

## Alaska Plant and Package Tagging Guidelines

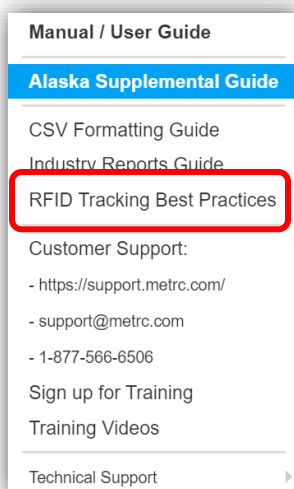
Understanding state-specific regulations is crucial when operating within or outside the Metrc framework. These regulations play a pivotal role in shaping the practices within the cannabis industry, particularly in the context of tagging plants and packages.

Through the assignment of unique identification numbers, these tags establish a comprehensive chain of custody, tracking each plant and package's journey from inception to its ultimate sale.

In the following bulletin, we will highlight regulations specific to Alaska related to requirements for package and plant tagging. Additional information on plants and packages and how to order Metrc tags can also be found in this document.

***Disclaimer: AMCO rules and regulations are subject to change. Please ensure you are referencing the most current version of the 3 AAC 306 REGULATIONS FOR THE MARIJUANA CONTROL BOARD.***

***Note: This bulletin is supplemental to the RFID Tagging Best Practices Guide, accessible in the Support menu dropdown in Metrc, shown below.***



**Figure 1: RFID Tracking Best Practices**

## Packages and package tags

In this section you will find details on:

- What defines a package
- Metric package tags
- Additional guidance for packages
- How to discontinue a package

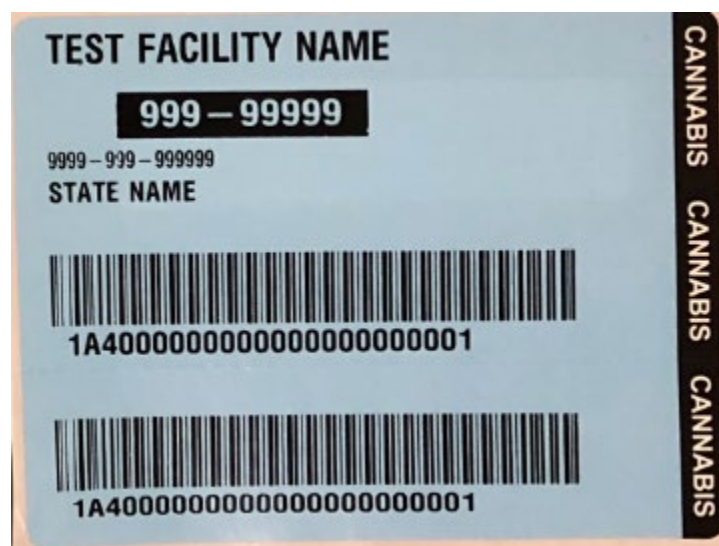
A package is defined as any amount of marijuana or marijuana-infused product that may be sold, processed, or transferred. The package must be placed into one or more containers, each container must have its own unique package tag. The package tag facilitates the movement of products between licenses and the distribution of products to consumers.

### **3 AAC 306.470. Packaging of marijuana**

Each package prepared in compliance with this section must be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system.

**Package tags** are 3"x4" total, with the top portion measuring 2"x4" and the bottom portion measuring 1"x4." The package tag is perforated with the upper and lower information being duplicated.

The top (larger) portion stays with the bulk package, while the bottom (smaller) portion can be attached to a retail package, such as a bud jar or used on intake paperwork by manufacturing, testing, or retail store facilities.



### Figure 2: Metrc Package Tag

- Packages must be strain specific.
- Packages are limited to 10 pounds of flower or trim.
- All packages must be item-specific using the correct category.
- **All** products that are transferred out of a facility require a package tag. *Note: Transfers cannot be created without the identification of the package ID number.*
- When the quantity of a package reaches zero, the package should be finished, moving the package to the inactive packages tab. The package can be unfinished at any time. By finishing your packages on a regular basis, you'll ensure your system is running at optimum performance.
- Each harvest will have strain-specific batch packages created. Test packages will be made directly from those strain-specific batch packages. Packages are limited to 10 pounds of flower or trim and should not be combined after testing.

In the event a package is created with the incorrect quantity or unit of measure, or even from the incorrect source package or harvest, the package can be discontinued. To discontinue the package, click the “X” to the far right of the package selected, returning the weight or count within the package to its source package or harvest. The discontinued tag will no longer be able to be used following this action.

Active															On Hold		Inactive		In Transit																	
New Packages			Submit for Testing			New Transfer			Change Locations			Change Items			Change Rec'd LTBs			Adjust		Change Notes			Finish													
Tag		Src. Hs. †				Src. Pkg's				Item				Category		Item Strain		Quantity		Lab Testing †		A.H.		Date		Rec'd										
▶  ABCDEF012345670000014165						ABCDEF012345670000014137				Buds - Blue Dream				Bud/Flower		Blue Dream		224 g		NotSubmitted		No		10/13/2023												
▶  ABCDEF012345670000014166						ABCDEF012345670000014165				Buds - Blue Dream				Bud/Flower		Blue Dream		112 g		NotSubmitted		No		10/13/2023												

## **Plants and plant tags**

In this section you will find details on:

- Plant tags
- Additional guidance for plants
- How to replace a vegetative or flowering plant tag

The plant tag is used to track the plant from the vegetative phase through to the harvest. Plant tags are 1 1/2" x 4 1/2".

### **3 AAC 306.435. Marijuana inventory tracking system**

*The marijuana cultivation facility shall assign a tracking number to each plant over eight inches tall and each package of marijuana to be transferred to another facility. A package of marijuana may not exceed 10 pounds.*



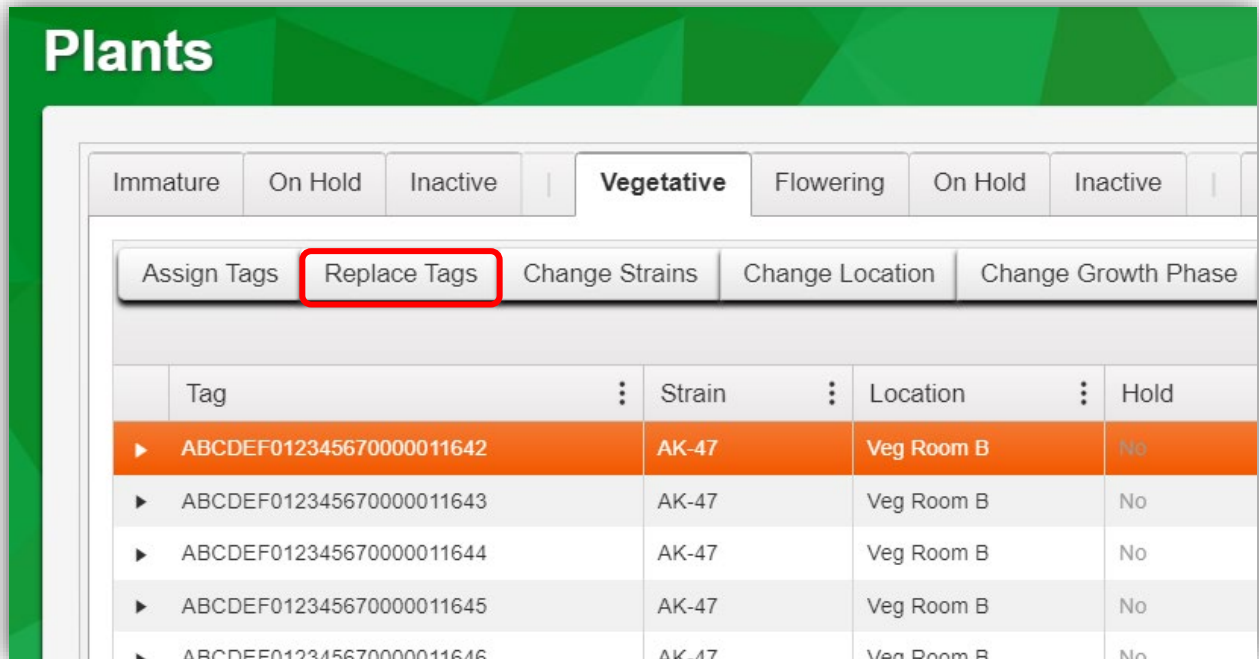
**Figure 3: Metrc Plant Tag**

### **Additional guidance on plants**

- Plants must be individually tagged once they reach 8" in height.
- Plant tags are for one-time use only for security reasons. Once a Plant is destroyed or harvested the associated tag must be destroyed or kept separate for your records.

## How to replace a vegetative or flowering plant tag

To replace a lost or damaged package tag, locate the tag ID in Metrc. Highlight the plant tag ID and select "Replace Tags" as shown in **Figure 4**.



The screenshot displays the 'Plants' management interface. At the top, there are tabs for plant status: Immature, On Hold, Inactive, **Vegetative** (selected), Flowering, On Hold, and Inactive. Below these tabs is a row of action buttons: Assign Tags, **Replace Tags** (highlighted with a red rectangle), Change Strains, Change Location, and Change Growth Phase. The main area contains a table with columns: Tag, Strain, Location, and Hold. The first row of the table is highlighted in orange and contains the following data: Tag: ABCDEF012345670000011642, Strain: AK-47, Location: Veg Room B, Hold: No. The subsequent four rows have the same data but with different tag IDs (11643, 11644, 11645, and 11646).

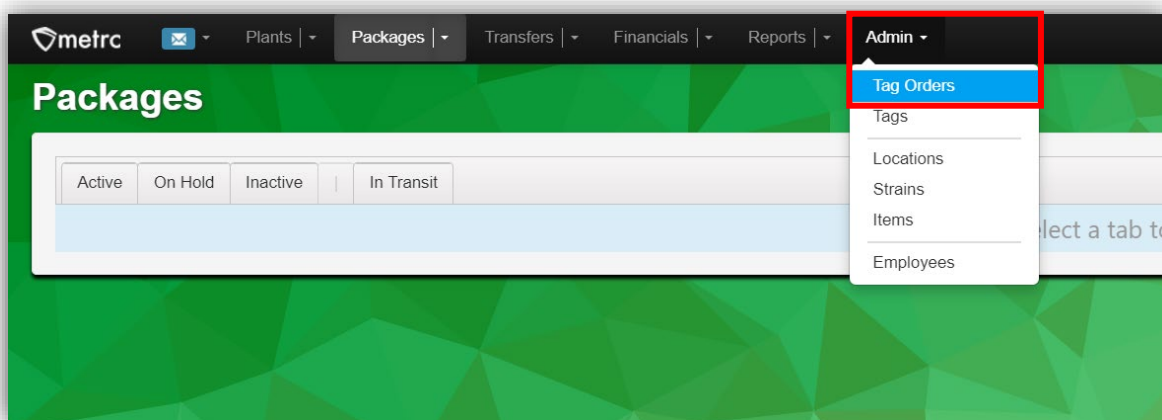
Tag	Strain	Location	Hold
▶ ABCDEF012345670000011642	AK-47	Veg Room B	No
▶ ABCDEF012345670000011643	AK-47	Veg Room B	No
▶ ABCDEF012345670000011644	AK-47	Veg Room B	No
▶ ABCDEF012345670000011645	AK-47	Veg Room B	No
▶ ABCDEF012345670000011646	AK-47	Veg Room B	No

**Figure 4: Replace Tags**

## How to place a Metrc tag order

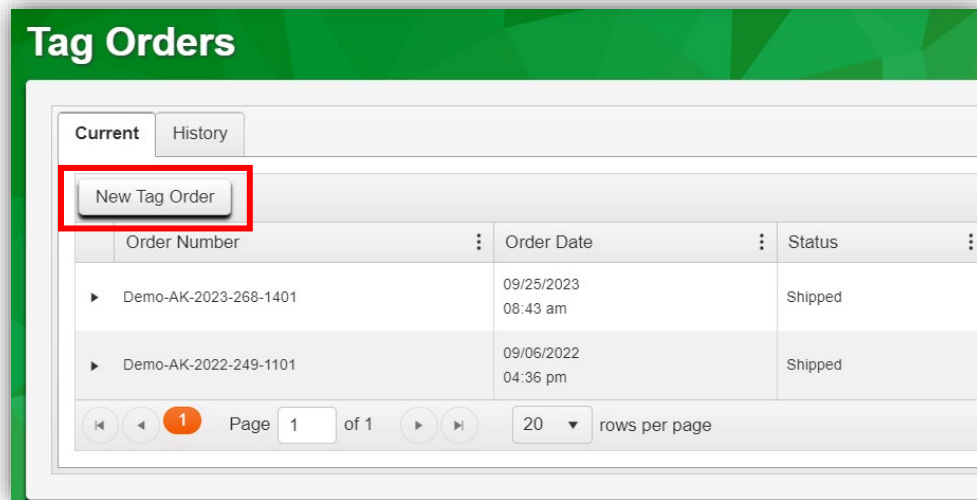
Ordering tags in Metrc is a simple process; however, it is very important to pay close attention when placing your order. Once a tag order is submitted it can only be canceled before 7 p.m. CST on the day you place the order. Metrc tags are custom printed for each facility and cannot be returned once the printing process has begun and are non-refundable. It is strongly advised that you make sure orders are placed for the correct facility, amount, and type of tags required.

To place a Metrc tag order, go to the “Admin” area on the navigational toolbar, then select the “Tag Orders” option as shown in **Figure 5**, below.



**Figure 5: Navigate to Tag Orders**

Once on the Tag Orders grid, click on the “New Tag Order” button as shown in **Figure 6**, below.



**Figure 6: New Tag Order button**

Complete all required fields within the New Tag Order dialog window, shown below in **Figure 7**, and select "Place Order."

New Tag Order

Order Details

Facility License

AK DEVELOPMENT

Physical Address

124 Demonstration St,  
Anchorage, AK 99501

Cannabis Plant

Count

(\$0.5000 ea. | 5,000 max.)

\$0.0000

Cannabis Package

Count

(\$0.2800 ea. | 5,000 max.)

\$0.0000

Subtotal

\$0.00

Shipping Details

Contact Name

Phone No.

Copy from

Facility

Ship Address\*

Address Cont.

City

State + Zip

Shipping/Handling

Taxes

Total Amount

\*Tags cannot be shipped to  
P.O. Boxes

Payment methods

☐ Credit Card

☐ Check or Money Order

Please note:

You MUST place seperate Tag Orders for each Facility. Plant and Package Tags are programmed for each of your Facilities individually and are placed within your Metro account automatically once removed.

Make sure that you are in the correct Facility within Metro when you place the order.

Tag Orders are not transferrable between Facilities.

All Tag Orders are final, so we recommend that you place your orders carefully.

Place Order

Cancel

Figure 7: New Tag Order dialog window