



## OMMP Marijuana Tracking Program Compliance Education Bulletin

**Bulletin MMCE2019-05**

August 13, 2019

### Change in CTS Reporting for OMMP Grow Site Administrators

The Oregon Health Authority and the Oregon Liquor Control Commission are providing the following information to: Grow Site Administrators for medical grow sites in CTS.

The bulletin is part of OLCC's compliance education. It is important that you read it, and understand it. If you don't understand it please contact the OLCC for help.

Failure to understand and follow the information contained in this bulletin could result in an OLCC rules compliance violation affecting your ability to work or operate your business.

Compliance Bulletin MMCE2019-05 covers the following issues:

- **Changes in CTS affecting GSAs reporting responsibilities**
- **How the new CTS function works**
- **Step-by-step instructions**
- **Frequently Asked Questions**

#### What's Changed for GSAs?

In the coming days a system enhancement will be made for medical grow sites reporting into the OLCC Cannabis Tracking System (CTS). The change will list active, registered patient cards associated with a registered grower at the grow site. Grow Site Administrators (GSA) will be required to associate each medical marijuana item in CTS (plants, harvests, and usable marijuana) at the grow site with the valid, registered patient to whom it belongs.

## How It Works

GSAs can view the grow site's current patients and their growers by selecting "Patients", then "Affiliations", in the top menu option in CTS. This list contains the following information for each current patient at the grow site:

- Patient's OMMP File Number
- Patient's OMMP Card Number
- Grower First and Last Name

When a new planting, harvest, or package of usable marijuana is created, an affiliation between patient and marijuana item must be made to complete the process. Since patient names will not be included, it is up to the GSA to determine the appropriate patient/grower affiliation using the patient's file and card number. Patient file and card numbers are printed on the OMMP grow site registration card which should be displayed at the grow site. If a GSA is still unsure, the GSA should ask the grower. A sample grower card and grow site registration card may be found at the end of this bulletin.

## OMMP and the OLCC may NOT release a patient name to a GSA

If a personal agreement is made between the patient and grower, the affiliation to the patient with the marijuana remains in CTS. Marijuana relinquished to the grower still needs to be tracked in CTS and can only be transferred to a medical processor, dispensary or, if the grow site qualifies for the 20-pound transfers option, to an OLCC wholesaler or processing site.

If you have questions about patient, grower, or GSA registrations, please contact OMMP at (971) 673-1234 or [ommp.info@dhsosha.state.or.us](mailto:ommp.info@dhsosha.state.or.us).

If you have any questions regarding Metrc compliance, please contact OLCC at [Marijuana.CTS@Oregon.gov](mailto:Marijuana.CTS@Oregon.gov) or (503) 872-5190.

## Next Steps

A GSA does not need to enter the patient affiliation right away into CTS. A GSA will be prompted to make the affiliation when a new plant is tracked in CTS or changes growth phase, a harvest is created, or a package is created.

## Sample Grower Card:

<p>Oregon Health Authority Oregon Medical Marijuana Program PO Box 14450 Portland, OR 97232-0450 www.healthoregon.org/ommp</p>		<p>OMMP Mailing Address: OHA/OMMP PO Box 14450 Portland, OR 97232-0450</p>
<p><b>Oregon Medical Marijuana Program</b> <b>GROWER INFORMATION</b></p> <p>Grower Name : TEST R LEDES Grower Card No : 1438393 DOB : 9/9/1969 Address : 800 FAKE ST NE SALEM, OR 97309</p> <p>File/Registration : 133149639827 Card Issued : 1/10/2019 Card Expires : 10/10/2019 Patient Card Effective : 10/10/2018</p> <p>Patient Name : TEST R LEDES Patient Card No : 1438392 DOB : 9/9/1969 Address : 800 NE FAKE ST PORTLAND, OR 97293</p> <p>Grow site Location : 455 NORTHERN AVE TEST PORTLAND, OR 97115</p> <p><b>POST THIS PORTION AT THE GROW SITE</b> GROW SITES MAY BE SUBJECT TO INSPECTION OAR 333-008-0730</p> <p><b>OREGON HEALTH AUTHORITY</b> Oregon Medical Marijuana Program Grower Card TEST R LEDES</p> <p>Grower Card No: 1438393 DOB: 9/9/1969 Card Issue Date: 1/10/2019 Card Expires: 10/10/2019 Patient Card Effective: 10/10/2018 Patient Card No: 1438392</p>		<p>A grower means any individual 21 years of age or older designated by the patient to produce marijuana for the patient including patients who identify themselves as their own grower.</p> <p>Required to inventory reports ommpsystem.oregon.gov OAR 333-008-0730</p> <p>neither protects from seizures nor prosecution if the federal government chooses to take action against patients, caregivers, or growers under the federal Controlled Substance Act.</p> <p><b>1206062</b> OHA 8000 (08/11)</p>

## Step-by-step instructions (with CTS screenshots)

These screenshots show how to create patient affiliations with new plantings. You will also assign patient affiliations to plants when they change growth phases, when you create packages from an external transfer, create a harvest, or create packages from a harvest or another package. The patient affiliation functions the same in all areas of the system.

**Step 1:** Create your new plantings from an associated tagged plant or package.

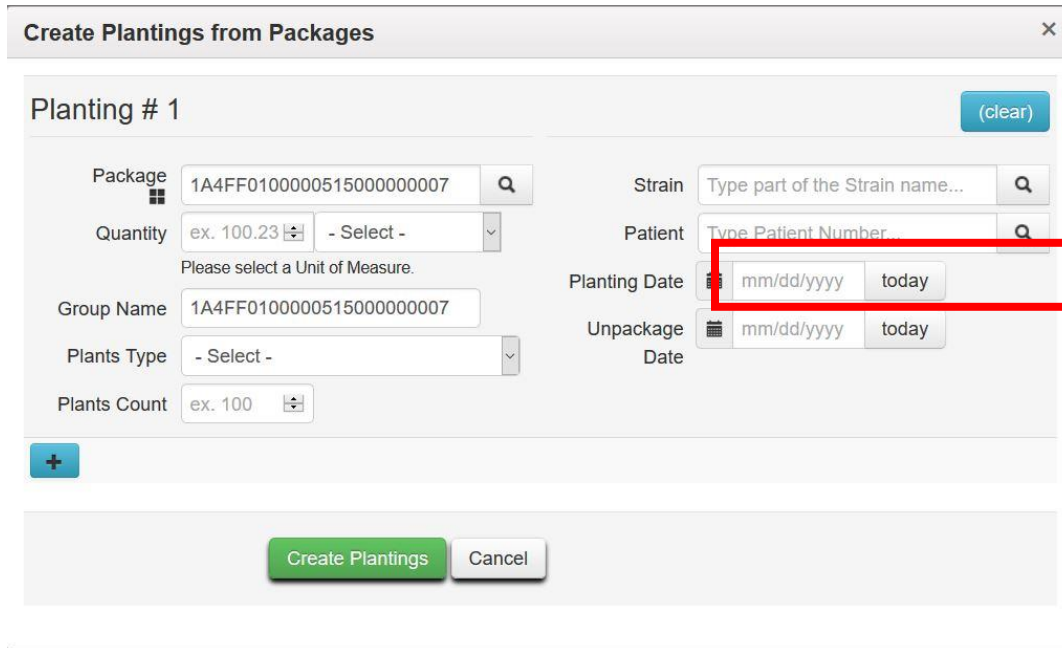
**Packages** 100 TEST GS WHITE CITY OR JACKSON 97503-1818 | 220-32959 Oregon Demo

Active On Hold Inactive

New Packages Submit for Testing Remediate **Create Plantings** New Transfer Change Items Change Patients Change Notes Adjust Finish

Tag	Src. H's	Src. Pkg's	Item	Category	Item Strain	Patient	Quantity	P.B. No.	Lab Testing	A.H.	Date	Rcv'd
1A4FF0100000515000000007			Brass Monkey Plants	Immature Plants	Brass Monkey	59627	24 ea		NotRequired	No	07/30/2019	07/30/2019

**Step 2:** When filling out the information for the new plantings, click on the search glass next to the patient field.



**Step 3:** A list of active patient registrations associated with growers at your grow site will appear. The meanings of each field are as follows:

- 1) **“Patient”:** this is patient’s OMMP File Number (the permanent number for each patient). This number will remain consistent each year even when patient cards are renewed, as long as the grower and grow site remain the same.
- 2) **“Registration No.”:** this is the active patient OMMP annual card number followed by the affiliated grower’s First and Last name. When a patient renews his or her card (and if the grower and grow site remain the same), this card number will change but both the number in the “patient” column and the grower name will remain the same.

Click on the patient number that you wish to associate the plantings with and then click the green select button.

Select

Patient	Registration No.	Status	Active
250233	1418583_TESTINGTHREE	Active	Yes
337114	1418848_SHOOKCOOK	Active	Yes
349135	1418838_BLACKWIDOW	Active	Yes
59627	1399069_IRONMAN	Active	Yes
70052	1385949_CHOPDACAT	Active	Yes
74433	1407052_HAWKEYE	Active	Yes

Select

Cancel

**Step 4:** fill out the rest of the required information for the new plant batch and then click on “create plantings”.

Create Plantings from Packages

Planting # 1

(clear)

Package

1A4FF0100000515000000007

Q

Strain

Brass Monkey

Q

Quantity

24

Each

Patient

59627

Q

Group Name

1A4FF0100000515000000007

Planting Date

07/30/2019

today

Plants Type

Clone

Unpackage Date

07/30/2019

today

Plants Count

24

+

Create Plantings

Cancel

**Step 5:** The plants will now display a patient affiliation in the patient column. If you need to change the affiliation for those patients, click the plant batch to highlight the batch. Then click on the change patient button.

**Plants** 100 TEST PGS WHITE CITY OR JACKSON 97508-1818 | 220-32859 Oregon Demo

<span>Immature</span> <span>Inactive</span> <span>Vegetative</span> <span>Flowering</span> <span>On Hold</span> <span>Inactive</span> <span>Additives</span> <span>Waste</span> <span>Harvested</span> <span>On Hold</span> <span>Inactive</span>											
<span>Create Plantings</span> <span>Create Packages</span> <span>Rename</span> <span>Change Strains</span> <span>Change Patients</span> <span>Change Growth Phase</span> <span>Destroy Plants</span> <span>Record Additives</span> <span>Record Waste</span>											
Group	Strain	Patient	Type	Plants	Tracked	Packaged	Harvested	Destroyed	Origin Package	Origin Plant	Group Date
▶ 1A4FF0100000515000000007	Brass Monkey	59627	Clone	24	0	0	0	0	1A4FF0100000515000000007		07/30/2019

Page 1 of 1 20 rows per page Viewing 1 - 1 (1 total)

**Step 6:** Select the new patient you wish to affiliate the plants with.

Change Plant Batches Patients

Patient Affiliation # 1

(clear)

Plant Batch 1A4FF0100000515000000007

Q

Patient 59627

Q

+

Change Patient Affiliation

Cancel

## **FAQs**

**Q: What if my patient card numbers aren't showing up in CTS/Metrc?**

A: The patient card numbers in CTS are updated each night and reflect active patients for whom growers at your grow site are approved to grow. If patient numbers you believe to be active are not appearing in CTS/Metrc, it likely means there is an issue with the patient or grower's registration status. You should contact OMMP immediately to resolve the situation. OMMP can be contacted by phone at (971) 673-1234 or email at [ommp.info@dhsosha.state.or.us](mailto:ommp.info@dhsosha.state.or.us). Do not contact CTS/Metrc support to inquire about patients missing from your patient list in Metrc. If you contact Metrc they will redirect you to OLCC or OMMP.

**Q: What if my patient's card is renewed and the patient card number changes?**

A: Because the patient's file number is permanent and stays consistent each year, the affiliation remains active and no action is required by the GSA. However any further progression of that item (for example, change of growth phase, harvest, package creation, etc.) will prompt a reselection of the patient affiliation, at which time you will identify the patient under their new card number.

If you have questions about patient, grower, or GSA registrations, please contact OMMP at (971) 673-1234 or [ommp.info@dhsosha.state.or.us](mailto:ommp.info@dhsosha.state.or.us).

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