

<b>Bulletin Number:</b> MN_IB_14: Add Item with a Required Admin Method	<b>Distribution Date:</b> 10/12/2023	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metric Support	<b>Subject:</b> Add Item with a Required Admin Method	
<b>Topic:</b> Terminology for Admin Method when Adding Items		

Greetings,

Metric and the Minnesota Office of Medical Cannabis are pleased to bring you some updates and information on changes and best practices in Metric regarding adding Items. This bulletin is intended to update and clarify the process for adding Items by using the required jargon for Administration Method as outlined by the Minnesota Office of Medical Cannabis.

Please read on for further information and updates.

**Overview of Required Admin Method Jargon**

Minnesota Office of Medical Cannabis is requiring licensees to move forward with a standard naming convention when it comes to Admin Method within Metrc. This pertains to all licensees that have the ability to add Items within Metrc. When selecting the *Add Item* button and completing the action window, the Admin Method needs to be one of the following options pertaining to a specific Category.

**Inhalation:** Vaporized or combusted product that is inhaled through the mouth and absorbed via the lungs.

E.g., dried flower, vapes.

**Enteral:** Product is swallowed and absorbed via the gastrointestinal tract.

E.g., tablets/capsules, gummies, oral suspensions/solutions (directed to swallow).

**Oromucosal:** Product is held in the mouth/under the tongue and absorbed via the oromucosal lining.

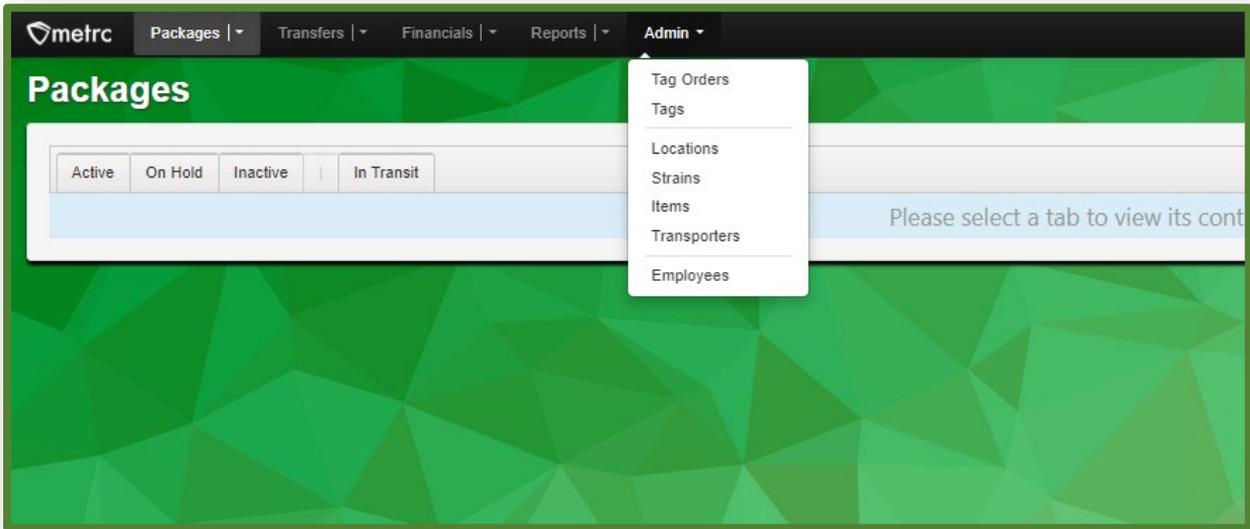
E.g., sublingual sprays, tinctures, lozenges, oral spray (held in oral cavity).

**Topical:** Applied to surface of the body/skin.

E.g., creams, lotions, balms.

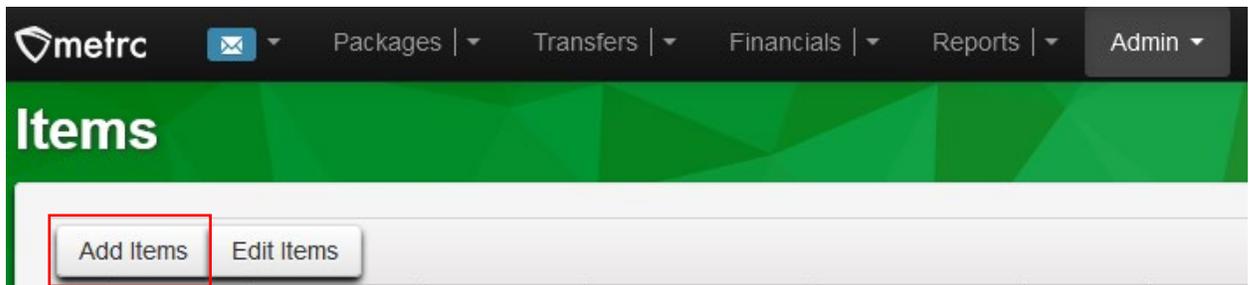
## Adding an Item with The Required Admin Method

1. When adding an item in Metric, select the *Admin* area on the navigational toolbar and then select the *Items* option in the drop-down menu. This is shown in **Figure 1**.



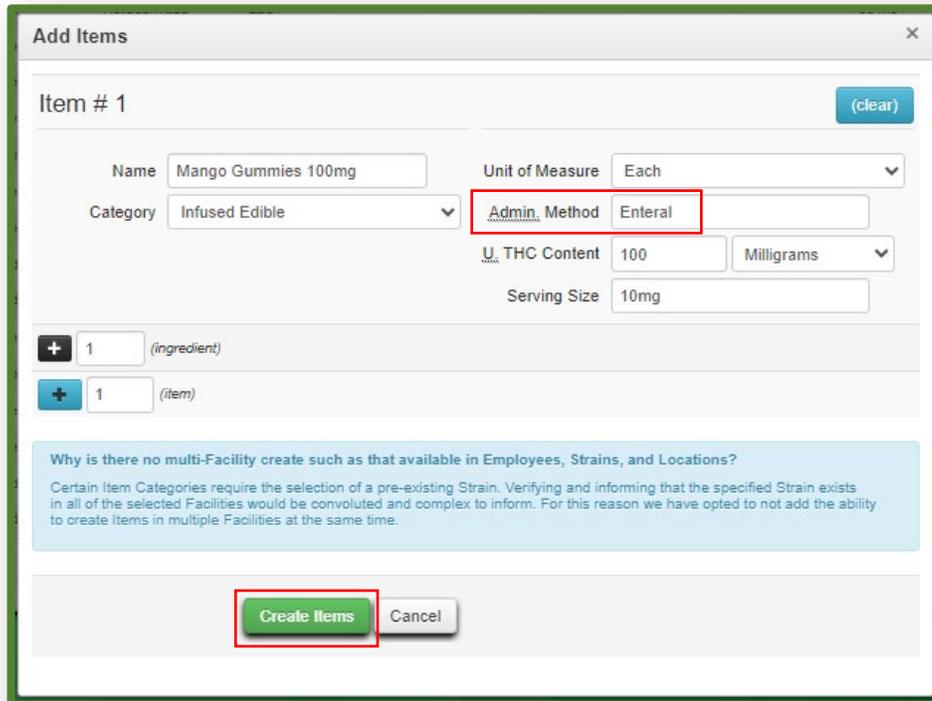
**Figure 1: Selecting *Items* option from the *Admin* area dropdown**

2. On the *Items* grid, select *Add Items* button. This will open the Add Items action window.



**Figure 2: Select the Add Items Button**

3. In the action window enter the Admin Method provided by The Minnesota Office of Medical Cannabis. Please ensure that the correct jargon is being followed that was provided by the State to remain compliant.



**Add Items** [Close]

Item # 1 [clear]

Name: Mango Gummies 100mg  
Unit of Measure: Each  
Category: Infused Edible  
**Admin Method: Enteral**  
U. THC Content: 100 Milligrams  
Serving Size: 10mg

+ 1 (ingredient)  
+ 1 (item)

**Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?**  
Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

**Create Items** Cancel

**Figure 3: Add Items Action Window with Admin Method field**