

## **Producer Inventory Transfer Guide**

As a producer there are two types of "start-up inventory" you are allowed to have:

- Seeds and Immature Plants brought into your inventory during the first 90 days of licensure; and
- Seeds, Plants (immature and mature), and Usable Marijuana that are approved by OLCC as part
  of your <u>Inventory Transfer Request</u> prior to licensure.

## Seeds and Immature Plants during First 90 Days of Licensure

The process of documenting receipt of seeds and immature (non-flowering) plants in the first 90 days of licensure for a producer is very similar to the process described below for one-time start-up inventory (described below). The main distinction is that these items brought in during the first 90 days will need to utilize a different transfer type of "Producer 90-Day Plants/Clones Start-up."

Three other important considerations are:

- 1) Although these items can be brought in during the first 90 days of licensure, they must be tagged in Metrc within 24 hours of receipt;
- 2) Any plants received in this period must be immature (non-flowering) plants; and
- 3) You must fully tag these seeds and plants as Metrc packages to meet the inventory reconciliation requirements. The most common mistake is to create a Metrc *item* of seeds but not create a tagged Metrc package with a specific quantity. Make sure that you are completing the Incoming External Transfer and that tagged packages with the correct quantity appear in the Packages section of your Metrc account.

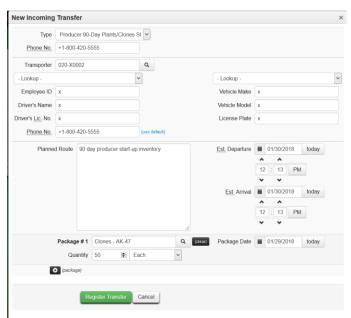


Figure 1: Incoming External Transfer of 90 Day Start-Up Plants

## Seeds, Plants, and Usable Marijuana Items via Inventory Transfer Request

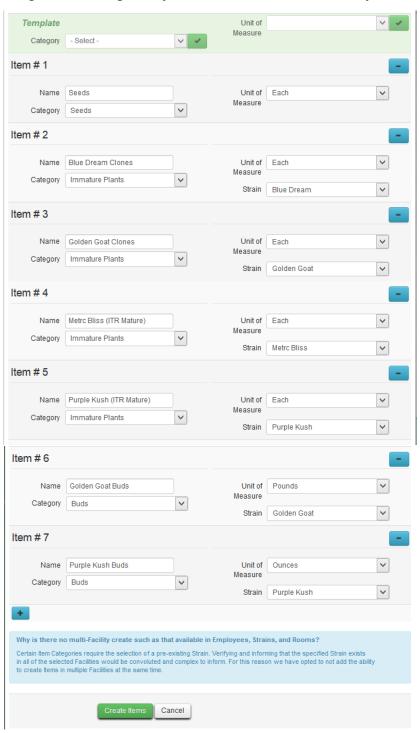
If you have applied and been approved for a transfer of inventory from your OHA-registered facility to your OLCC-licensed facility, upon OLCC licensure you must track your transferred product in Metrc, the OLCC Cannabis Tracking System. The Inventory Transfer Guide for Processors and Retailers details how to create items and create packages of start-up inventory; that guide, <u>available here</u>, is also applicable to producer inventory. However, there are additional details unique to producers that are described below.

In this example a producer has been approved for the following marijuana items to be transferred as start-up inventory under an Inventory Transfer Request approved by the OLCC:

Patient Card #	Seeds	Immature Plants (24" tall or more)	Immature Plants (less than 24" tall)	Mature Plants	Usable Marijuana
ABC123	5	12	4	3	4 lb.
XYZ789	3	10	8	6	88 oz.

1) After creating strains (as described in the <u>Inventory Transfer Guide for Processors and Retailers</u>) you should create items for your plants and seeds. All plants should be created as the category of "Immature Plants" even if they are mature (flowering). However, mature (flowering) plants should be labeled with "(ITR Mature)" in the item name. At this time you should also create items for usable marijuana that will be created as part of your approved start-up inventory.

Figure 2: Creating Items for Seeds, Plants, and Usable Marijuana



2) Create packages using the Incoming External Transfers feature (as described in the <u>Inventory Transfer Guide for Processors and Retailers</u>) with the transfer type of "Approved ITR Start-Up Inventory." <u>Submit a separate Incoming External Transfer for each patient listed on the approved Inventory Transfer Request</u>, identifying each patient by the Patient Card number in the "OMMP Reg. Number" field.

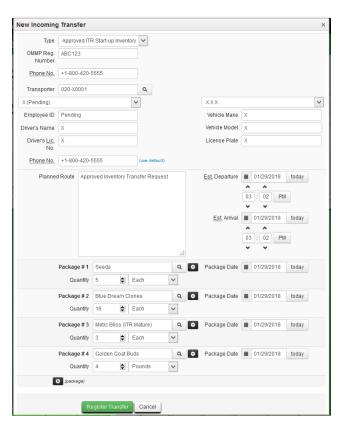
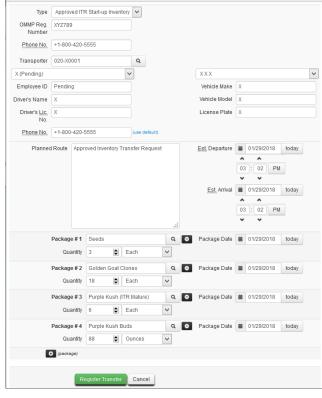


Figure 3: Creating Incoming Transfer

New Incoming Transfer



3) After completing the Incoming External Transfer (as described in step 2 of the Inventory Transfer Guide for Processors and Retailers) the packages of seeds, plants, and usable marijuana will appear in your inventory. For those seeds and plants that are intended for cultivation, you will now need to unpackage them in your Metrc account to indicate that they have been planted. In this example, the producer is planting 12 plants (those less than 24" tall) in two immature batches, 22 plants (the immature plants 24" or taller) as tagged vegetative plants, and 9 plants as flowering. The seeds are being kept in tagged packages for future growing cycles.

Because these plants were all created via Incoming External Transfer, they must all first be created as plantings (in an immature batch); those that will be vegetative and flowering will have to first be recorded as clones and then moved to the appropriate growth phase.

Figure 4: Create Plantings from Packages



Figure 5: Create Plantings Dialogue Box

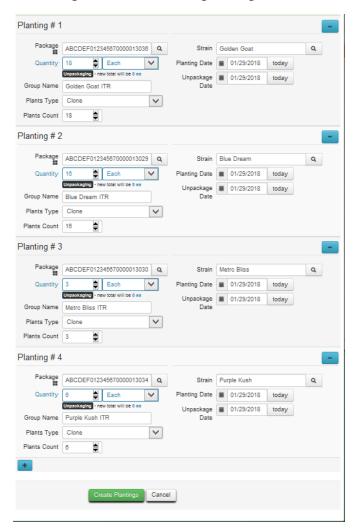


Figure 6: Moving Growth Phase

