Medical Beginning Inventory Guidelines for Michigan

This document is intended to guide you through the process of tagging and reporting your medical 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. **Yellow** tags in Metrc designate the plants and packages for medical 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 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).
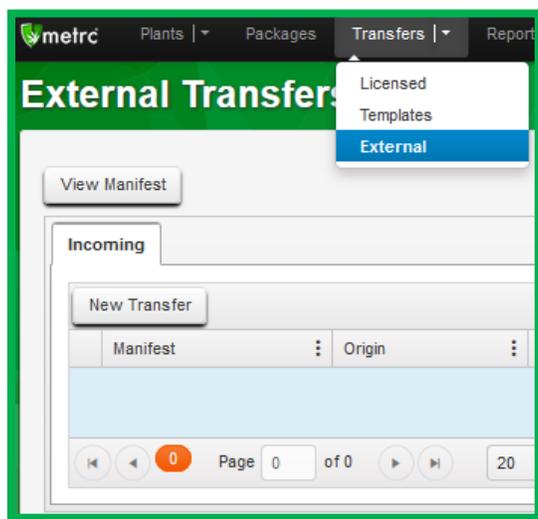
Harvested inventory is assigned a unique identifying batch name within the system. The weight of the product is reported based on the weight at harvest. Waste is reported from each harvest batch to account for all waste collected throughout the dry/cure process. Once the product is otherwise ready to transfer, it will be packaged. Packages, once they have been tested by a licensed Safety Compliance Facility (SCF) and have passed testing, can then be added to transfer manifests and sent for further processing or sale.

Step-by-Step instructions begin on the next page.

External Incoming Transfers Steps

External Transfers are a two-step process which will require the user to go to the External Transfers Grid to create and receive the transfer into their active inventory. This process is only meant for licensees who are allowed by rule to intake caregiver inventory other than immature plants.

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 caregiver registry identification number.

Phone Number: Enter a valid phone number. This can be designated as the business phone number and not the caregiver's personal number.

Planned Route: This can be stated as "Received and weighed at GR-B-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.

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.

You must complete Step 2 (below) to complete the incoming external transfer, clicking "Register Transfer" does not create tagged packages in your inventory.

Step 2: Completing the External Transfer

Licensees **MUST** have package tags available to complete this step.

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 Yellow Metrc package tag to each item. The tag assigned to the product in the system should be physically affixed to the associated product.

Once the information is accurate and complete, the "Complete Transfer" button should be selected which will create the packages with the specified quantities in your inventory.

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 defined in the MRA administrative rules as a nonflowering marihuana plant that is no taller than 8 inches from the growing or cultivating medium and no wider than 8 inches produced from a cutting, clipping, tissue culture, or seedling that is in a growing or cultivating medium or in a growing or cultivating container.

A preferred naming convention may be used for the Group Name, should include 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".
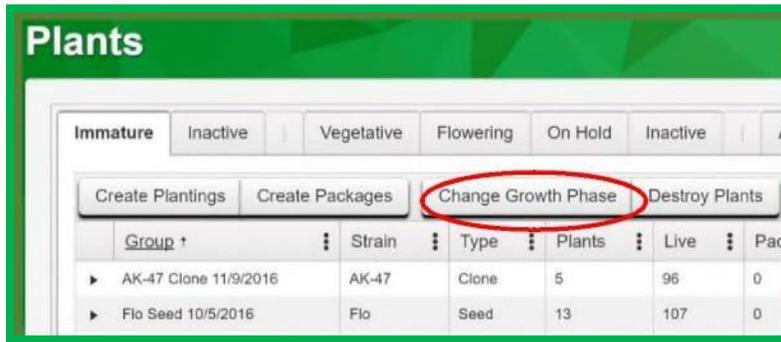
Vegetative Plants

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.
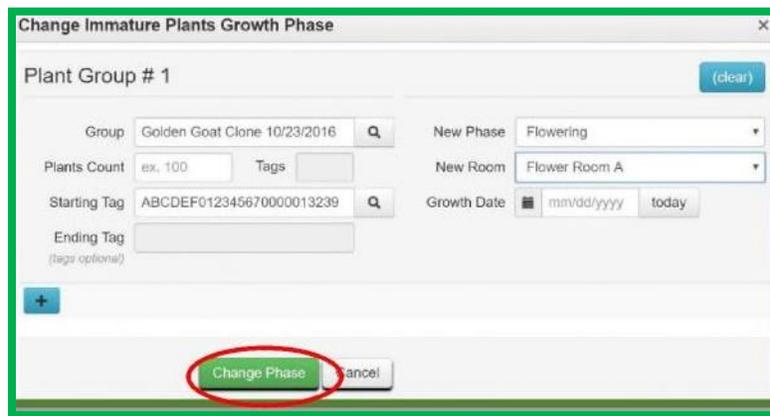
Flowering Plants

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"

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. The physical plant tag must match the same tag they've been assigned in the Metrc 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".

Please reach out to the Metrc Support Team at support@metrc.com or 1-877-566-6506 with any questions or for additional guidance.