

<b>Bulletin Number:</b> ME_IB_0010	<b>Distribution Date:</b> 3/12/21	<b>Effective Date:</b> On Going
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Change to Allow Not Submitted Product Transfers to Cultivator licenses	
<b>Reason:</b> Metrc is providing the update that untested plants are now allowed to be transferred into Cultivator license types		

Greetings Metrc Users,

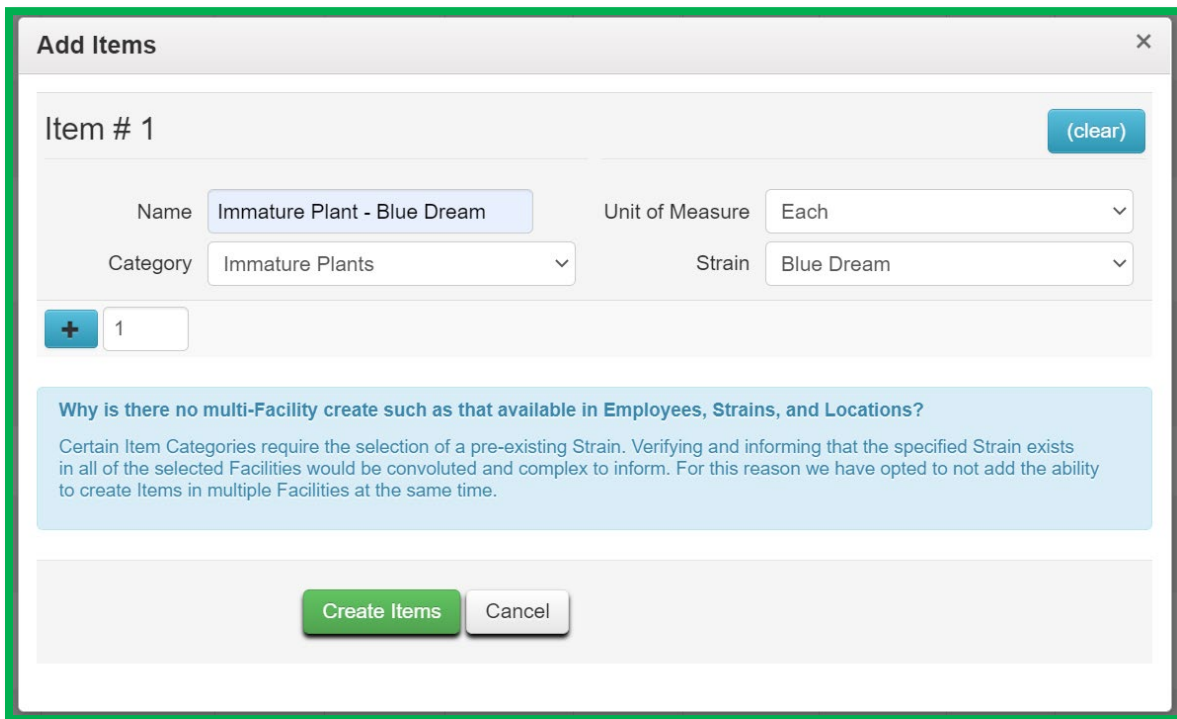
This bulletin provides notice that the OMP has made changes within Metrc to allow for plant packages with the testing status of “NotSubmitted” to be transferred to cultivator licenses. Please note that all product transferred to Marijuana Store licenses is required to have a “TestPassed” testing status.

Also included in the bulletin is guidance on the process of packaging, transferring, and creating plantings from immature plant packages.

Please see the following pages for additional details.

## **Packaging and Transferring Immature Plants**

First, the cultivator licensee will need to ensure that they have a strain-specific item in Metrc for the immature plant package. Then under the Admin area in Metrc, select Items. This will take you to the Items area. Select the “Add Items” button to create a new item. Once the action window appears, select the "Immature Plants" option for the item category and enter the item name, strain, and unit of measure. Once completed, use the "Create Items" button to complete the process. This step is shown below in **Figure 1**.



**Add Items** [X]

Item # 1 [clear]

Name: Immature Plant - Blue Dream      Unit of Measure: Each

Category: Immature Plants      Strain: Blue Dream

+ 1

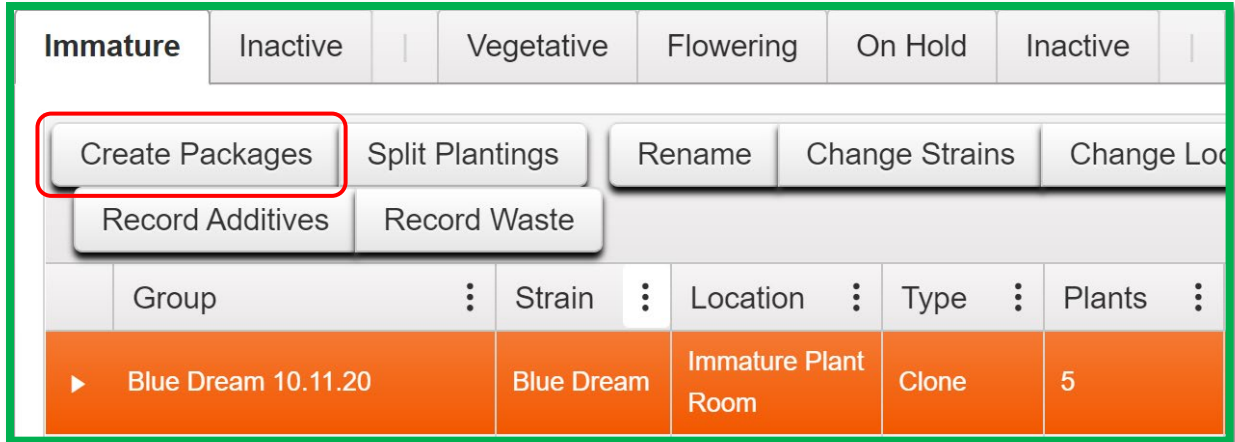
**Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?**

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

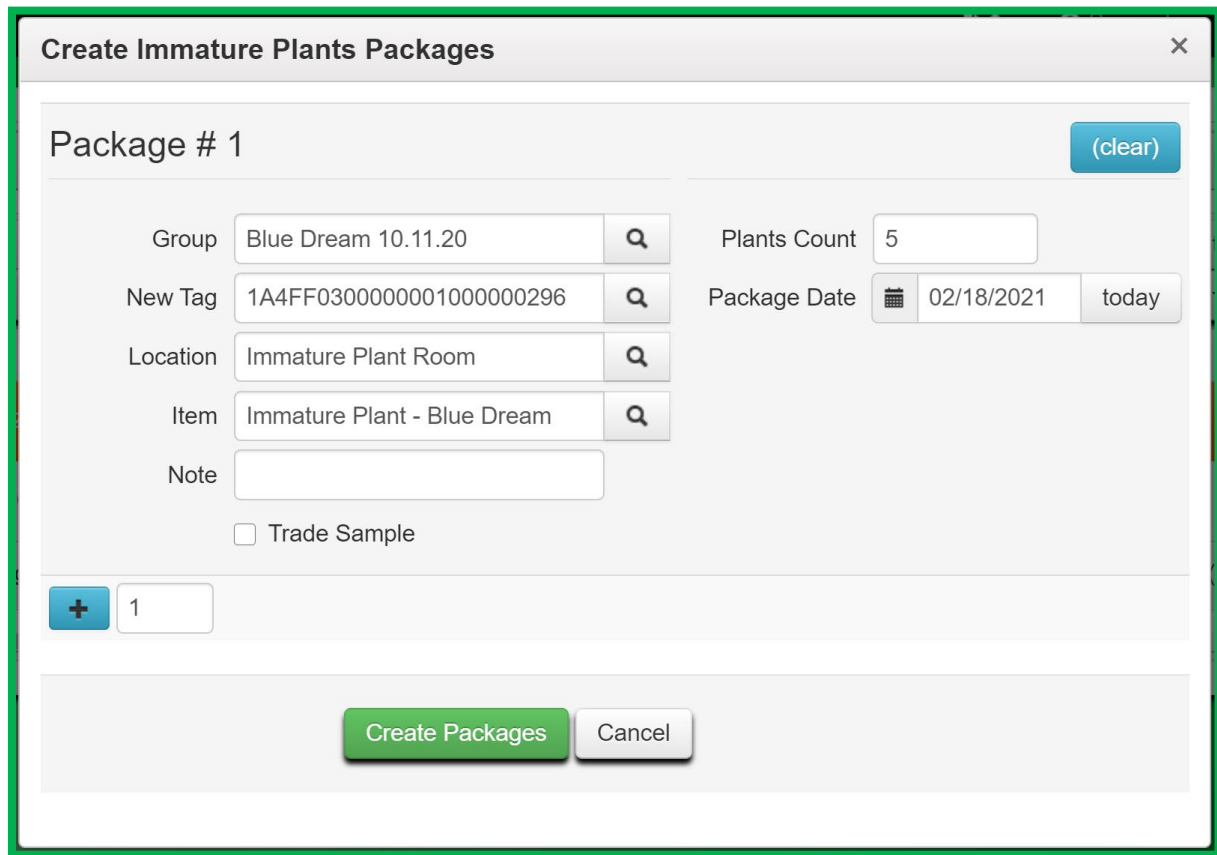
**Figure 1: Create Immature Plant Item**

Next, navigate to the Plants area using the top navigational bar and select the Immature tab. Once there, select the immature plant batch to be packaged and transferred then select the “Create Packages” button. This step is shown below in **Figure 2**.



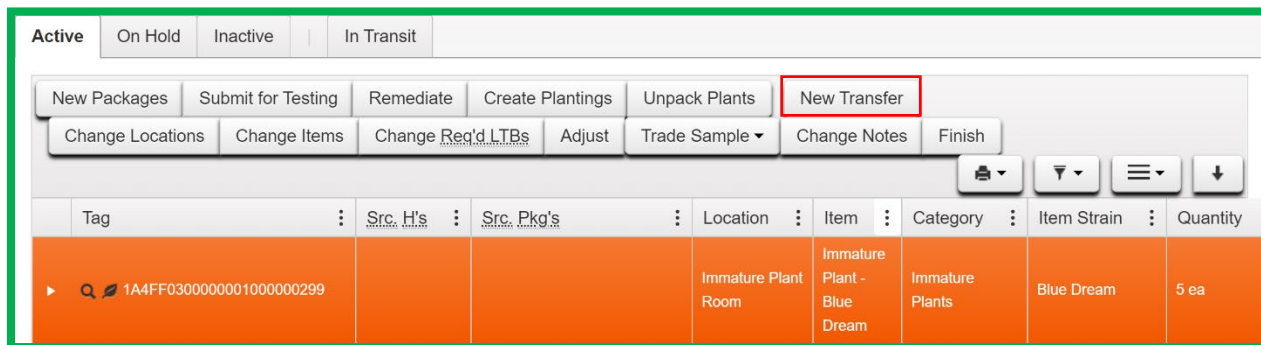
**Figure 2: Select Immature Plant Batch to Package**

This button will trigger an action window to enter all the information about the new package of immature plants. Note that it is not required to package all plants in the batch. Once the information is entered, use the "Create Packages" green button in the action window to complete the process. This step is demonstrated below in **Figure 3**.



**Figure 3: Create Immature Plant Package**

Once this is completed, this new package can be seen in the packages grid under the active inventory. It can be transferred using the same process as any other packages by selecting the package and using the "New Transfer" button. This step is shown in **Figure 4** below.



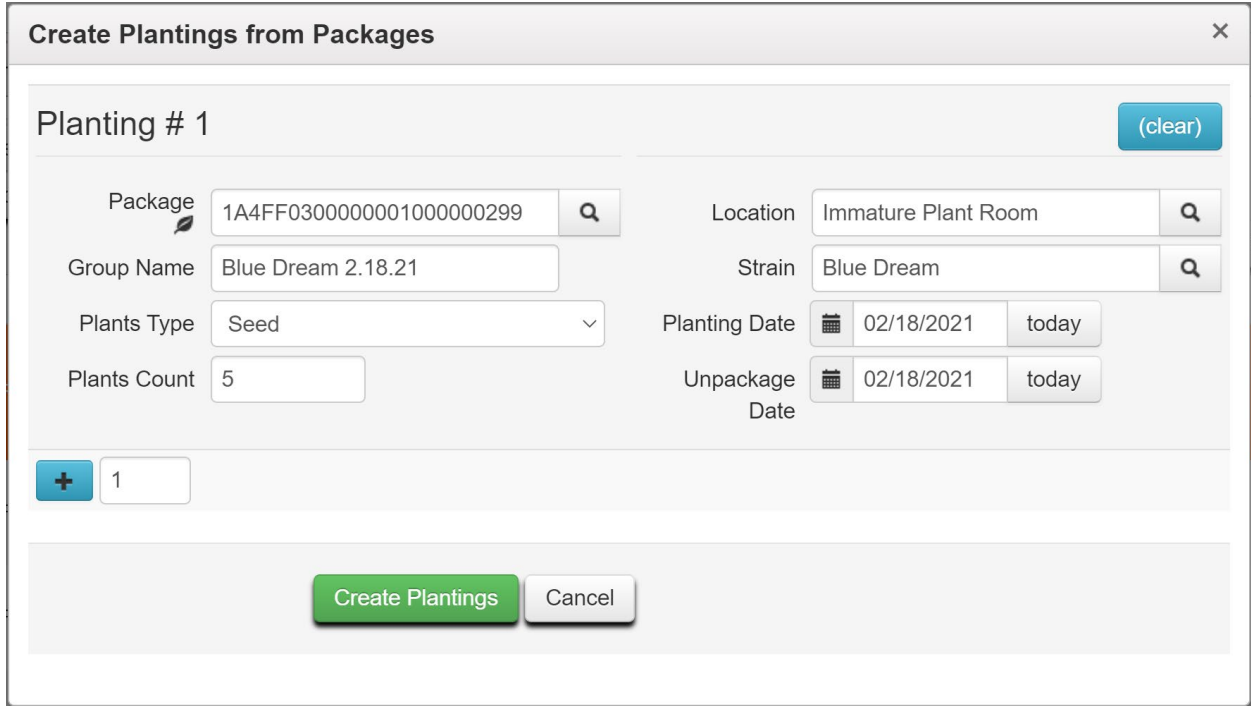
**Figure 4: Select Plant Package and Create New Transfer**

Once the transfer information is entered and the transfer is created, the process will be the same as any other transfer in Metrc.

### **Unpacking Plant Packages**

When a cultivation license receives an immature plant package, the same transfer acceptance process should be followed as used for all licensed transfers. Once accepted, the package will appear in the packages grid for the active inventory. To move the plant package contents into the plant inventory, select the package as shown in **Figure 4** above and use the "Create Plantings" button.

This button will trigger an action window to enter the new immature plant batch's information. Once the information is entered for the new plant batch, use the green "Create Planting" button to complete the process. This step is shown below in **Figure 5**.



**Figure 5: Create Planting Action Window**

Please feel free to contact Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.