California Cannabis Track-and-Trace System

Metrc Software Ready for Use by Annually Licensed Commercial Cannabis Businesses

In January 2018, the California Department of Food and Agriculture's (CDFA) CalCannabis Cultivation Licensing Division, in coordination with the California Bureau of Cannabis Control, launched the Cannabis Track-and-Trace system, using Metrc software (CCTT-Metrc). CCTT-Metrc uses unique identifiers (UIDs) for reporting the movement of cannabis and cannabis products through the licensed commercial cannabis distribution chain.

Only licensees holding an **ANNUAL COMMERCIAL CANNABIS LICENSE** are required to use the CCTT-Metrc system.

If you intend to hold an annual commercial cannabis business license, the following five steps must be taken to use the CCTT-Metrc system:

STEP	DESCRIPTION
1 — **Submit an Annual License Application**	Upon submission of an annual license application, the applicable licensing authority (i.e., CalCannabis Cultivation Licensing Division, Bureau of Cannabis Control or Manufactured Cannabis Safety Branch) will provide the applicant with a confirmation notice that will include instructions on how to register for the CCTT Account Manager New Business System Training.
2 — **Register and Complete CCTT Account Manager New Business System Training**	The designated account manager for your organization must register for the CCTT Account Manager New Business System Training. Once the required training has been completed and an annual license has been issued, the designated account manager will be credentialed to access the CCTT-Metrc system. **IMPORTANT NOTE:** All annual licensees are required to use the CCTT-Metrc system. Applicants approved to receive an annual license **WILL NOT** be provided access to the CCTT-Metrc system until the designated account manager has completed this required training.
3 — **Request Plant and/or Package UID Tags (UID Tags)**	After being credentialed to access the CCTT-Metrc system, the designated account manager will use the CCTT-Metrc system to request UID tags. Franwell, Inc., the CCTT-Metrc software developer, will provide and distribute UID tags. The cost of all UID tags is included in the annual license fees paid to the respective licensing authority.
4 — **Document Physical Receipt of Requested UID Tags**	Upon physical receipt of UID tags, the licensee must confirm receipt in the CCTT-Metrc system. UID tags must be documented as "received" before they can be assigned to cannabis or cannabis products in the CCTT-Metrc system.
5 — **Assign and Apply UID Tags to Cannabis and Cannabis Products**	If you are a temporary licensee who is in physical possession of commercial cannabis or cannabis products at the time your annual license is issued, you will need to assign and apply UID tags to all commercial cannabis and cannabis products physically located on your licensed premises. If you are not a temporary licensee at the time your annual license is issued, all cannabis or cannabis products produced after the effective date of your annual license must have a UID tag assigned and reported in the CCTT-Metrc system.

If you have questions or need additional information regarding the process for accessing the CCTT Metrc system, please call the CCTT Metrc Help Desk toll free at 1-877-566-6506 or send an email to support@metrc.com.