Metrc Support Bulletin

Bulletin Number:	Distribution Date:	Effective Date:
SD_IB_ 0022	04/29/2024	06/03/2024
Contact Point: Metrc Support	**Subject:** New Item Categories	
Reason: Provide guidance around new item categories in Metrc.		

Greetings,

Metrc and the South Dakota DOH are pleased to provide an update to the new Item Categories that will be entered and measured within Metrc. These new categories will be implemented on June 3, 2024.

The new Item Categories are:

- Topical – Dry
- Topical – Liquid
- Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form
- Transdermal Patches

The intent of this bulletin is to prepare the industry for when these categories become available and how to utilize these new categories, along with how they will affect purchase limits and equivalencies.

For items that are currently available in your active inventory and that fall into to these new categories, the advised procedure is to sell through those items, then begin creating any new products using the new categories once they are implemented.

Please read on for more detailed information.

Topical – Dry

The new Topical - Dry Item Category includes products such as:

- Bath salts
- Bath bombs,
- Powders
- Anything that is both
  - not ingested orally
  - not a liquid.

Sixteen (16) ounces of Topical – Dry product is equivalent to one (1) ounce of cannabis flower. The total amount of Topical – Dry that can be purchased in a 14-day period is 48 ounces. This new category will be available for use by Manufacturing and Dispensary licenses only; Cultivator licenses cannot use the new item category. When selling an item from the Topical – Dry category, the amount of that item will deduct from the Flower Avail purchase limit according to the conversion of 16 ounces Topical – Dry equals one ounce of cannabis flower.

Use the following steps when creating a Topical – Dry Item:

- From the Admin area on the navigational toolbar, select the Items option from the dropdown – see **Figure 1.**
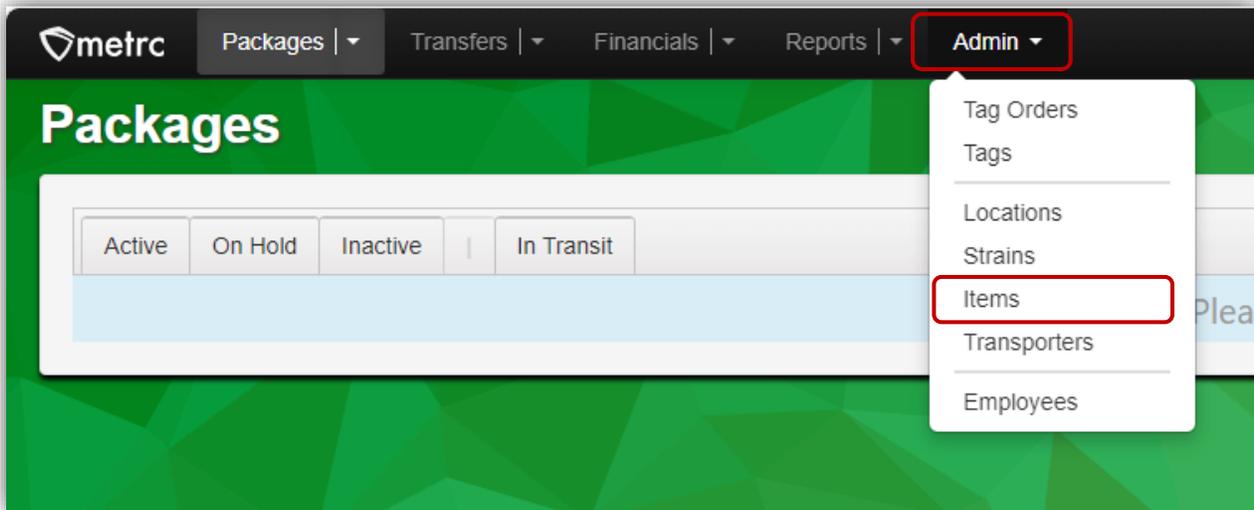
Figure 1: Items option in Admin area dropdown

- Once on the Items grid, select the Add Items button to access the Add Items action window – see **Figure 2.**

Figure 2: Add Items button

- Complete all fields in the Add Items action window. In the Category dropdown menu, select the Topical – Dry option. **The name of the item must include the item's Total mg of THC and total weight in ounces.** Once all information has been entered and verified to be accurate, select the Create Items button to save the new item – see **Figure 3.**
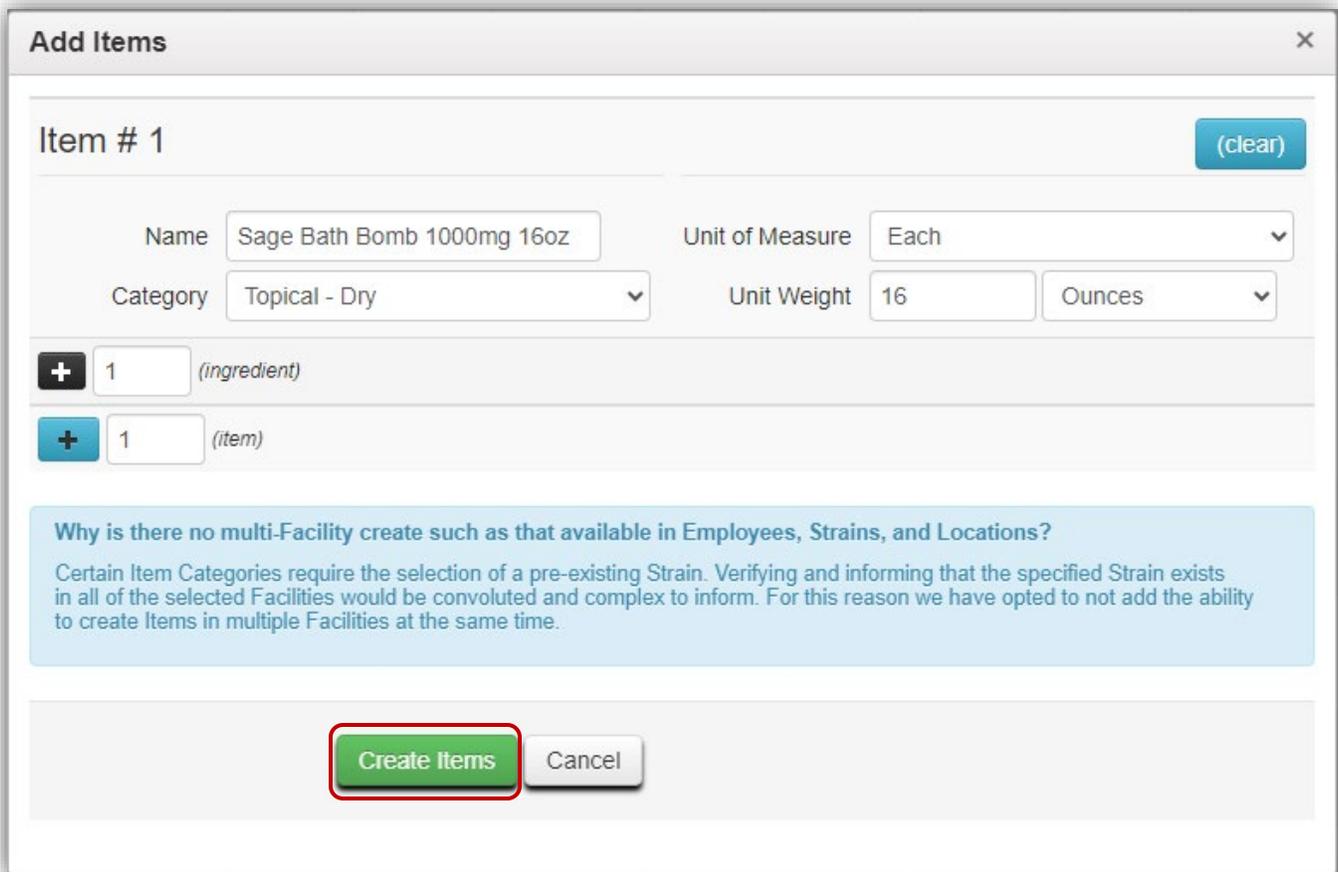 - Example of a bath bomb with the total package weight of 16 ounces and Total THC content of 1000mg – Sage Bath Bomb 1000mg 16oz

Figure 3: Creating a new Topical – Dry Item in Add Items action window

Topical – Liquid

The new Topical – Liquid Item Category includes products such as:
- Lotions
- Balms
- Anything that is both
  - Not ingested orally
  - Not a dry substance

Twelve (12) ounces of Topical – Liquid is equivalent to 1 ounce of cannabis flower. The total amount of Topical – Liquid that can be purchased in a 14-day period is 36 ounces. This new item category will be available to Manufacturing and Dispensary licenses only; Cultivator licenses cannot use the new item category. When selling an item from the Topical – Liquid category, the amount of that item will deduct from the Flower Avail purchase limit according to the conversion of 12 ounces Topical – Liquid equals one ounce of cannabis flower.

Use the following steps when creating a Topical – Liquid Item:

- From the Admin area on the navigational toolbar, select the Items option from the dropdown – see **Figure 4.**
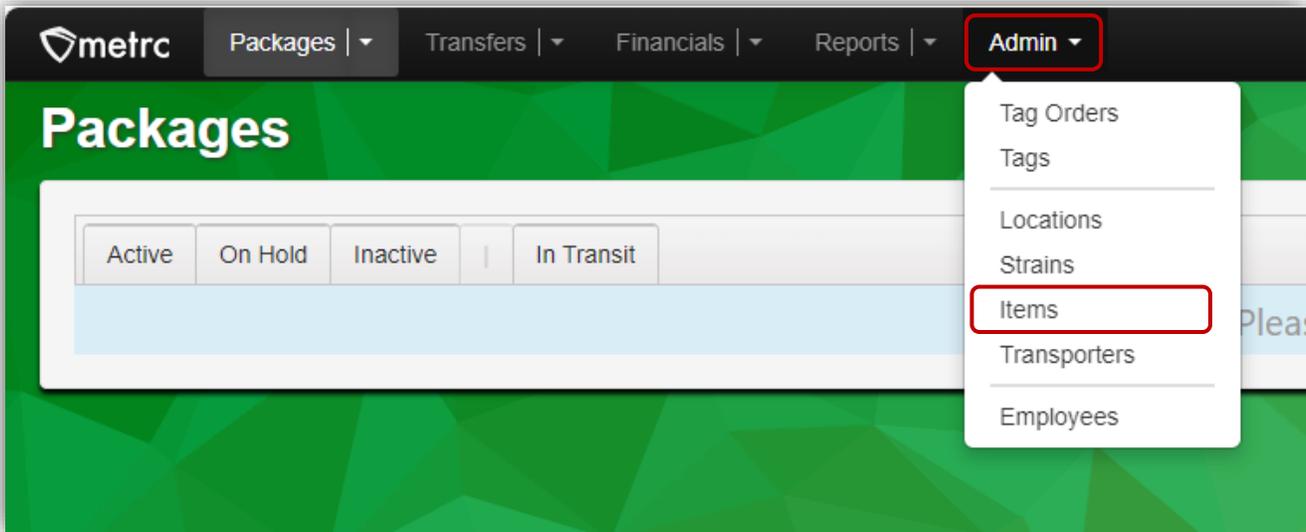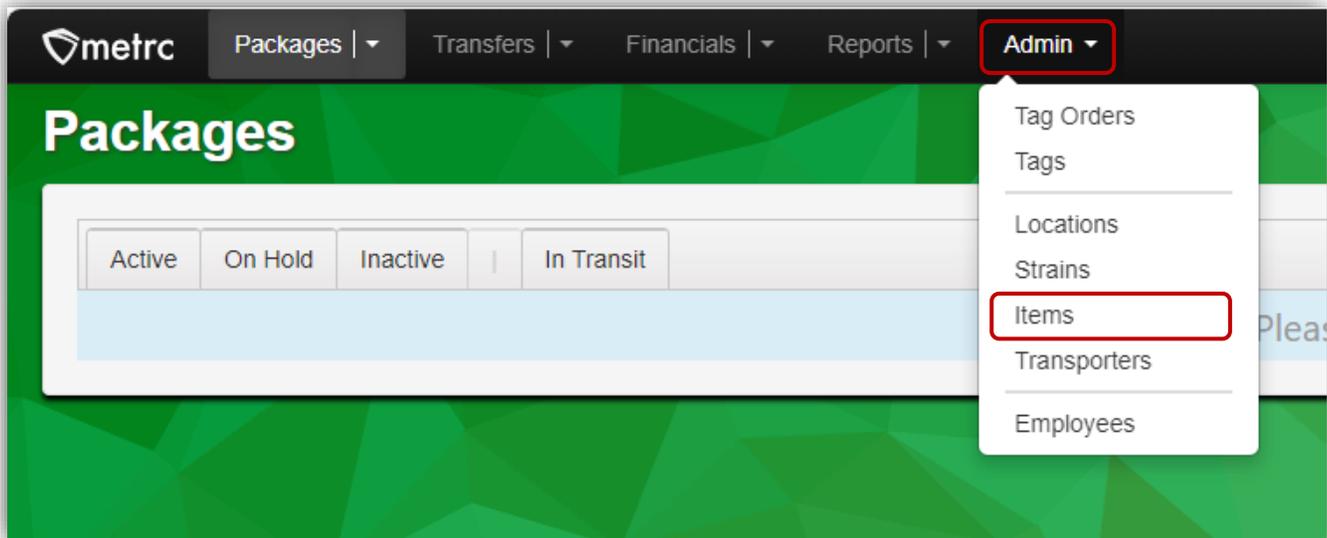

Figure 4: Items option in Admin area dropdown

- Once on the Items Grid, select the Add Items button to access the Add Items action window – see **Figure 5.**

Figure 5: Add Items button

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- Complete all fields in the Add Items action window. In the Category dropdown menu, select the Topical – Liquid option. **The name of the item must include the item's total mg of THC and total weight in ounces.** Once all information has been entered and verified to be accurate, select the green Create Items button to save the new item – see **Figure 6.**
  - Example of a lotion with a total packaged weight of 12 ounces and total THC content of 1500mg – Lavender Lotion 1500mg 12oz
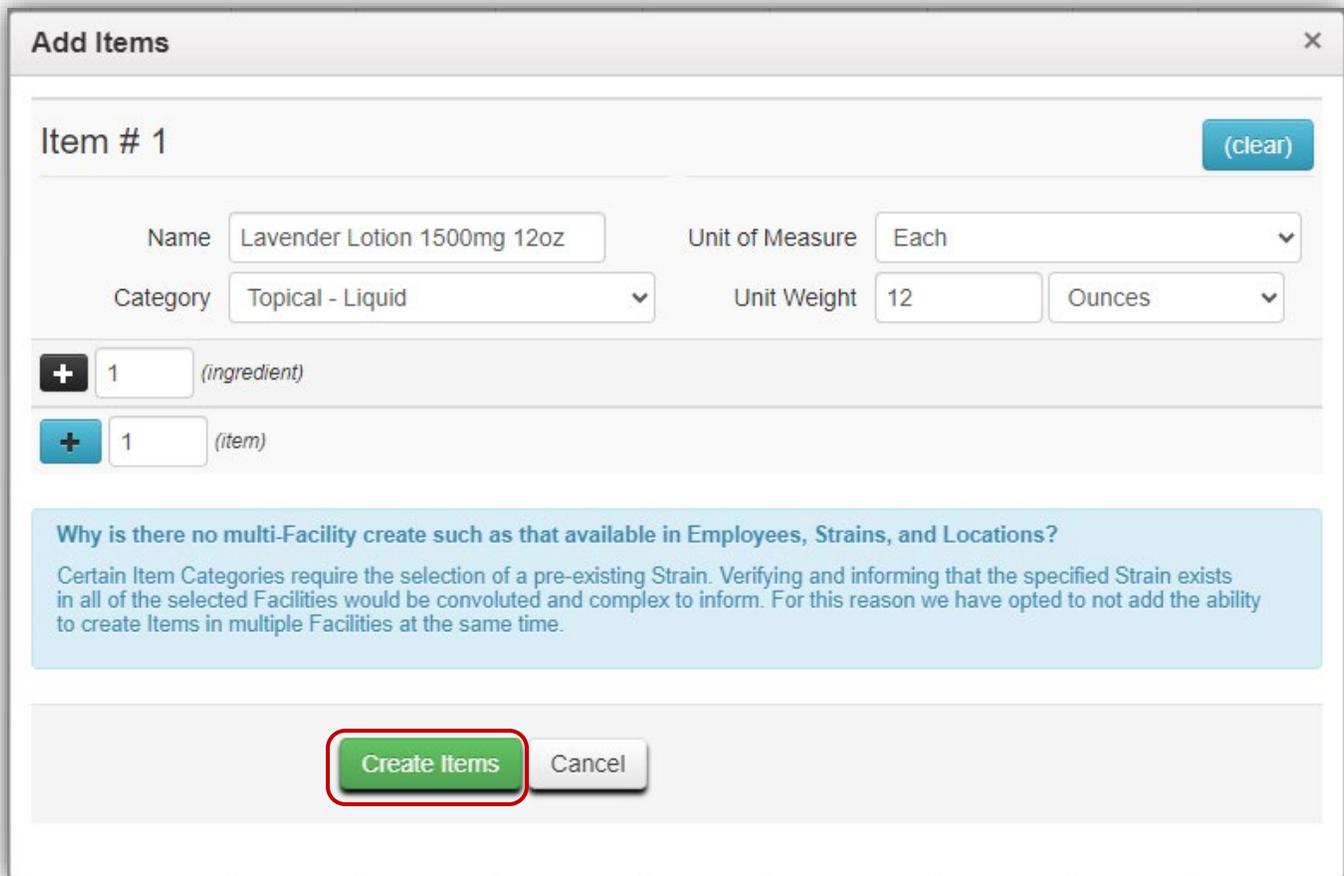
Add Items   ✕

Item # 1   (clear)

Name	Lavender Lotion 1500mg 12oz	Unit of Measure	Each
Category	Topical - Liquid	Unit Weight	12 Ounces

+ 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 6: Creating a new Topical – Liquid Item in the Add Items action window

Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form

The new Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form Item Category will include products such as:

- Tinctures
- Cannabis oil
- Capsules
- Any items that are ingested orally

Fifteen (15) grams of Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form is equivalent to one (1) ounce of cannabis flower. The total amount of Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form that can be purchased in a 14-day period is forty-five (45) grams. When dispensing items from this category, the amount of that item will deduct from the Concentrate purchase limit according to the conversion of 15 grams of Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form equals one ounce of cannabis flower.

Use the following steps when creating a Cannabis Oil or Tincture in Oral Dosage Syringe or Capsule Form item:

- From the Admin area on the navigational toolbar, select the Items option from the dropdown – see **Figure 7.**
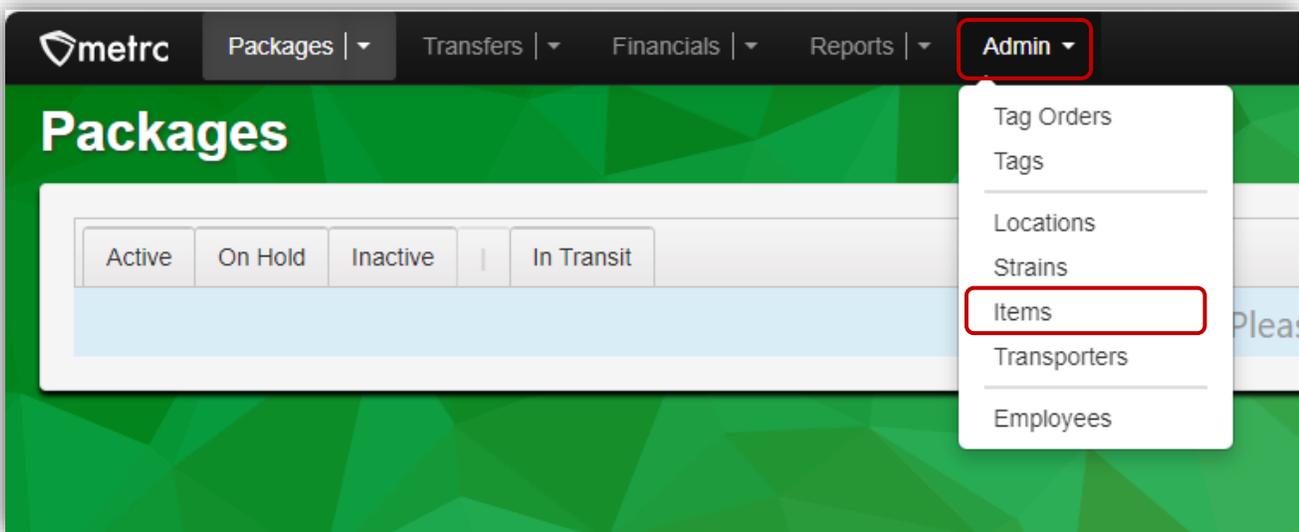

Figure 7: Items option in Admin area dropdown

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- Once on the Items Grid, select the Add Items button to access the Add Items action window – see **Figure 8.**

Figure 8: Add Items button

- Complete all fields in the Add Items action window. In the Category dropdown, select the Cannabis Oil/Tincture/Capsules option. **The name of the item must include the Total mg of THC and total weight of the item in milliliters. The milliliters will be equivalent to the grams entered in the Unit Weight field.** Once all the information has been entered and verified to be accurate, select the green Create Items button to save the item – see **Figure 9.**
    - Example of an Indica Tincture with a total packaged volume of 10ml and a Total THC content of 1000mg – Indica Tincture 1000mg 10ml

Figure 9: Creating a new Cannabis Oil/Tincture/Capsules

Transdermal Patches

The new Transdermal Patch Item Category is being created for manufacturers that would like to begin producing transdermal patches. Eight hundred (800) milligrams of Transdermal Patches are equivalent to 1 ounce of cannabis flower. The total amount of Transdermal Patches that can be purchased in a 14-day period is 2400 milligrams. When selling items from this category, the total amount will be deducted from the THC purchase limits.

Use the following steps when creating a Transdermal Patch item:

- From the Admin area on the navigational toolbar, select the Items option from the dropdown – see **Figure 10.**

Figure 10: Items option in the Admin area dropdown

- Once on the Items Grid, select the Add Items button to access the Add Items action window – see **Figure 11.**

Figure 11: Add Items button

- Complete all fields in the Add Items action window. In the Category dropdown, select the Transdermal Patches option. **The name of the item must include the total mg of the item.** Once all information has been entered and verified to be accurate, select the green Create Items button to save the item – see **Figure 12.**
  - For example: Transdermal Patch 100mg

Figure 12: Creating a new Transdermal Patch

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 – Service Cloud – by navigating to Support.Metrc.com, or from the Metrc System, click Support and navigate to 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. For additional information, please review the step-by-step guide or a video demo.

Metrc Learn: Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To log in, visit Metrc Learn and enter your login credentials, or to access, register by visiting the Metrc Learn Registration**.**

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, manual, and more.

Thank you for your continued partnership.