

<b>Bulletin Number:</b> MO_IB_0022	<b>Distribution Date:</b> 07/21/2023	<b>Effective Date:</b> 07/28/2023
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Item Category Changes	
<b>Reason:</b> Metrc is announcing and providing guidance on changes to the item categories including new fields and options.		

Greetings Metrc Users,

Metrc is pleased to provide information on changes to the Item Categories. These changes include:

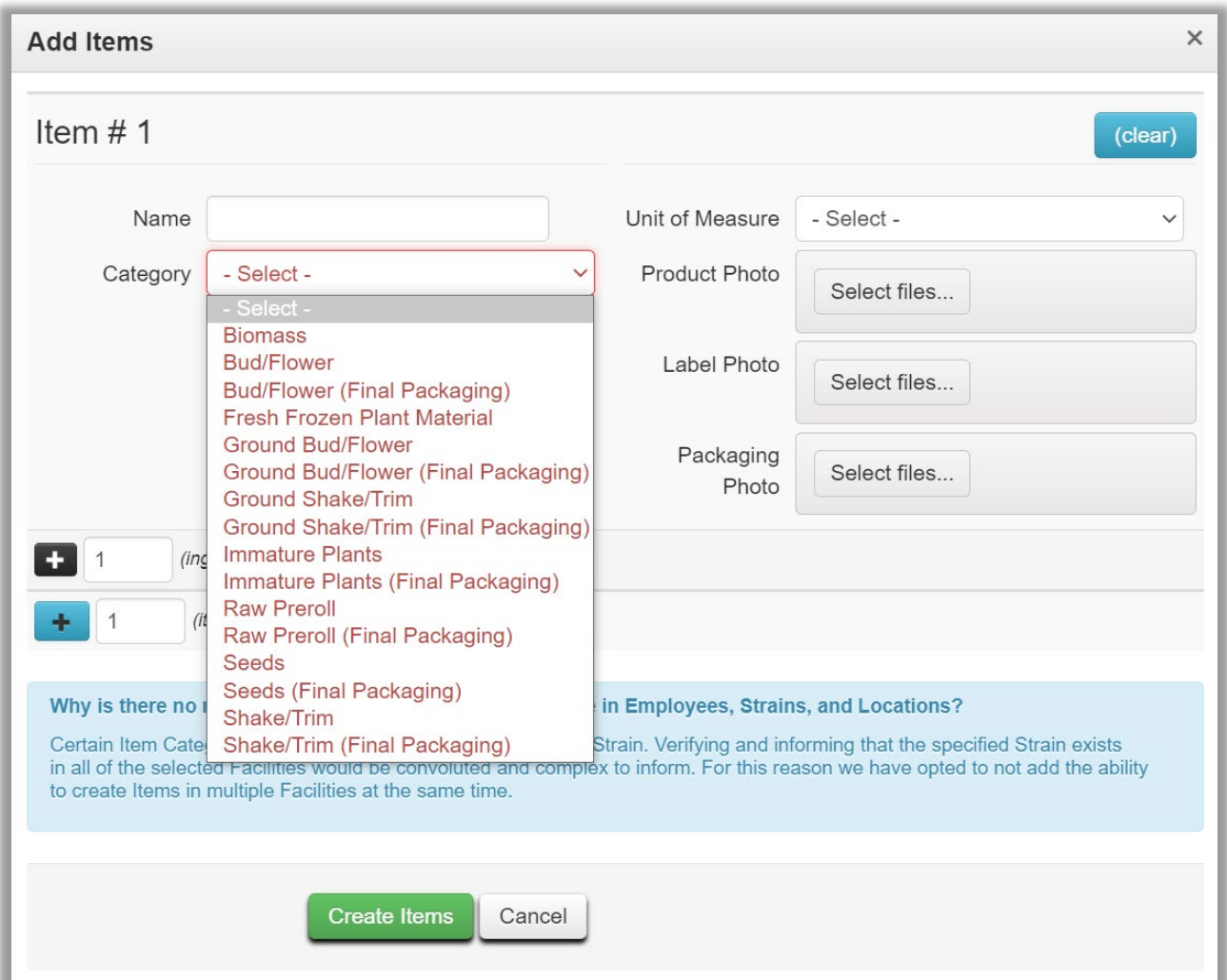
- New and updated Item Categories
- Required Item Category fields, which include:
  - **Administration Method** – the item must include instructions on how to intake the item
  - **Number of Doses** – the item’s number of servings in each package
  - **Public Ingredients** – the item’s full list of ingredients
  - **Serving Size** – the item’s recommended portion for consumption
  - **State Approval** – the item requires state approval before it’s added to the license’s items for use
  - **Strain** – the item must include the strain name
  - **Unit CBD Content** – the item’s intended amount of CBD in the entire final marijuana product unit
  - **Unit CBD Content Dose** – the item’s intended amount of CBD in each serving/dose size
  - **Unit THC Content** – the item’s intended amount of THC in the entire product final marijuana product unit
  - **Unit THC Content Dose** – the item’s intended amount of THC in each serving/dose size
  - **Unit Weight** – the total weight of the final marijuana product
- How to discontinue items in Metrc

These changes are the first step toward implementing the Item Approval process going into effect September 1<sup>st</sup>, 2023. The Division of Cannabis Regulation (DCR) will have control of the Item Approval process through a series of configurable requirements for licensees such as photos of the final marijuana product, package, and label. Once DCR approves an item through the Item Approval process, the program will assign the item a unique identifier.

***Please read on for more detailed information about these changes.***

**New Item Category Changes**

There are new Item Categories available as shown in **Figure 1**.



**Figure 1: Add Items Action Window**

**Important Note!** *Figure 1 is not a comprehensive list of all item categories available or their required fields. The table below lists all available item categories and their required fields. When creating a new item, the following will be required:*

Item Category	Required Fields
<p><b>Biomass –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for multi-strain marijuana plant material in bulk packaging that will go through an extraction process.</li> <li>Licensees may not submit this item category for mandatory testing.</li> </ul>	
<p><b>Bud/Flower –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific bud/flower in bulk packaging that require further processing, such as untrimmed bud/flower or harvest lots of bud/flower in the curing process.</li> <li>Licensees may use this category for strain specific bud/flower in bulk packaging that has that has been dried, cured, trimmed, and sorted into the licensee's desired bud/flower classifications (such as A, B or C buds), harvest lot size, and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Licensees may use this category for strain specific bud/flower that has passed mandatory testing and packaged into bulk containers that will be sent to a dispensary licensee for sale or distribution directly to patients, caregivers, or consumers in custom amounts. Direct distribution in custom amounts is commonly referred to as “deli-style”.</li> <li>Where marijuana product will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples shall be taken, such as pre-filled glass blunts or Prerolls.</li> </ul>	<ul style="list-style-type: none"> <li>Strain</li> </ul>
<p><b>Bud/Flower (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific bud/flower that has passed mandatory testing and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Strain</li> <li>Administration Method</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>

Item Category	Required Fields
<p><b>Concentrate –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for marijuana concentrates in bulk packaging that require further processing, such as raw extracts, mother liquors, or product formulations.</li> <li>Licensees may use this category for marijuana concentrates in bulk packaging that will be used as a raw ingredient in other marijuana products, such as distillate or isolate.</li> <li>Licensees may use this category for marijuana concentrates in bulk packaging that include all ingredients whether or not the ingredients contain cannabinoids and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as vape cartridges, syringes, or other metered dosing tools.</li> </ul>	
<p><b>Concentrate (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for concentrate that has passed mandatory testing and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Fresh Frozen Plant –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for wet, uncured, strain specific plant material in bulk packaging that will go through an extraction process.</li> <li>Licensees may not submit this item category for mandatory testing.</li> </ul>	<ul style="list-style-type: none"> <li>Strain</li> </ul>

Item Category	Required Fields
<p><b>Ground Bud/Flower –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for multi-strain or strain specific bud/flower in bulk packaging that has been ground and requires further processing, such as into a Raw Preroll or Infused Preroll.</li> <li>Licensees may use this category for strain specific bud/flower in bulk packaging that has been dried, cured, trimmed, in the licensee’s desired harvest lot size, has been ground and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as pre-filled glass blunts or Prerolls.</li> </ul>	
<p><b>Ground Bud/Flower (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific bud/flower that has been ground, passed mandatory testing, and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Strain</li> <li>Administration Method</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Ground Shake/Trim –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for multi-strain or strain specific shake/trim in bulk packaging that has been ground and requires further processing, such as into a Preroll or infused Preroll.</li> <li>Licensees may use this category for strain specific shake/trim in bulk packaging that has been dried, cured, trimmed, in the licensee’s desired harvest lot size, has been ground and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as pre-filled glass blunts or Prerolls.</li> </ul>	

Item Category	Required Fields
<p><b>Ground Shake/Trim (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific shake/trim that has been ground, passed mandatory testing, and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Strain</li> <li>Administration Method</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Immature Plants –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific immature plants in bulk packaging that will be sold to another licensed cultivation facility.</li> <li>Licensees may not submit this item category for mandatory testing.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>Strain</li> </ul>
<p><b>Immature Plants (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific immature plants packaged into individual containers ordered by a dispensary licensee for distribution to a qualified consumer or patient cultivator.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Strain</li> </ul>
<p><b>Infused Edible –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for bulk Infused Edibles undergoing a resting period, such as chocolates or gummies setting in molds or soft gels in the drying process.</li> <li>Licensees may use this category for bulk Infused Edibles that include all ingredients whether or not the ingredients contain cannabinoid and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as teas in steeping bags or infused product in bottles where administration is by dropper.</li> </ul>	<ul style="list-style-type: none"> <li>Administration Method</li> <li>Unit CBD Content</li> <li>Unit CBD Content Dose</li> <li>Unit THC Content</li> <li>Unit THC Content Dose</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>

Item Category	Required Fields
<p><b>Infused Edible (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for an Infused Edible that has passed mandatory testing and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Administration Method</li> <li>Unit CBD Content</li> <li>Unit CBD Content Dose</li> <li>Unit THC Content</li> <li>Unit THC Content Dose</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Infused Non-Edible –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for an Infused Non-Edible undergoing a resting period, such as topicals setting in application tubes.</li> <li>Licensees may use this category for Infused Non-Edibles in bulk packaging that includes all ingredients whether or not the ingredients contain cannabinoid and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as lip balm.</li> </ul>	<ul style="list-style-type: none"> <li>Administration Method</li> <li>Unit CBD Content</li> <li>Unit CBD Content Dose</li> <li>Unit THC Content</li> <li>Unit THC Content Dose</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Infused Non-Edible (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for an Infused Non-Edible that has passed mandatory testing and is packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Administration Method</li> <li>Unit CBD Content</li> <li>Unit CBD Content Dose</li> <li>Unit THC Content</li> <li>Unit THC Content Dose</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>

Item Category	Required Fields
<p><b>Infused Preroll –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for bulk Infused Prerolls that includes all ingredients whether or not the ingredients contain cannabinoid and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as the category’s namesake an Infused Preroll.</li> </ul>	<ul style="list-style-type: none"> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Infused Preroll (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for an Infused Preroll that has passed mandatory testing and is packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> <li>Infused Pre-rolls will be sold to patients at a concentrate allotment rate.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Raw Preroll –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for bulk Raw Prerolls that include all ingredients, whether or not the ingredients contain cannabinoids and are awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as the category’s namesake a Raw Preroll.</li> </ul>	<ul style="list-style-type: none"> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Raw Preroll (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for a Raw Preroll that has passed mandatory testing and packaged into individual containers that will be for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>

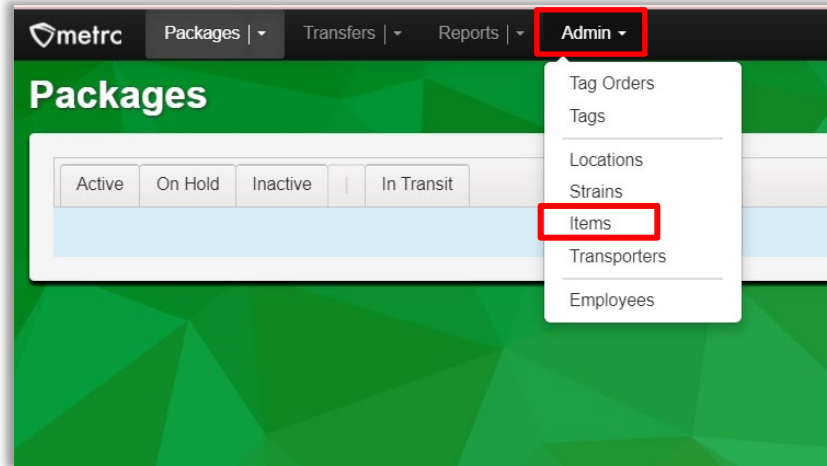


Item Category	Required Fields
<p><b>Seeds –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific seeds in bulk packaging that will be sold to another licensed cultivation facility.</li> <li>Licensees may not submit this item category for mandatory testing.</li> </ul>	<ul style="list-style-type: none"> <li>Strain</li> </ul>
<p><b>Seeds (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain specific seeds packaged into individual containers ordered by a dispensary licensee for distribution to a qualified consumer or patient cultivator.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Strain</li> </ul>
<p><b>Shake/Trim –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain-specific shake/trim in bulk packaging that requires further processing, such as manufacture into a Preroll or Extract into a Concentrate.</li> <li>Licensees may use this category for strain-specific shake/trim in bulk packaging that has been dried, cured, trimmed, and sorted into the licensee's desired shake/trim classifications and harvest lot size and is awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken from, such as pre-filled glass blunts or Prerolls.</li> </ul>	<ul style="list-style-type: none"> <li>Strain</li> </ul>
<p><b>Shake/Trim (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for strain-specific shake/trim that has passed mandatory testing and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Strain</li> <li>Administration Method</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>

Item Category	Required Fields
<p><b>Vape Cartridge –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for bulk Vape Cartridges that include all ingredients, whether or not the ingredients contain cannabinoids and are awaiting mandatory testing.</li> <li>Licensees may submit this item category for mandatory testing.</li> <li>Where marijuana will be sold in a method of administration, the marijuana product must be processed into its method of administration before it is a final marijuana product from which mandatory samples can be taken, such as the category’s namesake a Vape Cartridge.</li> </ul>	<ul style="list-style-type: none"> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>
<p><b>Vape Cartridge (Final Packaging) –</b></p> <ul style="list-style-type: none"> <li>Licensees may use this category for a Vape Cartridge that has passed mandatory testing and packaged into individual containers that will be sent to a dispensary licensee for sale or distribution to patients, caregivers, or consumers.</li> <li>Licensees may not use a production batch when creating packages with this item category.</li> </ul> <p><i>This item category will require DCR approval beginning 9/1/2023.</i></p>	<ul style="list-style-type: none"> <li>State Approval</li> <li>Administration Method</li> <li>Unit Weight</li> <li>Serving Size</li> <li>Number of Doses</li> <li>Public Ingredients</li> </ul>

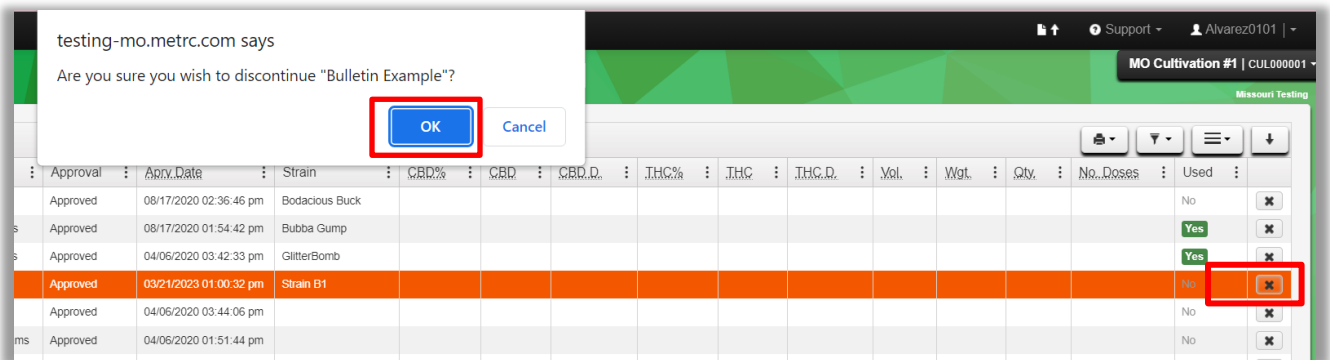
## Discontinuing an Item

To discontinue an item, go to the “Admin” area and select “Items” as shown in **Figure 2** below. This will bring you to the Items grid where you can add, edit, or discontinue items.



**Figure 2: Items Option under Admin Area**

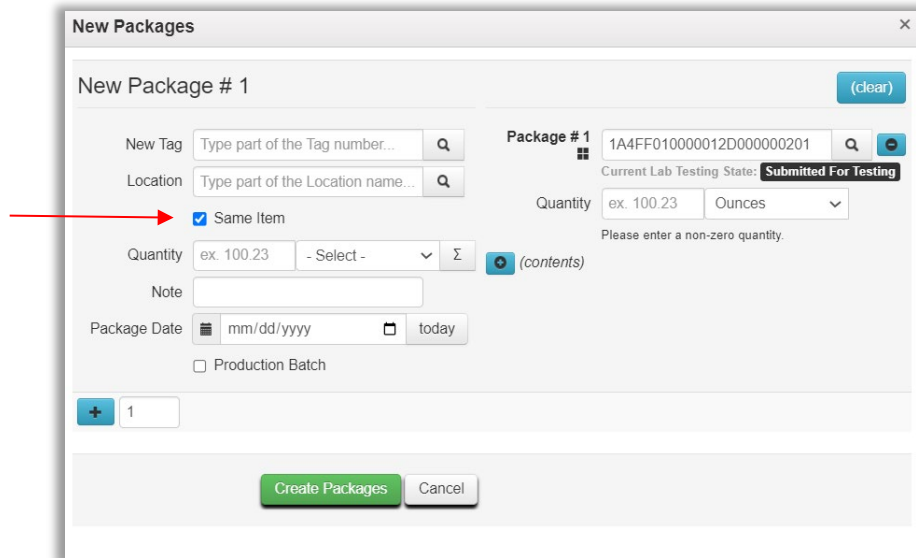
Once you are on the Items grid, all active items will be displayed that have been created under your license. Identify the item that needs to be discontinued and select it. The selected item will be highlighted in orange. After confirming that the correct item has been selected, scroll to the right-hand side in the last column to find an “X” button. After selecting the “X” button, a pop-up window will appear asking to confirm the request to discontinue the existing item as shown in **Figure 3** below. Select “OK” and the item will be discontinued from your inventory.



**Figure 3: Confirmation Pop-up Window to Confirm Discontinuing of Item**

Once the item has been discontinued, the item cannot be used or edited again.

The exception is if there is an existing package with that item that is discontinued, then that item can be reutilized and repackaged using the “Same Item” functionality shown in **Figure 4**.



**Figure 4: Using the Same Item Functionality to Repackage Using a Discontinued Item**

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