Metrc Support Bulletin

Bulletin Number: OK_IB_0041	Distribution Date: 09/17/2024	Effective Date: 10/07/2024
Contact Point: Metrc Support	Subject: Creating Immature Plant Batches	
Reason: Metrc is providing an update on the workflow to create clone batches		

Greetings,

Metrc, in conjunction with the OMMA, would like to provide guidance regarding an update to the process of creating immature plant batches.

Please find on the following pages a detailed description of these updates.

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Creating Immature Plant Batches from Packages

Effective October 7th, 2024, the following options listed below for Cultivations when creating an immature plant batch will change:

- *Create Plantings* button: While this will still be visible, this should no longer be used as an option to create a planting from a mother plant.
- *Create Immature Plant Packages* button: This button will allow users to create immature plant batches, which now will include the required step of creating immature plant packages.
  - **Please note:** The Create Immature Plant Packages functionality should now be used any time clones are made from a vegetative or flowering plant, packaged, and transferred to another license or when creating plantings within your own license.

Any new batch of clones must be associated with a package tag, whether cut from a mother plant or transferred from another licensee. To create clones from a mother plant, access the Plants area on the navigational toolbar and then click on the Vegetative tab. Select the mother plant and change its growth phase to Flowering. Next, locate the mother plant in the Flowering tab, select it, and then click the new option of the Create Immature Plant Packages button – **see Figure 1**.
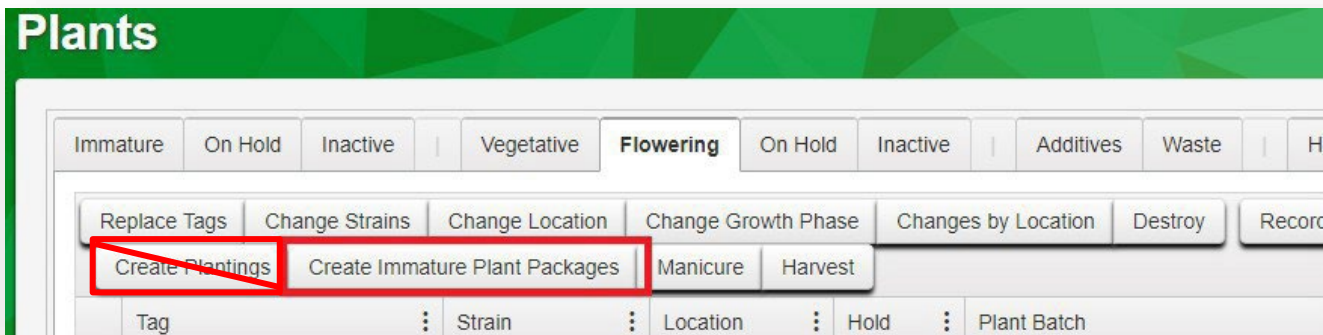

Figure 1: Creating Immature Plant Packages for Clones

Please note: The mother plant must be moved to the Flowering phase to create an immature plants package. Once the package has been created, you can move the mother back to the Vegetative phase.

You will notice that the Create Plantings button that was previously used to create clone plantings from a mother plant will still be visible, however, it should no longer be used – **see Figure 2**.

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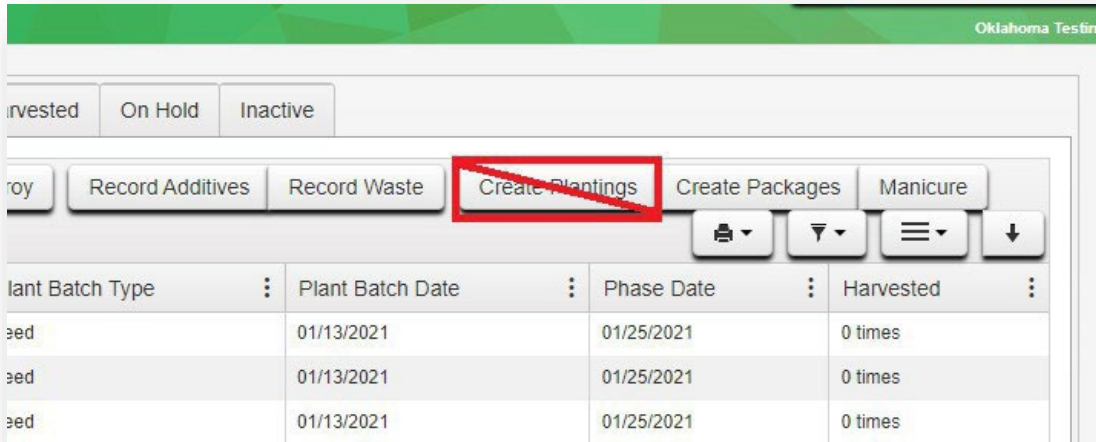For additional support,
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Figure 2: Create Plantings

Once an Immature Plant Package is created, the immature plants can then be planted. To plant the immature plants from the Immature Plant Package, access the Packages area on the navigational toolbar and click the Active tab – **see Figure 3**.
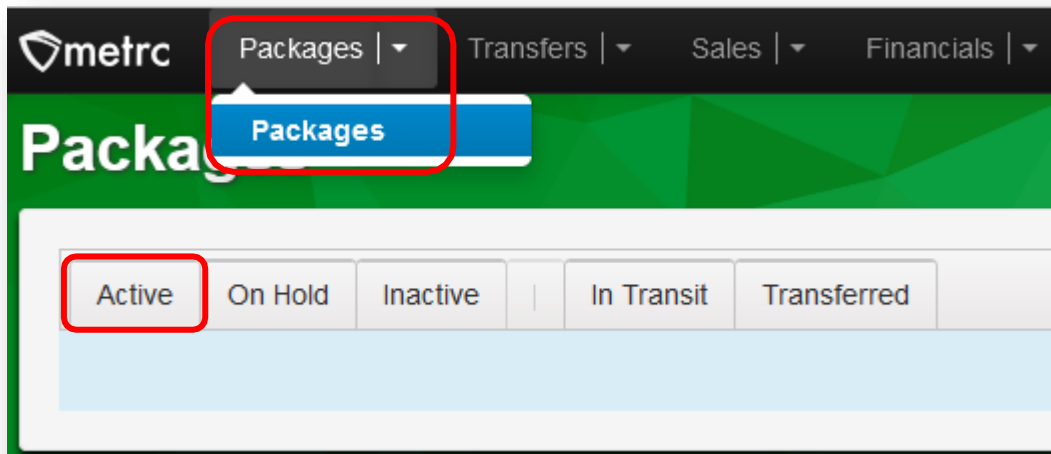

Figure 3: Active Packages Tab in Packages grid

Once on the Active Packages grid, select the newly created immature plant package that needs to be planted, then click the Create Plantings button. This will open the Create Plantings from Packages action window. Fill out all required information including the quantity, immature plant batch name, plant types, plant count, location, strain, planting date, and unpackage date. Once all information has been entered, click

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the Create Plantings button to complete the planting process and create the immature planting – **see Figure 4**.
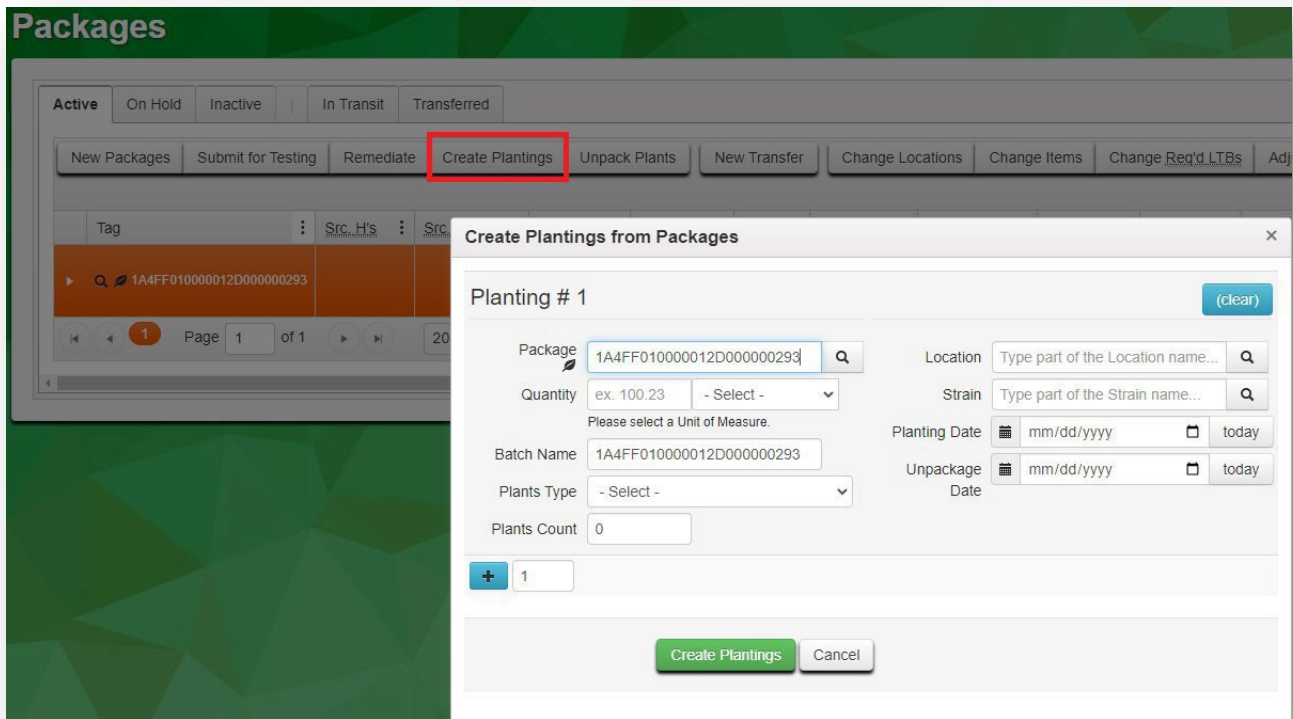

Figure 4: Create an Immature Planting from the Immature Plant Package

The new immature plant batch that was planted can be viewed from the Immature tab in the plants area. The immature plant batch is associated with the previously created immature plant package tag as seen in the Source Package column – **see Figure 5.**
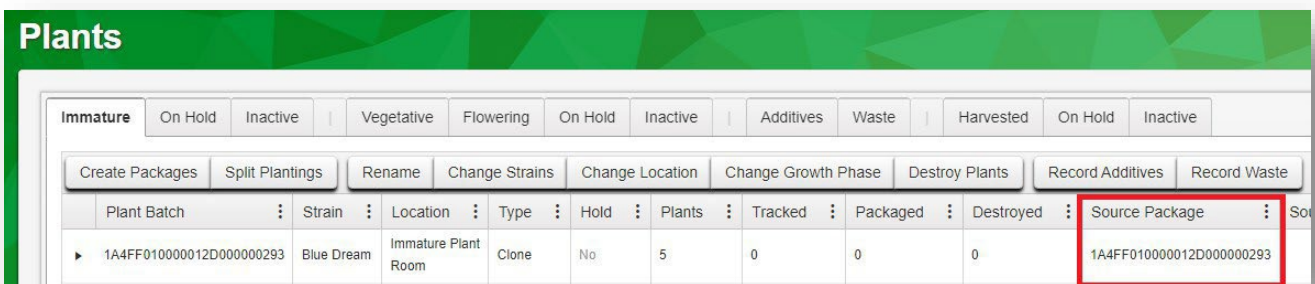

Figure 5: The New Immature Plant Batch is Associated with the Source Package

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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 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
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 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 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 dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.

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