Seeds & Clones: External Transfer MISSISSIPPI MMCP Guide

Overview

This document is intended to guide you through the process of tagging and reporting seeds or clones obtained outside of the MS-METRC system. Although this guide is designed as a step-by-step tool, the information may be used at the discretion of your business processes. The external transfer steps herein are not the same steps you will take to track your inventory in the system once your external transfer inventory is added.

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, waste, or other packages.

Cultivator licensees receiving clones or seeds from outside the MS-METRC system must record them in METRC as an external transfer the same day they receive them. To add them into your license, you will need to have the Items Sets (items you are receiving), Strains (strains you are receiving), and Locations created for your facility.

Step-by-Step instructions begin on the next pages:

- Step 1. Add Items- Page 2
- Step 2. Add Locations- Page 3
- Step 3. Add Strains- Page 4
- Step 4. External Transfer/Starting Seed Inventory- Page 5-7
- Step 5. Creating Plant Batch from Seed Package- Page 8-9

*Steps 1-3 are only required if you do not have the item, location, or strain already included in your admin sets.



Adding Items

To add items, you will need to click the "Admin" tab, click "Items" (Image 1.1), click "add items" (Image 1.2) and then add all the seeds or clones that the business license is receiving. Clone items will be added as category "immature plants". Multiple items can be added at once by using the blue plus button and the number field beside it (Image 1.3). Be sure to differentiate between seeds and clones in the item name. This will make it easier to differentiate when selecting later.

Admin - Image 1.1	Add Items Image 1.3 ×
Tag Orders Tags Locations Strains	Item # 1 (clear) Name Blue Dream Seeds Unit of Measure Category Seeds 1 (ingredient)
Items Transporters	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

Once all seeds and clone item names have been entered, you can then click "create item". Your created items will now be visible in your item list (Image 2.1)

lt	ems				In	nage	2.1					
	Add Items	Edit Ite	ms									
	Item	:	Category	:	Туре	:	Quantity Type	:	Default LTS	:	UoM	:
	 Blue Dre 	am Seeds	Seeds		Plants		CountBased		NotRequired		Each	



Adding Locations

You will need to add all locations that indicate the location of plants and packages within your facility. Click "admin", then click "Location" (Image 3.1). Now click "Add Locations" (Image 3.2). Name your location and location type "default". Multiple locations can be added at once by using the blue plus button and the number field beside it (Image 3.3).

Admin - Image 3.1 Tag Orders	Add Locations Edit Locations Location i Location i Location i
Tags	Add Locations Image 3.3 ×
Strains t Items	Location # 1 (clear)
Transporters	Name Seed Bank S - Cultivator C0001
	+ 1 Create Locations Cancel

Once all Location names have been entered, you can then click "Create Locations". Your created locations will now be visible in your location list (Image 3.4).

Ad	ld Locations	Edi	t Locations		Image 3.4					۵·	T -	<u>_</u>
	Location	÷	Location Type	:	Plant Batches	:	Plants	:	Harvests	:	Packages	:
•	Seed Bank		default		Yes		Yes		Yes		Yes	

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Adding Strains

You will need to add strains for each seed or clone package you are receiving. Click "admin", then click "Strain" (Image 4.1). Now click "Add Strains" (Image 4.2). Name your strain. Multiple strains can be added at once by using the blue plus button and the number field beside it (Image 4.3). Be sure to select "Third Party" for testing status as "in-house testing" is not allowed in MS.

Admin 👻 Image 4.1	Add Strains Image 4.3	×
Tag Orders	Strain # 1	(clear)
Tags	Testing Status ThirdParty CBD	MS - Dispensary D0001
Locations	Indica () () () () () () () () () () () () ()	MS - Testing Facility T0001
Strains	Sativa Control Sativa Control Sativa Control Sativa Control Sativa Sativ	MS - Waste Disposal W0001
Items Transporters	+ 1	
Strains Image 4.2	Please report THC potency as a percentage of the overall weight. This means that if a particular strain tested as having 15% THC potency, then every gram of dried flower of that strain has The reality is that potency can drasticuly change even between a single plant or from plant to plant. So, the percentage the metro® would be the average potency percentage from all tests in the prior two years. If no tests have been conducted plant	s 0.15 grams of THC. hat should be entered into lease use your best estimate.
Add Strains Edit Strains	Create Strains Cancel	

Once all strain names have been entered, you can then click "create strains". Your created strains will now be visible in your strain list (Image 4.4)

Str	ains		Image 4.4					
	Add Strains Edit Strains							
	Strain	:	Testing	:	THC	:	CBD	:
•	Blue Dream		ThirdParty					

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External Incoming Transfers Steps

External Incoming 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 intended for Cultivators who have initial packaged seeds on hand. External incoming transfers should only be used for seeds and clones under a cultivation or micro-cultivation license. You must complete both steps in order for the received packages to be reflected in your METRC inventory.

The two-step process is as follows:

xternal	Transfe	Templates	
		External	
View Manifest			
Incoming			
New Trends	.]		
New Transfe	er		
New Transfe Manifest	er	Origin	
New Transfe Manifest	er	Origin	
New Transfe Manifest	er	Origin	

Step 1: Creating an External Incoming Transfer

Once you have selected "External" under the Transfers area on the navigation bar, click on "Incoming" tab. Create the incoming external transfer by clicking the "New Transfer" button (above image). This will bring up the screen (below image) where you will enter the required information to begin the process of receiving beginning inventory. You should complete the fields as follows:

Type: Select the "Beginning Inventory Transfer" option from the dropdown menu.

Phone Number: Enter a valid phone number. This can be designated as the business phone number.

<u>Planned Route</u>: In this section, document that these were received as an external transfer, the purchase price, and invoice number. Be sure to retain a copy of your invoice as a part of your general business records.

License Number: This is your facility License Number EX: CULV123456

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Item Name, Quantity, and Packaged Date: These fields correspond to the specific items you created 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 products received.

You can add multiple packages by pressing the black plus button seen below. Once you have entered all seed packages, you can click "register transfer."

New Incoming	Transf	er					×
Туре	Beginn	ing Inventory	~				
License No	C0001						
Phone No.	601-55	5-5555					
Planned Route	Receive	ed as external tr	ansfer. Invoice#	ŧ,	Est. Departure	iiii 10/23/2023	today
	purchas	se price \$1234.5	i6.			^ ^	
						10 : 05 AM	
						* *	
					Est Arrival	i 10/23/2023	today
						▲ ▲	
						 ₩ ₩ 	
Back	·	Blue Dream S	oodo	0	Dackage Date	⇒ 40/22/2022 6	Vebot E
Fuon	age # 1	Diue Dieam S	2eus		Package Daic	IU/23/2023	E touay
(Quantity	100	Each	~			
Pack	age # 2	Northern MS L	ights Immature.	C	Package Date	i 10/23/2023	today
c	Quantity	100 \$	Each	~			
0 1	(pe	ackage)					
		Dogister Tra	Canc				
		Register ne					

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 inventory reconciliation requirements.

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

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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 as well as the location of the product. The tag assigned to the product in the system should be physically affixed to the associated product.

Once the information is accurate and complete, click on the "Complete Transfer" button to create the packages with the specified quantities in your inventory.

/ Transfer																						a -	₹.	=-
Manifest : Origin	: тур	e	:	Pkg's	:	EID	: A	T.D.	: ET	A	: A	i A	Receive	ed	: 5	TRD	:	ATRD	:	ET	RA	: A	TRA	:
000003701 🧖 coco1																								
											_				_					_				
npiete incoming i	ransier																							
Manifest	00000	003701							Trai	nsfer Ty	ре	Begini	ning Inv	entory										
Origin Lic. No.	C000	1							Or	igin Nar	ne													
Main Phone No.	601-5	55-5555						Mo	bile F	⊃hone <u>N</u>	10.													
none No. for Questions																								
Employee ID							١	Vehicle	Make	e														
Driver's Name							V	/ehicle I	Mode	el 👘														
Driver's Lic. No.							L	icense	Plate	e														
Template																								Reject
Tag Sequence	Туре ра	rt of the T	ag nui	nber	(۹ 🗸																		
Location	Туре ра	rt of the L	ocatio	n name.		۹ 🗸																		
Package # 1	1A4FF0	10000006	5000	00061	(۹			Item	Blue	Dre	am Seed	S			Shi	pped	Qty.	100			ea		leject
Location	Seed Ba	ank			(۹										Red	ceive	Qty.	100			Each		~
Package # 2	1A4FF0	10000006	5000	00062	(۹			Item	Nort	hern	MS Ligh	ts Imma	ature		Shi	pped	Qty.	100			ea		leject
Location	Immatur	e Room			(۹										Red	ceive	Qty.	100			Each		~
	Comp	olete Tran	sfer	Cance	el																			

Your new seed and clone packages will now be visible under your active package tag.

Active	On Hold	Inactive		In Transit																						
New P	ackages	Submit for	Testing	Remediate		create Plantings	New Tr	ansfer	Cha	ange Location	ns	Change Iter	ms Change	Reg	q'd LTBs	Adji	ust Change	Notes	Finish)	A.		-	≡·	·	F
Та	g			Src. H's	-	Src. Pkg's	1	Src. Pi's	- 1	Location	1	Item :	Category	It	tem Strain	1	Quantity :	P.B.	No.	:	Lab Testing	÷	A.H.	-	Date	÷ (;
۰ a	1A4FF010	00000650000	00061							Seed Bank	E	Blue Dream Seeds	Seeds				100 ea				NotRequired		No		10/23/20)23
► Q	1A4FF010	00000650000	00062							Immature Room	l L I	Northern MS Lights Immature	Immature Plants	Ni Li	lorthern MS lights		100 ea				NotRequired		No		10/23/20)23

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Plant Batches from Seed Package or Clone Package

After completing the Incoming External Transfer (as described in the previous section), your licensed Metrc account should have all cannabis seeds or clones reported within the license number.

If you are planning on **storing** seeds, meaning they would not be considered a live immature plant, then they would be reported as a package per the External Incoming Transfer section above.

If you are planning on **planting** seeds or unpacking immature plants, go to the package tab> **unpack plants into a plant batches**.

Follow the steps below to create the Immature Plant Batches and from your seed package.

Step 1: Go to the Package Tab, select your desired seed or clone package, highlighting it orange, and select "Create Plantings."

ackages					/															
Active On Hold	Inactive In	n Transit																		
New Packages	Submit for Testing	Remediate	Cn	eate Plantings][•	New Transfer	Change Loca	ations	Change	Item	ns Change Re	q'd LTE	Adjust	Change Notes	Finish]				A.
Тад		Src. H's	:	Src. Pkg/s	1	Src. Pj's	Location	-	Item	:	Category :	Item :	Strain	Quantity :	P.B. No.	:	Lab Testing	- 1	A.H.	Date
► Q 📰 1A4FF01	00000065000000028						Seed Bank		Blue Dream		Seeds			100 ea			NotRequired			02/15/2023
H 4 1	Page 1 of 1	F	20	 rows per per per per per per per per per per	page															Viewing 1 -

anting # 1								(clear)
Package	1A4FF010	0000065000000028	Q	Location	Imr	mature Room		Q
Quantity	30	Each	~	Strain	Blu	e Dream		Q
	Unpackagin	g - new total will be 70 ea		Planting Date	Ħ	02/15/2023	÷	today
Group Name	Blue Drear	m MMDDYYY(today's	c	Unpackage		02/15/2023		today
Plants Type	Seed		~	Date				
Plants Count	30							
1								

It is required per the MMCP regulations for the Group Name to include the Strain Name and date of planting. The example (image above) would be how to enter an immature plant batch of Blue Dream plants from a seed package where the Group Name is labeled as **Blue Dream 2.15.21.**

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Strains and Locations must already have been entered in the Strains and Locations grids under the Admin area (see pages 2-4). Use today's date (the date of entry) for the "Planting Date". Once the information has been entered, click on the "Create Plantings" Button.

Once Plantings have been created, they will be visible in your plants tab under "Immature Plants".

lants													MS - Cultivator
													Mississippi
Immature On Hold Inactive	Vegetative	Flowering	On Hold	Inactive	Additive	es Waste	Harvested	On Hold Inac	tive				
Create Plantings Create Packages	Split Plant	tings Renam	e Chang	ge Strains	Change Loca	tion Change	Growth Phase	Destroy Plants	Record Additive	s Record Waste		A. Y.	· =• +
Group	Strain	Location :	Туре	Hold	Plants	Tracked	Packaged	Harvested	Destroyed	Source Package	Source Plant	Source Plant Batch	Group Date
Blue Dream MMDDYYY(today's date)	Blue Dream	Immature Room	Seed	No	30	0	0	0	0	1A4FF01000006500000028			02/15/2023
Page 1 of 1	H	20 v rows	per page									Viewing 1 - 1 (1 total) 🖒 🕇

Immature plants are required to be tagged once they reach 8 inches. For more information regarding next steps please see the METRC General Manual and MS METRC Supplemental Guide.

Please reach out to the MMCP Team at mclicensing@msdh.ms.gov or 601-206-1540.

Please reach out to the Metrc Support Team at support@metrc.com or 1-877-566-6506 with any questions or for additional support. Guidance information can also be found underneath the "Support" dropdown in Metrc.