

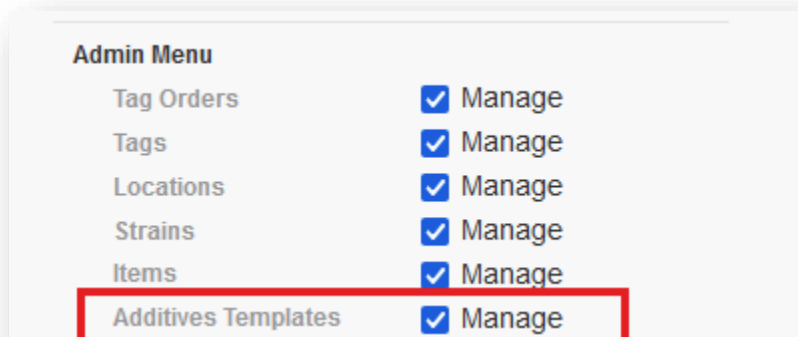
|                                                                                                  |                                                  |                                      |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------|
| <b>Bulletin Number:</b><br>NJ_IB_0051                                                            | <b>Distribution Date:</b><br>10/14/2025          | <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**

## Important – Changes to CSV options:

Once this feature is enabled, new CSV options will replace the existing CSV options. The CSV changes will be as follows:

| Data Import Queue                        | Legacy Data Import        | Notes                                                       |
|------------------------------------------|---------------------------|-------------------------------------------------------------|
| Immature Plants Additives Using Template | Immature Plants Additives | Will replace existing Immature Plants Additives             |
| Plant Additives Using Template           | Plants Additives          | Will replace existing Plants Additives                      |
| Location Additives Using Template        | Location Additives        | Net New! Will allow users to apply additives to a location  |
| Additives Template                       | Additives Template        | Net New! Will allow users to upload their additives via CSV |

## Example CSV options:

Current Plant Additives Columns – *these will be replaced once the feature is enabled:*

| CSV Columns                                                                                                                                                                                                                                                                                                                                                    | CSV Example                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>Plant Tag</li> <li>Additive Type Name</li> <li>Product Name</li> <li>EPA Registration Number</li> <li>Supplier</li> <li>Application Device</li> <li>Total Amount (value)</li> <li>Total Amount (unit of measure)</li> <li>Date Applied</li> <li>Active Ingredient Name</li> <li>Active Ingredient Percentage</li> </ol> | <pre>PlantTag,AdditiveType,ProductTradeName,EpaRegistrationNumber,ProductSupplier,ApplicationDevice,TotalAmountApplied,TotalAmountUnitOfMeasure,ActualDate,ActiveIngredientName,ActiveIngredientPercentage ABCEFB12345678900010000,Fertilizer,Wonder Sprout,EPA1234ABCD,G Labs,GreatDistributor 2101b,5,Gallons,12/15/2019 00:00:00,Phosphorus,30 ABCEFB12345678900010000,Fertilizer,Wonder Sprout,EPA1234ABCD,G Labs,GreatDistributor 2101b,5,Gallons,12/15/2019 00:00:00,Nitrogen,15 ABCEFB12345678900010000,Fertilizer,Wonder Sprout,EPA1234ABCD,G Labs,GreatDistributor 2101b,5,Gallons,12/15/2019 00:00:00,Potassium,15 ABCEFB12345678900010000,Pesticide,My Awesome Pesticide,RIDAPEST1234,Pesticides R Us,Pesticide Sprayer,5,Gallons,12/15/2019 00:00:00,Nitrogen,2 ABCEFB12345678900010000,Pesticide,My Awesome Pesticide,RIDAPEST1234,Pesticides R Us,Pesticide Sprayer,5,Gallons,12/15/2019 00:00:00,Potassium,3</pre> <p>Files must be plain-text only (e.g. CSV and TXT)</p> |

## New Plant Additives Columns:

| CSV Columns                                                                                                                                                                                                            | CSV Example                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>Plant Tag</li> <li>Additives Template Name</li> <li>Rate</li> <li>Volume</li> <li>Total Amount (value)</li> <li>Total Amount (unit of measure)</li> <li>Date Applied</li> </ol> | <pre>PlantTag,AdditivesTemplate,Rate,Volume,TotalAmountApplied,TotalAmountUnitOfMeasure,ActualDate ABCEFB12345678900010000,Additives Template 1,5,Pounds,1000 So. ft.,5,Gallons,12/15/2019 00:00:00 ABCEFB12345678900010000,Additives Template 2,5,Pounds,1000 So. ft.,5,Gallons,12/15/2019 00:00:00 ABCEFB12345678900010000,Additives Template 3,5,Pounds,1000 So. ft.,5,Gallons,12/15/2019 00:00:00 ABCEFB12345678900010000,Additives Template 4,5,Pounds,1000 So. ft.,5,Gallons,12/15/2019 00:00:00 ABCEFB12345678900010000,Additives Template 5,5,Pounds,1000 So. ft.,5,Gallons,12/15/2019 00:00:00</pre> <p>must be</p> |

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](mailto:Support@Metrc.com).

Thank you for your continued partnership.