

Bulletin Number: CO_IB_11.24.2025_Designated R- and-D Sampling Employee	Distribution Date: 11/24/2025	Effective Date: 01/05/2026
Contact Point: Metrc Support	Subject: Upcoming Update to Manager Approved Sampler Employment type in Metrc	
Reason: To notify licensees of system updates in Metrc to support compliance with new MED rules for quality control and product development sampling.		

Greetings,

Metrc, in collaboration with the Colorado Marijuana Enforcement Division (MED), is notifying licensees of an upcoming update to the Manager Approved Sampling functionality in Metrc. This update aligns with recent rule changes regarding quality control and product development sampling. To comply with these new requirements, a new designation will be added to employee profiles.

Effective January 5, 2026, the existing “Manager Approved Sampler” employment type will be replaced with “Designated R-and-D Sampling Employee” in Metrc.

If your facility designates employees to perform sampling for quality control or product development purposes, an Admin with the appropriate permissions must update those employees' profiles by selecting the new “Designated R-and-D Sampling Employee” identifier.

To update a user's profile, navigate to Admin > Employee > Select employee and click “Edit Employees”

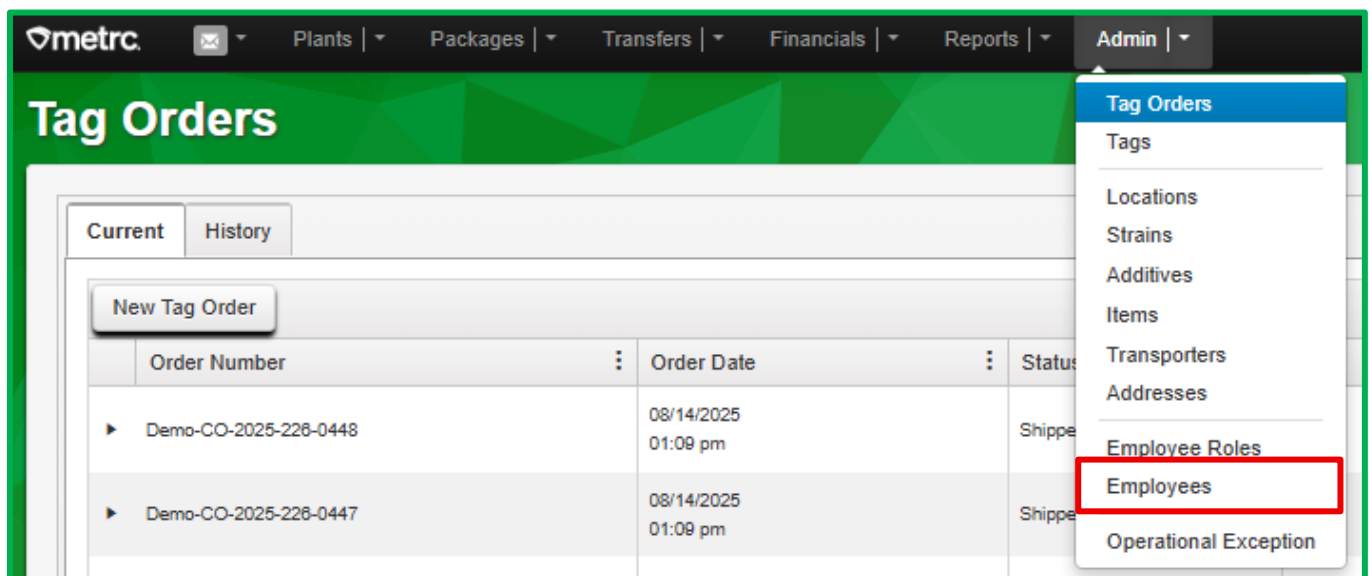
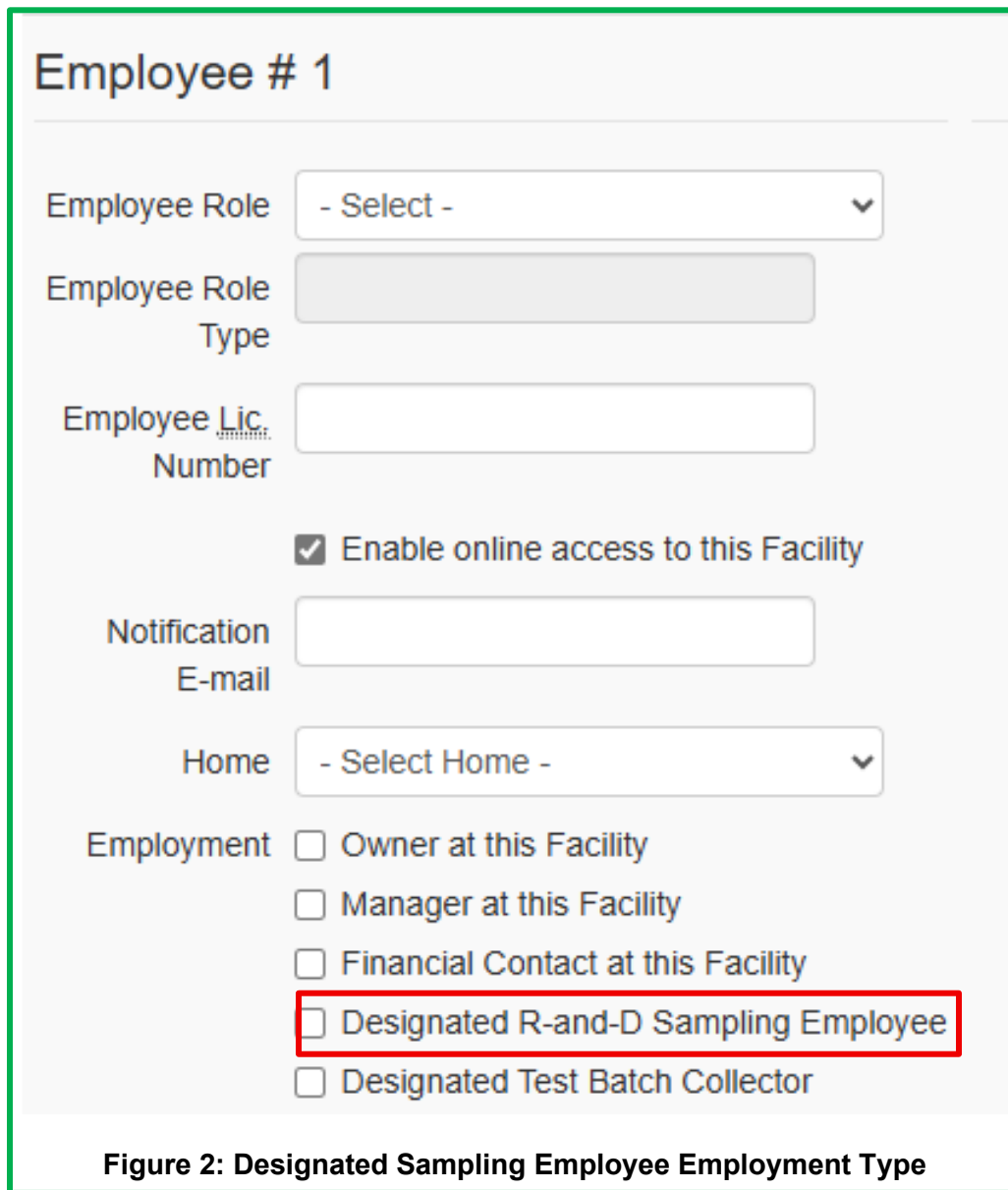


Figure 1: Employees selection under Admin

Select the checkbox under 'Employment Type' to indicate that the employee is a Designated Sampling Employee.



The screenshot shows a web form titled "Employee # 1". It contains several input fields and checkboxes. The "Employee Role" field is a dropdown menu currently showing "- Select -". Below it is a disabled "Employee Role Type" field. The "Employee Lic. Number" field is empty. There is a checked checkbox for "Enable online access to this Facility". The "Notification E-mail" field is empty. The "Home" field is a dropdown menu currently showing "- Select Home -". Under the "Employment" section, there are five checkboxes: "Owner at this Facility", "Manager at this Facility", "Financial Contact at this Facility", "Designated R-and-D Sampling Employee" (which is highlighted with a red box), and "Designated Test Batch Collector".

Employee # 1

Employee Role - Select -

Employee Role Type

Employee Lic. Number

☒ Enable online access to this Facility

Notification E-mail

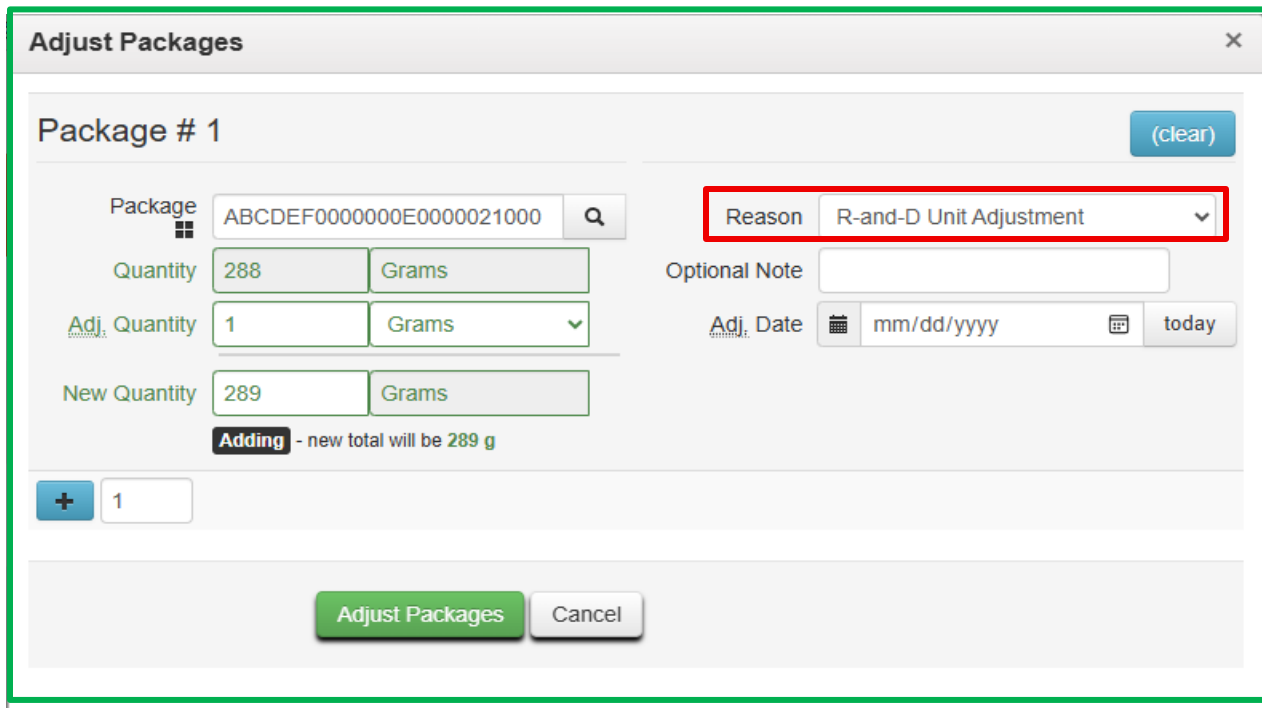
Home - Select Home -

Employment

- ☐ Owner at this Facility
- ☐ Manager at this Facility
- ☐ Financial Contact at this Facility
- ☐ Designated R-and-D Sampling Employee
- ☐ Designated Test Batch Collector

Figure 2: Designated Sampling Employee Employment Type

Additionally, when a sample is provided to the designated sampling employee, the licensee must adjust the product package using the new Adjustment Reason: "R-and-D Unit Adjustment."



Adjust Packages

Package # 1 (clear)

Package ABCDEF0000000E0000021000

Quantity 288 Grams

Adj. Quantity 1 Grams

New Quantity 289 Grams

Adding - new total will be 289 g

Reason R-and-D Unit Adjustment

Optional Note

Adj. Date mm/dd/yyyy today

Adjust Packages Cancel

Figure 3: New Package Adjustment Reason for R-and-D Units

Metrc Resources

Metrc Support – 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.