

<b>Bulletin Number:</b> ME_IB_0002	<b>Distribution Date:</b> 10/6/2020	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Test Sample Packages and Required Lab Test Batches	
<b>Reason:</b> Updating users on the process for creating Test Sample Packages with updates on the Required Lab Test Batches		

Greetings Metric Users,

Metric and the OMP are providing an update on changes made to the test batches for Microbials. Users will no longer select a “Microbials” Test Batch and should instead select ALL of the following Test Batches:

1. Microbials - E. coli
2. Microbials - Enterobacteriaceae
3. Microbials - Salmonella
4. Microbials - Total Aerobic Microbial Count
5. Microbials - Total Coliform
6. Microbials - Total Yeast and Mold Count

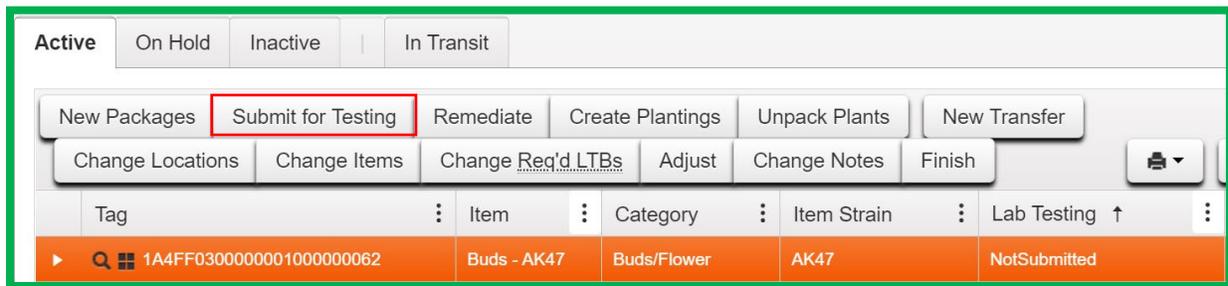
Please see the following pages for more details:

## Creating Test Sample Packages

There has been a change in the Test Batch configuration to break out the required test batches of Microbials into individual test batches. This means that when creating Test Sample Packages, it will be required to input the following additional test batches:

1. Microbials - E. coli
2. Microbials - Enterobacteriaceae
3. Microbials - Salmonella
4. Microbials - Total Aerobic Microbial Count
5. Microbials - Total Coliform
6. Microbials - Total Yeast & Mold Count

First, select the package that the test sample is coming out of and use the “Submit for Testing” button to start the process. This step is shown in **Figure 1** below.

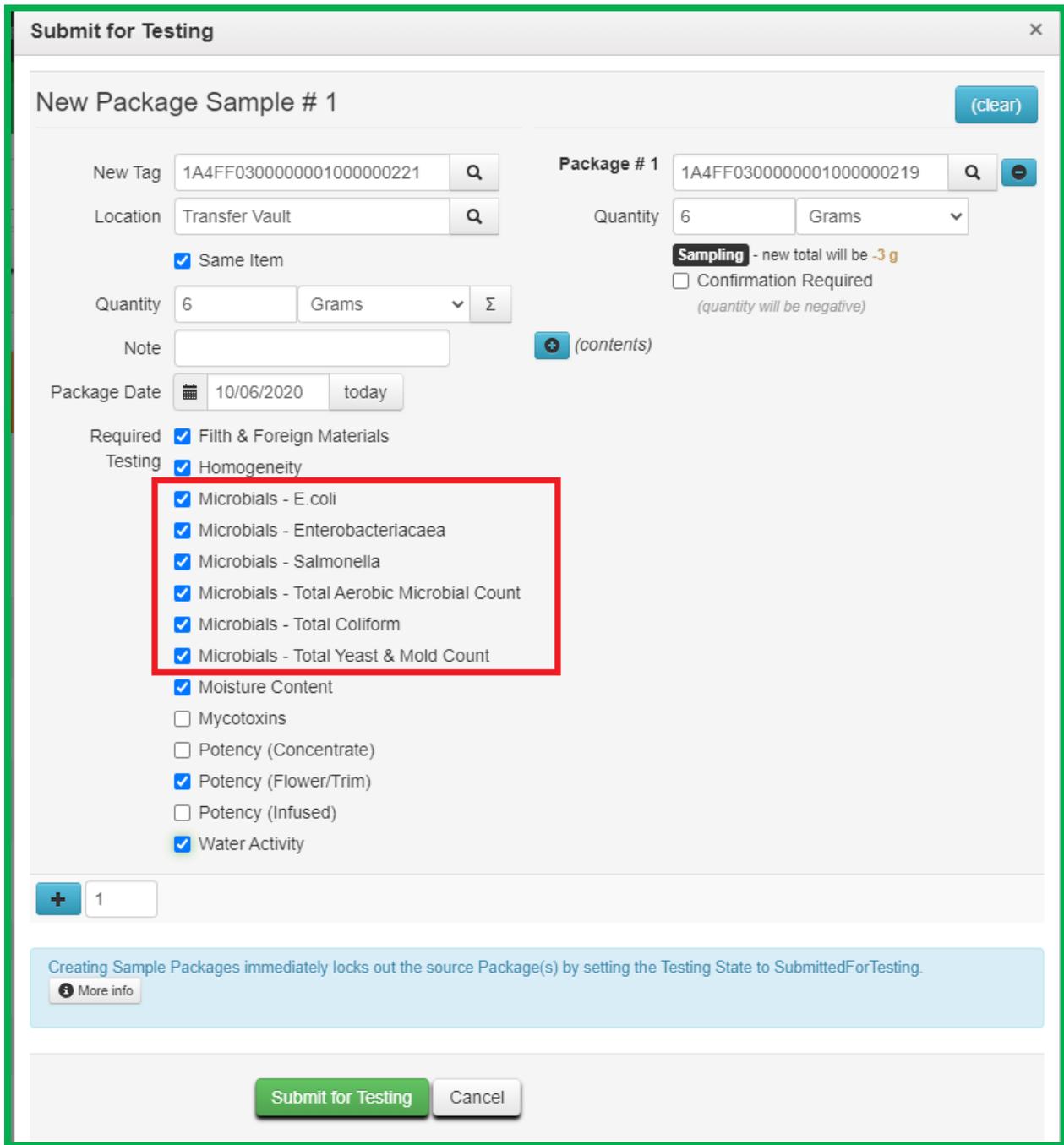


**Figure 1: Select Package to Create Test Sample Package**

This button will trigger an action window to complete the creation of the Test Sample package. Indicate the amount taken out of the parent package on the right-hand side and input the corresponding information about the Test Sample package on the left-hand side.

**Please Note: You will select the required lab test batches below. Instead of the “Microbials” test batch used in the past, select the individual microbial test batches listed above.**

This step is shown in **Figure 2** below.



**Submit for Testing** [X]

**New Package Sample # 1** [clear]

New Tag: 1A4FF030000001000000221 [Q]

Location: Transfer Vault [Q]

Same Item

Quantity: 6 Grams [v] [Σ]

Note: [ ] [+ (contents)]

Package Date: 10/06/2020 [today]

Package # 1: 1A4FF030000001000000219 [Q] [-]

Quantity: 6 Grams [v]

**Sampling** - new total will be -3 g

Confirmation Required (quantity will be negative)

Required Testing:

- Filth & Foreign Materials
- Homogeneity
- Microbials - E.coli
- Microbials - Enterobacteriaceae
- Microbials - Salmonella
- Microbials - Total Aerobic Microbial Count
- Microbials - Total Coliform
- Microbials - Total Yeast & Mold Count
- Moisture Content
- Mycotoxins
- Potency (Concentrate)
- Potency (Flower/Trim)
- Potency (Infused)
- Water Activity

[+ 1]

Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting. [More info]

[Submit for Testing] [Cancel]

**Figure 2: Create Lab Test Sample Action Window**

Please feel free to contact Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.