

Bulletin Number: NV_IB_0073	Distribution Date: 11/07/2023	Effective Date: 11/10/2023
Contact Point: Metrc Support	Subject: Plant batch adjustments and mature plant transfers	
Topic: New updates on adjusting plant batches and transferring mature plants.		

Greetings,

Metrc is pleased to provide information on the latest system enhancements planned to deploy on **11/10/2023**, including:

- **Adjusting immature plant batches** – Allows for the number of plants in a Plant Batch to be adjusted.
- **Transferring mature plants** – Allows for the transfer of mature plants (mother plants) from one cultivation facility to another cultivation facility.

Please read on for more information.

Adjusting Immature Plant Batches

Effective 11/10/2023, the number of plants in a Plant Batch can be adjusted. Previously, when creating or destroying immature plants in Metrc, if the incorrect number of immature plants were entered, it was required that the batch be destroyed, and a new batch be started. With the new functionality, an Adjust button will be available in the Plants Grid in the Immature tab, which will be a more effective workflow – see **Figure 1**.

Please note: Plant batch adjustments are only able to be made within **30 days** of a plant batch being created, so it is important to regularly review the immature plant grid to ensure there are no corrective actions needed. If a plant batch cannot be adjusted due to the corrective action timeframe being past, please reach out to Metrc support for assistance.

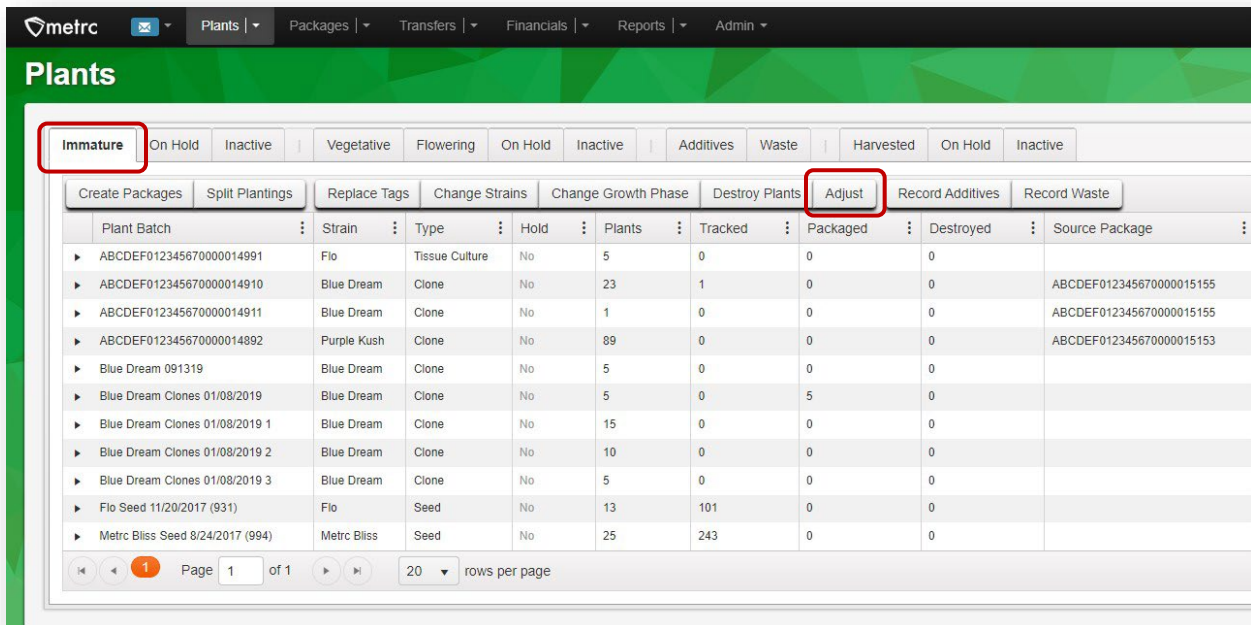
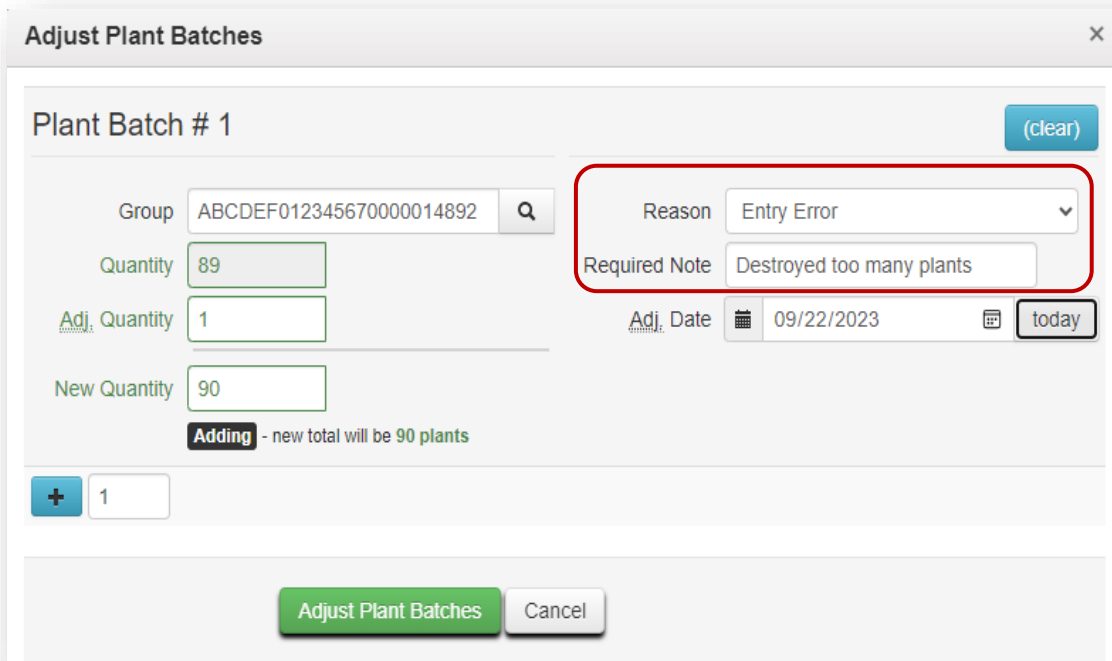


Figure 1: Plants grid with new Adjust button

After clicking the Adjust button in the Plants grid in the Immature tab, an action window will open, allowing for the adjustment of the Plant Batch count. The action window has the some of the same fields as the Adjust Package action window, but the Adjust Plant Batches includes:


- Group Name
- Quantity
- Adjust Quantity
- New Quantity
- Adjustment Reason
- Note
- Adjustment Date

An Adjustment Reason and Note are required whenever a plant batch is adjusted. As a best practice, select the most accurate description from the Reason dropdown within the action window. If no options fully explain the adjustment reason, choose the closest reason and it is recommended more information is included in the Required Note field – see **Figure 2**.



The screenshot shows the 'Adjust Plant Batches' action window. The window title is 'Adjust Plant Batches'. The form is for 'Plant Batch # 1' and includes a '(clear)' button. The fields are: Group (ABCDEF012345670000014892), Quantity (89), Adj. Quantity (1), New Quantity (90), Reason (Entry Error), Required Note (Destroyed too many plants), and Adj. Date (09/22/2023). A status bar shows 'Adding - new total will be 90 plants'. At the bottom are 'Adjust Plant Batches' and 'Cancel' buttons.

Figure 2: Adjust plant batches action window

If there is a need to adjust multiple plant batches at one time, the CSV option is available to provide a way to increase the efficiency of this required action in Metrc. To utilize this functionality, click on the  icon located on the right side of the navigational toolbar, then reference the required formatting found on the Plant Batch Adj. tab. Once the CSV upload is formatted according to the example provided, click the Select Files button to import the data then once the file is selected, choose the Upload option below the file name – see **Figure 3**.

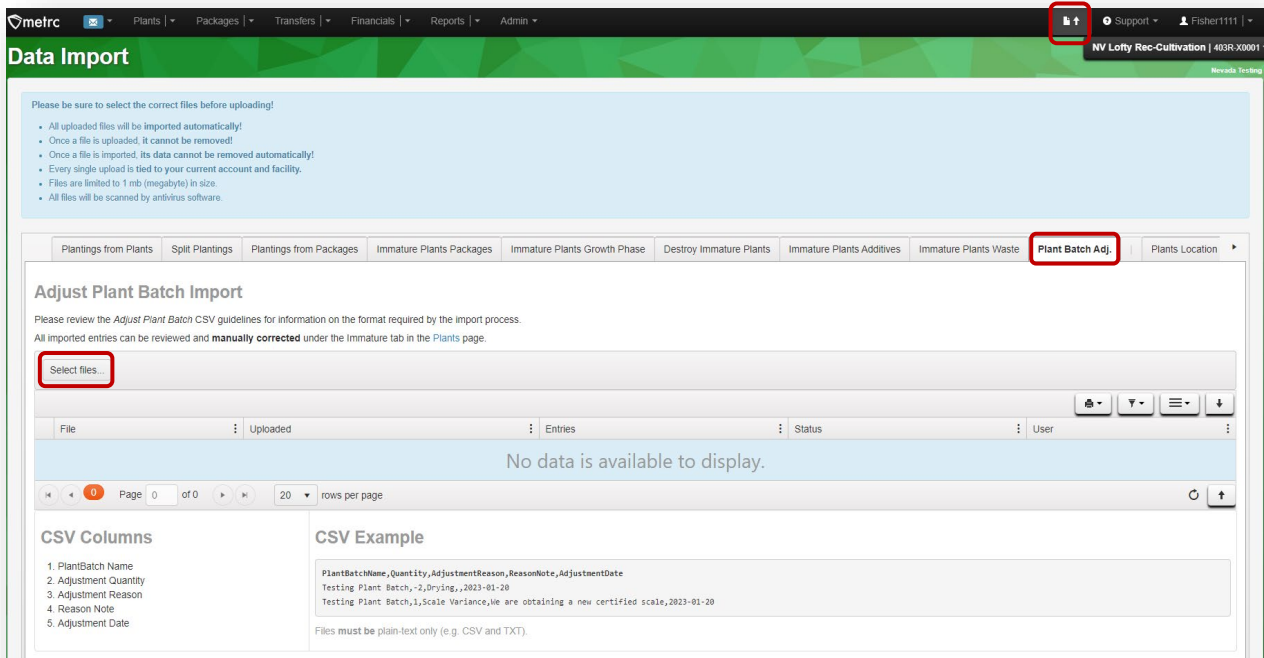


Figure 3: Data import – CSV upload for Plant Batch Adjustment

Transferring Mature Plants between Cultivation facilities

In response to industry requests, the CCB has approved the following Metrc process for Cultivation licenses to transfer mature plants (mother plants) to another cultivation license.

Start by adding a new item for the mother plants that will be transferred. To access the Add Items action window, click the Admin dropdown on the navigational toolbar, select Items from the dropdown, then click the Add Items button from the Items grid – see **Figure 4**.

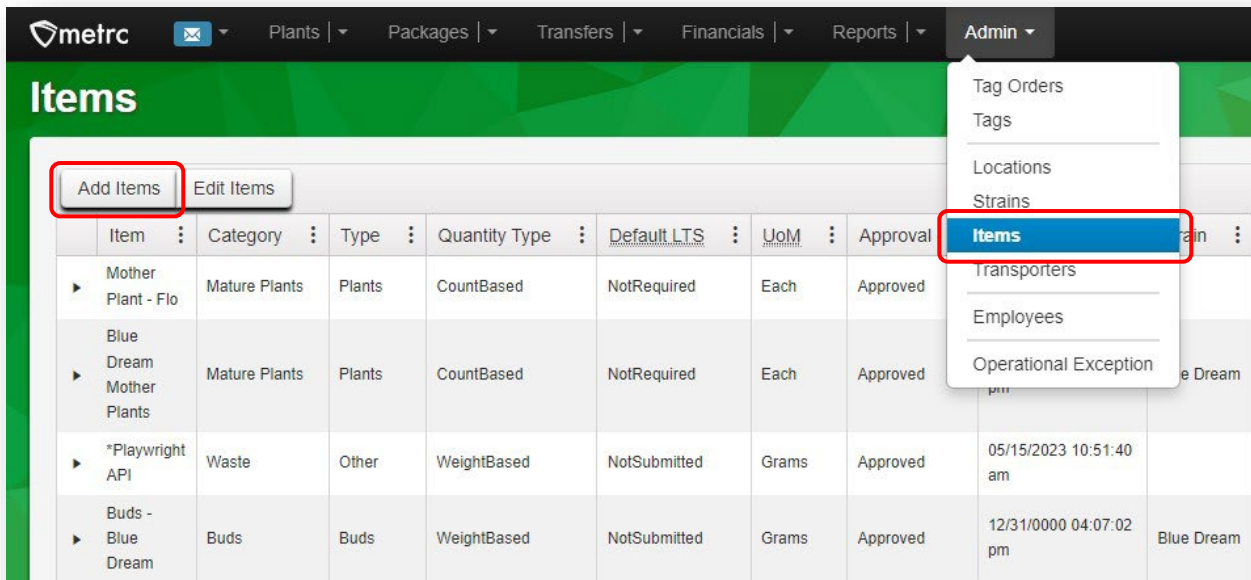


Figure 4: Items Grid & Add Items button

Once these actions are taken, the Add Items action window will open. When creating the new item, it is recommended to use the following format for the Name field:

- Strain Name + Mother Plant

For example, when creating a new item for a mother plant that is the strain Metrc Bliss, the item is named **Metrc Bliss - Mother Plant**. Continue by selecting the appropriate options for the remaining fields in the Add Item action window:

- Category: Mature Plants
- Unit of Measure: Each
- Strain: Metrc Bliss (*this should match the strain name in the Name field*)
- Description: Strain name + mother plant to transfer.

Then finish adding the item by clicking on the green Create Items button at the bottom of the action window - **see Figure 5**.

Figure 5: Add Items action window – strain specific mother plant

Now that an item has been created, a mature plant package must be created to be transferred. To create the package, navigate to the Plants grid from the navigational toolbar and select the Vegetative tab. Then, select the plant(s) that will be transferred and click the Create Packages button - **see Figure 6.**

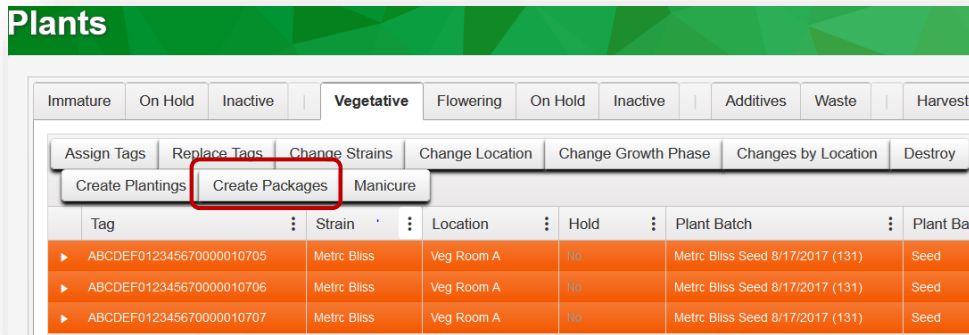


Figure 6: Select mature (mother) plants to be packaged

The Create Vegetative Plants Packages action window will appear with the tag information from the selected plant(s) already populated. Fill in the remaining fields and click the green Create Packages button to complete this step - **see Figure 7.**

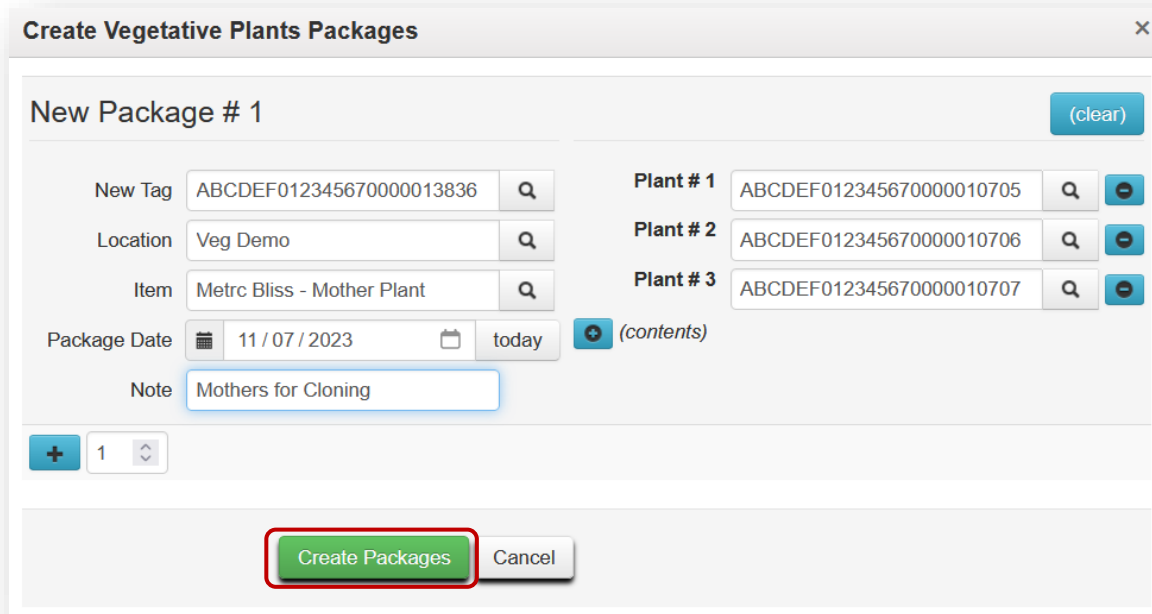


Figure 7: Create Vegetative Plants Package

Next, a new transfer must be created. To take this action, navigate to the Packages grid from the navigational toolbar and click the Active tab. Then, select the row with the package of mother plants and select the New Transfer button – **see Figure 8**.

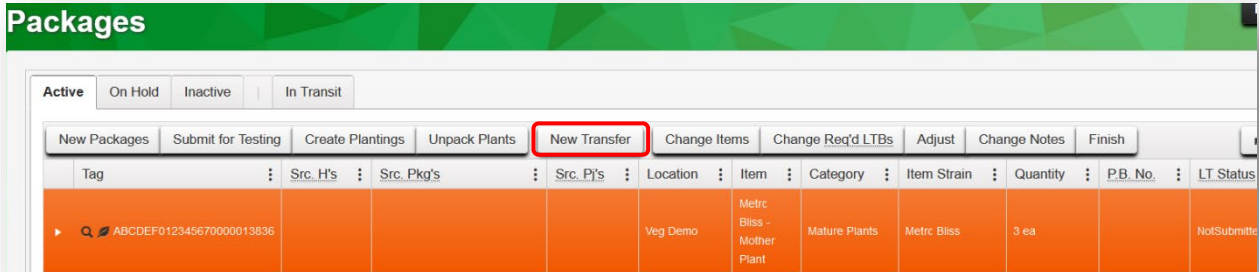


Figure 8: Select package and create a New Transfer

Please note: When creating a new transfer, the most appropriate transfer type should be selected from the dropdown menu. These transfer types can be referenced in the *Nevada Supplemental Guide*, which can be found in the Support area dropdown in Metrc.

After accepting the packages from the incoming transfer, the destination cultivation facility can access the package(s) in the Active tab of the Packages grid. As a next step, the destination cultivation facility should highlight the package row and select the Unpack Plants button – **see Figure 9.**

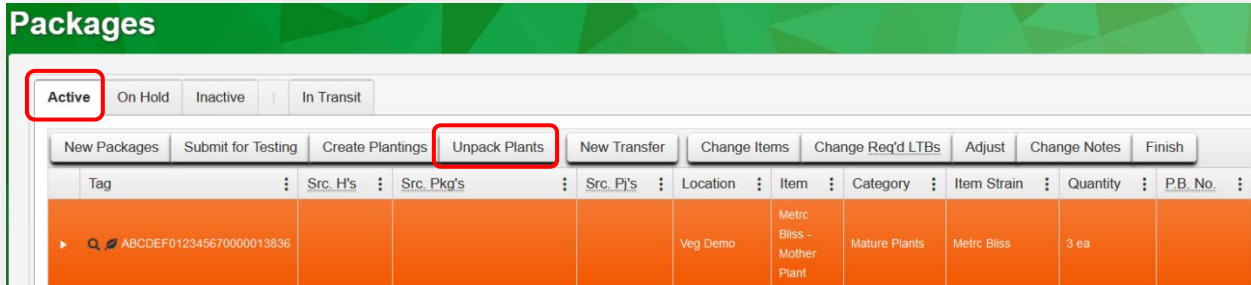


Figure 9: Unpack Plants button on Active tab in Packages grid

Then, the correct information should be entered in the Unpack Plants from Package action window fields before selecting the green Unpack Plants button – **see Figure 10.**

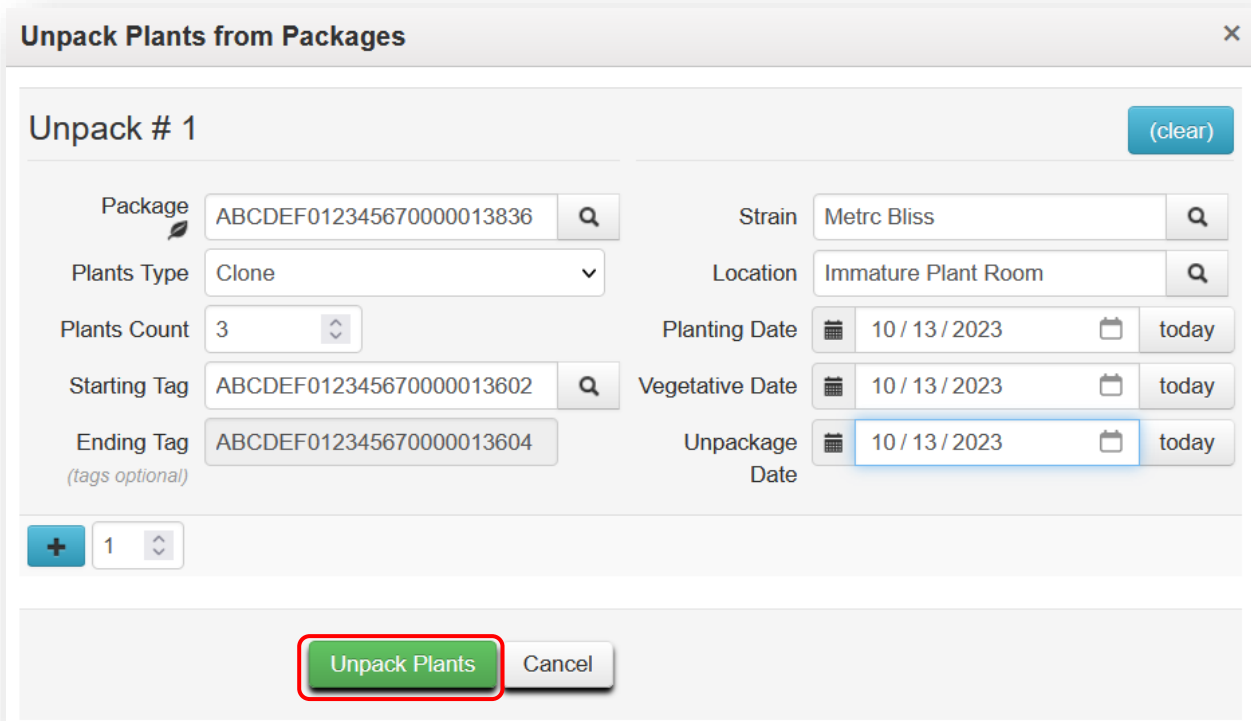
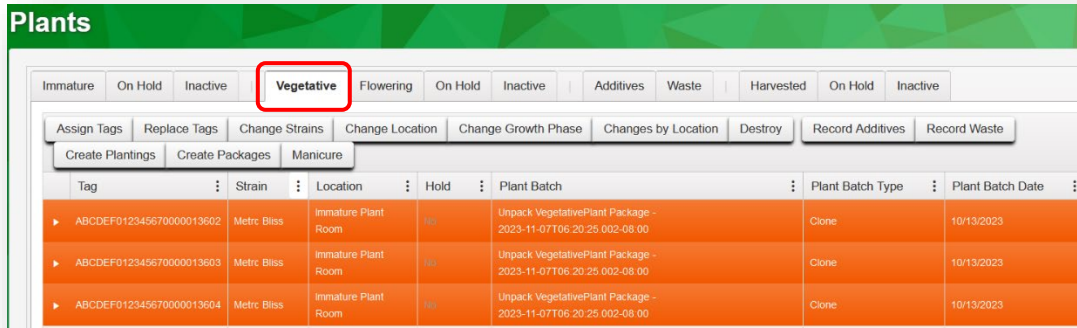


Figure 10: Unpack plants from Packages action window

The unpacked plants are now accessible in the destination cultivation facility license's Plants grid under the Vegetative tab – see **Figure 11**.



Tag	Strain	Location	Hold	Plant Batch	Plant Batch Type	Plant Batch Date
▶ ABCDEF012345670000013602	Metrc Bliss	Immature Plant Room	no	Unpack VegetativePlant Package - 2023-11-07T06:20:25.002-08:00	Clone	10/13/2023
▶ ABCDEF012345670000013603	Metrc Bliss	Immature Plant Room	no	Unpack VegetativePlant Package - 2023-11-07T06:20:25.002-08:00	Clone	10/13/2023
▶ ABCDEF012345670000013604	Metrc Bliss	Immature Plant Room	no	Unpack VegetativePlant Package - 2023-11-07T06:20:25.002-08:00	Clone	10/13/2023

Figure 11: Newly unpacked plants on the Vegetative table

Metrc Resources

If you have any questions, or need additional support, please leverage the following:

Metrc Support:

Email Support@metrc.com, call 877-566-6506, or log into our [Support Portal](#) and navigate to 'Contact Us' to log a ticket or live chat a Support team member.

Metrc Learn training:

Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To login, visit [Metrc Learn](#) and enter your login credentials, or to access, register by visiting the [Metrc Learn Registration](#).

Additional resources:

In the Metrc system, click on the "Support" dropdown in the top-right navigation pane and select the appropriate resource, including educational guides and more.

Thank you for your continued partnership.