **see Figure 9.**

**Note:** The appropriate permissions must be granted by an Administrator for a user to take this action.
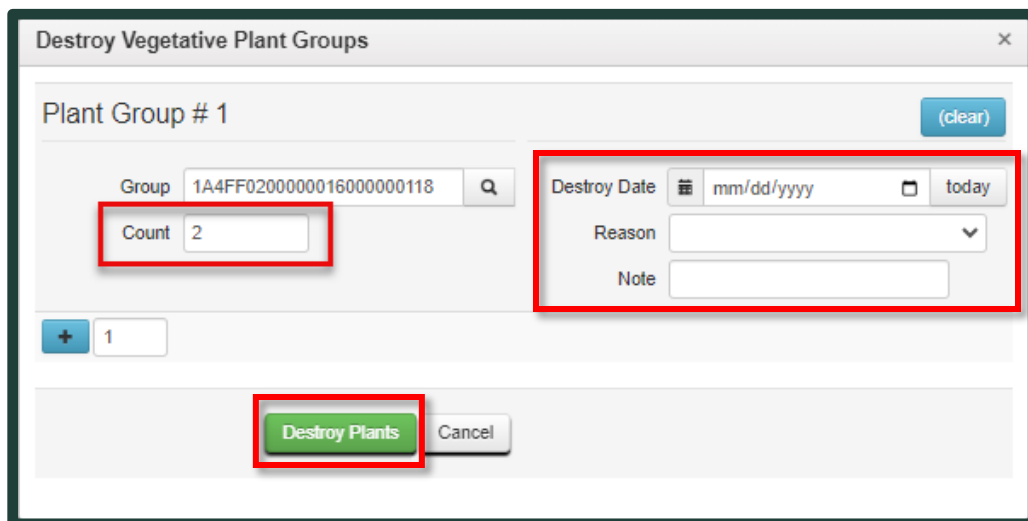


**Figure 9: Destroy Plants action tab**

When the 'Destroy' button is selected, this will open the 'Destroy Vegetative Plants' or 'Destroy Flowering Plants' action window, depending on the phase. The following should be reported:
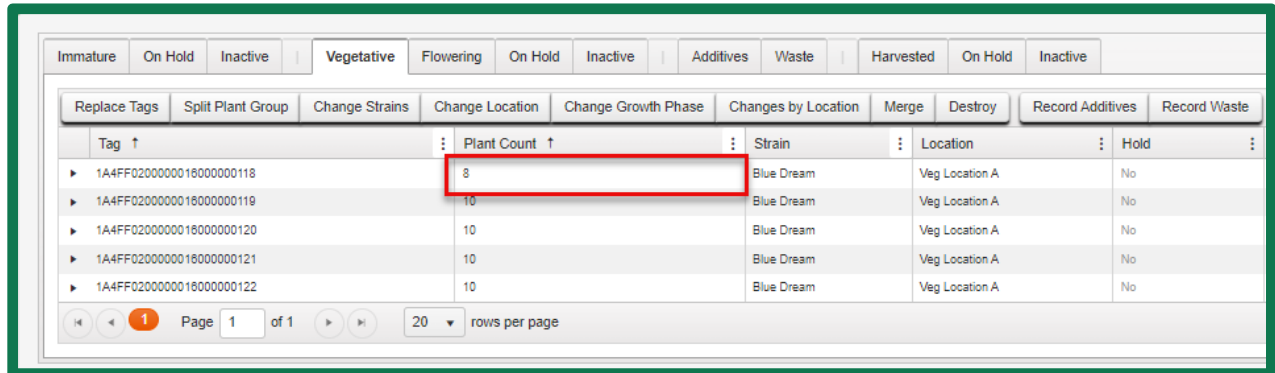
- *Count:* The number of plants being destroyed from the plant group should be manually entered in the text box.
- *Destroy Date:* Type in or use the calendar functionality to select the date.
- *Reason*: Type in the reason for destroying the plants
- *Note:* Enter additional information

To complete the destruction of the plant group, select the green 'Destroy Plants' button at the bottom of the window – **see Figure 10**.



**Figure 10: Destroy Vegetative Plant Groups action window**

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After the plants have been destroyed, the plant count column will automatically decrease in quantity to represent the number of remaining plants – **see Figure 11**.
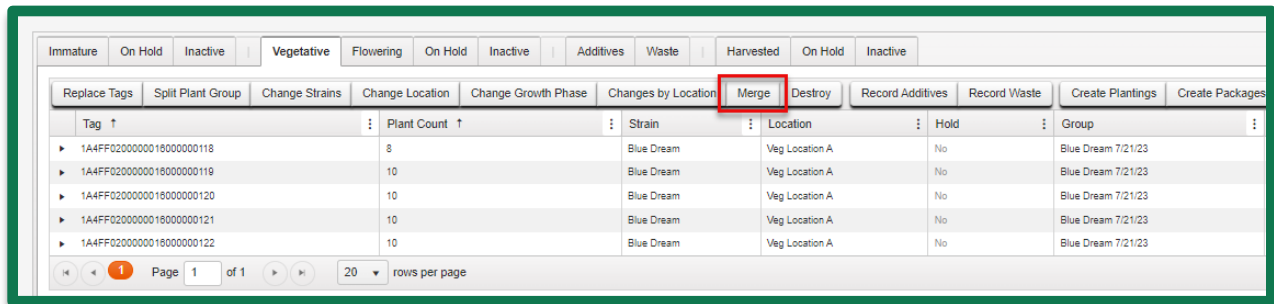


**Figure 11: Plant Count column updated for Destroyed Plants**

# New Merge Plant Groups functionality

A new merge button within the Vegetative and Flowering phases is now available. To access, navigate to the intended phase and select the 'Merge' action button – **see Figure 12**.

**Note:** Plant groups must be in the same phase to be merged.



**Figure 12: Merge Plant Groups action button**

The 'Merge Plant Groups' action window will open, and the following information should be recorded:

- Target Plant Group
- Source Plant Group
- Merge Date
- Plants Count

Once the information is entered, a Remaining Plant Balance notification will show under the 'Plants Count' indicating the max count allotted for the Target Plant Group. To complete the merging of the plant group, select the green 'Perform Changes' button at the bottom of the action window – **see Figure 13**.
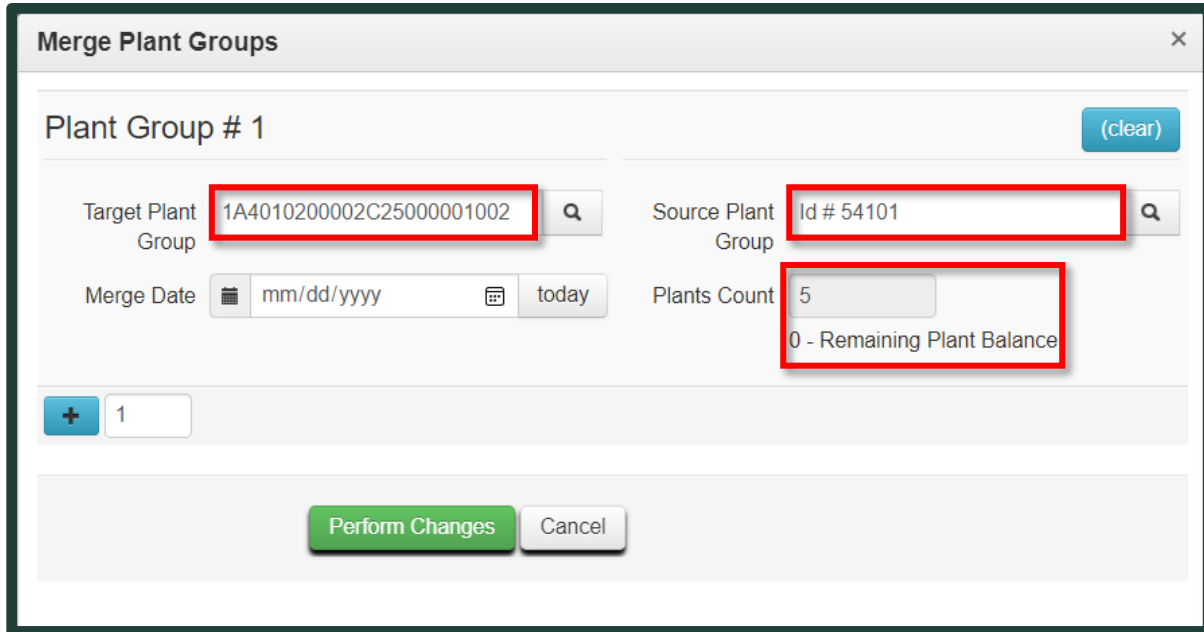


**Figure 13: Merge Plant Groups action window**

# New Split Plant Group Functionality

A new Split Plant Group button is available within the Vegetative and Flowering phase tabs. To access, navigate to the intended phase and select the 'Split Plant Group' button – **see Figure 14.**
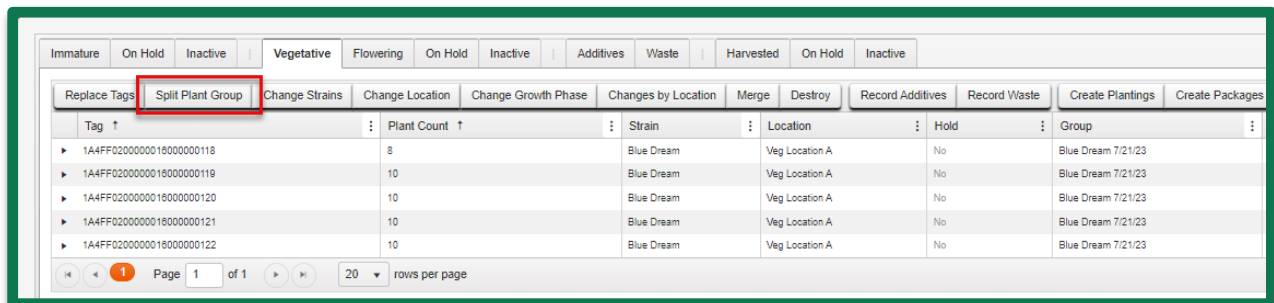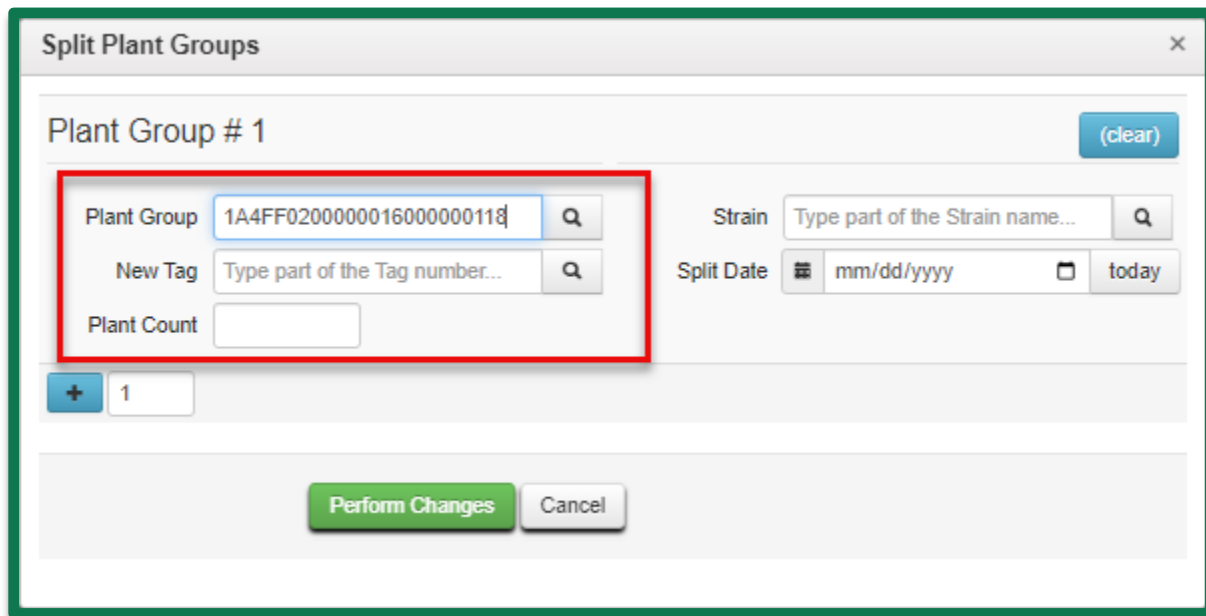


**Figure 14: Split Plant Group action button**

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The "Split Plant Groups" action window will open, and the following information should be recorded:

- Plant Group being split
- New Tag
- Plant Count
- Strain for the new plant group
- Split Date to be entered.

To complete the splitting of the plant group(s), select the green "Perform Changes" button – **see Figure 15.**
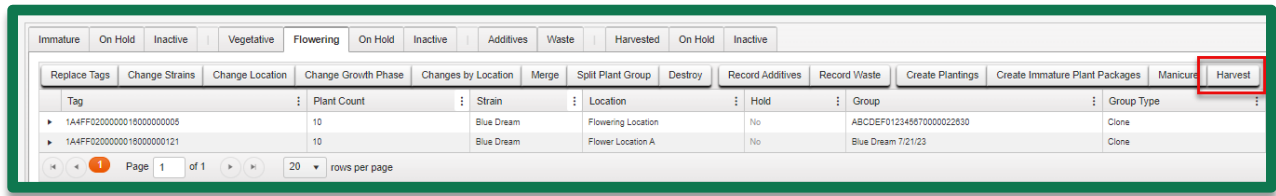


**Figure 15: Split Plant Group action window**

# Harvesting Plant Groups

**Important notes:**

- The entire plant group quantity must be harvested when completing the Harvest action. For example, if the plant group quantity is 10 plants, all 10 plants will be harvested.
- The "Harvest Weight" template should only be used when harvesting numerous single plants. This functionality should not be used when harvesting numerous plant groups. For example, if a user is harvesting three plant groups with quantities of 5, 10, and 25 – the user will enter the weight for each group.

To harvest plant groups, navigate to the Flowering phase tab, highlight the plant group(s) being harvested, and then select the 'Harvest' button – **see Figure 18 below.**

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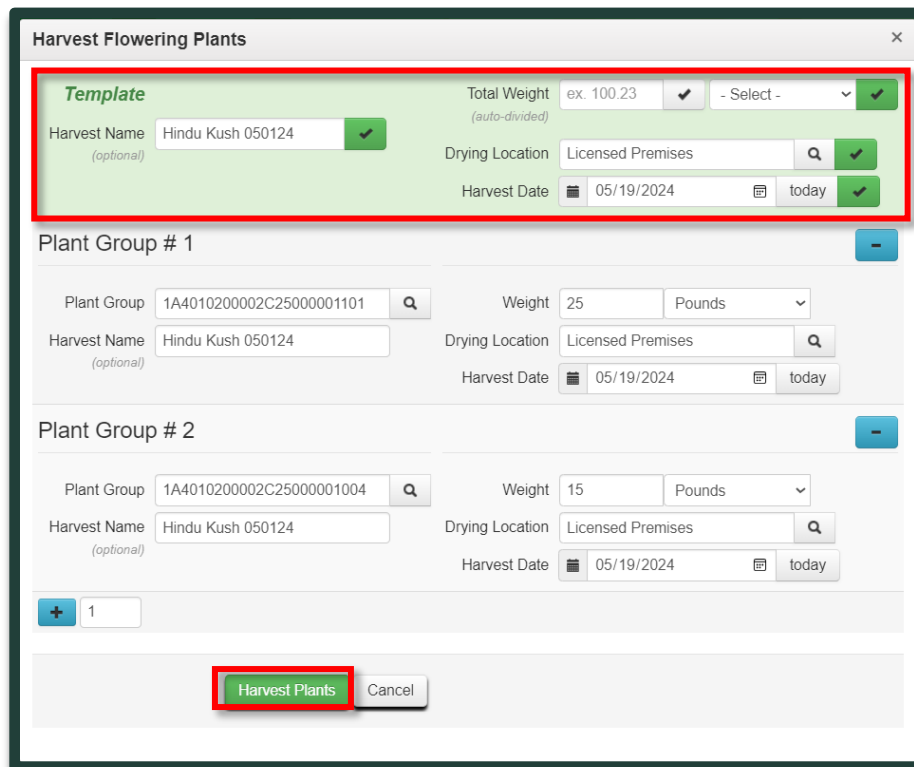For additional support:
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**Figure 18: Harvest Flowering Plants action button**

'Harvest Flowering Plants' action window will open. Using the template, the following information should be recorded:

- Harvest Name
- Unit of Measure (or harvest batch weight)
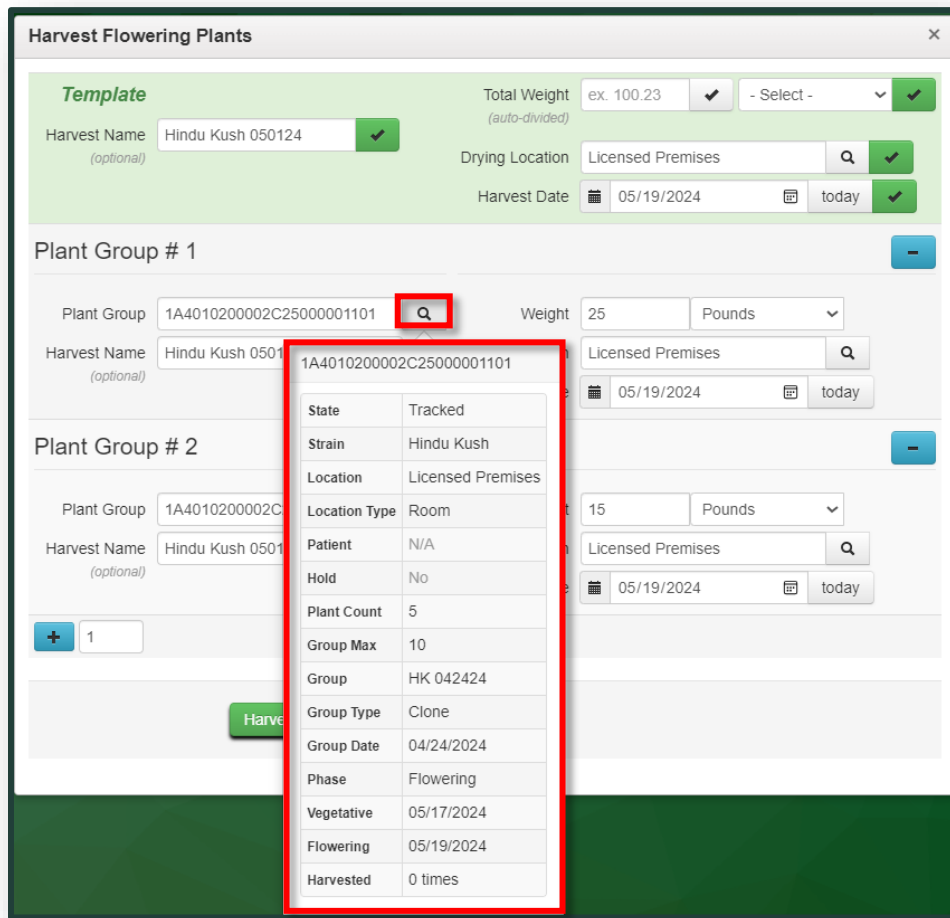- Drying Location
- Harvest Date.

To complete the harvest, select the green 'Harvest Plants' button at the bottom of the window **– see Figure 19.**



**Figure 19: Harvest Flowering Plant Groups**

**Note:** The harvest weight template is not used since multiple plant groups are being harvested.

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To verify the quantity of a plant group, hover over the magnifying glass icon when in the Harvest Flowering Plants window – **see Figure 20.**



**Figure 20: Verify the plant group quantity**

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# Metrc Sandbox Training

A Metrc Sandbox environment will be available from June 1st – June 24th. To request access to this environment, submit a support case through the Metrc Support portal at Support.Metrc.com. Access to the portal is also available from within the Metrc system by clicking the Support area dropdown and clicking on the portal link.

**Note:** Please select "Credentialing" from the Metrc System Areas of Support dropdown and add the following to the subject line when requesting access – *"Oregon Sandbox Access"* – **see Figure 21.**



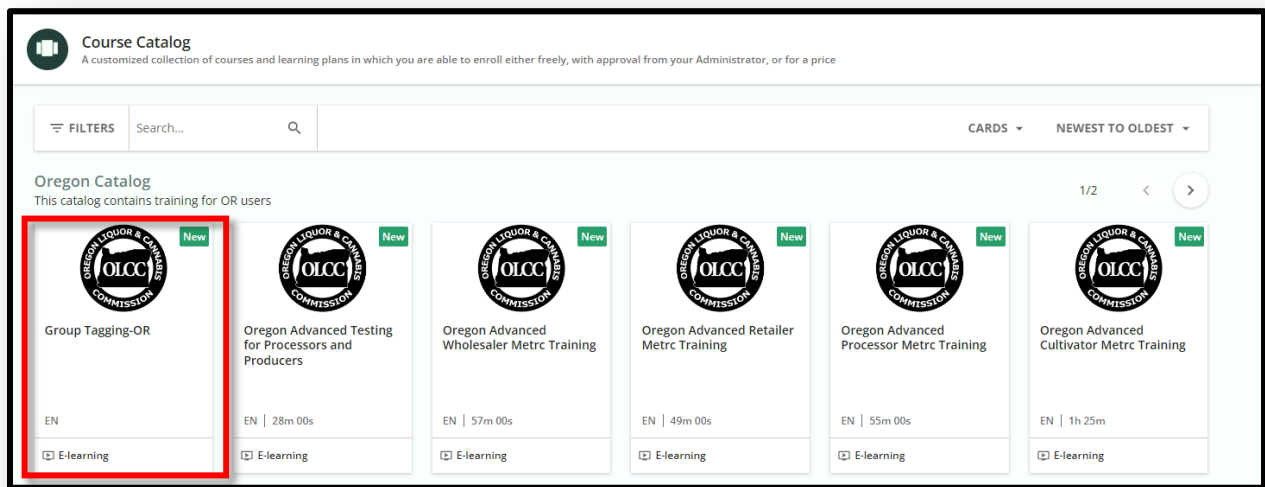**Figure 21: Requesting access to the Oregon Sandbox**

If accessing the Support Portal for the first time, a username (which is established when logging in), the respective state, the Facility license number, and a valid email to set a password is required.

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# Metrc Learn training

Metrc Learn was recently redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies. To support the release of "Plant Group Tracking" for Oregon's adult-use cannabis cultivators, specific training has been developed to provide additional functionality guidance.
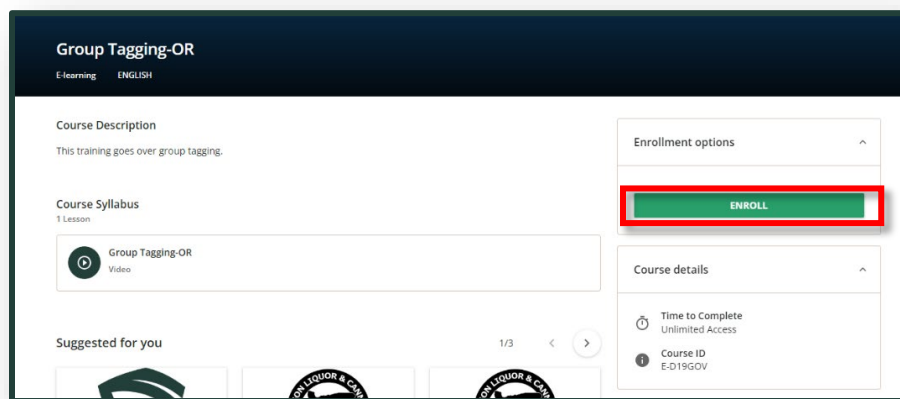
## Plant Group Tracking Training

For current Metrc Learn users, the "Group Tagging-OR" e-learning can be accessed by logging in to Metrc Learn, navigating to the Course Catalog, and clicking on this module – **see Figure 22.**



**Figure 22: Plant Group Tracking – Metrc Learn training module**

Next, enroll to take this training by selecting the green 'Enroll' button. Once enrolled, users can take the e-learning curriculum at their own pace – **see Figure 23.**
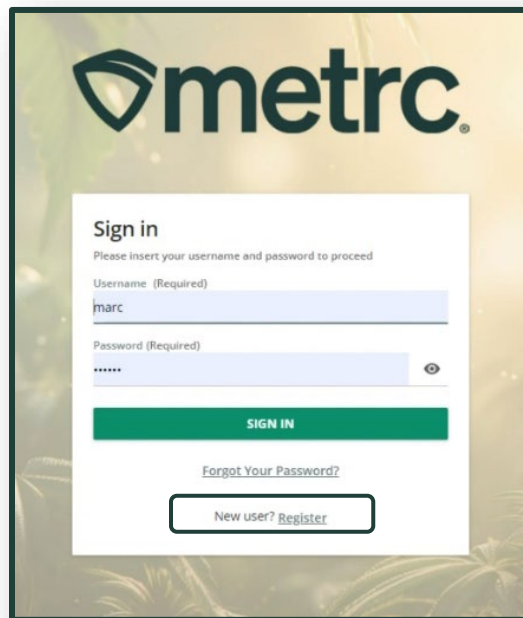


**Figure 23: Plant Group Tracking e-learning enrollment**

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**Important note:** To access Metrc training, Metrc Learn registration is required. See below instructions on how to register for a Metrc Learn account for more information.

## New to Metrc Learn? Here's how to register:

To register for a Metrc Learn account, the following steps should be taken:

1. Navigate to the Metrc Learn login page by:
   o Using the new link: learn.metrc.com; or
   o From within the Metrc system – Navigate to the Support area dropdown on the navigational toolbar and select "Sign up for Training".

2. Click the 'Register' link next to 'New user?' – **see Figure 24.**



**Figure 24: Register for a Metrc Learn account**

Once the 'Register' link is clicked, the registration page will appear.

3. From the registration page, complete all required information on the form. The password must include at least 9 characters. When complete, click 'Next' – **see Figure 25 below.**

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**Figure 25: Registration – User profile**

4. On the next page, fill in all additional fields and click 'Register' – **see Figure 26.**



**Figure 26: Registration – Additional fields**

Once Metrc Learn status has been activated, which can take up to 48 hours, an email invitation will be sent confirming registration.

Once the email invitation is received, navigate to the Metrc Learn login page to sign in and access training.

If you have questions, please contact Metrc Support. Thank you for your continued partnership.

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