BIOTRACK

State of Florida Department of Health
Office of Medical Marijuana Use
Seed to Sale Tracking System Implementation

Training Manual

BIOTRACK

Contents

Version date: 01/18/2024

BIOTRACK

CULTIVATION WORKFLOW

Diagram:
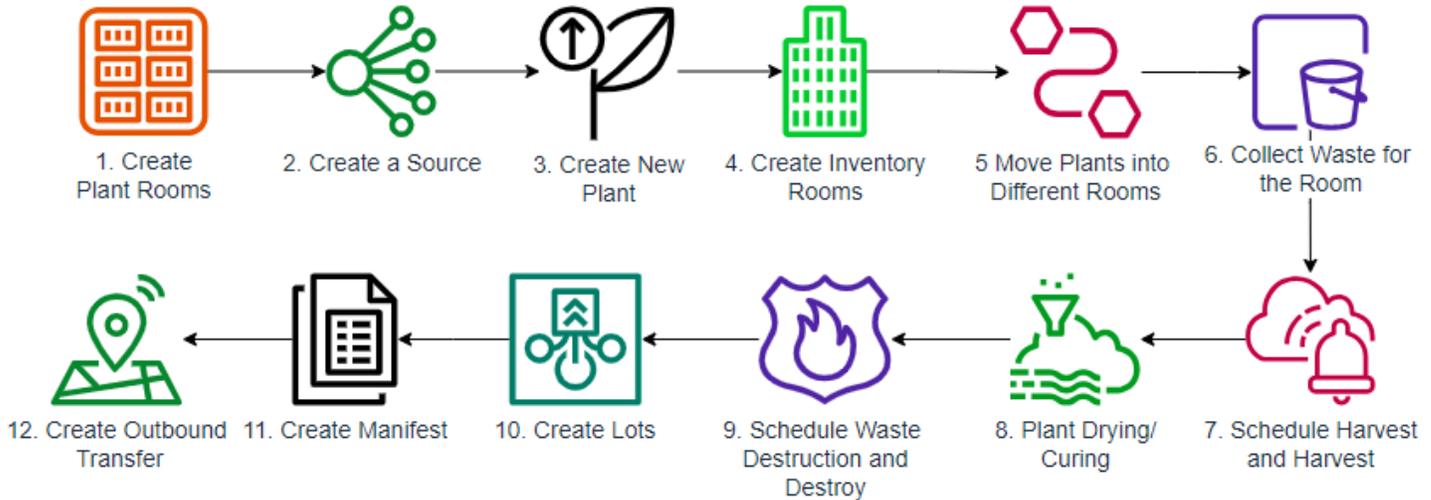
Cultivation Process Steps:

1. Create cultivation/plant rooms
2. Create a Source - each cultivator will be given an ability to bring up existing inventory through the " Open Window" functionality (plants, clones, seeds etc). After open window is closed - need to use mother plants
3. Create new plant - can be mother plant or regular plant
4. Create inventory rooms
5. Move plants into different rooms for your convenience
6. On the cultivation side: collect waste for the room. This step can happen any time - during trimming, curing, additional collection
7. Schedule harvest and harvest plants. Enter wet weight on the plant. Full plant or "Additional collection" (partial) harvesting can be performed. From inventory side - wet flower curing is performed
8. Plant drying/curing
9. Schedule waste destruction and destroy waste
10. Create lots. Note: this is a mandatory step for all further conversion processes. Flower to be converted into Flower Low, Other Material - to Other Material Lot, Kief - to Kief Lot
11. Create manifest - regular (when you deliver to someone) or pick up type
12. Create outbound transfer

BIOTRACK

PROCESSOR WORKFLOW

Diagram:
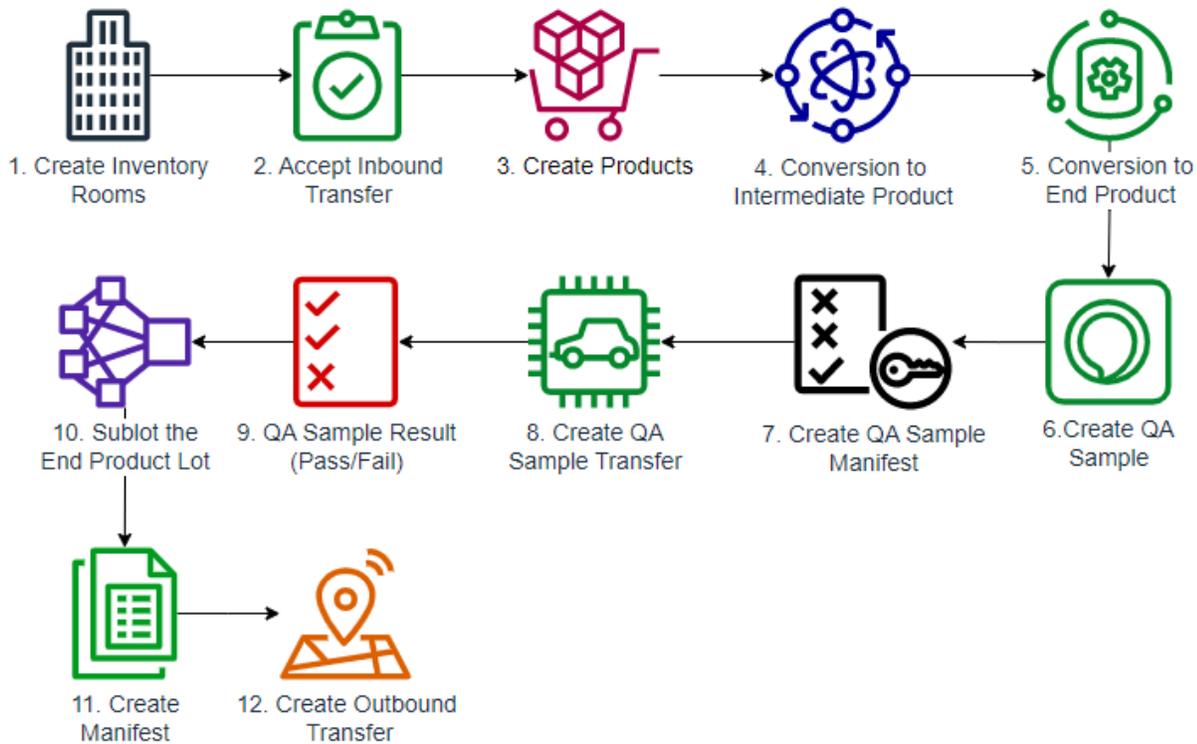
1. Create inventory rooms
2. Accept inbound transfer. Any transfer can be fully accepted, partially accepted or rejected
3. Create products
4. Conversion to intermediate product. Please refer to Inventory Conversion Matrix to see available conversions
5. Conversion to end products. During conversion to end products - switch from grams to units. All end products are required to be tested and passed by QA Lab. Please refer to Inventory Conversion Matrix to see available conversion options
6. Create a QA sample. 1 unit = 1 QA sample; rest of the lot = pending QA status. QA Sample can be voided before it is sent to the lab. QA Sample testing has to be completed before inventory can be transported to a dispensary. QA Sample testing does not need to be completed for inventory transfer between other (non retail) location license types. One can also create a Non-Mandatory QA sample that can be reported against
7. Create a QA sample manifest. Once manifest is created (regular or pickup) - inventory status changes to "Transportation Scheduled". Manifest is in Quarantine, eligible to be voided

8. Create a QA sample transfer. Once Outbound Transfer is created - manifest status changes to "Shipped". No longer eligible to be voided.

> How to Void QA Sample?
> Void process always happens in the reverse order:
>   a.   Void transfer
>   b.   Void Manifest
>   c.   Void QA Sample

9. QA sample results (NOTE: operations performed in QA Lab environment). Once the lab enters results - pass or fail- it will immediately reflect in the QA sample UI/API. If the QA Sample result "Failed" - you can remediate it

> 9a. Remediation Rules:

>> If QA sample fails once --> Same sample can be re-tested. If it fails again --> sample has to be remediated.

>> Remediation happens only once. A remediated retail batch is not eligible for additional remediation.

>> Additionally, the sample can always be chosen for destruction without remediation.

> Per FL State Admin Code 64-4.213 - an MMTC may remediate a previously failed Retail Batch as provided for herein:

> (1) Usable Whole Flower Marijuana that fails regulatory compliance testing may be remediated through processing to create Derivative Product. Usable Whole Flower Marijuana that fails regulatory compliance testing due to Water Activity or Moisture Content may also be remediated by subjecting the Retail Batch to additional drying or curing.

> (2) Derivative Product, excluding Edibles, that fails regulatory compliance testing for Heavy Metals or Agricultural Agents shall be disposed. Derivative Products, excluding Edibles, that fails regulatory compliance testing for Residual Solvents, Microbes, or Mycotoxins may be remediated through further processing.

> (3) Edibles that fail regulatory compliance testing for any reason may not be remediated and must be disposed

> (4) All remediated products must undergo and pass regulatory compliance testing

Sublot the end product lot - deduct the amount one wishes to send. Always do QA testing before sublot, to ensure that the QA results carry forward when inventory is sublotted.

10. Create inventory manifest. Once manifest is created (regular or pickup) - inventory status changes to "Transportation Scheduled". Manifest is in Quarantine, eligible to be voided

11. Create an outbound transfer. Once Outbound Transfer is created - manifest status changes to "Shipped". No longer eligible to be voided.

How to Void Manifest?

Void process always happens in the reverse order:

    a.   Void Transfer if receiving party did not accept it on their side, aka accept an inbound transfer

    b.   Manifest status changes to "Quarantine"

    c.   Void manifest

Note: to transfer inventory between locations of the same UBI - use Local Manifest. No invoice needed there.

BIOTRACK

FULFILLMENT AND STORAGE WORKFLOW

Diagram:
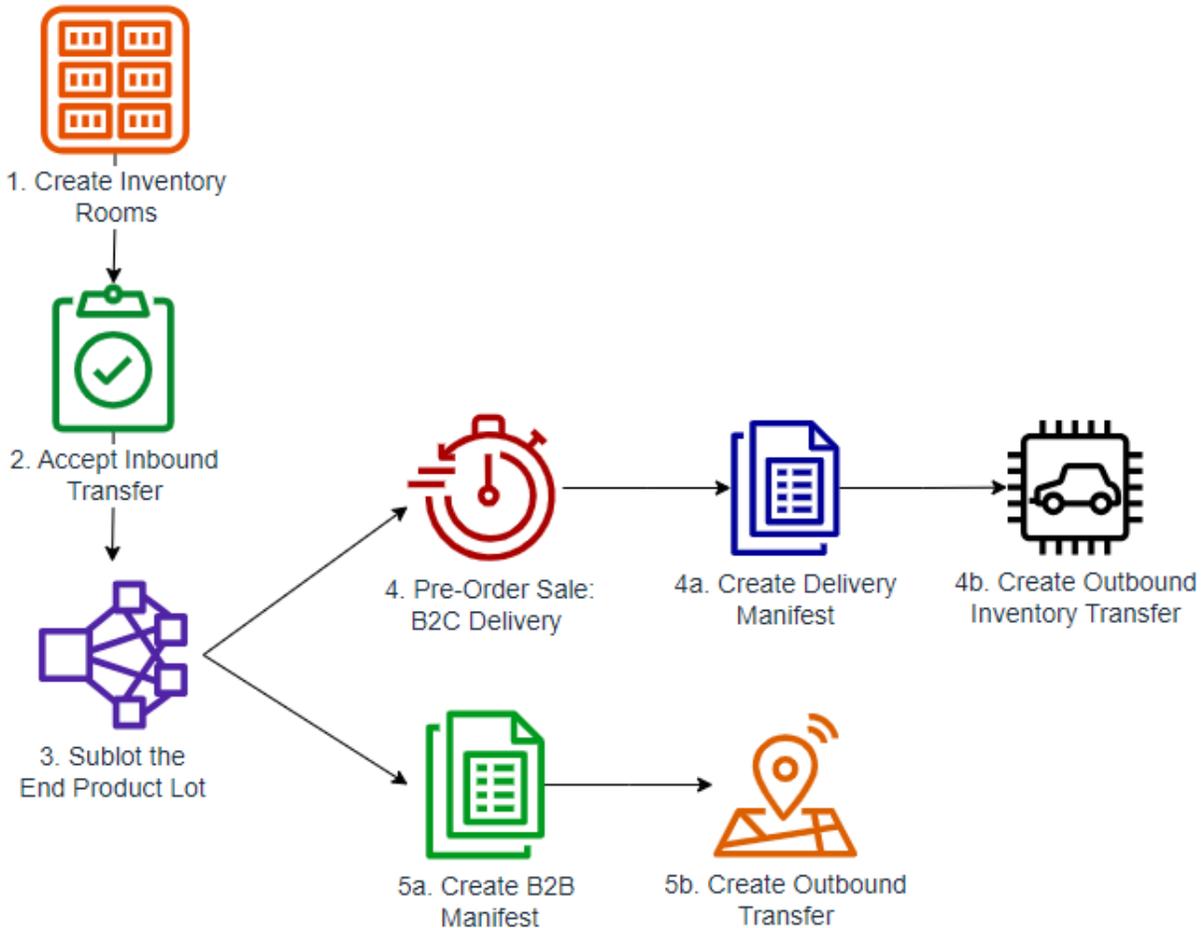
1. Create inventory rooms
2. Accept inbound transfer: can be fully accepted, partially accepted or rejected.
   Note: In case of partial acceptance - multiple Items from different original transfers should be able to be included on the same refund invoice.System allows for specific line items from the original transfer to be refunded.The Refund Invoice to be created from the location that originally received the product which would now be creating a transfer back to the original seller.
3. Sublot the end product lot - deduct the amount one wishes to send or deliver.
   4. Pre-order sale
        4a. Create a delivery manifest. Multiple stops manifests are allowed
        4b. Create outbound inventory transfer.

When delivery is completed, the delivery status changes from "To be assigned" to the name of the Deliverer performing delivery and the name of the patient delivery was made to.

   5a. Create a B2B manifest. Once manifest is created (regular or pickup) - inventory status changes to "Transportation Scheduled". Manifest is in Quarantine, eligible to be voided

Note: In case of partial acceptance - multiple Items from different original transfers should be able to be included on the same refund invoice.System allows for specific line items from the original transfer to be refunded.The Refund Invoice to be created from the location that originally received the product which would now be creating a transfer back to the original seller.

   5b. Create an outbound transfer. Once Outbound Transfer is created - manifest status changes to "Shipped". No longer eligible to be voided.

   How to Void Manifest?

   Void process always happens in reverse order:

    i. Void Transfer if receiving party did not accept it on their side/ aka accept inbound transfer

   ii. Manifest status change to "Quarantine"

   iii. Void manifest

Note: to transfer inventory between locations of the same UBI - use Local Manifest. No invoice needed there.

![BIOTRACK]

DISPENSARY WORKFLOW

Diagram:
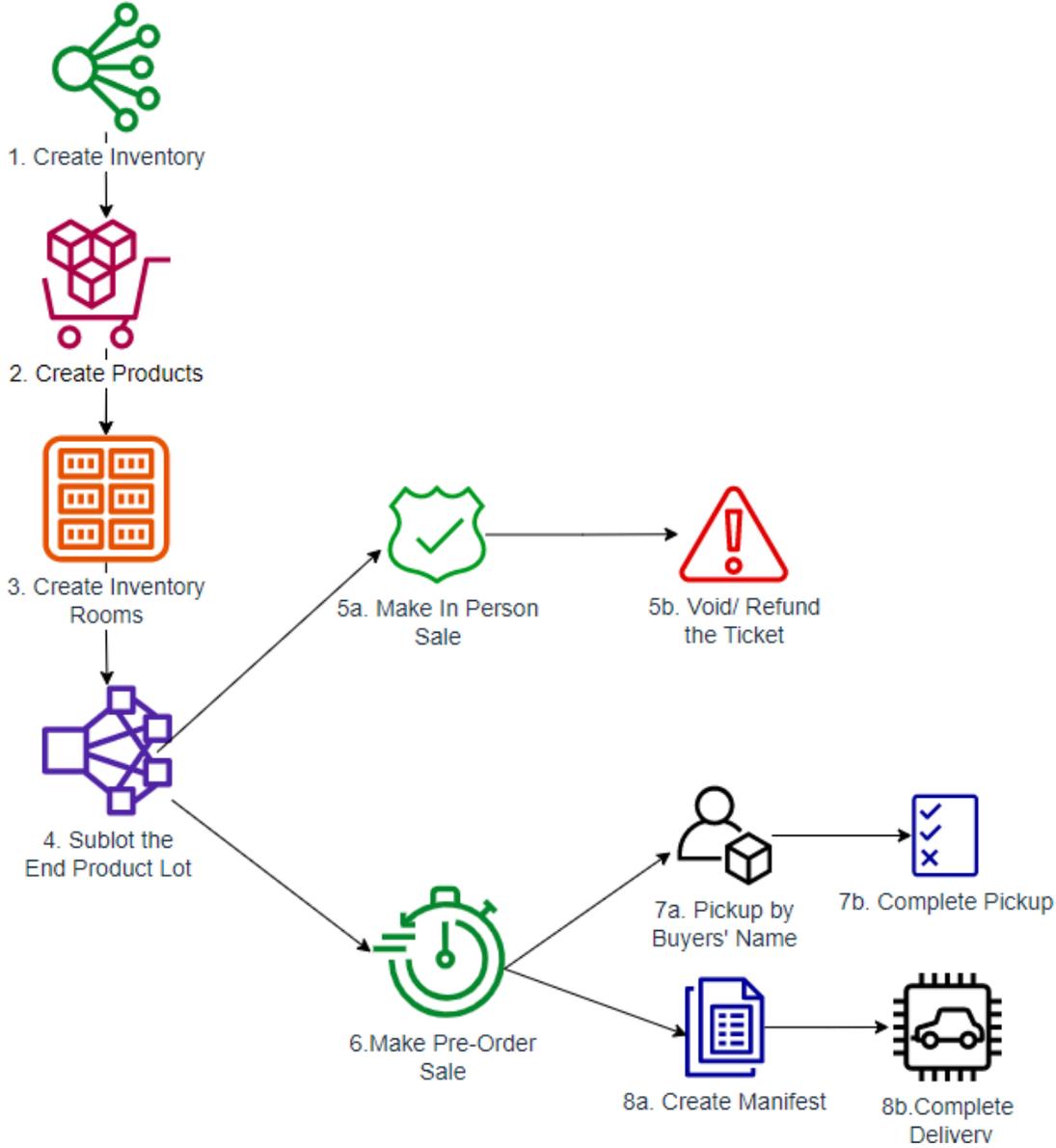
1. Create inventory via:
   - "Open Window" functionality
   - Accept inbound transfer fully or partially. Transfer can also be rejected
   Note: In case of partial acceptance - multiple items from different original transfers should be able to be included on the same refund invoice. System allows for specific line items from the original transfer to be refunded. The Refund Invoice to be created from the

BIOTRACK

location that originally received the product, which would now be creating a transfer back to the original seller.

2. Create Products
3. Create inventory rooms
4. Sublot the end product lot - deduct the amount one wishes to send or dispensed

> 5a. Make in person sale
> 5b. Void / Refund the ticket
> 6. Make pre-order sale
>> 7a. Pick up by buyers' name
>> 7b. Complete pick up
>> 8a. Create manifest. Multiple stops manifests are allowed
>> 8b. Complete delivery. When delivery is completed, the delivery status

changes from "To be assigned" to the name of the Deliverer performing delivery and the name of the patient delivery was made to.

BIOTRACK

QA Laboratory (CMTL) Workflow

LOGIN

QA Lab (CMTL) access to the Seed to Sale system will be managed through the API integration. Please refer to API documentation separately.

However, if the State needs to create a QA Lab - they can do so via the State Portal. Note: State Portal Admin user email can not be reused for QA Lab.
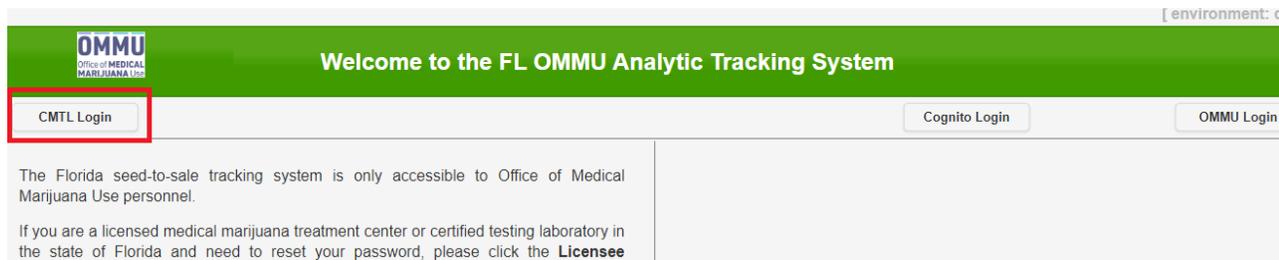
QA Login will require user email, password and UBI.

Forgot your password? - Click the link to have the system send you a link for a password reset.

BIOTRACK
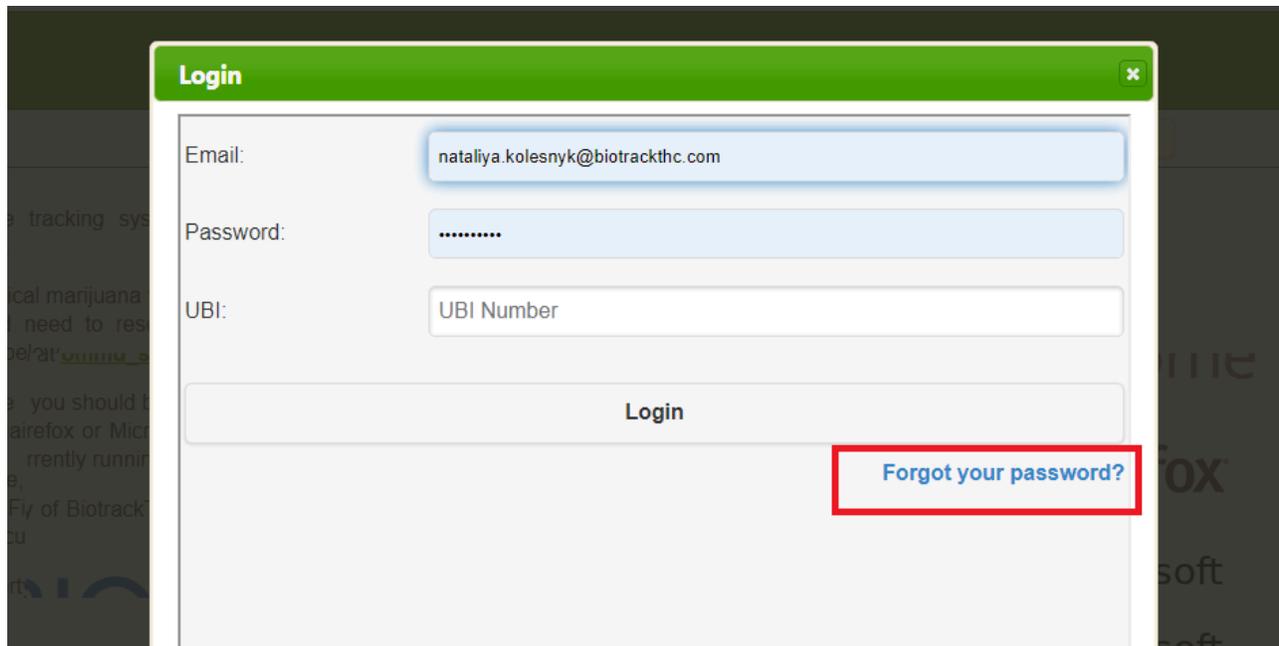
WORKFLOW

QA testing is the process of taking samples from a lot to send to a lab for testing. QA samples will be sent to a Lab for potency analysis. MMTC must pull a sample and have passed QA results to manifest and transfer out for sale. QA Testing needs to be completed before inventory can be transported to a dispensary. QA Testing does not need to be completed for inventory transfer between other (non retail) location license types. One can also create a Non-Mandatory QA sample that can be reported against.

All end products required to go through a QA sample process.
"Delivery Device" is the only end product exception. No QA testing will be required, it is unable to be converted to any other inventory type.

If a retail batch fails a QA test, it must pass two complete regulatory compliance tests using two new samples in order to be eligible for dispensation. The previously failed batch may only be resampled and retested twice. If the retail batch fails either retest, it must be destroyed.

Diagram:

1. Lookup QA Sample
2. Accept QA Sample
3. Enter Results: All Mandatory Panels
4. Pass/ Fail QA Sample
3a. Modify QA Results
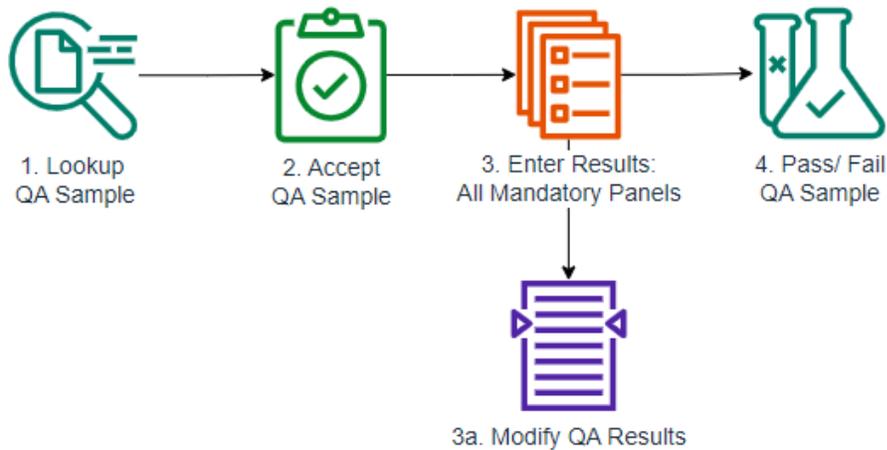
1. Lookup a QA sample by QA Sample ID or Licensee Name
2. Accept a QA sample. Can also be rejected
3. Enter a QA sample results: all mandatory panels to be filled
   3a. Modify the results if needed

Version date: 01/18/2024

4. Pass/ Fail a QA sample. Once QA Lab fills all the mandatory test panels, QA Sample is determined as "Passed" or "Failed" QA test. Results are immediately updated on Licensee UI and API

      4a. Pass/fail rules:

            If QA sample passes testing from the first time - no additional action needed

            If a QA sample fails the first time - two new QA samples have to be created and tested . If two new samples pass - both tests are recorded in a system -->inventory / lot approved.

            If one sample passes and one fails - inventory / lot considered to be not approved - Test Failed. There must be two (2) QA Samples that Pass out of three (3).