

## **MMTC Seed-to-Sale Required Data Collection Document**

An MMTC must configure its Internal STS Tracking System in such a manner that it provides to the Department, through the API technology, the information required below. Structure and technical specifications for the API are available from the Department's STS Tracking System vendor or from the Department upon request. Unless otherwise stated below, an MMTC must ensure that its Internal STS Tracking System provides the Department all required information within 12 hours of the MMTC taking the underlying actions described below.

### **Cultivation Tracking Requirements**

#### ***Enter Marijuana Clones and Seeds as New Inventory***

An MMTC must begin tracking marijuana at the seed or clone stage. An MMTC may group individual seeds together into a unified seed batch or individual clones together into a unified clone batch. Seeds and clones are tracked as “inventory” in the Department STS Tracking System until the seeds or clones transition into an immature plant. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding each seed/clone batch:

- The location of the MMTC facility and the specific room within the MMTC facility where the seeds or clones are stored.
- The cultivar or strain of the seeds or clones.
- The number of seeds or clones within the batch.
- The identity of the mother plant from which the seeds or clones originated, if applicable.

#### ***Marijuana Plants***

Once a marijuana seed or clone has transitioned into an immature, nonflowering plant, each individual plant must be entered into the MMTC's Internal STS Tracking System. An “immature plant” means a rooted plant in the vegetation stage of development that is no taller than eight inches, no wider than eight inches, and is in a growing container. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding each individual marijuana plant:

- The location of the MMTC facility and the specific room within the MMTC facility where the plant is stored.
- The cultivar or strain of the plant.
- Whether the plant is a mother plant.
- The date/time the plant was planted.
- The identity of the clones or seeds from which the plant originated.

### ***Application of Additives to a Plant***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the MMTC's application of additives to a plant:

- The location of the MMTC facility where the plant(s) receiving the additives are stored.
- A description of the additive applied to the plant(s). This description must include the active ingredient within the additive, the concentration at which the additive was applied, the manufacturer's lot number for the additive, and the EPA registration number, where applicable/available.
- The amount of the additive applied to the plant(s) and the applicable unit of measurement.
- The identity of the plant(s) that received the additive.

### ***Scheduling Plant Harvests***

An MMTC must schedule a plant harvest before harvesting marijuana plants. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding its scheduled plant harvest:

- The location of the MMTC facility where scheduled harvest will occur.
- The identity of the plants included in the scheduled harvest.

### ***Harvesting Plants***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding its harvest of marijuana plants:

- The location of the MMTC facility where the harvest occurred.
- The identity of the plants harvested by the MMTC.
- The weight/amount of wet flower collected in the harvest and unit of measurement for the wet flower collected.
- The weight/amount of marijuana waste, as defined in Rule 64-4.207, F.A.C., collected in the harvest and unit of measurement for the marijuana waste collected.
- The weight/amount of material other than marijuana waste and wet flower collected in the harvest and unit of measurement for the other material collected.
- The specific room within the MMTC facility where the harvest batch will be stored post-harvest.

### ***Processing Tracking Requirements***

#### ***Curing/Drying Plants***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the curing or drying of marijuana plants:

- The location of the MMTC facility where the curing or drying occurs.
- The identity of the harvest batch from which the plants originated.

- The identity of the plants being cured or dried.
- The weight of the harvest batch after it has been cured/dried and the applicable unit of measurement.
- The weight of the marijuana waste, as defined in Rule 64-4.207, F.A.C., generated after the curing or drying process and the applicable unit of measurement.
- The specific room within the MMTC facility where the harvest batch is stored after completion of the drying or curing process.

### ***Creation of New Inventory Lot***

After a marijuana harvest has been dried and cured, or immediately after a harvest if the marijuana is not dried and cured, the marijuana is tracked as “inventory” in the Department STS Tracking System. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the creation of a new inventory lot:

- The weight or volume of the new lot.
- The type of inventory within the new lot (e.g., cured and dried flower, dried flower, wet flower, etc.).
- The cultivar/strain of the inventory within the new lot.
- The location of the MMTC facility and the specific room within the MMTC facility where the new lot is stored.
- The identity of the harvest batch(es) from which the new lot originated.

### ***Splitting an Existing Inventory Lot into a Sublot***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information when the MMTC splits an existing inventory lot into a subplot:

- The identity of the existing lot from which the subplot is created.
- The location of the MMTC facility where the new subplot is stored.
- The weight/volume of the inventory subtracted or removed from the existing lot and the applicable unit of measurement.

### ***Conversion of Inventory through Processing***

When an MMTC converts all or part of an inventory lot through processing, the MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the MMTC’s conversion of inventory:

- The identity of the inventory being converted.
- The weight/volume of the inventory subtracted or removed from the existing lot for purposes of the conversion and the applicable unit of measurement.
- The type of inventory (e.g., flower, extract, etc.) after the conversion.
- The cultivar/strain of the inventory.

- The weight/volume of the inventory after the conversion and the applicable unit of measurement.
- The weight/volume of inventory lost during the conversion process and now classified as marijuana waste.
- The location of the MMTC facility and the specific room within the MMTC facility where the inventory is stored post conversion.

### ***Addition of Ingredients to Inventory***

For purposes of the Department's STS Tracking Procedures rule, an "ingredient" includes any substance added to inventory after extraction. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the addition of ingredients to inventory:

- The identity of the inventory to which the ingredients are added.
- The name of each ingredient added to the inventory.
- The amount of each ingredient added to the inventory and the unit of measurement for each ingredient.
- The location of the MMTC facility where the ingredients are added to the inventory.

### ***Inventory Adjustments***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding any adjustment to inventory:

- The identity of the inventory being adjusted.
- The type of adjustment to the inventory.
- The reason for the adjustment to the inventory.
- The weight/volume removed through the adjustment and applicable unit of measurement.
- The location of the MMTC facility where the inventory adjustment occurs.

### ***Final Product Inventory***

Once inventory reaches its final form and is ready for regulatory compliance testing, the inventory is designated as "final product" inventory in the Department STS Tracking System. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the MMTC's final product inventory:

- The cultivar/strain of the final product, if applicable.
- The type of final product (e.g., whole flower, vape, etc.).
- For unit-based final product inventory, the number of units assigned to the inventory (e.g., final product consisting of 100 pre-rolls would have a quantity of "100").
- The expiration date for the final product. Once the expiration date is specified by an MMTC in its Internal STS Tracking System, it cannot be changed.

- The net product weight, or volume, of the final product, inclusive of the receptacle, and the applicable unit of measurement.
- The Department-approved product name for the final product.
- For unit-based final product, the product weight per unit (e.g., the weight of each individual pre-roll within a final product consisting of 100 pre-rolls).
- The date the final product was placed in its receptacle.
- The unique product ID selected by an MMTC and assigned to the final, usable product, as provided in the MMTC STS Tracking System Procedures rule.
- The location of the MMTC facility and the specific room within the MMTC facility where the final product is stored.

### ***Creation of New Lab Sample***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the creation of a new lab sample:

- Whether the lab sample is for research and development.
- The identity of the plants, harvest batch, inventory, or retail batch from which the lab sample is being created.
- The weight/volume that will be removed from the existing inventory or batch to create the new lab sample. The quantity should be reflected in units if the lab sample consists of unit-based final product.
- The identity of the CMTL that is collecting and testing the lab sample.
- The location of the MMTC facility where the lab sample was collected.

### ***Create New Delivery Device Inventory Record***

Marijuana delivery devices are tracked as inventory in the Department STS Tracking System. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information for all marijuana delivery devices:

- The unique product ID selected by an MMTC and assigned to the inventory, as defined in the MMTC STS Tracking System Procedures rule, if applicable.
- The type of inventory.
- For unit-based inventory, the number of units assigned to the inventory (e.g., final product consisting of 100 pre-rolls would have a quantity of “100”).
- The location of the MMTC facility and the specific room within the MMTC facility where the inventory is stored.

## **Dispensing Tracking Requirements**

### ***Sale/Dispensation of Final Products and Delivery Devices***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the dispensation of final products and delivery devices to a qualified patient or caregiver:

- The identity of the final product or delivery device being dispensed.
- A unique MMTC-assigned identification number for the sale.
- The type or classification of final product or delivery device being dispensed (e.g., low-THC marijuana, whole flower, etc.).
- The unique product ID selected by an MMTC and assigned to the final, usable product, as defined in the MMTC STS Tracking System Procedures rule.
- The route of administration for the final product or delivery device.
- The number of units dispensed.
- The location of the MMTC dispensing facility where the final product or delivery device is dispensed.
- The patient's MMUR-assigned identification number.
- The caregiver's MMUR-assigned identification number, if applicable.
- The patient's date of birth.
- The price of the final product or delivery device dispensed.

An MMTC must record dispensations of final products and delivery devices in its Internal STS Tracking System in real time. Upon receipt of such information, the Department STS Tracking System will update the medical marijuana use registry to reflect the dispensation.

### ***Refund the Sale/Dispensation of Final Product and Delivery Devices***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the refund of final product or delivery devices previously dispensed to a qualified patient or caregiver:

- The identity of the sale and item being refunded.
- The dollar amount refunded to the qualified patient or caregiver.
- The number of units being returned or refunded.
- The location of the MMTC dispensing facility where the refund occurred.

A refund does not return the dispensed final product or delivery device back into inventory. However, an MMTC must ensure that it tracks within its Internal STS Tracking System the disposition of the refunded or returned final product or delivery device. An MMTC must record

the refund of final product and delivery device dispensations in its Internal STS Tracking System in real time.

### ***Void the Sale/Dispensation of Usable Product / Delivery Device***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information when the MMTC voids the sale of a final product or delivery device to a qualified patient or caregiver:

- The location of the MMTC dispensing facility where the sale is voided.
- A transaction or sale ID number identifying the sale being voided by the MMTC.

A “voided” sale returns the final product or delivery device associated with the sale back to inventory in the Department STS Tracking System. An MMTC must record a voided sale in its Internal STS Tracking System in real time.

### **Storage Location Requirements**

#### ***Create New Grow Room***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding all rooms within a given MMTC facility where marijuana plants will be stored:

- The location of the MMTC facility.
- A unique MMTC-assigned name and number for the grow room.

#### ***Move Plants***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information when the MMTC moves plants between grow rooms within a single MMTC facility:

- The location of the MMTC facility where the move occurs.
- The identity of the plants being moved.
- The identity of the room to which the plants are moved.

#### ***Create New Inventory Room***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding all rooms within a given MMTC facility where inventory will be stored:

- The location of the MMTC facility.
- A unique MMTC-assigned name and number for the inventory room.

- Whether the inventory room is a quarantine room.

### ***Move Inventory***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information when the MMTC moves plants between inventory rooms within a single MMTC facility:

- The location of the MMTC facility where the move occurs.
- The identity of the inventory being moved.
- The identity of the room to which the inventory is moved.

### **Waste Destruction Requirements**

#### ***Schedule Inventory Disposal***

An MMTC must schedule the disposal of inventory before disposing of the inventory. Once inventory is scheduled for disposal, an MMTC must wait 72 hours before performing the disposal. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding its scheduled disposal of inventory:

- The identity of the inventory scheduled for disposal.
- The reason the inventory is scheduled for disposal.

#### ***Dispose of Inventory***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding its disposal of inventory:

- The identity of the inventory disposed of by the MMTC.

#### ***Schedule Plant Disposal***

An MMTC must schedule the disposal of marijuana plants before disposing of the plants. Once plants are scheduled for disposal, an MMTC must wait 72 hours before performing the disposal. An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding its scheduled disposal of plants:

- The identity of the plants scheduled for disposal.
- The reason the plants are scheduled for disposal.

#### ***Dispose of Plants***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding its disposal of plants:

- The identity of the plants disposed of by the MMTC.

### ***Dispose of Marijuana Plant Matter***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the MMTC's disposal of marijuana plant matter post-defoliation where the MMTC is not yet disposing of the entire marijuana plant and the plant ID from which the plant matter originated is unknown.

- The location of the MMTC facility where the disposal occurs.
- The date and time the plant matter was collected by the MMTC.
- The weight/amount of the plant matter disposed of by the MMTC and the applicable unit of measurement.

### **Plant and Inventory Transfer Requirements**

#### ***Transfer of Plants/Inventory Between MMTC Facilities – Transferring MMTC Facility***

A transferring MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the transfer of plants or inventory from one MMTC facility to another MMTC facility (whether the same or a different licensed entity):

- The identity of the plants or inventory being transferred.
- The identity of the transportation manifest used to document the transfer of the plants or inventory.
- For unit-based final product inventory, the number of units within the inventory item being transferred.
- The quantity, weight, or volume and applicable unit of measurement for the plants or inventory being transferred.
- The location of the transferring MMTC facility.

A transferring MMTC facility must record the transfer of plants or inventory to another MMTC facility in real time.

#### ***Transfer of Plants/Inventory Between MMTC Facilities – Receiving MMTC Facility***

An MMTC receiving a transfer of plants or inventory (whether from the same or a different licensed entity) must ensure that its Internal STS Tracking System provides the Department the following information regarding the transfer of plants or inventory:

- The identity of the plants or inventory being transferred.
- The identity of the transportation manifest used to document the transfer of the plants or inventory.

- For unit-based final product inventory, the number of units within the inventory item received through the transfer.
- For unit-based final product inventory, the number of units within the inventory item rejected and sent back to the transferring facility.
- The quantity, weight, or volume and applicable unit of measurement for the plants or inventory received through the transfer.
- The weight or volume and unit of measurement for the plants or inventory rejected through the transfer and sent back to the transferring facility.
- The location of the receiving MMTC facility

A receiving MMTC must record its receipt of transferred plants or inventory from another MMTC facility in real time.

### ***Creation of New Invoice for Wholesale Transaction***

An invoice must be created in the transferring MMTC's Internal STS Tracking System when a wholesale transfer of marijuana occurs between two MMTCs. A transferring MMTC must ensure that its Internal STS Tracking System provides the Department the following information regarding the invoice for a wholesale transfer of marijuana:

- The identity of the plants or inventory being invoiced and transferred.
- The location of the buying/receiving MMTC facility.
- The location of the selling/transferring MMTC facility.
- The price the inventory or plants are sold for.
- The weight/volume and unit of measurement for the plants or inventory being sold.

### **Transport of Plants and Inventory**

#### ***Department-Approved Vehicles Used to Transport Marijuana***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information for each Department-approved vehicle used to transport marijuana:

- The vehicle identification number.
- The vehicle license plate number.
- The make and model of the vehicle.
- The year of the vehicle.
- The color of the vehicle.
- A name selected by the MMTC and assigned to the vehicle.

#### ***Transportation Manifest***

An MMTC must ensure that its Internal STS Tracking System provides the Department the following information for each transportation manifest documenting the transfer of marijuana:

- The employee ID numbers for the drivers transporting the marijuana and listed on the transportation manifest.
- The order of the intended stops the vehicle will make and the specific location of each stop.
- The approximate time that the vehicle arrives at each stop.
- The approximate time that the vehicle departs each stop.
- The directions (i.e., route) between each stop/location.
- The identity of the plants or inventory being transferred.
- If the transportation manifest is used to document the wholesale transfer of marijuana, the identity of the invoice associated with the wholesale transfer.
- The location of the MMTC facility creating the transportation manifest.
- The identity of the vehicle used for the transport.

### ***MMTC Employees***

An MMTC must ensure that its STS Tracking System provides the Department the following information for each MMTC employee that transports marijuana:

- The employee's full name.
- The employee's date of birth.
- The employee's hire date.
- The employee's email address.

### ***Authorized API Users***

An MMTC must identify and designate the employees within its organization who are authorized to interact with and access the API. An MMTC must ensure that its STS Tracking System provides the Department the following information for each MMTC employee designated to interact with the API on behalf of the MMTC:

- The email address for the employee/user.
- The employee/user's password for accessing the API.
- The specific permissions that the employee/user is authorized to access.