

Bulletin Number: RI_IB_0027	Distribution Date: 06/04/2024	Effective Date: Ongoing									
Contact Point: Metrc Support Subject: Tissue Cultures Topic: Provide instruction on how to create immature plant packages for Tissue Culture,											
Topic: Provide instruction on ho transfer tissue cultures to a facil packages received.		•									

Greetings,

Metrc is pleased to release guidance on the proper steps for recording the creation of immature plant packages for Tissue Cultures, how to transfer Tissue Cultures to another facility, and how to create new plantings from received Tissue Cultures.

Please read on for more information.



Create an Immature Plant Package

Prior to creating a package of tissue cultures, a new item must be created. Tissue Cultures need to be designated in Metrc as immature plants. To create an immature plant package, begin by going to the Plants area dropdown on the navigational toolbar and choose the 'Plants' option – **see Figure 1**.

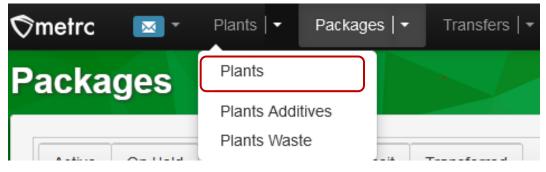


Figure 1: Plants option in Navigational Toolbar

Once on the Plants grid, select the 'Immature' tab – see Figure 2.

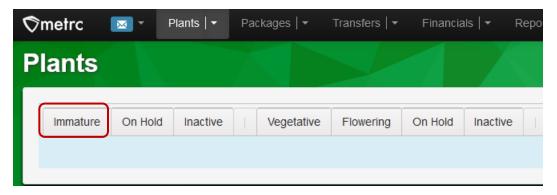


Figure 2: Immature option in Plants Grid

Then, select the plant you would like to create an immature plant package for and select the Create Packages button - **see Figure 3** below.

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la	n	ts											
In	nma	ature	On Hole	d Inactive		Vegetative	FI	owering	On	Hold	Inactive		
	Cr	eate Pla	antings	Create Pack	ages	Split Plantin	igs	Rena	me	Cha	nge Strains		
		Plant	Batch	:	Ştra	ain	:	Location	n	:	Туре	:	
	Þ	Stardev	v Kush 4-2	6	Star	dew Kush		Grow Roo	om 24		Seed		
	Þ	1A4FF0	10000006	5000000153	Kus	h Mints		Cultivation	n Vault	:	Tissue Cultures		
	Þ	BBKust	h 03/18/202	24	Kus	h Mints		Flower Ro	oom 1		Seed		

Figure 3: Selecting Immature Plant

This will open the Create Immature Plants Packages action window. Enter all the required information to create the new package. In this example, use the tissue culture clones item that was previously created. Also, select the Package from Mother Plant option as well. Once all information has been entered and verified to be accurate, select the Create Immature Plants Package green button to create the Immature Plants Package – **see Figure 4 below.**

Create Immatu	ure Plants Packages						×
Package #	1						(clear)
Group	BBKush 03/18/2024	۹	Plants Count	50	\$		
New Tag	1A4FF010000065000000158	Q	Package Date		05/01/2024	Ö	today
Location	Packaging Room	Q					
Item	Kush Mints Tissue Cultures	Q					
Note							
	Trade Sample						
	Package from Mother Plant						
+ 1 0							
	Create Packages	Cance					

Figure 4: Create Immature Plants Packages Grid



Transfer Tissue Culture Packages

To transfer Tissue Cultures to a different facility, begin by going to the Packages area dropdown on the navigational toolbar and selecting the Packages option - see Figure 5.

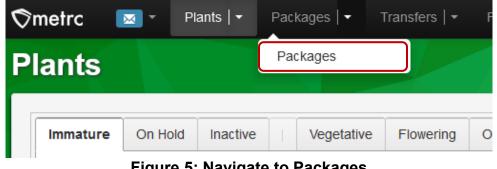


Figure 5: Navigate to Packages

Once on the Packages grid, select the Active Packages tab – see Figure 6.

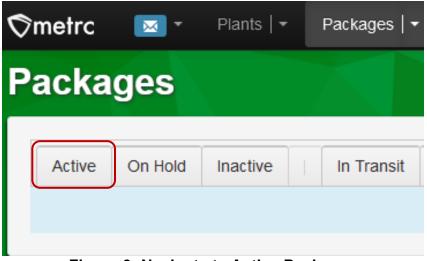


Figure 6: Navigate to Active Packages

Once on the active packages tab, select the tissue cultures package that needs to be transferred. Then select the New Transfer button to begin the process of creating the transfer manifest. In this example, we are transferring a Kush Mints Tissue Culture see Figure 7.



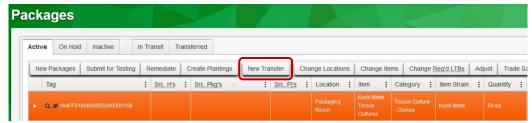


Figure 7: Active Packages

This will open the New Transfer action window. Fill out the required information for the transfer including the destination license, route, transfer type, time of departure and arrival, transporter information as well as driver and vehicle. Once all information has been entered and verified as accurate, then select the Register Transfer button to create the transfer manifest. – **see Figure 8**.

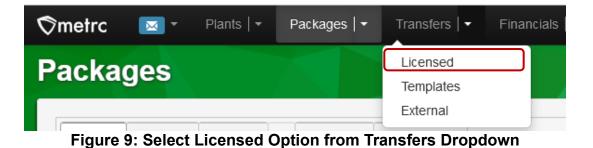
estination 1	ORC0001	-G	Q (clear)	Туре	Unaffiliated Transfer	~
Planned Route		m originating facility to th Itered here	e destination	Est. Departure	1 05/01/2024	🗂 today
					08 : 28 AI	М
				Est. Arrival	i 05/03/2024	🗂 today
				Ĩ	▲ ▲ 12 : 00 PM	4
			li.		✓✓✓✓✓	n
Tran	sport # 1	ORC0001-G	۹	clear)		
	Phone No.	1234567890	(use defa	ault)	Layover	
	Driver 1	Dale Earnhardt, Sr.	Q (Vehicle 1	RI1820	٩
Driv	er's Name	Dale Earnhardt, Sr.		Vehicle Make	Jeep	
En	nployee ID	0002		Vehicle Model	Grand Cherokee	
Driver	's <u>Lic.</u> No.	002-002		License Plate	RI1820	
•) (de	etails)				
•	0 (tran	nsporter)				
Pack	age # 1	1A4FF01000006500000	00158 Q (cle	ear)		
Whs	le. Price	\$ 1000				
Quic	k Entry	Quick entry packages	OFF			
0) (pad	kage)		CSV or TXT file up	to 1 Mb with one package la	bel value per line is req
					Select files	
) 1 (d	estination)					

Figure 8: New Transfer action window



Receiving a Tissue Culture Package

To receive a transfer, navigate to the Transfers area dropdown on the navigational toolbar and select the Licensed option – **see Figure 9**.



Once on the Licensed Transfers grid, then select the Incoming tab – see Figure 10.

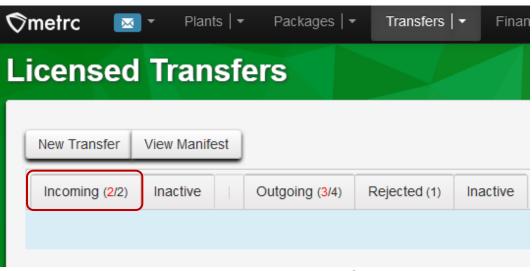


Figure 10: Incoming Transfers

The Registered Transfer will show in the Incoming Transfer grid. Find the transfer to be received and select the Receive button on the right side – **see Figure 11.**

v Transfer View Manife	st													
coming (2/2) Inactive	Outgoing (3/4) Rejected (1) Inacti	ive											
													A- Y-][≡•
Manifest :	Origin :	Туре	Pkg's	ETD	: ATD	: ETA	ATA	: Received	:	ETRD	ATRD	: ETRA	: ATRA	:
0000007001 💋	ORC0001-0	Unaffiliated Transfer	4	05/01/2024 08:28 am		05/03/2024 12:00 pm								ſ

Figure 11: Select Received Button for Transfer

Metrc LLC For additional support: <u>support.metrc.com</u>



This will open the Receive Licensed Transfer action window. Next, designate the Location where the package will be located as well as verify the weight or count that is being received. Then select the green Receive Transfer button – **see Figure 12**.

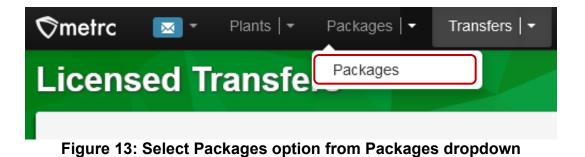
eceive Licensed Tra	ansfer									
Manifest	0000007001		Trans	fer Type	Unaffiliated Transfer					
Origin Lic. No.	ORC0001-G		Orig	in Name	Acme Cultivator					
Main Phone No.	401-555-5555		Mobile Ph	ione <u>No.</u>						
Transporter Lic. No	ORC0001-G		Transporter N	lame	Acme Cultivator					
Phone No. for Questions	1234567890									
Employee ID	ee ID 0002		Vehicle I	Make	Jeep					
Driver's Name	Dale Earnhardt, Sr.		Vehicle M	lodel	Grand Cherokee					
Driver's Lic. No	002-002		License	Plate	RI1820					
Package # 1	1A4FF010000065000000158	٩	Item	Kush M	ints Tissue Cultures	Shipped Qty.	50		ea	Reject
Location	Packaging Room	Q				Receive Qty	50	Ŷ	Each	`
						Whsle, Price	1000	\$		
	Receive Transfer Cancel									

Figure 12: Select Received Transfer



Create a Tissue Culture Planting

To create a Tissue Culture planting from a Tissue Culture package that has been received, start by going to the Packages area dropdown on the top navigational toolbar and select the Packages option – **see Figure 13.**



Once on the Packages grid, select the Active tab - see Figure 14.

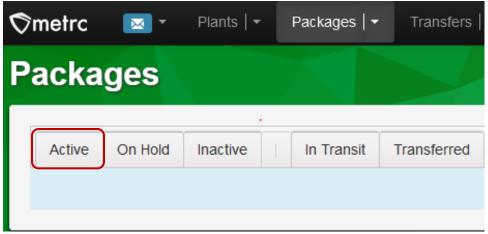


Figure 14: Select Active Packages

From the Active Packages grid, select the Tissue Culture package that was received. In this example, we will select the Kush Mints Tissue Culture then select the Create Plantings button – **See Figure 15.**

ackag	jes							7											
Active	On Hold	Inactive	n Tra	insit Tra	ans	ferred													
New Pa	ckages	Submit for Testing	Re	emediate	С	reate Plantings	New	Tra	nsfer Ch	nar	nge Locations		Change Ite	ems	Change [Req'd LTBs	Ad	just	Trade
Тад			:	Src. H's	÷	Src. Pkg's		:	Src. Pj's	:	Location	Ite	em :	Ca	tegory	Item Strain	:	Quan	ntity
♦ Q #	1A4FF0100										Packaging Room		ush Mints ssue ultures						

Figure 15: Select Received Tissue Culture Package

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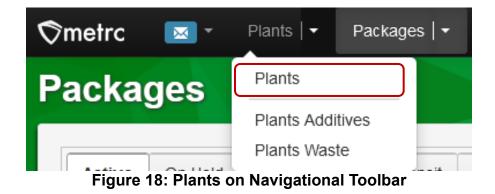


This will open the Create Plantings from Packages action window to create a planting from the Tissue Culture package. Once all the required information has been entered, select the Create Plantings button to complete the process – **see Figure 17**.

Create Plantin	gs from Packages						×
Planting # 1							(clear)
Package	1A4FF010000065000000158	٩	Location	Imn	nature Room 1		Q
Batch Name	1A4FF010000065000000158		Strain	Kus	sh Mints		Q
Plants Type	Tissue Cultures	~	Planting Date		05/03/2024	Ö	today
Plants Count	50 0		Unpackage Date		05/03/2024		today
+ 1 💿			Date				
	Create Plantings	Cance	el				

Figure 17: Create Plantings action window

To confirm that the Tissue Culture Planting has been created, go to the Plants area drop down on the navigational toolbar and select the Plants option – **See Figure 18 below.**



From the Plants grid, select the Immature tab – see Figure 19 below.



∕⊘metrc	🖂 * 🛛 P	Plants 🕶	Pad	kages	; -	Transfers 🕶
Plants						
Immature	On Hold	Inactive		Vege	etative	Flowering
		Immoture				

Figure 19: Immature Plantings Tab

Once on the Immature Plantings grid, the Tissue Culture planting that was created should now be visible – **see Figure 20**.

ants																					
Immature	On Hold	Inactive	T	Vegetative	Flo	wering O	n Hold	Inactive		Additive	es	Waste	L	Harvested	On H	old li	nactive				
Create Pl	antings	Create Packa	ges	Split Planting	s	Rename	Cha	nge Strains		Change Loc	ation	Chan	ge G	rowth Phase	Dest	oy Plan	s Adj	ust	Re	cord Additives	Record W
Plant	Batch	:	Strai	in	:	Location	:	Туре	:	Hold	Pla	ints :	Tr	acked	Packag	ed :	Destr	oyed	:	Source Packa	ige :
▶ 1A4FF		5000000158					om 1	Tissue Cultures		No	50		0		0		0			1A4FF0100000	

Figure 20: Confirmed Tissue Culture Planting



Metrc resources

If you have any questions or need additional support, the following resources are available:

Contact Metrc Support by using the new full-service system – Service Cloud – by navigating to <u>Support.Metrc.com</u>, or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

Please note: If accessing the portal for the first time, a username (which is established when logging in), the respective state and "Facility license number", and a valid email to set a password are required.

Metrc Learn: Right now, Metrc Learn offers various programs for users featuring different courses. To log in, visit <u>Metrc Learn</u> and enter your login credentials, or to access, register by visiting the <u>Metrc Learn Registration</u>.

However, we've conducted a lot of listening and learning across the industry, and we're proud to share that Metrc Learn is undergoing a redesign, featuring interactive modules and on-demand advanced training. Stay tuned for more exciting details rolling out soon, as we redefine your experience with Metrc!

Access additional resources: In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more.

Thank you for your continued partnership.