

Bulletin Number: RI_IB_0007	Distribution Date: 04/13/23	Effective Date: N/A
Contact Point: support@metrc.com	Subject(s): Creating Test Sam	ples and Reserve/Duplicate Test
	Samples	

Greetings Metrc Users,

This bulletin is intended to clarify the process for creating and submitting test samples and reserve/duplicate samples for testing in Metrc. Please contact Metrc Support if you have any questions.

Test Samples vs Reserve/Duplicate Samples

Test samples must be created from the correct source package and transferred from the license where the source package is located. Also, all Test sample packages must be created using the "Submit for Testing" button.

Please follow the process below when creating a test sample:

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

- When creating a test sample for a specific 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.



Creating a Test Sample

When creating a test sample, first select the source package, then select the "Submit for Testing" button as shown in **Figure 1**. This is the same process for all test samples being created for testing. This will open an action window.

Packages						
Active On Hold Inactive	In Transit					
New Packages Submit for Test Change Locations Change Ite	ng Remediate	e Create Plant Req'd LTBs Ad	ings New ⁻ just Change	Transfer	inish	
Tag	Src. H's	Src. Pkg's	Location :	Item :	Category :	Item Strain
Q # 1A4FF0100000C90000000	7 Metrc Bliss 111622		Vault	Metrc Bliss - Buds	Bud/Flower	Metrc Bliss

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, the quantity, and the package date. The next step is the selection of the "Required Testing" Lab Test Batch. In this step, check the box that matches the product type of the source package and testing being done. This will indicate to the Testing Facility which Test Types are required for the test sample. In our example in **Figure 2** shown below, it shows that for the "Metrc Bliss - Buds" test sample, the test batch of "Raw Plant Material" should be selected.



Submit for Te	esting					
New Packa	age Sample # 1					(clear)
New Tag	1A4FF01000006500000080	٩		Package # 1	1A4FF03000006500000002	۹ 🖸
Location	Packaging Poom	0			Current Lab Testing State: Not Sub	mitted
Location	Packaging Room	4		Quantity	12.5 0 - Select -	~
ltem	Metrc Bliss - Buds	Q,			Please select a Unit of Measure	
	Same Item			(contents)		
Quantity	12.5 Crams	~ Σ				
Note						
Package Date	■ 04/07/2023	today				
Required	Infused Edible					
Testing	Infused Non-Edible					
	Infused Pre-Rolls					
	Non-Solvent Concentrate					
	R&D Testing - Metals (Concent	rates/E	(tracts)			
	R&D Testing - Metals (Raw Pla	nt Mate	rial)			
	R&D Testing - Microbials - Bile-	Toleran	Gram-Negative Bacteria			
	R&D Testing Microbials - Enc.	di	Coramentogativo Duotona			
	Rob Testing - Microbials - E.co					
	Rob Testing - Microbials - Sain	lonella				
	R&D Testing - Microbials - Tota	I Collfor	ms A suchia Da stania			
	R&D lesting - Microbials - Tota	Viable	Aerobic Bacteria			
	R&D Testing - Pesticides (Cond R&D Testing - Pesticides (Co	centrate	s/Extracts)			
	R&D Testing - Pesticides (Raw 	Plant N	aterial)			
	R&D Testing - Potency (Infuse)	d Produ	cts)			
	R&D Testing - Potency (Raw P	lant Ma	erial & Concentrates/Extracts)			
	R&D Testing - Residual Solven	ts				
	R&D Testing - Terpenes (Infus)	ed Prod	ucts)			
	R&D Testing - Terpenes (Raw	Plant M	aterial & Concentrates/Extracts)			
	R&D Testing - Total Yeast and	Mold				
	R&D Testing - Water Activity					
	Raw Plant Material					
	Raw Pre-Rolls (Bulk)					
	Raw Pre-Rolls (Final Form)					
	Retest - Metals (Concentrates)	/Extract	s)			
	Retest - Metals (Raw Plant Ma	terial)				
	Retest - Microbials - Bile-Tolera	ant Gra	n-Negative Bacteria			
	Retest - Microbials - E.coli		-			
	Retest - Microbials - Salmonell	а				
	Retest - Microbials - Total Colif	orms				
	Retest - Microbials - Total Viab	le Aero	nic Bacteria			
	Retest - Microbials - Total Year	st and M	old			
	Retest - Pesticides (Concentral	ites/Ext	arts)			
	Retest - Pesticides (Concentration	Mataria	1)			
	Retest - Pesticides (Raw Plant Detest - Desidual Salvanta	materie	<i>iy</i>			
	Relest - Residual Solvents Solvent Based Concentrate/Ex	tra at				
	Sub-Contract (All)	au				
+ 1 0						
Creating Sample More Info	Packages immediately locks out the so	ource Pa	wage(s) by setting the Testing State t	to SubmittedForTes	ting.	
	Submit for Tacting	Cance				
	Submit for resulting	Cance	·			

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 Te	esting														×
New Packa	age S	ample	# 1											(cle	ear)
New Teo	144	EE010000	065000000	80	0				Package #1	144	EE0100	000065	00000062	0	
New Tay		10100000	10030000000	00	4					Curre	nt Lab Té	esting 3	State: Not Su	bmitted	
Location	Pack	aging Roo	m		٩				Quantity	2	^	Eac	sh		
	🗹 Sa	me Item							Guantity	2					
Quantity	2	0	Each		~ Σ				(contents)	Jamp	ing - i	ew totai	will be 57 ea		
Note						_									
Package Date		04/07/20	123 (•	today										
Required		used Edible	e 🖌	÷.											
Testing		used Non-	Edible												
	🗆 Inf	used Pre-F	Rolls												
	🗆 No	n-Solvent	Concentrate												
	🗆 R8	D Testing -	- Metals (Cor	cent	rates/E:	xtracts)									
	🗆 R8	D Testing -	- Metals (Rav	/ Pla	nt Mate	rial)									
	🗆 R8	D Testing -	- Microbials -	Bile-	Toleran	t Gram-Ne	egative Bac	teria							
	🗆 R&	D Testing -	- Microbials -	E.co	li										
	🗆 R8	D Testing -	- Microbials -	Saln	nonella										
	🗌 R8	D Testing -	- Microbials -	Tota	l Colifor	ms									
	🗆 R8	D Testing -	- Microbials -	Tota	l Viable	Aerobic B	Bacteria								
	🗆 R8	D Testing	- Pesticides (Cond	centrate	s/Extracts	s)								
	🗆 R8	D Testing -	- Pesticides (Raw	Plant N	laterial)									
	🗆 R8	D Testing -	- Potency (In	used	d Produ	cts)									
	🗆 R&	D Testing -	- Potency (Ra	w P	lant Mat	terial & Co	oncentrates	/Extracts)							
	R8	D Testing -	 Residual So 	lvent	ts										
	R8	D Testing -	- Terpenes (I	fuse	ed Prod	ucts)									
	R8	D Testing -	- Terpenes (F	aw	Plant M	aterial & C	Concentrate	s/Extracts)							
	U R&	D Testing -	- Total Yeast	and I	Mold										
		D lesting	- Water Activ	ity											
	ПКа	W Plant Ma	ateriai												
	ПКа	W Pre-Roll	IS (DUIK) Is (Eisel Eese												
		taet Mata	is (Filial Forri le (Concentr) ataci	Extract	e)									
		test - Meta	ile (Daw Plan	t Mat	terial)	3)									
		test - Micro	nbials - Bile-T	olera	ant Gran	n-Negativ	e Bacteria								
		test - Micro	obials - E col	01010		ninguin	o Duotonia								
	Re	test - Micro	obials - Salm	nella	а										
	Re	test - Micro	obials - Total	Colif	orms										
	Re	test - Micro	obials - Total	Viab	le Aero	bic Bacter	ria								
	Re	test - Micro	obials - Total	Yeas	st and N	lold									
	Re	test - Pest	icides (Conc	entra	tes/Ext	racts)									
	🗆 Re	test - Pest	icides (Raw	Plant	Materia	al)									
	🗌 Re	test - Resi	dual Solvents												
	🗆 So	lvent Base	d Concentra	e/Ex	tract										
	🗆 Su	b-Contract	t (All)												
+ 1 0															
Creating Sample	e Packag	jes immedia	tely locks out	he so	ource Pa	ckage(s) by	y setting the	Testing State	to SubmittedForTes	sting.					
		Sub	mit for Testin	9	Cance										

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 <u>locked</u> 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. If a test sample is created incorrectly, it needs to be



discontinued. If the incorrect test sample is not discontinued, the product will be locked with a test status of Testing in Progress once all test results have been entered by the Testing Facility. Also, if a test sample is created incorrectly and it is adjusted to zero and finished, then the product will be locked with a test status of Testing in Progress once all test results have been entered by the Testing Facility.

Note for all Testing Facilities: If there are test samples in the active packages inventory that are locked after entering all test results, please have your client reach out to Metrc Support with the source package and test sample information for guidance on the next steps as they will need to work with Metrc Support to see how to get their product unlocked.

Creation of Reserve/Duplicate Samples

Reserve/Duplicate Samples must be created and transferred from the correct license where the source package is and must always be created using the "Submit for Testing" button.

Please follow the process below when creating Reserve samples:

Reserve/Duplicate sample of useable marijuana after it has been packaged into 10-pound packages:

- When creating a reserve/duplicate sample for a specific raw plant material package, this is done by creating the reserve/ duplicate sample as a **test sample package** from the correct source package. The item name for the reserve/duplicate will be identical to the source package. The "Same Item" box can be selected to use the same item name as the source package being pulled from for the sample.
- 2. Manifest the Reserve/ duplicate sample package to the testing facility that will be testing the sample(s).

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

- When creating a reserve/duplicate sample for a specific concentrate, infused edible, or infused non-edible package, this is done by creating the reserve/duplicate sample as a **test sample package** from the correct source package using the "Submit for Testing" button. The item name for the reserve/duplicate will be identical to the source package. The "Same Item" box can be selected to use the same item name as the source package being pulled from for the sample.
- 2. If R&D testing is to be done on a specific production batch package, create a **test sample package** from the production batch package that contains the product to be submitted for R&D testing using the "Submit for Testing" button. An Item for this purpose will need to be created under the Admin functionality; the item name should begin with "R&D" then the name of the item.
- 3. Manifest the R&D test sample package to the testing facility that will be testing the sample(s).



Creating a Reserve/Duplicate Sample

When creating a reserve/duplicate sample, first select the source package; then select the "Submit for Testing" button as shown below in **Figure 3**.

-	Active	On Hold	l	nactive		In	Tran	sit							
	New F	ackages	Su	bmit for	Testir	ng	Ren	nediate	Create	Plan	tings	New	Tra	Insfer	
	Char	nge Locatio	ons	Chang	e Iter	ns	Cha	ange <u>Re</u> c	q'd LTBs	A	djust	Finish	Γ		
	Та	g					:	Item		:	Cate	gory	:	Item Strain	:
	<u>ه</u>		01234	156700000	01380	2		Buds - B	lue Dream		Buds			Blue Dream	

Figure 3: Select Source Package & Submit for Testing button to create a Reserve/Retention Sample

This will open up an action window to indicate the new reserve/duplicate sample tag number, location, item name, the quantity, and the package date. In our example in **Figure 4** shown below, it shows that for the "Metrc Bliss - Buds" reserve/duplicate sample, the package being created is a test sample package.



New Tag	1A4FF010000	006500000080	Q		Package # 1	1A4FF03000006500000002 Q						
Location	Packaging Roo	om	Q			Current Lab Testing State: Not Submitted						
Item	Metrc Bliss - E	Buds	Q		Quantity	12.5 🗘 - Select - 🗸 🗸						
	Same Itam					Please select a Unit of Measure.						
5025 - 6653					(contents)							
Quantity	12.5	Grams	~ Σ									
Note												
ackage Date	a 04/07/2	023 🗂	today									
Required	Infused Edih	le										
Testing	Infused Non-Edible											
	Infused Pre-Rolls											
	Non-Solvent Concentrate											
	DRD Testing	Matala (Cancent	ratas/Ev									
	R&D Testing	- Metals (Concent	at Matari									
	D R&D Testing	- metals (Raw Pla	Telerater	Nagativa Pastaria								
	C RoD Testing	- Microbials - Bile-	oierant	Negative bacteria								
	R&D Testing	- Microbials - E.Co										
	R&D Testing	- Microbials - Saln	onella									
	R&D Testing	- Microbials - Tota	Coliforn									
	R&D Testing	- Microbials - Tota	Viable /	c Bacteria								
	R&D Testing - Pesticides (Concentrates/Extracts)											
	R&D Testing - Pesticides (Raw Plant Material)											
	R&D Testing - Potency (Infused Products)											
	R&D Testing - Potency (Raw Plant Material & Concentrates/Extracts)											
	R&D Testing - Residual Solvents											
	R&D Testing	- Terpenes (Infuse	ed Produ									
	RoD Testing	- Terpenes (Raw	Plant Ma	Concentrates/Extracts)								
	RoD Testing	- Total reast and	NUIG									
	Rob Testing	- water Activity	_		_							
	Baw Prant In	la (Bulk)										
	D Raw Pre-Ro	lls (Final Form)										
	Retest - Met	als (Concentrates)	Extracts									
	Retest - Met	als (Raw Plant Mat	terial)									
	Retest - Micr	robials - Bile-Tolers	ont Gram	ive Bacteria								
	Retest - Mic	robials - E coli	int orun	are Ductoria								
	Retest - Mic	robials - Salmonella										
	Retest - Mic	robials - Total Colif	orms									
	Retest - Mic	robials - Total Viab	le Aeroh	teria								
	Retest - Mic	robials - Total Yeas	and Mo	11.02								
	Retest - Pes	ticides (Concentra	tes/Extra									
	Retest - Pes	ticides (Raw Plant	Material									
	Retest - Res	sidual Solvents										
	Solvent Bas	ed Concentrate/Ex	tract									
	Sub-Contrac	ct (All)										
1 0												
Creating Sample	Packages immedi	ately locks out the so	urce Paci	by setting the Testing State	to SubmittedForTes	ting						
More Info												

Figure 4: Creating Reserve Sample

In Figure 5 below, the "Brownies 40mg" reserve/duplicate test sample package being created is a test sample package.



ew Packa	age Sample # 1				(clea
New Tag	1A4FF01000006500000080 Q	Package # 1	1A4FF01	00000065000000062	Q
Location	Packaging Room Q		Current La	b Testing State: Not Sui	omitted
Loodion		Quantity	2	Each	~
	Same item		Sampling	- new total will be 97 ea	
Quantity	2	o (contents)			
Note					
ackage Date	🖬 04/07/2023 🗂 today				
Required	☑ Infused Edible				
Testing	Infused Non-Edible				
	Infused Pre-Rolls				
	Non-Solvent Concentrate				
	 R&D Testing - Metals (Concentrates/Extracts) 				
	R&D Testing - Metals (Raw Plant Material)				
	R&D Testing - Microbials - Bile-Tolerant Gram-Negative Bacteria				
	R&D Testing - Microbials - E.coli				
	R&D Testing - Microbials - Salmonella				
	R&D Testing - Microbials - Total Coliforms				
	R&D Testing - Microbials - Total Viable Aerobic Bacteria				
	R&D Testing - Pesticides (Concentrates/Extracts)				
	R&D Testing - Pesticides (Raw Plant Material)				
	R&D Testing - Potency (Infused Products)				
	R&D Testing - Potency (Raw Plant Material & Concentrates/Extracts)				
	R&D Testing - Residual Solvents				
	R&D Testing - Terpenes (Infused Products)				
	R&D Testing - Terpenes (Raw Plant Material & Concentrates/Extracts)				
	R&D Testing - Total Yeast and Mold				
	R&D Testing - Water Activity				
	Raw Plant Material				
	Raw Pre-Rolls (Bulk)				
	Raw Pre-Rolls (Final Form)				
	Retest - Metals (Concentrates/Extracts)				
	Retest - Metals (Raw Plant Material)				
	Retest - Microbials - Bile-Tolerant Gram-Negative Bacteria				
	Retest - Microbials - E.coli				
	Retest - Microbials - Salmonella				
	Retest - Microbials - Total Coliforms				
	Retest - Microbials - Total Viable Aerobic Bacteria				
	Retest - Microbials - Total Yeast and Mold				
	Retest - Pesticides (Concentrates/Extracts)				
	 Retest - Pesticides (Raw Plant Material) 				
	Retest - Residual Solvents				
	Solvent Based Concentrate/Extract				
	Sub-Contract (All)				
1 0					
reating Sample More Info	Packages immediately locks out the source Package(s) by setting the Testing State to	SubmittedForTes	ting.		

Figure 5: Example of Creating Reserve/Duplicate Test Sample for an Infused Edible

Results for **<u>BOTH</u>** the compliance sample and the duplicate/reserve sample must be entered for the source package to update to "TestPassed" or "TestFailed."

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