Metrc Support Bulletin

Bulletin Number: NV_IB_0082	Distribution Date: 6/15/2024	Effective Date: See bulletin details
Contact Point: Metrc® Support	Subject: Item Approval process update	
Reason: The Nevada CCB and Metrc are revising the previously posted bulletin on Item Approvals.		

Greetings,

Metrc, in conjunction with the Nevada CCB, is pleased to provide information on the latest system enhancements related to the Item Approval process.

Note: The following is a revision to the bulletin previously posted on April 15th, 2024.

This change will go into effect on June 15, 2024, and will supplement the current process of submitting Menu Requests through your Accela account.

Per the CCB, all existing Items approved **before the effective date of June 15, 2024,** will have **90 days** to be supplemented with additional information to meet the minimum requirements of including the Description of Item, Ingredients, Allergens, Product Photo, Accela Approval Number, ADV Approval Number, and Packaging Photo. All Items approved before July 1, 2020 (pre-Accela) must be supplemented with an upload of the Menu Item approval letter and approved SOP. The additional information above must be added to the Metrc system by **September 15, 2024.**

Please see the following pages for further details on these changes.

New Process Overview

Please review the scenarios below to determine which steps to complete for this process.

Scenario 1: A user has a "Menu Request" that is already approved in Accela and has a matching "Item" in Metrc with an "Approved" status. The user should complete the steps outlined in the following sections below that are titled:

- Updating Employee Permissions for Items
- Editing Items for Approval

Scenario 2: A user is creating a new Item to use when creating Packages in Metrc. This Item has not been submitted to Accela for CCB approval.

- Submit the Item as a "Menu Request" to the CCB in your Accela account.
- Once approved by the CCB, the user should complete the steps outlined in the following sections below that are titled:
    - Updating Employee Permission for Items
    - Creating Items for Approval

Updating Employee Permissions for Items

Metrc Account administrators will need to update the employee permissions of any staff members who will be responsible for creating new Items or updating existing Items.

To access permission settings, select Employees from the Admin area dropdown on the navigational toolbar to populate the Employees grid. From the Employees grid, highlight the employee requiring permission setting changes, then select the Edit Employees button – **see Figure 1.**
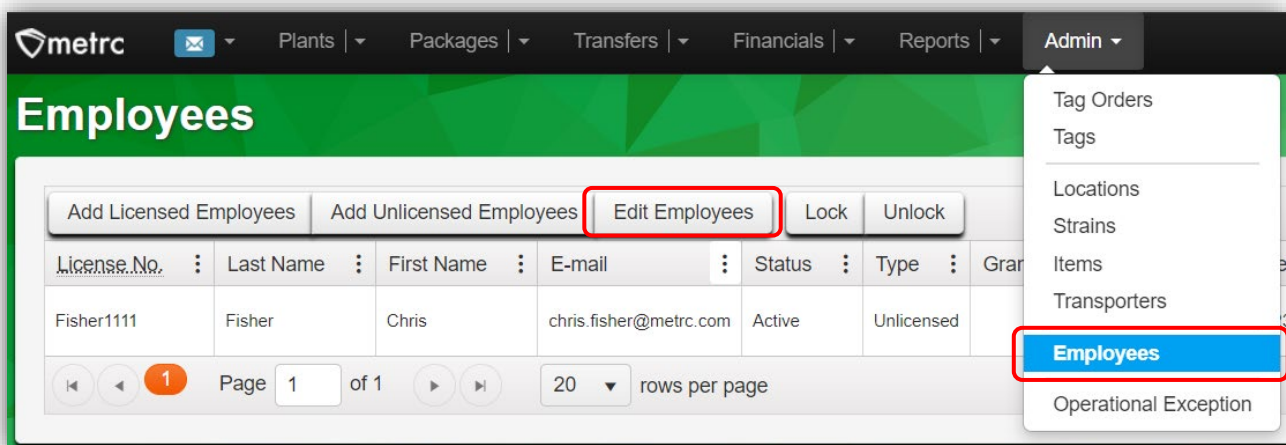

Figure 1: Edit employee permissions for Items

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From the Edit Employees action window, locate the Admin Menu section. Check the Manage box next to Items to enable permissions for an employee to submit Items to the state for approval – **see Figure 2.**
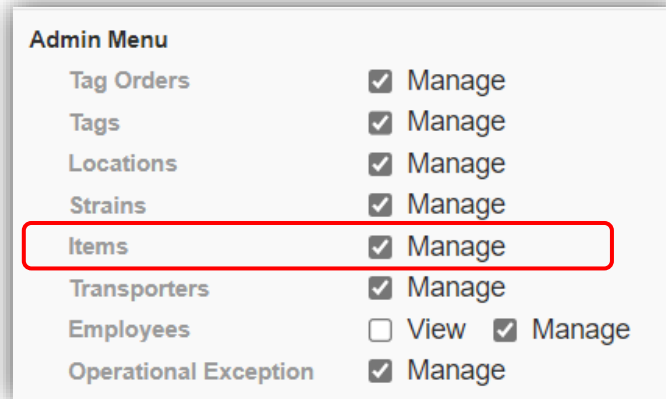

Figure 2: Check Items permission for employee

Editing Items with Supplemental Information

As noted above, all Items that were previously submitted to Accela as a "Menu Request" and have matching "Items" in Metrc with an "Approved" status must be edited with the newly required information by September 15, 2024.

To Edit an existing Item, select Items from the Admin area dropdown on the navigational toolbar. Once on the Items grid, highlight an Item with an existing approval and select the Edit Items button to begin adding the supplemental information for submission – **see Figure 3.**
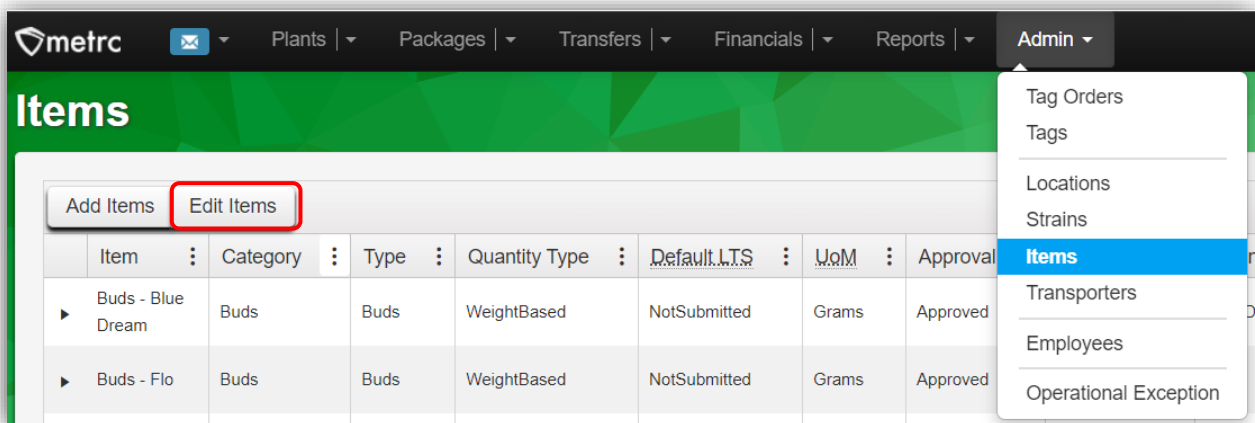

Figure 3: Navigate to Approved Items to Edit

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This will open the Edit Items action window and the following fields shown in **Figure 4** should be updated:

- Description of Item
- Ingredients
- Allergens: List of allergens
- Product Photo: Final product
- Product Photo Description Field: Add the Accela Approval Number to this field.
- PDF Field: Item Approvals before July 1, 2020 (pre-Accela), upload your Approval Letter and SOP to the PDF field below.
- Packaging Photo: Final product next to packaging
- Packaging Photo Description Field: Add the ADV Approval Number

Select the green "Save Items" button to complete the update.

Figure 4: Updated fields when Editing an Item

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<u>Creating Items for Approval</u>

Following the CCB approval of a new menu item in your Accela account, NEW Items created in Metrc will require supplemental information to be added.

This includes any item categories from this list that are destined for Retail. Please note that intermediary and bulk packages that are not destined for Retail will not require the addition of supplemental information.

Item Category	Type	Quantity Type
Infused Flower	Buds	WeightBased
Marijuana Flowers/Buds	Buds	WeightBased
Small/Popcorn Buds	Buds	WeightBased
Small/Popcorn Buds-Packaged for Sale	Buds	WeightBased
Non-Solvent Based Concentrate	Concentrate	WeightBased
Non-Solvent Based Concentrate (Each)	Concentrate	CountBased
Non-Solvent Based Concentrate (Each)-Medical Grade	Concentrate	CountBased
Non-Solvent Based Concentrate- Medical Grade	Concentrate	WeightBased
Solvent Based Concentrate	Concentrate	WeightBased
Solvent Based Concentrate (Each)	Concentrate	CountBased
Solvent-Based Concentrate (Each)-Medical Grade	Concentrate	CountBased
Solvent-Based Concentrate- Medical Grade	Concentrate	WeightBased
Tinctures	Concentrate	WeightBased
Tinctures (Each)	Concentrate	CountBased
Tinctures (Each)- Medical Grade	Concentrate	CountBased
Tinctures (weight)- Medical Grade	Concentrate	WeightBased
Infused Edible	InfusedEdible	CountBased
Infused Edible- Medical Grade	InfusedEdible	CountBased
Capsule/Tablet	InfusedNonEdible	CountBased
Capsule/Tablet - Medical Grade	InfusedNonEdible	CountBased
Infused Non-Edible	InfusedNonEdible	CountBased
Infused Non-Edible- Medical Grade	InfusedNonEdible	WeightBased
Infused Pre-roll (Weight)	InfusedNonEdible	WeightBased
Infused Pre-rolls	InfusedNonEdible	CountBased
Seeds	Plants	CountBased
Pre-rolled cigs/joints	ShakeTrim	CountBased
Pre-rolled cigs/joints (Weight)	ShakeTrim	WeightBased

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To create and Item, select the Items option from the Admin area dropdown on the navigational toolbar. Then select the Add Items button to begin creating a new Item for submission – **see Figure 5.**
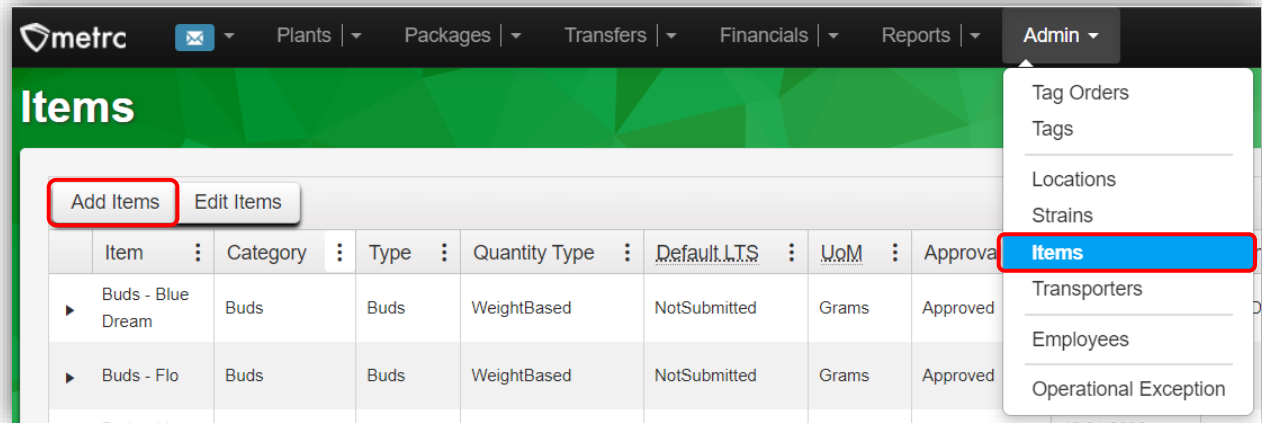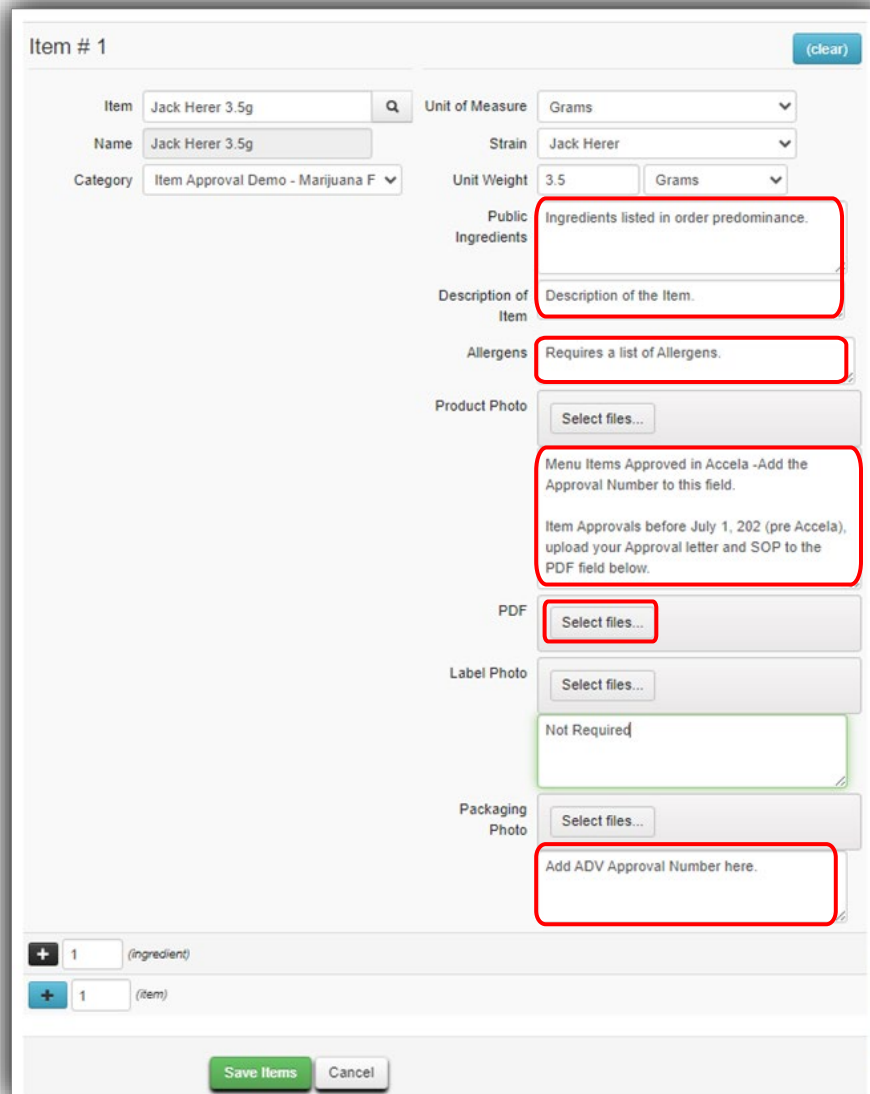

Figure 5: Add Items from the Items grid

This will open the Create Items action window and the following fields:

- Description of Item
- Ingredients
- Allergens: List of allergens
- Product Photo: Final product
- Product Photo Description Field: Add the Accela Approval Number to this field.
- Packaging Photo: Final product next to packaging
- Packaging Photo Description Field: Add the ADV Approval Number

Once all the fields have been completed, select the green Create Items to complete the process – **see Figure 6 on the next page.**

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Figure 6: Add Items action window

Metrc resources

Metrc Support Bulletin

If you have any questions or need additional support, the following resources are available:

Contact Metrc Support
By using the new full-service system by navigating to Support.Metrc.com, or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

*Please note***:** If accessing the portal for the first time, a username (which is established when logging in), the respective state and "Facility license number", and a valid email to set a password are required.

Metrc Learn
Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new Metrc Learn LMS is simple through multiple convenient locations:

From within the Metrc system
Navigate to the Support area dropdown on the navigational toolbar and select "Sign up for Training" to register.

From the Metrc website
Navigate to your state's partner page and scroll down to the "Metrc's Training Resources" section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

Access additional resources
In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.