

Bulletin Number: OK_IB_0034	Distribution Date: 04/11/2024	Effective Date: 04/09/2024
Contact Point: Metrc® Support	Subject: New Item Categories for Decontamination	
Reason: Metrc is providing an update on the addition of 2 new Item Categories for Decontamination		

Greetings,

Metrc, in conjunction with the OMMA, would like to announce the addition of two new Item Categories for Decontamination that will go live on 04/09/2024. In addition, we are providing guidance on the process of creating an item using the new item categories.

Please read on for more information.

New Item Categories for Decontamination

Effective 04/09/2024, two new Item Categories for Decontamination will be available – “**Flower – For Decontamination**” and “**Shake/Trim – For Decontamination**”.

Once enabled, new Items will need to be created to be able to package the product properly. To create a new Item, go to the Admin area dropdown on the navigational toolbar and select the Items option – **see Figure 1**.

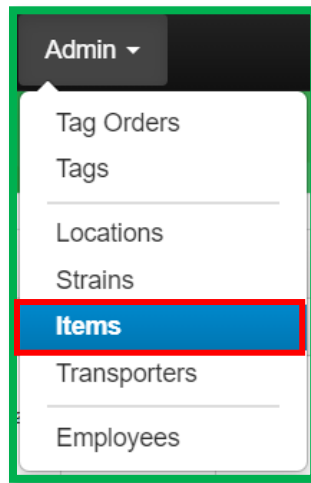


Figure 1: Admin area dropdown with Items option

Please Note: If you do not see this option, an Administrator will need to grant the proper permissions under the Employees Admin area.

Once on the Items grid, select the “Add items” button to begin the process – **see Figure 2**.

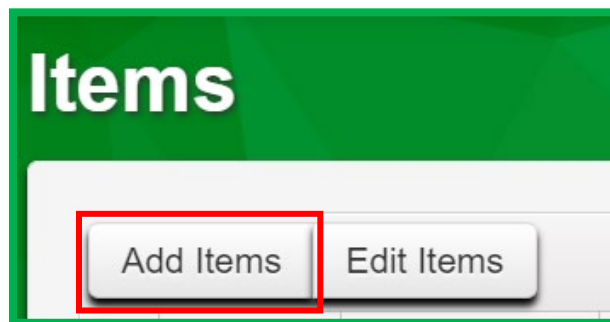


Figure 2: Add Items button

Taking this action will open the Add Items action window where new item(s) can be created, including entering the item information utilizing the “Flower – For Decontamination” or “Shake/Trim – For Decontamination” Item Category. Once the information is entered, use the green “Create Items” button to complete the process – see **Figures 3 and 4**.

Figure 3: Add Items action window: Flower – For Decontamination

Figure 4: Add Items action window: Shake/Trim – For Decontamination

Once the item is created, it can be utilized. When sending a package of Flower & Buds or Shake/Trim for decontamination, a new package must be created using the new items that have been previously created. To create the new package:

1. Navigate to the Packages grid.
2. Select the source package that is being repackaged to be sent for decontamination. In the example below, a new package of Flower- Blue Dream (Decontamination) is being created from an existing package.
3. Once the source package is selected, click the “New Packages” button – **see Figure 5.**

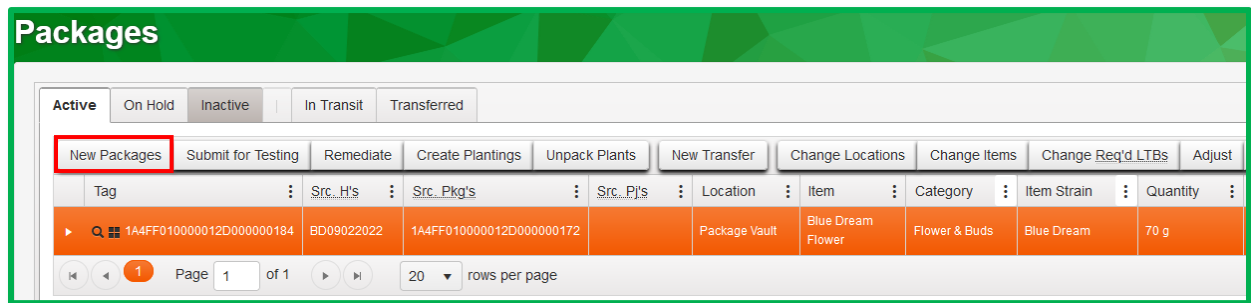


Figure 5: Select Source Package & New Packages Button

Taking this action will open the New Packages action window where the new package of Flower & Buds being sent for decontamination is created.

From the New Packages action window:

1. Use the new Item name that was previously created.
2. Indicate the amount taken from the source package on the right-hand side.
3. Add the new package information on the left-hand side.
4. When all information is entered, click the green “Create Packages” button.

Please note: The production batch box should be selected since the new package is a different item category than the previous package. A production batch number will then need to be assigned. (This can be the last few numbers of the package ID number if preferred) – **see Figure 6** below.

To create more than one new package, use the blue plus sign icon and take the same steps noted above.

Figure 6: Create New Packages action window

Once the package(s) are created, they can be transferred to be decontaminated as needed. Please refer to the Decontamination bulletin [here](#) for information on creating the transfer.

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 the “support.metrc.com” option and you will be redirected to our 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](https://learn.metrc.com) 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 – 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.