

Metrc Support Bulletin



Bulletin Number: IL_IB_0004	Distribution Date: 05/30/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Item Categories, Lab Testing, and Retention Samples	
Reason: To notify the industry of how different item categories are associated with lab test batches and required testing along with how to handle retention 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
<p>Raw Plant Material</p>	<p>Raw Plant Material</p> <ul style="list-style-type: none"> • Bud/Flower (Bulk) • Fresh/Frozen • Packaged Flower (Final Form) • Raw Industrial Hemp • Shake/Trim (Bulk) • Shake/Trim by Strain (Bulk) • Wet Whole Plant <p>Pre-Rolls</p> <ul style="list-style-type: none"> • Packaged Pre-Roll (Final Form) • Enhanced Pre-Roll (Final Form) <p>Enhanced (Infused) Flower (Bulk)</p> <ul style="list-style-type: none"> • Infused Flower 	<p>Raw Plant Material</p> <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents <p>Raw Prerolls</p> <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents <p>Infused Prerolls</p> <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents <p>Infused Flower</p> <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents

Production Stage/Product	Product Category in Metrc	Lab Test Batch & Required Testing
<p>Concentrate/Extract</p>	<p>Concentrate/Extract</p> <ul style="list-style-type: none"> • Concentrate (Bulk) • Concentrate (Final Form) • Hemp Concentrate (Bulk) 	<p>Choose from the following options:</p> <p>Non-Solvent Concentrate</p> <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents <p>Solvent Based Concentrate/Extract</p> <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents
<p>Inhalable Concentrate/Extract</p>	<p>Inhalable Concentrate/Extract</p> <ul style="list-style-type: none"> • RSO (Final Form) • Distillate 	<p>Inhalable Concentrate/Extract</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents
Infused Beverage	Infused Liquid Edible Beverage Beverage (Final Form) Infused Liquid (Bulk)	Infused Liquid Edible Beverage <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Metals • Microbials • Mycotoxins • Pesticides • Potency/Cannabinoid Profile • Solvents
Vape Cartridge	Vape Cartridge (Final Form)	Vape Cartridge <ul style="list-style-type: none"> • 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.

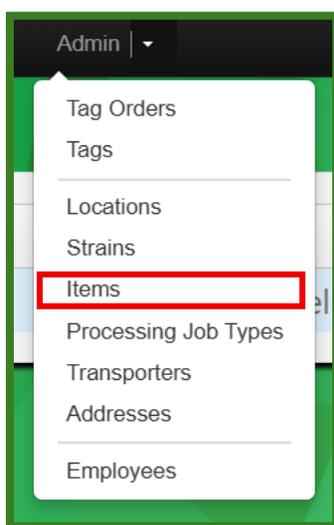


Figure 1: Navigating to the Items table

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.

Item # 1

Name: Retention Sample - Flower Unit of Measure: Grams

Category: Bud/Flower (Bulk) Strain: Retention Samples

Product Photos Description: [Text Area]

+ 1 (product photo)

Label Photos Description: [Text Area]

+ 1 (label photo)

Packaging Photos Description: [Text Area]

+ 1 (packaging photo)

+ 1 (ingredient)

Item # 2

Name: Retention Sample - Infused Edible Unit of Measure: Grams

Category: Infused Edible (Bulk)

Product Photos Description: [Text Area]

+ 1 (product photo)

Label Photos Description: [Text Area]

+ 1 (label photo)

Packaging Photos Description: [Text Area]

+ 1 (packaging photo)

+ 1 (ingredient)

+ 1 (item)

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.

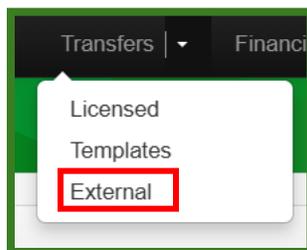


Figure 3: Navigating to the External Transfers Page

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.

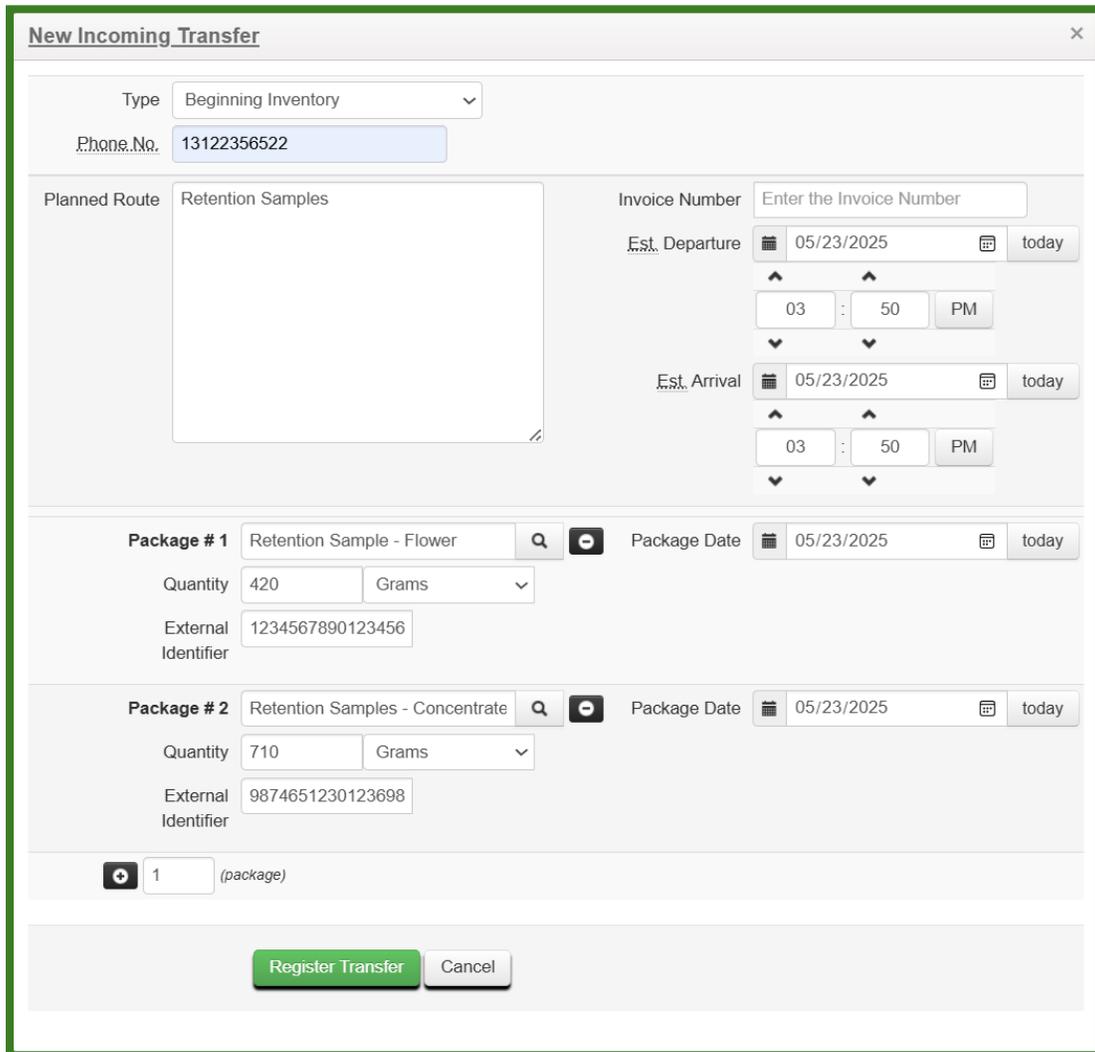


Figure 4: Creating a New Incoming Transfer for Retention Samples

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.

Manifest	Inv. Nbr	Origin	Type	Pkg's	ETD	AID	ETA	Received	ETRD	ATRD	ETRA	ATRA
0000004901			Beginning Inventory	2	06/23/2025 03:50 pm		06/23/2025 03:50 pm					

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.

Figure 6: Complete Incoming Transfer Window

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

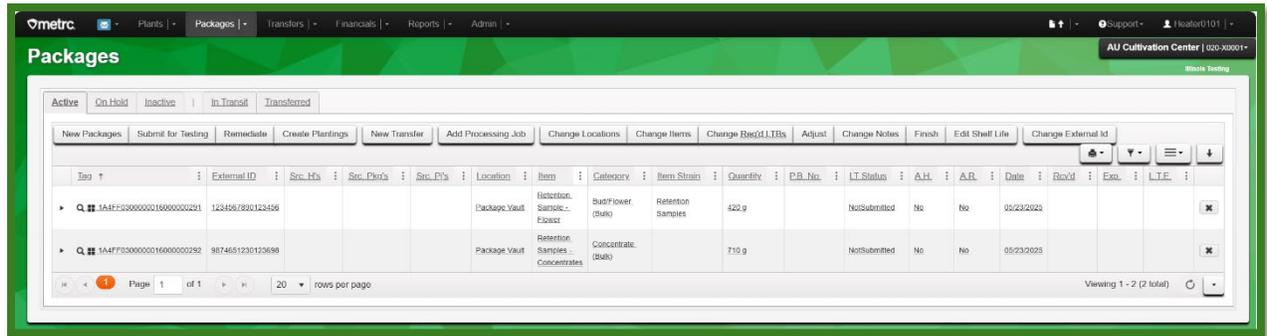


Figure 7: Retention Sample Packages in Packages Table

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 [Support.Metrc.com](https://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.

Metrc Learn

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

Accessing [Metrc Learn](#) 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.