

Bulletin Number: IL_IB_0002	Distribution Date: 05/16/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Movement of Items from BioTrack to Metrc	
Reason: To notify the industry of how items will be moved from BioTrack to Metrc		

Greetings,

All NLS approved final form items have been transferred over from BioTrack to Metrc. All licensees should confirm that item details are correct and unit weights are added for all final form items. Final form items are captured as count-based items and the unit weight will be used for the deductions for patient sales. It is also important to note that all facilities will need to manually add their in progress or bulk items into their Metrc system, as these were not moved over.

Please find a detailed description of this on the following pages.

Validating Items & Adding Unit Weights

While all final form items were moved over from BioTrack, it will be important to verify that everything moved over correctly, as well as add the unit weight and/or strains to necessary items. To do this, someone with admin permissions will navigate to the Admin menu in the black navigational bar and select “Items,” as seen in **Figure 1**.

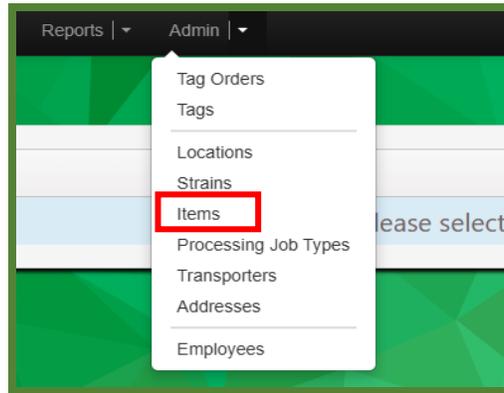


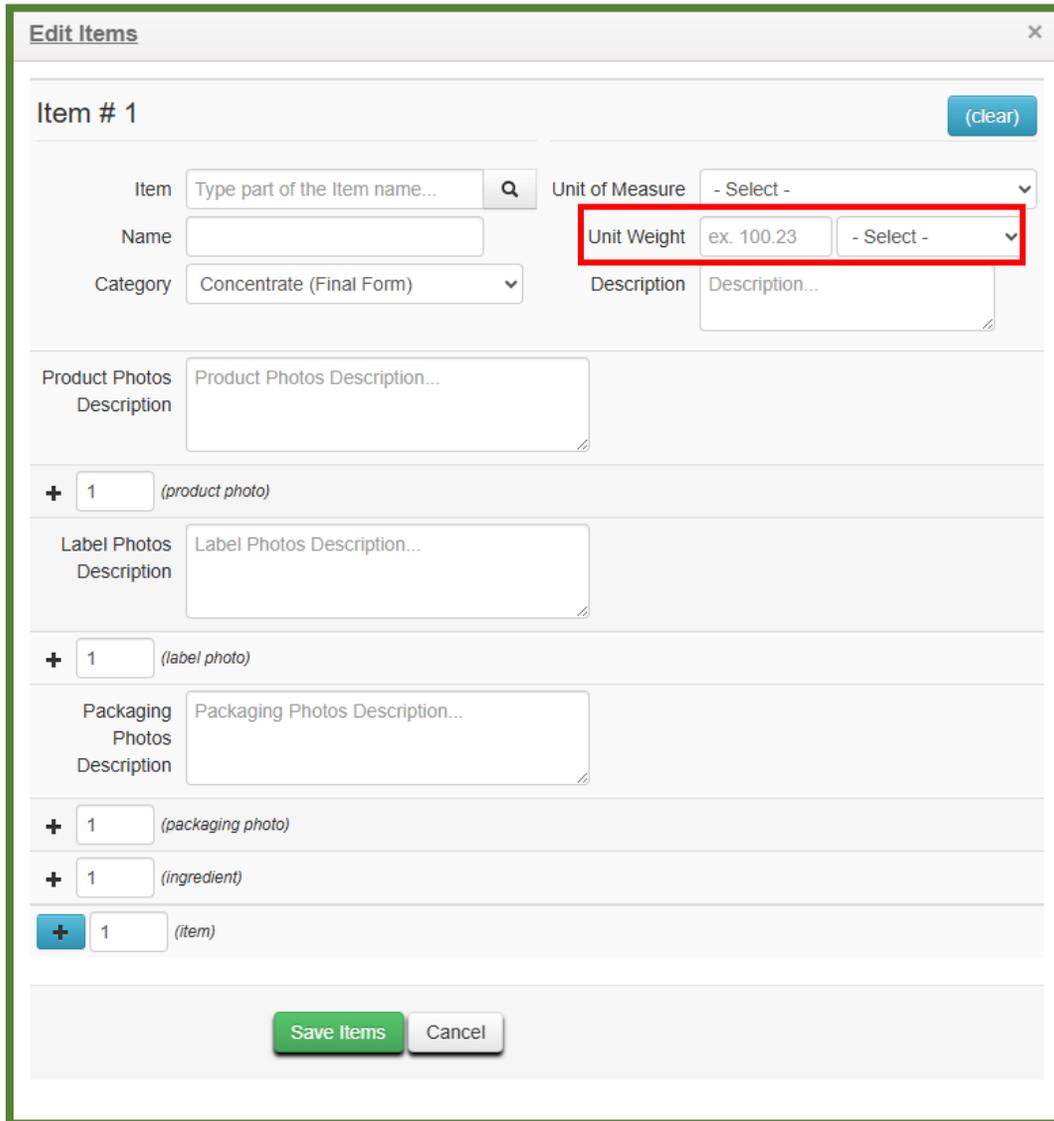
Figure 1: Items option in Admin menu

Once the Items option has been selected, the Items screen will populate, displaying all available items for that license. From here, items can be either added, edited or discontinued. You can either use the Items grid to ensure all information is accurate or you can click on one of the items in the grid and click the “Edit Items” button to view the details for that particular item, as show in **Figure 2**.

Item	Category	Type	Quantity Type	Default LTS	UoM	Approval	Aprv Date	Strain
▶ Blackhawk Haze Budder 1g	Concentrate (Final Form)	Concentrate	CountBased	NotSubmitted	Each	Approved	01/06/2025 05:12:04 pm	
▶ Cubbie Chews 100mg	Edible Food (Final Form)	InfusedEdible	CountBased	NotSubmitted	Each	Approved	01/06/2025 05:12:10 pm	
▶ Cubbie Kush Tincture 1g	Tincture (Final Form)	InfusedEdible	CountBased	NotSubmitted	Each	Approved	01/06/2025 05:12:13 pm	
▶ Cubbie Kush Whole Wet Plant	Wet Whole Plant	Plants	WeightBased	NotSubmitted	Grams	Approved	01/06/2025 04:52:44 pm	Cubbie Kush
▶ FLW Flo Infused Pre-Roll	Enhanced Pre-Roll (Final)	Buds	CountBased	NotSubmitted	Each	Approved	01/06/2025 05:12:15 pm	FLW Flo

Figure 2: Items grid and Edit Items button

To add the unit weight for each item, select the necessary item in the grid and click the “Edit Items” button to bring up the Edit Items screen and input the unit weight for that particular item, as seen in **Figure 3**.



The screenshot shows the 'Edit Items' window with the following fields:

- Item # 1 (with a clear button)
- Item: Search field with placeholder 'Type part of the Item name...'
- Name: Text input field
- Category: Dropdown menu with 'Concentrate (Final Form)' selected
- Unit of Measure: Dropdown menu with '- Select -' selected
- Unit Weight: Text input field with 'ex. 100.23' and a dropdown menu with '- Select -' selected (highlighted in red)
- Description: Text area with placeholder 'Description...'
- Product Photos: Text area with placeholder 'Product Photos Description...'
- + 1 (product photo)
- Label Photos: Text area with placeholder 'Label Photos Description...'
- + 1 (label photo)
- Packaging Photos: Text area with placeholder 'Packaging Photos Description...'
- + 1 (packaging photo)
- + 1 (ingredient)
- + 1 (item)
- Buttons: 'Save Items' and 'Cancel'

Figure 3: Unit Weight field in Edit Items screen

Please note that the unit weight is described as the weight per individual unit. For example, if each unit of concentrate within a package contains half a gram of concentrate, the unit weight would be 0.5 grams. And if there are 100mg in an infused product, the unit weight would be 100mg.

If the item has been approved and given an NLS#, that number needs to be entered into the description field.

Validating Strains

Additionally, all strains were moved over from BioTrack. It will be important to verify that the strains moved over correctly. To do this, someone with admin permissions will navigate to the Admin menu in the black navigational bar and select “Strains,” as seen in **Figure 4**.

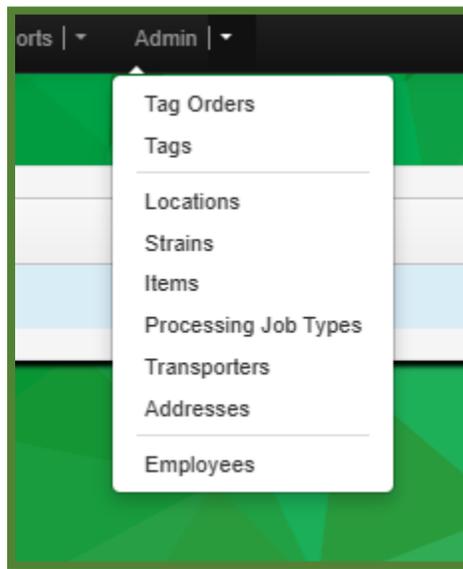


Figure 4: Strains option in Admin menu

Once the Strains option has been selected, the Strains screen will populate, displaying all available strains for that license. From here, strains can be either added, edited or discontinued. You can either use the Strains grid to ensure all information is accurate or you can click on one of the items in the grid and click the “Edit Strains” button to view the details for that particular strain, as show in **Figure 5**.

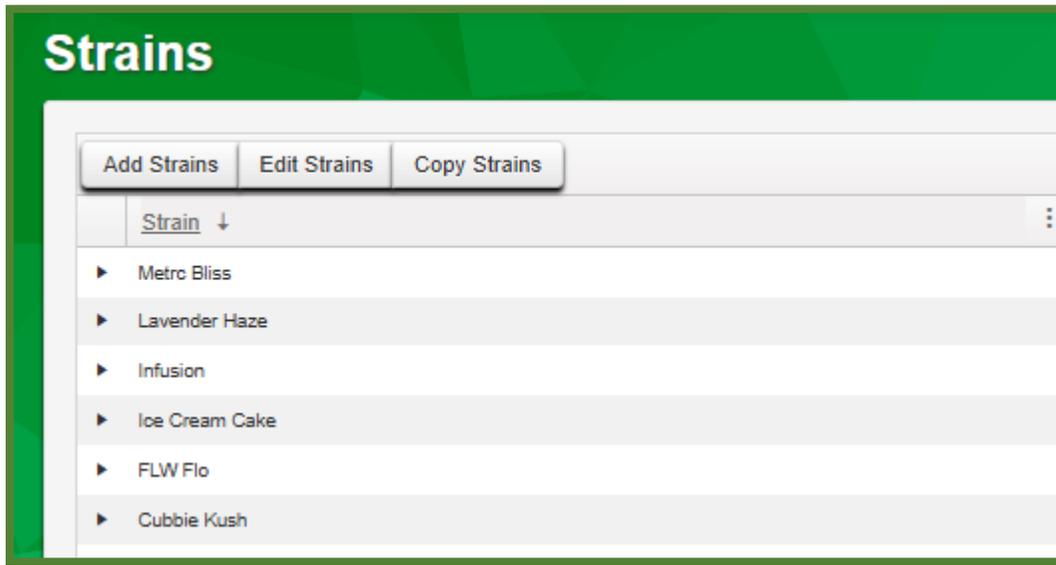


Figure 5: Strains grid and Edit Strains button

Once the Strain has been selected it can be edited accordingly.

Adding Additional Items

To add additional items to Metrc, click the “Add Items” button from the Items grid, as shown in **Figure 6**.

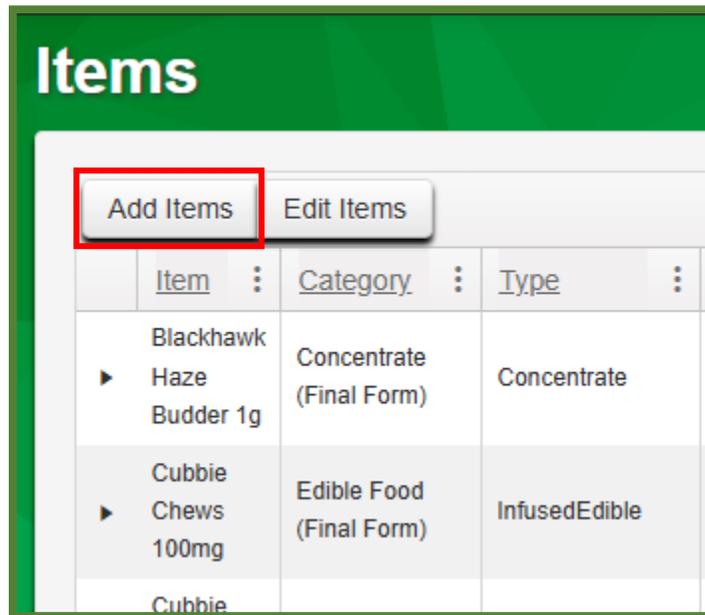


Figure 6: Add Items button in Items grid

Once the Add Items screen opens, additional items can be added by filling in the data and clicking the “Create Items” button, as show in **Figure 7**. Please note that additional requirements will populate once the category is selected from the “Category” dropdown menu.

Please note: The NLS item number must be added into the item description field.

Add Items [close]

Item # 1 [clear]

Name [text box] Unit of Measure [- Select -]

Category Beverage (Final Form) Unit Weight ex. 100.23 [- Select -]

Description NLS Number

Product Photos Description [text box]

+ 1 (product photo)

Label Photos Description [text box]

+ 1 (label photo)

Packaging Photos Description [text box]

+ 1 (packaging photo)

+ 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 7: Add Items screen

Available Item Categories

Item Categories	Weight Based / Count Based	Strain Required
Beverage (Final Form)	Count Based	No
Bud/Flower (Bulk)	Weight Based	Yes
Capsules and Tablets (Final Form)	Count Based	No
Concentrate (Bulk)	Weight Based	No
Concentrate (Final Form)	Count Based	No
Edible Food (Final Form)	Count Based	No
Enhanced Pre-Roll (Final Form)	Count Based	Yes
Fresh/Frozen	Weight Based	Yes
Hemp Concentrate (Bulk)	Weight Based	No
Immature Plants	Count Based	Yes
Infused Non-Edible (Bulk)	Weight Based	No
Packaged Flower (Final Form)	Count Based	Yes
Packaged Pre-Roll (Final Form)	Count Based	Yes
Raw Industrial Hemp	Weight Based	No
RSO (Final Form)	Count Based	No
Seeds	Count Based	Yes
Shake/Trim (Bulk)	Weight Based	No
Shake/Trim by Strain (Bulk)	Weight Based	Yes
Tincture (Final Form)	Count Based	No
Topical (Final Form)	Count Based	No
Vape Cartridge (Final Form)	Count Based	No
Wet Whole Plant	Weight Based	Yes

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.