

Bulletin Number: MS_IB_0005	Distribution Date: 05/10/2023	Effective Date: Ongoing
Contact Point: Metric Support	Subject: New item category: Topical	
Reason: Explanation of the new category for Topical and how to correctly update Topical items previously categorized as Infused Non-Edibles.		

To review guidance on the new item and how to correct previous items, this bulletin covers the following information:

New Item Category

- Topical

Please read on for more detailed information and additional resources.

New Item Category

An Item Category for “Topical” has been added to Metrc. **Topical sales to medical patients in Mississippi will not count against their daily allotment.** If a topical is sold to a non-patient, enter “N/A” in the field requiring a Patient Number.

Please contact MSDH for assistance with correcting any topical items already existing with a category of “Infused Non-Edible” via mlcicensing@msdh.ms.gov or via your MSDH Medical Cannabis district assignee.

To create a new Topical item, navigate to the Items grid found under the Admin menu in the navigational toolbar at the top of the screen. Select the Add Items button as shown in **Figure 1**.

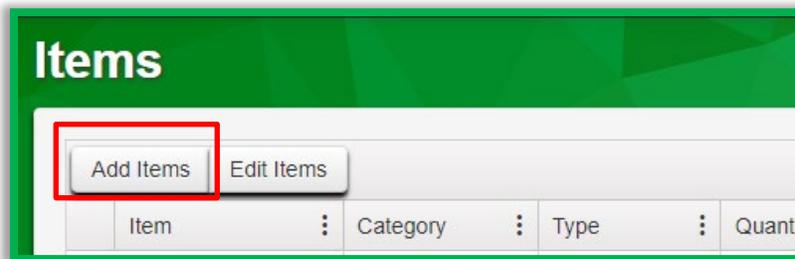


Figure 1: Add Items Using the Add Items Button

This will open the Add Items action window in order to create the new item. Enter the Item Name of the topical product being created. Then use the dropdown to select the Topical category. When creating this item, enter the Unit CBD & THC Percent (required), in addition to the unit weight as shown in **Figure 2**.

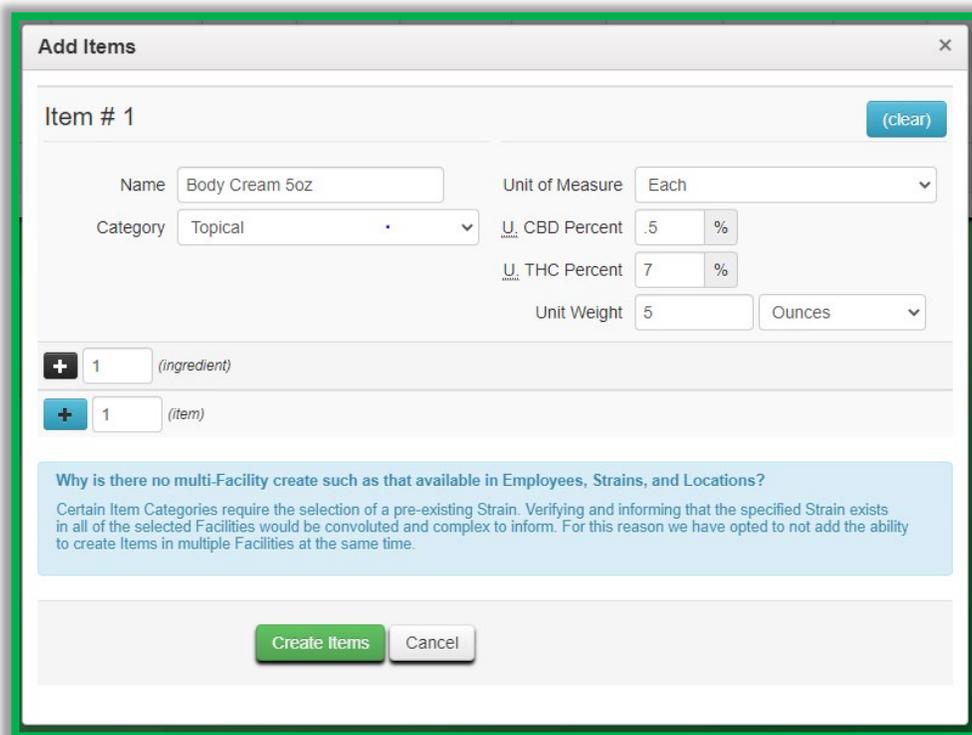
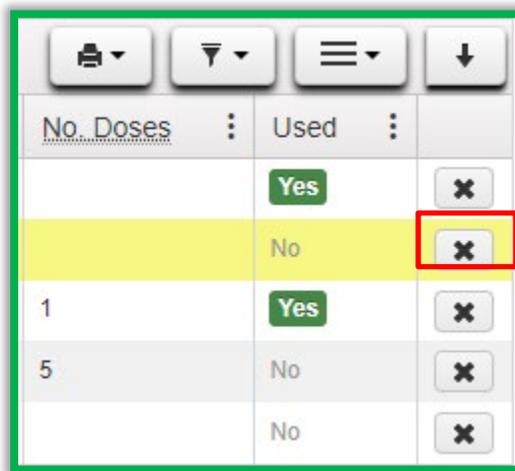
A screenshot of the 'Add Items' form. The form is titled 'Add Items' and has a close button (X) in the top right corner. It contains several input fields: 'Name' (Body Cream 5oz), 'Unit of Measure' (Each), 'Category' (Topical), 'U. CBD Percent' (.5 %), 'U. THC Percent' (7 %), and 'Unit Weight' (5 Ounces). There are also two rows for adding ingredients and items, each with a plus sign, a quantity field (1), and a label (ingredient and item). At the bottom, there is a blue informational box with text explaining why multi-facility creation is not available for certain categories. Below the box are 'Create Items' and 'Cancel' buttons.

Figure 2: Add Items Action Window

Once all of the information has been verified to be accurate for the item being created, select the “Create Items” green button to create the item. After all the items utilizing the new item category have been created, then discontinue any items that were previously categorized under the Infused Non-Edible Item Category. Doing this is important because using the Topicals categorized as Infused Non-Edibles can cause calculation issues with Patient Limits.

To discontinue an item, use the discontinue button on the far right side of the item needing to be discontinued as shown in **Figure 3**.



No. Doses	Used	
	Yes	✕
	No	✕
1	Yes	✕
5	No	✕
	No	✕

Figure 3: Discontinue Button to Remove Items

Metrc Resources

Additional resources are available when logged into Metrc under the Support dropdown located in the upper right corner of the navigational toolbar and can be utilized to access the Metrc Manual/User Guide, Mississippi Supplemental Guide, and other helpful information.

In addition, on-demand training is available via [Metrc Learn](#), an interactive learning management system, and the [Metrc Knowledge Center](#), a portal that provides on-demand access to various resource materials, including past bulletins and other helpful links.

If you have questions regarding information included in this bulletin, please contact Metrc Support at 877-566-6506 or support@metrc.com and provide your license # and Metrc username to aid in the inquiry process.