

Bulletin Number: LA_IB_0011	Distribution Date: 2/5/20	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: New Topical Item Category and Repackaging	
Reason: To provide an update on the addition of the new item category: Topicals and guidance around the item approval process and repackaging.		

Greetings Metrc Users,

Metrc, in conjunction with the LDAF and Louisiana Board of Pharmacy, is pleased to announce the addition of a new final product item category: Topicals. This item is the third item category that will be available for transfer and dispensation at pharmacies. Topical items will require approval from the LDAF and Louisiana Board of Pharmacy before licensees can create packages of them in Metrc.

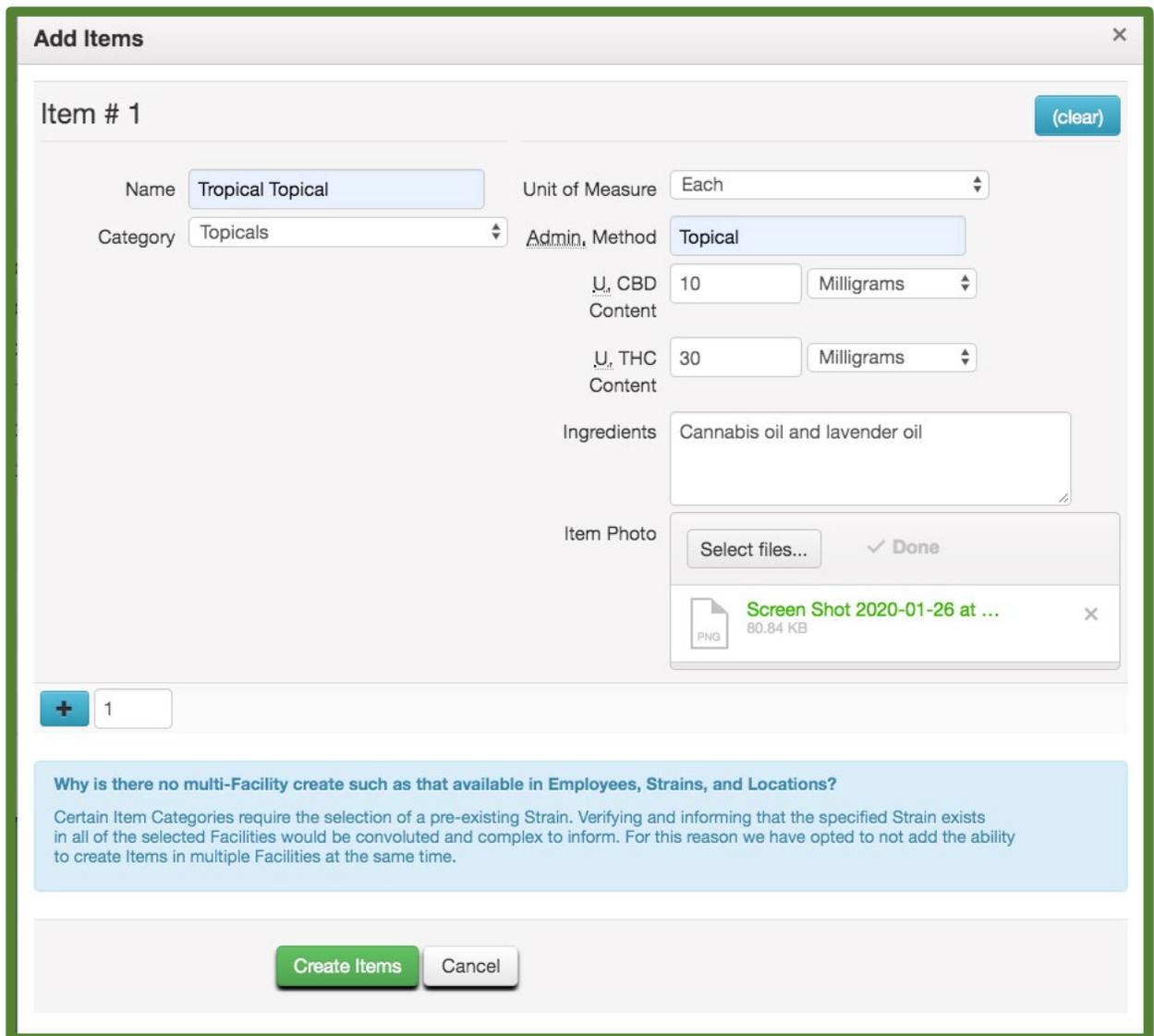
Please see the following pages for details on these changes:

Creating Items for Approval

With the approval process in place for final item categories, creating new items for approval should be input with the following information along with the name (should not include abbreviations) and photo of the packaging:

- Topicals
 - Administration Method
 - Unit CBD Content
 - Unit THC Content
 - Ingredients

Note: Items created as a topical will be count-based.



The screenshot shows a web form titled "Add Items" with a close button (X) in the top right corner. The form is for "Item # 1" and includes a "(clear)" button. The fields are as follows:

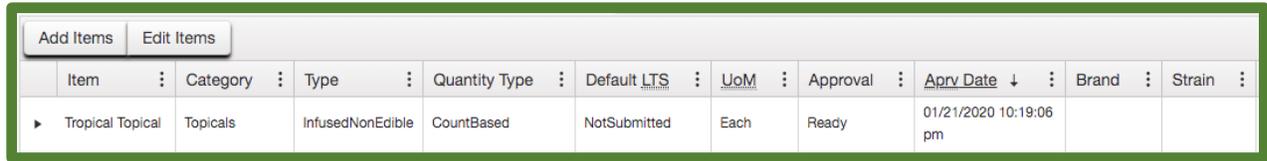
- Name: Text input field containing "Tropical Topical".
- Unit of Measure: Dropdown menu set to "Each".
- Category: Dropdown menu set to "Topicals".
- Admin. Method: Text input field containing "Topical".
- U. CBD Content: Text input field containing "10" and a dropdown menu set to "Milligrams".
- U. THC Content: Text input field containing "30" and a dropdown menu set to "Milligrams".
- Ingredients: Text area containing "Cannabis oil and lavender oil".
- Item Photo: A file upload section with a "Select files..." button, a "Done" button with a checkmark, and a preview of a file named "Screen Shot 2020-01-26 at ..." (80.84 KB).

At the bottom left, there is a "+" button and a quantity input field containing "1". At the bottom center, there are "Create Items" and "Cancel" buttons. A light blue informational box is present at the bottom of the form with the following text:

Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?
Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Figure 1: Create Topical

After the item is created, it will appear within the items grid of Metrc as shown in Figure 2 below.



Add Items		Edit Items											
Item	Category	Type	Quantity Type	Default LTS	UoM	Approval	Apv Date	Brand	Strain				
▶ Tropical Topical	Topicals	InfusedNonEdible	CountBased	NotSubmitted	Each	Ready	01/21/2020 10:19:06 pm						

Figure 2: Newly Created Topical Item

The Product Identification process has multiple different statuses as the item progresses through stages to be approved.

- Ready – the items have been submitted and the State of Louisiana can begin the review process.
- Under Review – item is being reviewed by the State of Louisiana.
- Rejected – the item has been rejected by the State of Louisiana but can be remediated by the licensee and resubmitted.
- Remediated – the licensee will have the ability to edit a rejected item and remediate it.
- Approved – item has been approved by the State of Louisiana and given a Product ID. It can now be used to create packages.
- Denied – State of Louisiana has determined that the item cannot be remediated and will not be approved.
- Revoked – An item that has been designated as approved can be revoked by the State of Louisiana and wouldn't be able to be used by the licensee moving forward.

Once an item is approved, the approval column will show the change approval status as shown in Figure 3 below, and the item is available to be used in packages.



View		Reset Items											
License No.	Facility	Item	Category	Type	Approval								
▶ 403-X0003	LA Mishmash Med-Cultivation	M00000002201: Tropical Topical	Topicals	InfusedNonEdible	Approved								

Figure 3: Approved Topical Item

Remediating Rejected Items

If the State of Louisiana determines an item needs additional information or edits and elects to reject it during its review process, licensees will have the ability to edit the item and remediate it. The following screenshot in Figure 4 below shows a tincture item that has been rejected.

Add Items		Edit Items							
Item ↑	Category	Type	Quantity Type	Approval ↓	CBD	THC			
Tropical Topical	Topicals	InfusedNonEdible	CountBased	Rejected	10 mg	30 mg	<input type="button" value="Remediate"/>		

Figure 4: Rejected Item and Remediate Button

To remediate the item for approval, edit the item and make the necessary changes to ensure it meets the State’s approval standards. Once the edits are completed and the item saved, then click on the

button which will prompt the following action boxin Figure 5 below.

testing-la.metrc.com says

Are you sure you wish to mark "LA Tropical Topical" as Remediated?

Figure 5: Remediate Item Confirmation

By confirming the remediation of the item, it is being stated that the item has been edited and is ready to be reviewed for approval. The approval column for the item will now reflect the remediated status as shown in Figure 6.

Add Items		Edit Items							
Item ↓	Category	Type	Quantity Type	UoM	Approval	THC	Used		
▶ Topical THC Oil Lotion	Infused (non-edible)	InfusedNonEdible	CountBased	Each	Remediated		No	<input type="button" value="X"/>	

Figure 6: Remediated Item

This item will now be available for review by the State and upon the state’s approval it will immediately be reflected in the approval column and available for use shown in Figure 7.

Add Items		Edit Items							
Item ↑	Category	Type ↑	Quantity Type	Approval	Appl. Date ↓	CBD	THC		
▶ M00000002201: Tropical Topical	Topicals	InfusedNonEdible	CountBased	Approved	01/26/2020 11:24:11 pm	10 mg	30 mg		

Figure 7: Approved Remediated Item

Discontinue Incorrect Items

Once the new item categories have been created, any Infused (non-edible) items that are not under the correct “Topicals” item category will need to be discontinued. This can be done on the items screen by using the discontinue button ().

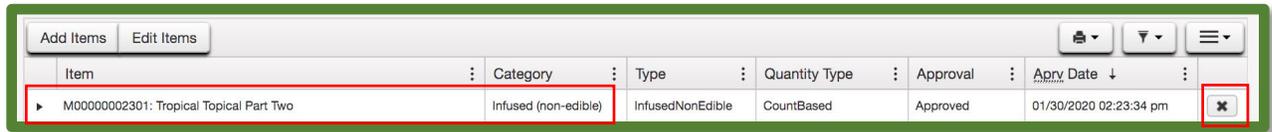


Figure 3: Discontinue Old Infused (non-edible) Items

Once the discontinue button has been clicked, an action window will pop up to prompt to confirm the item is being discontinued.

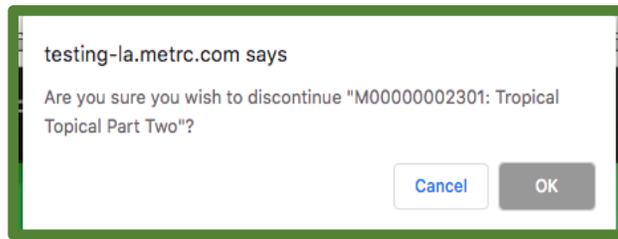


Figure 4: Discontinue Item Action Window

Please Note: Discontinuing the items will mean that the item will no longer be able to be used to create packages. Any packages that are still in a facility’s inventory under the discontinued item can be sold within the 30 day grace period. Anything left in those packages after this period will be required to be repackaged into the Topical item.

Repackaging Product

After 30 days any product still listed under the now discontinued items that should be under the “Topicals” Item category will be required to be repackaged into the newly created items.

To perform this action, select the package that needs to be changed to the new item category and then select “New Package” button as seen in Figure 5 below.

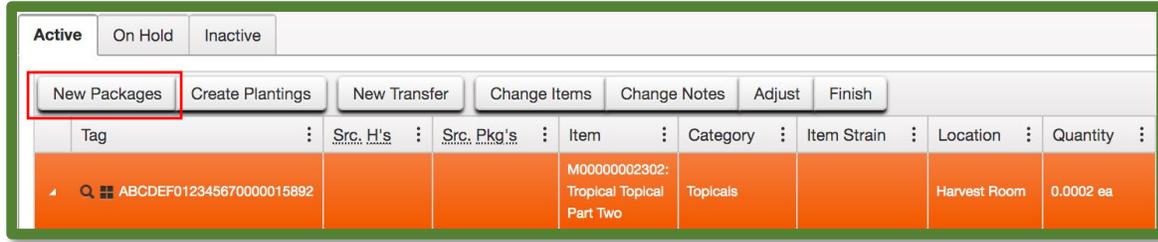


Figure 5: Select Package to Repackage

Selecting “New Package” will prompt an action window where it can be indicated that a new tag is being affixed to the new package and changing the package to the “Topicals” item that was created before the repackaging. The original package should also be finished.

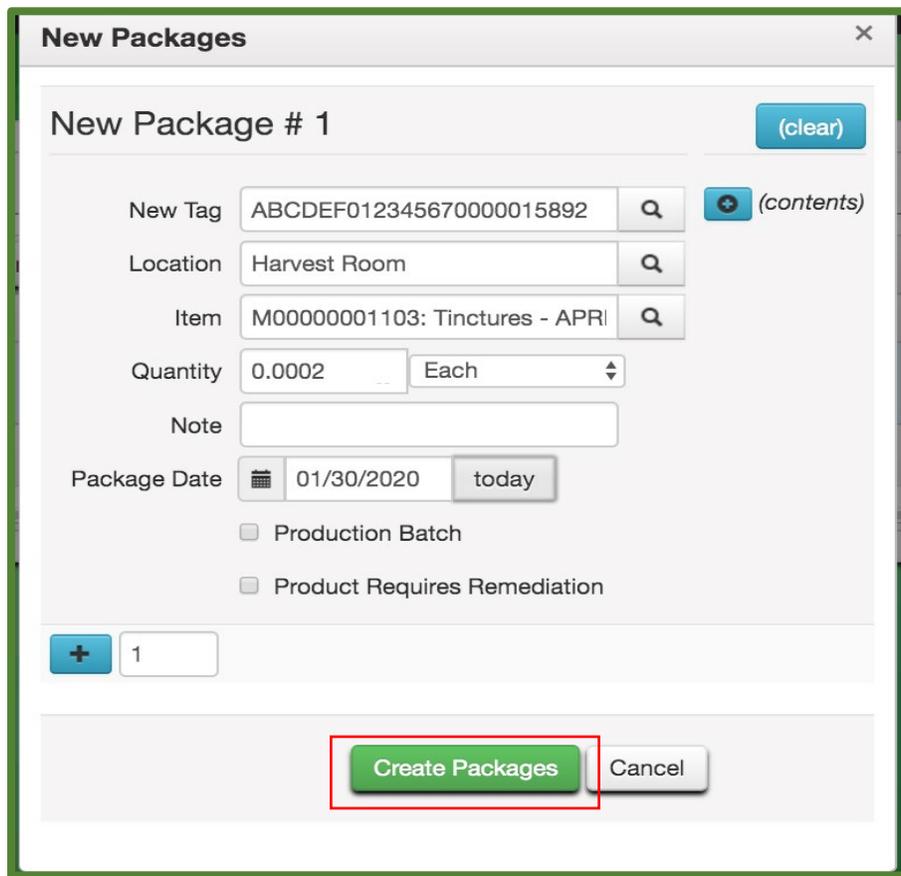


Figure 6: BHO Bulk Item

*Please Note: Since the item is not being altered in any way, the “Production Batch” option **should not be selected.***

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