



# 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 [Inventory Transfer Request](#) 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

The screenshot shows a web form titled "New Incoming Transfer". The form includes the following fields and options:

- Type:** Producer 90-Day Plants/Clones St (dropdown)
- Phone No.:** +1-800-420-5555
- Transporter:** 020-X0002
- Lookup:** Two dropdown menus labeled "- Lookup -".
- Employee ID:** x
- Driver's Name:** x
- Driver's Lic. No.:** x
- Vehicle Make:** x
- Vehicle Model:** x
- License Plate:** x
- Phone No.:** +1-800-420-5555 (use default)
- Planned Route:** 90 day producer start-up inventory
- Est. Departure:** 01/30/2018 (today)
- Est. Arrival:** 01/30/2018 (today)
- Package # 1:** Clones - AK-47
- Quantity:** 50
- Unit:** Each
- Package Date:** 01/29/2018 (today)
- Buttons:** Register Transfer, Cancel

## 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, [available here](#), 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:

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

- 1) After creating strains (as described in the [Inventory Transfer Guide for Processors and Retailers](#)) 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

Template		Unit of Measure
Category	- Select -	<input type="text" value=""/> ✓

  

Item # 1		-
Name	<input type="text" value="Seeds"/>	Unit of Measure
Category	<input type="text" value="Seeds"/>	<input type="text" value="Each"/>

  

Item # 2		-
Name	<input type="text" value="Blue Dream Clones"/>	Unit of Measure
Category	<input type="text" value="Immature Plants"/>	<input type="text" value="Each"/>
		Strain <input type="text" value="Blue Dream"/>

  

Item # 3		-
Name	<input type="text" value="Golden Goat Clones"/>	Unit of Measure
Category	<input type="text" value="Immature Plants"/>	<input type="text" value="Each"/>
		Strain <input type="text" value="Golden Goat"/>

  

Item # 4		-
Name	<input type="text" value="Metrc Bliss (ITR Mature)"/>	Unit of Measure
Category	<input type="text" value="Immature Plants"/>	<input type="text" value="Each"/>
		Strain <input type="text" value="Metrc Bliss"/>

  

Item # 5		-
Name	<input type="text" value="Purple Kush (ITR Mature)"/>	Unit of Measure
Category	<input type="text" value="Immature Plants"/>	<input type="text" value="Each"/>
		Strain <input type="text" value="Purple Kush"/>

  

Item # 6		-
Name	<input type="text" value="Golden Goat Buds"/>	Unit of Measure
Category	<input type="text" value="Buds"/>	<input type="text" value="Pounds"/>
		Strain <input type="text" value="Golden Goat"/>

  

Item # 7		-
Name	<input type="text" value="Purple Kush Buds"/>	Unit of Measure
Category	<input type="text" value="Buds"/>	<input type="text" value="Ounces"/>
		Strain <input type="text" value="Purple Kush"/>

  

**+**

**Why is there no multi-Facility create such as that available in Employees, Strains, and Rooms?**

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.

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

Figure 3: Creating Incoming Transfer

The figure displays two side-by-side screenshots of the 'New Incoming Transfer' form. Both forms are for 'Approved ITR Start-up Inventory' and use transporter '020-X0001'. The left form has OMMP Reg. Number 'ABC123' and includes four packages: Package #1 (Seeds, 5 Each), Package #2 (Blue Dream Clones, 16 Each), Package #3 (Metrc Bliss (ITR Mature), 3 Each), and Package #4 (Golden Goat Buds, 4 Pounds). The right form has OMMP Reg. Number 'XYZ789' and includes four packages: Package #1 (Seeds, 3 Each), Package #2 (Golden Goat Clones, 18 Each), Package #3 (Purple Kush (ITR Mature), 6 Each), and Package #4 (Purple Kush Buds, 88 Ounces). Both forms show estimated departure and arrival times for 01/29/2018.

- 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

The screenshot shows a software interface titled 'Packages'. At the top, there are tabs for 'Active', 'On Hold', and 'Inactive'. Below these are several action buttons: 'New Packages', 'Submit for Testing', 'Remediate', 'Create Plantings' (highlighted with a red box), 'Unpack Plants', 'New Transfer', 'Change Items', 'Adjust', and 'Finish'. The main area contains a table with columns for 'Tag', 'Item', 'Category', 'Quantity', and 'PJ'. The table lists several items, including Golden Goat Clones, Seeds, Blue Dream Clones, Metro Bliss (ITR Mature), Golden Goat Buds, and more Seeds.

Tag	Item	Category	Quantity	PJ
▶ Q ABCDEF012345670000013036	Golden Goat Clones	Immature Plants	18 ea	Nc
▶ Q ABCDEF012345670000013028	Seeds	Seeds	5 ea	Nc
▶ Q ABCDEF012345670000013029	Blue Dream Clones	Immature Plants	16 ea	Nc
▶ Q ABCDEF012345670000013030	Metro Bliss (ITR Mature)	Immature Plants	3 ea	Nc
▶ Q ABCDEF012345670000013031	Golden Goat Buds	Buds	4 lb	Nc
▶ Q ABCDEF012345670000013032	Seeds	Seeds	3 ea	Nc

Figure 5: Create Plantings Dialogue Box

The dialogue box is titled 'Planting # 1' through 'Planting # 4'. Each entry has a 'Package' field with a search icon, a 'Quantity' spinner, a 'Group Name' text field, a 'Plants Type' dropdown, and a 'Plants Count' spinner. To the right of each entry are 'Strain' and 'Planting Date' fields, and 'Unpackage Date' buttons. At the bottom, there are 'Create Plantings' and 'Cancel' buttons.

**Planting # 1**

- Package: ABCDEF012345670000013036
- Quantity: 18
- Group Name: Golden Goat ITR
- Plants Type: Clone
- Plants Count: 18
- Strain: Golden Goat
- Planting Date: 01/29/2018
- Unpackage Date: 01/29/2018

**Planting # 2**

- Package: ABCDEF012345670000013029
- Quantity: 16
- Group Name: Blue Dream ITR
- Plants Type: Clone
- Plants Count: 16
- Strain: Blue Dream
- Planting Date: 01/29/2018
- Unpackage Date: 01/29/2018

**Planting # 3**

- Package: ABCDEF012345670000013030
- Quantity: 3
- Group Name: Metro Bliss ITR
- Plants Type: Clone
- Plants Count: 3
- Strain: Metro Bliss
- Planting Date: 01/29/2018
- Unpackage Date: 01/29/2018

**Planting # 4**

- Package: ABCDEF012345670000013034
- Quantity: 6
- Group Name: Purple Kush ITR
- Plants Type: Clone
- Plants Count: 6
- Strain: Purple Kush
- Planting Date: 01/29/2018
- Unpackage Date: 01/29/2018

Figure 6: Moving Growth Phase

<b>Plant Group # 1</b> <span style="float: right;">-</span>	
Group: Blue Dream ITR <input type="text"/>	New Phase: Vegetative <input type="text"/>
Plants Count: 4 <input type="text"/> Tags: 4 <input type="text"/>	New Room: Veg Room A <input type="text"/>
Starting Tag: ABCDEF012345670000013241 <input type="text"/>	Change Date: 01/29/2018 <input type="text"/> today <input type="text"/>
Ending Tag: ABCDEF012345670000013244 <input type="text"/> <small>(tags optional)</small>	
<b>Plant Group # 2</b> <span style="float: right;">-</span>	
Group: Golden Goat ITR <input type="text"/>	New Phase: Vegetative <input type="text"/>
Plants Count: 8 <input type="text"/> Tags: 8 <input type="text"/>	New Room: Veg Room A <input type="text"/>
Starting Tag: ABCDEF012345670000013245 <input type="text"/>	Change Date: 01/29/2018 <input type="text"/> today <input type="text"/>
Ending Tag: ABCDEF012345670000013252 <input type="text"/> <small>(tags optional)</small>	
<b>Plant Group # 3</b> <span style="float: right;">-</span>	
Group: Metrc Bliss ITR <input type="text"/>	New Phase: Flowering <input type="text"/>
Plants Count: 3 <input type="text"/> Tags: 3 <input type="text"/>	New Room: Flower Room A <input type="text"/>
Starting Tag: ABCDEF012345670000013253 <input type="text"/>	Change Date: 01/29/2018 <input type="text"/> today <input type="text"/>
Ending Tag: ABCDEF012345670000013255 <input type="text"/> <small>(tags optional)</small>	
<b>Plant Group # 4</b> <span style="float: right;">-</span>	
Group: Purple Kush ITR <input type="text"/>	New Phase: Flowering <input type="text"/>
Plants Count: 6 <input type="text"/> Tags: 6 <input type="text"/>	New Room: Flower Room A <input type="text"/>
Starting Tag: ABCDEF012345670000013256 <input type="text"/>	Change Date: 01/29/2018 <input type="text"/> today <input type="text"/>
Ending Tag: ABCDEF012345670000013261 <input type="text"/> <small>(tags optional)</small>	
<span style="float: left;">+</span> <input type="button" value="Change Phase"/> <input type="button" value="Cancel"/>	