Rhode Island Industry Bulletin

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Contact Point: support@metrc.com	**Subject(s)**: Creating Test Samples 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:

1. 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.
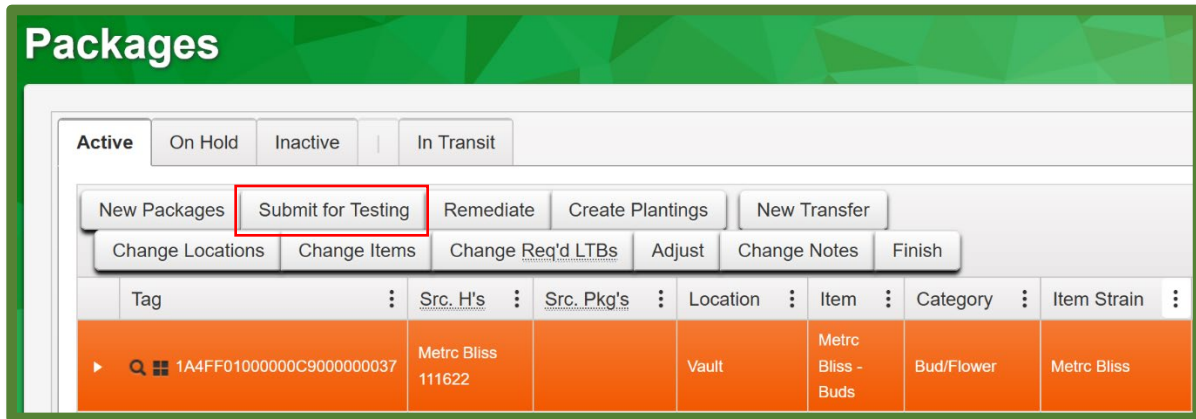

Figure 1: Select Source Package & Submit for Testing button to create a Test Sample

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 Testing   ✕

New Package Sample # 1   (clear)

| | | Package # 1 | 1A4FF0300000065000000002 | 🔍 | ⊖ |
New Tag | 1A4FF0100000065000000080 | 🔍 | Current Lab Testing State: **Not Submitted**

Location | Packaging Room | 🔍 | Quantity | 12.5 | - Select - ⌄
Item | Metrc Bliss - Buds | 🔍 | Please select a Unit of Measure.

☐ Same Item | ⊕ (contents)

Quantity | 12.5 | Grams ⌄ | Σ

Note |

Package Date | 📅 04 / 07 / 2023 📅 | today

Required Testing:
- ☐ Infused Edible
- ☐ 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
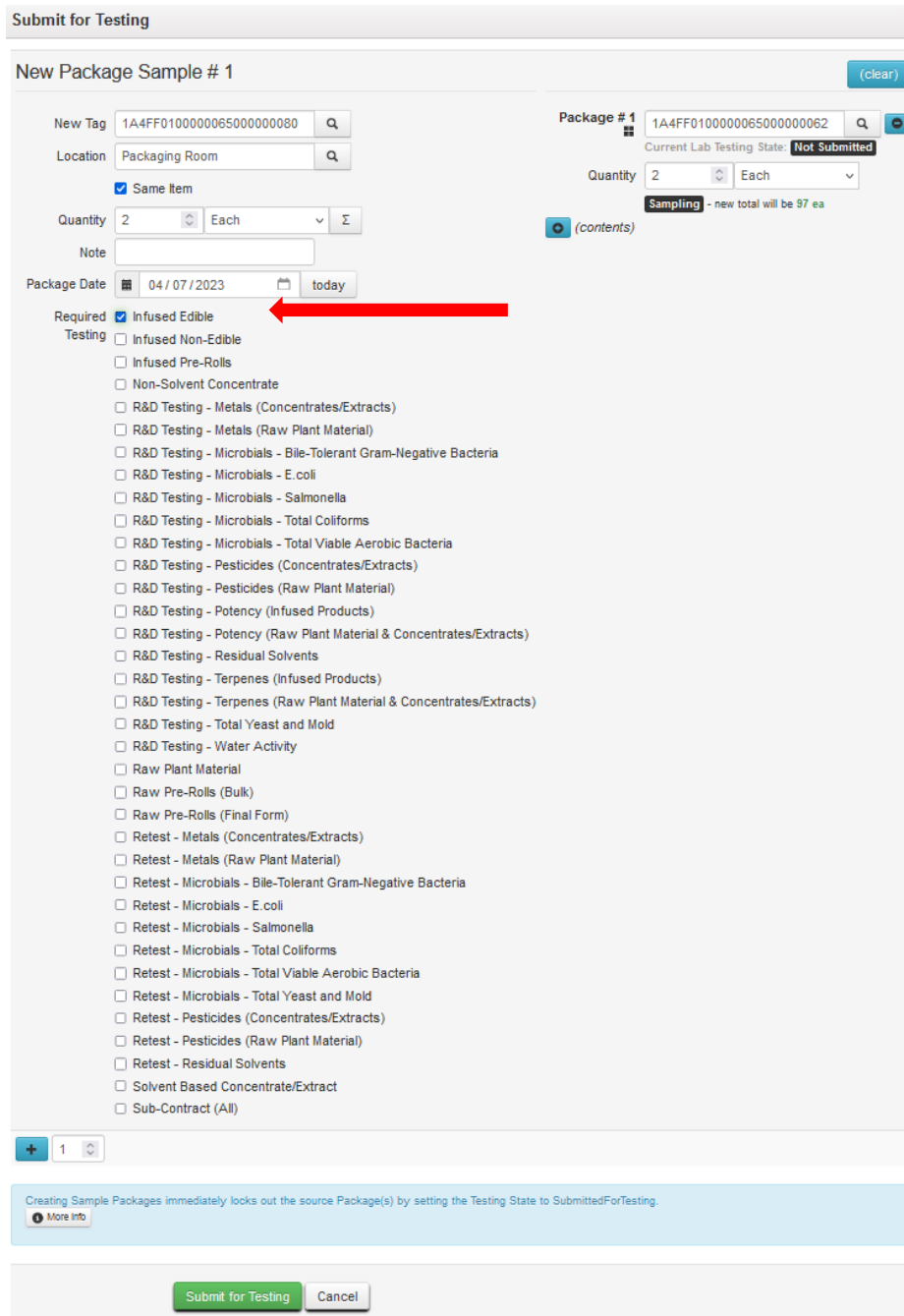- ☐ Solvent Based Concentrate/Extract
- ☐ Sub-Contract (All)

➕ 1 ⌄

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.

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:

1. 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:

1. 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**.
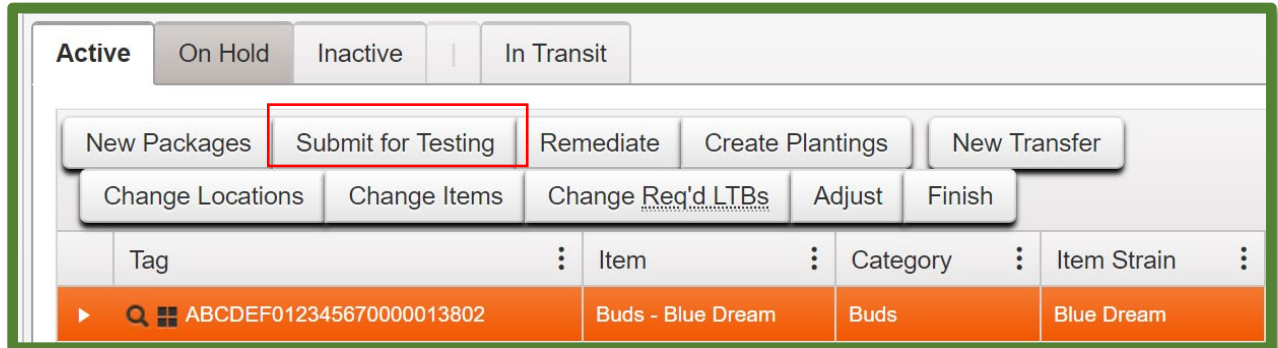

Figure 3: Select Source Package & Submit for Testing button to create a Reserve/Retention Sample

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.

Figure 4: Creating Reserve Sample

In **Figure 5** below, the "Brownies 40mg" reserve/duplicate test sample package being created is a test sample package.
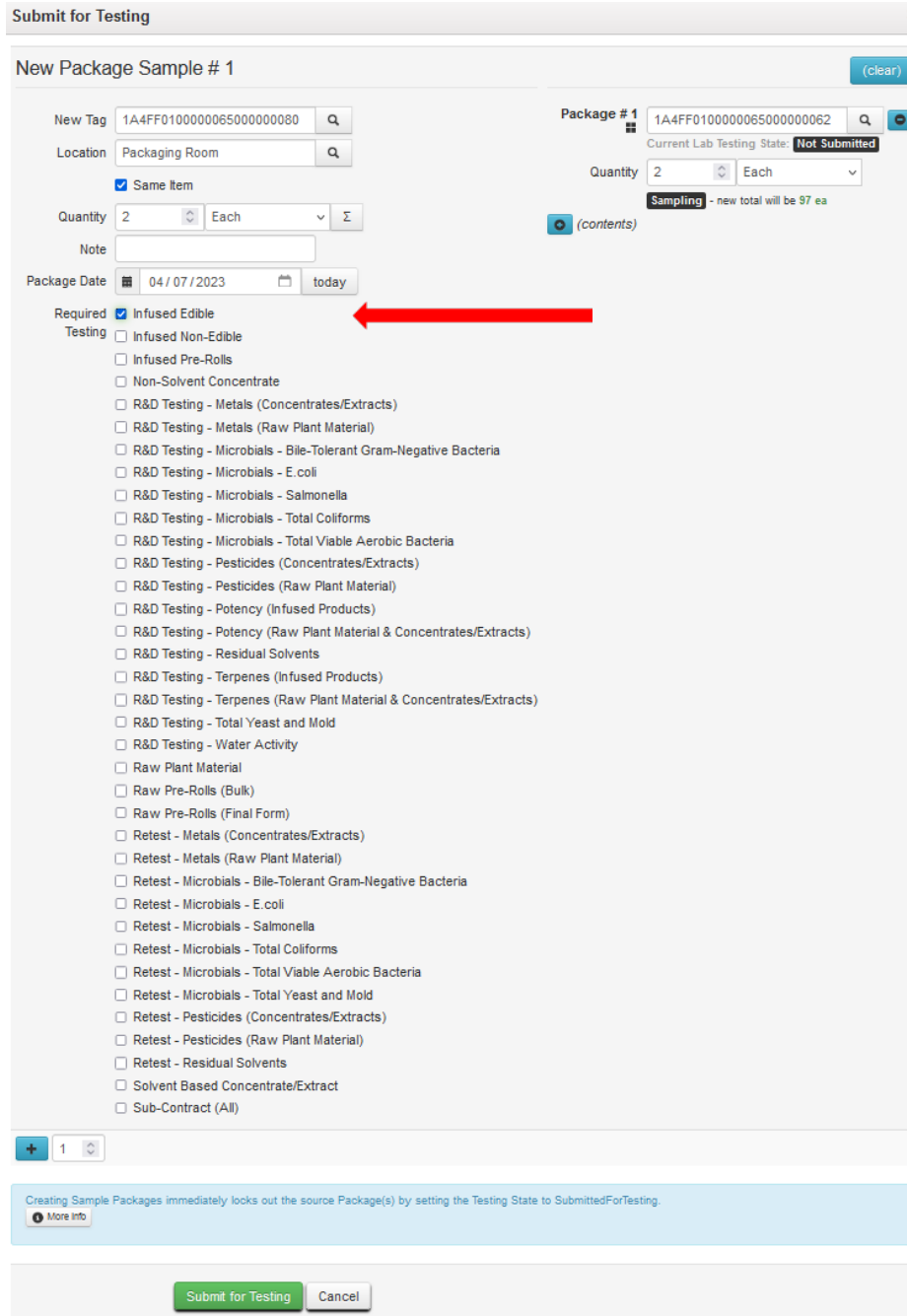
Figure 5: Example of Creating Reserve/Duplicate Test Sample for an Infused Edible

Results for **BOTH** 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 support@metrc.com or call 877-566-6506 with any questions.