

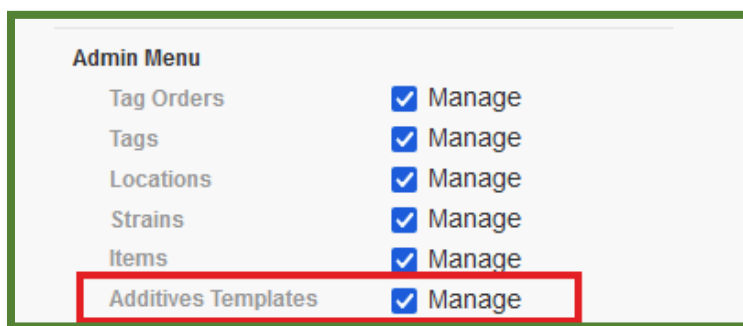
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| <b>Bulletin Number:</b><br>KY_IB_0011                                                            | <b>Distribution Date:</b><br>10/27/2025          | <b>Effective Date:</b><br>11/10/2025 |
| <b>Contact Point:</b> Metrc Support                                                              | <b>Subject:</b> Additives addition to Admin area |                                      |
| <b>Reason:</b> Updated functionality available in Metrc for Additives being added to Admin area. |                                                  |                                      |

Greetings,

Metrc is pleased to announce new functionality that enables users to create and manage predefined Additives in the Admin area.

This enhancement simplifies the process for cultivators by offering the ability to select from a list of commonly used additives when reporting applications to plants, which eliminates the need to re-enter the same information each time.

**Note:** A new employee permission titled “Manage Additives Templates” has been added. This permission must be enabled for users to access the Additives feature under the Admin area in Metrc.



*Figure 1: Add Additives employee permissions*

The following links provide additional training and step-by-step guidance for adding Additives functionality.

**Metrc Learn** – [Sign in or register here](#)

- Upon login, locate the “Recording Additives” course for more information.

**Metrc Expert** – Access in Metrc by clicking on the pop-up button in the lower right-hand corner. You can locate more information through any of these options:

- Searching for “Additives” using the search toolbar to receive an automated response.
- Go to “Check out what’s new in Metrc”.
- Locate under the Support Guides > Plants > Immature, Vegetative, or Flower.

### **Metrc resources**

If you have any questions or need additional support, please contact Metrc Support at [Support.Metrc.com](https://support.metrc.com).

Thank you for your continued partnership.