

Bulletin Number: AK_IB_0042	Distribution Date: 4/11/22	Effective Date: 4/22/22
Contact Point: Metric® Support	Subject: Updated Lab Testing Batches, Locations for Packages	
Reason: To inform Licensees of an update to Lab Testing Batches functionality referenced in bulletin #41 and the Locations for Packages Functionality.		
Primary Audience: All		

Metric and AMCO are pleased to provide updated information on the previously released functionality of the Lab Test Batches and guidance on the upcoming Locations functionality that will be rolled out Monday 04/22/22.

- Test Batches were implemented on 03/21/22 to accurately reflect the required tests for each product type.
- The Alaska Marijuana Control Board permits a rules exception and allows Licensees to package Kief as Raw Plant Material instead of Concentrate as stated in rule 3 AAC 306.555(d)
- Locations for Packages will allow you to mirror your physical inventory in the Metric system. This will be enabled and become a requirement when creating or receiving a package in the system on 04/22/22.

Below are detailed descriptions and step by step instructions on these features described above.

Creating a Test Sample with Required Lab Test Batches

Now, it is required to indicate the Lab Test Batch when creating a test sample package for state required testing when creating a test sample to transfer to a testing facility. First, select the package that was sampled in Metrc, then select the “Submit for Testing” button, as seen in **Figure 1** which will open an action window.

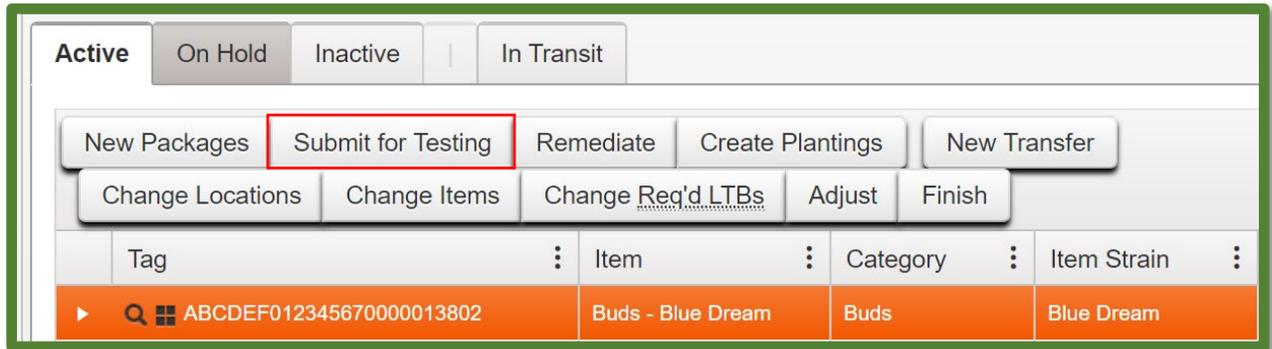
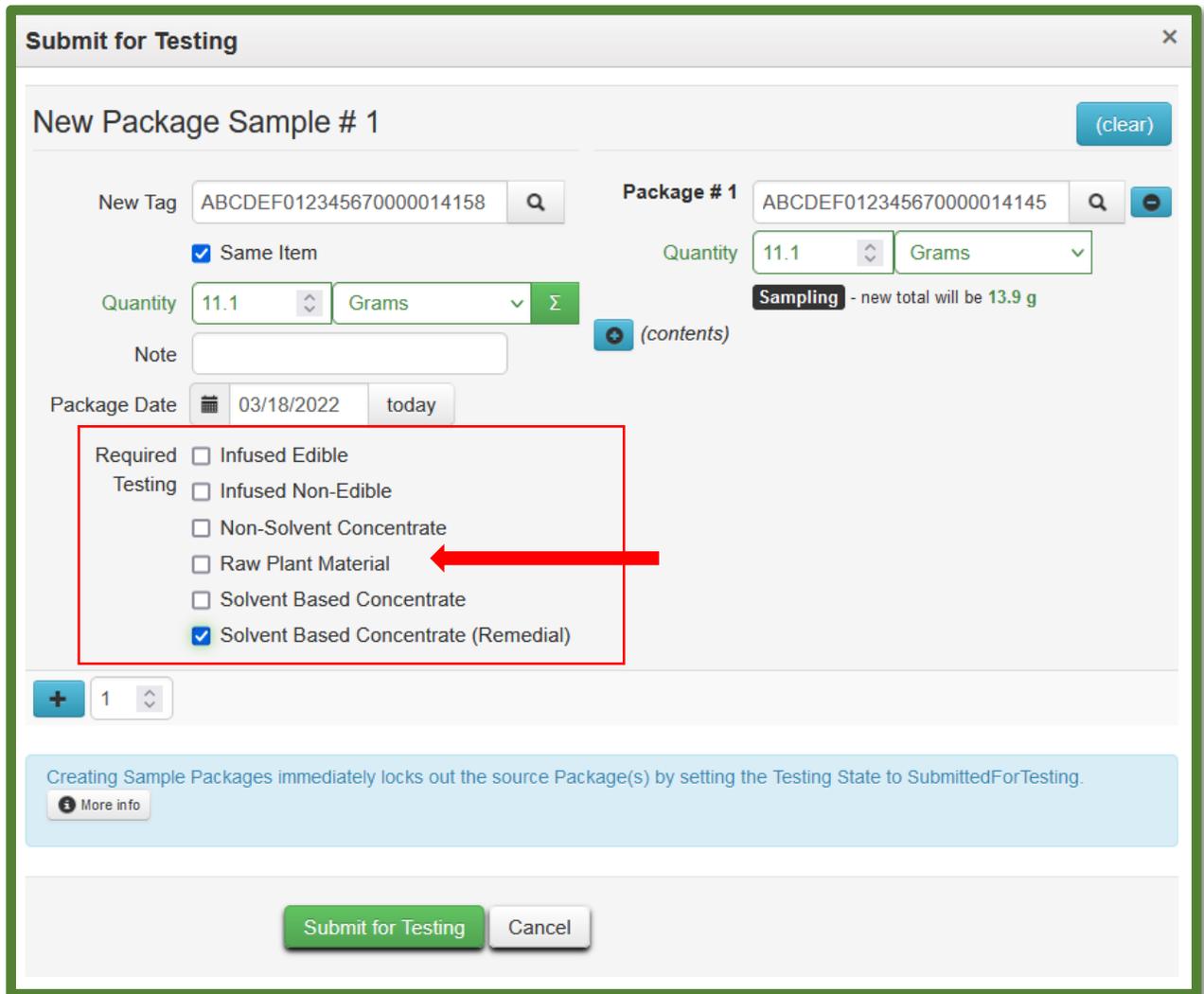


Figure 1: Select Package for Test Sample

In the action window, indicate the new test sample tag number, location, name of the item, the quantity, and the package date. The new step that is now required is the selection of the “Required Testing” Test Batch. In this step, check the box that matches the product type of the source package and test sample. This will indicate to the Testing Facility which Test Types are required for the test sample. In **Figure 2** below, the example shows that for the “Buds-Blue Dream” test sample, the test batch of “Raw Plant Material” should be selected.



Submit for Testing

New Package Sample # 1 (clear)

New Tag: ABCDEF012345670000014158 Q Package # 1: ABCDEF012345670000014145 Q ⊖

Same Item

Quantity: 11.1 ⬇ ⬆ Grams ⌵ Σ

Note:

Package Date: 📅 03/18/2022 today

Required Testing

- Infused Edible
- Infused Non-Edible
- Non-Solvent Concentrate
- Raw Plant Material ←
- Solvent Based Concentrate
- Solvent Based Concentrate (Remedial)

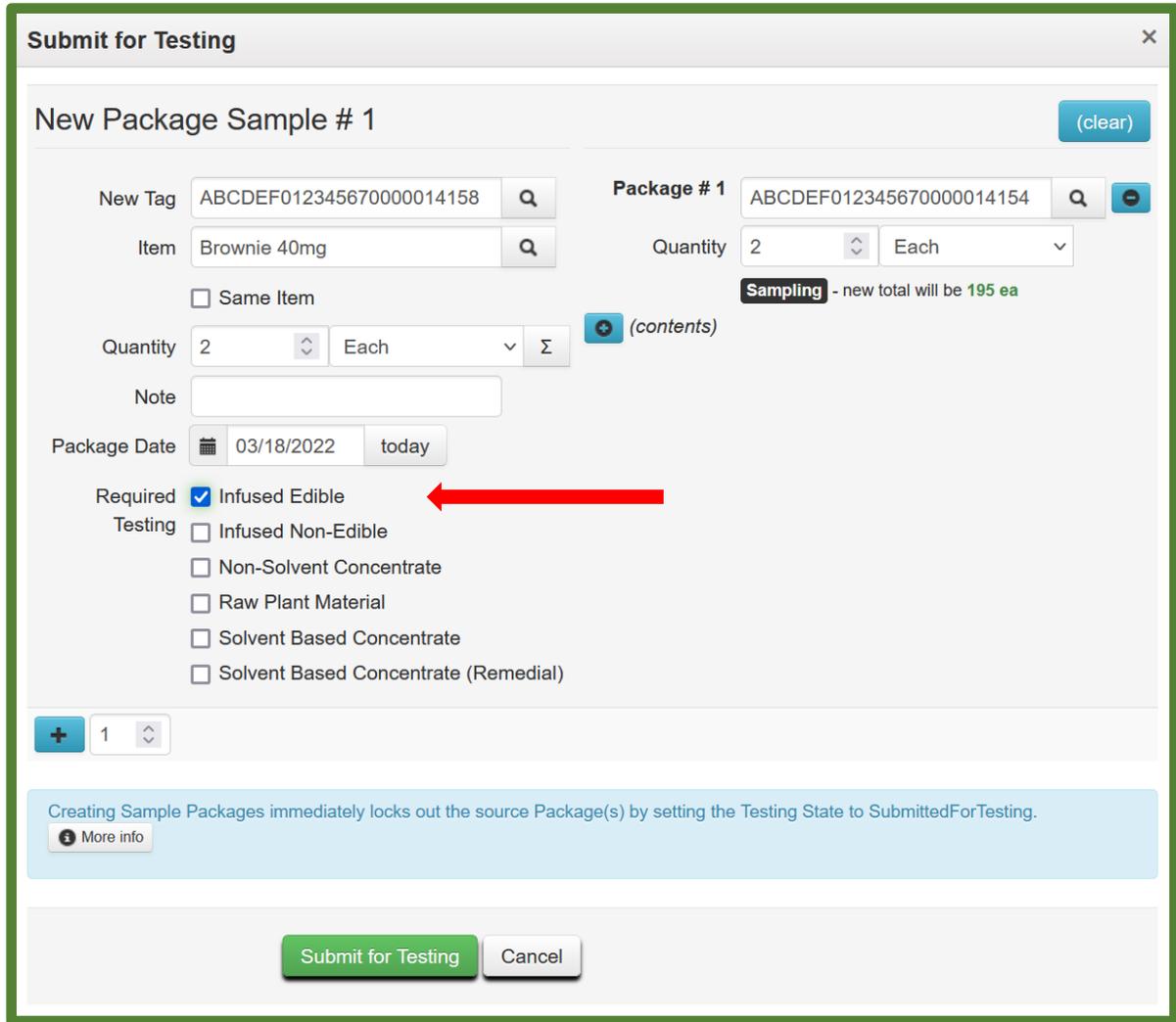
+ 1 ⬇

Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting. More info

Submit for Testing Cancel

Figure 2: Select Required Test for Package Based on Item Type

In **Figure 3** below, the “Brownies 40mg” test sample has the required Test Batch of “Infused Edible” that is selected.



The screenshot shows a web application window titled "Submit for Testing". Inside, there's a form for "New Package Sample # 1". The form includes fields for "New Tag" and "Package # 1", both containing the alphanumeric string "ABCDEF012345670000014158". Below these are "Item" (Brownie 40mg) and "Quantity" (2) with a unit dropdown set to "Each". A "Same Item" checkbox is unchecked. A "Quantity" field is also present with "2" and "Each". A "Note" field is empty. "Package Date" is set to "03/18/2022" with a "today" button. Under "Required Testing", several options are listed: "Infused Edible" (checked), "Infused Non-Edible", "Non-Solvent Concentrate", "Raw Plant Material", "Solvent Based Concentrate", and "Solvent Based Concentrate (Remedial)". A red arrow points to the "Infused Edible" checkbox. At the bottom, there are "Submit for Testing" and "Cancel" buttons. A blue banner at the bottom of the form contains the text: "Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting." with a "More info" link.

Figure 3: Selecting Required Test for Infused Edible Test Samples

Please remember to select only the Test Batch that correlates with the product type that is being tested for state required testing. If the incorrect Test Batch is chosen, the product will be locked in Testing in Progress once all test results have been entered by the Testing Facility. If this happens, please contact Metrc Support for next steps.

Note for all Testing Facilities, if you have a test sample that is stuck in Testing in Progress after entering all test results, please reach out to Metrc Support with the sample information for guidance on the next steps as there is nothing that can be done to unlock that product.

Chart for Product Categories & Correlating Lab Test Batches

Below you will find some helpful charts of Item Categories, examples of those categories, and the correlating Test Batches that would be chosen as well as the required testing that will be done for each of those Item Categories.

Production Stage/Product	Product Category in Metrc	Lab Test Batch & Required Testing
<p>Finished Plant Material</p>	<p>Raw Plant Material</p> <ul style="list-style-type: none"> • Trim • Shake • Bud/Flower • Raw Pre-Rolls • Kief * <p>* Per Alaska Marijuana Control Board approval, licensees are allowed to package kief under the category of Raw Plant Material.</p>	<p>Raw Plant Material</p> <p>Raw Plant Material</p> <ul style="list-style-type: none"> • Heavy Metals • Microbial • Mycotoxins • Cannabinoid profile • Pesticides

Production Stage/Product	Product Category in Metrc	Required Testing
<p>Cannabis Concentrate/Extract</p>	<p>Concentrate</p> <ul style="list-style-type: none"> • Live Resin • Rosin • Hash • Shatter • Oil (Not Vape Oil) • Wax • Budder • Crumble • Tinctures- (Infused Non-edible category) tested as a concentrate • Infused Pre-Rolls • Caviar • Moonrocks • Distillate 	<p>Solvent based or Solventless Concentrates</p> <p>Production batches to be dispensed as adult or medical marijuana product require the screenings below:</p> <p>Solvent Based Concentrate, Non-Solvent Concentrate</p> <ul style="list-style-type: none"> • Microbials • Mycotoxins • Cannabinoid profile • Heavy Metal • Residual Solvents* (only for Solvent Based Concentrates) • Pesticides

Production Stage/Product	Product Category in Metrc	Required Testing
<p>Marijuana Infused Products</p>	<p>Infused Edible</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> • Cookies, Cakes, Brownies • Gummy products • Beverage- dairy and non-dairy • Carbonated Beverages <p>Infused Non- Edible</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> • Lotions, topicals, suppositories, etc. • Pain Pills, Salve, Balm, Pain Patches, Capsules, Lozenges 	<p>Infused Edible</p> <ul style="list-style-type: none"> • Microbials • Mycotoxins • Cannabinoid Profile • Heavy Metals <p>Infused Non-Edible</p> <ul style="list-style-type: none"> • Microbials • Mycotoxins • Cannabinoid Profile • Heavy Metals

*Please note Residual Solvent testing is not a requirement for Non-Solvent Based Concentrates

Creating Locations for Packages

Metrc is enabling Locations to be designated for Packages on 04/22/22. This will help Licensees mirror their physical and electronic inventory.

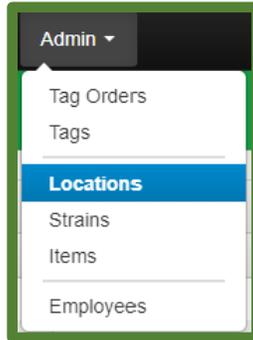


Figure 4: Locations Section

In the Locations grid under the Admin area (as shown in **Figure 4** above), new Locations can be created for Packages as shown below in **Figures 5 & 6**. Note more than one location can be created simultaneously clicking on the **+**.

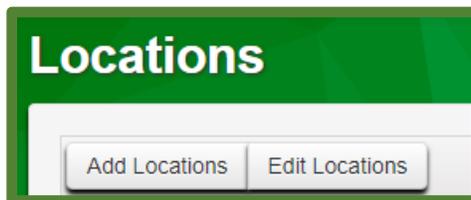


Figure 5: Locations Dashboard

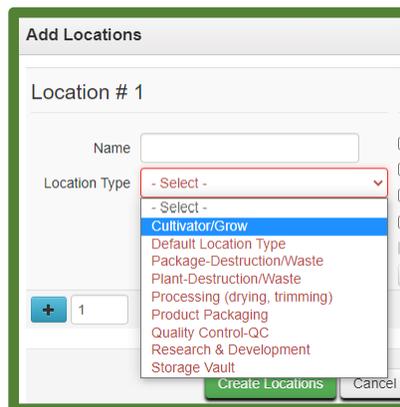


Figure 6: Adding Locations

Metrc Resources

On the far right of the navigation toolbar, there is a Support dropdown. This dropdown can be utilized to reference the Metrc Manual/User Guide, Alaska Supplemental Guide, info to contact Metrc Support, access to training videos and sign up for training. These tools can be used anytime for no additional charges as long as you are entered within an active licensed business.



Figure 7: Support Section

[Metrc Learn](#) and the [Metrc Knowledge Center](#) may also be accessed which are referenced on Bulletin #40 where additional information can be found.

Metrc Learn is an interactive learning management system, that allows users to complete modular training for multiple areas of Metrc. The system will teach specific functionality and processes, allow the user to demonstrate the functionality being discussed, and quiz on the information learned. Completed training information will even be able to be exported.

The Metrc Knowledge Center is a portal that provides on-demand access to various resource materials including past bulletins and helpful links to users. This center is designed to be a supplemental resource to Metrc Support, providing options for self-assistance with documentation, a live-chat feature, and the ability to submit support tickets directly to the Support team.

Also, Metrc short training videos are available through our YouTube channel. The generic videos cover a wide arrange of topics and are always a good reminder on how to perform certain day to day actions.

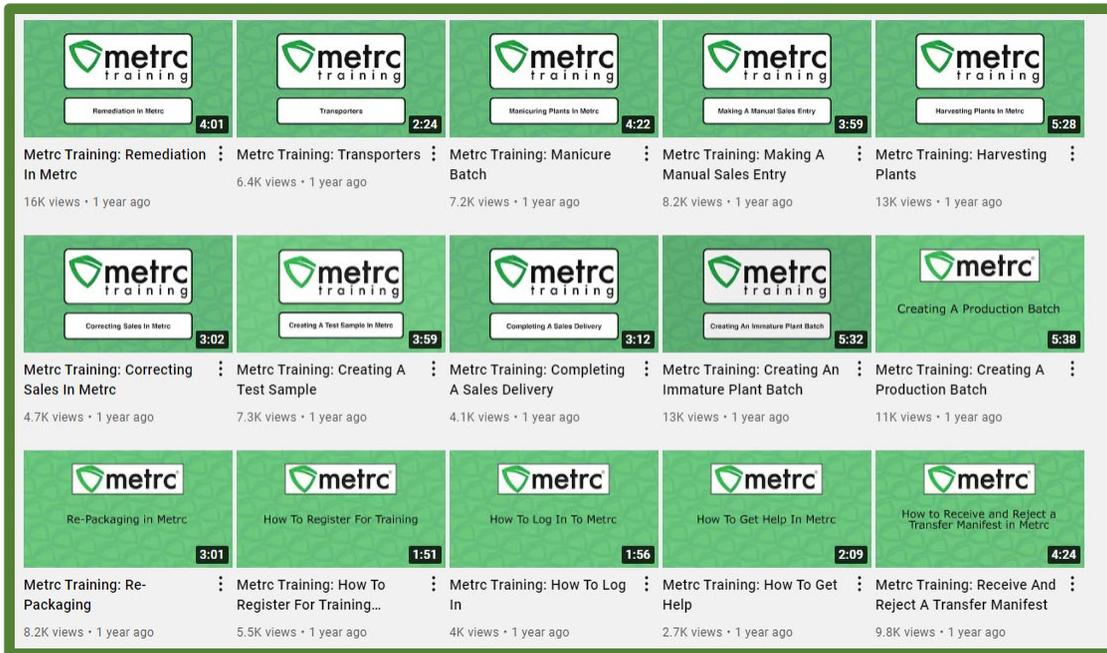


Figure 8: Metrc YouTube videos

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