

# Adult-Use Beginning Inventory Guidelines for Michigan



This document is intended to guide you through the process of tagging and reporting your Adult-Use beginning inventory in Metrc. This reference is designed as a step by step tool, but the information may be used at the discretion of your business processes. **The beginning inventory steps herein are not the same steps you will take to track your inventory in the system once your account is set up.**

There are two types of tagged inventory in Metrc: *Plants* and *Packages*.

*Plants* are Immature, Vegetative, or Flowering. All plants must enter the system through immature plant batches.

*Packages* are created from immature plants, harvest batches, or other packages.

You will place an order for tags for each of your organization's licenses. Blue tags in Metrc designate the plants and packages for adult-use licensees. Each tag order will arrive and display your facility license number, name, and the unique identification number for that tag.

After you have placed your tag order, you will need to go into Admin tab and add all the Strains that will be within your facility. Then, you will need to go back into Admin tab and create all Items that the facility will carry. Lastly, you will need to add all rooms for each license that indicate the location of plants and packages within your facility.

Metrc tags are onetime use ONLY. If an error is made when assigning a tag to a plant, that plant's tag will need to be replaced using the "Replace Tag" option in the software. If an error is made when assigning a tag to a package, the package quantity in the package in question would need to be discontinued. Once discontinued, that package can be found within the inactive tab in the system. A new correct package created with a new package tag.

When reporting beginning inventory, newly created immature plant batches can be immediately transitioned to reflect the phase the plants are in (in the case of existing Vegetative and/or Flowering inventory).

Beginning inventory should be plants only for Grower A and Microbusinesses who are starting with existing caregiver plants from caregivers who are also the license applicants. (Microbusinesses may at any time accept the transfer of seeds, tissue cultures and clones.)

For licensees who hold equivalent medical licenses, the beginning inventory will come from their medical facility and be transferred through Metrc. For more information on that transfer, please reference the Adult-Use Equivalent License Transfer Guidelines released on November 12<sup>th</sup>, 2019.

Harvested inventory is assigned a unique identifying batch name within the system. The weight of the product is reported based on the weight at harvest. Waste is reported from each harvest batch to account for all waste collected throughout the dry/cure process. Once the product is otherwise ready to transfer, it will be packaged. Packages, once they have been tested by a licensed Safety Compliance

Facility (SCF) or Marihuana Safety Compliance Facility (MSCF) can then be added to transfer manifests and sent for further processing or sale.

The grid below outlines the transfer types available for medical Growers to transfer immature plants to adult-use Microbusinesses or Growers. The Microbusiness license type will also be able to designate Caregiver intake via the external transfers.

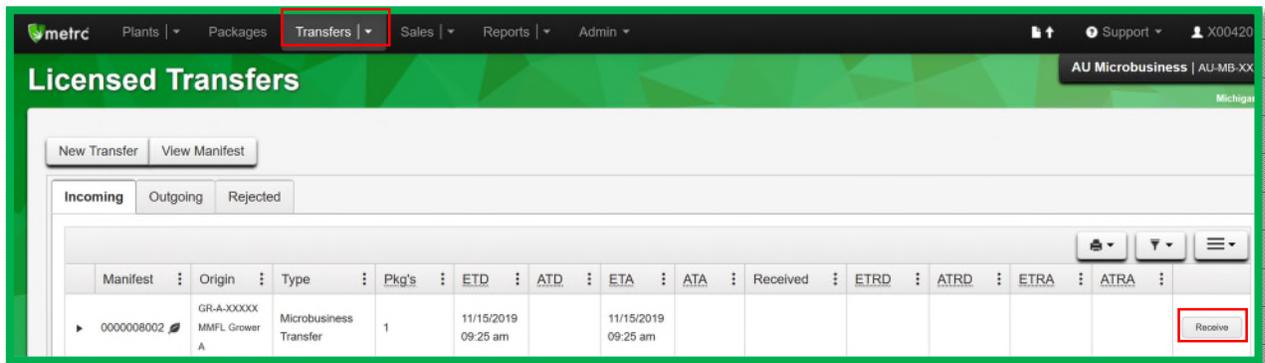
<b>Transfer Type</b>	<b>Facilities</b>	<b>Purpose</b>
Microbusiness Transfer	Grower A, B, and C to Adult-Use Microbusinesses	Growers may transfer packages of immature plants to Microbusiness licensees. This transfer will have a wholesale dollar amount associated to it.
Immature Plants Med to AU	Medical Grower A,B, and C to Adult-Use Growers A, B, and C	Growers may transfer packages of immature plants to equivalent Adult Use licensees.
External Caregiver	Adult-Use Microbusinesses	Microbusiness licensees can bring beginning inventory caregiver plants into their license.

Step-by-Step instructions can be found on the following pages.

## Receiving Immature Plants Package from Medical Licensees

The following is a step by step example with screenshots on how an Adult Use Microbusiness Facility would receive a transfer of immature plants package from a Medical Grower Facility. Please note Medical products will bear the YELLOW, METRC package label when transferred. Once the package has been accepted into the Adult-Use establishments inventory, a new package will need to be created which bears the BLUE METRC package label.

**Step 1:** Toggle to incoming the “Transfers” and select the receive button

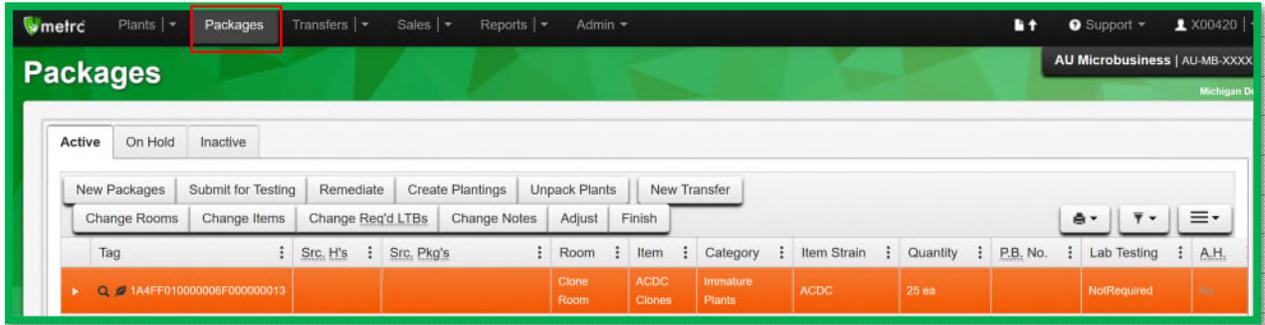


**Step 2:** Select a room for the package(s) and click “Receive Transfer”

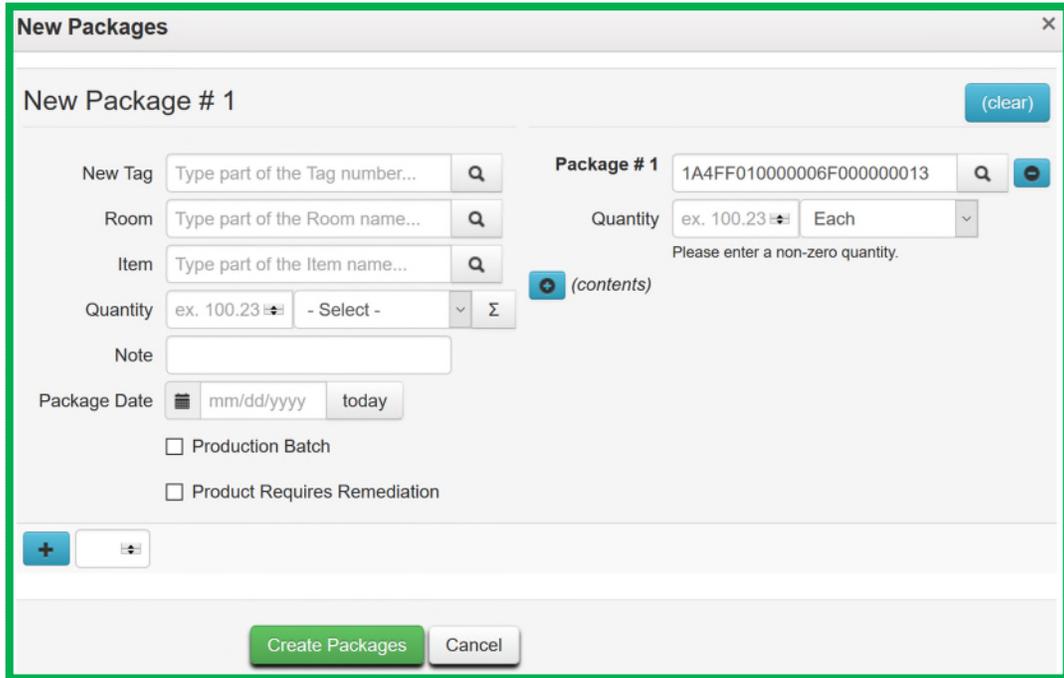
**Receive Licensed Transfer**

Manifest	0000008002	Transfer Type	Microbusiness Transfer				
Origin Lic. No.	GR-A-XXXX	Origin Name	MMFL Grower A				
Main Phone No.		Mobile Phone No.					
Transporter Lic. No.	406R-X0001	Transporter Name	ST-0000				
Employee ID	Test	Vehicle Make	test				
Driver's Name	Test	Vehicle Model	test				
Driver's Lic. No.	Test	License Plate	test				
Phone No. for Questions	1234567890						
Package # 1	1A4FF01000006F000000013	Item	ACDC Clones	Shipped Qty.	25	ea	<input type="checkbox"/> Reject
Room	Clone Room	Gross Wgt.	100	g	Receive Qty.	25	Each
				Whsle. Price	1000		

**Step 3:** Select “Packages” and find your newly transferred package



**Step 4:** Once highlighted in orange from Step 3 select “New Packages” and the dialog box below will populate



**Step 5:** Complete the “New Package” form

(Ensure that you use the entire quantity of the package and select the Finish Package checkbox.)

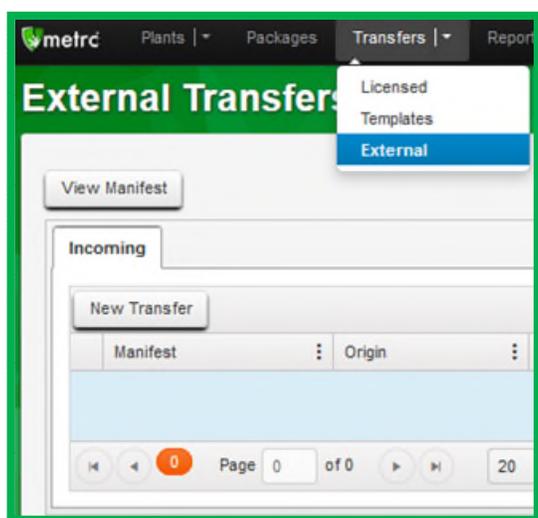
The screenshot shows a web-based form titled "New Packages" with a close button (X) in the top right corner. The form is divided into two main sections. The left section is titled "New Package # 1" and includes a "(clear)" button. It contains the following fields: "New Tag" (1A4FF0300000069000000012), "Room" (Clone Room), "Item" (ACDC Clones), "Quantity" (25, Each), "Note" (Optional Note Field), and "Package Date" (11/15/2019, today). The right section is titled "Package # 1" and includes a search icon and a minus icon. It contains: "Quantity" (25, Each), "Packaging" (new total will be 0 ea), "Finish Date" (11/15/2019, today), and a checked "Finish Package" checkbox. Below these fields are checkboxes for "Production Batch" and "Product Requires Remediation". At the bottom of the form are two buttons: "Create Packages" (highlighted in green) and "Cancel".

**Step 6:** After verifying the accuracy of the information in Step 5, Select “Create Package”

All Adult-Use inventory should be designated with a blue plant or package tag. Your new Adult-Use package should appear under your “Active” Packages, and the package with the yellow Medical Tag moved to the “Inactive” Packages.

## External Incoming Transfers Steps

External Transfers is a two-step process which will require a user to go to the External Transfers Grid to create and then receive the transfer into the active inventory for your account. This process is only meant for licensees who are allowed by rule to intake caregiver inventory. The two-step process is as follows:



### **Step 1:** Creating an External Transfer

Once you've selected "External" under the Transfers tab on the navigation bar. Create the incoming external transfer by clicking the "New Transfer" button. This will bring up a screen below where you will enter the required information to begin the process of receiving caregiver inventory. You should complete the fields as follows:

**Type:** Select the Caregiver transfer option from the dropdown menu.

**Caregiver License Number:** Registered Caregivers license number.

**Phone Number:** Enter a valid phone number. This can be designated as the Business Phone Number and not the Caregiver's phone number.

**Planned Route:** This can be stated as "Received and weighed at AU-MB-00000".

**Item Name, Quantity, and Packaged Date:** These fields correspond to the specific items and quantities being transferred. The date packaged should be the day that you are entering the items into Metrc. The quantities should be exact and should account only for the product being received.

### New Incoming Transfer ✕

Type Caretiver ▼

Caretiver License Number Enter Caregiver Number Here

Phone No. N/A or Licensee Phone #

Planned Route Please enter that the product was received and verified in this section.

Est. Departure 09/19/2019 today

▲ ▲

06 : 35 AM

▼ ▼

Est. Arrival 09/19/2019 today

▲ ▲

06 : 35 AM

▼ ▼

Package # 1 White Widow Seeds Q (clear)

Quantity 10 Each ▼

Package Date 09/19/2019 today

⊕ (package)

Register Transfer
Cancel

**Note:** Clicking “Register Transfer” does not create tagged packages in your inventory; you must complete Step 2 (below) to complete the incoming external transfer.

## Step 2: Completing the External Transfer

Creating a pending incoming transfer from Step 1 does not immediately associate Metrc package tags with those items. Without completing the transfer, a licensee will not show the proper inventory and will not be in compliance with MRA inventory reconciliation requirements. To create tagged packages, a licensee must complete the pending incoming transfer by clicking the “Complete” button to the far right and then entering the required information. The quantities entered in Step 1 will be auto-populated; you should confirm the accuracy of the quantities and assign a unique Metrc package tag to each item.

Licensees must have package tags available to complete this step. The tag assigned to the product in the system should be physically affixed to the associated product. Once the information is accurate and complete, clicking the “Complete Transfer” button will create the packages with the specified quantities in your inventory.

The screenshot shows the 'External Transfers' interface. At the top, there is a 'View Manifest' button. Below it, the 'Incoming' tab is active, and a 'New Transfer' button is visible. A table lists incoming transfers with columns: Manifest, Origin, Type, Pkg's, ETD, ATD, ETA, ATA, and Received. The first row shows Manifest '000001401', Origin 'CXXX', Type 'Caregiver', Pkg's '1', ETD '02/05/2019 05:16 pm', and ETA '02/05/2019 05:16 pm'. To the right of this row, there are three buttons: 'Edit', 'Complete' (highlighted with a red box), and 'Void'.

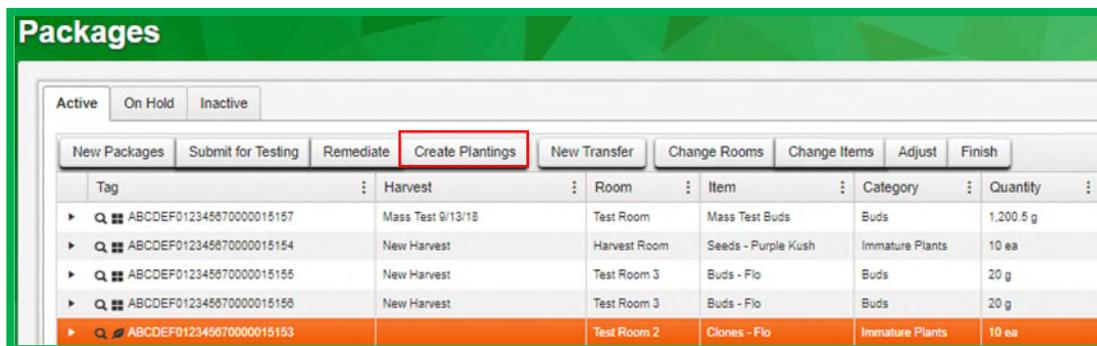
The screenshot shows the 'Complete Incoming Transfer' dialog box. It contains several input fields for transfer details: Manifest (000008003), Transfer Type (Caregiver), Origin Lic. No. (CXXXXX), Origin Name, Main Phone No. (1234567890), Mobile Phone No., Employee ID, Vehicle Make, Driver's Name, Vehicle Model, Driver's Lic. No., License Plate, and Phone No. for Questions. Below these fields, there is a section for 'Package # 1' with a search icon, containing the value '1A4FF03000006900000013'. The 'Room' field is set to 'Clone Room'. The 'Item' is 'ACDC Clones', 'Shipped Qty.' is '10 ea', and 'Receive Qty.' is '10 Each'. At the bottom, there are two buttons: 'Complete Transfer' (highlighted with a red box) and 'Cancel'.

## Creating Plantings from Packages

After completing the Incoming External Transfer (as described on the previous page) the packages of seeds, clones, or plants will appear within your inventory in the Active section under the Packages tab on the navigation bar. For those seeds, clones or plants that are intended for cultivation, you will now need to transition them into the Plants section of Metrc. If you are planning on storing seeds, they would not need to be transitioned directly to the Plants section.

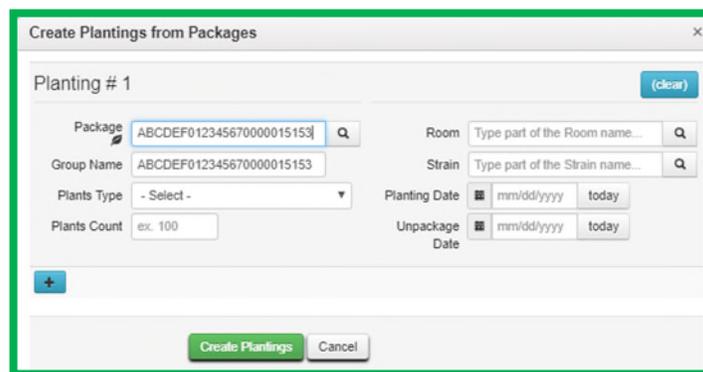
Because plants are required to be received in as a package through the External Transfers, you will need to Create Plantings from each package to move the product into the Plants section. All plants regardless of phase will enter the Plants functionality as an Immature planting.

Immature Plants are considered non-flowering Marijuana plant that is no taller than eight inches and no wider than eight inches produced from a cutting, clipping, or seedling and that is in a growing/cultivating medium or in a growing/cultivating container.



The screenshot shows the 'Packages' interface with a table of inventory items. The 'Create Plantings' button is highlighted with a red box. The table has columns for Tag, Harvest, Room, Item, Category, and Quantity.

Tag	Harvest	Room	Item	Category	Quantity
ABCDEF012345670000015157	Mass Test 9/13/18	Test Room	Mass Test Buds	Buds	1,200.5 g
ABCDEF012345670000015154	New Harvest	Harvest Room	Seeds - Purple Kush	Immature Plants	10 ea
ABCDEF012345670000015156	New Harvest	Test Room 3	Buds - Flo	Buds	20 g
ABCDEF012345670000015156	New Harvest	Test Room 3	Buds - Flo	Buds	20 g
ABCDEF012345670000015153		Test Room 2	Clones - Flo	Immature Plants	10 ea



The screenshot shows the 'Create Plantings from Packages' dialog box. The 'Package' field is filled with 'ABCDEF012345670000015153'. The 'Group Name' field is also filled with the same ID. The 'Plants Count' is set to 'ex. 100'. The 'Create Plantings' button is highlighted.

A preferred naming convention may be used for the Group Name, but typically includes the Strain Name and date of planting (or entry in the case of beginning inventory). Strains and Rooms must already have been entered under the Admin function on the navigation bar for selection here. Use today's date (the date of entry) for the "Planting Date"

## Vegetative Plants

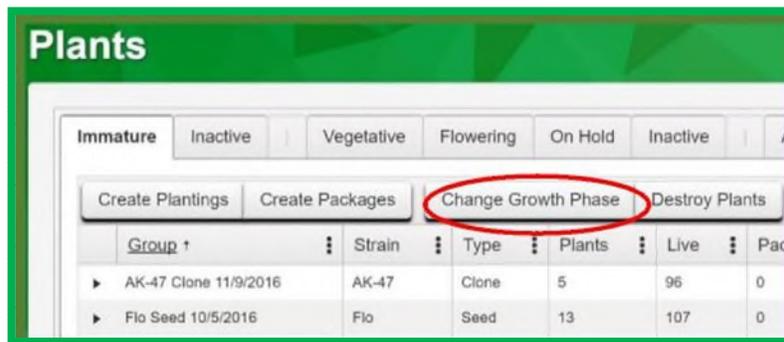
Vegetation is the sporophytic state of the marijuana plant which is a form of asexual reproduction in plants during which plants do not produce resin or flowers and are bulking up to a desired production size for flowering. Each vegging plant will be assigned a tag logged into Metrc.

## Flowering Plants

Flowering is the gametophytic or reproductive state of marijuana in which the plant is in a designated flowering space within a cultivation facility with a light cycle intended to produce flowers, trichomes and cannabinoids characteristic of marijuana.

Follow the steps below to move beginning inventory plants from the Immature Batch you created to the Vegetative or Flowering phases.

**Step 1:** Select the relevant Immature Batch by clicking on it, then select “Change Growth Phase”



**Step 2:** Populate the required information and select “Change Phase”

The screenshot shows a web-based dialog box titled "Change Immature Plants Growth Phase". At the top, it says "Plant Group # 1" with a "(clear)" button. Below this, there are several input fields and dropdown menus: "Group" (Golden Goat Clone 10/23/2016), "Plants Count" (ex. 100), "Starting Tag" (ABCDEF012345670000013239), "Ending Tag" (tags optional), "New Phase" (Flowering), "New Room" (Flower Room A), and "Growth Date" (mm/dd/yyyy today). At the bottom, there are two buttons: "Change Phase" (circled in red) and "Cancel".

Fill the information top to bottom, left to right. That way you will have populated the Plants Count prior to selecting a Starting Tag from your available tags in the system. Doing it in this way allows the system to then auto-populate that number of tags in sequence for your use in identifying your beginning plants inventory. Be sure to physically tag your plants with the same tag they’ve been assigned in the digital system. Rooms must already have been entered under the Admin function on the navigation bar for selection here. Use today’s date (the date of entry) for the “Growth Date”