Oklahoma - Metrc Support Bulletin

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Contact Point: support@metrc.com	**Subject(s)**: Test Clarification and Best Practices	

Greetings Metrc Users,

This bulletin is intended to clarify and give best practices to specific testing processes in Metrc. Processes such as creating and submitting test samples, while also including how to reserve samples for testing. Please contact Metrc Support if you have any questions.

Creating Packages from a Harvest Batch

Creating packages for raw plant material (Bud/Flower, Shake/Trim, or Whole Wet Plant)

Once the raw plant material has finished drying and is ready to be packaged, select the harvest batch to highlight it and then select the Create Packages button as shown in **Figure 1**. For Whole Wet Plants, this would be the same process even though the plant(s) is not dried and cured.

Figure 1: Select Harvest Batch and Create Packages Option

This will result in a new action window where the details of the package being created can be recorded as seen in **Figure 2** below. This information includes the new package tag number, location of the new package, item name, and the quantity of the product being pulled from the harvest batch to create the package.
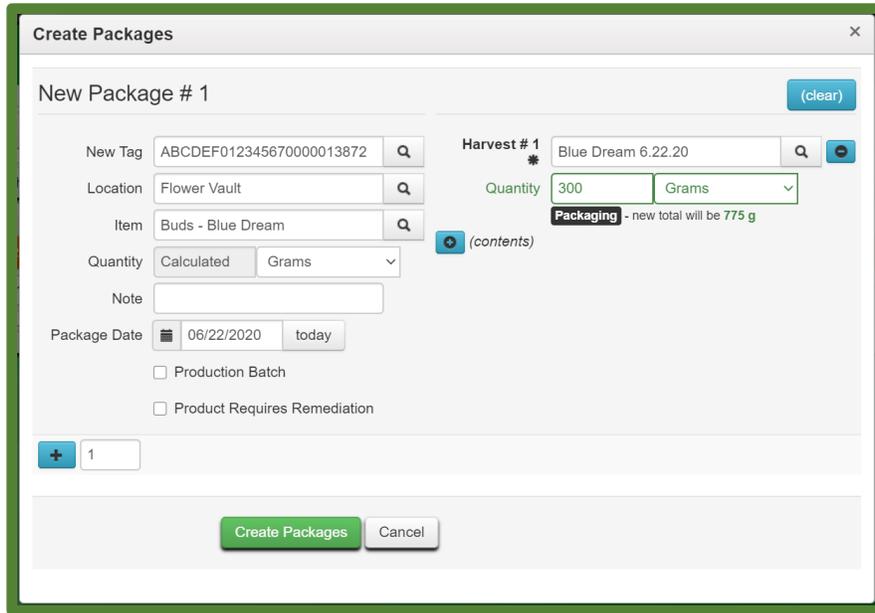
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Figure 2: Create Packages Action Window

Please note that typically, at a minimum, two different types of item categories are being pulled from the harvest batch, and they should be recorded as separate packages (a package(s) for the category of Shake/Trim and package(s) for the category of Flower & Buds, etc).
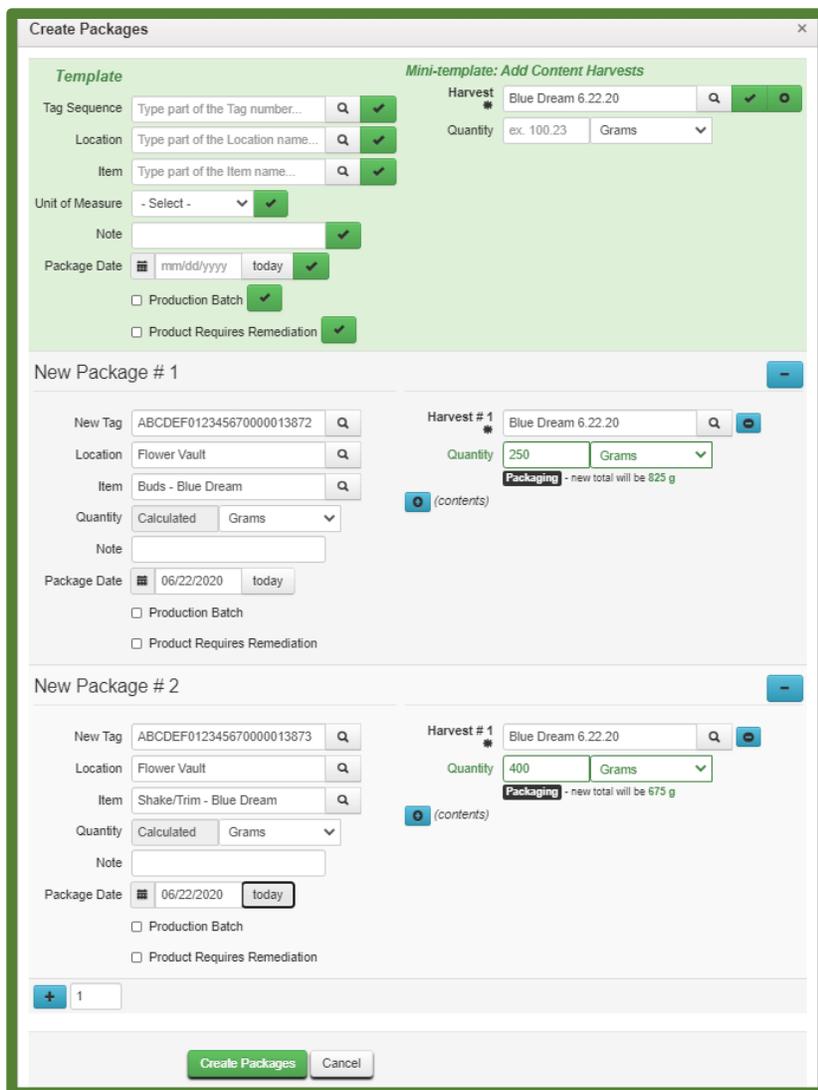
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Figure 3: Create Multiple Packages Action Window

Once satisfied that the package information is accurate, then select the green [Create Packages] button shown in **Figure 3**. The packages will be created and appear in the active packages grid in the Packages area. Metrc will deduct the weight of the raw plant material packages from the harvest batch and put that indicated weight into the new package(s) being created.

Production Batch Packages

A package should be designated as a production batch package if the product has been physically or chemically altered, if multiple categories are being combined (i.e., Infused Pre-Rolls), if an additive, lipid, terpene, or flavoring has been added to the product. Also, the production batch package should be created after the yield is known so the package will be the full batch weight or count. The production batch package should not be made for only the test

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sample weight as the test result will not cover the full batch. For example, if a production batch of "Brownie 40mg" was created of 250 each but the production batch package was only made for 5 each (the test sample amount), the test results would not cover all of the 250 brownies. The test results in that case would only cover the 5 each brownies that were packaged in the production batch source package. The test results only cover the course production batch that the test sample was pulled from. Also, the test results would not cover any future production batches of "Brownie 40mg" that are created as well.

Test Samples vs Reserve Samples

Test samples are pulled from a source package that represents the full batch or lot that is being packaged. Test samples must be created from the correct source package and transferred from the license where the source package is. Also, all Test sample packages must always be created using the "Submit for Testing" button.

Please refer to Metrc as they created a training video in the Metrc Learn learning library regarding how to create a test sample and retention sample. Please ensure that all required testing is done when submitting a production batch for testing.

For example, a vertically integrated company can forego testing of concentrates, but must test the final product for heavy metals and residual solvents, which are not included in the test batch type for infused products. Therefore, the lab test batches of additional "metals-infused products", and "additional residual solvents-infused products" would also be required as well as "infused edible" or "infused non-edible".

Please follow the process below when creating a test sample:

Test sample of useable marijuana after it has been packaged into a 15-pound package:

1. When creating a test sample for a specific 15-pound raw plant material package, create the test sample as a **test sample package** using the "Submit for Testing" button. The item name for the test sample will be identical to the source package that the test sample is sampled from.
2. See below for step-by-step instructions on creating a test sample in Metrc.

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 will be identical to the source production batch package the sample is pulled from.
2. See below for step-by-step instructions on creating a test sample in Metrc.

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How to Create 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 4**. This is the same process for all products being tested. This will open an action window.
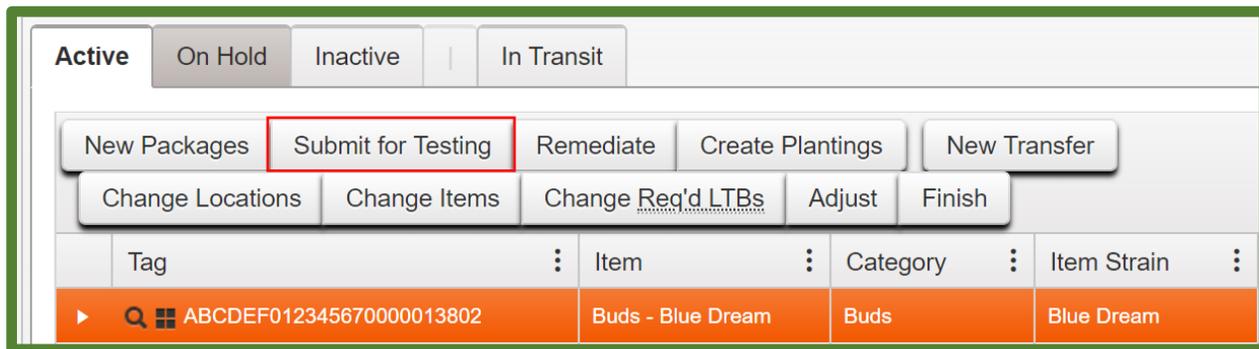

Figure 4: Select Source Package & Submit for Testing button to create a Test Sample

Once the action window is open, indicate the new test sample tag number, location, item name, the quantity, and the package date. (The item name is the same as the source package so the "Same Item" box is selected.) 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 and/or Additional Testing being done. This will indicate to the Testing Facility which Test Types are required for the test sample. In our example in **Figure 5** shown below, it shows that for the "Pineapple Express Buds" test sample, the test batch of "Raw Plant Material" should be selected.

Figure 5: Select Required Test for Package Based on Item Type

In **Figure 6** below, the "Brownies 40mg" test sample shows as the required Lab Test Batch of "Infused Edible" that is selected.

Figure 6: 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

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locked with a status of 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 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 for guidance on the next steps as the product may not unlock.

Test Samples for Production Batches of Concentrates/Extracts, Infused Edibles and Infused Non-Edibles should be taken from the entire production batch.

Reserve Samples

Reserve Samples must be created and transferred from the correct license where the source package is and must always be created using the "New Packages" button (NOT the "Submit for Testing" button).

Please follow the process below when creating reserve samples:

Reserve sample of useable marijuana after it has been packaged into 15-pound packages:

1. When creating a reserve sample for a specific 15-pound raw plant material package, this is done by creating the reserve sample as a **regular package** from the correct source package. The item name for the reserve will 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 Reserve 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 reserve testing. An Item for this purpose will need to be created under the Admin functionality; begin the item name with "Reserve", followed by the production run number.
2. Manifest the reserve package to the laboratory that will transport the sample(s) for testing.

How to Create a Reserve Sample

When creating a reserve sample, first select the source package then select the "New Packages" button as shown below in **Figure 7**. This is the same process for all products being tested.

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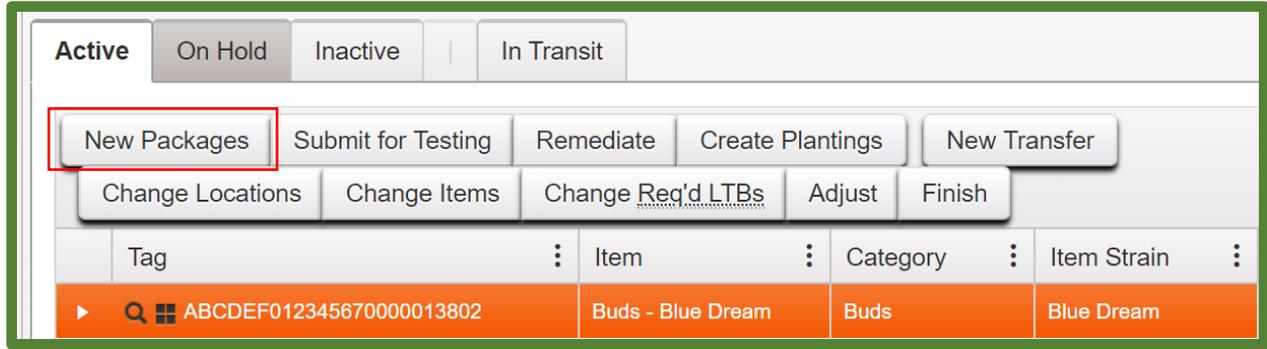please visit Support.Metrc.com

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Figure 7: 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, the quantity, and the package date. In our example in **Figure 8** shown below, it shows that for the "Pineapple Express Buds" reserve sample, the package being created is a non-test sample package.
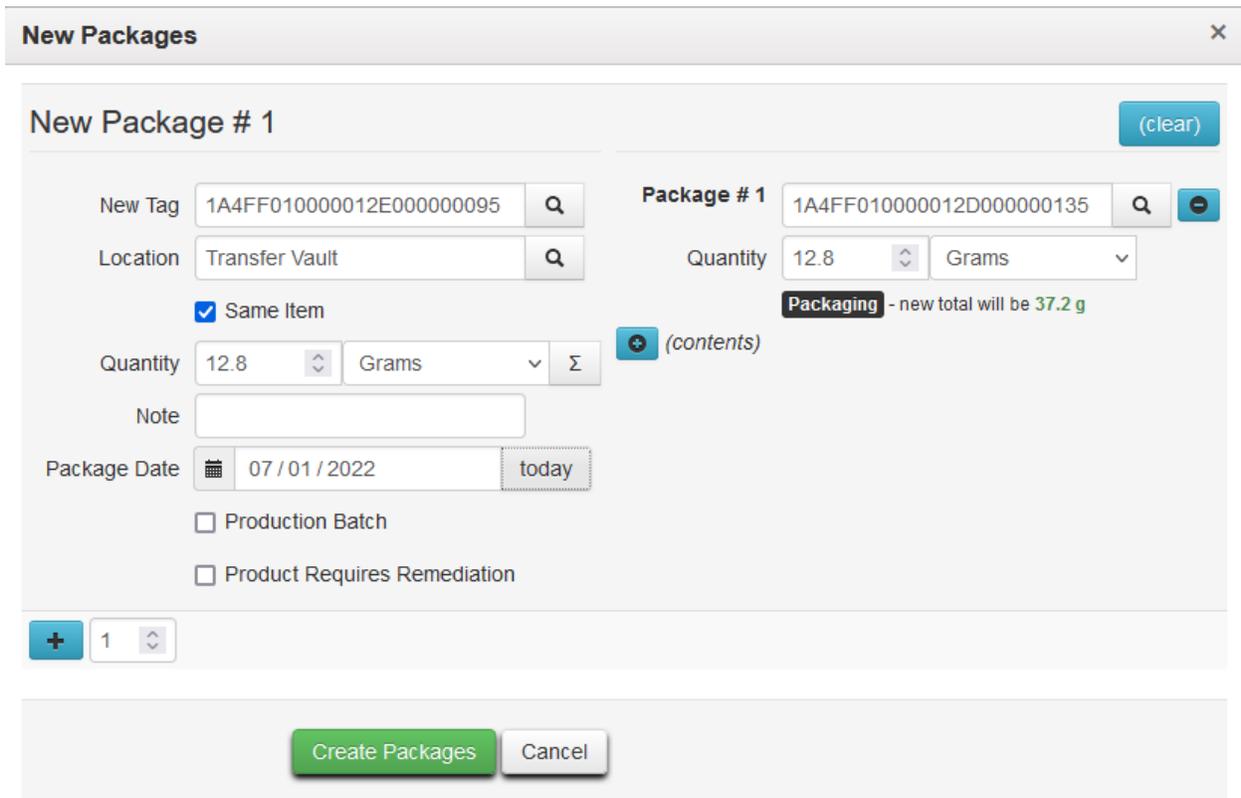

Figure 8: Creating Reserve Sample

In **Figure 9** below, the "Brownies 40mg" reserve sample, the package being created is a non-test sample package.

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Figure 9: Example of Creating Reserve Sample for Infused Edible

How to Create an R&D Test Sample

When creating an R&D (Research & Development) test sample, first select the source package then select the "Submit for Testing" button as shown below in **Figure 10**. This is the same process for all products being tested. This will open an action window.

Figure 10: Select Source Package & Submit for Testing button to create a Test Sample

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Once the action window is open, indicate the new test sample package tag number, location, item name, the quantity, and the package date. (The item name is the same as the source package, so the "Same Item" box is selected.) The next step is the selection of the "Required Testing" Test Batch. In this step, check the box that matches the appropriate batch for the R&D Testing being done. This will indicate to the Testing Facility which Test Types are required for the test sample. In our example in **Figure 11** shown below, it shows that for the "Pineapple Express Buds" test sample, the test batch of "R&D Water Activity" should be selected.

Figure 11: Select Required Test for Package Based on Item Type

In **Figure 12** below, the "BHO Oil" R&D test sample shows as the required Lab Test Batch of "R&D Testing – Residual Solvents" that is selected.

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Figure 12: Selecting Required Test for Infused Edible Test Samples

Please remember to select only the Test Batch that correlates with the R&D Testing that is being tested for state required testing. If the incorrect Test Batch is chosen, the product will be

locked with a status of 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 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 for guidance on the next steps as the product may not unlock.

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