

<b>Bulletin Number:</b> MS_IB_0000	<b>Distribution Date:</b> 9/16/2023	<b>Effective Date:</b> 9/25/23
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Lab Testing Updates in Metric	
<b>Reason:</b> To inform Licensees of upcoming changes on how to download and view COAs		

Metric and MSDH are pleased to provide information on an upcoming change regarding the ability to Download and View Certificates of Analysis (COA) within Metric. This new feature will be available on September 25<sup>th</sup>, 2023.

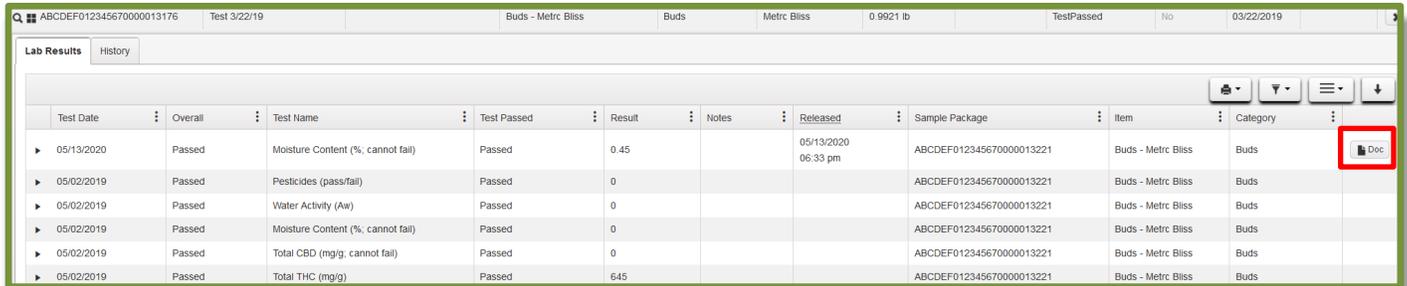
Starting October 1<sup>st</sup>, 2023, Testing Facilities will be required to upload a COA that is associated to all recorded test results of a specific test sample package.

Testing Facilities will not be required to upload COA's for any test samples obtained prior to October 1<sup>st</sup> 2023.

- Once a Testing Facility has uploaded the test results and the COA, both the Testing Facility and the Licensee that created the test sample package, with the proper permissions, will be able to view the uploaded test results and the COA via the Lab Results Tab within the Package grid.

Below are detailed descriptions of the enhancements to find, download, and view a COA in Metric:

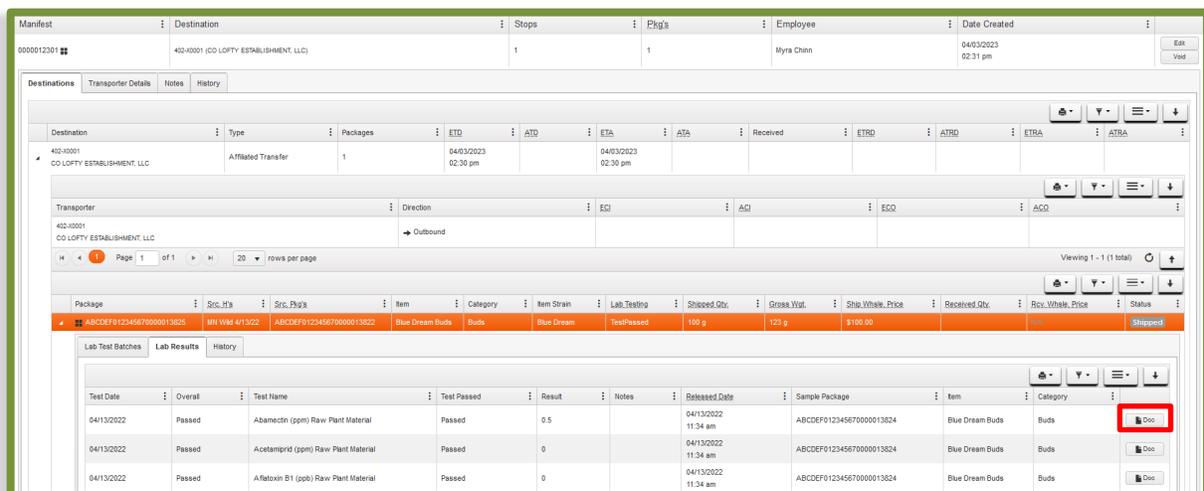
Once a Testing Facility has uploaded/imported test results and the COA into Metrc, the test results will show in the Lab Results tab of the test sample package and the source package that the test sample was pulled from. The COA can be downloaded to be viewed and/or printed by selecting the button in the Lab Results tab as seen in **Figure 1**.



**Figure 1: Selecting Doc button to download COA**

## Viewing COA from Transfer/Manifest Grid

The COA is also able to be downloaded within the Transfers grid in Metrc as well. Select the arrow to the left of the transfer manifest and then select the Destinations tab to reveal the packages on the manifest. From the list of packages, select the arrow to the left of the package. Then select the Lab Results tab and the Doc button can be seen to the right of the test results in the last column as seen in **Figure 2**.



**Figure 2: Selecting the Doc button to download the COA**

To view the COA from the Lab Results tab, select the button to download the pdf version of the COA so it can be viewed and/or printed.

## Metric Resources

You can find additional information on how to register for training via Metric Learn on our webpage <https://www.metric.com/partner/mississippi/> or under the Support area on the navigational toolbar when logged in Metric.

Metric also provides live interactive support for industry users of licenses. Support contact information can be found on our webpage or under your Support tab within Metric, and it is also listed below.



**Figure 3: Support Tab Resources**

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