

# Metric Support Bulletin



<b>Bulletin Number:</b> MD_IB_0083	<b>Distribution Date:</b> 4/11/2024	<b>Effective Date:</b> 4/23/2024
<b>Contact Point:</b> Metric Support	<b>Subject:</b> Bulk Infused Edible Item Category and Expiration Date Updates	
<b>Reason:</b> New bulk item category for infused edibles in Metric and new guidance on the Expiration Date field for 13 item categories.		

Greetings,

Metric is pleased to provide information on the following functionality:

- Starting on April 23<sup>rd</sup>, 2024, a new Bulk – Infused Edible item category will be optional for Processors.
- Expiration Dates for (13) item categories.

Please read on for further information.

## Bulk – Infused Edible Item Category

The new Bulk – Infused Edible item category:

- Is only to be used for intermediary processes prior to packaging into the final form of the product.
- Will not require packaging review.
- May have R&D testing but will not require state compliance testing.

There is a difference between this new Bulk – Infused Edible item category and the existing R&D item category.

- **Bulk – Infused Edible** is an item category specific to infused edibles that are produced in larger quantities and stored in bulk prior to being packaged in final form to be sold. R&D testing may be applied to this item category.

**Important note:** Final goods (the Infused Edible item category) will continue to require state compliance testing for consumer safety because the packaging process from bulk to final retail form could potentially introduce contaminants.

- **R&D** item category is an existing item category that is not specific to an item type. It can continue to be used by processors who are seeking to evaluate products for research and development purposes. The reason to use this item category is for testing of new or updated products, for example when changing an ingredient or additive. Products created in the R&D item category are not for final retail sale.

### **Bulk - Infused Edible Item Category – General information**

Effective April 23<sup>rd</sup>, 2024, the Bulk - Infused Edible item category will be available in Metrc so that Processors have the option to utilize when producing infused edibles that are in bulk prior to final form packaging.

The Bulk Infused Edible item category has been added to allow for the creation of packages of infused edibles that are utilized during product manufacturing. These items are only to be used by Processors and will not require the fields of all other manufactured products.

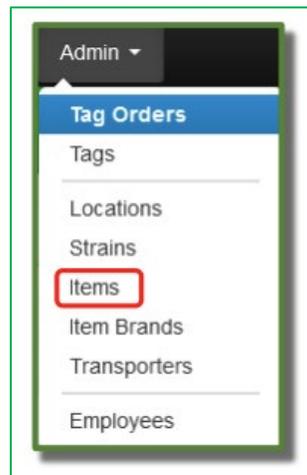
Bulk Infused Edible Items are only to be used within Processor licenses during the intermediary production batches and cannot be transferred or sold to a retailer. Any packages of manufactured products that are transferred or sold to a retailer must utilize a non-bulk item with the required information for that product type, such as when

manufacturing an infused edible product and generating a production batch of a large amount of bulk infused edibles prior to being packaged into individual units for sale.

Bulk - Infused Edible items are tracked by count (“each”) for inventory purposes. When creating a new bulk Item in Metric, the Item name should not simply identify a category, but must include identifying information about the product that will be packaged (i.e., product line and THC content).

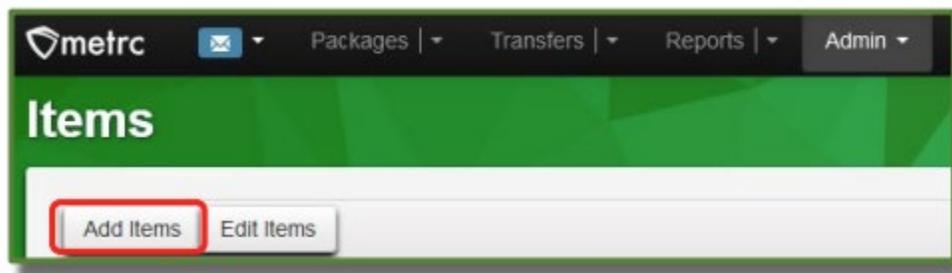
## Creating a Bulk – Infused Edible Item

To use a Bulk – Infused Edible Item, the item will need to be created for the intermediary products under the Bulk Infused Edible category. To create a new item, select the Items option from the Admin area dropdown on the navigational toolbar – see **Figure 1**.



**Figure 1: Navigate to Items in Admin dropdown**

From the Items grid, select the Add Items button to begin creating the new item – see **Figure 2**.



**Figure 2: Add Items button on Items grid**

Taking this action will open the Add Items action window where the process of creating a new Bulk - Infused Edible item can be completed – **see Figure 3.**

1. Enter all required information and select “Bulk – Infused Edible” from the Category dropdown.
2. Once all information is entered, click the green “Create Items” button.

The screenshot shows the 'Add Items' window with the following details:

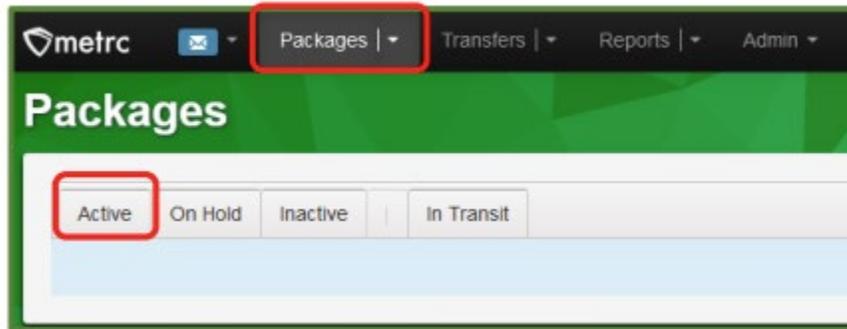
- Item # 1** (with a '(clear)' button)
- Name:** Cosmic Bites - 10mg
- Unit of Measure:** Each
- Category:** Bulk - Infused Edible (highlighted with a red box)
- Admin Method:** Oral
- U. CBD Content:** 0.1 Milligrams
- U. CBD Content Dose:** 0.1 Milligrams
- U. THC Content:** 10 Milligrams
- U. THC Content Dose:** 10 Milligrams
- Unit Weight:** 2 Grams
- Serving Size:** 1
- Number of Doses:** 5
- Public Ingredients:** Ingredients for Cosmic Brownies
- Description of Item:** Cosmic Brownies are an infused edible manufactured in bulk
- Product Photo:** Select files... Done (with a file named 'Registered\_DF-Shield...' selected)

**Figure 3: Add new Bulk – Infused Edible Item in Add Items action window**

Once the item has been created, it can be used. In the example above, the process of creating a production batch of **Bulk Infused Edible – Cosmic Bites – 10mg**, can now be done based on the item being available.

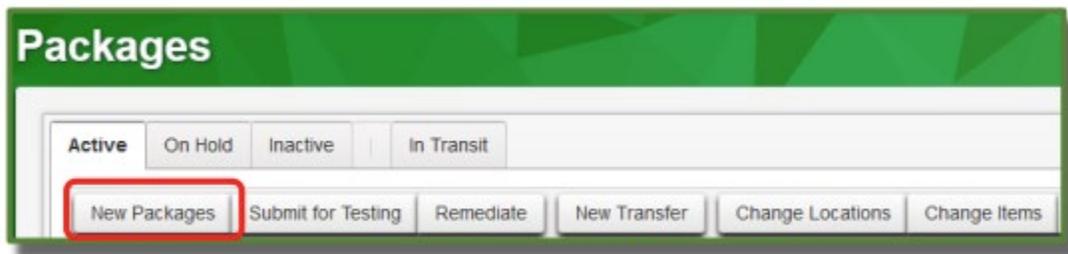
To create a production batch using the Bulk Infused Edible – Cosmic Bites – 10mg item name:

1. Select the Packages option in the Packages area dropdown on the navigational toolbar.
2. Select the Active tab – **see Figure 4.**



**Figure 4: Active Packages grid**

3. From the Active Packages grid, select the New Packages button to begin the process of creating the Bulk Infused Edible item – **see Figure 5.**



**Figure 5: New Packages button**

Taking this action will open the New Packages action window. To create a package of the Bulk Infused Edible item previously created:

1. Enter all required information.
2. Select the green “Create Packages” button to complete the creation of the new package of the Bulk Infused Edible product - **see Figure 6**. A final form Infused Edible item will need to be created after packaging the bulk products into final form packaging to be sold.

**New Packages**

**New Package # 1** (clear)

New Tag: ABCDEF012345670000016162

Location: Packing Room

Item: Cosmic Bites - 10mg

Same Item

Quantity: 1 Each

Note: Testing

Package Date: 04/09/2024 (today)

Expiration Date: 01/04/2025

Production Batch

Prod. Batch No.: Cosmic Bites 04092024

Product Requires Remediation

Remediate Product

Quick Entry: Quick entry packages OFF

Packaging - new total will be 4 ea

When the selected Item has a configured Shelf Life Date (Expiration Date, Sell By Date, Use By Date):

- When the new Package is a Production Batch or Opening Balance Package:
  - The new date will be calculated based on the new packaged date and the configured number of days\*.
- Otherwise:
  - If at least one ingredient (source) Package has the Shelf Life Date, this date is inherited.
  - If none of the ingredient (source) Packages has the Shelf Life Date, then a new date will be calculated based on the ingredient packaged date and the configured number of days.
  - For both cases, if more than one ingredient package meets the condition, then the most restrictive date is used in the calculation.

\*Configured number of days in the Item Category.

Create Packages Cancel

**Figure 6: Create Bulk Infused Edible Production Batch**

## Expiration Date functionality

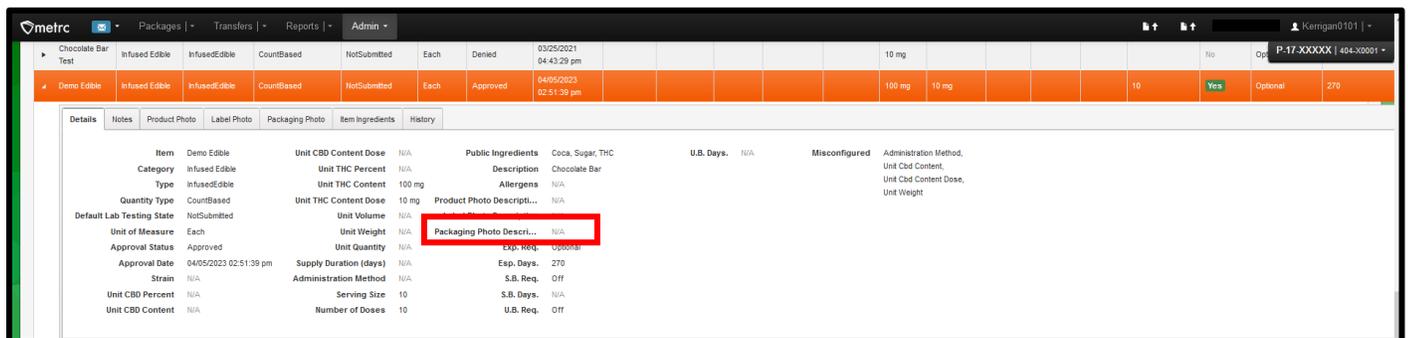
Currently, the Expiration Date field at the package level is documented as an optional field in Metrc. The Expiration Date field defaults to 270 days for all new packages created in the following item categories:

- Buds
- Concentrate (Each)(Medical Only)
- Concentrate (Weight)(Medical Only)
- Exempt Edible Product (Medical Only)
- Exempt Liquid Edible Product (Medical Only)
- Hemp Final Form (Ingestible)
- Hemp Final Form (Inhalable)
- Infused Edible
- Infused Edible (Capsule Only)
- Infused Liquid Edible
- Infused Non-Edibles
- Tincture for Oral Administration
- Vape Cart

Users can manually update the Expiration Date from 270 days at the package level. Users may choose to reference internal SOPs for Expiration Date on items or may manually input dates based on COAs. The Expiration Date field is not linked to COAs, and therefore must be manually updated to match lab testing results if desired by the user.

### Expiration Date update process

All new packages created from the above item categories will be assigned an Expiration Date of 270 days from date of creation. Users can view the information about the Expiration Date in the item category details tab – **see Figure 7.**



**Figure 7: Items View of Expiration Date fields**

When creating a package with items that have an Expiration Date in place, users should review and manually update the Expiration Date field if needed to align with internal SOPs or COAs. If the expiration date is not updated, it will default to 270 days.

To update the Expiration Date:

1. Select the Packages option in the Packages area dropdown on the navigational toolbar to open the Packages grid.
2. Select the Active tab to navigate to the Active Packages screen.
3. Select the package row with the Expiration Date to be edited and view the Expiration Date column.
4. Then, click the “Edit shelf life” button – see Figure 8.

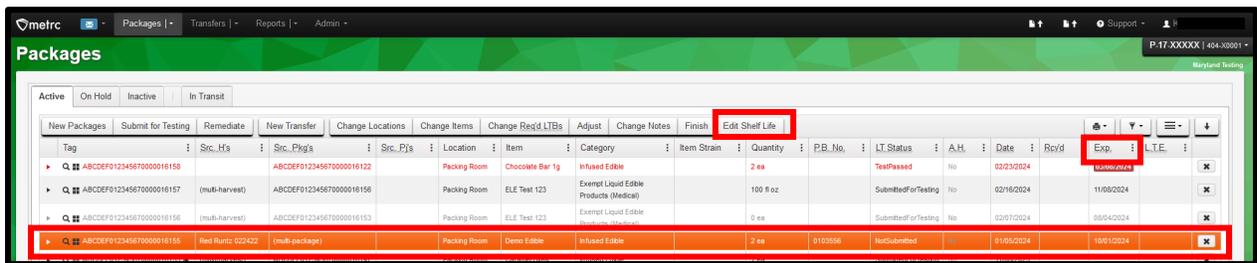


Figure 8: Active Packages screen with Expiration Date column

The Edit Shelf Life action window will appear to allow for the Expiration Date for the package selected to be edited. Once updated, click the green “Submit Shelf Life Dates” button – see Figure 9.

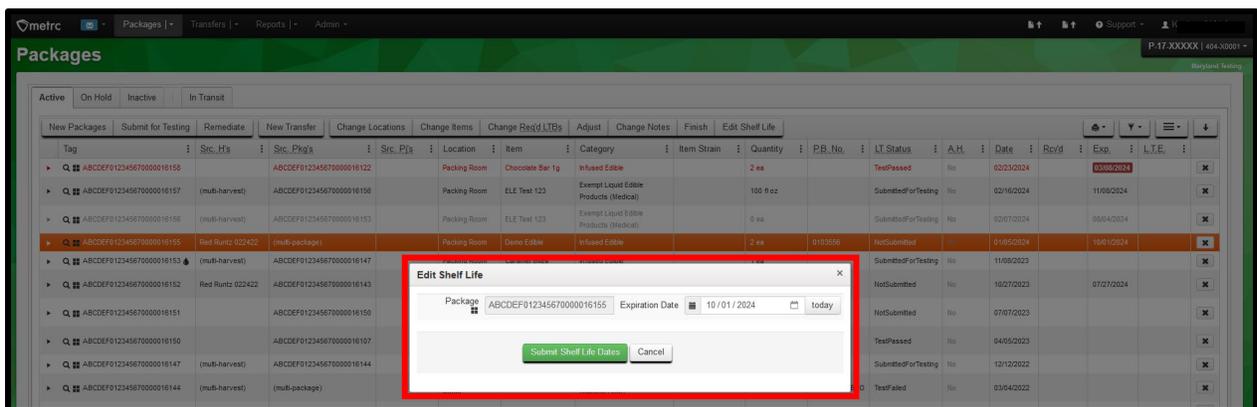
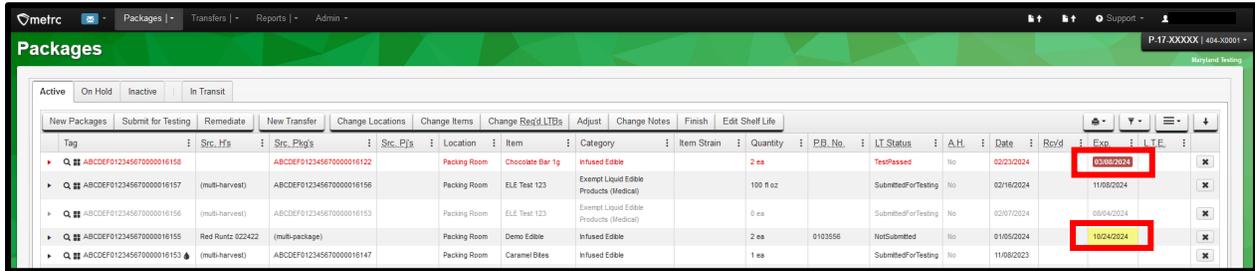


Figure 9: Edit Shelf Life action window

The recently changed Expiration Date field will be highlighted in yellow once completed. The Expiration Date field can be updated as many times as needed, with each change recorded in the package history. The Expiration Date can be set as far in the future as needed. If the Expiration Date is set in the past, the line will turn red, and the date will have a red box around it – **see Figure 10.**



Tag	Src. Hfs	Src. Pkg's	Location	Item	Category	Item Strain	Quantity	P.B. No.	LT Status	A.H.	Date	Rec'd	Exp.	L.T.E.
Q ABCDEF012345670000016158	(multi-harvest)	ABCDEF012345670000016122	Packing Room	Chocolate Bar 1g	Infused Edible		2 ea		TestPassed	No	02/23/2024		03/08/2024	
Q ABCDEF012345670000016157	(multi-harvest)	ABCDEF012345670000016156	Packing Room	ELE Test 123	Exempt Liquid Edible Products (Medical)		100 fl oz		SubmittedForTesting	No	02/16/2024		11/08/2024	
Q ABCDEF012345670000016156	(multi-harvest)	ABCDEF012345670000016153	Packing Room	ELE Test 123	Exempt Liquid Edible Products (Medical)		0 ea		SubmittedForTesting	No	02/07/2024		08/04/2024	
Q ABCDEF012345670000016155	Red Runtz 022422	(multi-package)	Packing Room	Demo Edible	Infused Edible		2 ea	0103556	NotSubmitted	No	01/05/2024		10/24/2024	
Q ABCDEF012345670000016153	(multi-harvest)	ABCDEF012345670000016147	Packing Room	Caramel Sites	Infused Edible		1 ea		SubmittedForTesting	No	11/08/2023			

**Figure 10: Updated Expiration Dates and notifications**

## Metrc resources

If you have any questions or need additional support, the following resources are available:

### Contact Metrc Support

By using the new full-service system by navigating to [Support.Metrc.com](https://Support.Metrc.com), or from the Metrc System, click Support and navigate to [support.metrc.com](https://support.metrc.com) and it will redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

### Metrc Learn

Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

#### ***From within the Metrc system***

Navigate to the drop-down Support menu in the navigational toolbar and select “Sign up for Training” to register.

#### ***From the Metrc website***

Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – [learn.metrc.com](https://learn.metrc.com) – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

### Access additional resources

In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.