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To: Current and Prospective AUMP Licensees  
From: Director Erik Gundersen, Office of Marijuana Policy  
Date: Thursday, February 24, 2022  
Subject: Reminders on the Appropriate Use of and Opportunities Related to Metrc

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### Background

This guidance is provided by the Office of Marijuana Policy to current and prospective Adult Use Marijuana Program (AUMP) licensees to ensure appropriate use of the state's inventory tracking system, Metrc. Included in this guidance is information regarding the appropriate completion of harvests and packages in Metrc when a licensee has completed a harvest or exhausted all items in a package in their inventory, finalization of sales in Metrc, identification and use of the appropriate package tag on the labels affixed to the marketing layer of marijuana and marijuana products, and a reminder that Metrc is offering ongoing optional advanced cultivator trainings to provide additional tools and skills to cultivation facility licensees using Metrc.

### Completing Harvests and Packages; Finalizing Sales Receipts

Licensees are reminded that pursuant to Sections 4.1(B) and 4.1.2(A) of 18-691 C.M.R., ch. 1 (AUMP rule) all licensees are required to maintain complete, accurate and up-to-date inventories of all marijuana plants, marijuana and marijuana products on their licensed premises by 11:59PM every day. This requirement includes properly indicating in Metrc when a harvest or package has been "finished" and when sales receipts have been "finalized". Metrc has released bulletins (Maine Bulletin #16: Finishing Harvests and Packages and Maine Bulletin #20: Finalizing Sales Receipts) regarding the mechanics of both of these functions in the inventory tracking system.

These and all other Maine-specific bulletins issued by Metrc can be viewed here:

<https://www.metrc.com/information-and-materials/bulletin-archive/#Maine>.

### Package Tag Labeling Requirements

Based on inquiries from current licensees and the results of OMP's packaging and labeling inspections, it appears there remains some confusion regarding which Metrc package tag number is required to be included on the marketing layer of marijuana and marijuana products offered for retail sale and how that package number is to be displayed. Section 11.1.2(F)(2) of the AUMP rule requires licensees to affix "the unique identification number of the final batch from which the testing sample for the mandatory testing of the contents of the marijuana or marijuana product was taken". In addition, OMP's compliance team has noted a fair amount of variation regarding how that package number is displayed, with some licensees including the entire 24-

character package number, while others are including only a few of the final digits of the package number on the label.

Licensees are advised that the marketing layer of the labels affixed to retail units of marijuana or marijuana product should include the Metrc package number from the source package from which the smaller mandatory test sample package was taken. Licensees must print the entire 24-character package number from that source package on the marketing layer of any label affixed to marijuana or marijuana products for retail sale.

#### *Advance Cultivator Training from Metrc*

OMP is also reminding cultivation facility licensees that Metrc is providing an optional Advanced Cultivator Metrc System Training on Fridays from 11AM to 1PM. Cultivation facility licensees can register for the training by visiting Metrc's training registration page (<https://franwell.quickbase.com/db/bpermufix?a=dbpage&pageID=2>) and clicking on the "Advanced" tab above the calendar.

More information regarding the registration process can be found in Maine Bulletin #19: Advanced Cultivator Training, available on the bulletin page: <https://www.metrc.com/information-and-materials/bulletin-archive/#Maine>.

#### *Conclusion*

Licensees are reminded that they are required at all times to use the state's inventory tracking system in accordance with the requirements of the AUMP rule, policy guidance issued by our office, and all bulletins issued by Metrc.

For all questions regarding the use and functionality of Metrc, please contact Metrc Support at: [support@metrc.com](mailto:support@metrc.com) or 1-877-566-6506.