

| Bulletin Number: | Distribution Date: | Effective Date: |
|--|---------------------------|-------------------------|
| IL_IB_0004 | 05/30/2025 | Ongoing |
| Contact Point: | Subject: Item Categori | es, Lab Testing, and |
| Metrc Support | | |
| Reason: To notify the industry of how | different item categories | are associated with lab |
| test batches and required testing alon | g with how to handle rete | ention samples. |

Greetings,

To ensure a successful transition to Metrc for Illinois licensees, this bulletin covers the following information:

- Different available item categories within Metrc along with the corresponding lab test batches and required testing for these categories.
- A table that outlines important selections of correct lab test batches when creating a lab test sample.
- The workflow for adding the retention samples within Metrc for accountability and compliance. **Note:** Existing BioTrack retention samples need to be present within Metrc.

Please read on for further information.



Item Categories and Lab Test Batches

The table on the following pages is constructed to identify the Production Stage/Product, Product Category in Metrc, and the Lab Test Batch & Required Testing that is associated. The way this table can be read is as follows:

Bud/Flower Bulk is considered Raw Plant Material and the required Lab Test Batch is Raw Plant Material. The following tests are conducted on this specific sample: Metals, Microbials, Mycotoxins, Pesticides, Potency/Cannabinoid Profile, and Solvents.



| Production Stage/Product | Product Category in Metrc | Lab Test Batch & Required Testing |
|-----------------------------|---|---|
| Raw Plant Material | Raw Plant Material Bud/Flower (Bulk) Fresh/Frozen Packaged Flower (Final Form) Raw Industrial Hemp Shake/Trim (Bulk) Shake/Trim by Strain (Bulk) Wet Whole Plant | Raw Plant Material Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| | Pre-RollsPackaged Pre-Roll (Final Form) | Raw Prerolls Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| | Enhanced Pre-Roll (Final Form) | Infused Prerolls Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| | Enhanced (Infused) Flower (Bulk) | |
| | Infused Flower | Infused Flower Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |



| Production Stage/Product | Product Category in Metrc | Lab Test Batch & Required Testing |
|----------------------------------|--|--|
| Concentrate/Extract | Concentrate/Extract Concentrate (Bulk) Concentrate (Final Form) Hemp Concentrate (Bulk) | Choose from the following options: Non-Solvent Concentrate Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents Solvent Based Concentrate/Extract Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| Inhalable Concentrate/Extract | Inhalable Concentrate/Extract • RSO (Final Form) • Distillate | Inhalable Concentrate/Extract Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |



| Production Stage/Product | Product Item Category in Metrc | Lab Test Batch & Required Testing |
|-----------------------------|---|--|
| Infused Edible | Infused Edible Edible Food (Final Form) Infused Edible (Bulk) | Infused Edible Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| Infused Beverage | Infused Liquid Edible Beverage Beverage (Final Form) Infused Liquid (Bulk) | Infused Liquid Edible Beverage Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| Infused Non- Edible | Infused Non-Edible Capsules and Tablets (Final Form) Infused Non-Edible (Bulk) Tincture (Final Form) Topical (Final Form) | Infused Non-Edible Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |
| Vape Cartridge | Vape Cartridge (Final Form) | Vape Cartridge Metals Microbials Mycotoxins Pesticides Potency/Cannabinoid Profile Solvents |



Retention Samples

Pre-existing retention samples need to be created within Metrc. To prevent needing to import and tag each individual Retention Sample, Metrc and CROO have collaborated on a solution that will expedite this process while remaining compliant. Retention Samples will be brought in through the Incoming External Transfers. Retention Samples will be packaged by category and in one large package. Please follow this workflow for Retention Samples.

Please note: Any new packages that are being tested in Metrc, a new package will need to be created for the retention sample from the parent package that is being tested.

Begin by navigating to the Admin tab at the top of the page and to the Items option.



Figure 1: Navigating to the Items table

From the Items grid, click the Add Item button to bring up the Add Items action window. From the Add Items action window:

- Enter the name for your Retention Sample batch.
- Select the corresponding Category from the dropdown along with the Unit of Measure.

Please note: All Retention Samples will be categorized in a (Bulk) category. You can create multiple Retention Sample Items at once by selecting the blue plus at the bottom of the page. If you are creating a Retention Sample Item for flower, you will need to create a Retention Sample Strain to associate to the Flower item you will be creating.



| Ite | m # | 1 | | | | | - |
|-----|--------------------|--------------------------|-----------------------------------|---|-----------------|-------------------|---|
| | 1 | Vame | Retention Sample - Flower | | Unit of Measure | Grams | ~ |
| | Cat | egory | Bud/Flower (Bulk) | ~ | Strain | Retention Samples | ٩ |
| Pro | duct P Descr | hotos iption | Product Photos Description | | | | |
| + | 1 | (pr | oduct photo) | | | | |
| L | abel P Descr | hotos iption | Label Photos Description | | | | |
| + | 1 | (lai | pel photo) | | | | |
| | Pack P Descr | aging hotos iption | Packaging Photos Description | | 1. | | |
| + | 1 | (pa | ckaging photo) | | | | |
| + | 1 | (ing | gredient) | | | | |
| Ite | m # : | 2 | | | | | - |
| | 1 | Vame | Retention Sample - Infused Edible | | Unit of Measure | Grams | ~ |
| | Cat | egory | Infused Edible (Bulk) | ~ | | | |
| Pro | duct P Descr | hotos iption | Product Photos Description | | <i>i.</i> | | |
| + | 1 | (pr | oduct photo) | | | | |
| L | abel P Descr | hotos iption | Label Photos Description | | | | |
| + | 1 | (lai | pel photo) | | | | |
| | Pack P Descr | aging hotos iption | Packaging Photos Description | | 4 | | |
| + | 1 | (pa | ckaging photo) | | | | |
| + | 1 | (ing | gredient) | | | | |
| + | 1 | 0 | tem) | | | | |
| | - | | | | | | |

Figure 2: Adding Retention Sample Items

Now that the Retention Sample item has been created, click on the Transfers drop down on the navigational toolbar and select External.

| Transfers - | Financi |
|-----------------------|---------|
| Licensed Templates | |
| External | |

Figure 3: Navigating to the External Transfers Page



From the External Transfers Page, click the New Transfer button. Then, from the New Incoming Transfer action window:

- Select Beginning Inventory for the Type dropdown.
- For your Planned Route, enter Retention Sample.
- In the Package field, select one of your newly created Retention Samples items. Enter the total number of Retention Samples for the corresponding item/category and an External Identifier.
- Once all have been added, select Register Transfer.

| Type Phone No. | Beginn 131223 | ing Inventory | ~ | | | | | |
|-------------------|-----------------------|---------------|-------------------|--------------|---------------------|--------------------------|----|-------|
| Planned Route | Retenti | on Samples | | | Invoice Number | Enter the Invoice Number | r | |
| | | | | | Est. Departure | iii 05/23/2025 | | today |
| | | | | | | ▲ ▲ 03 : 50 F | PM | |
| | | | | | <u>Est.</u> Arrival | i 05/23/2025 | | today |
| | | | | | | ^ | | |
| | | | | ~~ | | 03 : 50 F | PM | |
| Pack | age # 1 | Retention Sa | mple - Flower | Q | Package Date | iii 05/23/2025 | Ē | today |
| (| Quantity | 420 | Grams | ~ | | | | |
| E | External dentifier | 12345678901 | 23456 | | | | | |
| Package # 2 | | Retention Sa | mples - Concentra | ate Q | Package Date | iii 05/23/2025 | | today |
| C | Quantity | 710 | Grams | ~ | | | | |
| E | External Jentifier | 98746512301 | 23698 | | | | | |
| • 1 | (pa | ckage) | | | | | | |
| | | Register Ti | ansfer Cance | əl | | | | |

Figure 4: Creating a New Incoming Transfer for Retention Samples

Once you have registered the transfer, it will appear on the External Transfers table. Locate the registered transfer and click the Complete button on the right side of the grid.

| xtern | nal Tra | nsfe | ers | ۰. | J | 2 | | | | | | | 1 | | h | | | | | | AU | Cultivation | Center 020-x0 |
|-------------------------|-------------|-------|-------|----|--------|---|---------------------|---|-------|---|------------|---|------------|----|------|----------|---|------|--------|-------|------------|-------------|-----------------|
| View Man | nifest | | | | | | | | | | | | | | | | | | | | | | |
| Incomin | ng Inactive | Ť. | | | | | | | | | | | | | | | | | | | | | |
| Now 1 | Transfor | | | | | | | | | | | | | | | | | | | | A • | •· [≡ | - + |
| M | lanifost | : Ins | L.Nbr | 1 | Qrigin | 1 | Type | 1 | Ekg's | 1 | EID | 1 | ETA : | AI | IA I | Received | 1 | EIRD | : AIRD | 1 EIB | A I AIRA | 1 | |
| | | | | | | | | | | | 05/23/2025 | | 05/23/2025 | | | | | | | | | | Edt |
| QQI | 00004901 | | | | | | Beginning Inventory | | 2 | | 03:50 pm | | 03:50 pm | | | | | | | | | | Complete |

Figure 5: External Transfers Table with New Transfer

From the Complete Incoming Transfer window, enter your package tags and select the location for the Retention Sample packages. **Note:** Verify the quantity matches the quantity of the total Retention Samples being associated with the tags. Once confirmed, click the Complete Transfer button to add these to your inventory.

| Complete Incoming Tr | ansfer | | | | | | | | × |
|--------------------------|--------------------------|-----|---------------|-----------------|-----------------------|----------------------|-----|-------|----------|
| Manifest | 0000004901 | | Trans | fer Type | Beginning Inventory | | | | |
| Origin Lic. No. | | | Origi | in Name | | | | | |
| Main Phone <u>No.</u> | 13122356522 | | Mobile Ph | ione <u>No.</u> | | | | | |
| Phone No. for Questions | | | | | | | | | |
| Employee ID | | | Vehicle Make | | | | | | |
| Driver's Name | | | Vehicle Model | | | | | | |
| Driver's <u>Lic. No.</u> | | | License Plate | | | | | | |
| Template | | | | | | | | | 🗆 Reject |
| Tag Sequence | 1A4FF0300000016000000291 | ۹ 🖌 | | | | | | | |
| Location | Package Vault | ۹ 🗸 | | | | | | | |
| Package # 1 | 1A4FF0300000016000000291 | ۹ | Item | Retention | Sample - Flower | Shipped <u>Qty.</u> | 420 | g | Reject |
| Location | Package Vault | Q | | | | Receive <u>Qty</u> | 420 | Grams | 5 🗸 |
| External Id | 1234567890123456 | | | | | | | | |
| Package # 2 | 1A4FF0300000016000000292 | Q | Item | Retention | Samples - Concentrate | Shipped <u>Qty</u> | 710 | g | Reject |
| Location | Package Vault | Q | | | | Receive <u>Qty</u> , | 710 | Grams | s 🗸 |
| External Id | 9874651230123698 | | | | | | | | |
| | | | | | | | | | |
| | Complete Transfer Cancel | | | | | | | | |
| | | | | | | | | | |

Figure 6: Complete Incoming Transfer Window



Then, navigate to the Active Packages grid to see the newly added Retention Samples.

| Active On Hold Inactive I In Transferred New Packages Submit for Testing Remediate Create Planting Remediate Remedia | Illinois Test |
|--|---------------|
| New Packages Submit for Testing Remediate Camele Plantings New Transfer Add Processing 3.bl Change Locations Change Reg(11.Bls Adjust Change Notes Finish Edit Shull 1.bl Change External 1.bl Change Locations Change Reg(11.Bls Adjust Change Notes Finish Edit Shull 1.bl Change External 1.bl Edit Shull 1.bl Edit Shull 1.bl External 1.bl | |
| Image: Non-state internal interna interna internal interna internal internal internal internal in | |
| 199 T 2 Example 1 2 Sample 2 S | <u>≡-</u> + |
| | . : X |
| P Q # 1.44/703000001600000282 9874651230123698 Panage Value Concentrate (subs) 710 g Notisitement No 05232023 | × |

Figure 7: Retention Sample Packages in Packages Table



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 <u>Support.Metrc.com</u>, 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.

Metrc Learn

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

Accessing <u>Metrc Learn</u> is simple through the following convenient locations:

From within the Metrc system

Navigate to the Support area on the navigational toolbar and select "Sign up for Training" to register.

Thank you for your continued partnership.