



STATE OF
OHIO
BOARD OF PHARMACY



Ohio Medical Marijuana Control Program

Checklist for Creating a Manifest for Packages Returned to Cultivator/Processor

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I. Document Purpose, Audience and Topics covered

A. Document Purpose

This checklist is designed to assist dispensaries with creating a return product manifest after a Product has been accepted into dispensary inventory.

B. Intended Audience

The intended audience for this document is individuals responsible for the dispensary inventory compliance.

C. Topics covered

The topics covered in this procedure document include:

- Prohibition on editing sales receipts in METRC after a package is transferred back to Processor/Cultivator.
- Checkoff list for creating a return transfer manifest for Products in dispensary inventory.

II. Applicable Rules and Definitions:

A. Relevant Legal Authority

For further information refer to the links below:

- [Chapter 3796 of the Ohio Revised Code](#)
- B. Ohio Administrative Code [Rule 3796:6-3-06](#) – Receipt of medical marijuana by a dispensary.
- C. Ohio Administrative Code [Rule 3796:6-4-02](#) – Compliance and inspection of medical marijuana dispensaries.
Ohio Administrative Code [Rule 3796:6-4-03](#) - Grounds for discipline.

III. Roles and Responsibilities:

A. Dispensary Designated Representative and Employees:

Responsible for use of the state inventory tracking system (METRC) to identify and track all information relate to the dispensary's stock of medical marijuana from the time it is received to the time it is dispensed to a patient or caregiver, or upon the return of inventory to a processor or cultivator. Any user of this guidance document shall have received training on the state's Seed-to-Sale system operated by METRC.

IV. Prohibition on editing sales receipts in METRC after a package is transferred back to Processor/Cultivator:

Once a package is transferred back to a processor/cultivator, and the transfer is registered in METRC, no sales receipts associated to the returned package can be edited in METRC, regardless of the other non-associated sales on the receipt.

V. Checklist for Creating a Manifest for Packages Returned to Cultivators/Processors:

To complete a transfer, please follow these steps.



- Toggle to your transfers tab
- Select Licensed Transfer
- Select New Transfer
- Type in the license number for who you will be transferring to
- Enter the planned route for the transfer
- Enter all packages that you are planning to transfer
- Select "Wholesale" transfer as your type
- Enter the Wholesale dollar amount of each package
- Enter the gross weight of each package
- Designate your Est Dep and Arrival Times
- Enter Drivers Info and ID
- Enter Vehicle Info
- Select Register Transfer
- Print out your manifest