

<b>Bulletin Number:</b> MA_IB_0055	<b>Distribution Date:</b> 1/13/2022	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Product Catalog Product and Packaging Photos	
<b>Reason:</b> Product and packaging example guidance		

Greetings Metric Users,

Per previous Bulletins 35, 36, and 37, the below items require information for potency, serving size, ingredients, brand, and **two required photos** (product and packaging):

- Concentrate
- Concentrate (Each)
- Infused (Edible)
- Kief
- Infused (Non-Edible)
- Infused Pre-Rolls
- Suppository
- Vape Products

The CCC has provided examples of compliant product and packaging photos.

Please see the following pages for more details.

## Item Category Requirements



All items listed above require the following information in accordance with 500.130(6) and 501.130(6):

- Potency – Entered as the total amount in each unit of the item. (An estimate can be used for products that have not been tested yet. When the testing is complete, Potency must be edited to reflect actual results.)
  - Unit CBD Content
  - Unit THC Content
- Serving Size – Includes a description of what constitutes a serving size for a product that is not already a single serving (e.g., a single-serving is a 1” x 1” square)
- Ingredients
- Description – Including but not limited to applicable brand, strain, product type, flavor, and any additional information to be determined by the CCC
- **Two photos**
  - Finished Marijuana Product outside of, but next to, its packaging
  - Marijuana Product inside its packaging
- Please note the Label Photo remains optional.

When a new item is created, the above information must be entered. This process is demonstrated in **Figure 1** below.

**Add Items** ✕

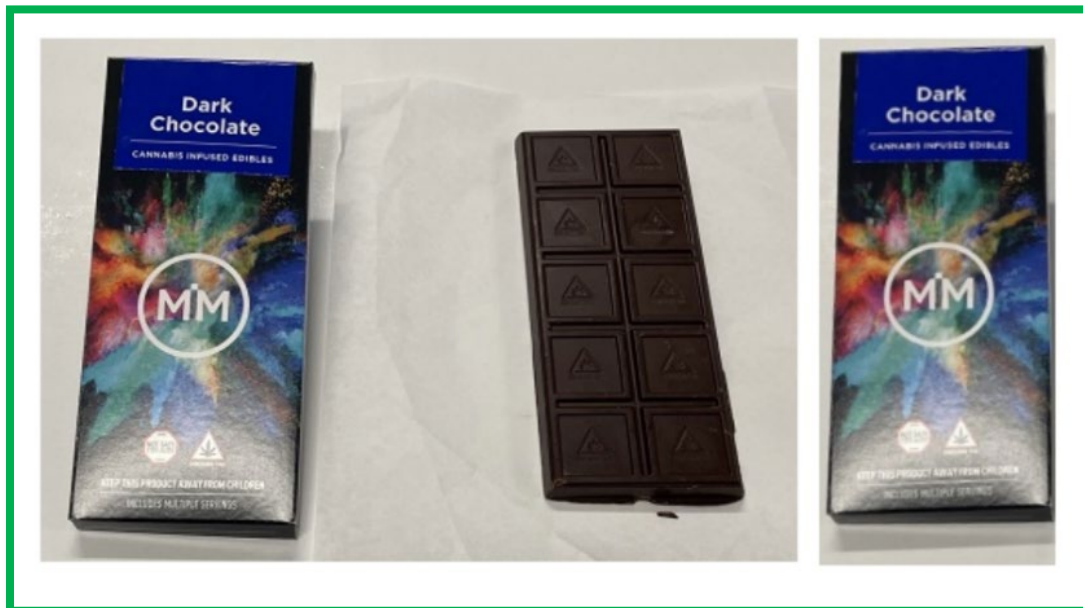
Item # 1 (clear)

Name	<input type="text" value="Wonder Chocolate Bar 80 mg"/>	Unit of Measure	<input type="text" value="Each"/>
Category	<input type="text" value="Infused (edible)"/>	U. CBD Content	<input type="text" value="10"/> <input type="text" value="Milligrams"/>
		U. THC Content	<input type="text" value="80"/> <input type="text" value="Milligrams"/>
		Serving Size	<input type="text" value="1 square"/>
		Ingredients	<input type="text" value="Cocoa, milk, THC distillate, and sugar"/>
		Description	<input type="text" value="Brand: Wonder Bar&lt;br/&gt;Brown Chocolate bar sectioned into 10 pieces"/>
Product Photo	<input type="button" value="Select files..."/> <input checked="" type="button" value="Done"/>  chocolate bar product ... 350.44 KB		
Label Photo	<input type="button" value="Select files..."/>		
Packaging Photo	<input type="button" value="Select files..."/> <input checked="" type="button" value="Done"/>  Chocolate Bar Packagi... 82.83 KB		

**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: Updated Add Items Action Window**

Product Photos are required to have the product outside of and next to the packaging in the same photo. The photos should be uploaded to the required fields under the “Add Items” window respectively. Examples of Product Photos (**Left**) and Packaging Photos (**Right**) are displayed in **Figures 2, 3, 4, and 5** below.



**Figure 3: Example of Product and Packaging Photos (Edible)**

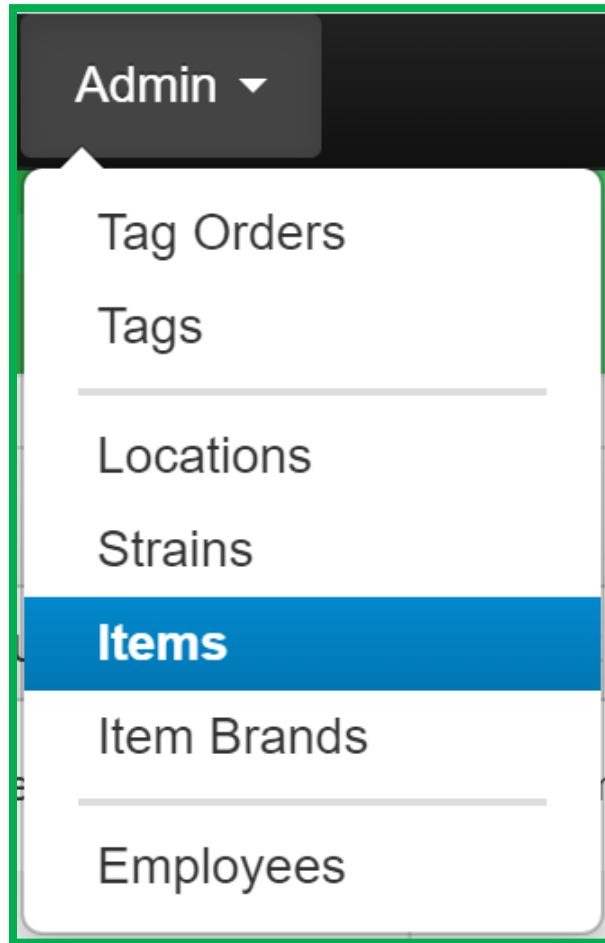


**Figure 4: Example of Product and Packaging Photos (Concentrate)**



## **Editing Items**

To edit an item, an industry administrator will navigate to the Items grid under the “Admin” area on the top navigational bar. Shown in **Figure 6**.



**Figure 6: Items Screen under the Admin Menu**

Once on the Items grid, select the previously created item and use the “Edit Items” button. This step is demonstrated in **Figure 7** below.

Add Items		Edit Items		
Item	Category	Type	Quantity Type	
▶ BHO Oil Bulk	Concentrate	Concentrate	WeightBased	
▶ BHO Vape Cartridges 100 mg	Concentrate (Each)	Concentrate	CountBased	

**Figure 7: Select Item and Edit**

The “Edit Items” button allows changes to be made and updates to be done to an existing product. The item name or item category, however, will not be able to be changed on an existing item.

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