

<b>Bulletin Number:</b> VA_IB_0001	<b>Distribution Date:</b> 06/24/2025	<b>Effective Date:</b> 06/24/2025
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Item Creation Guidance	
<b>Reason:</b> Metrc is providing information about best practices for item creation.		

Greetings,

Metrc, in conjunction with the Virginia Cannabis Control Authority (CCA), are pleased to provide guidance regarding best practices when creating items in Metrc.

Key Takeaways:

All cannabis plants and products must be tracked in Metrc.

- Items created in the “Bulk” item categories may be used to track bulk materials, work in progress items, and R&D items.

Only items approved by the CCA may be sold to patients.

- Items created in the “Each” (final form) item categories must be pre-approved by CCA.

Please read on for more details.

## Creating a CCA Approved Item in Metrc

Any time a new product is registered and approved with the CCA, a corresponding Item must be created in Metrc (see Metrc Expert for step-by-step instructions).

Creation of an item in Metrc enables you to use that item to make packages, complete processing jobs, send samples for testing, transfer items from one license to another, and more.

**CCA Registered Product Name** is the item name that you entered on the CCA item submission form. Use the CCA Registered Product Name to create your Metrc Item Name.

- Item details should EXACTLY match the CCA approved item.
- Licensees may choose to add the NDC number to their item names in Metrc if desired.
- For potency variations of the same item, licensees may define naming convention SOPs consistent with regulatory requirements. Example – Blue Steel, Blue Steel v2, Blue Steel v3. Each version will require a new product registration with the CCA prior to final item creation.

Take care when creating CCA approved items in Metrc.

- Item name and item category may only be corrected in Metrc prior to use.
- If an error is discovered after an item's use, you will need to create a new, correct item.
- Any edits to items in Metrc are visible in the item history to you as well as the CCA.

## Creating a New or R&D Item in Metrc

All cannabis plants and products must be tracked in Metrc. When a licensee decides to create a new item, it must be tracked in Metrc even before it has been approved by the Virginia CCA.

To track the movements of cannabis items not yet approved, licensees should create an item in the bulk item category first. Follow the standard process to Add Item in Metrc (see Metrc Expert for step-by-step instructions).

When entering information into the required fields for new/R&D item creation, licensees should consider their targets for potency, weight, etc. For example, if you are developing a gummy edible that is intended to have 5mg of THC per dose, simply input 5mg in the Unit THC Content Dose field.

Once your new or R&D item is created in Metrc, you may begin to create packages and test samples of that item. For guidance on creating an R&D test sample, see Metrc Expert.

## Required Fields for Item Creation

When creating an Item, the information required will vary based on the Item Category. For example, the “Bud/Flower Bulk” item category has different requirements than the final form item category, which is titled “Bud/Flower (each)”. Final Form item categories will often require fields such as administration method and public ingredients.

See below for clarification on the specific requirements for some of these fields:

### Administration Method:

- This is a free form text field; enter the method that the patient will use to administer the cannabis
- Examples:
  - Ingestion – edibles
  - Inhalation – vape carts
  - Apply dermally – topicals
  - Apply sublingually – tinctures

### Unit THC and CBD Content:

- Total content per package of product (ex: one package of gummy chews)
- May be calculated using Content Dose and Number of Doses (if applicable)

### THC and CBD Content Dose:

- Content per individual dose of product (ex: one single gummy chew)
- Should exactly match what was submitted to CCA for approval for the NDC referenced.

### Unit Weight:

- Full weight of each sales unit of product (ex: weight of one package of gummy chews)
- For non-botanical items this will include the weight of non-cannabis ingredients as well

### Number of Doses:

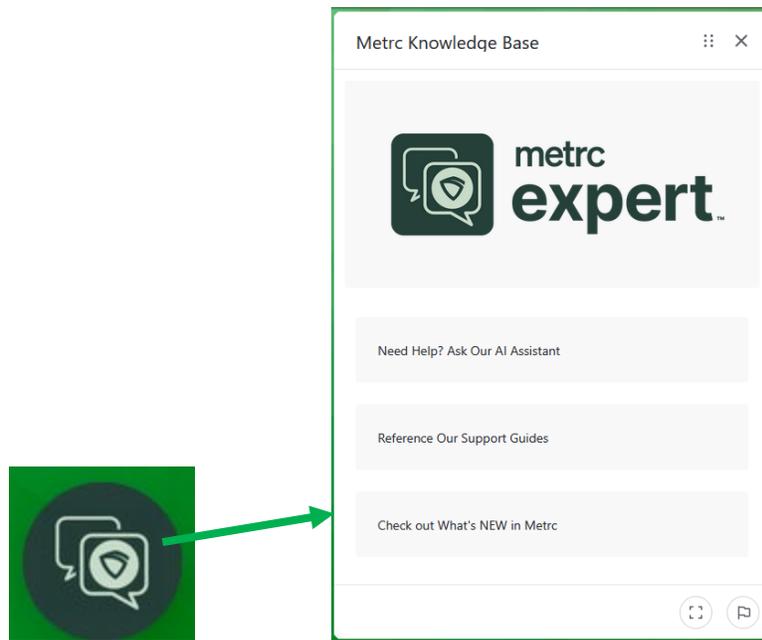
- May be calculated using Serving Size and Unit Weight (if applicable)
- Serving size for Bud/Flower (each) and Shake/Trim (each) = 0.1g

## Public Ingredients:

- Must be listed in descending order of predominance

For general guidance when creating or editing items, please reference the knowledge base in Metrc Expert – **see Figure 1**.

- To access Metrc Expert, log in to Metrc and look for the green circle icon in the bottom right corner.
- Click the green circle icon to expand options and select Reference our Support Guides > Getting Started in Metrc > Start Here to Set Up Your Account > Enter Item Names.



**Figure 1: Metrc Expert widget in Metrc System**

## Metrc resources

If you have any questions, or need additional support, the following resources are available:

### Contact Metrc Support

By using the 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 has been designed 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 Support area on the navigational toolbar and select the “Sign up for Training” option 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.

Thank you for your continued partnership.