

<b>Bulletin Number:</b> MI_IB_0100	<b>Distribution Date:</b> 04/25/25	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Administrative Hold Functionality	
<b>Reason:</b> To provide information as to how to identify if a package is on Admin Hold in Metrc		

Greetings,

This bulletin provides information to Metrc Users as to how to best identify packages that have been placed on Administrative Hold directly in Metrc. This functionality is ongoing in Metrc and is not newly released functionality.

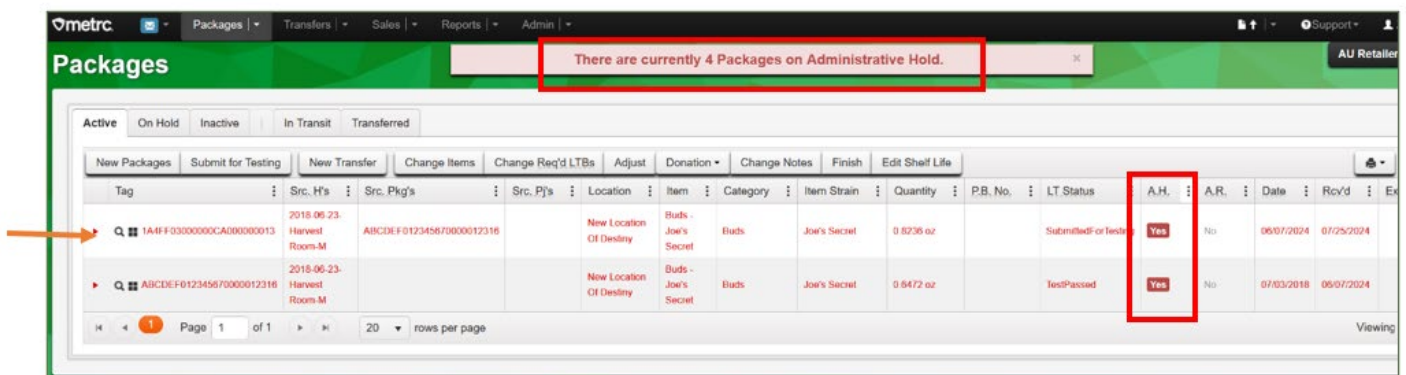
Please read on for additional information.

## **Administrative Hold functionality**

The Administrative Hold functionality is designed to provide additional transparency for Metrc users regarding the status of facility package inventory. There are several ways in which users may identify that a package has been placed on Administrative Hold. Initially, when a package is designated with the hold status, the Metrc Admin/Owner of the facility will obtain a notification via email.

Beyond the initial email notification to the facility Admin(s), the status is also identifiable in the following ways on the Packages Grid – see **Figure 1**.

- The package information will be displayed in **red**.
- The Administrative Recall (A.R.) column will display as “Yes” with a red rectangle highlighting the text.
- A banner will display notifying users that a package has been designated with the admin hold status.
- The package history also reflects the date and time the hold was placed- see **Figure 2**.



Tag	Src. H's	Src. Pkg's	Src. P's	Location	Item	Category	Item Strain	Quantity	P.B. No.	LT Status	A.H.	A.R.	Date	Rcv'd	Ex
1A4FF03000000CA000000013	2018-06-23 Harvest Room-M	ABCDEF012345670000012316		New Location Off Destiny	Buds - Joe's Secret	Buds	Joe's Secret	0.8236 oz		Submitted for testing	Yes	No	06/07/2024	07/25/2024	
ABCDEF012345670000012316	2018-06-23 Harvest Room-M			New Location Off Destiny	Buds - Joe's Secret	Buds	Joe's Secret	0.8472 oz		Test Passed	Yes	No	07/03/2018	06/07/2024	

**Figure 1: Identifying Packages Designated with Administrative Hold**

Packages

There are currently 4 Packages on Administrative Hold.

Active On Hold Inactive In Transit Transferred

New Packages Submit for Testing New Transfer Change Items Change Req'd LTBs Adjust Donation Change Notes Finish Edit Shelf Life

Tag	Src. H's	Src. Pkg's	Src. P's	Location	Item	Category	Item Strain	Quantity	P.B. No.	LT Status	A.H.	A.R.
1A4FF03000000CA000000013	2018-06-23- Harvest Room-M	ABCDEF012345670000012316		New Location Of Destiny	Buds - Joe's Secret	Buds	Joe's Secret	0.8236 oz		SubmittedForTesting	Yes	No

Source Harvests Lab Test Batches Lab Results History

Description	Employee	Date	Reported
Packaged 1 Ounces of Buds - Joe's Secret from another Package - Took 1 Ounces of Buds - Joe's Secret from Package ABCDEF012345670000012316 - Package Type: Product - Location: Chris Keberts Party Room (Cool People Only) - Location Type: default	METRC INDUSTRY ADMIN (X00●●●)	06/07/2024	06/07/2024 11:57 am
Package added to Manifest # 0000024401 - From: AU Processor Two (AU-P-0000000) - To: AU Retailer Two (AU-R-0000000) - License Type: Licensed - Transfer Type: Wholesale	DAnne Crowder (Crowder0●●●)		07/25/2024 02:47 pm
1 Ounces accepted from Manifest # 0000024401 by AU Retailer Two (AU-R-0000000) - Location: New Location Of Destiny - Location Type: default	DAnne Crowder (Crowder0●●●)		07/25/2024 02:52 pm
Related Package (ABCDEF012345670000012316) placed On Hold - Reason: Agency Hold - Categories Applied:	State Authority		01/22/2025 02:29 pm
Used 5 Grams for Package 1A4FF03000000C90000000015	Dani LaFredo (LaFredo0●●●)	03/24/2025	03/24/2025 05:55 pm
Related Package/s (1A4FF03000000C90000000015) Lab Testing set to SubmittedForTesting	Dani LaFredo (LaFredo0●●●)	03/24/2025	03/24/2025 05:55 pm

**Figure 2: Historical Record of the Admin Hold Placement in Package History**

**Important note:** Metrc does not stop a licensee from making a sale. Retailers should work with their point of sale systems that integrate to Metrc to determine if they have the capability to prevent the sale based on the Metrc status of the package. Metrc has designed endpoints in which the integrators would be able to pull that information and leverage that for sale functionality in the point of sale.

## 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](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click support.metrc.com to 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 was recently redesigned to offer interactive educational opportunities to enhance Metrc system users’ skills and provide various training options based on experience level.

In addition, the learning system is organized into facility-specific programs made up of various courses. To login or register for an account, visit [Metrc Learn](#).

**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.