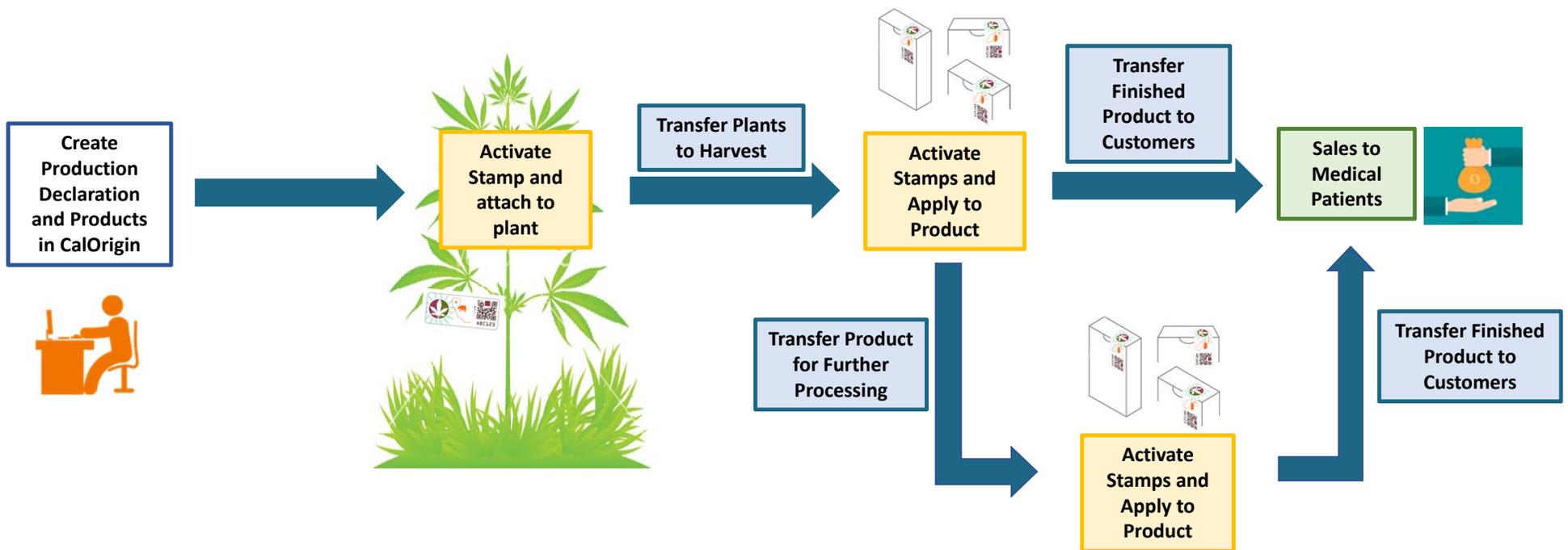


On July 25, 2017, the Humboldt County Board of Supervisors passed a motion to require commercial cannabis operators to participate in the track and trace program as a permit condition. Operators will create product catalogs, activate stamps, apply stamps and log transfers in the on-line platform. The cannabis products will be tracked from permitted participants throughout the supply chain.

CalOrigin Flow Chart

Introduction to CalOrigin Track & Trace





Humboldt County Track and Trace Application Guide**

12/1/2017

Fees

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

Cultivation Inspection Program Fees	
Cannabis Operation (Base) Inspection	\$190.00
Cannabis Permit/Site	\$38.00
Cannabis Artisanal Certification	\$38.00
Cannabis Track and Trace Program:	
Account Activation and Monthly Platform Access Fee (Due Prior to Training)	\$90 month (paid quarterly or annually in advance)
Mandatory One-time Track and Trace Training Fee (2 participants)	\$400
Humboldt Proof-of-Origin Secure Stamps	\$.07 a Stamp \$84 per roll of 1200
Humboldt Artisanal Program Secure Stamps	\$.07 a Stamp \$84 per roll of 1200
Proof-of-Origin Stamps Shipping Fee	\$25 per stamp order
Service fee per payment calculated per .25 hr.	\$16*
Declaration Verification First 5,000 square feet	\$57.00
Each additional 2,000 square feet	\$38.00
Cannabis Declaration Change Review	\$38.00

2. How do I pay fees and for stamp orders?

Payments can be made online through the system with a credit or debit card or by printing a voucher from the system and paying in person at the Humboldt County Treasurer-Tax Collectors Office at;

825 5th Street, Room 125
Eureka, CA 95501

Office hours are Monday-Friday 8:30 a.m. – 12:00 and 1:00 – 5:00 p.m., excluding holidays.

3. What is the grace period for account fee payment before the account is suspended?

Account fees for Track and Trace are due prior to training and are expected within no more than 15 days after the creation of your site and user accounts. CalOrigin will email you when your site and user accounts are setup.

4. Does the county get notified of stamp orders?

Yes. This information is available to the county in the CalOrigin Track and Trace system.

Enrollment & Training

5. Is a permit required to participate in the Track & Trace program?

Yes. The Humboldt County Department of Agriculture will authorize enrollment in the Track and Trace program once a permit has been approved.

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

Both addresses are recorded in the CalOrigin system, one for inspection and one for stamp shipments. Note that the shipping address must be within Humboldt county and a physical address where a shipment can be received with a signature (no PO boxes).

7. 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.

8. 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 all cases, the permit holder is responsible for the actions of all users. All access requests must be initiated by the permitted operator, not by the third party, e.g; requesting additional users, changing user access and adding trading partners. The request must come from the email address on file for the permitted site in the CalOrigin Track & Trace system.

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

The permit holder is responsible for correct use of the system in all cases. It is recommended that the permit holder attend training.

10. What is the cost of additional user training?

Additional user training is \$200 per user.

Production Declaration

11. What is included in the production declaration?

All plant production information including immature plants, clones and mothers.

12. Do mothers need to be registered separately in the production declaration?

Yes, each mother should have its own production declaration (planting) in the system.

13. When does the Production Declaration need to be done?

The production declaration should be created at least 30 days before plants are on site. It must be updated anytime there is a change. It should be reviewed for accuracy at least every 30 days.

If plants are in the ground prior to being trained, then the Production Declaration must be done within 2 weeks of completing training.

Plant Tagging/Cultivation

14. Do I have to tag plants?

Yes, in the following situations; clones being sold or transferred; mothers; and plants in cultivation location

15. When should plant tags be applied?

When plants are moved into their final flowering /cultivation location.

16. Should mother plants be tagged?

Yes and your plants should be sourced to their mother.

17. Should I tag clones?

Clones must be tagged as a batch on the tray, up to 100 units if being sold or transferred. Tag an individual clone if sold as a single retail unit.

18. If I tag clones produced from an on-site mother, should I source it to the plant tag on the mother?

Yes, clones are sourced to their mother plant.

19. Do the rules about tagging clones apply to clones acquired from a source outside Humboldt County, or from a source that provides clones without tags?

Yes.

20. Must I tag clones before I transfer them?

Yes. When transferring clones to another site, clones of any size must be tagged and the transfer must be recorded. Clones may be tagged in trays of up to 100 plants for bulk sales, tag individual plants if sold individually.

21. Do I need to tag plants before their sex can be determined?

No. Tag plants when moved into their final cultivation location.

22. Do I have to tag male plants?

If you are growing the male to harvest the seeds then tag the plant when moved into their final cultivation location.

23. 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. Update the mothers planting to reflect the changes. When it's time to harvest this plant, handle it the same way you would any other plant.

24. Should I tag seeds?

No, unless offered for sale. If sold, tag the retail packaging.

25. 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 plants are tagged, transfer the stamp to destruction. If destroying immature plants, record changes to the number of plants and expected yield in the production declaration (planting). Retain the used stamps in a container at the cultivation location. The county will have access to this information in the CalOrigin Track and Trace system.

26. What do I do if my plants or products are stolen?

If products or plants are lost or stolen, report the theft to the Sheriff's office. If the stolen products are tagged, transfer the stamps to theft. If unapplied stamps are lost or stolen, report it to calorigin@sicpa.com

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

Use expandable, elastic tags that support anticipated growth. If tag must be changed, activate a new stamp and transfer the used stamp to waste.

Harvesting and Processing

28. How do I record incremental harvesting? (e.g., harvest tops before bottoms)

Document partial and final harvests in the harvest declaration. For partial harvests, record what is being harvested in the notes section.

29. What do I do after my final harvest is recorded?

If whole plants are being transferred, record the transfer of the stamps to the offsite processor, there is no need to apply a new stamp. If the plants are being processed onsite, transfer the stamps to harvest and record the harvest in harvest.

30. Do I need to record the wet weight of harvested material?

Record either the wet or dry weight of harvested material.

31. Does the county get notified when my plants are harvested?

The details of harvests will be available to the County in the CalOrigin Track and Trace system.

Product Stamping

32. Can I apply stamps to products based on plants grown outside of Humboldt County?

No, except for clones / nursery stock. Stamps can be applied only to products made from plants cultivated in Humboldt County.

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

Yes, but only if all the comingled raw materials were produced in Humboldt County and sourced from permittees in the system.

34. What do I do with stamps from plants after harvest?
Store used stamps in a secure container at the cultivation location.
35. Do I need to stamp all my manufactured products, regardless of size?
Yes. Stamp individual packages.
36. How do I handle damaged stamps?
Transfer damaged stamps to waste. Retain damaged stamps in a secure container along with used stamps at the cultivation location.
37. Do I stamp all products I manufacture?
Yes.
38. If a product is produced in another county from a product grown in Humboldt, can it be stamped as Humboldt County?
No.
39. Who should stamp concentrate made from multiple growers?
The manufacturer that made the concentrate that is sourced from permittees in Humboldt County.

Transfers

40. What do I do when I sell my products?
Stamped products (or plants) are transferred to trading partners in the system.
41. Does the county approve trading partners?
No. To register a trading partner in the system, send an email to calorigin@sicpa.com with the name, business type, physical address and contact information for the trading partner. These will typically be added within one business day. It is the permittee's responsibility to ensure the trading partner is appropriately permitted to conduct business.
42. If I use an off-site processor to trim my plants do I need record the transfer to the processor?
Yes. The stamped plants must be transferred.

43. Can a cultivator give stamps to a manufacturer or other permitted operator to apply?

No. Each operator must use their own stamps

44. How do I record products I'm taking to the Emerald Cup?

Transfer the stamped product to commercial samples and list the name and dates of the event in the notes section.

45. Can I transfer my product directly to patients?

No. Only nurseries and dispensaries are authorized to sell products directly to patients.

Other

46. As the time approaches for an inspection (for example when planting), is the cultivator responsible for contacting the Ag department, or will the county contact the cultivator?

The Department of Agriculture will contact the operator to schedule inspections.

47. 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. The Track & Trace program does not include credit card readers or payment processing for operator's sales.

**Please note that these FAQs are subject to change from time to time. For questions not addressed in this document please contact the Humboldt County Department of Agriculture or calorigin@sicpa.com