

May 15, 2018

MEDICAL MARIJUANA INFORMATION BULLETIN 2018-05

Subject: Reminder of Grow Site Administrator Deadline Approaching May 31, 2018

The Oregon Medical Marijuana Program (OMMP) would like to remind growers at grow sites that are required to use the Cannabis Tracking System (CTS) that a Grow Site Administrator (GSA) must be designed no later than May 31, 2018.

Growers at grow sites with three or more patients are required to designate a GSA and use CTS. The GSA will be responsible for ensuring compliance with all CTS rules. A grower designated as a GSA for a grow site must have a current grower card issued at that site.

To begin the process to designate a GSA, the growers at a grow site must select one grower to be designated. The selected grower must login to their Oregon Medical Marijuana Online System (OMMOS) account. Within the OMMOS account, click on the "Grow Site Administrator" tab. From there, click on the "Payment Needed" button and follow the instructions. The annual, non-refundable CTS user fee of \$480.00 will also be paid at this time. Payment processing may take up to two days. Please communicate with all other growers at your site to ensure that only one person per grow site pays the \$480 CTS user fee.

Designating a GSA will begin the process for activating a CTS account. Approval of a GSA designation request will be processed by OMMP and then the information for the grow site will be sent to Metrc® to credential a CTS account. Please watch for a "Welcome to Metrc®" email to activate and set up your CTS account. You must activate your CTS account within 10 days of being contacted by Metrc®. For more detailed information on setting up a CTS account, review the [CTS checklist](#).

For more information visit the new Grow Site Administrator web page:
healthoregon.org/ommpgsa

Review the reporting and tracking requirements web page for more information:
healthoregon.org/ommpreporting

Informational Workshop Sessions

CTS Info for Medical Registrants: During May and June, OMMP and the Oregon Liquor Control Commission (OLCC) will embark on a CTS "roadshow" to provide an overview of the

GSA and CTS requirements. Information on how to designate a grow site administrator will also be reviewed by OMMP.

- OHA and OLCC CTS Information Session - A complete list of locations and dates may be found on the [OLCC Eventbrite page](#) - look for "OHA OMMP Cannabis System Workshop."

For growers: OMMP has scheduled a series of community outreach sessions in May on the reporting and tracking requirements for medical marijuana growers, along with instruction on how to designate a grow site administrator.

- [In-person OMMP only outreach session schedule and notice.](#)
- [Webinar OMMP only outreach session schedule and notice.](#)