Metrc Support Bulletin

Bulletin Number: MA_IB_0019	**Distribution Date**: 1/29/20	**Effective Date**: 1/31/20
Contact Point: Metrc® Support	**Subject**: Transferring Seeds and Immature Plant Packages	
Reason: Metrc is providing an update explaining the process to transfer seeds and clones between licenses and the upcoming ability for Medical Marijuana Product Manufacturer licenses to complete Patient Sales Deliveries		

Greetings, Metrc Users,

Metrc, in conjunction with the Cannabis Control Commission (CCC), is happy to provide detail around transferring seeds and immature plants (clones) from cultivator licenses. The testing state of clones and immature plants is now by default "Not Required" and this will allow them to be transferred to other cultivators. This bulletin will outline how to create an immature plant package and how to repackage seeds to ensure they can be transferred.

Please find on the following pages a detailed description of the changes:

Metrc Support Bulletin

Creating an Immature Plant Package

Create an Immature Plant Item

To create an immature plant package, first create an item for the package. To do this will require navigating to the items page under the Admin tab on the top navigational bar.
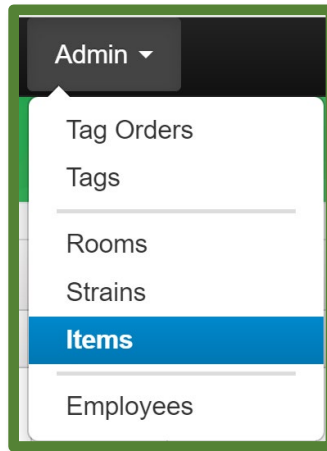

Figure 1: Navigate to Item Menu

Once on the Items page, select the "Add Items" button to trigger the action window and enter the item information. Then utilize the "Immature Plant" item category and the correct strain of the immature plants that will be packaged.
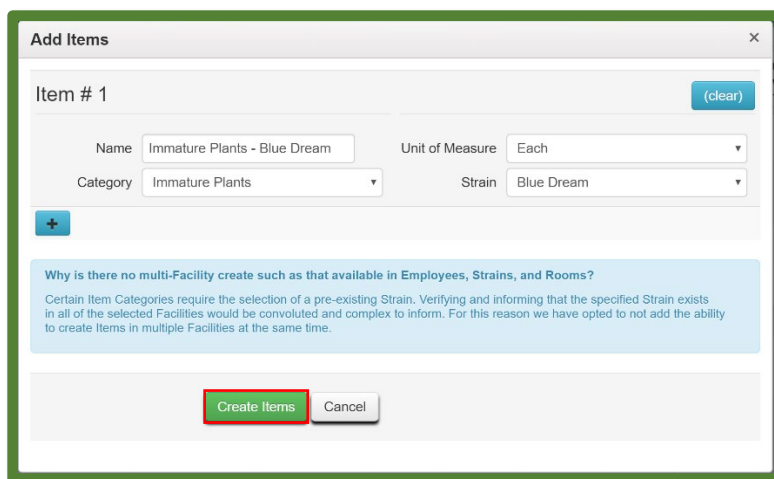

Figure 2: Create an Immature Plant Item

Once the item information is complete, select the "Create Items" button. This item will now appear in the drop down when creating the package of immature plants.

Creating a Package of Immature Plants

To create a package of the immature plants, navigate to the Plants area using the top navigational bar. Once in the Plants area, select the "Immature" tab. Then select the immature plant batch that will be pulled from and packaged which will highlight it in orange. Then click the "Create Packages" button to prompt the action window for creating the package.
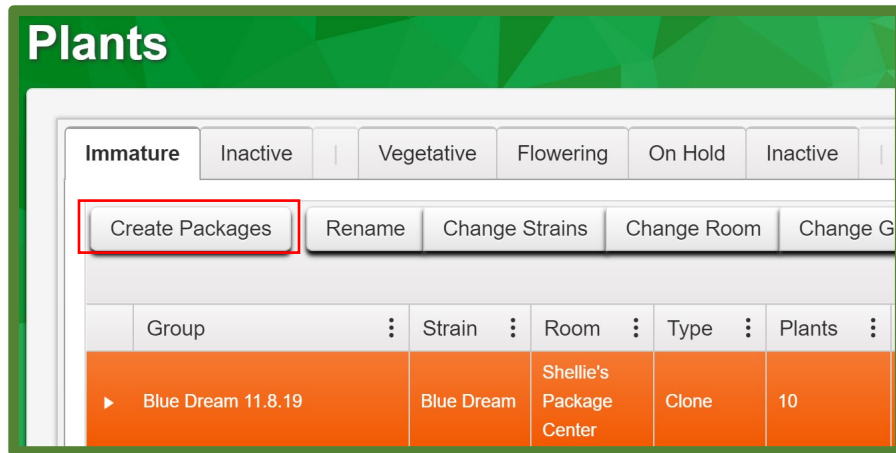

Figure 3: Create Immature Plants Package

Once the action window appears, fill in all of the required information including Metrc package tag to be associated with the package, number of plants in the package, date of the package, and the item of the package (the immature plant item should have already been created before this step). Once the information is correct, the user would select "Create Packages".
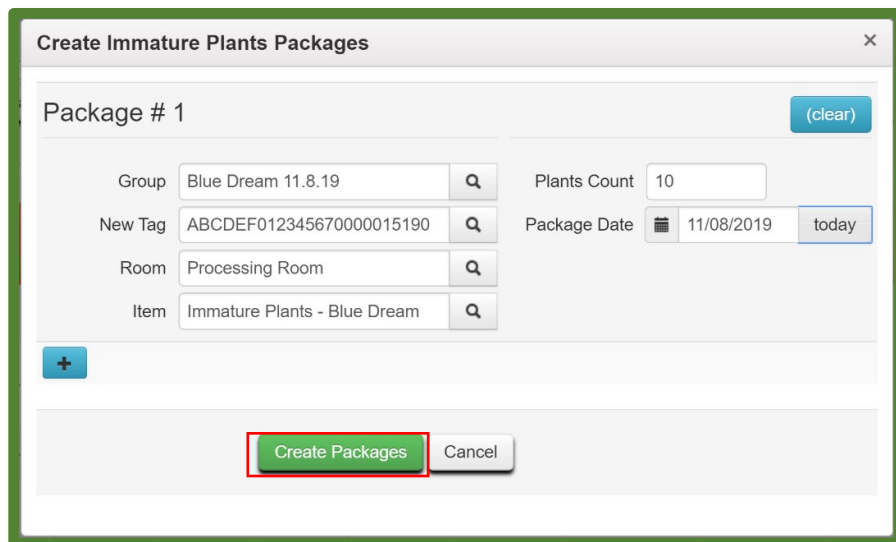

Figure 4: Create an Immature Plant Package Action Window

After creating the package, it will be located in the Active Packages area and can be transferred to another cultivator license.

Repackaging Seed Packages for Transfer

If seed packages have been created and are on hand that has a testing state of "NotSubmitted", this means that the package was created before the "Not Required" system change for seeds took place. These packages will need to be repackaged into new packages to change the testing status to "Not Required" and allow for them to be transferred to either a cultivator or retailer license.

To identify any seeds packages that require repackaging, navigate to the Active Packages area and locate any seeds packages on hand. If the package has "NotSubmitted" in the Lab Testing column, then the package will need to be repackaged before transfer. To repackage click on the package to highlight it in orange, then select the "New Packages" button.
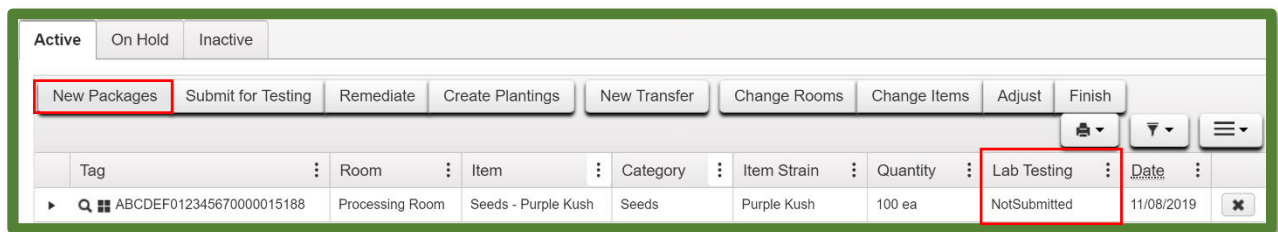

Figure 5: Identify Seed Packages for Repackaging

This button will prompt an action window where the required information will be entered and electronically moving all of the seeds from the original package to the newly created package. The new package should be of the same item as the original and ensure that the "Production Batch" option is selected. Once the information is confirmed accurate, select the "Create Packages" button.

Figure 6: Create New Seeds Package

Please note: The original package will need to have the Metrc package tag replaced with the new Metrc package tag that was created and is listed in the Active Packages screen.

After finishing the repackage, the user should verify that the new package now has "NotRequired" in the Lab Testing column.

Figure 7: Verify NotRequired Testing State

Now that the new package has the correct "Not Required" Testing Status, the seed package will be able to be transferred to another Cultivator or Retailer license.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.