

<b>Bulletin Number:</b> MT_IB_0024	<b>Distribution Date:</b> 3/26/2021	<b>Effective Date:</b> 4/12/2021
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Live Plant Transfer Process	
<b>Reason:</b> Metrc and DPHHS is providing an update on the process for a provider to transfer live plant(s) to another provider		

Greetings Metrc Users,

This bulletin provides information on upcoming configuration changes to the Transfer Types and Item Categories in Metrc, which will permit the ability for a Provider license to transfer live plant(s) to another Provider license within a licensee’s canopy. These configuration changes will become effective on April 12<sup>th</sup>, 2021.

This new transfer type for Providers will be labeled as “Live Plant Transfer” which is intended to be utilized going forward whenever any live plant pre-harvest is transferred. All items that are intended to be included on this transfer should be associated to the new “Mature Plants” category. Please note, this type of transfer and item association is only intended to be for Providers as live plants should not be transferred to a MIPP or Dispensary for processing or sale.

Step by step instructions of the live plant transfer process are provided on the following pages:

## Live Plant Transfer Process

This step-by-step process is intended to inform Providers who are conducting a live plant transfer between licenses on the compliant steps in Metrc that must be reported for this transfer to occur.

**Step 1:** Provider would create new item(s) of the plant(s) they intended to transfer with the Item Name and Strain for the plant(s).

**Add Items**

Item # 1 (clear)

Name: AK-47 Mature Plant  
Unit of Measure: Each  
Category: Mature Plants  
Strain: AK-47

+ 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

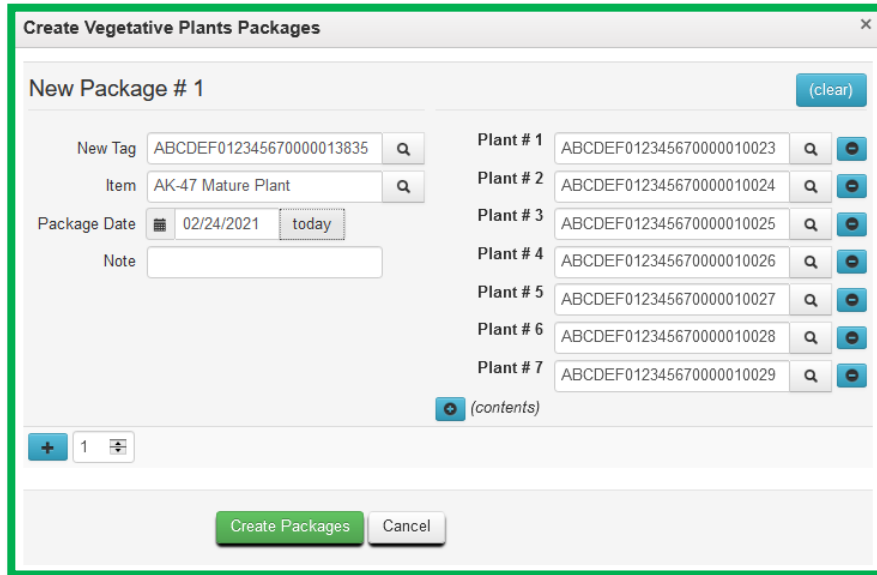
**Figure 1: Creating a New Mature Plant Item**

**Step 2:** Provider would go to their vegetative plants section in Metrc and select plant(s) that they intended to transfer and “Create Packages”.

Tag	Strain	Location	Hold	Group	Group Type	Group Date	Phase Date	Harvested
▶ ABCDEF012345670000010023	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010024	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010025	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010026	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010027	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010028	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times
▶ ABCDEF012345670000010029	AK-47	Veg Room A	No	AK-47 Clone 3/20/2017	Clone	03/20/2017	11/20/2017	0 times

**Figure 2: Select Plants for Packaging**

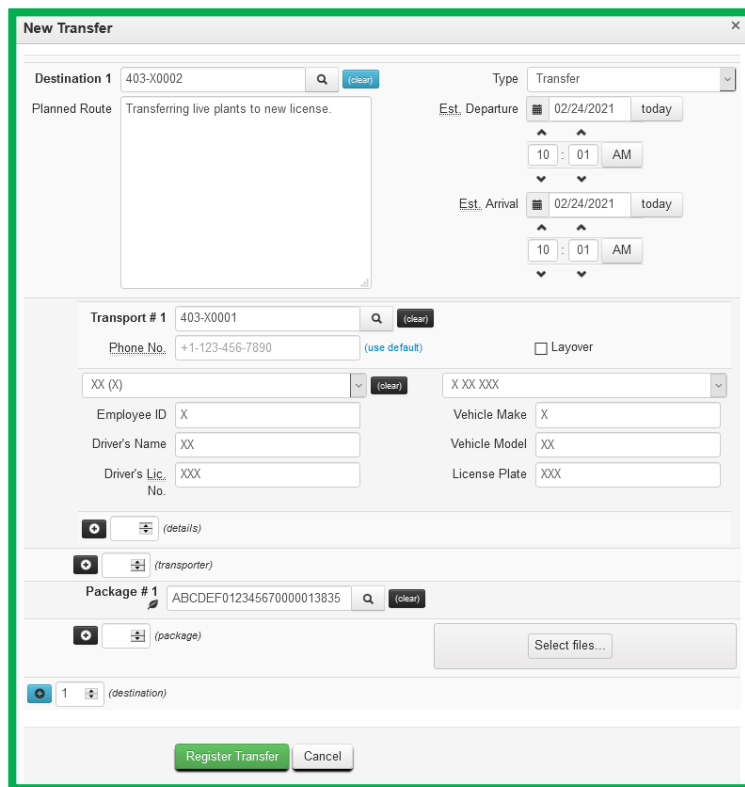
**Please Note:** The plant(s) should be strain specific when packaging and if there are different strains a Provider is looking to transfer, then strain specific for those plants should be created.



The screenshot shows a window titled "Create Vegetative Plants Packages" with a close button (X) in the top right. The main area is labeled "New Package # 1" and includes a "(clear)" button. On the left, there are input fields for "New Tag" (containing "ABCDEF012345670000013835"), "Item" (containing "AK-47 Mature Plant"), "Package Date" (with a calendar icon and "02/24/2021" and "today" buttons), and a "Note" text area. On the right, there is a list of "Plant # 1" through "Plant # 7", each with a search icon and a minus icon. Below the list is a "(contents)" button. At the bottom left, there is a quantity selector showing "1". At the bottom center, there are "Create Packages" and "Cancel" buttons.

**Figure 3: Creating a Vegetative Plant Package**

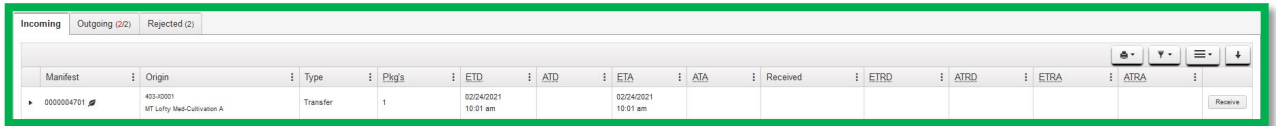
**Step 3:** Once the plant(s) are in a strain specific package, then select the package and place on a Transfer. Fill out all the relevant transfer information and then select “Register Transfer”.



The screenshot shows a window titled "New Transfer" with a close button (X) in the top right. The "Destination 1" field contains "403-X0002" and has a "(clear)" button. The "Planned Route" text area contains "Transferring live plants to new license." The "Type" dropdown is set to "Transfer". The "Est. Departure" and "Est. Arrival" fields both show "02/24/2021" with "today" buttons and time selectors set to "10 : 01 AM". The "Transport # 1" field contains "403-X0001" and has a "(clear)" button. The "Phone No." field contains "+1-123-456-7890" and has a "(use default)" button. There is a "Layover" checkbox. Below these are fields for "XX (X)", "Employee ID", "Driver's Name", "Driver's Lic. No.", "X XX XXX", "Vehicle Make", "Vehicle Model", and "License Plate". There are "(details)", "(transporter)", and "(package)" buttons. The "Package # 1" field contains "ABCDEF012345670000013835" and has a "(clear)" button. A "Select files..." button is present. At the bottom left, there is a quantity selector showing "1" and "(destination)". At the bottom center, there are "Register Transfer" and "Cancel" buttons.

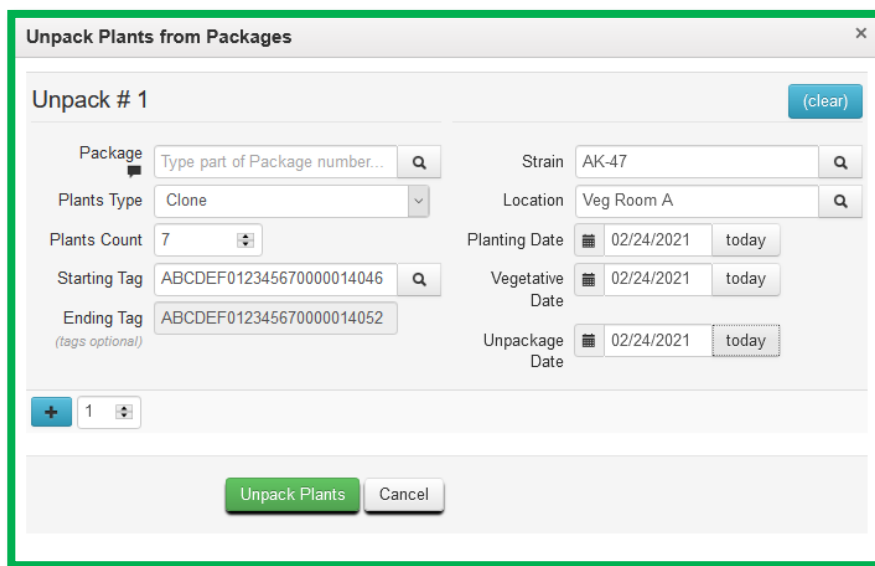
**Figure 4: Creating a Live Plant Transfer**

**Step 4:** Once the physical plant(s) being transferred have been received, the Provider’s license that is receiving the live plant transfer would then go to their transfers and select the “Receive” button within the Incoming Transfer tab.



**Figure 5: Receiving Incoming Plant Transfer**

**Step 5:** The Provider would then select the package of plant(s) and select the “Unpack Plants” button. An action window would appear to input the relevant information for the plants being put back into the Vegetative state.



**Figure 6: Unpacking Plants from Packages**

At that point, the Provider would then physically apply new plant tags to the newly transferred plants and continue the ongoing growth cycle of the plants within their inventory.

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