



Bulletin Number: OK_IB_09	Distribution Date: 07/01/22	Effective Date: Ongoing
Contact Point: support@metrc.com	Subject(s): Creating Test Samples and Reserve Samples	

Greetings Metrc Users,

This bulletin is intended to clarify the process for (1) Creating and submitting a Test Sample, and (2) Reserving sample(s) for testing in Metrc.

In addition to information provided in this bulletin, a video will be available next week in the [Metrc Knowledge Center](#) that explains the process.

Test Samples vs Reserve Samples

A Test Sample must be created from the correct source package and transferred from the license where the source package is located. In addition, all Test Sample Packages must be created using the “Submit for Testing” button. Examples include:

Test Sample of useable marijuana after it has been packaged into a 15-pound raw plant material package:

1. Create the Test Sample as a “Test Sample Package” using the “Submit for Testing” button. The Item Name for the Test Sample should be identical to the Source Package.

Test Sample of a Production Batch of Concentrate, Infused Edible, or Infused Non-Edible:

1. When creating a Test Sample from a production batch, create the Test Sample using the “Submit for Testing” button. The Item Name for the Test Sample should be identical to the Source Production Batch Package.

Please follow the process below when creating a Test Sample:

Creating a Test Sample

When creating a Test Sample, first select the Source Package then select the “Submit for Testing” button as shown below in **Figure 1**. This is the same process for all products being tested. This will open an action window.

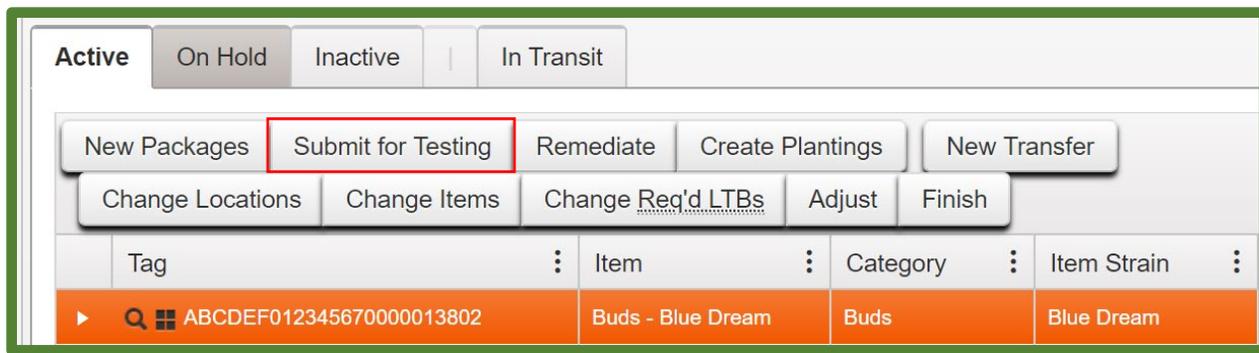


Figure 1: Select Source Package & Submit for Testing button to create a Test Sample

Once the action window is open, indicate the new Test Sample tag number, Location, Item Name, Quantity, and Package Date. The next step 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, or the appropriate batch for the R&D Testing. This will indicate to the testing facility which Test Type(s) are required for the test sample. In **Figure 2** (below), the test sample “Pineapple Express Buds” test batch “Raw Plant Material” should be selected.

Submit for Testing [X]

New Package Sample # 1 [clear]

New Tag: 1A4FF010000012D000000155 [Q]

Location: Transfer Vault [Q]

Same Item

Quantity: 12.8 [v] Grams [v] Σ

Note: []

Package Date: 07 / 01 / 2022 [today]

Package # 1: 1A4FF010000012D0000000087 [Q] [e]

Quantity: 12.8 [v] Grams [v]

Sampling - new total will be 1,229.43 g

[+] (contents)

Required Testing:

- Additional Metals - Infused Products
- Additional Other - Infused Products
- Additional Pesticides - Infused Products
- Additional Residual Solvents - Infused Products
- Flash Frozen/Whole Wet Plant
- Infused Edible
- Infused Non-Edible
- Non-Solvent Concentrate
- R&D Testing - Aspergillus Panel
- R&D Testing - Bile-Tolerant Gram-Negative Bacteria
- R&D Testing - Metals
- R&D Testing - Mycotoxins
- R&D Testing - Pesticides
- R&D Testing - Potency (Infused Products)
- R&D Testing - Potency (Raw Plant Material or Concentrates)
- R&D Testing - Pseudomonas Aeruginosa
- R&D Testing - Residual Solvents
- R&D Testing - Salmonella
- R&D Testing - Staphylococcus Aureus
- R&D Testing - STEC
- R&D Testing - Terpenes (Infused Products)
- R&D Testing - Terpenes (Raw Plant Material & Concentrates)
- R&D Testing - Total Aerobic Microbial Count
- R&D Testing - Total Yeast and Mold
- R&D Testing - Water Activity
- Raw Plant Material ←
- Raw Pre-Rolls (Multi-Harvest Batch)
- Raw Pre-Rolls (Single Harvest Batch)
- Retest (All)
- Solvent Based Concentrate
- Sub-Contract (Testing Facility Use Only)

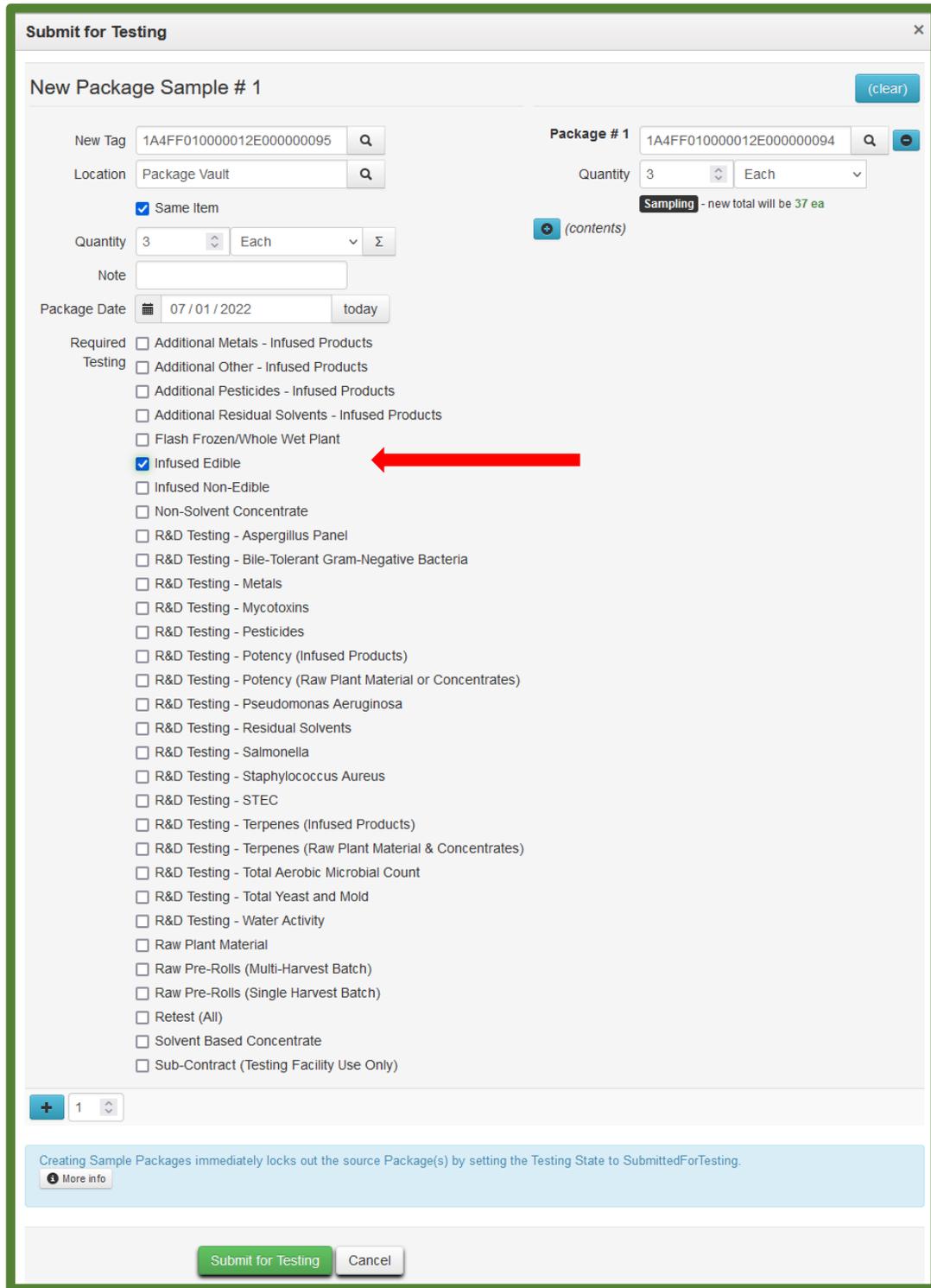
[+] 1 [v]

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 shows as the required Lab Test Batch of “Infused Edible” that is selected.



Submit for Testing

New Package Sample # 1 (clear)

New Tag: 1A4FF010000012E000000095

Location: Package Vault

Package # 1: 1A4FF010000012E000000094

Quantity: 3 Each

Package Date: 07/01/2022

Required Testing:

- Additional Metals - Infused Products
- Additional Other - Infused Products
- Additional Pesticides - Infused Products
- Additional Residual Solvents - Infused Products
- Flash Frozen/Whole Wet Plant
- Infused Edible
- Infused Non-Edible
- Non-Solvent Concentrate
- R&D Testing - Aspergillus Panel
- R&D Testing - Bile-Tolerant Gram-Negative Bacteria
- R&D Testing - Metals
- R&D Testing - Mycotoxins
- R&D Testing - Pesticides
- R&D Testing - Potency (Infused Products)
- R&D Testing - Potency (Raw Plant Material or Concentrates)
- R&D Testing - Pseudomonas Aeruginosa
- R&D Testing - Residual Solvents
- R&D Testing - Salmonella
- R&D Testing - Staphylococcus Aureus
- R&D Testing - STEC
- R&D Testing - Terpenes (Infused Products)
- R&D Testing - Terpenes (Raw Plant Material & Concentrates)
- R&D Testing - Total Aerobic Microbial Count
- R&D Testing - Total Yeast and Mold
- R&D Testing - Water Activity
- Raw Plant Material
- Raw Pre-Rolls (Multi-Harvest Batch)
- Raw Pre-Rolls (Single Harvest Batch)
- Retest (All)
- Solvent Based Concentrate
- Sub-Contract (Testing Facility Use Only)

Submit for Testing Cancel

Figure 3: Selecting Required Test for Infused Edible Test Samples

Please remember to select only the Test Batch that correlates with the Product Type being tested for state required testing. If the incorrect Test Batch is chosen, the product will be locked and show a “Testing in Progress” status once all test results have been entered by the testing facility. If this occurs, please contact Metrc Support for next steps.

Note for all testing facilities: If there are test samples in your Active Packages Inventory that are locked after entering all test results, please reach out to Metrc Support with the sample information.

Creation of Reserve Samples

A Reserve Sample must be created and transferred from the correct license where the Source Package is located and must be created using the “New Packages” button (**NOT the “Submit for Testing” button**). Examples include:

Reserve Sample of useable marijuana after it has been packaged into 15-pound raw plant material packages:

1. Create the Reserve Sample as a Regular Package from the correct Source Package. The Item Name for the Reserve Sample should be identical to the Source Package.
2. Manifest the Reserve Sample Package to the testing facility that will be testing the sample(s).

Reserve Testing of Concentrates, Infused Edibles, or Infused Non-Edibles from Production Batches:

1. If R&D testing is to be done on a specific production batch package, create a Regular Package from the Lot Package that contains the quantity of product to be submitted for R&D testing. An Item for this purpose will need to be created under the Admin functionality. The Item Name should read “R&D [production run number]” - Please use the correct production run number.
2. Manifest the R&D package to the Testing Laboratory that will transport the sample(s) for testing.

Please follow the process below when creating a Reserve Sample:

Creating a Reserve Sample

When creating a reserve sample, first select the Source Package, then select the “New Packages” button (as shown below in **Figure 3**). This same process applies for all products being tested.

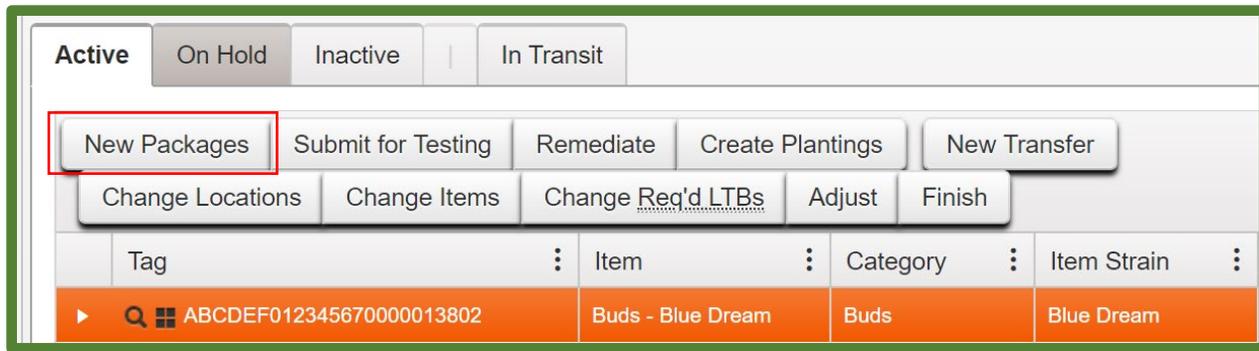


Figure 3: Select Source Package & New Packages button to create a Reserve Sample

Once the action window is open, indicate the new Reserve Sample Tag Number, Location, Item Name, Quantity, and Package Date. In **Figure 4** (shown below), the reserve sample of “Pineapple Express Buds”, the package being created is a non-test sample package.

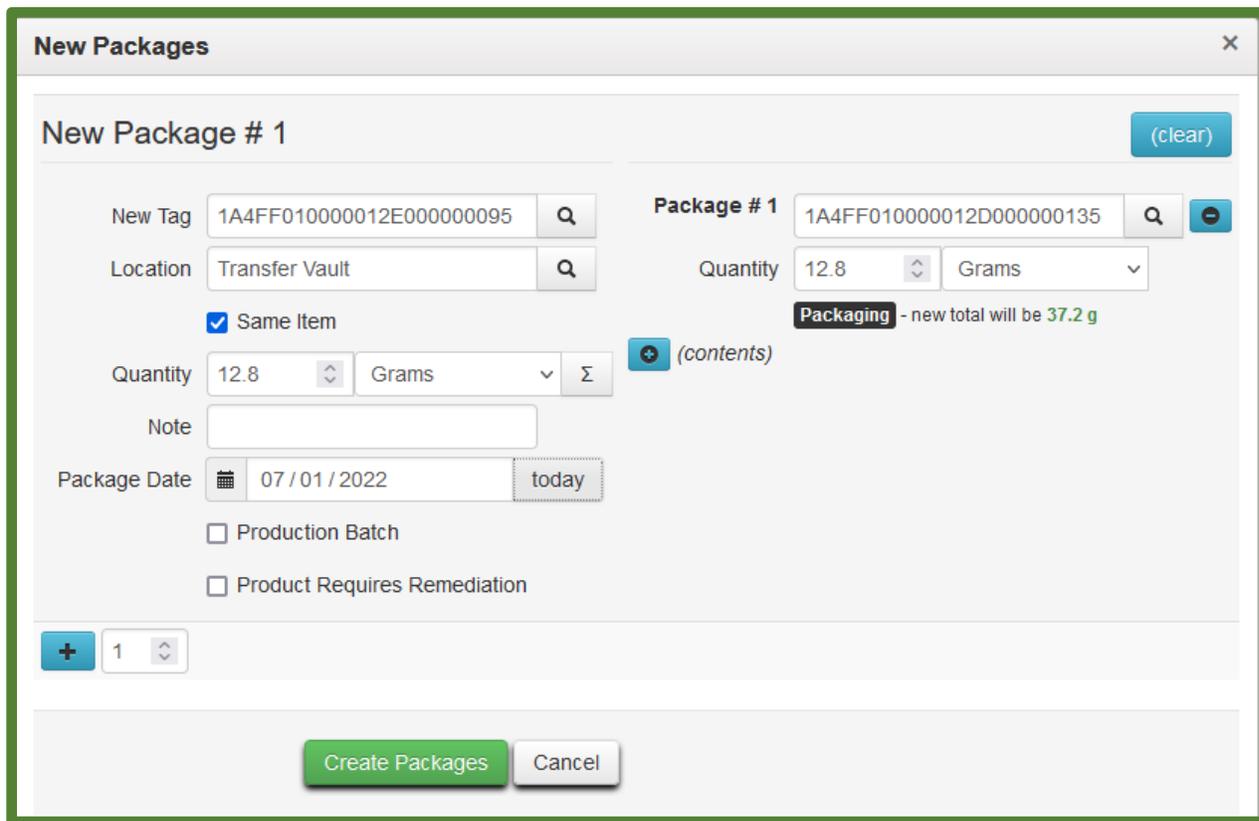
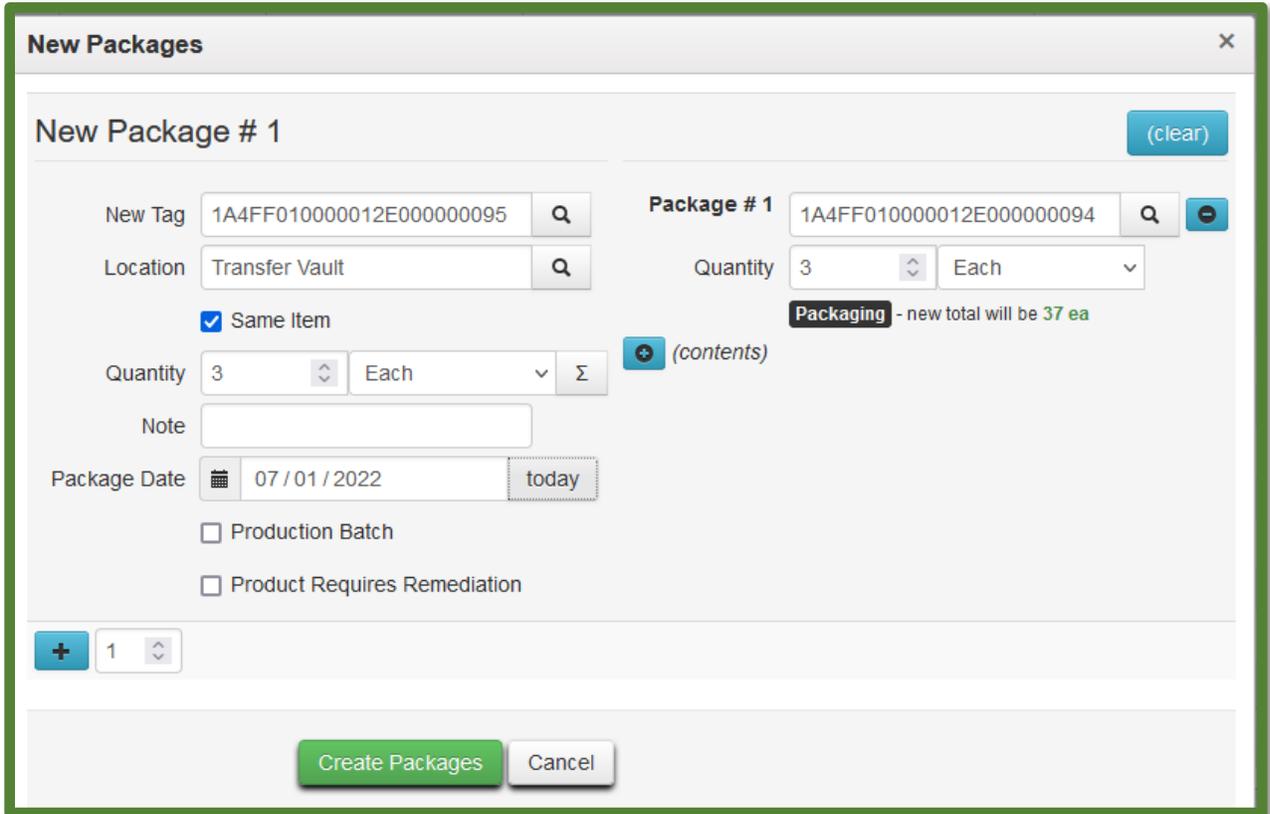


Figure 4: Creating Reserve Sample

In **Figure 5**, the “Brownies 40mg” reserve sample, the package being created is a non-test sample package.



The screenshot shows the 'New Packages' window in the Metrc system. It features a 'New Package # 1' section with a '(clear)' button. The 'New Tag' field contains '1A4FF010000012E000000095'. The 'Location' is set to 'Transfer Vault'. The 'Package # 1' field contains '1A4FF010000012E000000094'. The 'Quantity' is '3' with a unit of 'Each'. A 'Packaging' dropdown is set to 'Packaging', with a note: '- new total will be 37 ea'. There is a '+ (contents)' button. The 'Same Item' checkbox is checked. The 'Quantity' field also has a 'Σ' button. The 'Note' field is empty. The 'Package Date' is '07/01/2022' with a 'today' button. There are checkboxes for 'Production Batch' and 'Product Requires Remediation'. At the bottom, there is a '+ 1' button and 'Create Packages' and 'Cancel' buttons.

Figure 5: Example of Creating Reserve Sample for Infused Edible

In addition to information provided in this bulletin, a video is available in the [Metrc Knowledge Center](#) that explains the process.

Please contact Metrc Support at support@metrc.com or call 877-566-6506 with questions.