

Subject: Trade Samples	
Bulletin Type <ul style="list-style-type: none"><input type="checkbox"/> New Functionality<input type="checkbox"/> Updated Functionality<input checked="" type="checkbox"/> Existing Functionality<input checked="" type="checkbox"/> Rules & Guidance<input type="checkbox"/> Events<input type="checkbox"/> Informational	Primary Audience: All Licensees Contact: Metrc Support Distribution Date: 11/19/2021 Effective Date: Immediately Bulletin Number: CA_IB_2021_007

Trade Samples are samples created by licensees and provided to other licenses, and/or employees. Current Regulations allow for Cultivators, Manufacturers, Distributors and Microbusinesses, to create trade samples. All licensees except licensed cannabis event organizers, distributor transport only licensees, and testing laboratory licensees can receive trade samples. Trade Samples may be provided from one licensee to another licensee for the purpose of providing the recipient licensee with product information to aid in making purchasing decisions about new or existing cannabis goods. Trade Samples provided to another licensee must be packaged and labeled in accordance with regulatory requirements and must comply with all laboratory testing requirements applicable to cannabis goods sold at retail.

All activities performed by licensees must be reported into the Metrc system. Therefore, licensees utilizing trade samples as part of their business practices are required to report the activity in Metrc and indicate their trade sample packages.

The State is currently developing a permanent solution to allow licensees to designate packages as trade samples. In the meantime, the State is providing a temporary process so licensees can designate their trade samples in the system. This temporary process will also allow the State to identify the packages that are specifically used as a trade sample.

This bulletin provides information on the process licensees will need to follow in order to designate packages as a trade sample. In addition, instruction on how to record trade samples provided to employees is also outlined below.

All other regulations relating to trade samples are to be followed as detailed in the Department of Cannabis Control’s regulations sections §15041.2-§15041.7. The regulations can be found on our website at www.cannabis.ca.gov under the resources section.

Creating Trade Sample Items

For each type of product that you intend to provide as a trade sample, you must first set-up an item using the following format: Trade Sample – [Name of Product].

For instance, if you currently have an item in your inventory named “FOG Flower (1g)”, the item used for trade sample packages of this product should be named “Trade Sample – FOG Flower (1g)” as illustrated in **Figure 1**.

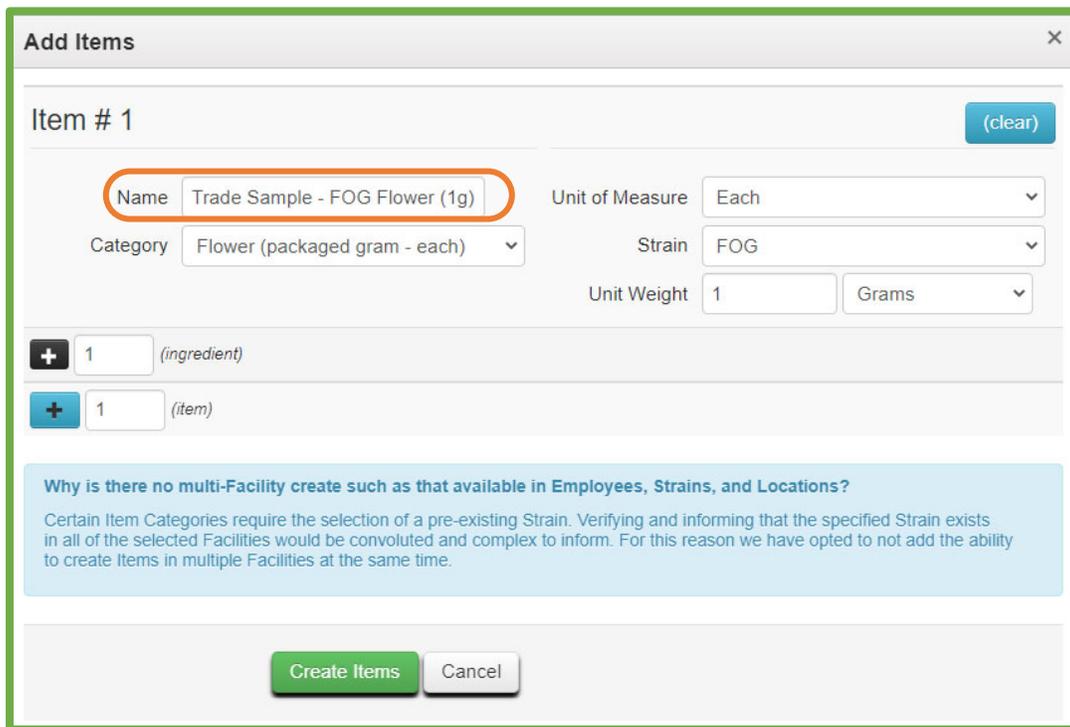


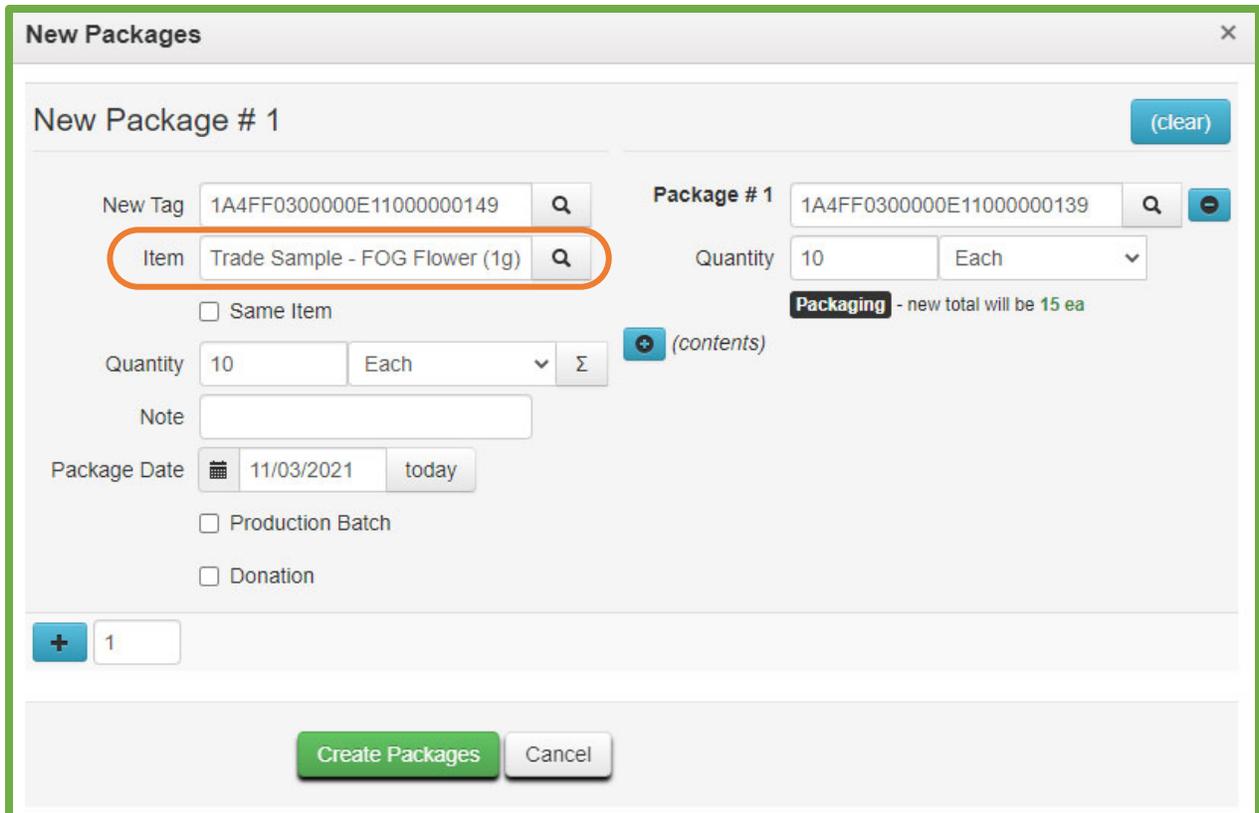
Figure 1: Create New Item – Indicate Trade Sample in Name of New Item

The values entered for the *Category*, *Unit of Measure*, *Strain* (if applicable) and *Unit Weight/Unit Volume* fields should mirror what was used for the non-trade sample equivalent product.

Designating a Package as a Trade Sample

After setting up trade sample items as described in the section above, you are able to designate packages as trade samples.

To designate a package as a trade sample, you will need to create a new package and select a previously created “Trade Sample – [Name of Product]” item from the lookup list as shown in **Figure 2** below.



The screenshot shows a web application window titled "New Packages" with a close button (X) in the top right corner. The main content area is titled "New Package # 1" and includes a "(clear)" button. The form is divided into several sections:

- Identification:** "New Tag" (1A4FF0300000E11000000149) and "Package # 1" (1A4FF0300000E11000000139), both with search icons.
- Item Selection:** "Item" (Trade Sample - FOG Flower (1g)) with a search icon. This field is circled in orange. Below it are checkboxes for "Same Item" and "Production Batch".
- Quantity and Packaging:** "Quantity" (10) and "Each" (dropdown menu). A "Packaging" section indicates "new total will be 15 ea".
- Additional Fields:** "Note" (text input), "Package Date" (calendar icon, 11/03/2021, and "today" button), and checkboxes for "Donation".
- Footer:** A "+ 1" button and "Create Packages" and "Cancel" buttons.

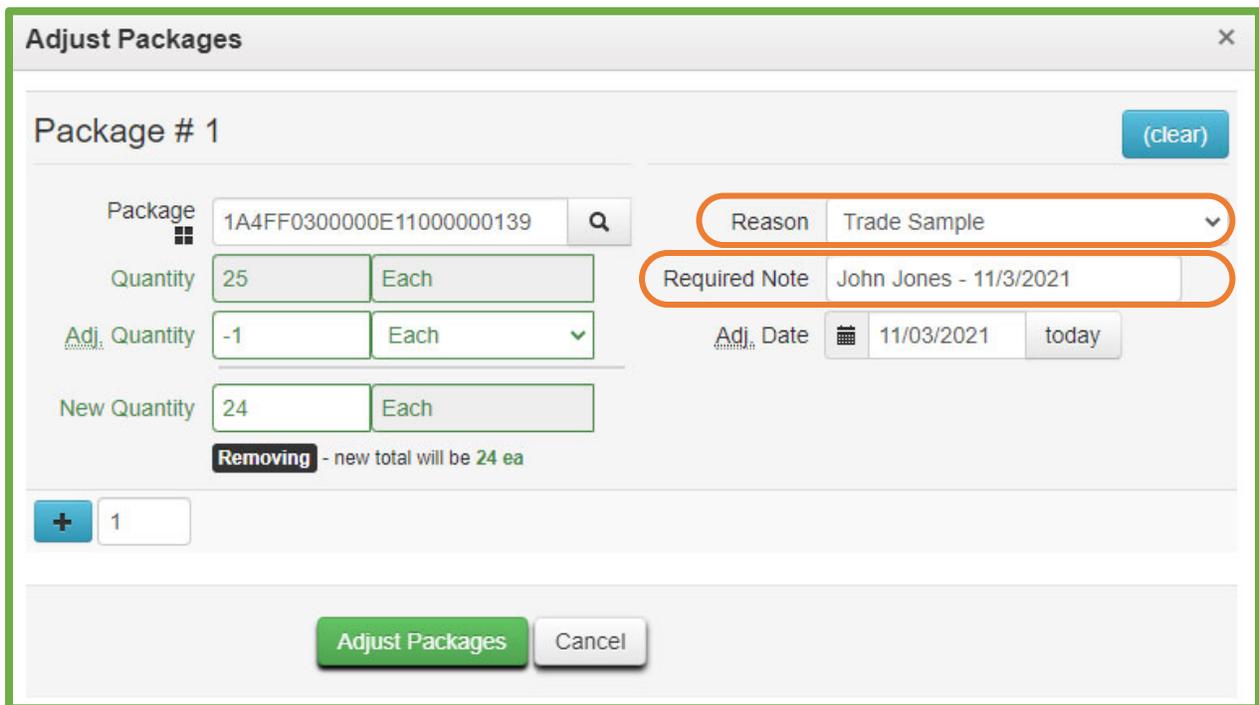
Figure 2: Create New Package – Use Trade Sample Item

Providing a Trade Sample to An Employee

When providing cannabis goods to employees as trade samples, you must adjust the quantity in the trade sample package and utilize the new “Trade Sample” package adjustment reason.

In addition, you must include the name or licensee-assigned employee number of the employee and the date and time the cannabis goods were provided to the employee in the *Required Note* field.

Figure 3 below illustrates these two requirements on the *Adjust Package* action window.



The screenshot shows the 'Adjust Packages' window with the following details:

- Package # 1** (with a clear button)
- Package** ID: 1A4FF0300000E11000000139
- Quantity**: 25 Each
- Adj. Quantity**: -1 Each
- New Quantity**: 24 Each
- Reason**: Trade Sample
- Required Note**: John Jones - 11/3/2021
- Adj. Date**: 11/03/2021 (today)
- Feedback: **Removing** - new total will be 24 ea
- Count: **+** 1
- Buttons: **Adjust Packages** and **Cancel**

Figure 3: Adjust Package – Use Trade Sample Reason and Enter Employee Information

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.