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## Recording Transfers in CTS Overview Documentation

### What is this Document?

Medical marijuana grow sites that have been approved to transfer usable marijuana to recreational marijuana Wholesaler and Processors must record these transfers in CTS. Medical marijuana grow sites that have not registered with OLCC for this transfer privilege are not allowed to make these transfer and will not be able to see the associated options in CTS. If your site is eligible, the GSA can find information and instructions on applying for the transfer privilege here: [https://www.oregon.gov/olcc/pages/ommp\\_tracking.aspx#Product\\_Transfers](https://www.oregon.gov/olcc/pages/ommp_tracking.aspx#Product_Transfers)

Once approved, a grow site remains approved regardless of the number of transfers made.

This approval is needed only for transfers to recreational marijuana processor and wholesalers. Grow sites may transfer marijuana to medical marijuana processing sites and dispensaries as dictated by their personal agreements with patients without specific additional approval.

In order to transfer marijuana from a grow site to recreational facility, grow site administrators or other designated CTS users (users) will need to record a "licensed" transfer. OLCC has prepared an instructional presentation on recording a licensed transfer, which is available here:

[https://www.oregon.gov/olcc/Pages/ommp\\_cts\\_guide.aspx#Recording\\_Transfers\\_How-To\\_Guide](https://www.oregon.gov/olcc/Pages/ommp_cts_guide.aspx#Recording_Transfers_How-To_Guide)

The following presents an overview of that detailed process.

### Recording a Licensed Transfer:

To record a "licensed" transfer to a recreational marijuana processor, a recreational marijuana wholesaler, a medical marijuana processing site, or a medical marijuana dispensary, a user will need to do the following:

- **Contact the recipient and make necessary delivery arrangements.**
  - Confirm the license number (as recorded in CTS).
  - Confirm the recipient wishes to receive the item(s).
  - Schedule a delivery time and date.
- **Confirm the items ("packages") for transfer are properly recorded in CTS:**
  - Each item is assigned a UID tag in CTS that matches the physical tag affixed to the item.
  - Re-weigh the items and confirm that the weight is correct in CTS. Use package adjustments to correct any discrepancies.
  - Confirm the item type and strain are correct.
  - Confirm all relevant tests have been performed and recorded in CTS.
    - Usable marijuana (flower and trim) being transferred to a wholesaler or to a dispensary to be sold directly to consumers or patients as usable marijuana must be tested for water activity/moisture content, pesticides, and potency.
    - Usable marijuana being transferred to a wholesaler, processor, or processing site to be made directly into a cannabinoid product (such as edibles or tinctures) must be tested for water activity/moisture content and pesticides.
    - Usable marijuana being transferred to a wholesaler, processor, or processing site to be made into a concentrate or extract must be tested for water activity/moisture content unless the processing method will result in effective sterilization.
    - Wholesalers are allowed to order compliance tests.

- **Add the items to a manifest in CTS.**
  - From the "Transfers" menu drop-down, select "Licensed."
  - In the transfer window, from the "Type" menu, select "Licensed."
  - Fill all fields.
  - Add all packages to the manifest.
  - Click "Register Transfer"
- **View & print two copies of the manifest. Keep the manifests with the items to be transported.**
- **When departing, confirm all packages in the transport vehicle match the items on the manifest.**
- **Upon arrival, provide a copy of the manifest to the recipient and keep one for yourself.**
  - The recipient must confirm each item and accept or reject each item in CTS.
  - The recipient must circle any rejected items on your copy.
  - The recipient must sign your copy.
- **Leave the recipient site.**
  - If any items are rejected, return them to your site and accept them back into your inventory using the "Rejected" tab in your transfer window.
- **The transferred items that were accepted are now out of your CTS inventory and will appear in the recipient's inventory.**

#### Things to Remember:

- No recipient facility is obligated to accept a transfer and may reject items for any reason.
- A grow site is limited to transferring no more than 20 pounds in total to recreational marijuana licensees in any 12-month period.
- Recording a manifest to a recreational marijuana licensee will display the grow site address on the manifest, which is viewable by the recipient in CTS. This information is only visible to recreational marijuana sites if you record a manifest to their location.

For help with specific CTS functions, contact Metrc support at **1-877-566-6506** or [support@metrc.com](mailto:support@metrc.com). Include your license number as it appears in CTS.

For questions about CTS tracking requirements, contact the Oregon Liquor Control Commission at **503-872-6366** or [ormarijuana.cts@oregon.gov](mailto:ormarijuana.cts@oregon.gov)

For questions about Oregon Medical Marijuana Program requirements, contact the Oregon Health Authority at **971-673-1234** or [ommp.info@dhs.oha.state.or.us](mailto:ommp.info@dhs.oha.state.or.us)

