

Bulletin Number: RI_IB_0029	Distribution Date: 08/09/2024	Effective Date: 08/23/2024
Contact Point: Metrc Support	Subject: Live Plant Transfer Process	
Reason: Metrc and the OCR would like to provide an update on the process for a cultivation facility to be able to transfer live vegetative plants to another facility.		

Greetings,

Metrc is pleased to provide information on the latest system enhancements that will be available on August 23, 2024, including:

- Overview of the new process for Cultivation facilities to transfer Vegetative plantings to another Cultivation facility.
- The transfer type for Cultivators to use is “Vegetative Plant Transfer” which is intended to be utilized whenever any live plant in the vegetative state is being transferred to another Cultivation facility.

Please note: This transfer type should only be used from a Cultivation facility to another Cultivation facility and cannot be used to transfer plants or products to a Retailer, Processor/Product Manufacturer, or Testing Facility.

Please read on for more information regarding this new functionality.

Vegetative Transfer Process

These step-by-step instructions are intended to inform Cultivators who are packaging and transferring vegetative plants to another Cultivation license on the information in Metrc that must be reported for compliance.

Each Cultivation facility will need to create a new item(s) for the strain specific plant(s) intended for transfer. The Item name should include the Name of the product and the Strain for the plant(s) – see **Figure 1**.

Add Items

Item # 1 (clear)

Name: Metrc Bliss Plant Unit of Measure: Each

Category: Mature Plants Strain: Metrc Bliss

+ 1 (ingredient)

+ 1 (item)

Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?
Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Create Items Cancel

Figure 1: Add Item for Mature Plant

Once the Item Name(s) has been created, the package(s) can be created. To create the package(s), go to the Plants area on the navigational toolbar and select the Plants option from the dropdown. From the Plants grid, click the Vegetative tab – see **Figure 2**.

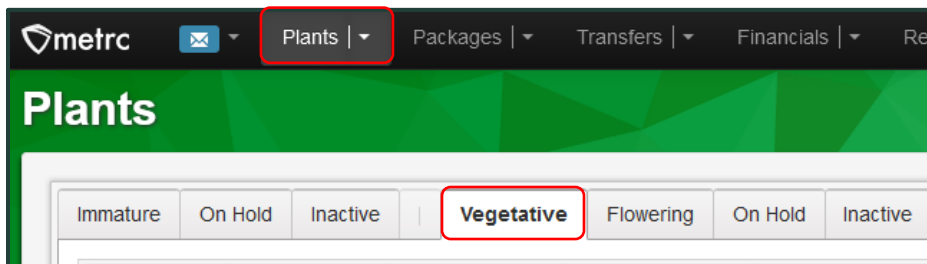


Figure 2: Vegetative Plants tab in Plants grid

From the Vegetative Plants grid, select the strain specific plant(s) that need to be transferred. Then, select the “Create Packages” button – **see Figure 3.**

Tag	Strain	Location	Hold	Group	Group Type	Group Date	Phase Date	Harvested
▶ ABCDEF012345670000010023	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010024	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010025	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010026	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010027	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010028	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010029	AK-47	Veg Room A	NO	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times

Figure 3: Select Plants for Packaging

Please note: The plant(s) should be strain specific when packaging and if there are different strains needing to be transferred, then each plant strain should be packaged together.

From the Create Vegetative Plants Packages action window, enter the required information including the New Package Tag number, Item Name, Package Date, and a Note if needed. Then, verify that all the strain specific plants are listed. If other plants need to be added, use the blue “plus” button icon to add additional plants. Once all plant(s) are added, select the Create Packages button to create the package – **see Figure 4.**

Create Vegetative Plants Packages

New Package # 1 (clear)

New Tag: ABCDEF012345670000013835

Item: AK-47 Mature Plant

Package Date: 02/24/2021 today

Note:

Plant # 1: ABCDEF012345670000010023

Plant # 2: ABCDEF012345670000010024

Plant # 3: ABCDEF012345670000010025

Plant # 4: ABCDEF012345670000010026

Plant # 5: ABCDEF012345670000010027

Plant # 6: ABCDEF012345670000010028

Plant # 7: ABCDEF012345670000010029

(contents)

Figure 4: Creating Vegetative Plants Packages action window

Once the strain specific package(s) have been created, the package(s) will appear in the Active Packages grid. To create the transfer, go to the Packages area on the navigational toolbar and select the Licensed option from the dropdown – **see Figure 5 below.**

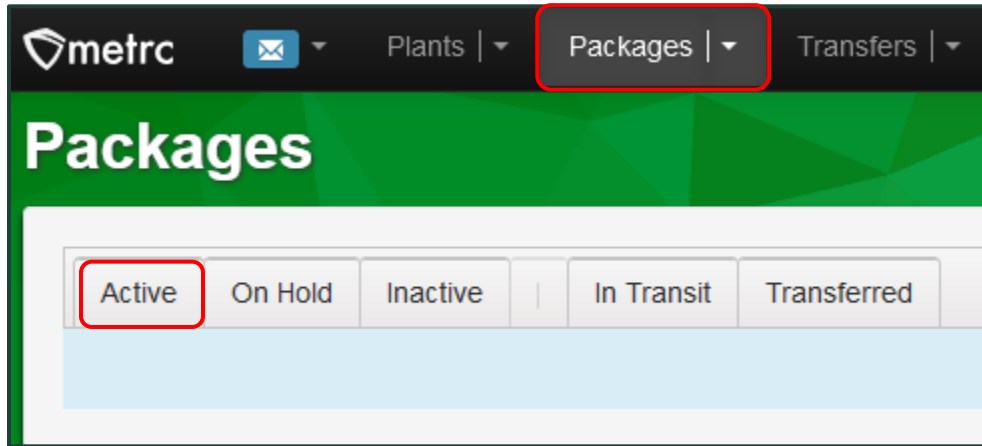


Figure 5: Active Packages grid

From the Packages grid, select the package(s) that need to be transferred and then click the “New Transfer” button – see Figure 6.

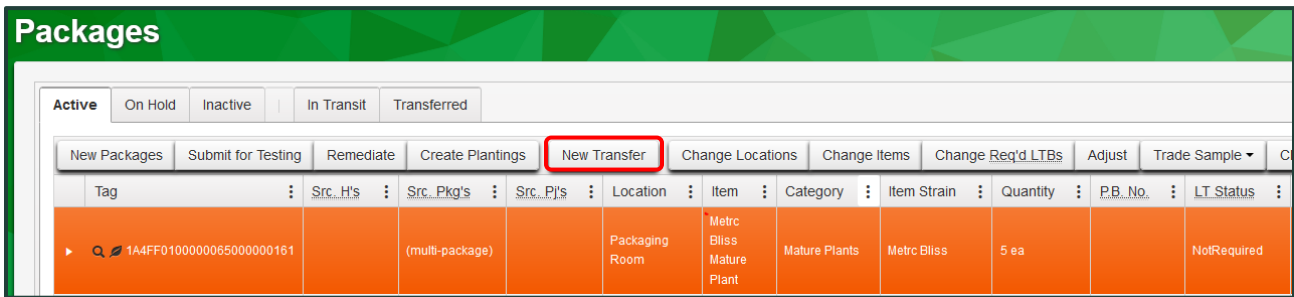


Figure 6: Creating a Transfer of the Mature Plant Package

Taking this action will open the New Transfer action window. Fill out all the required information and then select the “Register Transfer” button – see Figure 7 below.

Figure 7: Creating a Transfer for the Mature Plant Packages

Receiving a Mature Plant Package

Once the transfer of the Vegetative plants has been physically received, the transfer of the plants must be received in Metrc. To receive the transfer, go to the Transfer area on the navigational toolbar and choose the Licensed option from the dropdown – see **Figure 8**.

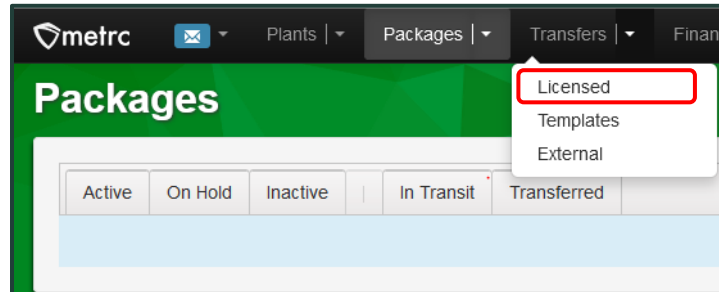


Figure 8: Licensed Transfers option

From the Licensed Transfers grid, select the Incoming tab. Click the “Receive” button to the far right of the Transfer Manifest that needs to be received – see **Figure 9**.

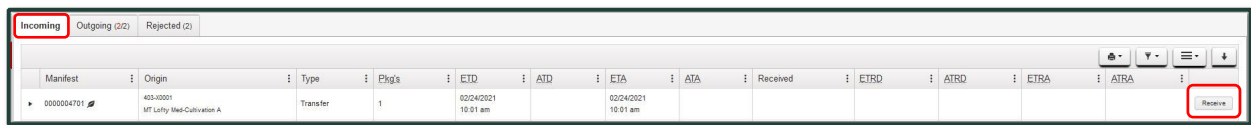


Figure 9: Receiving Incoming Plant Transfer

When the Receive button has been selected, the Receive Licensed Transfer action window will open so the package(s) of plants can be received. A Location needs to be identified and then click the Receive Transfer button to receive the package(s) into active inventory – see **Figure 10**.

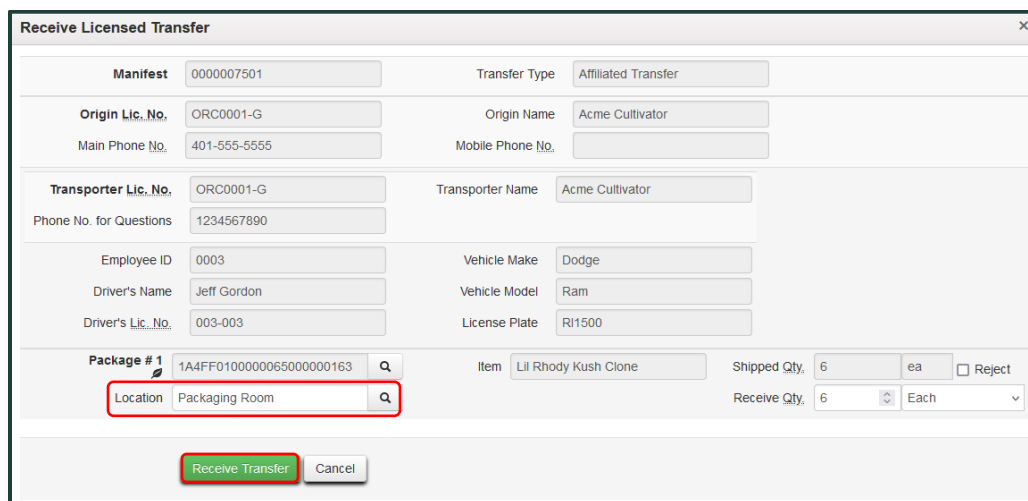


Figure 10: Receive Licensed Transfer action window

Once the transfer has been received, the plants need to be unpacked and planted. To do this, access the Packages area on the navigational toolbar and then select the Active tab from the Packages grid. – **see Figure 11.**

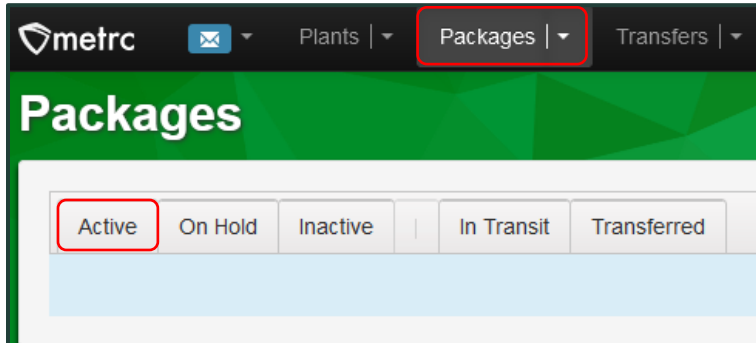


Figure 11: Active Inventory of Packages grid

From the Active Packages grid, select the package of plant(s) needing to be unpacked and then select the “Unpack Plants” button – **see Figure 12.**

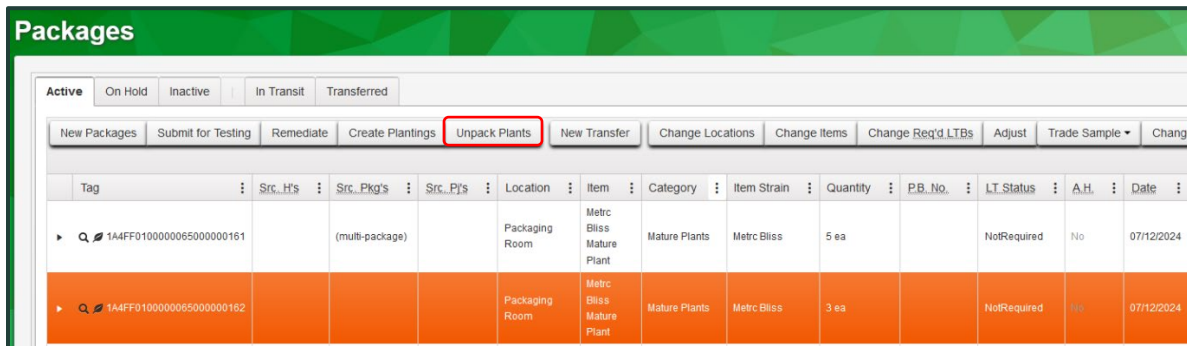


Figure 12: Unpacking Plants from Package

This will open the Unpack Plants from Packages action window where the required information for the plants being unpackaged can be recorded and put into the Vegetative phase. Once the information has been entered including the Plant Type, Plant Count, Starting Plant Tag ID number, Strain, Location, Planting Date, Vegetative Date and Unpackage Date, then click the Unpack Plants button – **see Figure 13 below.**

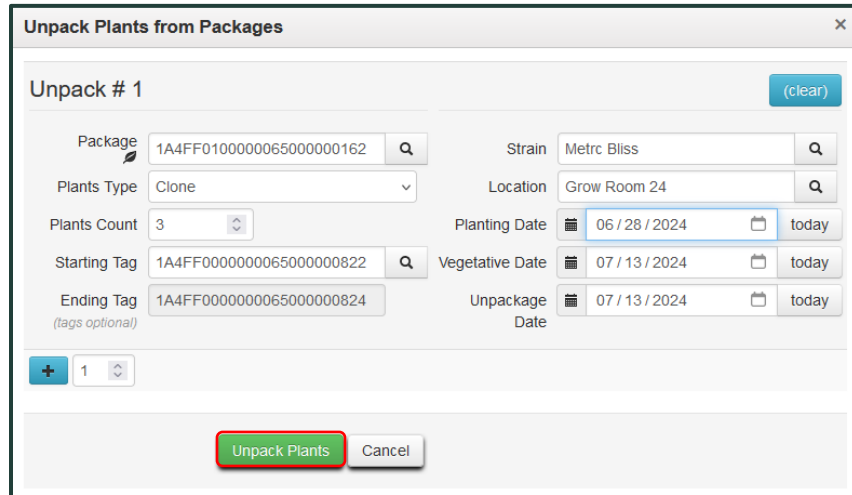


Figure 13: Unpacking Plants from Packages action window

Once the plants have been unpackaged, then the physical plant tags can then be applied to the digitally tagged plants in the active inventory.

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 by navigating to Support.Metrc.com, or from the Metrc System, click the Support area on the navigational toolbar 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

Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

From within the Metrc system

- Navigate to the drop-down Support area on the navigational toolbar and select “Sign up for Training” to register.

From the Metrc website

- Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

Access additional resources

In the Metrc system, click on the Support area on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more from the dropdown.

Thank you for your continued partnership.