



Ordering Metrc Tag Information:

Cannabis business establishments must order Radio Frequency Identification (RFID) Tags from Metrc to place on all cannabis plants and packages for entering the item into Illinois' required inventory seed-to-sale track and trace system. Illinois will directly pay Metrc for RFID Tags to reduce the financial burden on cannabis businesses, within certain reasonable limits to ensure the ordering process is in good faith and reflects business needs. Businesses may also purchase tags independently from Metrc at their own expense.

There are two types of RFID Tags: Plant and Package Tags. Plant Tags track the plant from immature growth phase through harvest. Package Tags track any amount of harvested cannabis, intermediary products, or any cannabis-infused product that may be sold, processed, or transferred. Plant Tags are larger and more expensive than Package Tags.

Below is the abbreviated process for ordering new Tags. The detailed steps are on the following page.

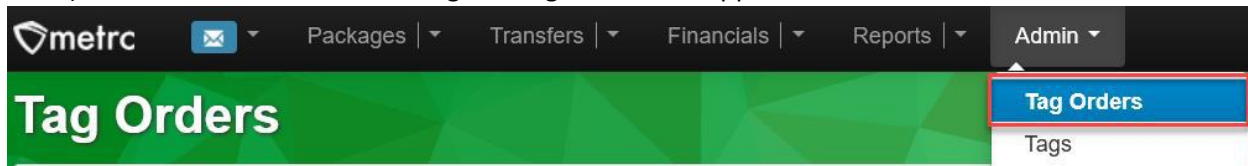
- 1) Business chooses which kind and how many Tags to order.
- 2) Business places an order through their Metrc account on IL.Metrc.com.
- 3) If the business has hit the tag on hand limit and believes they need more tags,¹ they can:
 - a. Request the State cover an increased Tag order by emailing CROO and using a State form.
 - b. Order Tags from Metrc and pay directly for the independent order, including shipping and taxes.
- 4) Receive the Tags and place them on plants or packages and then activate.

Additional materials will be available soon from Metrc to explain activation and use of Tags. Questions or concerns can be sent to FPR.CROO@Illinois.gov.

¹ Tags on hand mean each licensee's total number of Tags shipped, received, and un-activated Tags.

The specific steps an authorized Metrc User² takes to order RFID Tags:

- 1) Metrc user can order new Tags through the Metrc application website.



- 2) A Tag order requires the facility license number and physical address of the facility, which are auto-populated based on the User's facility (or selected facility, if User has access to multiple locations).
- 3) Enter the number of Plant or Package Tags you wish to order, shipping details, payment method, and place order.
 - ⇒ **Limitations:** The facility's license type will determine the type and number of Tags that can be ordered.
 - Cultivation and Craft Grow licensees can order both Plant and Package Tags.
 - Infusers, Dispensaries, and Labs can order only Package Tags.
 - Transporters do not need any Tags, as all manifests and transfers should have items already Tagged by the shipping licensee.
 - ⇒ **Minimum Orders:** To reduce shipping burdens, each order must have at least 250 Tags.
 - ⇒ **Ordered and On Hand Tag Limits:** Each ordered Tag must be activated and used, or appropriately discarded. Tags cannot be sold, shared, or transferred to another company. The total number of tags shipped and delivered to a facility are called the "Tags On Hand." A facility cannot have more than:
 - Cultivation Center: **10,000 Tags On Hand**
 - Craft Grow and Infuser: **5,000 Tags On Hand**
 - Dispensary: **2,000 Tags On Hand**
 - Testing laboratory: **500 Tags On Hand**
 - Tags paid for by the licensee will not count towards the Tags On Hand limit.
 - ⇒ **Maximum Orders:** Each order will be limited to 10,000 Tags. A licensee cannot order more than the Tag On Hand limit.
 - Orders
 - For example, a Cultivation Center with 1,000 un-activated Tags awaiting use in the Facility and 1,000 ordered and shipped Tags has a total of 2,000 Tags On Hand.
 - That Cultivation Center could order:
 - Up to 8,000 Tags with the State paying for the Tags; or
 - Any amount of Tags using Metrc's payment options.³
 - ⇒ **Requests For Waivers:** Any business can request waivers to permit orders above the Tags On Hand limit. The requesting business can email CROO and send the form below explaining (1) how many Tags are needed above the limit, (2) what for requesting permission to exceed the standard limit will be explained in a later communication.

² Each licensed cannabis business will get Metrc User Accounts, linked to their license, after taking Metrc training.

³ Orders can only be State-paid or licensee-paid, not both.

- ⇒ **Payment:** When the State pays for tags, taxes and shipping will also be covered and the cost should read \$0.00 for the order. If ordering separate from the State process, Metrc will charge \$0.45 for Plant Tags and \$0.25 for Package Tags, plus shipping, handling, and taxes.
- ⇒ **Initial Start-up:** Order and Tags On Hand limits will be raised during initial transition into Metrc. The State and Metrc will work with facilities to ensure they have enough Tags to successfully transition all BioTrack-tagged items and plants into the Metrc system. For initial Tags On Hand, businesses may have:
 - **Cultivation Centers:** up to 100,000 tags;
 - **Craft Growers and Infusers:** up to 7,500 tags;
 - **Dispensaries:** up to 3,000 tags;
 - **Labs:** up to 750 tags; and
 - **Transporters:** will not need or be able to place tag orders.
 - Multiple orders may be placed at any time.
- 4) Shipped and received Tags will then be activated and placed on a plant or package, following Metrc's steps. Tagged plants and packages will be compliant with state track and trace rules and regulations.
- 5) Metrc will have a reporting tool within the website to see your order history and Tags On Hand. Once tags are received, they are filtered in the system by "Available," "Used," and "Voided."

Please send the following email:

Email to: FPR.CROO@Illinois.gov

Subject: Tag On Hand Waiver Request

Current Tags On Hand:

	Plant Tags	Package Tags	Total Tags <i>[sum of row]</i>
Ordered, in transit Tags:			
Received, unactivated Tags:			
Lost or damaged Tags:			
Other Tags (explain):			
Total Tags On Hand: <i>[sum of column]</i>			

New Requested Amount:

	Plant Tags	Package Tags	Total Tags <i>[sum of row]</i>
Requested Tag Limit			

Reason Additional Tags Needed:

Possible examples: plant room has additional table(s) becoming operational; last shipment was damaged or lost.