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| <b>Bulletin Number:</b> MN_IB_12<br>Lab Test Batches, Test Samples and Sub-Contracting | <b>Distribution Date:</b><br>09/21/2023   | <b>Effective Date:</b> Ongoing |
| <b>Contact Point:</b> Metrc Support  | <b>Subject(s):</b> Updated Testing Information including Lab Test Batches and Creating Test Samples |                                |

Greetings,

Metrc and the OMC are pleased to bring you some updates and information for changes and best practices in Metrc regarding testing. This bulletin is intended to update and clarify the process for creating and submitting test samples as well as explain the process for testing facilities to do sub-contracted test samples in Metrc.

### **Overview of Test 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:**

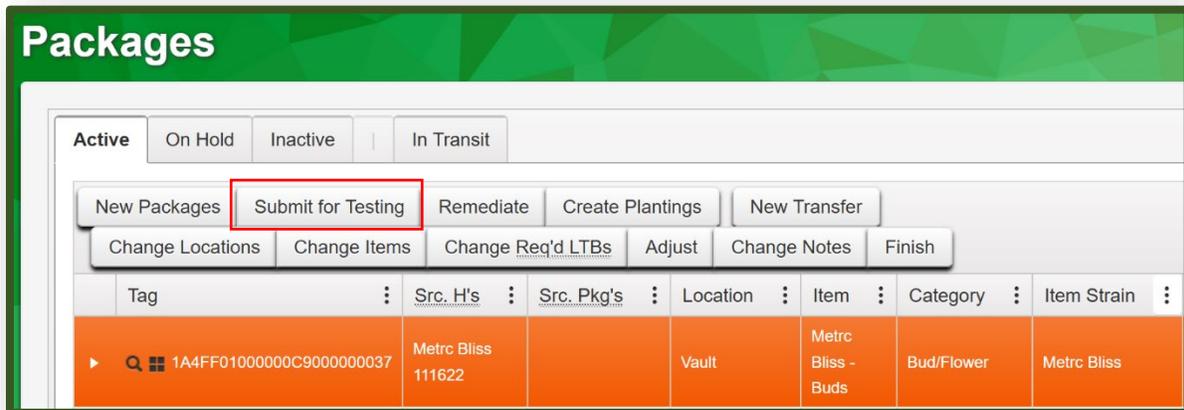
1. When creating a **test sample package** for a specific raw plant material package, create the test sample package using the “Submit for Testing” button. The item name for the test sample will be identical to the source package that the test sample is sampled from.
2. See below for step-by-step instructions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

**Test sample of a Production Batch of Concentrate, Extract, Infused Edible, or Infused Non-Edible:**

1. When creating a **test sample package** from a production batch, create the test sample package 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 that was sampled from, 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. There should only be one test sample package created from the source package and the correct lab test batch(es) can be selected for that single test sample.



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

This will open an action window, to create the test sample package. Once in the action window, the required information can be entered including the new test sample tag number, location, item name, the quantity, and the package date. (The “Same Item” checkbox can be utilized instead of entering the item name to save time when creating the test sample in Metrc.) The next step is the selection of the “Required Testing” Lab Test Batch. In this step, check the box(es) that matches the product type of the source package and all 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 “Metro Bliss - Buds” test sample package, the test batch of “Raw Plant Material” should be selected.

New Package Sample # 1 (clear)

New Tag: 1A4FF0100000CE00000149

Location: Product Vault

Same Item

Quantity: 12.5  Grams

Note:

Package Date: 09/01/2023  today

Package # 1: 1A4FF01000000CC000000028

Current Lab Testing State: **Not Submitted**

Quantity: 12.5  Grams

- new total will be 231.5 g

**Required Testing**

- Additional - Pesticides (Quarterly Testing) (Concentrate/Extract)
- Additional - Pesticides (Quarterly Testing) (Infused Products)
- Additional - Pesticides (Quarterly Testing) (Raw Plant Material)
- Additional - Solvents (Quarterly Testing) (Concentrate/Extract)
- Additional - Solvents (Quarterly Testing) (Infused Products)
- Additional - Terpenes (Infused Products)
- Additional - Terpenes (Raw Plant Material & Concentrate/Extract)
- Concentrate/Extract
- Infused Products
- R&D Testing - Metals (Concentrates/Extracts)
- R&D Testing - Metals (Raw Plant Material)
- R&D Testing - Microbials - Aspergillus
- 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 - Microbials - Total Yeast and Mold
- R&D Testing - Mycotoxins
- R&D Testing - Pesticides (Concentrate/Extract)
- R&D Testing - Pesticides (Raw Plant Material)
- R&D Testing - Potency (Infused Products)
- R&D Testing - Potency (Raw Plant Material & Concentrate/Extract)
- R&D Testing - Residual Solvents
- R&D Testing - Terpenes (Infused Products)
- R&D Testing - Terpenes (Raw Plant Material & Concentrate/Extract)
- R&D Testing - Water Activity
- Raw Plant Material**
- Stability Study T0 (Infused Products)
- Stability Study T0 (Raw Plant Material & Concentrate/Extract)
- Stability Study T1 (Infused Products)
- Stability Study T1 (Raw Plant Material & Concentrate/Extract)
- Stability Study T2 (Infused Products)
- Stability Study T2 (Raw Plant Material & Concentrate/Extract)
- Stability Study T3 (Infused Products)
- Stability Study T3 (Raw Plant Material & Concentrate/Extract)
- Stability Study T4 (Infused Products)
- Stability Study T4 (Raw Plant Material & Concentrate/Extract)
- Stability Study T5 (Infused Products)
- Stability Study T5 (Raw Plant Material & Concentrate/Extract)
- Stability Study T6 (Infused Products)
- Stability Study T6 (Raw Plant Material & Concentrate/Extract)
- Stability Study T7 (Infused Products)
- Stability Study T7 (Raw Plant Material & Concentrate/Extract)
- Sub-Contract (Testing Facility Use Only)

1

Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting.

Figure 2: Select Required Test for Package Based on Item Type

In **Figure 3** below for a “Brownies 40mg” test sample shows as the required Lab Test Batch of “Infused Edible” is selected.

Submit for Testing
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New Package Sample # 1
(clear)

New Tag

Location

Same Item

Quantity  Each

Note

Package Date  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)

Package # 1

Current Lab Testing State: Not Submitted

Quantity  Each

Sampling - new total will be 97 ea

[\(contents\)](#)

+ 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 3: Selecting Required Test for Infused Edible Test Samples

Please remember to select only the Lab Test Batch(es) that correlates with the product type that is being tested for including state required as well as any other testing being done (Quarterly Testing for Pesticides for example). If the incorrect Test Batch is chosen and the testing facility receives the sample, 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 Metric 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:**

\*The state required Lab Test Batches (Infused Products, Concentrate/Extract, and Raw Plant Material) include all required test types. Within these required test batches, some aren't required every time (i.e., Metals in Infused Products). However, all test types in the test batch are still required to be uploaded for that test sample and a note should be added that states "Testing Not Required" for each of the Test Types in that sample.

\*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 Metric Support with the source package and test sample information for guidance on the next steps as they will need to work with Metric Support to see how to get their product unlocked.

### Sub-Contract Test Samples

Sub-Contract test samples are created by a testing facility only. If a testing facility cannot do certain testing or is not certified to test for specific testing, then they will need to sub-contract to another testing facility. How this works is below:

- The Cultivator or Processor/Manufacturer will create a single test sample package selecting the appropriate lab test batch for the test sample being created.
- That test sample will get manifested to the testing facility.
- The testing facility will receive in the test sample
- Then the testing facility will create a sub-contract test sample package from their test sample selecting the lab test batch of “Sub-Contract (Testing Facility Use Only)”
- The testing facility will then manifest the sub-contracted test sample to the sub-contracting testing facility.
- Once all analysis is completed, the sub-contracting testing facility will then enter the sub-contracting test results first.
- Then the original testing facility will enter all of the test results including the sub-contracting test results with a note that says, “Testing was sub-contracted to testing facility \_\_\_\_\_.” This shows transparently who did the analysis for the test sample.

Please keep in mind that if the sub-contracted test results are not entered first, then the product may be locked up. **All Test Results** for each test sample must be entered into Metric in order for the source package to update to “TestPassed” or “TestFailed” otherwise, the product will be locked “TestingInProgress”.

Also, a Certificate of Analysis (COA) must be uploaded by the testing facility for each test sample tested as well.

Please feel free to email [support@metric.com](mailto:support@metric.com) or call 877-566-6506 with any questions.