

Bulletin Number: ME_IB_0035	Distribution Date: 08/15/2023	Effective Date: See bulletin details
Contact Point: Metrc Support	Subject: Plant Group implementation update	
Topic: Plant Group functionality details and important reminders on resources and training.		

Greetings,

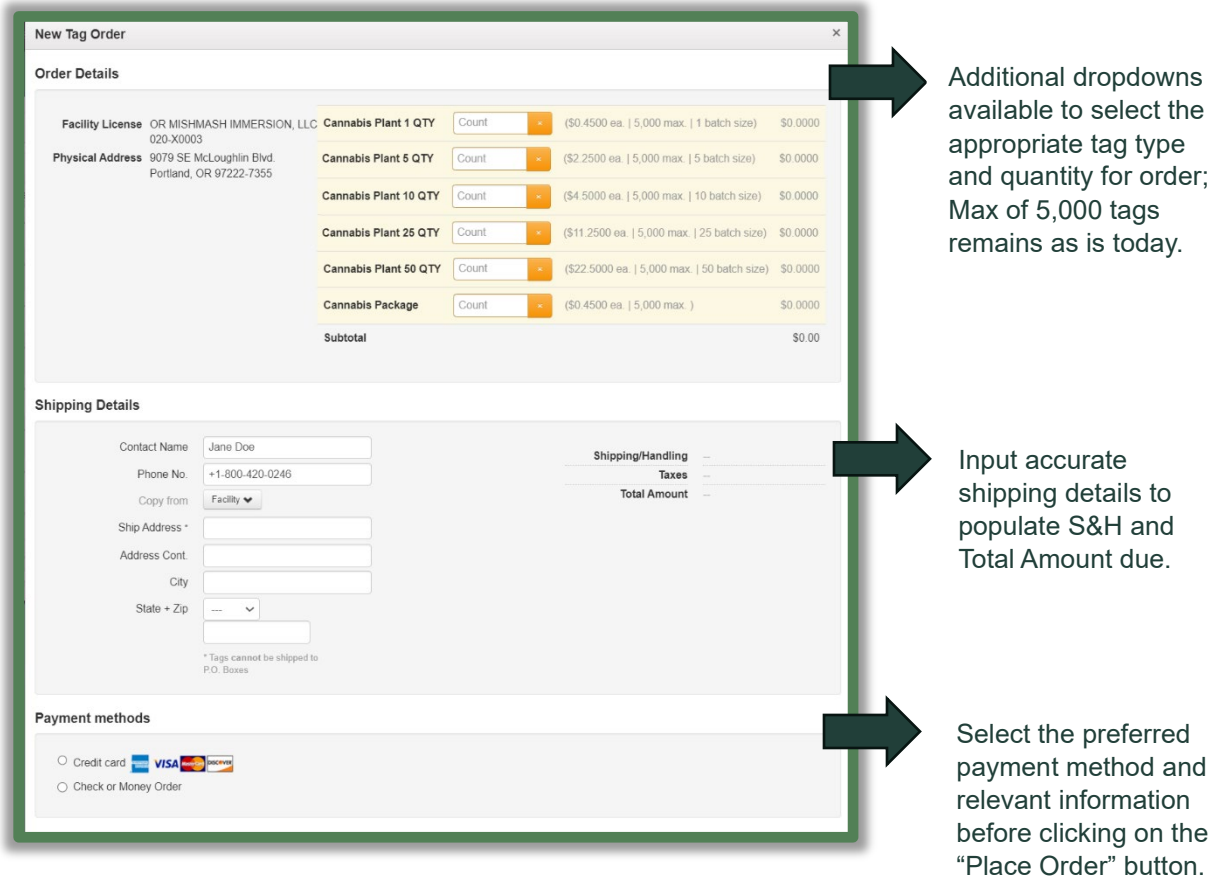
Metrc is pleased to share technical guidance on new functionality to support the general availability of “Flexible Standardized Batch Tracking” (FSBT) for Maine’s adult use cannabis cultivators, which goes into effect in September 2023.

This bulletin contains important details regarding new and updated functionality as listed below:

- I. Ordering RFID-enabled plant group tags
- II. Assigning Plant Group tags
- III. New Plant Tag column
- IV. Updated Destroy Plants functionality
- V. New Merge Plant Groups functionality
- VI. New Split Plant Groups functionality
- VII. Updated functionality for Creating Packages from Plant Groups
- VIII. Harvesting Plant Groups
- IX. Updated functionality for Unpacking Plant Packages
- X. Metrc training

Ordering RFID-enabled plant group tags

The process for ordering tags for plant tracking will remain the same for all Maine adult-use licensed cultivators who use Metrc. However, new tag order options will be made available beginning the evening of August 21, 2023. - **See Figure 1**



The screenshot shows a 'New Tag Order' form with three main sections: Order Details, Shipping Details, and Payment methods. Callouts point to specific features:

- Order Details:** A table lists tag options with dropdown menus for quantity and price.

Tag Type	Unit Price	Max Qty	Batch Size	Current Price
Cannabis Plant 1 QTY	\$0.4500 ea.	5,000 max.	1 batch size	\$0.0000
Cannabis Plant 5 QTY	\$2.2500 ea.	5,000 max.	5 batch size	\$0.0000
Cannabis Plant 10 QTY	\$4.5000 ea.	5,000 max.	10 batch size	\$0.0000
Cannabis Plant 25 QTY	\$11.2500 ea.	5,000 max.	25 batch size	\$0.0000
Cannabis Plant 50 QTY	\$22.5000 ea.	5,000 max.	50 batch size	\$0.0000
Cannabis Package	\$0.4500 ea.	5,000 max.	-	\$0.0000
- Shipping Details:** Fields for Contact Name, Phone No., Copy from, Ship Address, Address Cont., City, and State + Zip. A summary table shows Shipping/Handling, Taxes, and Total Amount.
- Payment methods:** Radio buttons for Credit card (with VISA, Mastercard, Discover logos) and Check or Money Order.

Figure 1: Placing an order – New options

For all tag order options, the cost per tag, regardless of tag type, remains equal and is based on total number of tracked plants.

- Cannabis Plant 1 QTY will have a 1-plant maximum: \$0.45 per tag
- Cannabis Plant 5 QTY will have a 5-plant maximum: \$2.25 per tag (or \$0.45 x 5)
- Cannabis Plant 10 QTY will have a 10-plant maximum: \$4.50 per tag (or \$0.45 x 10)
- Cannabis Plant 25 QTY will have a 25-plant maximum: \$11.25 per tag (or \$0.45 x 25)
- Cannabis Plant 50 QTY will have a 50-plant maximum: \$22.50 per tag (or \$0.45 x 50)

While all Metrc RFID-enabled plant tags arrive compliance-ready, an important difference to note is tag color.

- When tracking plants individually, plant tags remain blue in color.
- When tracking plants in groups, plant tags will be orange in color, and include the clearly printed plant group count for identification purposes – see **Figure 2**.



Figure 2: Plant Group tracking – new tag color

Did you know? All Metrc plant tags are enabled with proprietary RFID technology to help automate compliance and streamline operations. To learn more about RFID and third-party integrator solutions in Maine, please visit the [Metrc website](#) and [Maine Partner Page](#).

Assigning Plant Group tags

To change an immature plant batch growth phase, select the Plants option in the navigational toolbar, then select the Immature tab to populate the Immature Plants grid. Locate and click on the relevant Immature Plant Batch, then select the “Change Growth Phase” button – **see Figure 3.**

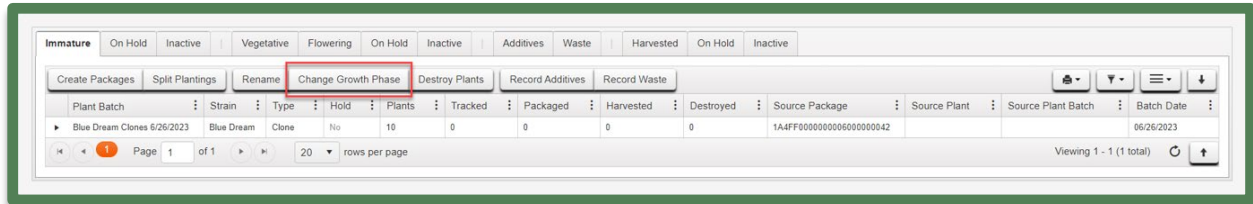


Figure 3: Change Immature Plants Growth Phase

This action will open the “Change Immature Plants Growth Phase” action window. The Plant Batch, Tag Type, Plants Count, Starting Tag Number, New Phase, New Location, and Change Date should be entered or selected. The system will then auto-populate the remaining number of tags in sequence in relation to the group tag type selected.

For the first example below, the growth phase is changed to 100 plants and the Cannabis Plant 50 QTY Tag Type (50 max) is selected. The system will auto-populate 2 sequential tags – **see Figure 4.**

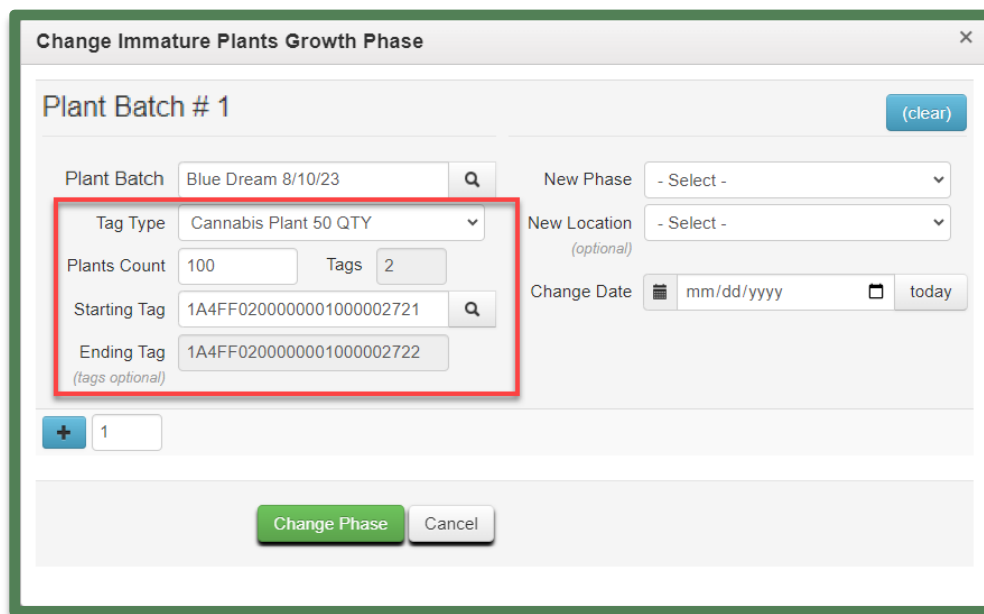


Figure 4: Change Immature Plants Growth Phase Action Window

For the second example below, the growth phase is changed to 18 plants and the Cannabis Plant 10 QTY Tag Type (10 max) is selected. The system will auto-populate 2 sequential tags due to the combined max tag count available being 20 – see **Figure 5**.

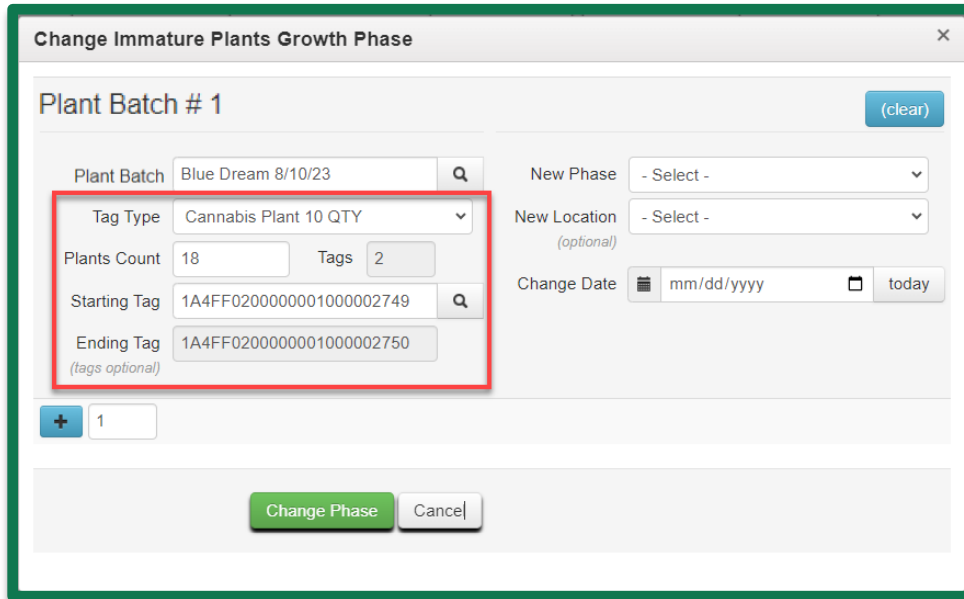


Figure 5: Change Immature Plants Growth Phase Action Window

When assigning a Tag Type, a list of prepopulated tag types will appear in the tag type dropdown – see **Figure 6**.

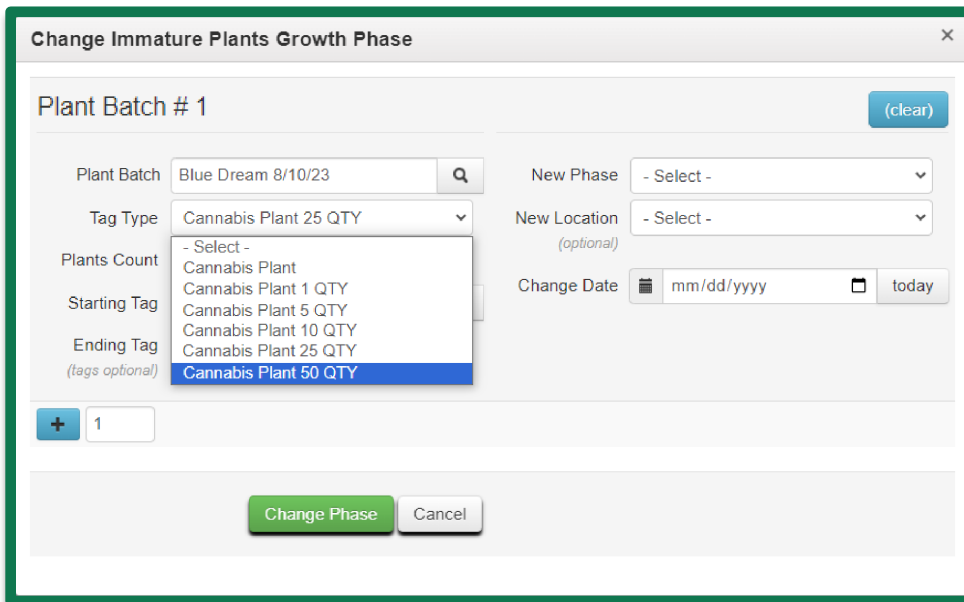


Figure 6: Tag Type Dropdown List

With the proper Tag Type selected, the Starting Tag should be entered next by clicking on the magnifying glass button (**see Figure 7**) which will populate an updated dialogue window.

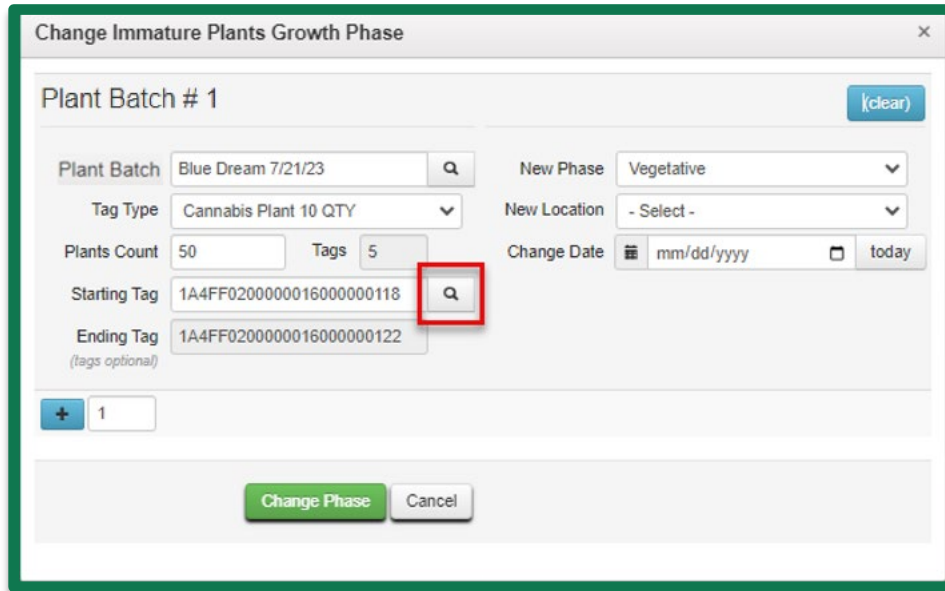


Figure 7: Starting Tag Magnifying Glass

The number of tags will automatically calculate the number of tags needed and assign the Ending Tag. The selected tag type and the max tag size columns will appear – **see Figure 8**.

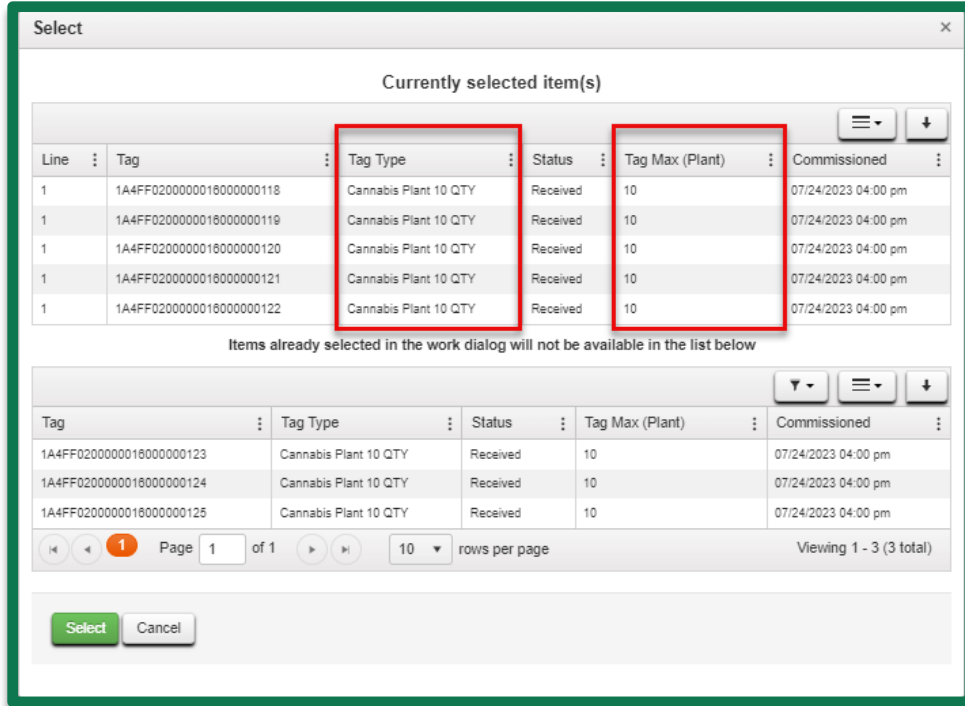
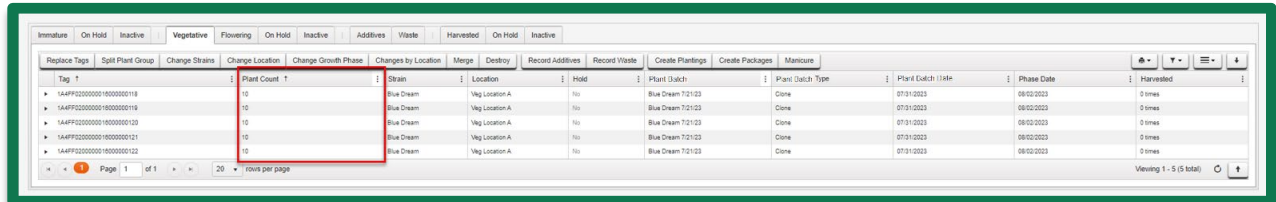


Figure 8: Tag Type Dialogue Window

New Plant Count Column

Tags can be assigned to plant groups or individual plants, and the columns listed in the immature plant phase will remain unchanged. The Plant Count column in the Vegetative and Flowering phase tabs will be visible – see **Figure 9**.



Tag	Plant Count	Strain	Location	Hold	Plant Batch	Plant Batch Type	Plant Catch (13Hz)	Phase Date	Harvested
1AFFF0200000018000000118	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
1AFFF0200000018000000119	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
1AFFF0200000018000000120	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
1AFFF0200000018000000121	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
1AFFF0200000018000000122	14	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times

Figure 9: Plant Count Column

Important note: The Plant Count column indicates a plant group's active remaining plant count.

Updated Destroy Plants Functionality

Additional information will be captured when destroying plants in the Vegetative and Flowering phases when selecting the “Destroy” button – see **Figure 10**.

Note: The appropriate permissions must be granted by an Administrator for a user to take this action.

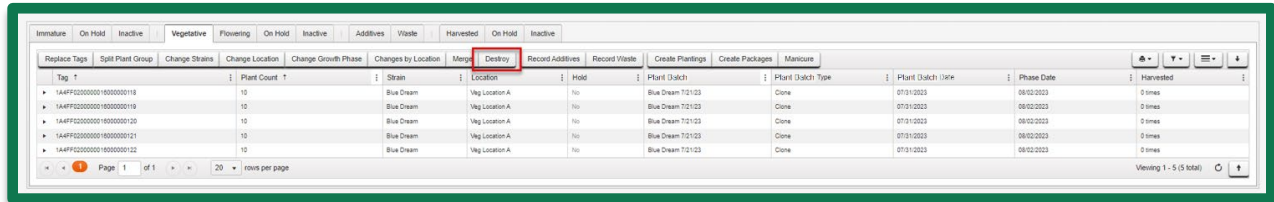


Figure 10: Destroy Plants Action Tab

When the “Destroy” button is selected, this action will populate the ‘Destroy Vegetative Plants’ or “Destroy Flowering Plants” action window, depending on the phase. The number of plants being destroyed from the plant group should be manually entered in the “Count” text box. The Destroy Date, a Reason for destroying the plants, and a Note should be entered before selecting the “Destroy Plants” button at the bottom of the window – see **Figure 11**.

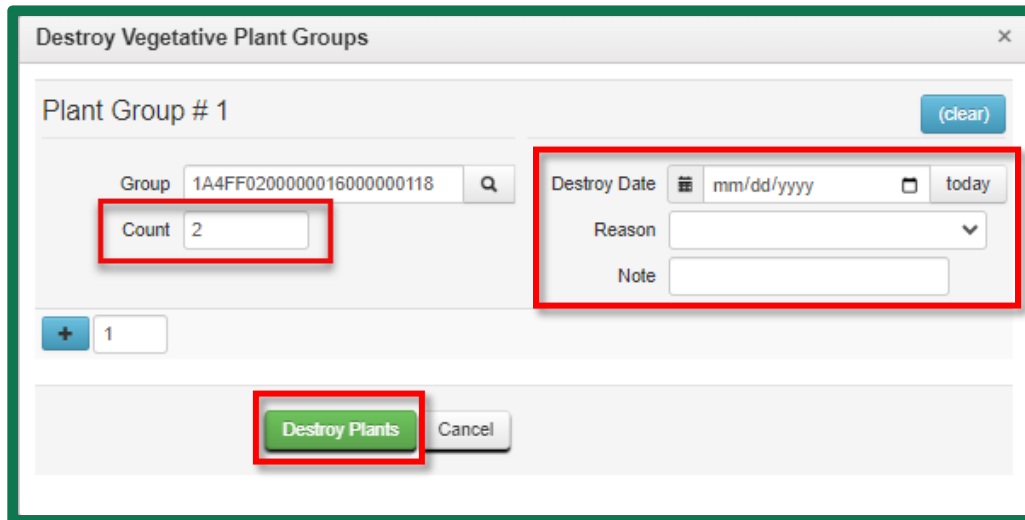


Figure 11: Destroy Vegetative Plant Groups Action Window

After plants have been destroyed, the plant count column will decrease in quantity to represent the number of remaining plants – see **Figure 12**.

Tag ↑	Plant Count ↑	Strain	Location	Hold
▶ 1A4FF020000016000000118	8	Blue Dream	Veg Location A	No
▶ 1A4FF020000016000000119	10	Blue Dream	Veg Location A	No
▶ 1A4FF020000016000000120	10	Blue Dream	Veg Location A	No
▶ 1A4FF020000016000000121	10	Blue Dream	Veg Location A	No
▶ 1A4FF020000016000000122	10	Blue Dream	Veg Location A	No

Figure 12: Plant Count Column Updated for Destroyed Plants

New Merge Plant Groups Functionality

A new merge button within the Vegetative and Flowering phases is now available. To access, navigate to the intended phase and select the “Merge” action button – **see Figure 12.**

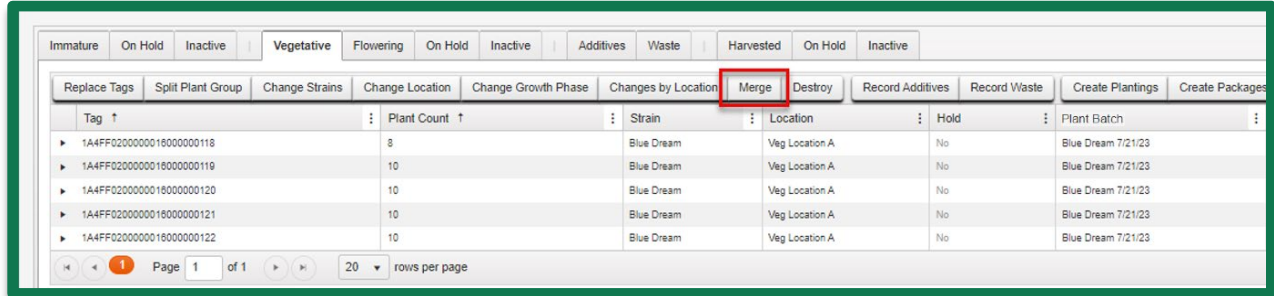


Figure 13: Merge Plant Groups Action Button

The “Merge Plant Groups” action window will appear and prompt recording of the Target Plant Group, Source Plant Group, Merge Date, and Plants Count. With information entered, a Remaining Plant Balance notification will appear under “Plants Count” indicating the max count allotted for the Target Plant Group. To complete the action, select the “Perform Changes” button at the bottom of the window – **see Figure 14.**

Note: Plant groups must be in the same phase to be merged.

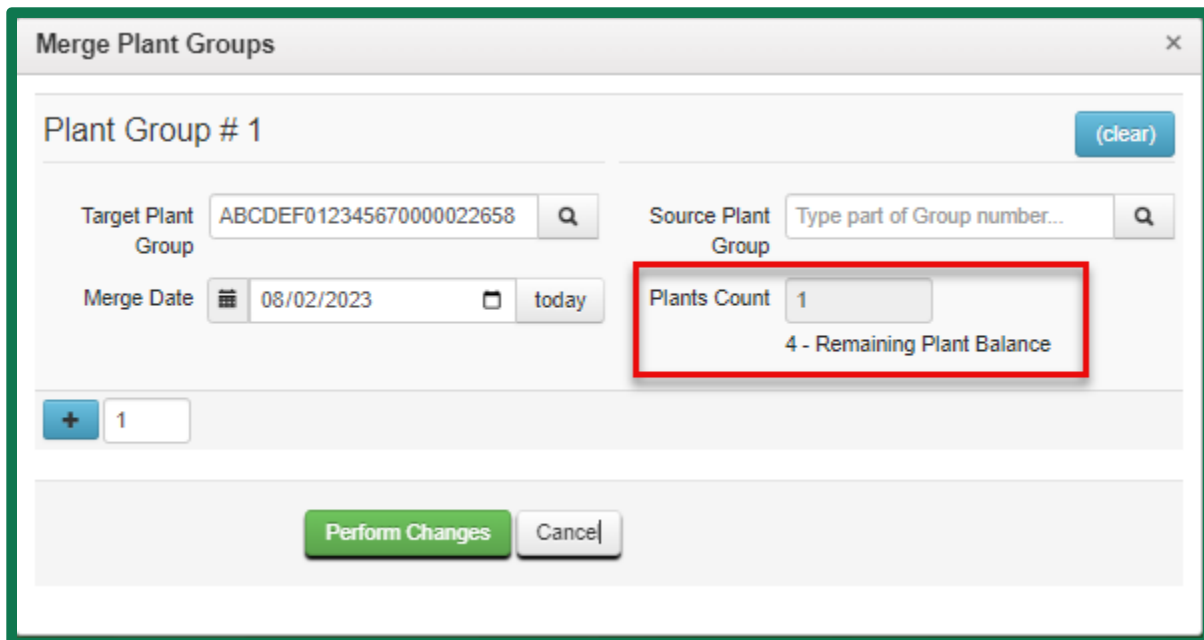


Figure 14: Merge Plant Groups Action Window

New Split Plant Group Functionality

A new Split Plant Group button is available within the Vegetative and Flowering phase tabs. To access, navigate to the intended phase and select the “Split Plant Group” action button – see **Figure 14**.

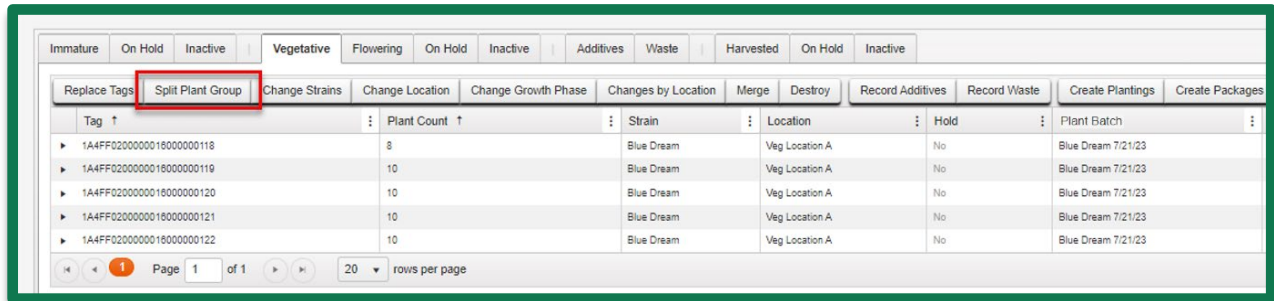


Figure 15: Split Plant Group Action Button

Once the “Split Plant Group” button is selected, the “Split Plant Groups” action window will open and prompt the Plant Group being split, New Tag, Plant Count, Strain for the new plant group, and Split Date to be entered. To complete the action, select the "Perform Changes" button – see **Figure 15**.

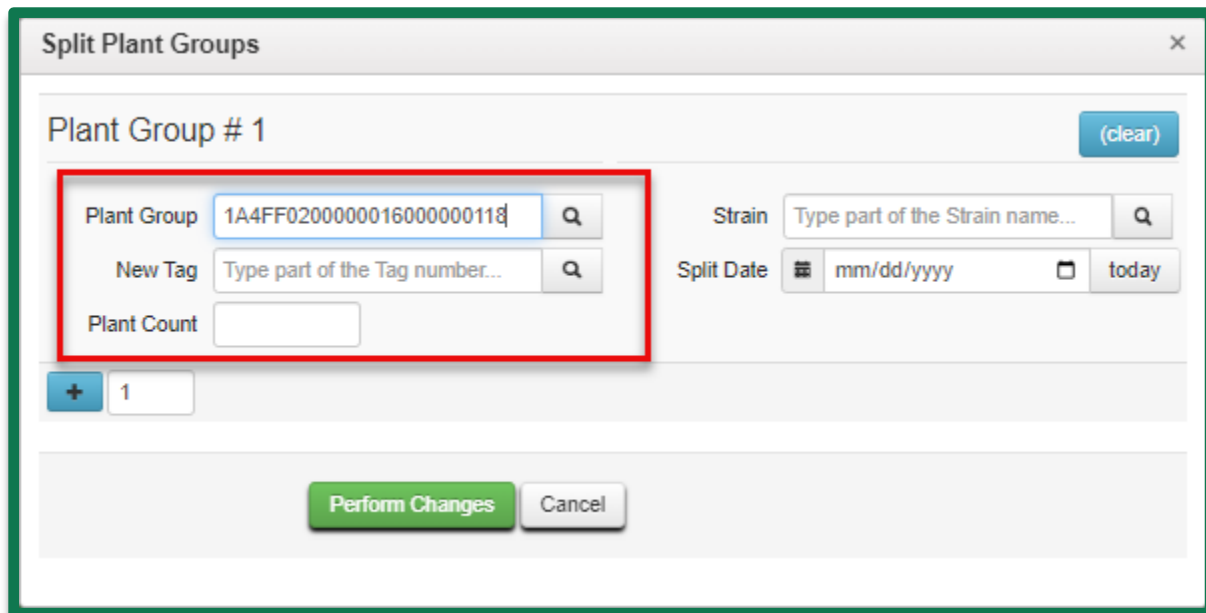


Figure 16: Split Plant Group Action Window

Updated functionality: Creating Packages from Plant Groups

To create packages from plant groups, navigate to the Vegetative plant phase, highlight the plant group row, and then select the “Create Packages” buttons – see Figure 16.

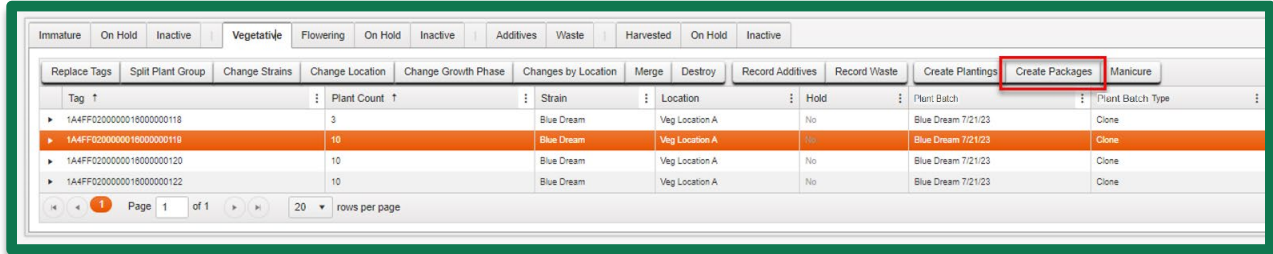


Figure 17: Selecting Create Vegetative Plants Packages from Plant Groups

Selecting the ‘Create Packages’ button will open the “Create Vegetative Plants Packages” action window and prompt the new package tag (“New Tag”), Item, Package Date, Note, and the Plant Group Tag to be entered. With all fields completed, select the “Create Packages” button at the bottom of the window – see Figure 18.

Note: The package of plants will now be visible in the Active Packages screen.

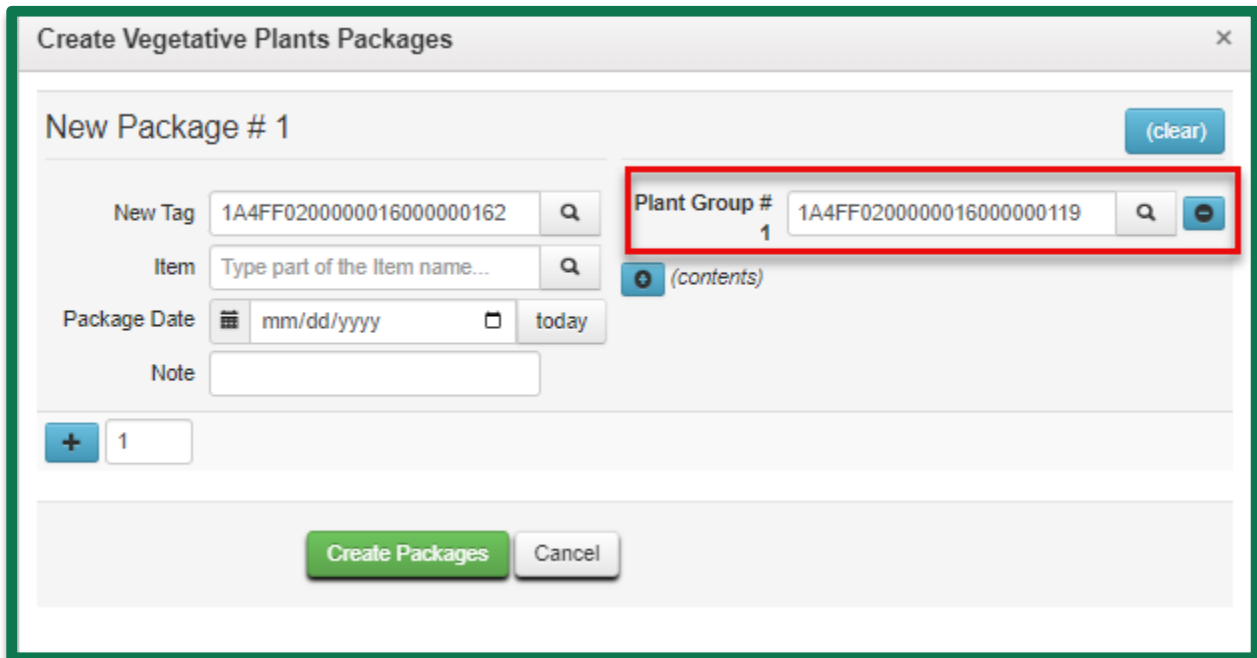


Figure 18: Create Vegetative Plants Package Action Window

Harvesting Plant Groups

To harvest plant groups, navigate to the Flowering phase tab in the Plants area, highlight the plant group(s) being harvested, and then select the “Harvest” button – see Figure 19.

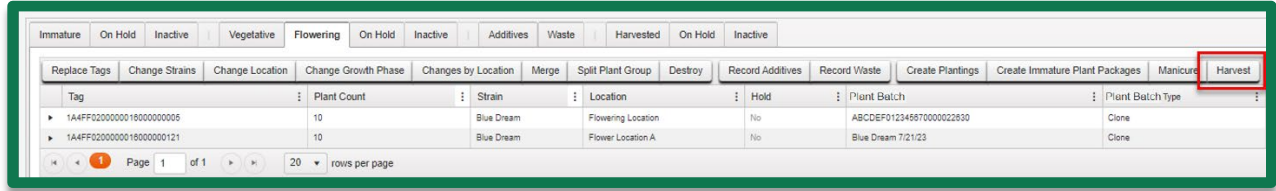


Figure 19: Harvest Flowering Plants Action Button

The “Harvest Flowering Plants” action window will appear. Using the template, enter the Harvest Name, Unit of Measure, Drying Location, and Harvest Date. Then select the green checkmark box to populate the entered information in the template for each plant being harvested. The Weight entry is used to enter the total wet weight for each plant group. With all fields completed, select the “Harvest Plants” button at the bottom of the window – see Figure 20.

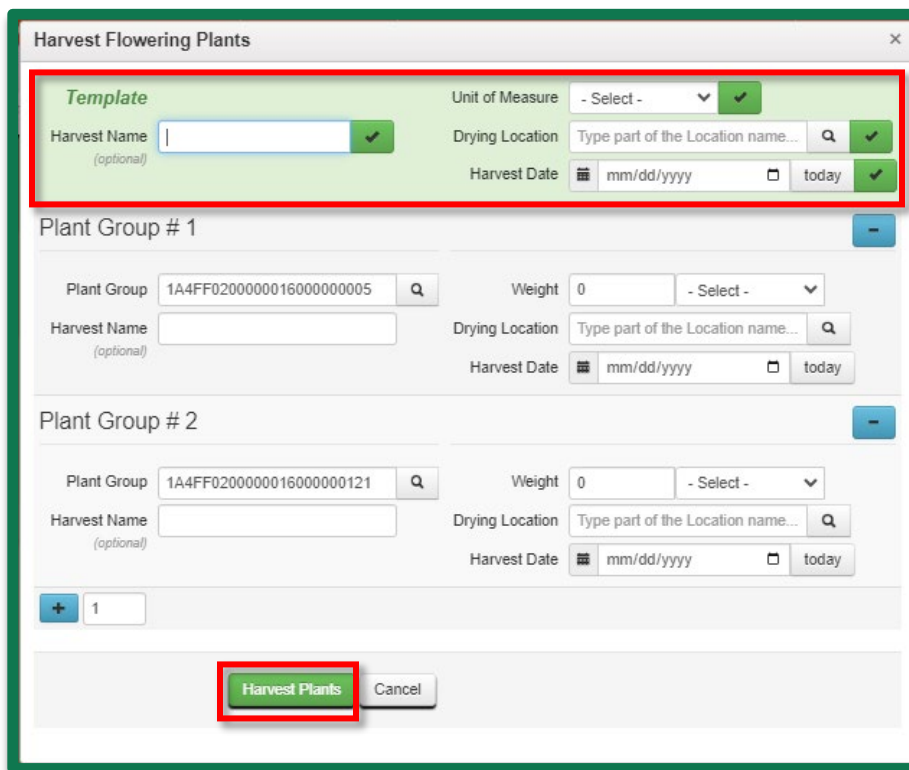


Figure 20: Harvest Flowering Plant Groups

Note: To view newly harvested plant group(s), navigate to the ‘Harvested’ area of the plants screen. Each plant group will be calculated into the total Wet Weight of the Harvest.

Updated functionality: Unpacking Plant Packages

To unpack plant packages, navigate to the Active Packages grid and highlight the “Unpack Plants” button – see Figure 21.

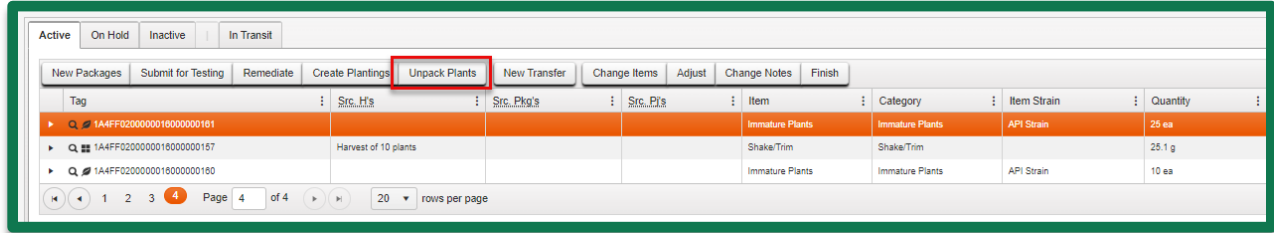


Figure 21: Selecting Unpack Plants

Taking this action will populate the “Unpack Plants from Packages” action window and prompt the Package Tag ID, Plants Type, Tag Type, Plants Count, Starting Tag, Strain, Location, Planting Date, Vegetative Date, and the Unpackage Date be entered. With all fields completed, select the “Unpack Plants” button – see Figure 22.

Note: To view unpacked plant packages, navigate to the “Vegetative” plants grid.

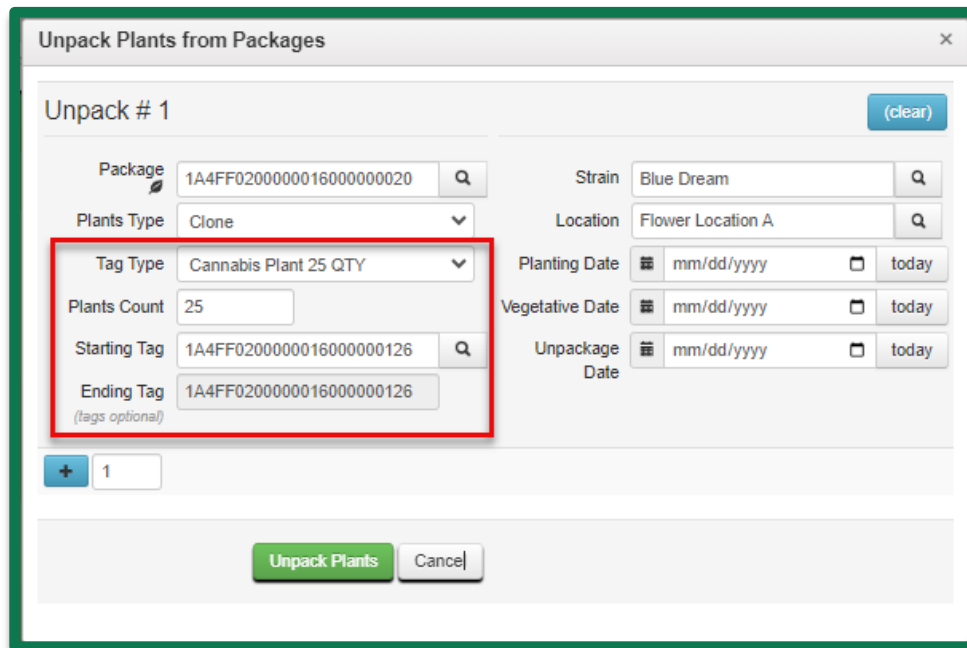


Figure 22: Unpack Plants from Packages Window

Metrc Learn Training

Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into role-specific programs made up of various courses.

Important note: To access Metrc training, [Metrc Learn registration](#) is required. See below instructions on how to register for a Metrc Learn account for more information.

Metrc will offer the following educational resources through Metrc Learn to support industry preparedness in advance of new functionality going live in September.

On-demand training

Starting on August 15th, on-demand virtual training modules will be available with new and updated content on the following topics and located in the “Learning Library” section of Metrc Learn.

- ME New Business Training
- Metrc Plant Group Tagging Training
- ME Advanced Cultivator Training

To access on-demand training, take the following steps:

1. Navigate to [Metrc Learn](#) and enter login credentials.
2. Select “Learning Library” from the navigation bar.
3. Enroll in the preferred training module(s) – Metrc Plant Group Tagging, ME Advanced Cultivator, or ME New Business Training – **see Figure 23.**

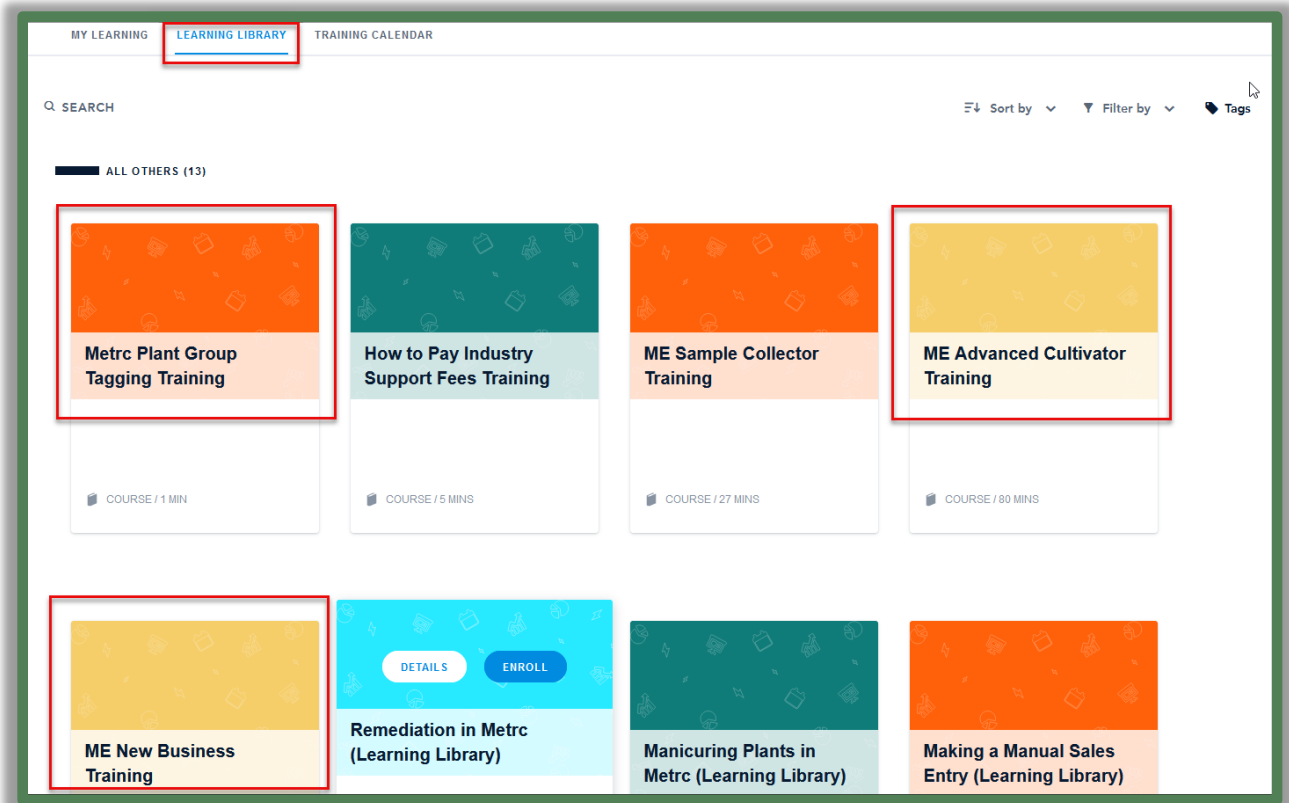


Figure 23: Access on-demand training in the Learning Library

Live training

In addition, two (2) live one-hour webinar training sessions will be hosted on the following dates and registration can be accessed in the “Training Calendar” section of Metrc Learn.

- August 22, 2023, at 4 p.m. EST
- August 24, 2023, at 2 p.m. EST

To register for a live training session:

- Navigate to [Metrc Learn](#) and enter login credentials.
- Select “Training Calendar” from the navigation bar.
- Select “Register Now” for the preferred ME live training – see **Figures 24 and 25**

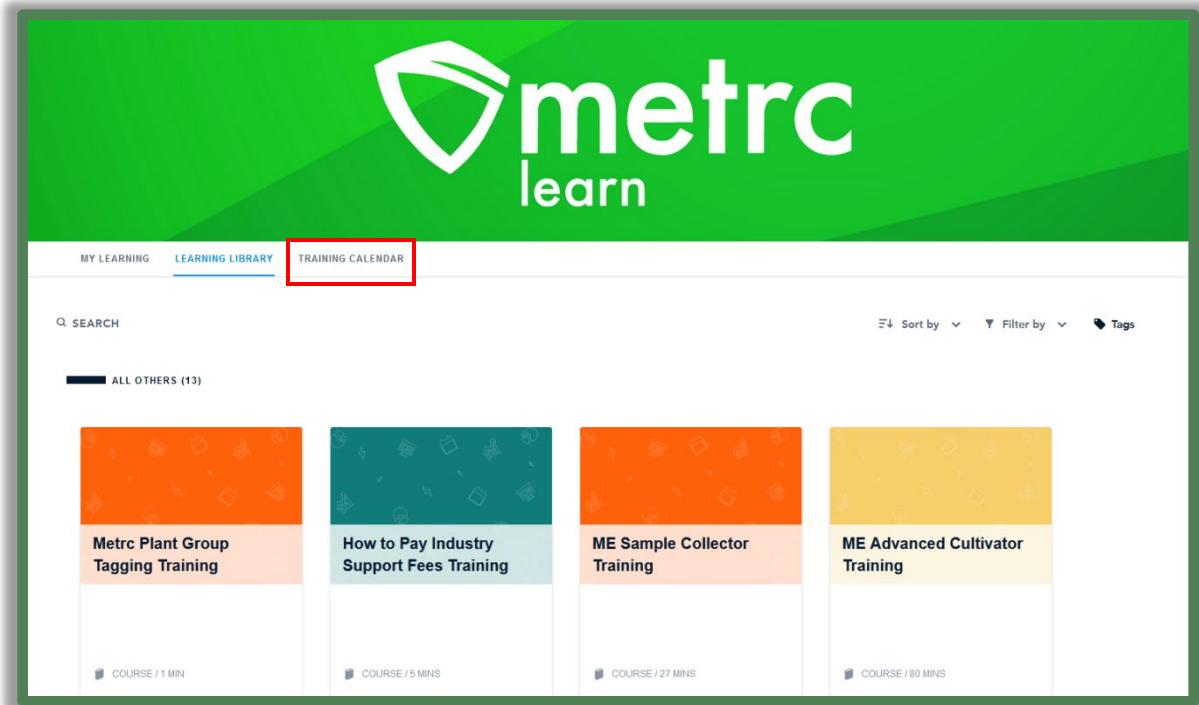


Figure 24: Access live training sessions in the Training Calendar

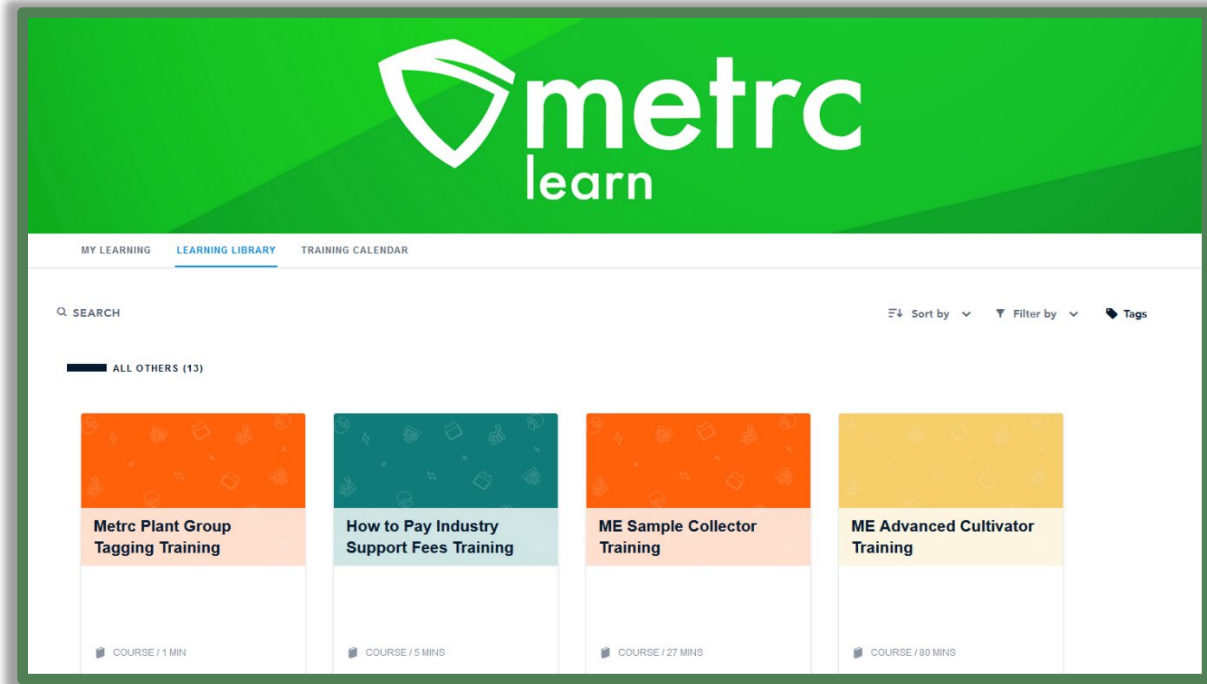


Figure 25: Select the session and click the “Register Now” button

Need to register for Metrc Learn?

To register for Metrc Learn, please take the following steps:

Metrc LLC
For additional support:
Email Support@metrc.com or call 877-566-6506

- Navigate to the [Metrc Learn Registration](#) page – see **Figure 26**
- Enter the required information and click on the 'Create Account' button.
 - **Note:** Please allow up to 48 hours (Monday – Friday) for registration approval to be granted.
- Upon approval of active Metrc Learn status, an email invitation will be sent to the email provided to set a password.
 - **Note:** If working in multiple licenses, enter all licenses on the lines provided, and then select the license type that reflects the area of the role requesting access to Metrc training.

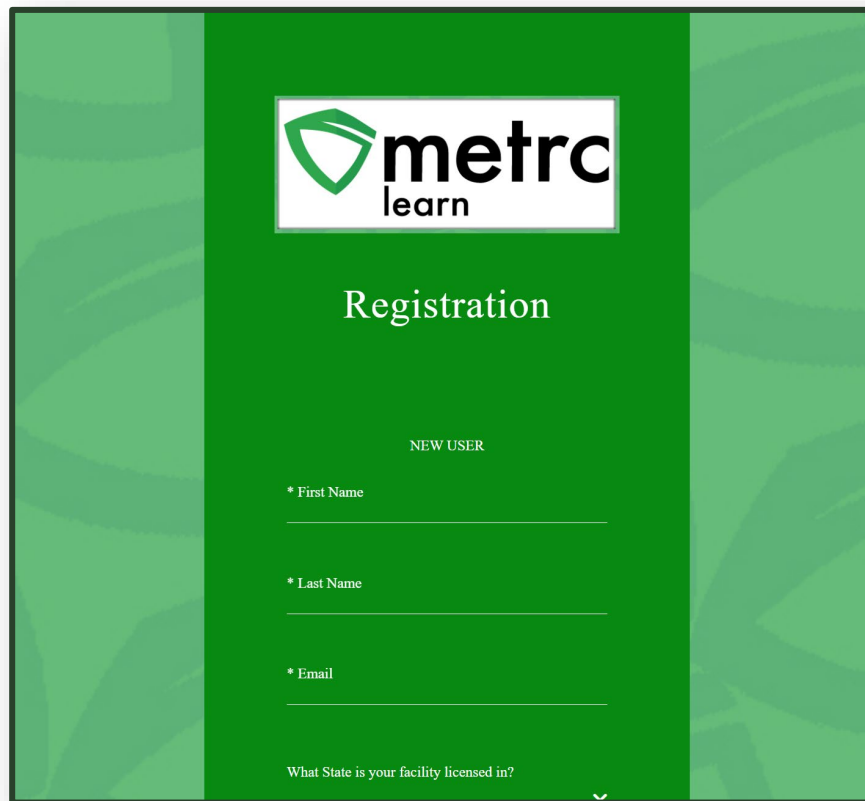


Figure 26: Metrc Learn Registration page

Additional Resources and Metrc Support

Additional resources, such as educational guides, are readily available in the Metrc system. Simply click on the “Support” dropdown in the top-right navigation pane and select the appropriate resource – see **Figure 27**

Metrc Support can also be reached via phone, email, or live chat through the Metrc system or by referencing the information below.

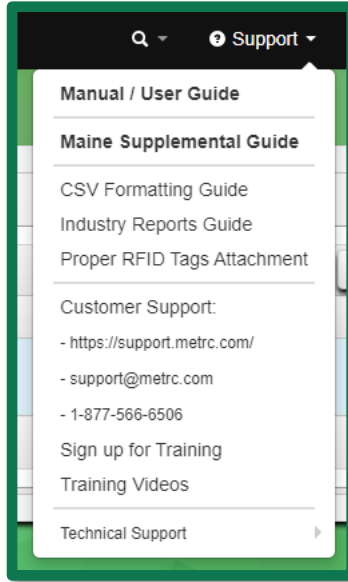


Figure 27: Metrc system – Access Additional Resources and/or Metrc Support

Thank you for your continued partnership. Please contact Metrc Support with any questions.