

<b>Bulletin Number:</b> MO_IB_0024	<b>Distribution Date:</b> 9/1/2023	<b>Effective Date:</b> 9/1/2023
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Item Approval requirements effective 9/1/23	
<b>Reason:</b> Important updates to Item Approval requirements effective September 1 <sup>st</sup> , 2023		

Greetings,

In partnership with the Missouri Division of Cannabis Regulation (DCR), which maintains control of the Item Approval process through a series of configurable requirements for licensees, Metrc is providing an important update regarding new Item Approval requirements.

This bulletin contains the following updates:

- Item Categories updates reminder
  - Reference bulletin MO\_IB\_0022 for more information
- New Item Approval process requirements
  - Photo uploads
  - Product ID
- Guidance for rejected items – how to remediate and re-submit
- Item Approval process timeline

The new Item Approval requirements and related functionality will go into effect the morning of **September 1<sup>st</sup>, 2023**.

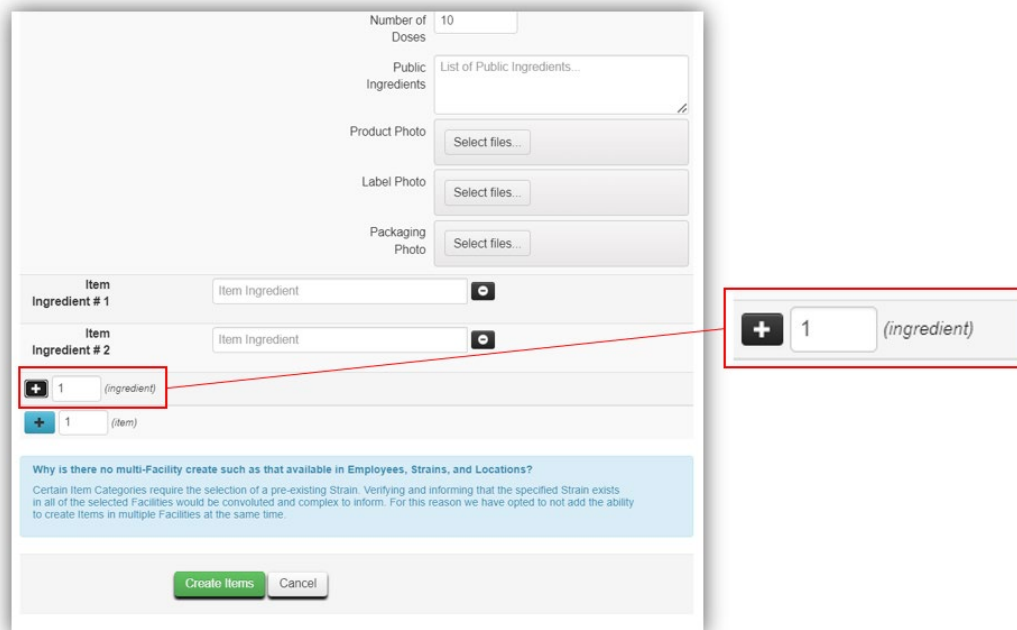
Please read on for more details.

## Item Approvals process – Item categories

As a reminder, item categories were updated in Metrc in July 2023 for all final packaging items as a first step in implementing the Item Approval process. When creating a new item, the following Item Category information will continue to be required:

- **Administration Method:** Instructions on how to intake the item
- **Number of Doses:** Number of servings in each package
- **Public Ingredients:** Full list of ingredients
- **Serving Size:** Recommended portion for consumption
- **Strain:** Strain name
- **Unit THC Content:** Intended amount of THC in the entire final marijuana product unit
- **Unit THC Content Dose:** Intended amount of THC in each serving, or dose size
- **Unit Weight:** Total weight of the final marijuana product

When adding ingredients to the Public Ingredients text box, if the character limit is exceeded, click on the 'add ingredient' button to add the remaining overflow ingredients individually as shown in **Figure 2**.



Number of Doses: 10

Public Ingredients: List of Public Ingredients...

Product Photo: Select files...

Label Photo: Select files...

Packaging Photo: Select files...

Item Ingredient # 1: Item Ingredient

Item Ingredient # 2: Item Ingredient

+ 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 2: Individual Ingredient field for overflow**

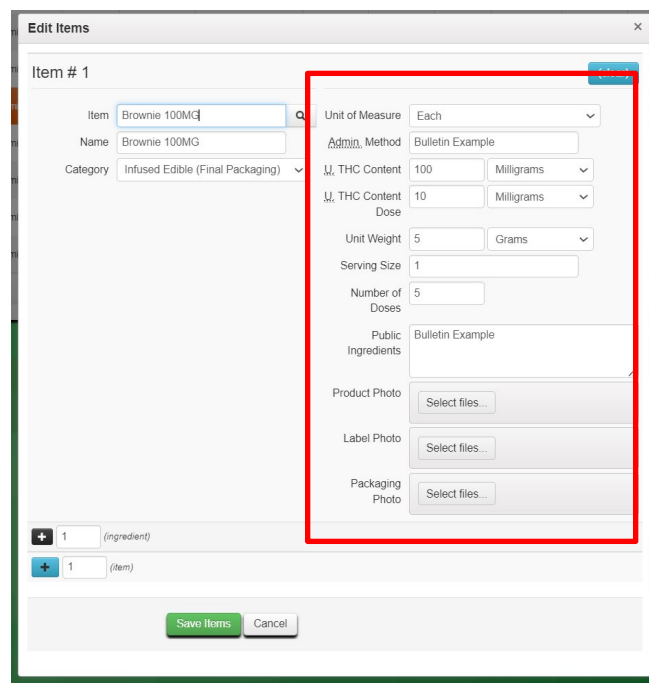
**Important note:** The 'Unit CBD Content' and 'Unit CBD Content Dose' fields are no longer required fields. Please visit the [Division of Cannabis Regulation website](#) for updated instructions to remain in compliance.

## New Item Approval requirement: Photo Uploads

Effective the morning of September 1<sup>st</sup>, the following photo uploads will be required as a part of the new item creation process:

- Final product
- Label
- Final Packaging

The current new item creation workflow remains the same apart from the new required photo upload fields, which will appear in the “Add Items” window as shown in **Figure 1**.



The screenshot shows the 'Edit Items' window with the 'Add Items' form. A red box highlights the photo upload fields, which include:

- Unit of Measure: Each
- Admin. Method: Bulletin Example
- U. THC Content: 100 Milligrams
- U. THC Content Dose: 10 Milligrams
- Unit Weight: 5 Grams
- Serving Size: 1
- Number of Doses: 5
- Public Ingredients: Bulletin Example
- Product Photo: Select files...
- Label Photo: Select files...
- Packaging Photo: Select files...

**Figure 1: Required Photo Fields**

To upload a photo of the final product, label, and packaging for the new item:

- Click on the “Select files” button
- Locate the photo on your workstation
- Select the photo file, then upload

Once uploaded, the photo file will appear as an attachment under the appropriate category.

**Note:** All photos must be under 5 MB in size.

When all required information is accurately put into the “Add Items” action window, click on the green “Create Items” button to submit the new item. By taking this action, the new item will be submitted to the DCR for review and approval.

Once the item is created, it will appear in the Items grid with a “Ready” status in the approval column as shown in **Figure 3**.

Items

Add Items

Edit Items

Item	Category	Type	Quantity Type	Default LTS	UoM	Approval
➤ Brownie 100MG	Infused Edible (Final Packaging)	InfusedEdible	CountBased	NotSubmitted	Each	Ready

Details

Notes

Product Photo

Label Photo

Packaging Photo

Item Ingredients

History

Item	Brownie 100MG	Strain	N/A	Unit Weight	5 g
Category	Infused Edible (Final Packaging)	Unit CBD Percent	N/A	Unit Quantity	N/A
Type	InfusedEdible	Unit CBD Content	0.0001 g	Supply Duration (days)	N/A
Quantity Type	CountBased	Unit CBD Content Dose	0.0001 g	Administration Method	Bulletin Example
Default Lab Testing State	NotSubmitted	Unit THC Percent	N/A	Serving Size	1
Unit of Measure	Each	Unit THC Content	100 mg	Number of Doses	5
Approval Status	Ready	Unit THC Content Dose	10 mg		
Approval Date	08/30/2023 10:40:12 am	Unit Volume	N/A		

**Figure 3: Item with status of “Ready” within the item grid**

Additional final packaging photo guidance is available on the [Division of Cannabis Regulation website](#), or you can contact [CannabisProductCompliance@health.mo.gov](mailto:CannabisProductCompliance@health.mo.gov) for assistance.

## New Item Approval requirements: Product ID

When an item is reviewed and approved, the Item Name will be automatically assigned a 12-character unique identifier, called the Product ID, in Metrc.

In addition to the Product ID assigned to the Item Name, new Item Approval column fields for Approval Status and Approval Date, including time, will be visible in the Metrc system as shown in **Figure 4**.



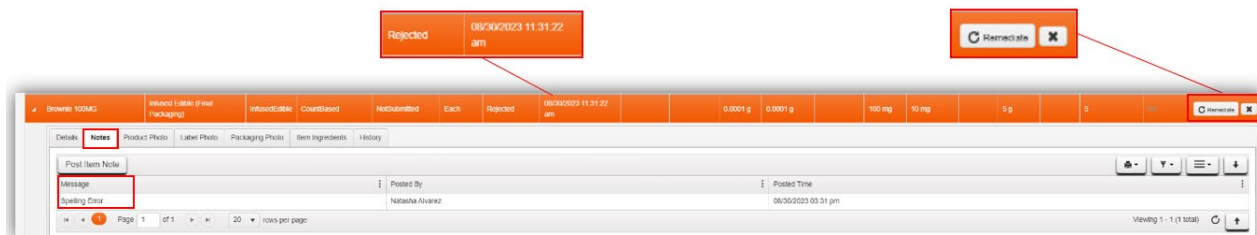
**Figure 4: New Item Approval fields and Product ID**

## Rejected Items

Items submitted for approval may be rejected due to minor errors in the submission. In the case the DCR rejects a new item submitted for approval, the following will occur, and the item must be fixed and resubmitted within 7 days from original rejection.

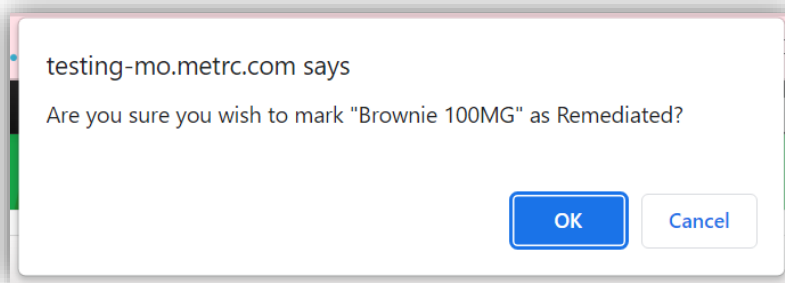
- The Approval Status will appear as 'Rejected'
- The date and time of the status update will be shown
- The rejection reason will be included as a note

To view the rejection reason, use the drill-down arrow to the left of the new item that was rejected and click on the "Notes" tab then view the message. In this example, the rejection is due to a spelling error. Once the notes are reviewed, minor errors can be fixed through the remediation process – **see Figure 5.**



**Figure 5: New Item with Rejected Status, Notes, and Remediate button**

To start the remediation process, navigate to the 'Remediate' button and click it to open the pop-up window. As shown in **Figure 6.**



**Figure 6: Remediation Confirmation Pop Up**

From the remediation pop-up window, click the “OK” button. Taking this action will show the item in the Item grid with a status of “Remediated” and the item will be sent back to the DCR for approval as shown in **Figure 7**.

▲	Brownie 100MG	Infused Edible (Final Packaging)	InfusedEdible	CountBased	NotSubmitted	Each	Remediated
Details	Notes	Product Photo	Label Photo	Packaging Photo	Item Ingredients	History	
Item	Brownie 100MG		Strain	N/A		Unit Weight	5 g
Category	Infused Edible (Final Packaging)		Unit CBD Percent	N/A		Unit Quantity	N/A
Type	InfusedEdible		Unit CBD Content	0.0001 g		Supply Duration (days)	N/A
Quantity Type	CountBased		Unit CBD Content Dose	0.0001 g		Administration Method	Bulletin f
Default Lab Testing State	NotSubmitted		Unit THC Percent	N/A		Serving Size	1
Unit of Measure	Each		Unit THC Content	100 mg		Number of Doses	5
Approval Status	Remediated		Unit THC Content Dose	10 mg			
Approval Date	08/30/2023 12:49:38 pm		Unit Volume	N/A			

**Figure 7: Item with Remediation status**

### Item Approval Timeline

The DCR maintains control of approving, rejecting, or denying all new item applications submitted and a complete application means a licensee provided all necessary items to review the submission for compliance, including any required supporting documentation.

Within thirty (30) days of Item Approval application submission, the DCR will communicate in writing to the licensee whether the submission is complete.

**If deemed incomplete:** The DCR will identify reasons why it determined the submission as incomplete and will deny the application.

**If deemed complete:** The submission will be approved, rejected, or denied within sixty (60) days of the original submission.

Based on the submitted application's completion status, the following will occur:

- If the DCR denies an application for being incomplete, the licensee will be required to resubmit a complete application for review.
- Information submitted in an application, whether approved or denied, will not be maintained by the DCR, and will not be applied to a subsequent or resubmitted application.

Please contact Metrc support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.