

Bulletin Number: OH IB 0069	Distribution Date: 04/24/2025	Effective Date: 05/05/2025
Contact Point: Metrc Support	Subject: COA Upload Requirement	
Reason: 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 5th, 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

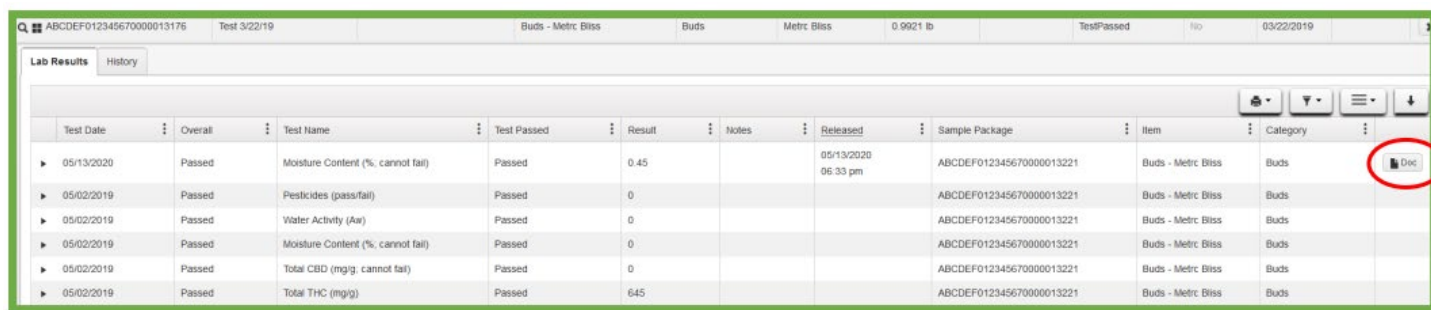
Effective May 5th, 2025, Testing Facilities will be required to upload all COA's and associate them to all recorded test results on a specific sample package in Metrc or through the API using third-party software upgraded to use the new feature.

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.




Test Date	Overall	Test Name	Test Passed	Result	Notes	Released	Sample Package	Item	Category	
05/13/2020	Passed	Moisture Content (% cannot fail)	Passed	0.45		05/13/2020 06:33 pm	ABCDEF012345670000013221	Buds - Metrc Bliss	Buds	
05/02/2019	Passed	Pesticides (pass/fail)	Passed	0			ABCDEF012345670000013221	Buds - Metrc Bliss	Buds	
05/02/2019	Passed	Water Activity (Air)	Passed	0			ABCDEF012345670000013221	Buds - Metrc Bliss	Buds	
05/02/2019	Passed	Moisture Content (% cannot fail)	Passed	0			ABCDEF012345670000013221	Buds - Metrc Bliss	Buds	
05/02/2019	Passed	Total CBD (mg/g, cannot fail)	Passed	0			ABCDEF012345670000013221	Buds - Metrc Bliss	Buds	
05/02/2019	Passed	Total THC (mg/g)	Passed	645			ABCDEF012345670000013221	Buds - Metrc Bliss	Buds	

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**.

Mandate	Transporter	Driver	Vehicle Info	Destination	Stops	Plg's	Employee	Date Created	
0000037001	000-00001 OR LOFTY ESTABLISHMENT, LLC	Scoop Dugg	Black Chevy Hondan/Kan/lan LIC Plate LWREED	000-00001 (OR LOFTY ESTABLISHMENT LLC)	1	1	METRIC INDUSTRY ADMIN	05/13/2020 07:04 pm	Edit View

Destination	Type	Whole Price	Packages	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA
000-00001 OR LOFTY ESTABLISHMENT, LLC	Transfer	N/A	1	05/13/2020 07:01 pm		05/13/2020 08:01 pm						

Package	Src. Hs	Src. Plgts	Item	Category	Item State	Lab Testing	Shipped Qty	Gross Wgt	Ship Whole Price	Received Qty	Rev Whole Price	Status
AB00EFP012345678900013221	Test 3/23/19		Buds - Metric Bils	Buds	Metric Bils	TestPassed	0.9021 lb		N/A		N/A	Shipped

Test Date	Overall	Test Name	Test Passed	Result	Notes	Released	Sample Package	Item	Category	
05/13/2020	Passed	Moisture Content (% cannot fail)	Passed	0.45		05/13/2020 06:33 pm	AB00EFP012345678900013221	Buds - Metric Bils	Buds	📄
05/02/2019	Passed	Pesticides (pass/fail)	Passed	0			AB00EFP012345678900013221	Buds - Metric Bils	Buds	
05/02/2019	Passed	Water Activity (Aw)	Passed	0			AB00EFP012345678900013221	Buds - Metric Bils	Buds	
05/02/2019	Passed	Moisture Content (% cannot fail)	Passed	0			AB00EFP012345678900013221	Buds - Metric Bils	Buds	
05/02/2019	Passed	Total CBD (mg/g; cannot fail)	Passed	0			AB00EFP012345678900013221	Buds - Metric Bils	Buds	
05/02/2019	Passed	Total THC (mg/g)	Passed	6.45			AB00EFP012345678900013221	Buds - Metric Bils	Buds	

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 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* – 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.