

<b>Bulletin Number:</b> ME_IB_0035	<b>Distribution Date:</b> 08/15/2023	<b>Effective Date:</b> See bulletin details
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Plant Group implementation update	
<b>Topic:</b> Plant Group functionality details and important reminders on resources and training.		

Greetings,

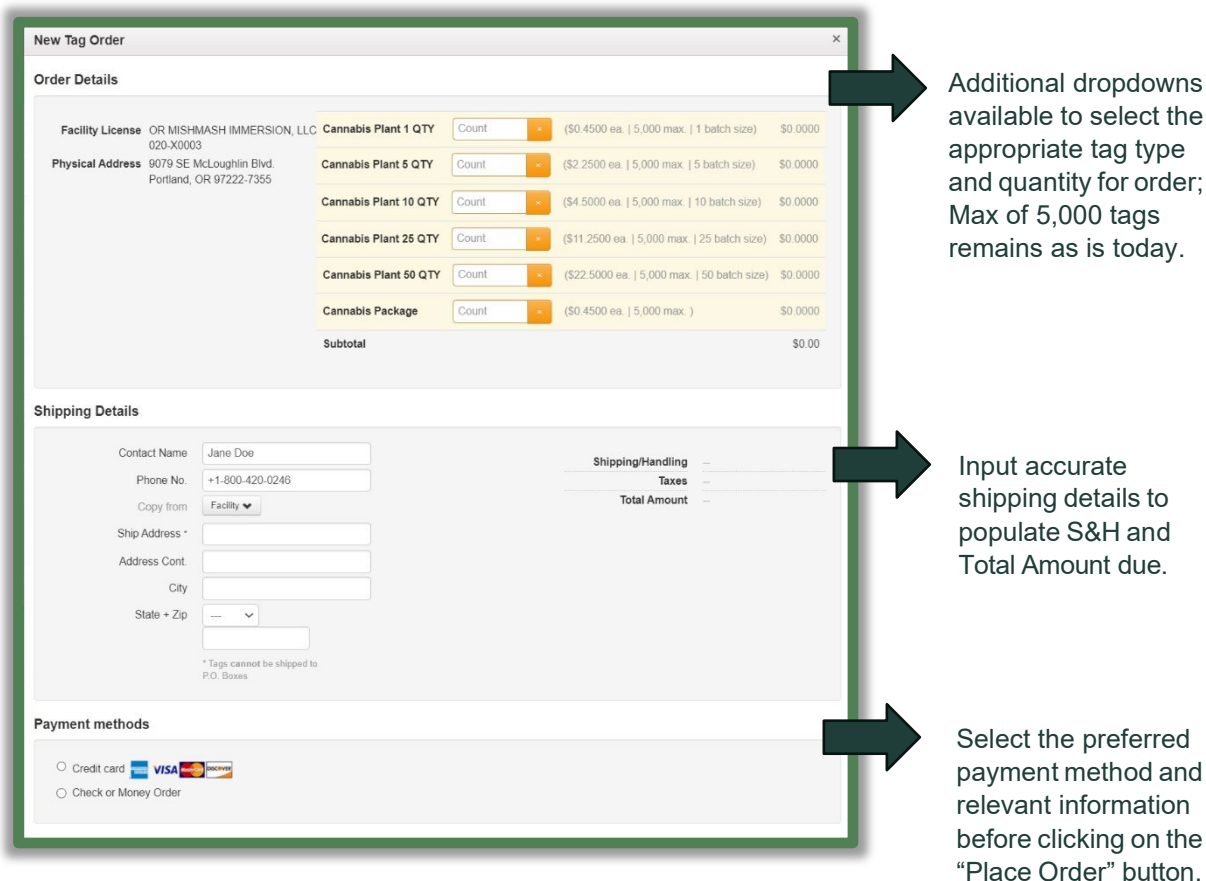
Metrc is pleased to share technical guidance on new functionality to support the general availability of “Flexible Standardized Batch Tracking” (FSBT) for Maine’s adult use cannabis cultivators, which goes into effect in September 2023.

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

- I. Ordering RFID-enabled plant group tags
- II. Assigning Plant Group tags
- III. New Plant Tag column
- IV. Updated Destroy Plants functionality
- V. New Merge Plant Groups functionality
- VI. New Split Plant Groups functionality
- VII. Updated functionality for Creating Packages from Plant Groups
- VIII. Harvesting Plant Groups
- IX. Updated functionality for Unpacking Plant Packages
- X. Metrc training

## Ordering RFID-enabled plant group tags

The process for ordering tags for plant tracking will remain the same for all Maine adult-use licensed cultivators who use Metrc. However, new tag order options will be made available beginning the evening of August 21, 2023. - **See Figure 1**



The screenshot shows the 'New Tag Order' form with three main sections: Order Details, Shipping Details, and Payment methods. Annotations with arrows point to specific features:




- Order Details:** An arrow points to the table of tag options, noting that additional dropdowns are available to select the appropriate tag type and quantity for order; the maximum of 5,000 tags remains as is today.
- Shipping Details:** An arrow points to the contact and address fields, noting that accurate shipping details should be input to populate S&H and Total Amount due.
- Payment methods:** An arrow points to the radio button options for 'Credit card' and 'Check or Money Order', noting that the preferred payment method and relevant information should be selected before clicking on the 'Place Order' button.

Order Details			
<b>Facility License</b> OR MISHMASH IMMERSION, LLC 020-X0003  <b>Physical Address</b> 9079 SE McLoughlin Blvd. Portland, OR 97222-7355	Cannabis Plant 1 QTY	Count	(\$0.4500 ea.   5,000 max.   1 batch size) \$0.0000
	Cannabis Plant 5 QTY	Count	(\$2.2500 ea.   5,000 max.   5 batch size) \$0.0000
	Cannabis Plant 10 QTY	Count	(\$4.5000 ea.   5,000 max.   10 batch size) \$0.0000
	Cannabis Plant 25 QTY	Count	(\$11.2500 ea.   5,000 max.   25 batch size) \$0.0000
	Cannabis Plant 50 QTY	Count	(\$22.5000 ea.   5,000 max.   50 batch size) \$0.0000
	Cannabis Package	Count	(\$0.4500 ea.   5,000 max. ) \$0.0000
Subtotal			\$0.00

Shipping Details	
Contact Name	Jane Doe
Phone No.	+1-800-420-0246
Copy from	Facility
Ship Address *	
Address Cont.	
City	
State + Zip	
* Tags cannot be shipped to P.O. Boxes	
Shipping/Handling	--
Taxes	--
Total Amount	--

Payment methods	
<input type="radio"/> Credit card	  
<input type="radio"/> Check or Money Order	

**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)

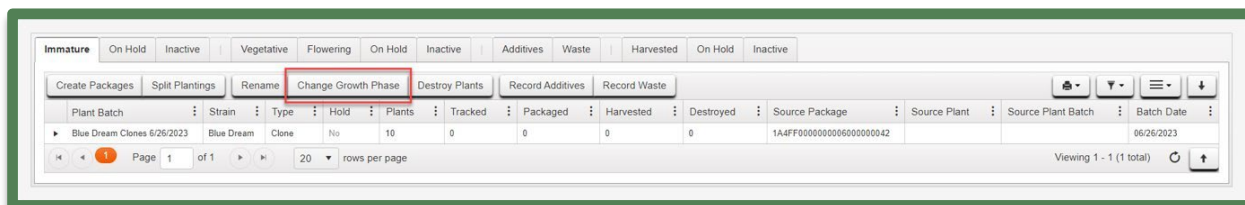
- When tracking plants individually, plant tags remain blue in color.
- When tracking plants in groups, plant tags will be orange in color, and include the clearly printed plant group count for identification purposes – **see Figure 2.**



3

## Assigning Plant Group tags

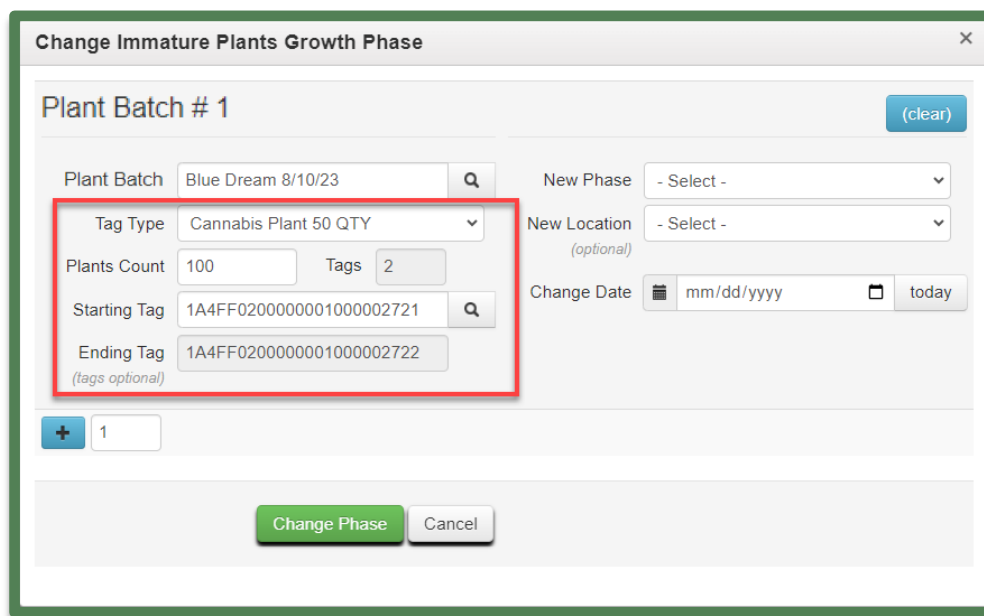
To change an immature plant batch growth phase, select the Plants option in the navigational toolbar, then select the Immature tab to populate the Immature Plants grid. Locate and click on the relevant Immature Plant Batch, then select the “Change Growth Phase” button – **see Figure 3.**



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

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

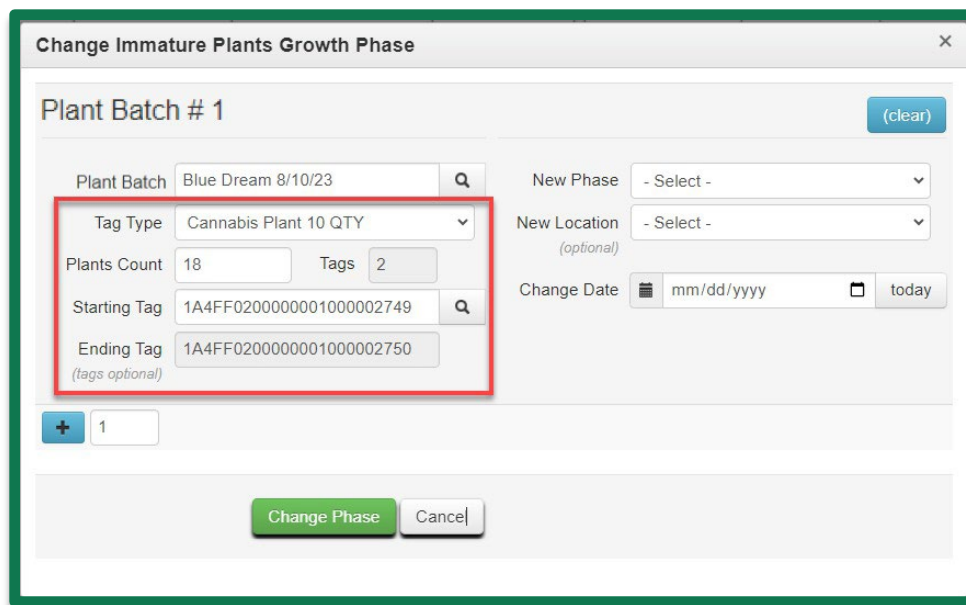
For the first example below, the growth phase is changed to 100 plants and the Cannabis Plant 50 QTY Tag Type (50 max) is selected. The system will auto-populate 2 sequential tags – **see Figure 4.**



The screenshot shows the 'Change Immature Plants Growth Phase' action window. The 'Plant Batch # 1' section is at the top. Below it, the 'Plant Batch' field is set to 'Blue Dream 8/10/23'. The 'Tag Type' dropdown is highlighted with a red box and shows 'Cannabis Plant 50 QTY' selected. The 'Plants Count' field is set to '100' and the 'Tags' field is set to '2'. The 'Starting Tag' field is set to '1A4FF0200000001000002721' and the 'Ending Tag' field is set to '1A4FF0200000001000002722'. The 'New Phase' and 'New Location' dropdowns are both set to '- Select -'. The 'Change Date' field is set to 'mm/dd/yyyy' with a 'today' button. At the bottom, there are 'Change Phase' and 'Cancel' buttons.

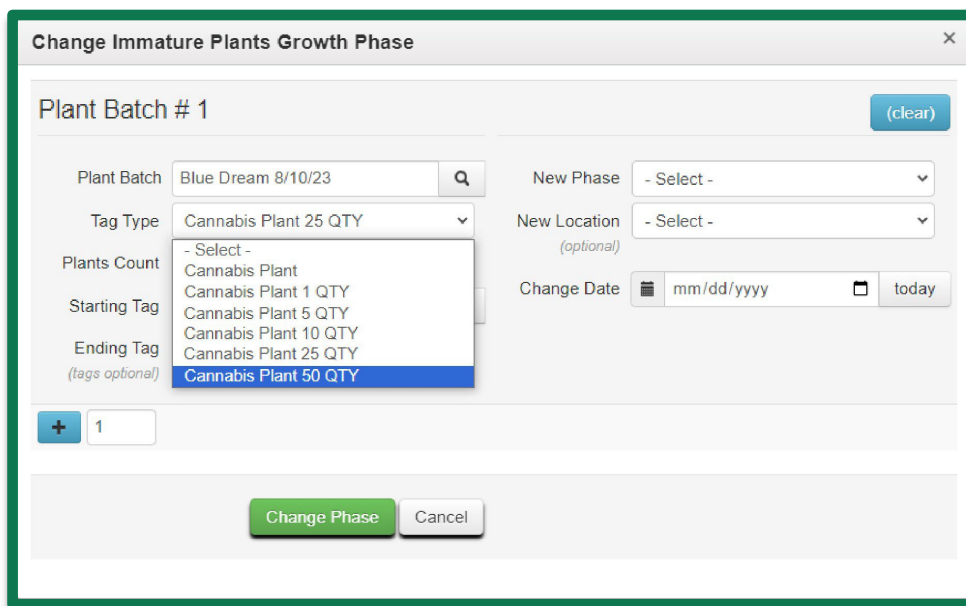
**Figure 4: Change Immature Plants Growth Phase Action Window**

For the second example below, the growth phase is changed to 18 plants and the Cannabis Plant 10 QTY Tag Type (10 max) is selected. The system will auto-populate 2 sequential tags due to the combined max tag count available being 20 – **see Figure 5**.



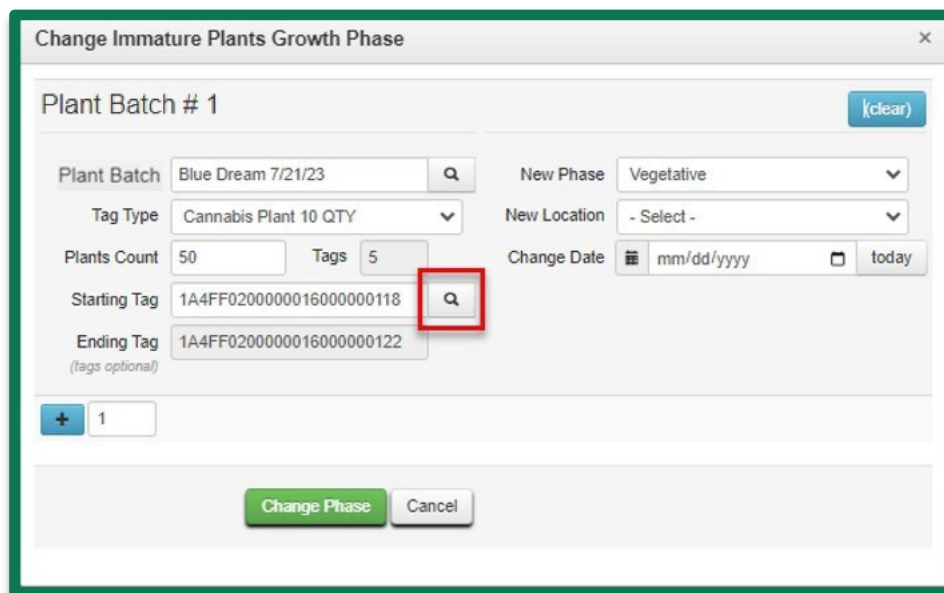
**Figure 5: Change Immature Plants Growth Phase Action Window**

When assigning a Tag Type, a list of prepopulated tag types will appear in the tag type dropdown – **see Figure 6**.



**Figure 6: Tag Type Dropdown List**

With the proper Tag Type selected, the Starting Tag should be entered next by clicking on the magnifying glass button (**see Figure 7**) which will populate an updated dialogue window.



The screenshot shows a dialog box titled "Change Immature Plants Growth Phase". It contains several input fields and buttons. The "Plant Batch" field is set to "Blue Dream 7/21/23". The "Tag Type" dropdown is set to "Cannabis Plant 10 QTY". The "Plants Count" is 50, and "Tags" is 5. The "Starting Tag" field contains the value "1A4FF0200000016000000118", and a red box highlights the magnifying glass button next to it. The "Ending Tag" field contains the value "1A4FF0200000016000000122". The "New Phase" dropdown is set to "Vegetative", and the "New Location" dropdown is set to "- Select -". The "Change Date" field is set to "mm/dd/yyyy" with a "today" button. At the bottom, there are "Change Phase" and "Cancel" buttons.

**Figure 7: Starting Tag Magnifying Glass**

The number of tags will automatically calculate the number of tags needed and assign the Ending Tag. The selected tag type and the max tag size columns will appear – **see Figure 8**.

Select

Currently selected item(s)

Line	Tag	Tag Type	Status	Tag Max (Plant)	Commissioned
1	1A4FF0200000018000000118	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm
1	1A4FF0200000018000000119	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm
1	1A4FF0200000018000000120	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm
1	1A4FF0200000018000000121	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm
1	1A4FF0200000018000000122	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm

Items already selected in the work dialog will not be available in the list below

Tag	Tag Type	Status	Tag Max (Plant)	Commissioned
1A4FF0200000018000000123	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm
1A4FF0200000018000000124	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm
1A4FF0200000018000000125	Cannabis Plant 10 QTY	Received	10	07/24/2023 04:00 pm

1

Page 1 of 1

10

rows per page

Viewing 1 - 3 (3 total)

Select

Cancel

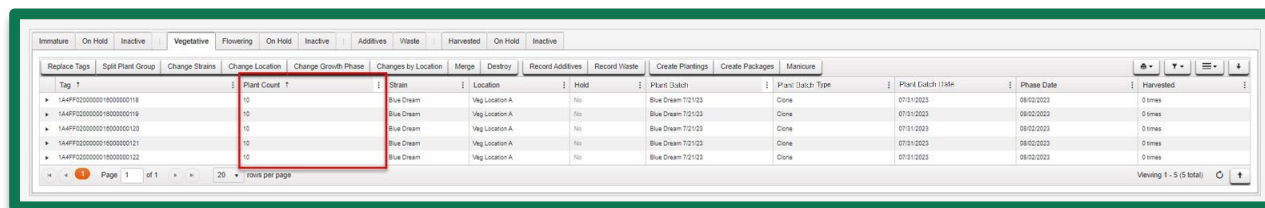
Figure 8: Tag Type Dialogue Window

Metrc LLC  
 For additional support:  
 Visit [Support.metrc.com](https://support.metrc.com) or call 877-566-6506

7

## New Plant Count Column

Tags can be assigned to plant groups or individual plants, and the columns listed in the immature plant phase will remain unchanged. The Plant Count column in the Vegetative and Flowering phase tabs will be visible – see **Figure 9**.



Tag	Plant Count	Strain	Location	Hold	Plant Batch	Plant Batch Type	Plant Batch (1st)	Phase Date	Harvested
1A4FF020000019000000118	10	Blue Dream	Veg Location A	No	Blue Dream T21023	Cone	07/01/2023	08/02/2023	0 times
1A4FF020000019000000119	10	Blue Dream	Veg Location A	No	Blue Dream T21023	Cone	07/01/2023	08/02/2023	0 times
1A4FF020000019000000120	10	Blue Dream	Veg Location A	No	Blue Dream T21023	Cone	07/01/2023	08/02/2023	0 times
1A4FF020000019000000121	10	Blue Dream	Veg Location A	No	Blue Dream T21023	Cone	07/01/2023	08/02/2023	0 times
1A4FF020000019000000122	10	Blue Dream	Veg Location A	No	Blue Dream T21023	Cone	07/01/2023	08/02/2023	0 times

**Figure 9: Plant Count Column**

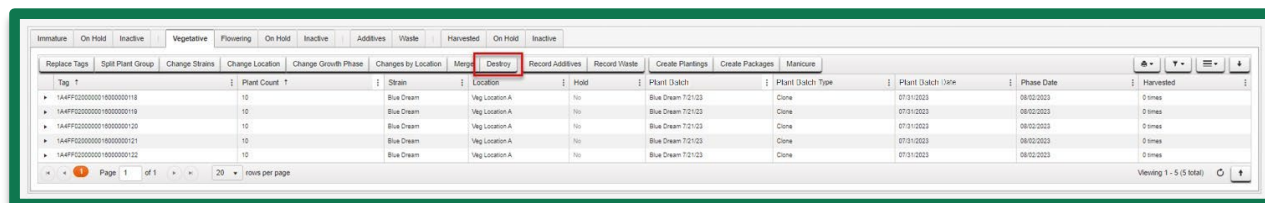
**Important note:** The Plant Count column indicates a plant group's active remaining plant count.



## Updated Destroy Plants Functionality

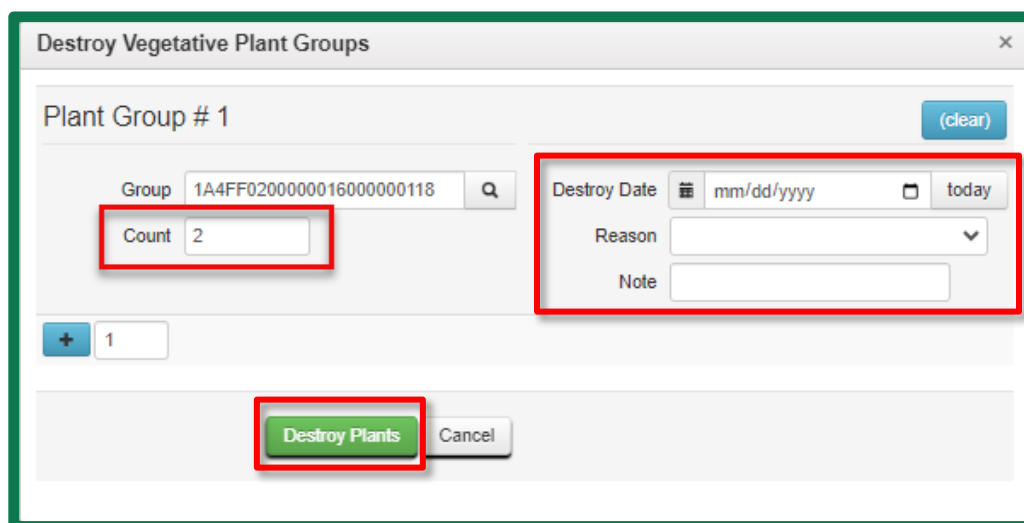
Additional information will be captured when destroying plants in the Vegetative and Flowering phases when selecting the “Destroy” button – see **Figure 10**.

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



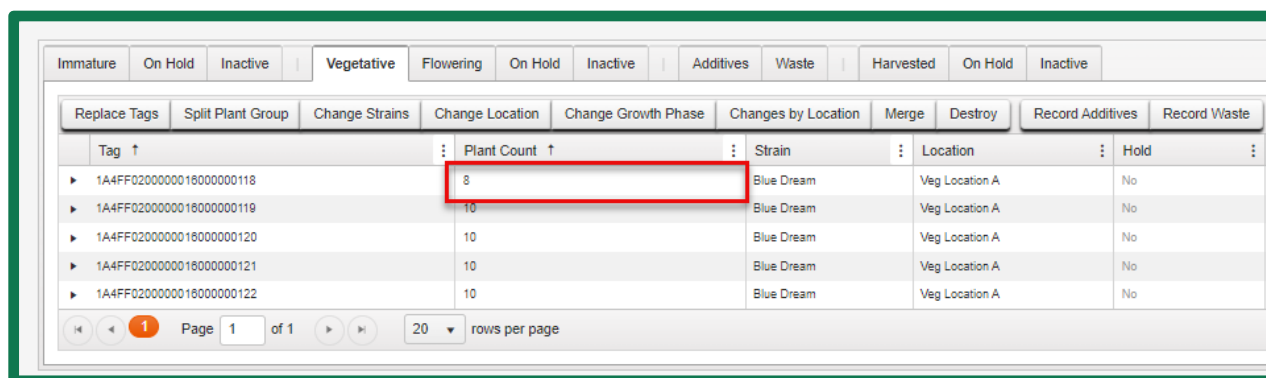
**Figure 10: Destroy Plants Action Tab**

When the “Destroy” button is selected, this action will populate the ‘Destroy Vegetative Plants’ or “Destroy Flowering Plants” action window, depending on the phase. The number of plants being destroyed from the plant group should be manually entered in the “Count” text box. The Destroy Date, a Reason for destroying the plants, and a Note should be entered before selecting the “Destroy Plants” button at the bottom of the window – see **Figure 11**.



**Figure 11: Destroy Vegetative Plant Groups Action Window**

After plants have been destroyed, the plant count column will decrease in quantity to represent the number of remaining plants – **see Figure 12.**



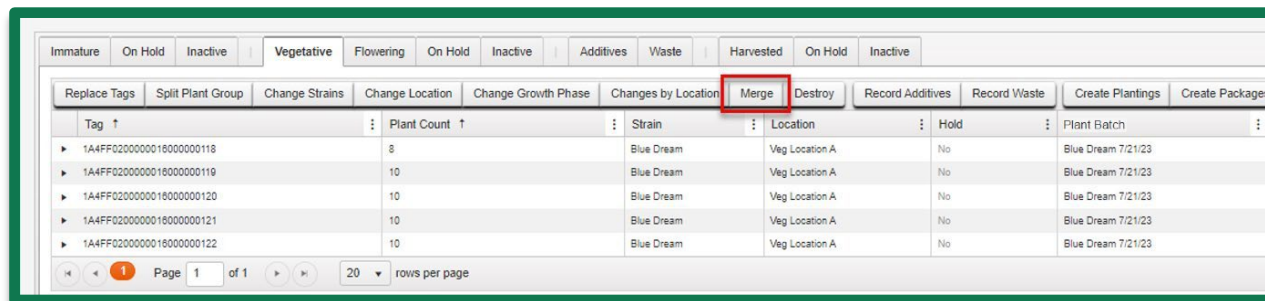
Tag ↑	Plant Count ↑	Strain	Location	Hold
▶ 1A4FF0200000016000000118	8	Blue Dream	Veg Location A	No
▶ 1A4FF0200000016000000119	10	Blue Dream	Veg Location A	No
▶ 1A4FF0200000016000000120	10	Blue Dream	Veg Location A	No
▶ 1A4FF0200000016000000121	10	Blue Dream	Veg Location A	No
▶ 1A4FF0200000016000000122	10	Blue Dream	Veg Location A	No

Page 1 of 1 20 rows per page

**Figure 12: Plant Count Column Updated for Destroyed Plants**

## New Merge Plant Groups Functionality

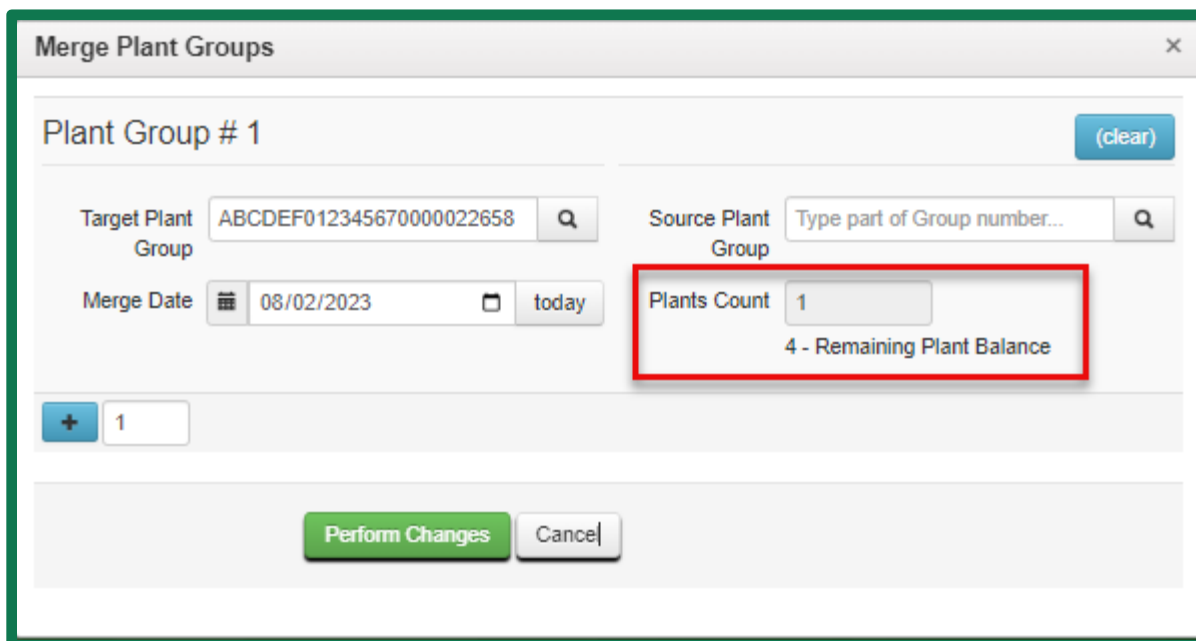
A new merge button within the Vegetative and Flowering phases is now available. To access, navigate to the intended phase and select the “Merge” action button – **see Figure 12.**



**Figure 13: Merge Plant Groups Action Button**

The “Merge Plant Groups” action window will appear and prompt recording of the Target Plant Group, Source Plant Group, Merge Date, and Plants Count. With information entered, a Remaining Plant Balance notification will appear under “Plants Count” indicating the max count allotted for the Target Plant Group. To complete the action, select the “Perform Changes” button at the bottom of the window – **see Figure 14.**

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

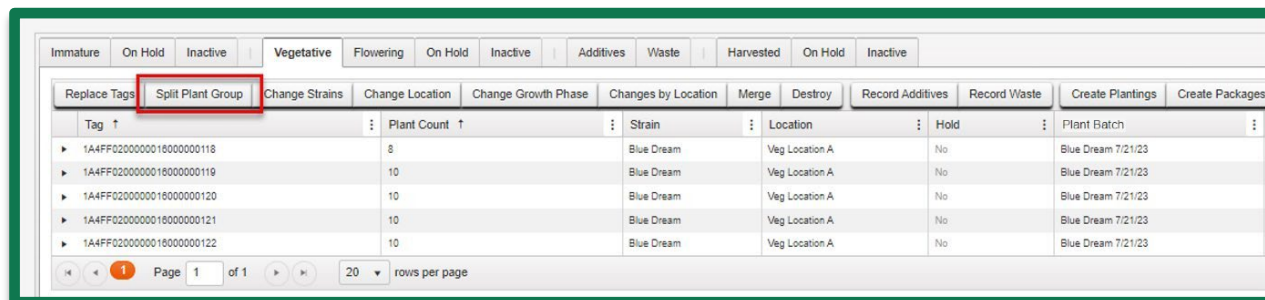


The screenshot shows the 'Merge Plant Groups' action window. It contains fields for 'Plant Group # 1', 'Target Plant Group' (with value 'ABCDEF012345670000022658'), 'Source Plant Group' (with placeholder 'Type part of Group number...'), 'Merge Date' (with value '08/02/2023'), and 'Plants Count' (with value '1'). A red box highlights the 'Plants Count' field and the text '4 - Remaining Plant Balance' below it. At the bottom are 'Perform Changes' and 'Cancel' buttons.

**Figure 14: Merge Plant Groups Action Window**

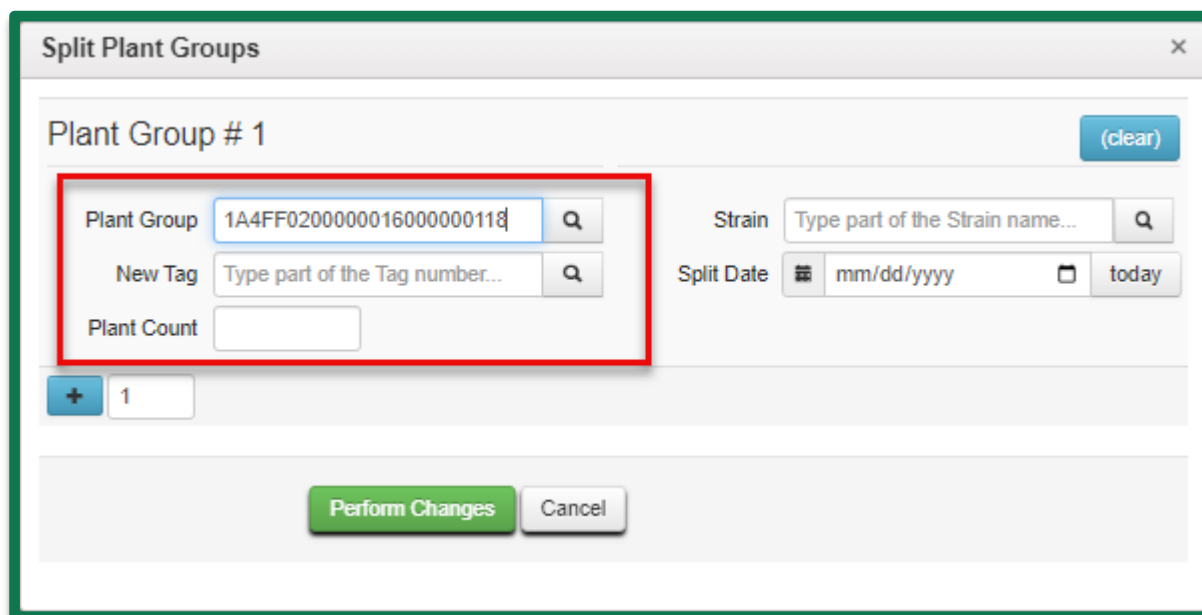
## New Split Plant Group Functionality

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” action button – **see Figure 14.**



**Figure 15: Split Plant Group Action Button**

Once the “Split Plant Group” button is selected, the “Split Plant Groups” action window will open and prompt the Plant Group being split, New Tag, Plant Count, Strain for the new plant group, and Split Date to be entered. To complete the action, select the "Perform Changes" button – **see Figure 15.**



The screenshot shows the 'Split Plant Groups' action window. It contains input fields for Plant Group, New Tag, Plant Count, Strain, and Split Date. The Plant Group field is highlighted with a red box and contains the value '1A4FF0200000016000000118'. The Strain field contains 'Type part of the Strain name...'. The Split Date field contains 'mm/dd/yyyy' and a 'today' button. At the bottom, there are 'Perform Changes' and 'Cancel' buttons.

**Figure 16: Split Plant Group Action Window**

## Updated functionality: Creating Packages from Plant Groups

To create packages from plant groups, navigate to the Vegetative plant phase, highlight the plant group row, and then select the “Create Packages” buttons – see Figure 16.

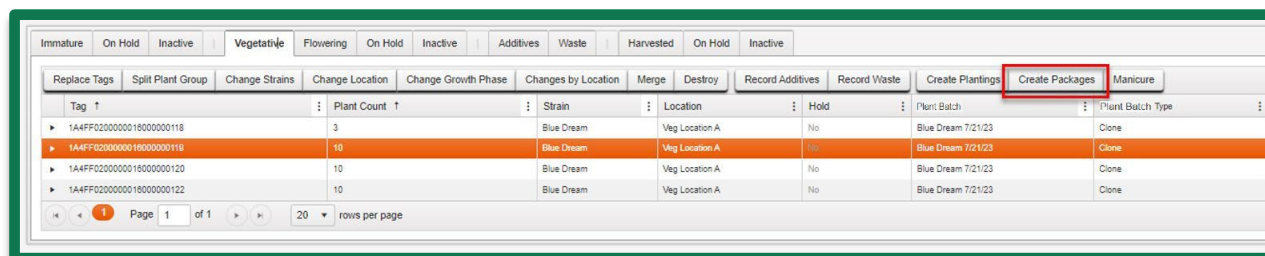


Figure 17: Selecting Create Vegetative Plants Packages from Plant Groups

Selecting the ‘Create Packages’ button will open the “Create Vegetative Plants Packages” action window and prompt the new package tag (“New Tag”), Item, Package Date, Note, and the Plant Group Tag to be entered. With all fields completed, select the “Create Packages” button at the bottom of the window – see Figure 18.

**Note:** The package of plants will now be visible in the Active Packages screen.

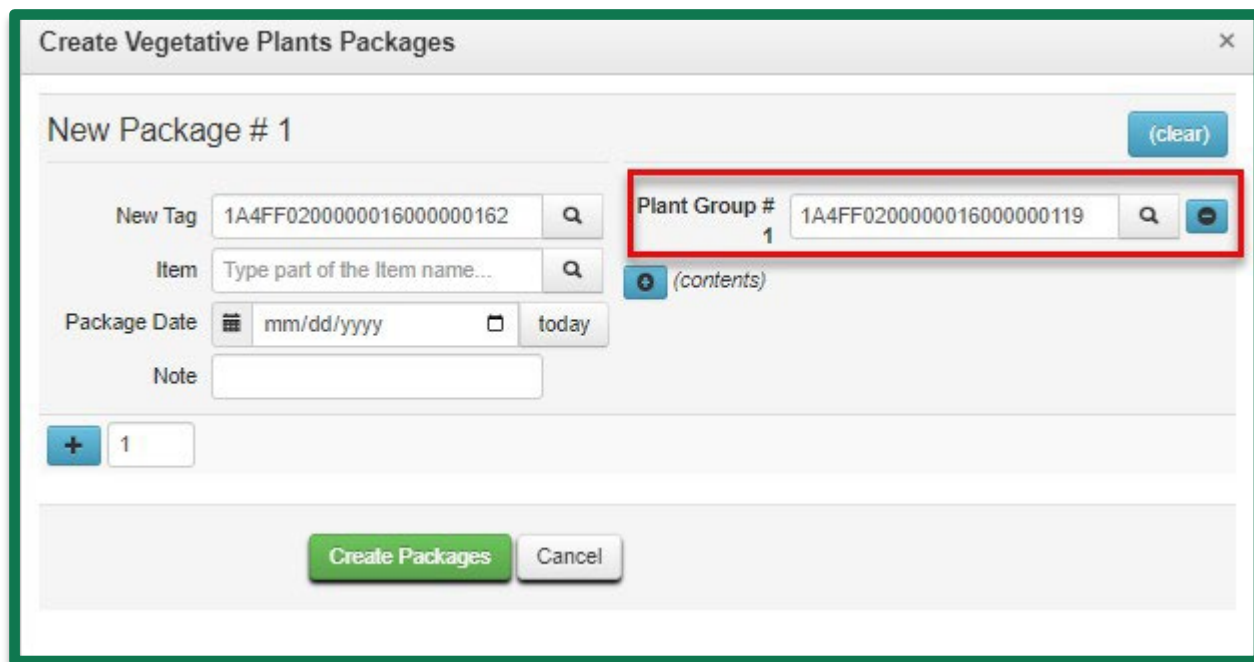
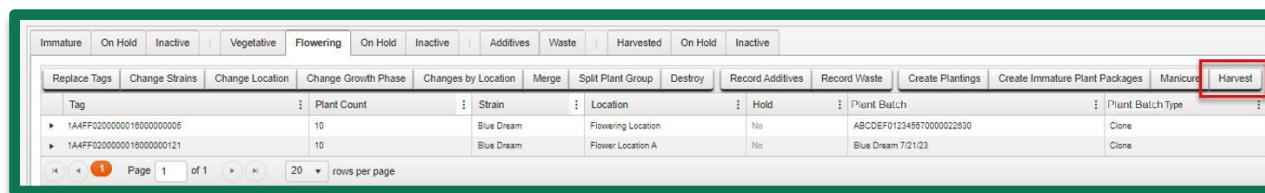


Figure 18: Create Vegetative Plants Package Action Window

## Harvesting Plant Groups

To harvest plant groups, navigate to the Flowering phase tab in the Plants area, highlight the plant group(s) being harvested, and then select the “Harvest” button – **see Figure 19**.



**Figure 19: Harvest Flowering Plants Action Button**

The “Harvest Flowering Plants” action window will appear. Using the template, enter the Harvest Name, Unit of Measure, Drying Location, and Harvest Date. Then select the green checkmark box to populate the entered information in the template for each plant being harvested. The Weight entry is used to enter the total wet weight for each plant group. With all fields completed, select the “Harvest Plants” button at the bottom of the window – **see Figure 20**.

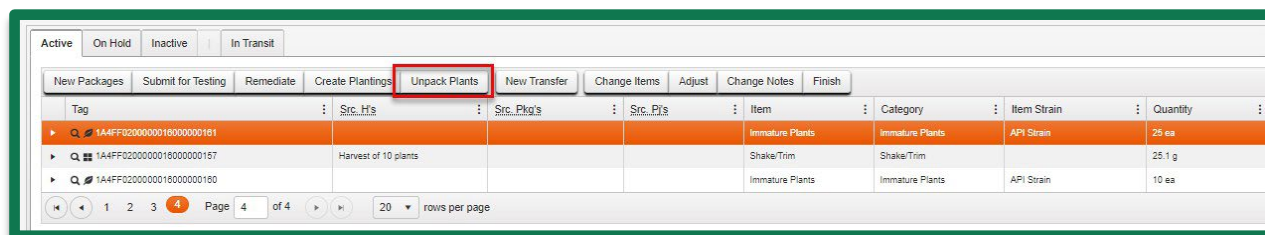
The screenshot shows the 'Harvest Flowering Plants' action window. At the top, there is a 'Template' section with fields for Harvest Name (optional), Unit of Measure (dropdown), Drying Location (text input), and Harvest Date (calendar icon, mm/dd/yyyy, today button). Each field has a green checkmark box to its right. Below the template, there are two sections for 'Plant Group # 1' and 'Plant Group # 2'. Each section has fields for Plant Group (text input with search icon), Weight (text input), Drying Location (text input), and Harvest Date (calendar icon, mm/dd/yyyy, today button). At the bottom of the window, there is a green 'Harvest Plants' button and a grey 'Cancel' button. The 'Harvest Plants' button is highlighted with a red box.

**Figure 20: Harvest Flowering Plant Groups**

**Note:** To view newly harvested plant group(s), navigate to the ‘Harvested’ area of the plants screen. Each plant group will be calculated into the total Wet Weight of the Harvest.

## Updated functionality: Unpacking Plant Packages

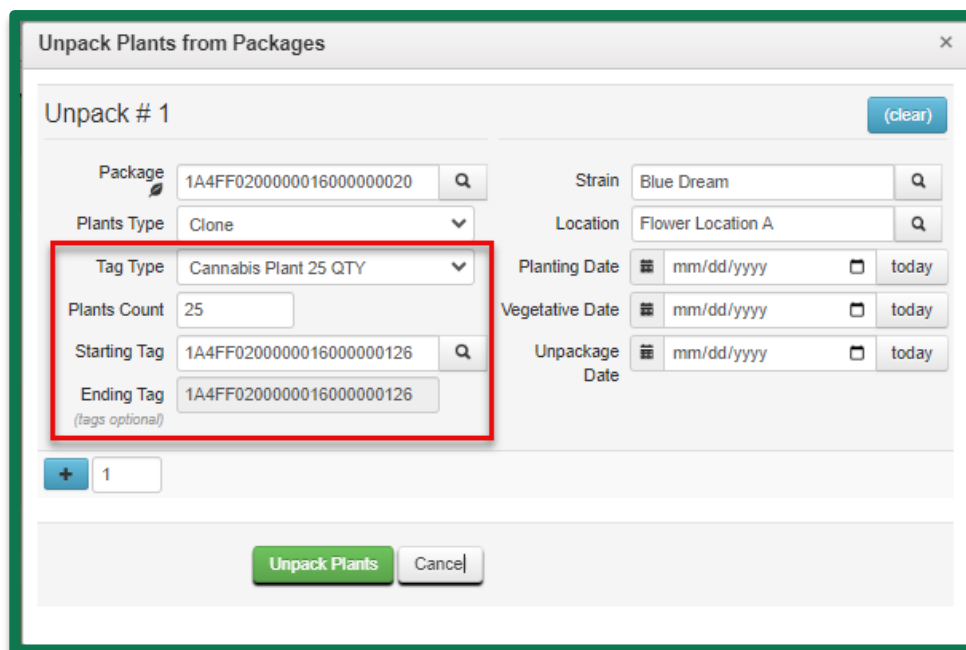
To unpack plant packages, navigate to the Active Packages grid and highlight the “Unpack Plants” button – see **Figure 21**.



**Figure 21: Selecting Unpack Plants**

Taking this action will populate the “Unpack Plants from Packages” action window and prompt the Package Tag ID, Plants Type, Tag Type, Plants Count, Starting Tag, Strain, Location, Planting Date, Vegetative Date, and the Unpackage Date be entered. With all fields completed, select the “Unpack Plants” button – see **Figure 22**.

**Note:** To view unpacked plant packages, navigate to the “Vegetative” plants grid.



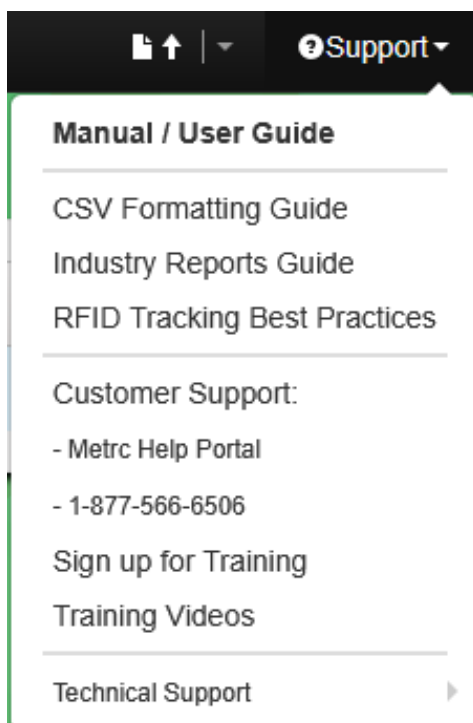
The screenshot shows the 'Unpack Plants from Packages' window. It contains several input fields: Package (1A4FF0200000016000000020), Strain (Blue Dream), Plants Type (Clone), Location (Flower Location A), Tag Type (Cannabis Plant 25 QTY), Plants Count (25), Planting Date (mm/dd/yyyy), Vegetative Date (mm/dd/yyyy), Starting Tag (1A4FF02000000160000000126), and Unpackage Date (mm/dd/yyyy). The 'Unpack Plants' button is highlighted in green at the bottom.

**Figure 22: Unpack Plants from Packages Window**

## Additional Resources and Metrc Support

Additional resources, such as educational guides, are readily available in the Metrc system. Simply click on the “Support” dropdown in the top-right navigation pane and select the appropriate resource – **see Figure 27**

Metrc Support can also be reached via phone, email, or live chat through the Metrc system or by referencing the information below.



**Figure 27: Metrc system – Access Additional Resources and/or Metrc Support**

Thank you for your continued partnership. Please contact Metrc Support with any questions.