MERGE CULTIVATION BATCHES PRIOR TO BATCH TAGGING, UPDATED 07/03/2024

Introduction

New functionality in Metrc allows for multiple plants to be assigned under a single tag in predefined tag groups of up to 100 plants per tag. However, the current release does not allow for multiple *cultivation batches* to be assigned under a single larger tag in one action. In order to effectively utilize group plant tags across multiple cultivation batches, perform the following steps prior to tagging the group. *Failure to "pre-merge" batches will produce an undesired result requiring a tedious corrective process.*

NOTE: The **adjust** button below is <u>only</u> available to facilities who have received group plant tags into their Metrc inventory. If you have active group tags at your facility but do not see the **adjust** option, reach out to <u>CTS</u> to enable this permission on your Metrc account.

Choose Your Path

It is imperative to select the appropriate starting point from the scenario links below to ensure that the guidance provided meets your circumstances. Additional adjustments may be required to seed/plant source packages depending on the cultivation batches selected for merge. If you are unsure or have additional questions, please contact <u>CTS</u> before making any changes to your Metrc account.

Scenario A: All plant batches to be merged are sourced from any tagged plants.

Plants Tab:

Immatu	re On Hold Inactive	Vegetati	ve	Flowering	On Hold	Inactive	Additives Wa	ste Harveste	d On Hold Ina	active	
Creat	e Packages Split Plantings	Rename		Change Strain	s Change	Growth Phase	Destroy Plants	Adjust Recon	d Additives Recon	d Waste	
PI	ant Batch	: Strain	:	Туре :	Hold	Plants	Tracked :	Packaged	Destroyed :	Source Package	Source Plant
▶ 1A	4FF0300000002000000198A	5th Elemen	nt	Seed	No	50	0	0	0	1A4FF030000000200000198	
 AB 	CDEF012345670000011383A	AK-47		Clone	No	75	0	0	0		ABCDEF012345670000011383
► GT		Blue Dream	n	Clone					0		ABCDEF012345670000011377
► GT		Blue Drear									ABCDEF012345670000011377
▶ GT		Blue Drear									ABCDEF012345670000011377
► GT		Blue Dream									ABCDEF012345670000011377

Scenario B: All plant batches to be merged are sourced from the same source package UID. Plants Tab:

Imn	nature	On Hold	Ina	active		Vegetative	•	Flowerin	g	On Hold	I	Inactive		Additives	Was	ste	1	Harveste	d On Ho	ld Ir	nactive		
C	Create P	ackages	Split F	Plantings		Rename		Change St	rains	Change	e G	Growth Phas	e	Destroy Pla	ints	Adju	st	Record	Additives	Reco	rd Waste]	
	Plant	Batch			÷	Strain	:	Туре	÷	Hold	:	Plants	÷	Tracked	- :	Pack	aged	:	Destroyed	:	Source	Package	:
►	1A4FF	030000002	0000001	198A		5th Element		Seed		No		50		0		0			0		1A4FF03	00000002000000198	
•	ABCD	EF01234567	0000011	383A		AK-47		Clone		No		75		0		0			0		_		
Þ	test1					Black Dog		Clone		No		20		0		0			0		1A4FF03	00000002000000357	
•	test2					Black Dog		Clone						0							1A4FF03	00000002000000357	
	toet2					Plack Dog		Clone				20		0		0					1046602	000000200000257	

Scenario C: Plant batches to be merged are sourced from differing source package UIDs.

Plants Tab:

Imm	ature	On Hold	Inactive		Vegetative	Flowering	On Hold	Inactive		Additives	Was	ste	Harveste	d On Hold	Ina	ctive	
Cr	eate Pa	ickages	Split Planting	s	Rename	Change Strain:	s Change	Growth Pha	ase	Destroy Pla	ants	Adjust	Recor	d Additives F	ecord	I Waste	
	Plant	Batch		-	Strain :	Туре :	Hold	Plants	:	Tracked	- :	Packag	ed :	Destroyed	:	Source Package	-
•	1A4FF	03000000020	00000198A		5th Element	Seed	No	50		0		0		0		1A4FF03000000200000198	
•	ABCDE	F012345670	000011383A		AK-47	Clone	No	75		0		0		0			
•	test4				Black Dog	Clone	No	80		0		0		0		1A4FF03000000200000357	_
•	test5				Black Dog	Clone	No	20		0		0		0		1A4FF03000000200000357	
•	Test6				Black Dog	Clone	No	19		0		0		0		1A4FF030000000200000313	

SCENARIO A INSTRUCTIONS:

All immature plant batches to be merged are sourced from any tagged plants.

1. From the Immature Plants Screen, select the batches you wish to group tag, then click *adjust*. *Selected plant batches must be of the same strain*.

n	ts								
mm	nature On Hold Inactive	Vegetative	Flowering	On Hold	Inactive	Additives Wa	ste Harveste	ed On Hold In	active
С	create Packages Split Plantings	Rename	Change Strains	Change	Growth Phase	Destroy Plants	Adjust Recor	d Additives Reco	rd Waste
	Plant Batch	Strain :	Туре :	Hold :	Plants :	Tracked :	Packaged :	Destroyed :	Source
۲	1A4FF03000000200000198A	5th Element	Seed	No	50	0	0	0	1A4FF03
۲	ABCDEF012345670000011383A	AK-47	Clone	No	75	0	0	0	
Þ	test4	Black Dog	Clone	No	80	0	0	0	1A4FF03
۲	test5	Black Dog	Clone	No	20	0	0	0	1A4FF03
×	Test6	Black Dog	Clone	No	19	0	0	0	1A4FF03
۲	GT1	Blue Dream	Clone	No	10	0	0	0	
×	GT10	Blue Dream	Clone	No	20	0	0	0	
Þ	GT11	Blue Dream	Clone	No	50	0	0	0	
۲	GT5	Blue Dream	Clone	No	20	0	0	0	
۲	GT6	Blue Dream	Clone	No	15	0	0	0	
×	GT7	Blue Dream	Clone	No	20	0	0	0	
Þ	GT8	Blue Dream	Clone	No	50	0	0	0	
	GT9	Blue Dream	Clone	No	50	0	0	0	

2. In the green template area:

- a. Select the reason Group Plant Batch from the drop down choices.
- b. Add the note to include a list of the batches being merged (*). **REQUIRED**
- c. Enter the date of the activity.
- d. Click the green check for each item to populate contents to displayed plant batches.

ust Plant Batches					
Template	Reason	Gr	roup Plant Batch		
	This field is required Optional Note	GT	"8 to GT11 🔺	~	
	Adj. Date		07/02/2024	today	*

- 3. Make the necessary adjustments to remove plants from one batch and "move" them to another. Enter the plants to be subtracted from the cultivation batch first (negative adjustment), then make the positive adjustment to merge those plants into the final batch listed on the screen. The example below takes the 50 plants from GT8 and moves them to GT11 in order to create a 100-plant batch to which a 100-plant tag can then be assigned.
 - a. Adjust GT8 by -50.
 - b. Adjust GT11 by +50.
 - c. Metrc displays the updated quantity when the adjustment is entered (*). Review entries for accuracy and click the *Adjust Plant Batches* button to complete the action.

Plant Batch	# 1						-
Group	GT8	Q	Reason	Gr	oup Plant Batch	*	
Quantity	50 E I	nter negative	Optional Note	GT	8 to GT11		
Adj. Quantity	-50 adju	istment(s) first!	Adj, Date		07/02/2024	today	
New Quantity	0						
	Removing - new total will	be 0 plants					
Plant Batch	# 2						-
							_
Group	GT11	Q	Reason	Gr	oup Plant Batch	~	
Quantity	50 E	nter positive	Optional Note	GT	8 to GT11		
Adj. Quantity	50 adj	ustment last!	<u>Adj.</u> Date		07/02/2024	today	
New Quantity	100						
	Adding - new total will be	100 plants					
+ 1							
	Adjust Plan	t Batches Can	icei				

Updated quantities appear in the immature plant tab and any depleted batches will move to the inactive tab.

Plants															
Immature	On Hold	Inactive	L	Vegetative	•	Flowering	0	n Hold	In	active		Additives	Was	ste	Harve
Create Pa	ickages	Split Plantings	;	Rename	0	Change Strains	s	Change	Gr	owth Pha	ase	Destroy Pl	ants	Adjust	Re
Plant	Batch		:	Strain	:	Туре :	н	lold		Plants	- :	Tracked		Packag	jed
▶ 1A4FF0	03000000020	00000198A		5th Element		Seed	N	0		50		0		0	
▶ GT11				Blue Dream		Clone	N	0		100		0		0	
► GT5				Blue Dream		Clone	N	0		20		0		0	

In both cases, the plant batch histories will document the adjustment.

GT8				Blue Dream	Clone	No
Description	[History snipp	ed]				
Plant Batch a	djusted by -50 plan oup Plant Batch	nts.			 	

4. Once combined, select the updated batch and click Change Growth Phase to attach the group tag.

Plant Batch · Strain · Type · Hold · Plants · Track	Cleale Fackages Split Flaitungs Remaine Change Strains Change Growth Flase	Create Packages Split Plantings Rename Change Strains Change Growth Phase	Plant	Batch	:	Strain Blue Dream	:	Туре	:	Hold	:	Plants	:	Trac
---	--	---	-------	-------	---	----------------------	---	------	---	------	---	--------	---	------

- 5. After all regular fields are complete (phase, location and activity date):
 - a. Select the tag type from the drop down choices.
 - b. Enter the total count of plants in the group to be tagged.
 - c. Click the magnifying lens to select a starting tag in order to verify that it is the intended quantity.
 - d. Once the tag is selected, click *change phase*.

Change Immat	ture Plants Growth	Phase					×
Plant Batch	# 1					((clear)
Plant Batch	GT11	Q	New Phase	Flower	ing		~
Tag Type	Cannabis Plant 100 Q	TY 🗸	New Location	FLOW	ER		~
Plants Count	100 Tags		Change Date	m 07/	02/2024		today
Starting Tag	Type part of the Tag nu	mber 🔍					
Тад	:	Тад Туре	:	Status	:	Tag Max (PI	ant)
1A4FF02000000020	00026003	Cannabis Plant 1	00 QTY	Received		100	

Change Imma	ture Plants Growth Phase				X
Plant Batch	# 1				(clear)
Plant Batch	GT11	Q	New Phase	Flowering	~
Тад Туре	Cannabis Plant 100 QTY	~	New Location	FLOWER	~
Plants Count	100 Tags 1		Change Date	m 07/02/2024	today
Starting Tag	1A4FF020000002000026003	Q			
Ending Tag (tags optional)	1A4FF020000002000026003				
+ 1					
	Change Phase Ca	ncel)		

The plant batch will now move through Metrc as a tagged/tracked plant *group* under a single tag listing on the corresponding growth phase tab where future activity can be recorded against the group through destruction and/or harvest.

P	la	n	ts															/				
	In	nma	ature	On H	old	Inactive		Vegetative	Flowerin	ng C	On Hold	Inactive	I	Additive	s Was	te		Harvest	ed	On Hold	Inactive	
	ſ	Re	eplace T	ags	Cha	nge Strains	C	hange Location	Chan	ge Grov	wth Phase	Change	es by	Location	Merge	5	Split Plai	nt Group	o [Destroy	Record Ad	ditive
			Tag				:	Plant Count	:	Strain	ı	Locatio	n			:	Hold	:	Plan	t Batch		-
		×	1A4FF	0200000	00200	0026003		100		Blue D	ream	FLOWE	२				No		GT11			
		×	1A4FF	0200000	000200	00026002		100		Blue D	ream	Flower R	loom A	A1			No		GT4			

Please contact the OLCC CTS Team with any questions regarding this process.

Email: <u>Marijuana.CTS@OLCC.Oregon.gov</u> Website: <u>CTS Resource web page</u> <i>Phone: 503-872-5190 (Available Monday through Friday 8am to 4 pm PST)

Please provide the following information for the quickest response: Your name and worker permit number Your facility's license number Plant batch name, planting dates and tag information if known Screen Shot of any error message received during process

SCENARIO B INSTRUCTIONS:

All plant batches to be merged are sourced from the same source package UID.

1. From the Immature Plants Screen, select the batches you wish to group tag, then click *adjust*. *Selected plant batches must be of the same strain*.

ants											
Immature	On Hold	Inactive		Vegetative	Flowering	On Hold	Inactive	Additives Wa	ste Harveste	ed On Hold In	active
Create Pa	ackages s	Split Plantings		Rename	Change Strain	s Change	Growth Phase	Destroy Plants	Adjust Recor	d Additives Recor	rd Waste
Plant	Batch		:	Strain :	Туре :	Hold	Plants :	Tracked :	Packaged :	Destroyed :	Source Package
▶ 1A4FF	030000000200	0000198A		5th Element	Seed	No	50	0	0	0	1A4FF03000000200000198
ABCDI	EF0123456700	00011383A		AK-47	Clone	No	75	0	0	0	
b test4				Black Dog	Clone	No	80	0	0	0	1A4FF03000000200000357
▶ test5				Black Dog	Clone						1A4FF03000000200000357
► Test6				Black Dog	Clone	No	19	0	0	0	1A4FF03000000200000313

- 2. In the green template area:
 - a. Select the reason Group Plant Batch from the drop down choices.
 - b. Add the note to include a list of the batches being merged (*). **REQUIRED**
 - c. Enter the date of the activity.
 - d. Click the green check for each item to populate contents to displayed plant batches.

Adjust Plant Batches							×
Template	R	eason	Gr	oup Plant Batch	~ ~		
	This field is required Optiona	Note	Τ4	to T5 🔺		1	
	Adj	Date	i	07/02/2024		today	-

3. Make the necessary adjustments to remove plants from one batch and "move" them to another. <u>Enter the</u> <u>plants to be subtracted from the cultivation batch first</u> (negative adjustment), then make the positive adjustment to merge those plants into the final batch listed on the screen.

Failure to perform adjustments in the correct order may result in a source package quantity error
If this occurs, click cancel and start again.

The following example takes the 80 plants from T4 and moves them to T5 in order to create a 100-plant batch to which a 100-plant tag can then be assigned.

- a. Adjust T4 by -80.
- b. Adjust T5 by +80.
- c. Metrc displays the updated quantity when the adjustment is entered (*). Review entries for accuracy and click *Adjust Plant Batches* to complete the action.

Plant Batch	# 1						-
Group	test4	Q	Reason	Gr	oup Plant Batch	~	
Quantity	80 Enter negative	е	Optional Note	Т4	to T5		
Adj. Quantity	-80 adjustment(s) fi	rst!	<u>Adj.</u> Date		07/02/2024	today	
New Quantity	0 🖈						
	Removing - new total will be 0 plants						
Plant Batch	# 2						-
Group	test5	Q,	Reason	Gr	oup Plant Batch	~	
Quantity	20 Enter positive) ;†/	Optional Note	Т4	to T5		
Adj. Quantity	80		Adj, Date		07/02/2024	today	
New Quantity	100						
	Adding - new total will be 100 plants						
+ 1							
	Adjust Plant Batches	Cano	cel				

Updated quantities appear in the immature plant tab and any depleted batches will move to the inactive tab.

Pl	an	ts																	
	Imn	nature	On Hold	I Inactive		Vegetative		Flowering	On Hold		Inactive		Additives Wa	ste	Harveste	d On Ho	ld Ina	active	
	C	Create Pac	kages	Split Plantings		Rename	C	Change Strains	Chang	ge (Growth Phase		Destroy Plants	Adjust	Recor	dAdditives	Recor	d Waste	
		Plant B	latch		:	Strain	:	Туре :	Hold	:	Plants :	T	Tracked :	Packag	ed :	Destroyed	:	Source P	ackage
	►	1A4FF03	30000002	000000198A		5th Element		Seed	No		50		0	0		0		1A4FF030	0000002000000198
	•	ABCDEF	01234567	0000011383A		AK-47		Clone	No		75		0	0		0			
	×	test5				Black Dog		Clone	No		100		0	0		0		1A4FF030	0000002000000357

In both cases, the plant batch histories will document the adjustment.

test5	Black Dog	Clone	No	100
Description				
Plant Batch (test5) created with 20 Clone - Clone(s) taken from Package 1A4FF03	es of "Black Dog" : 300000002000000	strain 357		
Plant Batch adjusted by 80 plants. - Reason: Group Plant Batch - Note: T4 to T5				
Image Image <th< th=""><th>> > 20</th><th>rows per</th><th>page</th><th></th></th<>	> > 20	rows per	page	

4. Once combined, select the updated batch and click *Change Growth Phase* to attach the group tag.

Plant Batch · Strain · Type · Hold · Plants · Track	Cleale Fackages Split Flaitungs Remaine Change Strains Change Growth Flase	Create Packages Split Plantings Rename Change Strains Change Growth Phase	Plant	Batch	:	Strain Blue Dream	:	Туре	:	Hold	:	Plants	:	Trac
---	--	---	-------	-------	---	----------------------	---	------	---	------	---	--------	---	------

- 5. After all regular fields are complete (phase, location and activity date):
 - a. Select the tag type from the drop down choices.
 - b. Enter the total count of plants in the group to be tagged.
 - c. Click the magnifying lens to select a starting tag in order to verify that it is the intended quantity.
 - d. Once the tag is selected, click change phase.

Change Immat	ture Plants Growth	Phase			×
Plant Batch	# 1				(clear)
Plant Batch	GT11	Q	New Phase	Flowering	~
Tag Type	Cannabis Plant 100 Q	TY 👻	New Location	FLOWER	~
Plants Count	100 Tags		Change Date	07/02/2024	🗂 today
Starting Tag	Type part of the Tag nu	mber Q			
Тад	:	Тад Туре	:	Status :	Tag Max (Plant)
1A4FF02000000020	00026003	Cannabis Plant 1	00 QTY	Received	100

Change Imma	ture Plants G	rowth Pha	se			×
Plant Batch	# 1					(clear)
Plant Batch	GT11		۹	New Phase	Flowering	•
Тад Туре	Cannabis Plar	nt 100 QTY	~	New Location	FLOWER	~
Plants Count	100	Tags 1		Change Date	m 07/02/2024	today
Starting Tag	1A4FF020000	00020000260	03 Q			
Ending Tag (tags optional)	1A4FF020000	000200002600	03			
+ 1						
	Cha	ange Phase	Cancel]		

The plant batch will now move through Metrc as a tagged/tracked plant *group* under a single tag listing on the corresponding growth phase tab where future activity can be recorded against the group through destruction and/or harvest.

P	la	n	ts															/				
	In	nma	ature	On H	old	Inactive		Vegetative	Flowerin	ng C	On Hold	Inactive	I	Additive	s Was	te		Harvest	ed	On Hold	Inactive	
	ſ	Re	eplace T	ags	Cha	nge Strains	C	hange Location	Chan	ge Grov	wth Phase	Change	es by	Location	Merge	5	Split Plai	nt Group	o [Destroy	Record Ad	ditive
			Tag				:	Plant Count	:	Strain	ı	Locatio	n			:	Hold	:	Plan	t Batch		-
		×	1A4FF	0200000	00200	0026003		100		Blue D	ream	FLOWE	२				No		GT11			
		×	1A4FF	0200000	000200	00026002		100		Blue D	ream	Flower R	loom A	A1			No		GT4			

Please contact the OLCC CTS Team with any questions regarding this process.

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Please provide the following information for the quickest response: Your name and worker permit number Your facility's license number Plant batch name, planting dates and tag information if known Screen Shot of any error message received during process

SCENARIO C INSTRUCTIONS:

Scenario C: Plant batches to be merged are sourced from differing source package UIDs.

1. Identify all source package UIDs for the plant batches involved in the merge. Offsetting adjustments are required to avoid errors when performing the plant adjustments. This example will merge the six (6) plants from *Test5* with the existing 19 plants in *Test6* to create a batch of 25 plants for a 25-plant group tag.

lants									E.					S.						
Immature	On Hold	Inactive		Vegetative	Flower	ring	On Hole	d In	active	1	Additiv	ves	Waste	1	Harvested	0	n Hold	Inactive	•	
Create P	ackages	Split Planting	gs	Rename	Change	Strains	Cha	nge Gro	owth F	hase	Destr	oy Pla	ints A	djust	Record A	dditiv	es F	Record Wa	ste	
Plant	Batch	1		Strain	:	Туре	:	Hold	:	Plant	s :	Trac	cked	:	Packaged	:	Destroy	ved :	S	ource Package
► test5				Black Dog		Clone		N6		6		0			0		94		1/	A4FF030000000200000357
► Test6				Black Dog		Clone									0				1/	A4FF030000000200000313
	-					1.000				-									_	

2. Unfinish packages if needed and note current quantities. Packages should be on the Active packages tab.

New Pa	ckages	Submit for T	esting	Remedia	ate	Create Plantings	Unpac	k Plants	N	ew Transfer	L	Add Processing Job	Change Locations	Change Items	Adjus
Tag			:	Src. H's	:	Src. Pkg's	:	Src. Pj's	:	Location		Item :	Category :	Item Strain	Quantit
Qø	1A4FF03													Black Dog	
Q	1A4FF03									!GreenRoom		Immature Plants - Black Dog	Immature Plants	Black Dog	0 ea

- 3. Select the source package associated with the plant batch that will be *gaining plants* in the merge, then enter a package adjustment equal to the number of gained plants (positive number). For this example, Plant Batch *Test6* sourced from the UID ending in 00313 will be gaining 6 plants from *Test5*.
 - a. Quantity = 6 each
 - b. Reason = Package Material [to be replaced with Plant Merge Offset]
 - c. Note = Offset "XYZ" to "123" (enter actual plant batch names)
 - d. Enter date and click Adjust Packages to complete the process.
 - e. Adjustment will be reflected in the source package history.

ag	:	Src. H's	Src. Pkg's	Src. Pj's	Location
Ø 1A4FF0300000	0002000000357		1A4FF03000000200000314		11 plant roor
Ø 1A4FF0300000	0002000000313				!GreenRoom
Source Harvests	Lab Test Batch	es Lab Results	History		
Description	[History snipped]				
Description Unpacked 19 pla	[History snipped]				
Description Unpacked 19 plat - Unpacked Plant Package finished	[History snipped] 	"Test6" (type: Clo	ne, strain: "Black Dog")		
Description Unpacked 19 plat - Unpacked Plant Package finished Package unfinish	[History snipped] nts from Package ts into Plant Batch	"Test6" (type: Clo	ne, strain: "Black Dog")		

4. Navigate back to Immature Plants tab and select the batches you wish to group tag, then click *adjust*. *Selected plant batches must be of the same strain.*

ant	s		$7 \gg$			5./						Ì.						
Imma	ture On Hold	d Inactive	Vegetative	e Flowe	ring	On Hol	d Ina	active	I	Additiv	ves W	aste	1	Harvested	On Ho	bld	Inactive	
Cre	eate Packages	Split Plantings	Rename	Change	Strains	Cha	inge Gro	wth P	hase	Destro	by Plants	Adju	ust	Record A	dditives	Rec	ord Wast	e
	Plant Batch	1	Strain	1	Туре	:	Hold	÷	Plant	s :	Tracked	:	Pa	ckaged	: Des	stroyed	:	Source Package
•	test5		Black Dog		Clone		No		6		0		0		94			1A4FF03000000200000357
×	Test6		Black Dog		Clone													1A4FF03000000200000313
28	T	6	11114 44 44 4		01000			1							40			

- 5. In the green template area:
 - a. Select the reason Group Plant Batch from the drop down choices.
 - b. Add the note to include a list of the batches being merged (*). **REQUIRED**
 - c. Enter the date of the activity.
 - d. Click the green check for each item to populate contents to displayed plant batches.

Adjust Plant Batches						×
Template	Reason	Gi	roup Plant Batch	~ ·	1	
	This field is required Optional Note	Tes	st5 to Test6 🔺			
	Adj. Date		07/03/2024		today	4

6. Make the necessary adjustments to remove plants from one batch and "move" them to another. <u>Enter the</u> <u>plants to be subtracted from the cultivation batch first</u> (negative adjustment), then make the positive adjustment to merge those plants into the final batch listed on the screen.

Failure to perform adjustments in the correct order may result in a source package quantity error. If this occurs, click cancel and start again.

The following example takes the 6 plants from Test5 and moves them to Test6 in order to create a 25-plant batch to which a 100-plant tag can then be assigned.

- a. Adjust plant batch Test5 by -6.
- b. Adjust plant batch Test6 by +6.
- c. Metrc displays the updated quantity when the adjustment is entered (*). Review entries for accuracy and click *Adjust Plant Batches* to complete the action.

test5	Q	Reason	Gr	oup Plant Batch		~
6 Enter negative		Optional Note	Tes	st5 to Test6		
-6 adjustment(s) first	t!	<u>Adj.</u> Date		07/03/2024		today
0 ★						
Removing - new total will be 0 plants						
# 2						
Test6	Q	Reason	Gr	oup Plant Batch		~
19 Enter positive]	Optional Note	Tes	st5 to Test6		
6 adjustment last!		Adj, Date		07/03/2024		today
25						
Adding - new total will be 25 plants						
	6 Enter negative adjustment(s) first -6 0 0 Image: Construct of the second sec	6 Enter negative adjustment(s) first! -6 • -6 • 0 • 0 • • • 0 • • • 0 • • • 0 • • • <	6 Enter negative adjustment(s) first! 6 Adj. Date 6 ▲dj. Date 0 ★ 0 ★ 0 ★ Removing - new total will be 0 plants # 2 Test6 Q 19 Enter positive adjustment last! 6 Adj. Date 25 Adding - new total will be 25 plants	6 Enter negative adjustment(s) first! -6 Optional Note -6 Adj. Date 0 ★ 0 ★ 2 Reason 4 2 Test6 Q 19 Enter positive adjustment last! 6 Optional Note 25 ★ Adding - new total will be 25 plants	6 Enter negative adjustment(s) first! 0 Coptional Note Test5 to Test6 Adj, Date 0 0 0 ↓ Test6 Q 19 Enter positive adjustment last! Coptional Note Test5 to Test6 Reason Group Plant Batch 19 Dete 0 07/03/2024 Reason Group Plant Batch 19 Dete 0 07/03/2024 Reason Group Plant Batch 19 07/03/2024 25 0 ↓ Adding - new total will be 25 plants	6 Enter negative adjustment(s) first 6 Enter negative adjustment(s) first 0 ★ 0 ★ 0 ★ removing - new total will be 0 plants # 2 Test6 Q 19 Enter positive adjustment last 6 Optional Note 19 Enter positive adjustment last 6 Optional Note 25 ★ Adding - new total will be 25 plants

Updated quantities appear in the immature plant tab and any depleted batches will move to the inactive tab.

ants			Į									4								
Immature	On Hold	Inactive	R	Vegetative	Flower	ring	On Ho	ld In	active		Additiv	ves V	/aste	J.	Harvested	0	n Hold	Inacti	ve	
Create Pa	ackages	Split Planting	s	Rename	Change	Strains	Cha	ange Gr	owth F	hase	Destre	oy Plants	Adj	ust	Record A	dditiv	ves F	Record W	Vaste	
Plant	Batch	:	St	train	:	Туре	:	Hold	:	Plants	:	Tracke	d	P	ackaged	:	Destroy	ed	: :	Source Package
► Test6			Bla	ack Dog		Clone		No		25		0		0			0			IA4FF030000000200000313

In both cases, the plant batch histories will document the adjustment.

	Plant Batch	:	Strain	:	Туре	:	Hold	:	Plants	:	Т
4	Test6		Black Dog		Clone		No		25		0
	Description										
	Plant Batch (Test6) cre - Clone(s) taken from F	ated with 19 Package 1A4	Clones of "Black Do FF03000000020000	og" strain 000313							
	Plant Batch adjusted by - Reason: Group Plant - Note: Test5 to Test6	y 6 plants. Batch									

7. Navigate back to the active packages area and select the source package for the plant batch that was depleted and create a corresponding adjustment to offset the plant batch adjustment. As the plants were depleted from the batch in the merge, <u>be sure that the adjustment entry in this step is negative</u>. *If the adjustment empties the package, you may also finish it in this step (package will move to inactive tab)*.

Adjust Packaç	jes					×
Package #	1					(clear)
Package	1A4FF03000	000002000000357	Q	Reason	Package Material	~
Quantity	6	Each		Required Note	GT Merge offset: Test5 to Test6	
Adj. Quantity	-6	Each	~	Adj, Date	m 07/03/2024 D	today
New Quantity	0	Each			Finish Package	
	Removing - n	ew total will be 0 ea		Finish Date	iii 07/03/2024 iii	today
+ 1						
		djust Packages	Cancel			
	_			-		

8. Once all adjustments are complete, the source packages will reflect the original quantities from Step 2.

New Packages	Submit for Testing	Remediate	Create Plantings Unpac	k Plants	Ne	ew Transfer	Add Processing Job	Change Locations	Change Items	Adjust
Tag	:	Src. H's	Src. Pkg's	Src. Pj's	:	Location :	Item :	Category :	Item Strain	Quantity
Q 💋 1A4FF03000									Black Dog	
Q Ø 1A4FF0300							Immature Plants - Black Dog	Immature Plants	Black Dog	

9. Now that the plant batches and source packages have been reconciled, select the updated batch and click *Change Growth Phase* to attach the group tag.

I	mma	ature	On Hold	1	Inactive			Vegetative	Flower	ring	On Ho	ld	Inactive		Additive
	Cr	eate Pa	ckages	Sp	olit Plantir	ngs		Rename	Change	Strain	s Ch	ange (Growth P	hase	Destro
		Plant	Batch			:	St	rain	:	Туре	e :	Hold	1 E	Plants	:
	×	Test6					Bla	ick Dog		Clone	e	No		25	
										~				-	

10. After all regular fields are complete (phase, location and activity date):

- e. Select the tag type from the drop down choices.
- f. Enter the total count of plants in the group to be tagged.
- g. Click the magnifying lens to select a starting tag in order to verify that it is the intended quantity.
- h. Once the tag is selected, click change phase.

lant Batch	# 1							clear)
Plant Batch	Test6			Q	New Phase	Flowering		~
Тад Туре	Cannabis Pla	int 25 QTY		~	New Location	FLOWER		~
Plants Count	25	Tags			Change Date	iii 07/03/2024		today
Starting Tag	Type part of the	ne Tag num	ber	(a)				
g		:	Tag Type	е		Status	Tag Max (P	lant)
ange Imma lant Batch	ture Plants (# 1	Growth F	Cannabis Phase	Plant 25	5 QTY	Received	25	(clear
nange Imma Iant Batch Plant Batch	ture Plants (# 1 Test6	Growth F	Cannabis Phase	Plant 2	S QTY New Phase	Received	25	(clear
nange Imma Iant Batch Plant Batch Tag Type	ture Plants (# 1 Test6 Cannabis Pla	Growth F	Phase	Plant 2:	New Phase New Location	Received Flowering FLOWER	25	(clear ~
ange Imma Iant Batch Plant Batch Tag Type Plants Count	ture Plants (# 1 Test6 Cannabis Pla 25	Growth F ant 25 QTY Tags	Cannabis Phase	Plant 2:	New Phase New Location Change Date	Received Flowering FLOWER 107/03/2024	25	(clear ~ today
AFF02000000020 nange Imma Plant Batch Plant Batch Tag Type Plants Count Starting Tag	ture Plants (# 1 Test6 Cannabis Pla 25 1A4FF020000	Growth F ant 25 QTY Tags 000020000	Cannabis Phase	Plant 2:	New Phase New Location Change Date	Received Flowering FLOWER 107/03/2024	25	(clear today
AFF 02000000020 nange Imma lant Batch Plant Batch Tag Type Plants Count Starting Tag Ending Tag (tags optional)	# 1 Test6 Cannabis Plants 25 1A4FF020000	Growth F ant 25 QTY Tags 000020000	Cannabis Phase 1 116003 116003	Plant 2:	New Phase New Location Change Date	Flowering FLOWER íiiiiiiiiiiiiiiiiiiiiiiiiiiiii	25	(clear ~ today
AFF 02000000020 hange Imma lant Batch Plant Batch Tag Type Plants Count Starting Tag Ending Tag (tags optional) + 1	ture Plants (# 1 Test6 Cannabis Pla 25 1A4FF02000 1A4FF02000	Growth F ant 25 QTY Tags 000020000	Cannabis Phase 1 116003 116003	Plant 2:	New Phase New Location Change Date	Received Flowering FLOWER 07/03/2024		(clear today

The plant batch will now move through Metrc as a tagged/tracked plant *group* under a single tag listing on the corresponding growth phase tab where future activity can be recorded against the group through destruction and/or harvest.

an	ts								$\sim \ell_{\rm c}$			Ņ						1		
Imma	ature	On H	lold	Inactive	L	Vegetative	Flowerin	ng	On Hold	Ina	ctive	I.	Additives	Was	te		Harve	ested	On Hold	Inactive
Re	eplace	Tags	Cha	nge Strains	C	hange Location	Chang	ge G	Frowth Phase	0	hange	s by	Location	Merge		Split Pla	ant Gro	oup	Destroy	Record Ad
	Tag				:	Plant Count	:	St	rain	: 1	.ocatio	n			:	Hold	:	P	Plant Batch	
•	1A4FF	020000	D00200	0016003		25		Bla	ick Dog	F	LOWEF	2				No		Te	est6	

Please contact the OLCC CTS Team with any questions regarding this process.

Email: Marijuana.CTS@OLCC.Oregon.gov Website: CTS Resource web page Phone: 503-872-5190 (Available Monday through Friday 8am to 4 pm PST)

Please provide the following information for the quickest response: Your name and worker permit number Your facility's license number Plant batch name, planting dates and tag information if known Screen Shot of any error message received during process