

<b>Bulletin No:</b> ME_IB_0004	<b>Distribution Date:</b> 11/11/2020	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Best Practices for item category-specific naming conventions, requirements for concentrate (each) items and Vape Product items	
<b>Reason:</b> The Metric and OMP are providing best practices for the naming conventions to be used when creating final form items, the packaging of concentrate (each) items for sale, and clarification on the use of the Vape Products item category		

Greetings Metric Users,

OMP is providing best practices for creating item names for the following item categories:

- Buds/Flower
- Raw Pre-Roll
- Edible (Solid)
- Vape Products
- Concentrate (Each)

Additionally, OMP is providing guidance that all concentrate packages that are transferred to Marijuana Stores must be prepackaged and under an item in the “Concentrate (Each)” item category. If the bulk package is under the “Concentrate (Weight)”, then OMP expectation is that a “Concentrate (Each)” item is created and repackage the bulk concentrate into the count-based item.

Finally, OMP reiterates the usage of the Vape Products item category to distinguish Vape Product items from Concentrate (each) items.

Please see the following pages for more details:

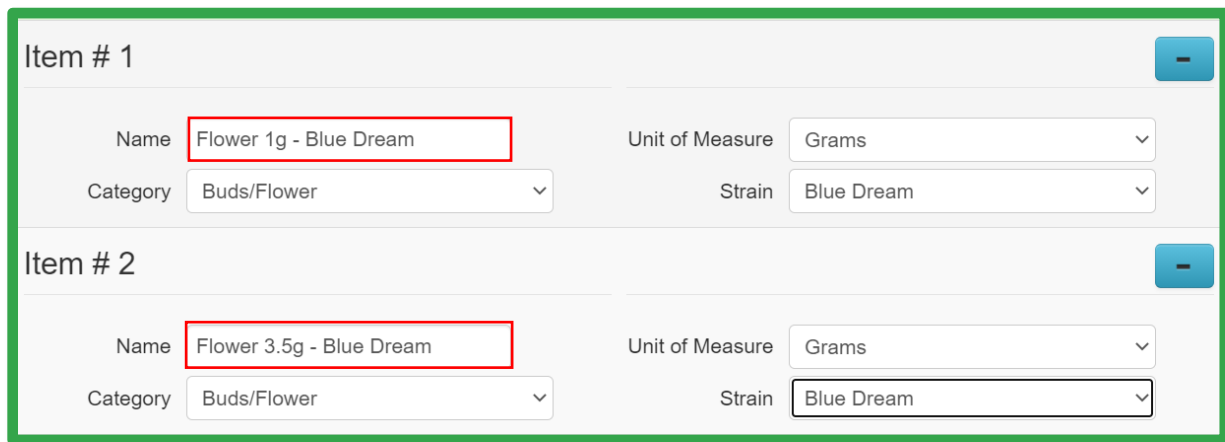
**Naming Conventions for Items**

Items in the final form should have the unit weight in which they are sold in the item name. The item name best practices that are included below are:

- Buds/Flower
- Raw Pre-Rolls
- Edibles
- Concentrate (Each)

**Buds/Flower**

When creating items that are prepackaged for sale, the item name should include the item category (Flower or Bud), the weight of the unit, and the strain. Examples of these item names are shown below in **Figure 1**.

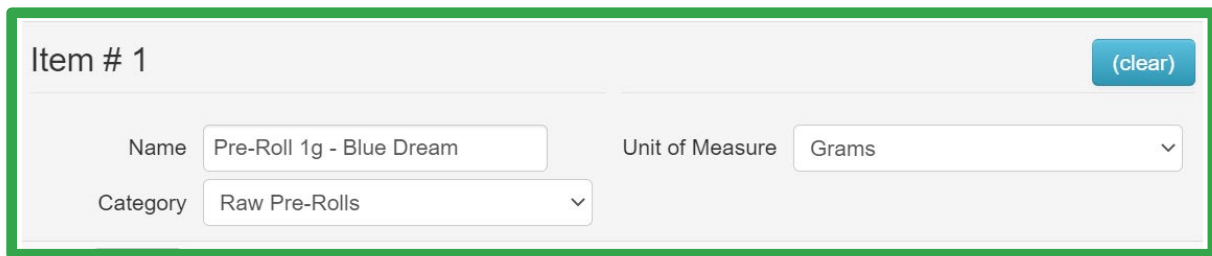


The screenshot shows two item creation forms. The first form, labeled 'Item # 1', has a 'Name' field containing 'Flower 1g - Blue Dream', a 'Unit of Measure' dropdown set to 'Grams', a 'Category' dropdown set to 'Buds/Flower', and a 'Strain' dropdown set to 'Blue Dream'. The second form, labeled 'Item # 2', has a 'Name' field containing 'Flower 3.5g - Blue Dream', a 'Unit of Measure' dropdown set to 'Grams', a 'Category' dropdown set to 'Buds/Flower', and a 'Strain' dropdown set to 'Blue Dream'. Both 'Name' fields are highlighted with a red border.

**Figure 1: Buds/Flower Item Names**

**Raw Pre-Rolls**

When creating Raw Pre-Rolls items, the item name should include the item category (Pre-Roll or Raw Pre-Roll), the weight of each unit, and strain. This example is shown in **Figure 2** below.

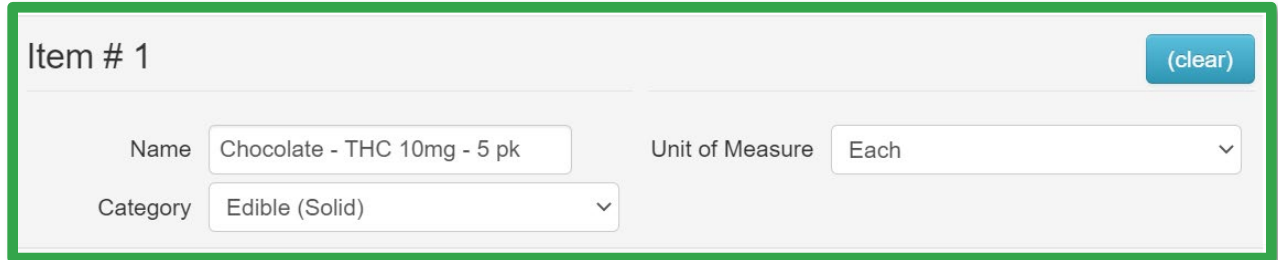


The screenshot shows an item creation form labeled 'Item # 1'. It has a 'Name' field containing 'Pre-Roll 1g - Blue Dream', a 'Unit of Measure' dropdown set to 'Grams', and a 'Category' dropdown set to 'Raw Pre-Rolls'. There is a '(clear)' button in the top right corner.

**Figure 2: Raw Pre-Roll Item Name**

## Edibles

When creating Edible items, the item name should include the specific item identifier, the THC content per dose and the number of doses per unit. This example is shown in **Figure 3** below.

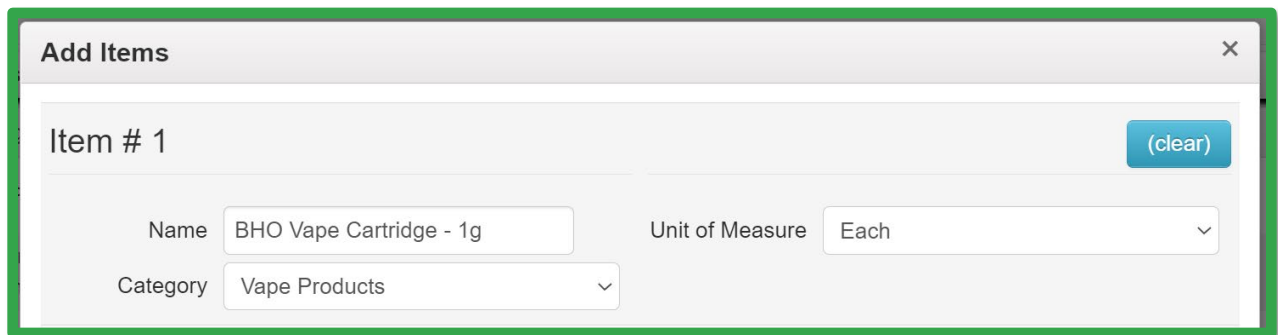


The screenshot shows a form titled "Item # 1" with a "(clear)" button. The form contains three fields: "Name" with the value "Chocolate - THC 10mg - 5 pk", "Unit of Measure" with a dropdown menu showing "Each", and "Category" with a dropdown menu showing "Edible (Solid)".

**Figure 3: Edible Item Name**

## Vape Products

When creating Vape Product items, the item name should indicate the name of the specific item and the amount in each unit. This example is shown in **Figure 4** below.



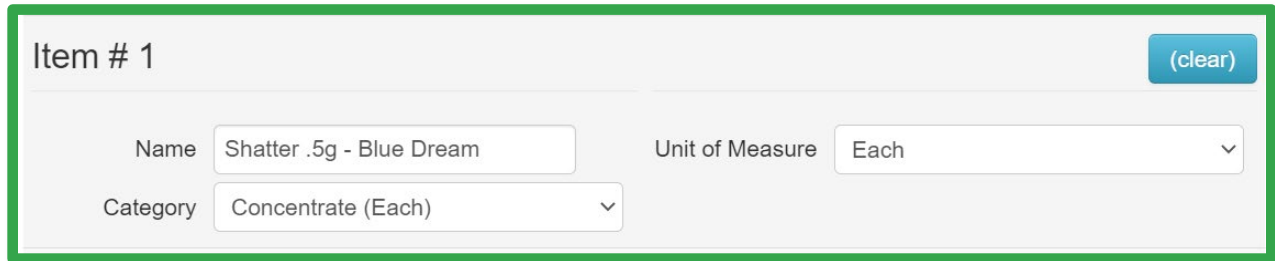
The screenshot shows a window titled "Add Items" with a close button (X) in the top right corner. Inside the window, there is a form titled "Item # 1" with a "(clear)" button. The form contains three fields: "Name" with the value "BHO Vape Cartridge - 1g", "Unit of Measure" with a dropdown menu showing "Each", and "Category" with a dropdown menu showing "Vape Products".

**Figure 4: Vape Product Name**

*Please note: Vape Products must be created under the “Vape Products” item category, and should not be tracked under the Concentrate (Each) item category.*

## Concentrate (Each)

When creating Concentrate (Each) items, the item name should include the name of the specific item, the total THC per package **or** THC per unit and the number of units if it is a multi-dose package, and strain. This example is shown in **Figure 5** below.

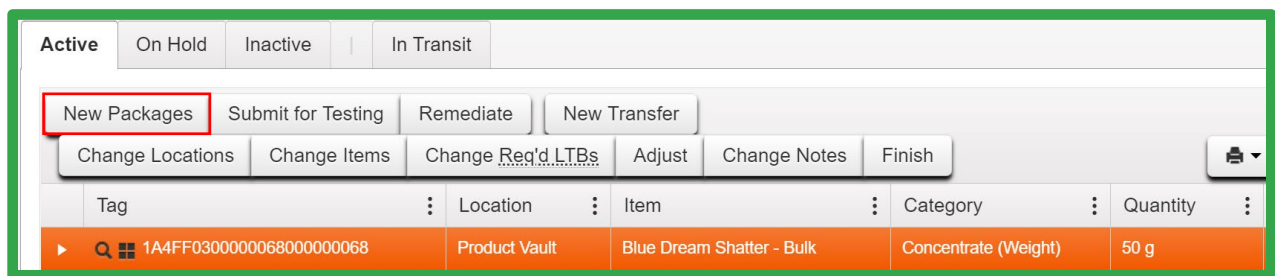


Item # 1 <span style="float: right;">(clear)</span>			
Name	Shatter .5g - Blue Dream	Unit of Measure	Each
Category	Concentrate (Each)		

**Figure 5: Concentrate (Each) Item Name**

## Convert Concentrate (Weight) Packages to Concentrate (Each) Package

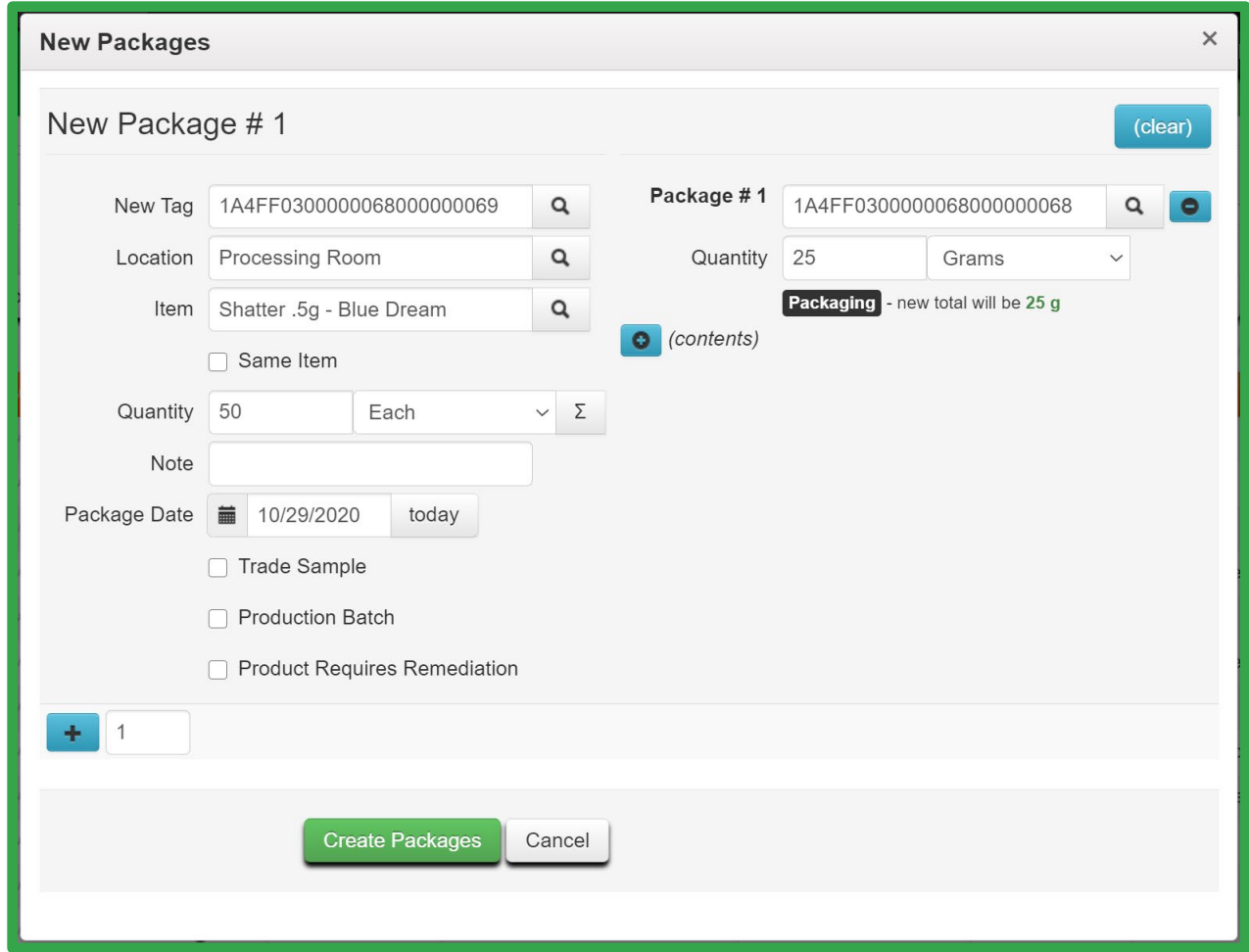
All packages of Concentrate (Weight) items, before transfer to a Marijuana Store, must be repackaged into prepackaged units and repackaged in Metrc to reflect a Concentrate (Each) item. To convert a bulk Concentrate (Weight) package to a Concentrate (Each) package, select the bulk package and use the “New Packages” button to begin the process. This step is shown in **Figure 6** below.



Active	On Hold	Inactive	In Transit		
<b>New Packages</b>	Submit for Testing	Remediate	New Transfer		
Change Locations	Change Items	Change Req'd LTBs	Adjust	Change Notes	Finish
Tag	Location	Item	Category	Quantity	
1A4FF030000068000000068	Product Vault	Blue Dream Shatter - Bulk	Concentrate (Weight)	50 g	

**Figure 6: Select Bulk Concentrate (Weight) Package**

The “New Packages” button will trigger an action window where the new package of a Concentrate (Each) item can be created. In this action window, indicate the amount being repackaged from the source bulk package on the right-hand side and the new Concentrate (Each) package information on the left-hand side. **Please note that this is not a production batch, and this indicator should not be used.** This step is shown in **Figure 7** below.



**New Packages** [X]

**New Package # 1** [clear]

New Tag: 1A4FF0300000068000000069 [Q]

Location: Processing Room [Q]

Item: Shatter .5g - Blue Dream [Q]

Same Item

Quantity: 50 Each [Σ]

Note: [ ]

Package Date: 10/29/2020 [today]

Trade Sample

Production Batch

Product Requires Remediation

Package # 1: 1A4FF0300000068000000068 [Q] [-]

Quantity: 25 Grams [v]

**Packaging** - new total will be 25 g

[+] (contents)

[+] 1

**Create Packages** Cancel

**Figure 7: Create New Concentrate (Each) Package Action Window**

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