

<b>Bulletin Number:</b> OH IB 0069	<b>Distribution Date:</b> 04/24/2025	<b>Effective Date:</b> 05/05/2025
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> COA Upload Requirement	
<b>Reason:</b> Announce an update for COA uploads in Metrc		

Greetings,

Metrc and the Ohio Division of Cannabis Control (DCC or Division) are excited to announce an update that will be made available in Metrc effective **May 5<sup>th</sup>, 2025**, which will be that Certificate of Analysis (COA) uploads will be required in Metrc.

Please read the following pages for more information.

## COA Upload Requirement in Metrc

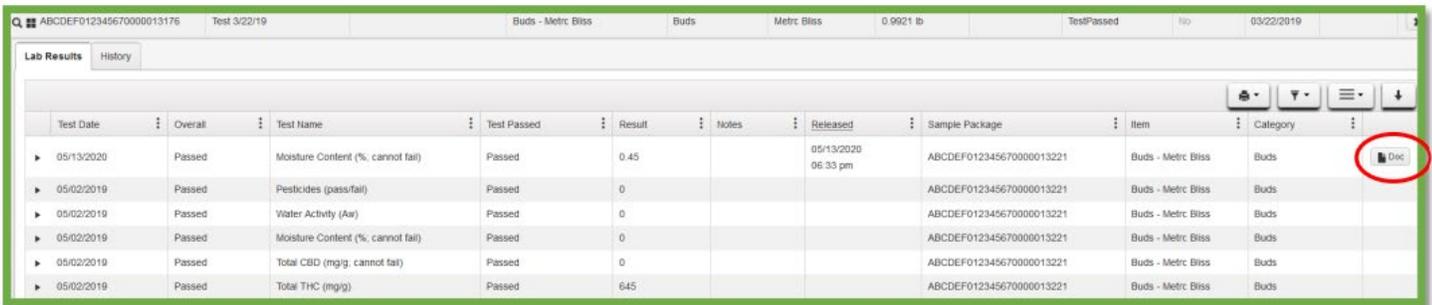
Effective May 5<sup>th</sup>, 2025, Testing Facilities will be required to upload all COA's and associate them to all recorded test results on a specific sample package in Metrc or through the API using third-party software upgraded to use the new feature.

Once a Testing Facility has uploaded the COA, both the Testing Facility and Licensees (with the proper permissions) will be able to view the uploaded COA via the Lab Results Tab within the Package grid.

Below are detailed descriptions of the enhancements to find, download, and view a COA in Metrc:

### Viewing a COA from the Packages Grid

Once a Testing Facility has uploaded/imported test results and the COA into Metrc, the test results will show in the Lab Results tab of each package. The COA can be downloaded to be viewed and/or printed by selecting the  button in the Lab Results tab as seen in **Figure 1**. Please keep in mind that this is a permission-based ability to view the Doc button.



**Figure 1: Selecting Doc button to download COA**

### Viewing a COA from the Transfer/Manifest Grid

The COA is also able to be downloaded within the Transfers grid in Metrc. To download the COA, select the Licensed option in the Transfers area on the navigational toolbar. Find the respective manifest and use the drill down arrow to the left of the manifest and select the Destinations tab. Then, select a specific package use the drill down arrow to the left of the package and select the Lab Results tab. Once on the Lab Results tab, select the Doc button in the last column on the right of any test type in the grid – **see Figure 2 below**.

The screenshot displays the Metric software interface. At the top, there are navigation tabs: Manifest, Transporter, Driver, Vehicle Info, Destination, Stops, Pkg's, Employee, and Date Created. Below these, a header row shows details for a manifest (00003701), transporter (038-8801), driver (Snoop Dagg), vehicle (Bake Chew), destination (488-8801), stops (1), pkg's (1), employee (METRC INDUSTRY ADMIN), and date created (05/13/2020). The main area is divided into sections: Destinations, Transporter Details, and History. The 'Destinations' section shows a table with columns: Destination, Type, Whole Price, Packages, ETD, ATD, ETA, ATA, Received, ETRD, ATRD, ETRA, and ATRA. The 'Transporter Details' section shows a table with columns: Package, Src. Hfs, Src. Pkgt, Item, Category, Item Strain, Lab Testing, Shipped Qty, Gross Wgt, Ship Whole Price, Received Qty, Rcv Whole Price, and Status. The 'Lab Results' section shows a table with columns: Test Date, Overall, Test Name, Test Passed, Result, Notes, Released, Sample Package, Item, and Category. A red box highlights the 'COA' button in the 'Lab Results' grid.

Figure 2: Viewing COAs in the Transfers Grid

## **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 the Support area and navigate to [support.metrc.com](https://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 has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

#### ***From within the Metrc system***

Navigate to the drop-down Support menu in the navigational toolbar and select “Sign up for Training” to register.

#### ***From the Metrc website***

Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – [learn.metrc.com](https://learn.metrc.com) – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

### **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.