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| Bulletin Number: ME_IB_0012 | Distribution Date: 05/21/2021 | Effective Date: Ongoing |
| Contact Point: Metrc Support | Subject: New Keif (Flower) Item Category | |
| Reason: Metrc and the OCP are providing an update on the new Keif (Flower) item category and guidance on its proper use | | |

Greetings Metrc Users,

This bulletin provides notice that the OCP has made changes within Metrc to create a new item category for tracking Kief items. The new item category is **“Kief (Flower)”** and should be utilized for all kief items. If the user has kief items under any other categories, they should be discontinued and recreated using the correct category.

Please see the following pages for more details.

Creating Kief (Flower) Items

To create new items for kief, navigate to the Items screen under the Admin area on the top navigational bar. Once on the Items screen, select the "Add Items" button, as seen in **Figure 1** below.

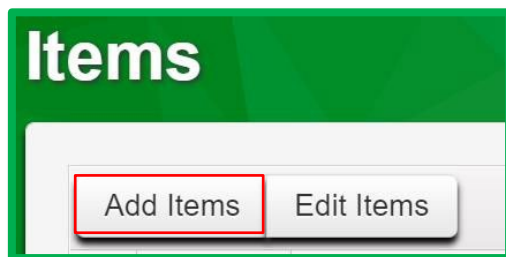


Figure 1: Add Items Button

This button will trigger an action window to enter the item information for the item being created, including selecting the **Kief (Flower)** item category and strain. Once the information is entered, use the green "Create Items" button to complete the process.

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

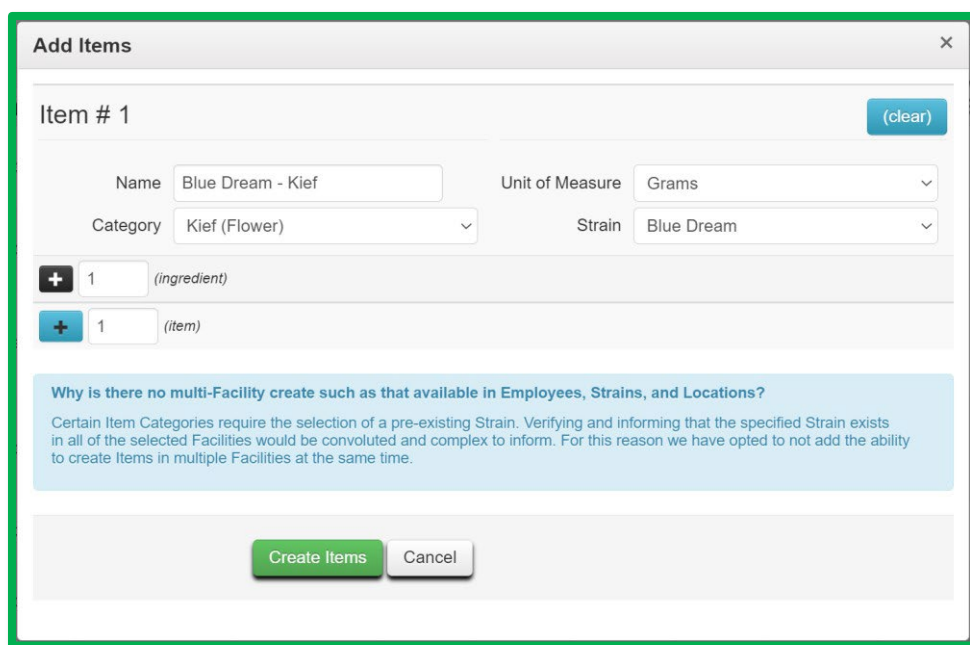
A screenshot of the 'Add Items' action window. The window has a title bar 'Add Items' with a close button. Inside, there's a section for 'Item # 1' with a '(clear)' button. Below this, there are input fields for 'Name' (Blue Dream - Kief), 'Unit of Measure' (Grams), 'Category' (Kief (Flower)), and 'Strain' (Blue Dream). There are also two rows for adding ingredients or items, each with a plus icon, a quantity field (1), and a label ((ingredient) or (item)). A blue informational box explains why there is no multi-Facility create feature. At the bottom, there are 'Create Items' and 'Cancel' buttons.

Figure 2: Add Item Action Window

Metrc resources

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

Contact Metrc Support by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click support.metrc.com to 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 was designed to offer interactive educational opportunities to enhance Metrc system users’ skills and provide various training options based on experience level.

In addition, the learning system is organized into facility-specific programs made up of various courses. To login or register for an account, visit [Metrc Learn](#).

Thank you for your continued partnership.