

<b>Bulletin Number:</b> LA_IB_0018	<b>Distribution Date:</b> 7/30/20	<b>Effective Date:</b> 7/31/20
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Clarification on additional photo fields now in Metrc and new functionality for Research Facilities	
<b>Reason:</b> Metrc and LDAF are providing clarification for photo fields as described in Bulletin #16 and providing notice for functionality changes coming on 7/31		

Greetings Metrc Users,

Metrc, in conjunction with the Louisiana Department of Agriculture and Forestry (LDAF), is providing clarification on Metrc Bulletin #16 regarding the use of the product, label, and packaging photos for items in the following categories:

- Edibles
- Oral Thin Film (OTF)
- Tinctures
- Topicals

In addition to this clarification, Metrc is also providing an update on the additional Mother Plant item category and new functionality that will be available to Research Facility licenses beginning on **July 31, 2020**. This functionality will include creating packages of vegetative plants for transferring Mother Plants to Production Facilities. This document also includes a review for packaging and transferring immature plants from the Research license to the Production license.

Finally, Metrc is providing an update on the change to require the unit weight field for items created in the Edible item category. The LDAF also notes that **all item names should not contain abbreviations**.

Please see the following pages for more details on the changes:

### Required Photo Fields

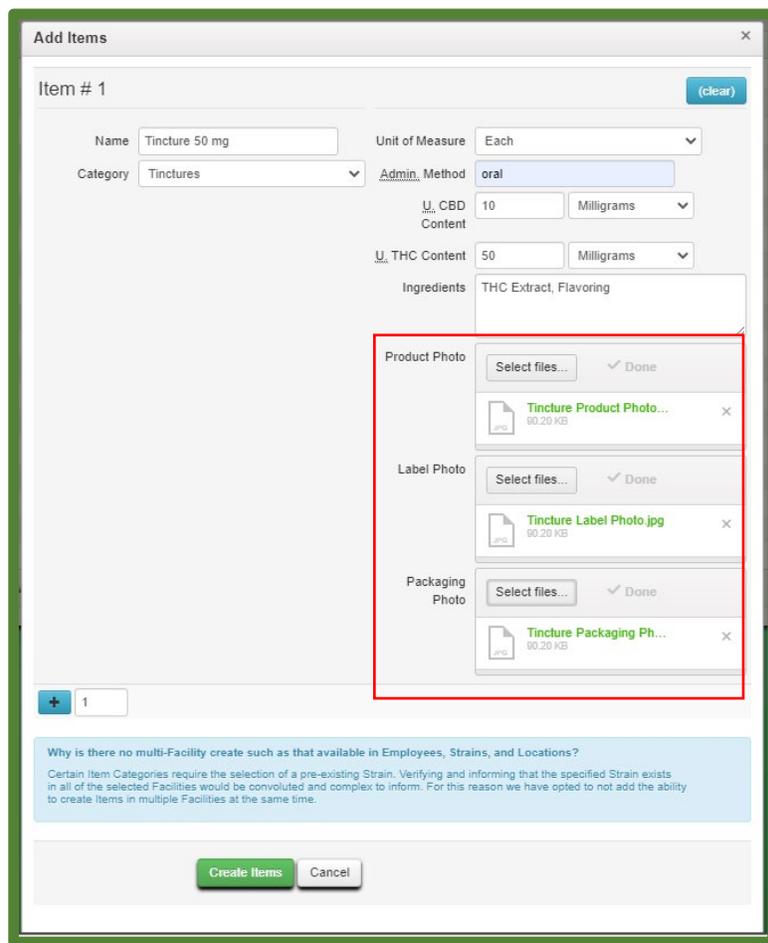
Now there are three photo fields (Product, Label, and Packaging) when creating a new item. Metrc is providing clarification on the use of these fields, which allow a **maximum of 1 photo per field**. The intended use of these fields is explained below.

Product Photo – Item with the label attached next to packaging

Label Photo – Label with warnings and universal symbols

Packaging Photo – Multiple sides of the packaging

**Figure 1** shows an example of what will be entered for a new Tincture.



The screenshot shows the 'Add Items' form for a Tincture. The form includes the following fields and values:

- Name: Tincture 50 mg
- Unit of Measure: Each
- Category: Tinctures
- Admin Method: oral
- CBD Content: 10 Milligrams
- THC Content: 50 Milligrams
- Ingredients: THC Extract, Flavoring

Three photo upload sections are visible, each with a 'Select files...' button and a 'Done' button:

- Product Photo: Tincture Product Photo... (90.20 KB)
- Label Photo: Tincture Label Photo.jpg (90.20 KB)
- Packaging Photo: Tincture Packaging Ph... (90.20 KB)

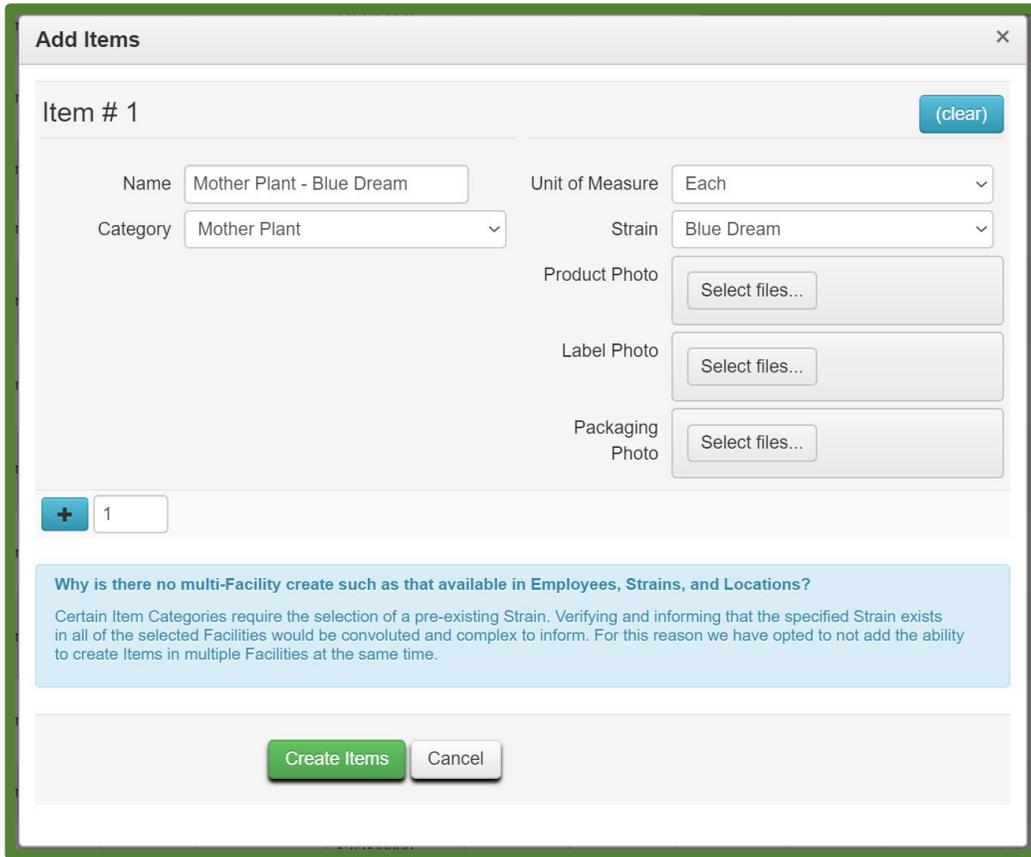
A red box highlights these three photo upload sections. At the bottom of the form, there are 'Create Items' and 'Cancel' buttons.

**Figure 1: Tincture with All Photo Fields Utilized**

**Please Note:** Previously created items in these categories will still be able to be utilized.

## Create a Mother Plant Package

There is a new item category called Mother Plant that research facilities can use when creating a new item for a Mother Plant, please note that the required fields are **Strain**, and the count is **Each** based. **Photos are not required to create the item.**



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	Mother Plant - Blue Dream	Unit of Measure	Each
Category	Mother Plant	Strain	Blue Dream
Product Photo	Select files...		
Label Photo	Select files...		
Packaging Photo	Select files...		

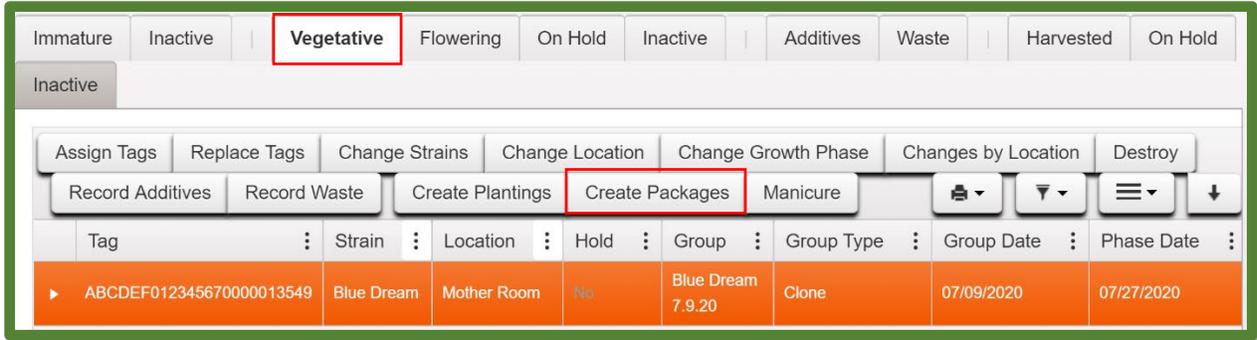
At the bottom left, there is a quantity field with a "+" button and the number "1". Below the form is a light blue informational box with the following text:

**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.

At the bottom of the form are two buttons: "Create Items" (green) and "Cancel" (grey).

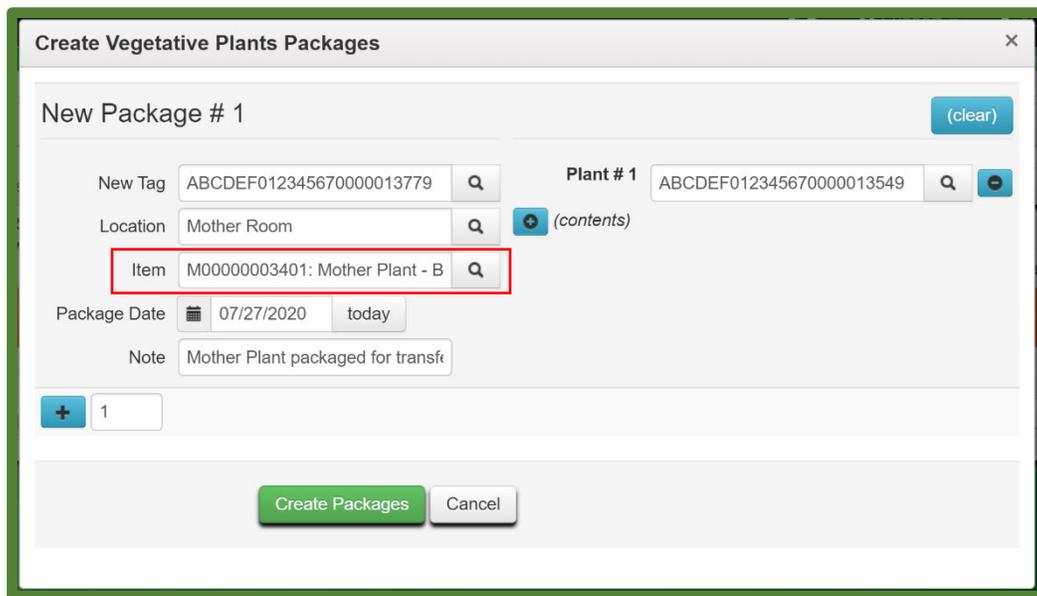
**Figure 2: Creating Mother Plant Item**

Once the strain-specific mother plant item is created, then navigate to the vegetative tab on the plant's screen and select the Mother Plant that is being transferred to the production facility, as seen in **Figure 3** below. Once the Mother Plant is selected, use the "Create Package" button to trigger the action window.



**Figure 3: Select Strain from Vegetative Status**

By using the "Create Packages" button, this will trigger an action window. In this action window, a package tag can be assigned in order to input the newly created Mother Plant item. There is also the option to put a note on the package. This step can be seen in **Figure 4**.



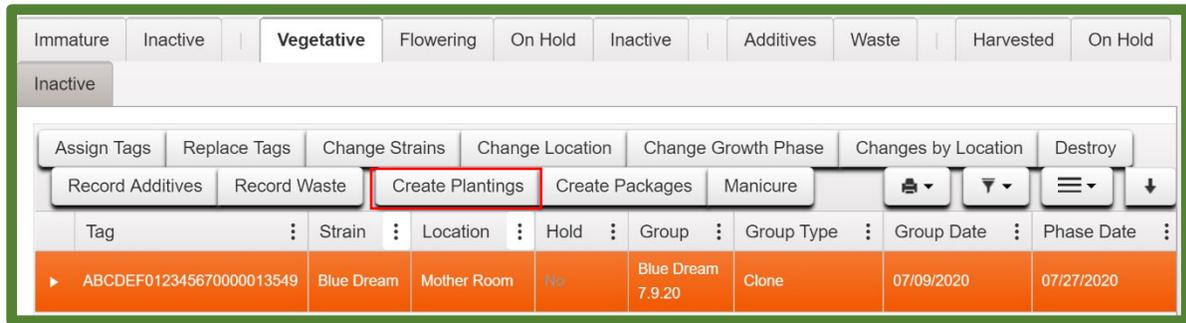
**Figure 4: Create Package from Mother Plant**

Once the the mother plant package has been created, it can be transferred to their Production facility license using the licensed transfer process.

## Create the Immature Plant Packages from a Mother Plant

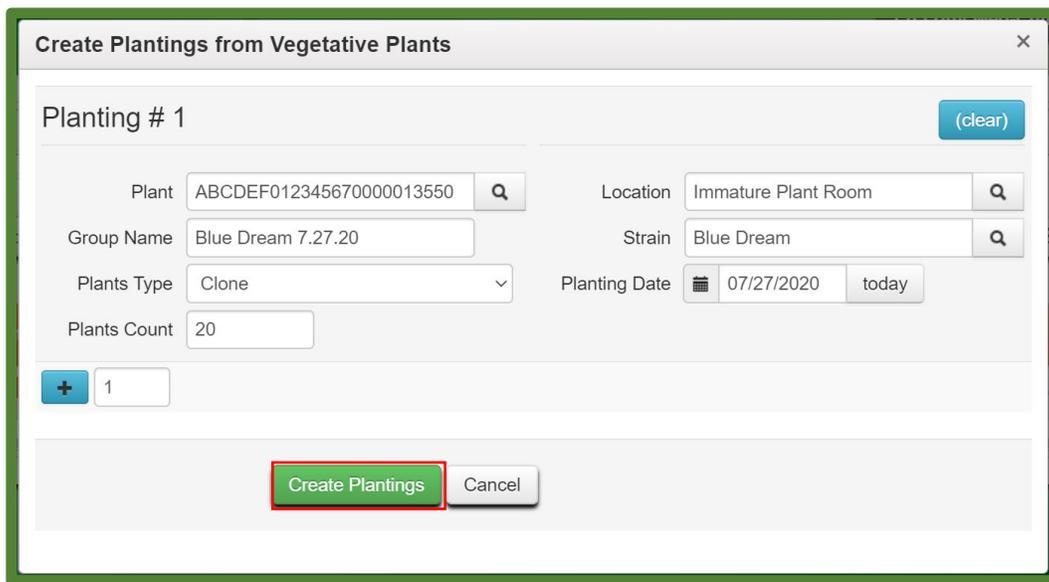
There is the ability to create packages of immature plants from a mother plant in the vegetative stage for transfer from the Research license to the Production license. Before creating a package of immature plants, ensure that an immature plant item has been created under the admin menu.

Once the immature plant item has been created, navigate to the Vegetative tab of the Plant page and select the mother plant; then use the "Create Plantings" button, as seen in **Figure 5**.



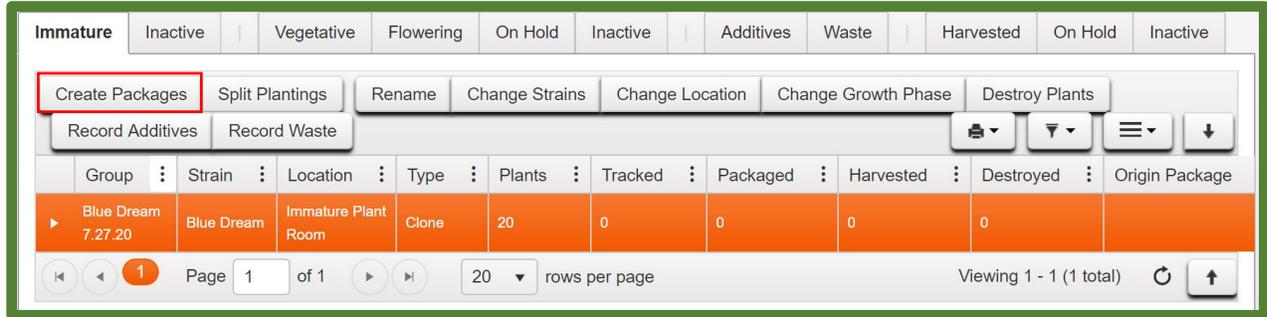
**Figure 5: Select Mother Plant and Create Immature Plant Batch**

This will open up an action window to complete the process, assigning a group name, number of plants, clone, strain, and location to the new immature plant's package. Once the information is completed accurately, the package can be created. This step is demonstrated in **Figure 6** below.



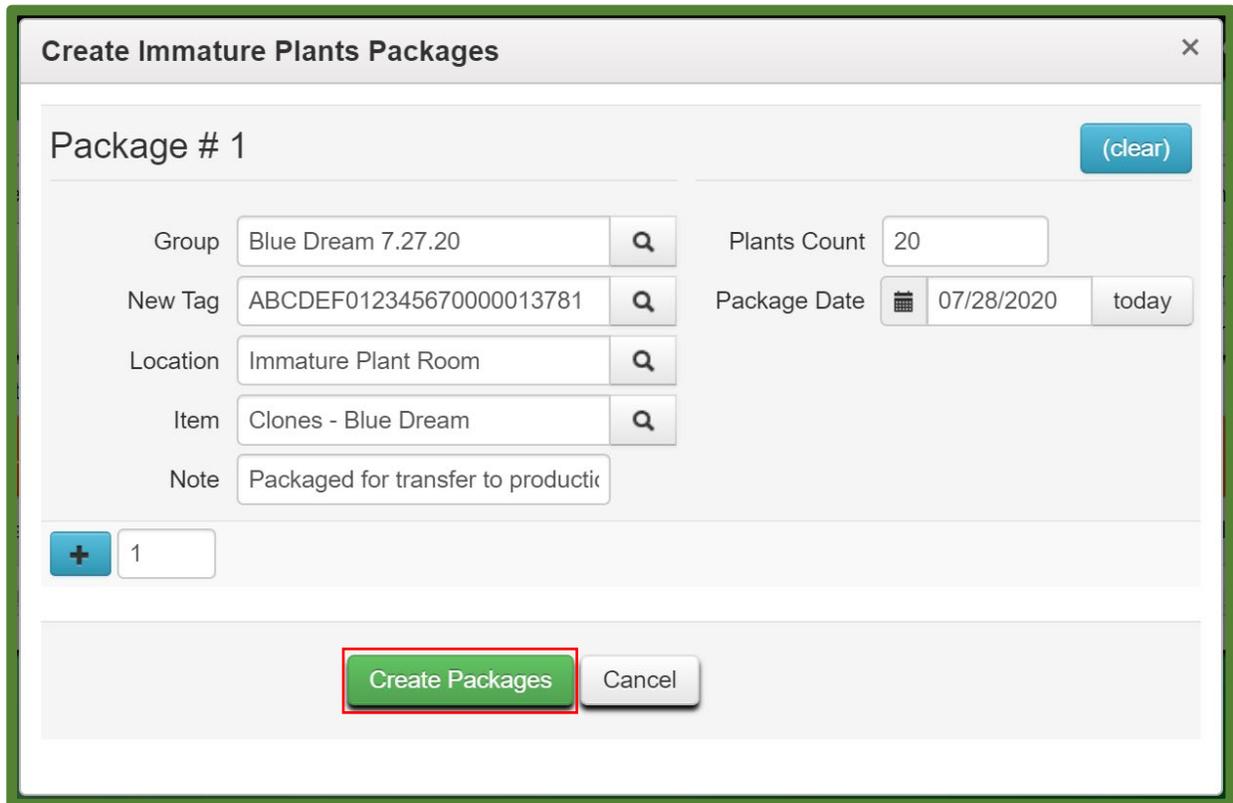
**Figure 6: Create Immature Plants Package Action Window**

Once the immature plant batch is created, navigate to the immature tab of the plant's screen and select the immature plant batch that will be packaged and transferred from the research license to the affiliated production license. Once the immature plant batch is selected, then select the "Create Packages" button. This step can be seen in **Figure 7**.



**Figure 7: Select the Immature Plant Batch for Package**

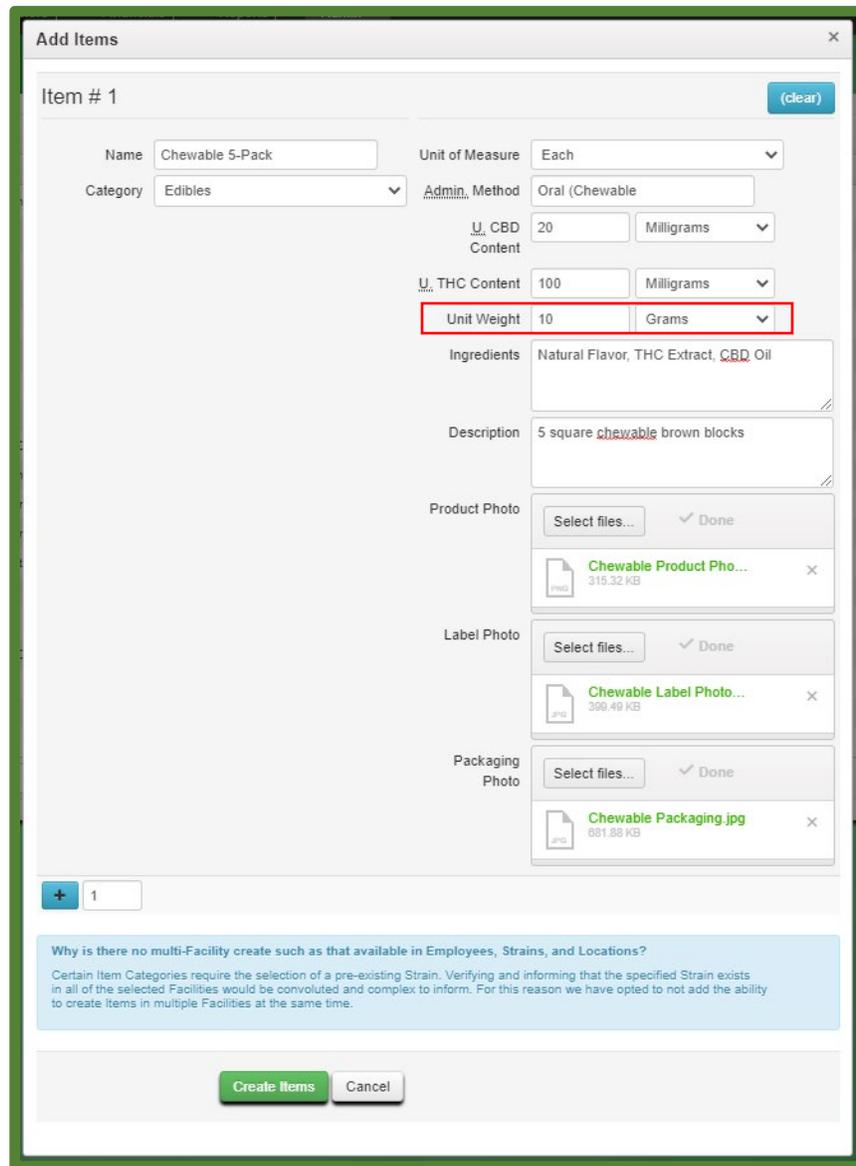
Selecting this button will prompt an action window where the information can be entered that is required for the new package of immature plants. This step is where the the immature plant item will be utilized and assign a package tag. Once the information is completed, select the "Create Packages" button. This step is seen in **Figure 8**.



**Figure 8: Create an Immature Plant Package Action Window**

## Unit Weight for Edible Items

When new Edible items are created in the Admin Menu in Metrc, there will now be an additional required field for **Unit Weight**. Unit Weight is meant to record the total weight of each unit of the item. For example, if a 5-pack of Chewables includes 100 mg of THC and 20 mg of CBD, but the total weight of the unit of Chewables (5-pack) is 10 grams, then **10 grams will be entered into Unit Weight**. This example is demonstrated below in **Figure 9**.



The screenshot shows the 'Add Items' form in Metrc. The form is titled 'Add Items' and shows 'Item # 1'. The fields are as follows:

- Name: Chewable 5-Pack
- Category: Edibles
- Unit of Measure: Each
- Admin Method: Oral (Chewable)
- CBD Content: 20 Milligrams
- THC Content: 100 Milligrams
- Unit Weight: 10 Grams (highlighted with a red box)
- Ingredients: Natural Flavor, THC Extract, CBD Oil
- Description: 5 square chewable brown blocks
- Product Photo: Select files... Done (Chewable Product Photo.jpg, 315.32 KB)
- Label Photo: Select files... Done (Chewable Label Photo.jpg, 388.49 KB)
- Packaging Photo: Select files... Done (Chewable Packaging.jpg, 661.66 KB)

At the bottom, there are 'Create Items' and 'Cancel' buttons. A blue box contains 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 9: New Chewable Item**

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