

Bulletin Number: MN_IB_0049	Distribution Date: 09/22/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Updating Required Lab Test Batches on Test Sample Packages	
Reason: To provide guidance to the industry on how to change the selected lab test batches on created test sample packages.		

Greetings,

Metrc and the Minnesota Office of Cannabis Management wanted to provide additional guidance to the industry on how to update the lab test batches for test sample packages when needed.

Please note that this change can only be made for packages with a testing status of SubmittedForTesting. Selected lab test batches cannot be changed once the test sample has been received by the testing facility.

Please find a detailed description of this on the following pages.

Updating Required Lab Test Batches

If a lab test sample is created and it is discovered that the incorrect Required Lab Test Batches was selected, the selected lab test batch can be updated within Metrc until the lab test status for that tag is changed to TestingInProgress.

To check the current required lab test batches for a sample package, select the lab test sample in the Packages area, drill down on that package, and select the “Req’d Lab Test Batches” tab – **see Figure 1.**

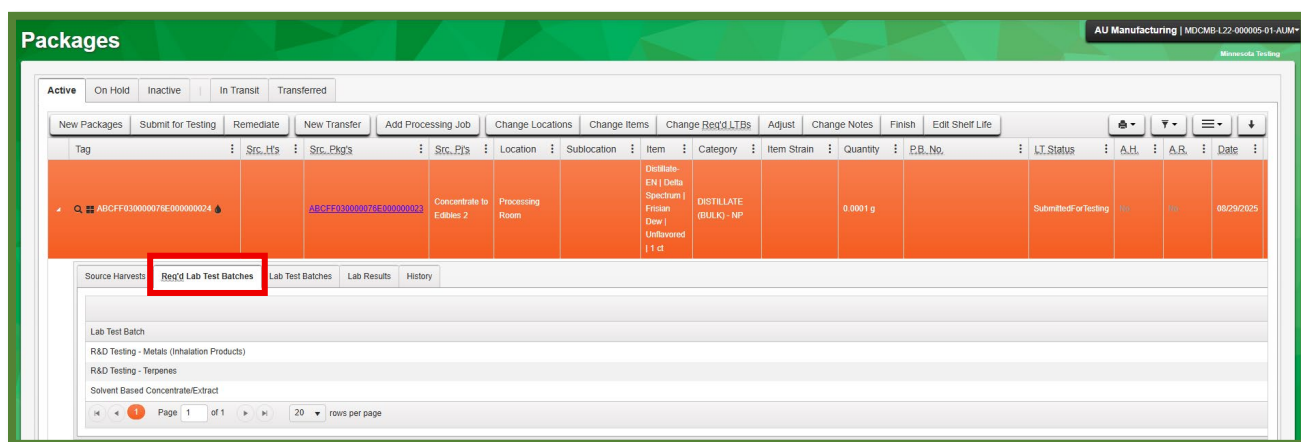


Figure 1: Selected Required Lab Test Batches tab

If it is found that the Required Lab Test Batch(es) are incorrect, select that lab test sample package and click the “Change Req’d LTBs” button in the Packages area – **see Figure 2.**

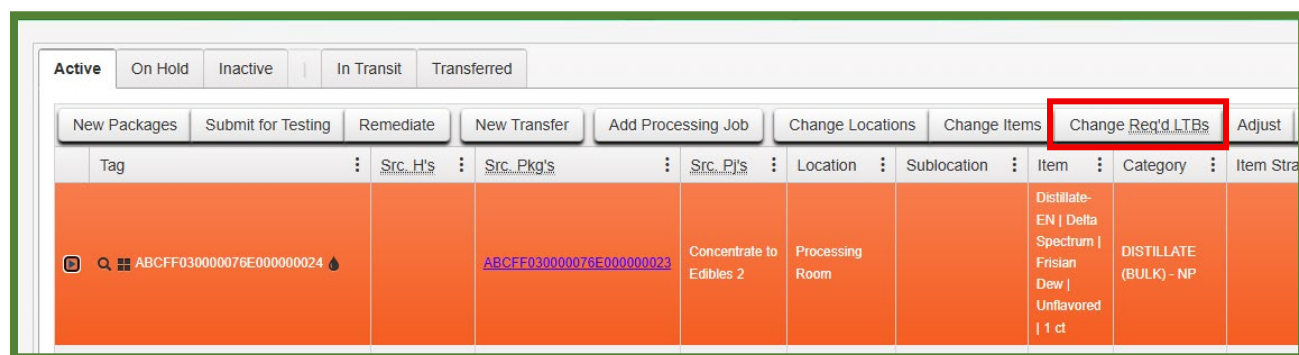


Figure 2: Change Req’d LTBs button

This will open the Change Required Lab Test Batches action window will open to selected the correct required Lab Test Batch and the incorrect required Lab Test Batch can be deselected – **see Figure 3.**

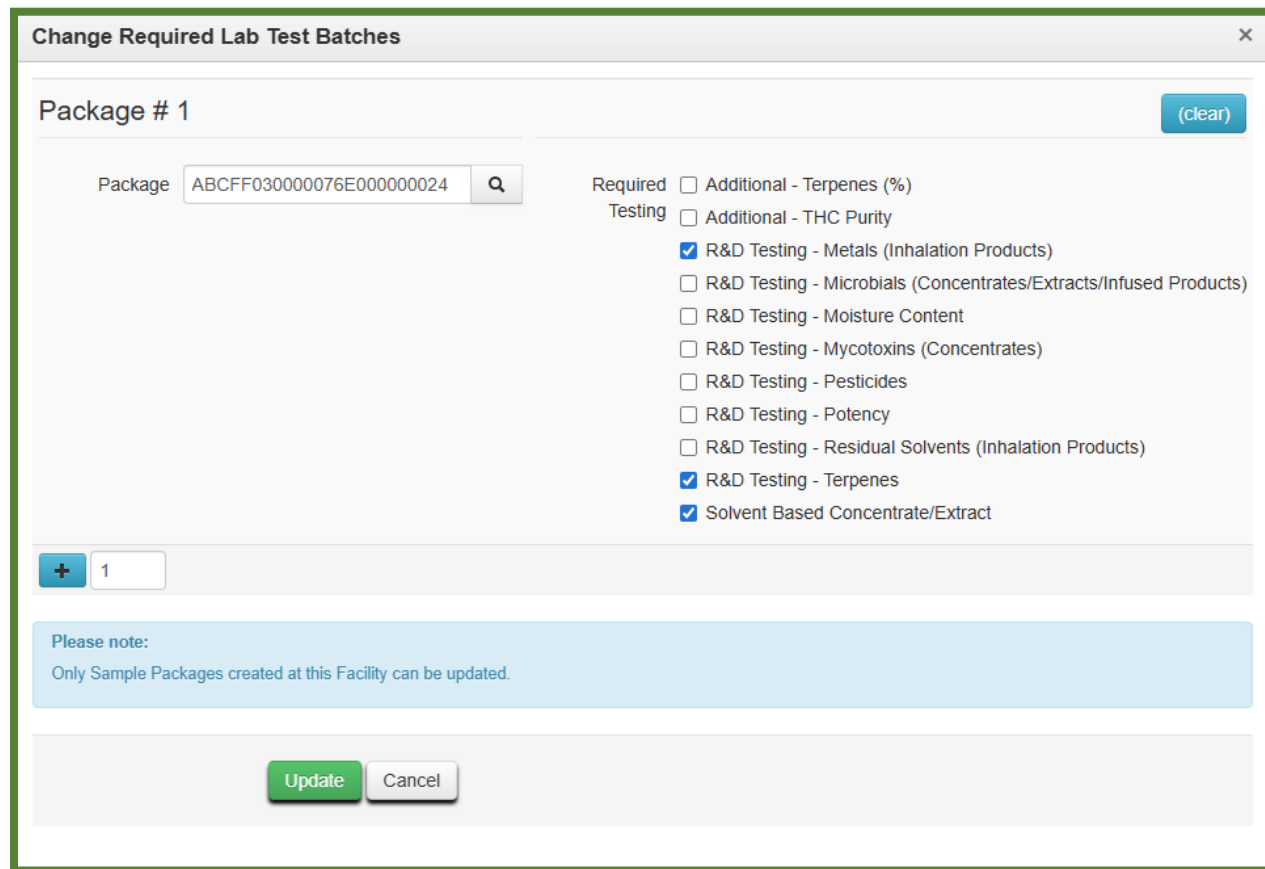


Figure 3: Change Required Lab Test Batches window

Please note that before discontinuing a test sample or creating a new one, the above outlined process should be used when applicable. Doing so will help ensure that the package being tested will not be locked due to extra test samples or test sample errors.

Metrc resources

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

Contact Metrc Support 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 is designed 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 login or register for an account, visit [Metrc Learn](#).

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.