COUNTY OF MENDOCINO
Executive Office

Mendocino County Track & Trace Frequently Asked Questions

Fees

1. What are the costs of using the Track & Trace system?

Track and Trace Fees		
Roll of Secure Unique identifier Stamps (1,200 stamps)	$24	Online Payment or Cash at Tax Collector
Shipping and Handling for an Order of Secure Unique Identifier Stamps	$25	Online Payment or Cash at Tax Collector
Quarterly Industry Participant Account Fee	$270	Online Payment or Cash at Tax Collector
Or Annual Industry Participant Account Fee	$1,080	
Single Cottage Outdoor Permit Discount		
Quarterly Industry Participant Account Fee	$135	Online Payment or Cash at Tax Collector
Or Annual Industry Participant Account Fee	$540	

Cash Payment to the Treasurer Tax – Collector can be made at:

501 Low Gap Road, Room 1060, Ukiah, CA 95482

Phone: (707)234-6848

Fee Information

- Account fees and stamp fees can be paid online using the system, or in cash at the Treasurer – Tax Collector.
- Account fees can be paid **quarterly or annually**. You will need to select which method during enrollment.
- Account fees must be paid to remain in compliance.
- Account and stamp fees are described in Section 10A.17.070 (G) of the Ordinance.
- Upon activation of the account, you will need to log in and pay your account fees within 7 days.
- After you have successfully logged in and account fees are paid, you will be able to register for the next training class.

2. Who pays for stamp order shipments?

Permittees will order and pay for stamps and associated shipping and handling fees. Please see the chart above for information on the cost for a roll of stamps and shipping and handling.

3. How do I pay my fees and stamp order?

Stamp orders can be paid online using the system or in cash at the Treasurer Tax- Collector.

Enrollment & Training

4. Are permittees required to use the County's Track and Trace program?

Yes. Chapter 10A.17 Medical Cannabis Cultivation Ordinance requires permittees to participate in the County Track and Trace program (10A.17.070(G)).

5. When will I be contacted to enroll in Track & Trace?

Once you are approved for a permit you will be enrolled in CalOrigin. SICPA will then activate the account and send user id information via email.

6. Can an operator be enrolled before required under County Ordinance (e.g. dispensary, manufacturer)?

If you are a dispensary, processer, manufacturer, testing facility or distributor and are interested in enrolling in Track & Trace prior to the adoption of the Cannabis Facilities Ordinance, please submit your request to the Mendocino County Executive Office at ceo@mendocinocounty.org.

7. What address should I use for my site; the address where the farm is located or the address where the stamps are shipped?

The system will record both your mailing address and site address.

8. What happens if my employee or subcontractor enters incorrect information into the system?

The permit holder is responsible for all information entered into the system.

9. Can a third party perform stamping and other functions on behalf of a permitted operator? If so, does this need to be approved by the County? How does this work?

A permit holder can authorize a person to perform functions in the system, whether that person is an employee or not. In either case, the permit holder is responsible for the actions of all users. All access requests must be initiated by the operator, not the third party. The request must come from an email address on file for a permitted site in the Track & Trace system.

10. Is the person named on the permit required to attend training?

This is recommended. The permit holder is responsible for correct use of the system in all cases.

11. What is the cost of training?

Training is included in your fees. There is no additional charge.

12. How often will trainings be held?

Training will be offered weekly based on demand.

13. Where will trainings be located?

Training will be offered at locations throughout the County. You may choose which location to attend when you schedule training.

14. How many people can I send to training?

You may send two people per each account.

Production Declaration

15. **What is a production declaration?**
    The production declaration is where you record the estimated and actual details of each planting in the CalOrigin system.

16. **Do I need to declare all plants at my farm? Can I exclude some?**
    You will need to declare all plants on your farm including mothers, immature and mature plants.

17. **How are mothers recorded in the Production Declaration?**
    Mother plants should be registered separately in a production declaration.

18. **When does the Production Declaration need to be done?**
    A product declaration must be done within 15 days of completing training (if you have plants in the ground). In addition, declarations should be updated when any change impacts the declaration (i.e. yield, harvest, strains) and at final harvest. The County recommends completing a production declaration 30 days before planting and reviewing the declaration at least every 30 days.

Plant Tagging/Cultivation

19. **When should plant tags be applied?**
    When mature plants are moved into their final designated cultivation area. Permittees with immature plants must apply a stamp to each established lot. The County defines a lot of immature plants **up to 100 immature plants**, at any one time. All immature plants in a lot must be uniform in strain.

20. **Should mother plants be tagged?**
    Mother plants must be tagged and included in a product declaration.

21. **Should I tag clones?**
    Clones are immature plants and a stamp must be applied to each established lot of clones. The County defines a lot of immature plants as "up to 100 immature plants, at any one time." All immature plants in a lot must be uniform in strain.

22. **Do clones from an onsite mother get linked to the plant tag on the mother, or linked to the planting ID?**
    The clones will be linked to the planting ID.

23. **Do the rules about tagging clones apply to clones acquired from a source outside Mendocino County, or from a source that provides clones without tags?**
    Yes.

24. **Must I tag clones before I transfer them? What if the clone is too small to support a tag?**
    Yes. You will need to tag the tray for bulk sale and individual plants for individual sale.

25. **Do I need to tag plants before their sex can be determined?**
    No. Tag mature plants when moved into their final cultivation place.

26. I want to replant a mother in order to harvest it. How do I do this?

Keep the tag on the plant--don't apply a new tag. If you haven't already created a planting for this plant, do so now. When it's time to harvest this plant, handle it the same way you would any other plant. In addition, you will need to document the change in the production declaration.

27. Should I tag seeds?

No, unless the seeds are for sale. The seed packaging for retail sale will need to be tagged.

28. If I need to destroy plants, what process do I follow? Do I contact the County first then transfer to destruction? Does the County get notified when a destruction transfer occurs?

If you need to destroy a plant, record in the system as a transfer to destruction with the reasons for destruction. The system will notify the Agriculture Department. If the department has concerns or follow up questions, they will contact the permittee directly.

29. How does the permittee handle incremental harvesting, e.g., harvest the tops before the bottoms?

Document the incremental harvest in the production declaration. Stamp the flower or trim as it is harvested/processed and link to the planting ID. Transfer plants to harvest and record the harvest after all cultivation is complete.

30. How should the permittee handle stolen product/plants?

Immediately contact the Department of Agriculture and report the theft to the Sheriff's Office. Record the incident in the system as transfer to theft.

31. Can permittees share stamps?

No. Stamps are specific to individual permitted sites.

32. Can a permittee use the same roll of stamps for two separately permitted cultivation sites?

No. Stamps are specific to individual permitted sites.

33. What do I do if I have to change the stamp on a plant because the tag is now too small?

Use expandable, tags that support anticipated growth. If tag must be changed, activate a new stamp.

Nursery

34. Are nurseries required to participate in Track & Trace?

Yes.

35. Should I tag clones and seeds for wholesale/retail sale?

Yes. Please see questions 21, 24 and 27.

Product Stamping

36. Can I apply stamps to products based on plants grown outside of Mendocino County?

No.

37. Can I stamp products made from a mixture of raw materials?

Yes, if all material is from the same permitted cultivation site.

38. What do I do with stamps from plants after harvest?

Store in a container at the cultivation location.

39. Some of my products are small and would be inconvenient for me to stamp. Do I need to stamp them?

You must stamp mature plants when they are moved into their final designated cultivation area. Permittees with immature plants must apply a stamp to each established lot. The County defines a lot of immature plants **up to 100 immature plants**, at any one time. All immature plants in a lot must be uniform in strain.

40. If a product is produced in another County from product grown in Mendocino, can it be stamped as Mendocino County?

Only if there is no change in ownership and the cultivator maintains control of the production processes.

41. I manufacture and package small sizes (1/2 g). Do I need to stamp all individual units? Or, can I stamp only the boxes I pack them in?

You must stamp all individual products.

42. Is a stamping applicator available?

Stamp applicators are not supported in the Track & Trace program; only stamping by hand is supported. SICPA is investigating this further.

43. What does "Child Batch" mean?

A child batch is a batch of stamps linked to a source stamp. For example, if a pound of dried flower is subdivided into 128 1/8 ounce packages, then the pound has a child batch of 128 stamps.

44. How do I handle damaged stamps?

If you receive a shipment of new stamps from SICPA that were damaged during delivery, contact SICPA immediately for a replacement roll. The procedure for deactivating and replacing an individual stamp will be explained during training, after enrollment.

Testing

45. Will product testing be initiated and handled by operators, or will Mendocino County be involved in initiating or managing the product process?

The County is not involved in testing requirements for cannabis. Testing requirements are subject to State requirements.

46. Can test lab users upload results directly to the system?

This is under review.

47. Can a permittee upload results directly to the system?

Yes.

Transfers

48. If I use an off-site processor to trim my plants, after which the flower and trim are returned to my farm, do I need to stamp plants and record the transfer to the processor?
Yes. If transferring whole plants after harvest, you may transfer the existing harvested stamp to the offsite processor. All products transferred offsite or to another operator should be stamped.

49. How do you handle a dispensary wanting to test and examine a product before accepting it?
A dispensary or any transfer recipient can test or inspect products before accepting a transfer.

50. How should I record a transfer to dispensary or other operator that does not want to be identified in the Track & Trace program?
Mendocino County requires all transfers to be recorded; and recipients for all transfers to be identified by business name and address.

51. If a product moves from one permittee to another permittee or licensee within the same owner location (for example from grower to manufacturer), does this require a transfer?
Yes.

52. Can a cultivator give stamps to a manufacturer or other operator to apply**?**
No. When applying stamps, each operator must use their own stamps.

53. Who is approved to create a travel manifest? Who are approved transporters in Mendocino County?
County permittees are approved to create a travel manifest and transport their own product. Please note, however, that State requirements for transportation are currently being developed.

54. How should transfers be recorded if the recipient is a patient?
A transfer can be assigned as a direct delivery to patient. Use this method if you are transferring a product to a patient. DO NOT write actual patient name in the field.

55. How should transfers be recorded for commercial samples such as product distributed at a trade show?
A transfer can be assigned as commercial samples. Use this method for small quantity, free commercial samples for tradeshows or dispensaries. Also, include the reason for the transfer in the additional information field (i.e., the trade show information, the dispensary information).

Other

56. Who has access to my track & trace data?
Mendocino County agencies that regulate the cannabis industry have access.

57. Does Law Enforcement have access to the Track & Trace system?
The County Sheriff's Office will only have the ability to verify transfer manifest or look up the Proof of Origin of an individual product from a stamp QR code. The Sheriff's Office also is able to verify a valid permit via the County's Trakit system.

58. What happens if a dispensary or patient reports a damaged or fake stamp using CalOrigin's website or App?

    If an issue is reported with a Mendocino County stamp, SICPA will attempt to retrieve the stamp to determine the issue and will notify the cultivator.   The Proof of Origin application allows operators to market their products, and it is important to the program that cultivators are aware of any issues that would prevent the appropriate Proof of Origin attribute for stamped Mendocino products.

59. What happens if law enforcement from outside the County has questions related to my travel manifest?

    Mendocino County does not have jurisdiction over law enforcement agencies. Travel manifest will have County contract information should law enforcement want to contact the County directly to verify the transfer.

60. What about the Mendocino County Sustainability Farmed Certification? How is this incorporated into Track & Trace? Can the farmer include biodynamic or clean green certification as part of this program?

    The Mendocino County Sustainability Farmed Certification designation will be included in the Product Catalog. The biodynamic or clean green certification can be included in the Product Catalog for the product and available in the Proof of Origin app.

61. Will the Track & Trace system integrate with the State Track & Trace system?

    The State is currently developing a state system and finalizing regulations. The future capabilities for integration are unknown at this time. The County is continuing to monitor the development of regulations and implementation of the State program.

62. What if I don't have access to the internet? How will I upload my data?

    You will need to find a location with internet connection to upload your data. All County Libraries have internet connectivity and can accommodate permittees. For a full list of libraries and hours of operations please visit www.mendocinocounty.org/library.

63. As the time approaches for an inspection, is the cultivator responsible for contacting the Agriculture Department, or will the Agriculture Department contact the cultivator?

    The Agriculture Department is currently processing applications and will contact the applicant directly to schedule a pre-site inspection.

64. Does the Track & Trace system provide basic point-of-sale (POS) or tax system functionality? Does the system integrate with iPhone point-of-sale (POS) credit card readers?

    The Track & Trace program does not include point-of-sale or tax system functionality; and does not include credit card readers or payment processing.

65. When will Medical Cannabis Cultivation and Nursery permits be issued?

    The County is currently processing and issuing permits. The deadline to apply for Phase I permits is December 31, 2017. Time frames for processing vary by permit type and site. You can check the status of your permit by contacting the Agriculture Department.

Definitions

"Batch" or "harvest batch" means a specifically identified quantity of dried flower or trim, leaves, and other cannabis plant matter that is uniform in strain, harvested at the same time, and, if applicable, cultivated using the same pesticides and other agricultural chemicals.

"CalOrigin" means the Mendocino County Track and Trace system provided by SICPA.

"Immature Plant" means a cannabis plant that is not flowering.

"Lot" means a group of immature plants that does not exceed 100 immature plants, at any one time. All immature plants in a lot must be uniform in strain.

"Mature Plant" means a cannabis plant that is flowering.

"Production Declaration" is the part of the CalOrigin system where cultivators report the estimated and actual details of each planting or batch.

"Stamp(s)" means a unique identifier stamp issued by the CalOrigin system.

"Travel Manifest" is the report generated in the CalOrigin system for each product transfer. The Travel Manifest can be printed to accompany the product, and includes the name and address of the sender and receiver and information about the transporter.

Contact Information

Department of Agriculture
Phone: (707) 234-6830
Website: www.mendocinocounty.org/ag
Email: agcomm@mendocinocounty.org

Treasurer – Tax Collector
Phone: (707) 234-6848
Website: www.mendocinocounty.org/ttc

Executive Office
Phone: (707) 463-4441
Website: www.mendocinocounty.org/eo
Email: ceo@mendocinocounty.org

Planning and Building Services
Phone: (707) 234-6650
Website: www.mendocinocounty.org/pbs
Email: pbs@mendocinocounty.org

Environmental Health
Phone: (707) 234-6625
Website: www.mendocinocounty.org/eh

CalOrigin
Phone: (916) 502-9922
Email: calorigin@sicpa.com

Cannabis Hotline: 1-(844) 421-9333(WEED)

Cannabis Permit and License Information:
www.mendocinocounty.org/cannabis