

Bulletin Number: ME IB 0054	Distribution Date: 05/29/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Sample Types in Metrc	
Reason: Guidance on different sample types for Maine licensees and recommended workflows for each sample type.		

Greetings,

Metrc is providing guidance on different sample types for Maine licensees and recommended workflows for each sample type, including:

Employee Sample:

A licensee may provide samples of cannabis and cannabis products to its employees for the purpose of employee education.

Consumer Sample:

A sample of adult use cannabis flower, an edible cannabis product or a cannabis vape cartridge that is provided by a cannabis store to a consumer who is at least 21 years of age for no remuneration.

Trade Sample:

Cannabis provided by a cultivation or manufacturing facility to another licensee for business or marketing purposes only.

Research and Development (R&D) Sample:

Cannabis, cannabis concentrate, or cannabis product provided to a testing facility by a cannabis establishment for testing for research and development purposes only.

Employee Samples

- To record an employee sample from a facility’s inventory, go to the Packages grid and select the package the sample will be removed from.
- Next, select the Adjust button to open the Adjust Packages action window.
- Select “Employee Sample” from the Reason drop-down menu of options.
- In the Required Note field, enter the employee’s name and the IIC number.
- Once all required information (including the quantity and the adjustment date) has been entered, select the “Adjust Packages” button – **see Figure 1**.

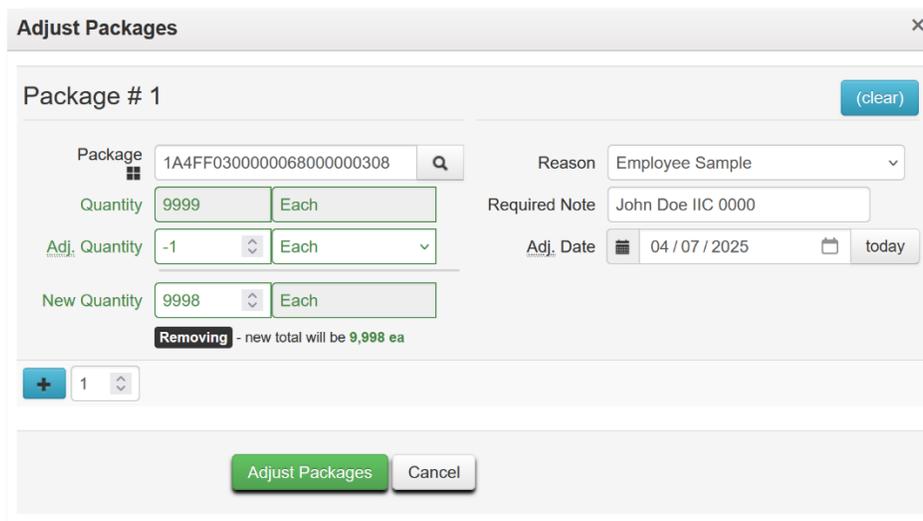


Figure 1: Adjust Packages Action Window – Employee Samples

Creating Consumer Samples

Consumer Samples are the newest sample type added to Metrc and must be tracked accordingly. Consumer Samples are created at a Cultivation or Manufacturer facility using the proper naming convention and may only be created once the testing status is either **Test Passed** or **Retest Passed**. These samples are to be provided to consumers on location at a Retail facility and are recorded within Metrc as a zero-dollar sale.

- To create a Consumer Sample, the licensee must begin by creating a new sample name within the item “Name” field, ensuring the proper naming convention has been used. All Consumer Samples must include “..._CS” in the item “Name” – see **Figure 2**.

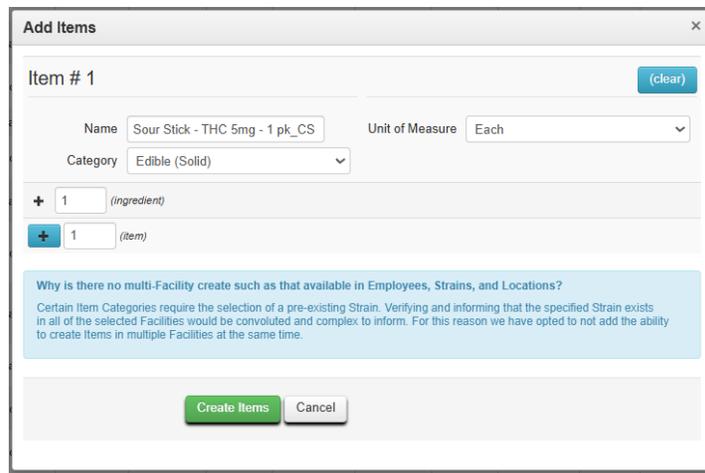


Figure 2: Creating a Consumer Sample Item

- Once the licensee has created the new Item within their Metrc account, they will need to select the source package intended to pull the Consumer Samples from.
- Next, the child package will be created using the new Item Name to indicate that the package contains only Consumer Samples.
- The licensee will then add the child package of Consumer Samples to a wholesale transfer manifest, ensuring that the price of the line item is \$0.01.
- Before Consumer Samples can be accepted at a Retail location, the licensee receiving the wholesale transfer manifest must ensure that each Consumer Sample has been pre-packaged into individual units and each unit is accurately labeled as a Consumer Sample.

- To record a consumer sample at a Retail facility, record and finalize the consumer sample with a price point of \$0.00 from the associated package.

Reminder: Consumer Samples cannot be distributed via curbside pickup, delivery or at specified events.

Trade Sample Packages

There are two ways to identify a package tag as a Trade Sample:

Option 1 – Select a Package for a Trade Sample

- Select the package tag number intended for a Trade Sample.
- Next, select the “Trade Sample” button and select “Flag” from the drop-down options - **see Figure 3.**

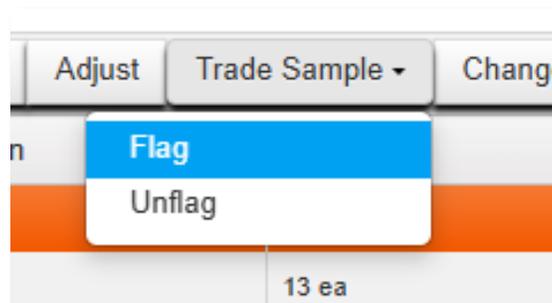


Figure 3: Flagging a Trade Sample

Option 2 – Select a source package to create a package for a Trade Sample

- Select the parent package tag number intended to create a trade sample from and select the “New Packages” button. This will open the New Packages action window.
- After completing all required fields, select the Trade Sample check box and then click the “Create Packages” button at the bottom of the action window – **see Figure 4.**

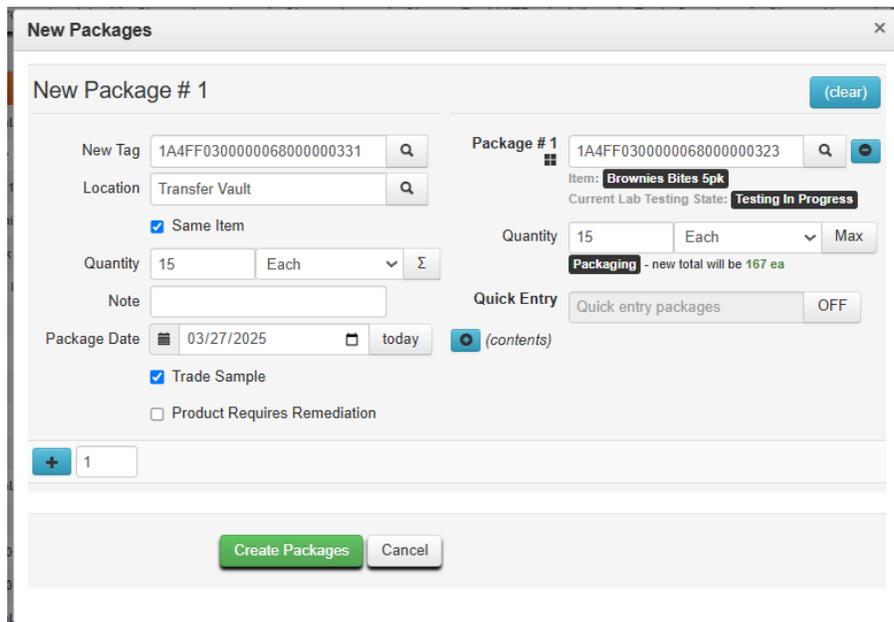


Figure 4: Creating a Trade Sample Package

- Once a package has been flagged as a Trade Sample, a briefcase symbol will appear next to the package tag number.
- Once the Trade Sample package has been made, it can be selected and then placed on a Transfer using the New Transfer button.
- Within the New Transfer action window, select the "Trade Sample Transfer" from the transfer type drop-down menu.

Creating an R&D Sample

- To create an R&D Sample, from the active Packages grid, select the source package the R&D sample is going to be taken from, then click the Adjust button.
- Select “R&D Sample” for the Reason field from the drop-down list of options.
- In the Required Note field, ensure that the note entered states the adjustment is for R&D Testing.
- Once all required fields have been completed, select the “Adjust Packages” button at the bottom of the action window - **see Figure 5**.

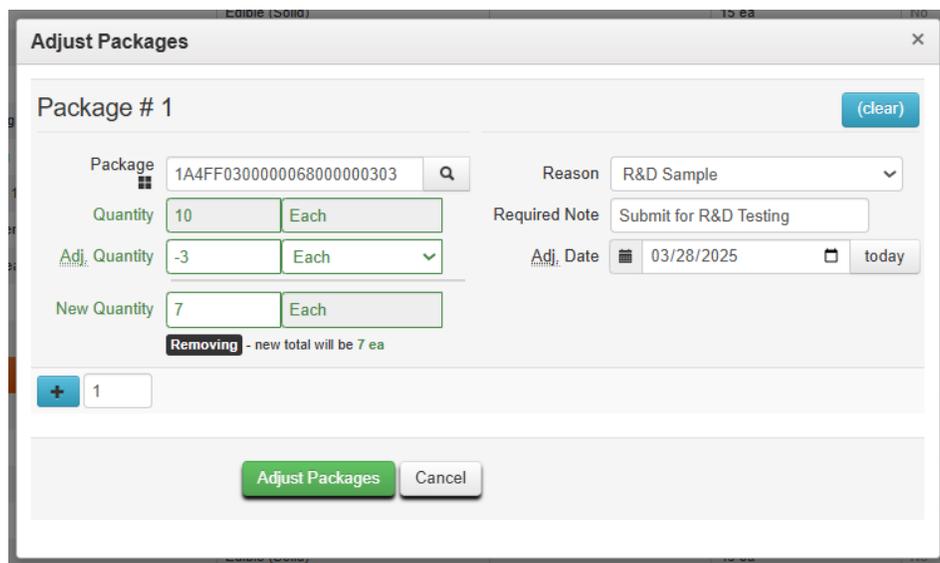


Figure 5: Adjusting Packages for R&D Samples

Please note: For this sample type a transfer manifest is NOT utilized. All licensees must navigate to the [Adult Use Applications and Forms](#), found on the OCP website.

Listed under “Establishment Sample Forms”, the **Research and Development Sample Transfer Manifest** is accessible for licensees’ use.

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 log in or register for an account, visit [Metrc Learn](#).

OCP Resources

Additional resources provided by OCP may be found within the Guidance Documents. [Click here](#) to view all state released guidance.

Thank you for your continued partnership.