Metrc Support Bulletin

Bulletin Number: MN_IB_0054	Distribution Date: 12/1/2025	Effective Date: Ongoing
Contact Point: Metrc Support	**Subject:** How sampling works in Metrc	
Reason: To expand on the sampling requirements listed in the cannabis technical authority (CTA) with additional information on sampling different sized batches and entering the sample information in Metrc.		

Greetings,

OCM would like to provide additional sampling guidance for cannabis and hemp businesses when preparing test samples for laboratory analysis.

Purpose

To expand on the sampling requirements listed in the cannabis technical authority (CTA), with additional information on sampling different sized batches and entering the sample information into Metrc.

Definitions

- *Batch*:
  - A specific quantity of cannabis plants that are cultivated from the same seed or plant stock, are cultivated together, are intended to be harvested together, and receive an identical propagation and cultivation treatment.
  - A specific quantity of cannabis flower that is harvested together; is uniform and intended to meet specifications for identity, strength, purity, and composition; and receives identical sorting, drying, curing, and storage treatment.
  - A specific quantity of a specific cannabis product, lower-potency hemp edible, artificially derived cannabinoid, hemp-derived consumer product, or hemp-derived topical product that is manufactured at the same time and using the same methods, equipment, and ingredients that is uniform and intended to meet specifications for identity, strength, purity, and composition, and that is manufactured, packaged, and labeled according to a single batch production record executed and documented (Minnesota Statutes, section 342.01, subd 7).

- *Compliance representative sample:* A small portion of a larger sample or product that accurately reflects the characteristics of the entire sample or product (Minnesota Rules, part 9810.0200, subpart 51).

- *Increments*: Discrete portions of sample pulled from various locations in a batch.

- *Laboratory analysis sample*: The main portion of the representative sample taken from each batch that is sent by the licensee to a testing facility for compliance analysis (CTA, Page 2).
- *Retention sample:* A portion of the representative sample taken from each batch that is held by the licensee until six months after the product expiration date (CTA, Page 3)
- *Stability Sample:* a portion of the representative sample taken from the first batch of a cultivation or manufacturing process that is held by the license holder or testing facility for evaluation of the product shelf life.

Creating a Lab Test Sample

The following sections will walk a licensee through the steps to create a compliance representative sample, a laboratory analysis sample, a retention sample, and all stability samples both physically and in Metrc.

Set up Metrc location for retention sample and stability samples

OCM recommends that businesses set up a sub-location at their facility called “Retention Samples” & “Stability Samples” before completing these steps. If a user needs assistance setting up a new sub-location at their facility, they should refer to Metrc Expert or contact Metrc support at 877-566-6506.

Calculating the package sizes required

When a licensed business has a batch of product requiring compliance testing, they will calculate the quantity of product required for the compliance representative sample. Table 1 - 4 show how the size of the compliance representative sample depends on the size of the overall batch. Table 1 - 4 also indicates the number of individual increments that must be pulled for the compliance representative sample.

If homogeneity and stability will be evaluated for a batch, the license holder must include sufficient material in the compliance representative sample to complete the homogeneity testing and each stability testing timepoint as well. It is the responsibility of the license holder to communicate with the testing facility to make sure they understand the sample size requirements for homogeneity and stability analysis. At each stability timepoint potency and microbial content will be evaluated for the product. For vape devices, heavy metals will also be evaluated. Note: For microbial analysis, a minimum of 10 g flower, 5 g concentrate, 10 g infused non-edible, or 25 g infused edible is required for each timepoint.

Table 1. Sample Size Requirements for Concentrates and Vapes

Batch Mass (lbs or kg)	Compliance representative sample size	Laboratory analysis sample size*	Retention sample size
≤ 10 lbs ≤4.5 kg	10 sample increments totaling 32 g	22 g	10 g
10 - 14 lbs 4.5 – 6.4 kg	12 sample increments totaling 32 g	22 g	10 g
>14 lbs >6.4 kg	12 sample increments totaling 0.5 % of the batch mass	0.5% of the batch mass minus the retention sample	10 g

Table 2. Sample Size Requirements for Flower, Infused Edible, Infused Non-edible (excluding beverages)

Batch Mass (lbs or kg)	Compliance representative sample size	Laboratory analysis sample size*	Retention sample size
≤ 10 lbs ≤4.5 kg	10 sample increments totaling 60 g	40 g	20 g
10 – 26.5 lbs 4.5 – 12 kg	12 sample increments totaling 60 g	40 g	20 g
>26.5 lbs >12 kg	12 sample increments totaling 0.5 % of the batch mass	0.5% of the batch mass minus the retention sample	20 g

Table 3. Sample Size Requirements for Beverages (more than 3oz per unit)

Batch Volume (gal)	Compliance representative sample size	Laboratory analysis sample size*	Retention sample size
≤ 100 gal	4 sample increments totaling 8 units	4 units	4 units
100 – 940 gal	4 sample increments totaling 12 units	8 units	4 units
940 – 1550 gal	6 sample increments totaling 14 units	10 units	4 units

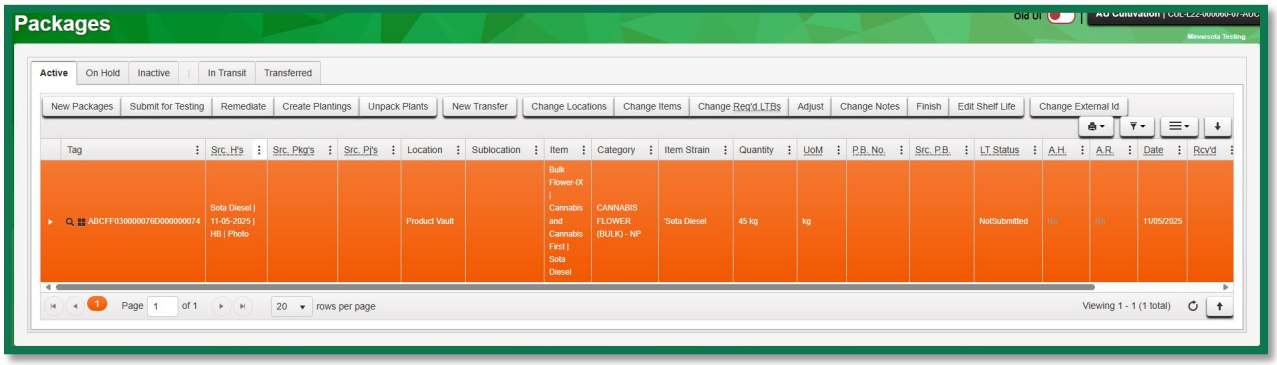
1550 – 3100 gal	8 sample increments totaling 16 units	12 units	4 units
> 3100 gal	12 sample increments totaling 28 units	24 units	4 units

Table 4. Sample Size Requirements for Shooters (Beverage shooters less than 3 oz)

Batch Volume (units)	Compliance representative sample size	Laboratory analysis sample size*	Retention sample size
≤ 1,000 units	6 sample increments totaling 16 units	10 units	6 units
1,000 – 5,000 units	8 sample increments totaling 18 units	12 units	6 units
> 5,000 units	12 sample increments totaling 30 units	24 units	6 units

The example screenshots of the Metrc process assume that a harvest batch of 225 plants resulted in a total dry weight of 45 kg of flower. The example shows the bulk flower in its final form, which will be tested to final form testing standards. We are starting with package tag: ABCFF030000076D000000074 in the screenshots. This includes the package tag number, location, item name, category, strain, test status, date, etc. This package tag is the beginning of our batch package – **Figure 1**.

Figure 1: The active package has been selected and highlighted in orange.



The user would calculate the compliance representative sample size, laboratory analysis sample size, and retention sample size based on Tables 1 - 4.

Source package size: 45 kilograms (45,000 grams)

Compliance representative sample size (0.5%): 225 grams

Laboratory analysis sample size: 205 grams

Retention sample size: 20 grams

Stability samples: Determine how many time points and amount needed for testing

Note: The laboratory analysis sample size is always the compliance representative sample minus the retention sample.

Collecting the compliance representative sample

Refer to the Cannabis Technical Authority section on Sampling (page 16) for specific sampling directions. The licensee will assemble the entire batch in a clean location under video surveillance and collect the representative compliance sample from the harvest batch package, ensuring that the entire batch package is represented by the sampling and the required number of increments are sampled. In this example, the compliance representative sample pulled from the harvest batch package must be no less than 225 g.

Carefully select a container for the compliance representative sample that will not introduce additional contaminants to the product or damage the product during transport. Consult with the testing facility to determine if they have any sample container specifications.

Entering the compliance representative sample into Metrc and creating the laboratory analysis sample

Once the user has collected the compliance representative sample, they will create a test sample package from the harvest batch package that is equal in size to the calculated compliance representative sample size, which is 225 grams in our example.

Select the batch package the user is pulling a sample from, ABCFF030000076D000000074 in our case, and select the **Submit for Testing** button. The **Submit for Testing** action window will open – **see Figure 2 below**.

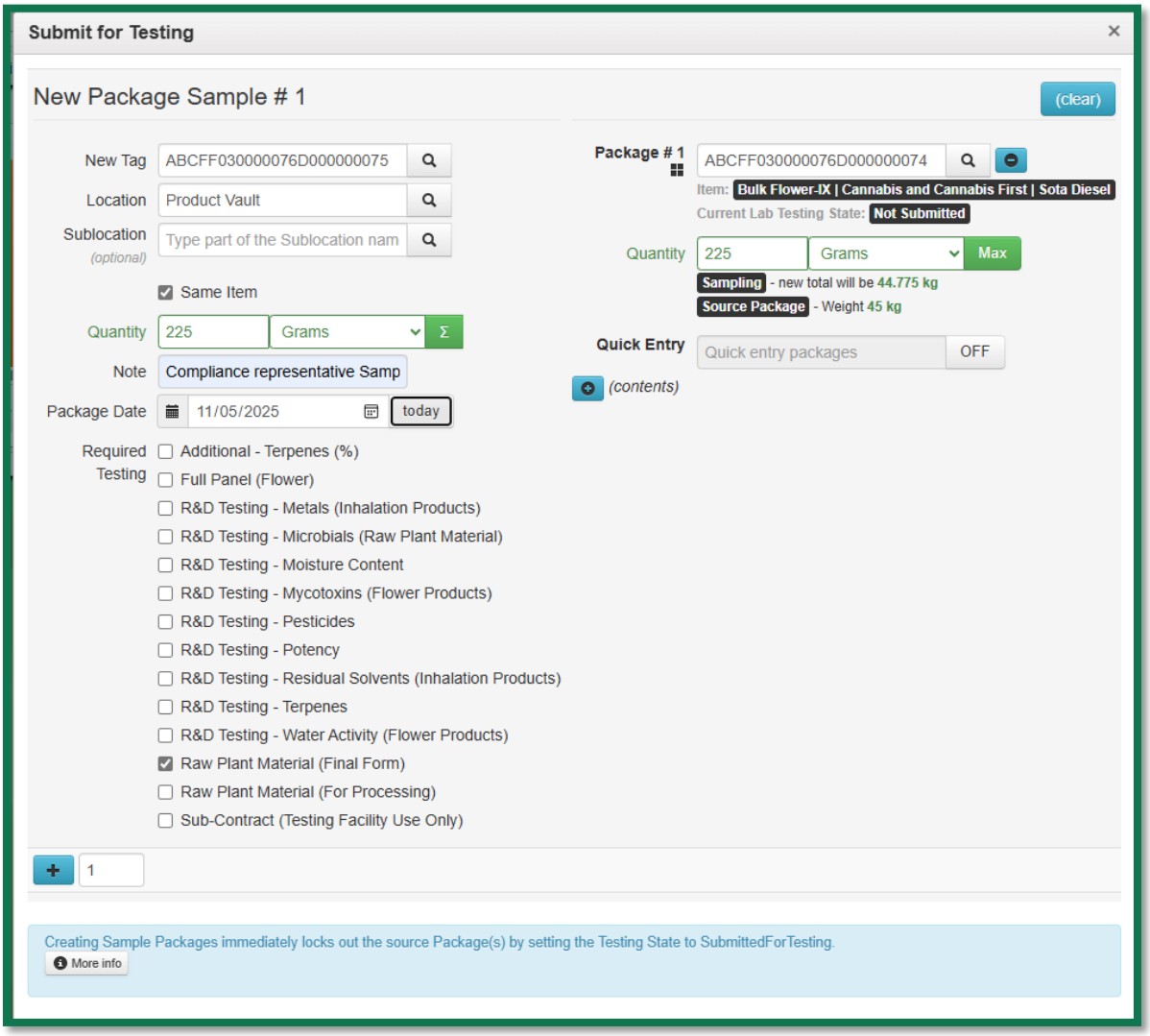


Figure 2: Submit for Testing action window, to create a test sample package is created.

Complete the required fields including a new package tag number, location of product and quantity. Be sure to select the same item checkbox and use 225 grams for the package. Also, select the appropriate lab test batch based on the product being sampled. If the license holder is requesting stability testing, they should select Stability Study T0, but no other stability tests. Once all required information has been entered, select the **Submit for Testing** button to create the laboratory analysis sample package. The test sample package is tagged as ABCFF030000076D000000075 in our example.

Removing the retention sample and stability samples from the laboratory analysis sample

Before sending the laboratory analysis sample to a testing facility for analysis, the licensee will remove the retention and stability sample portions. The retention sample in this case is 20 grams and the number of stability samples and the stability sample amounts are

determined in communication with the testing facility. Minimally, the stability test portions must meet the microbial test amounts specified for each stability timepoint. Choose a representative portion of the compliance representative sample to set aside for the retention sample and stability samples. The retention sample will be held by the business for the lifetime of each product, plus six months. The stability samples will be held by the license holder or testing facility until the pre-determined timepoints. The business should discuss both options with the testing facility prior to initiating stability testing.

Create retention sample and stability samples from lab sample package.

Next, create the retention and stability samples from the laboratory compliance sample. Select the laboratory compliance sample package created in the previous step, ABCFF030000076D000000075 in our example, and select the **New Packages** button. This will open the New Packages action window to create the retention sample package. – **see Figure 3**.

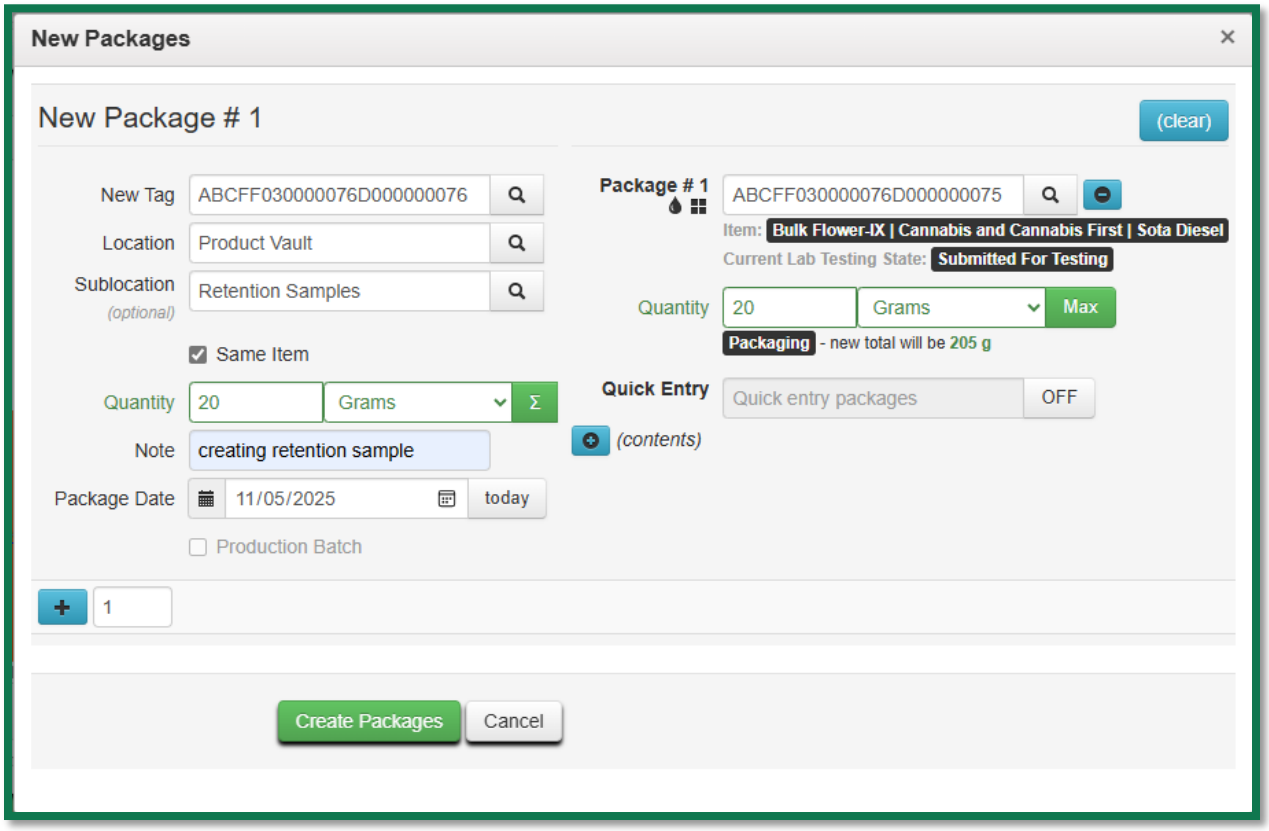
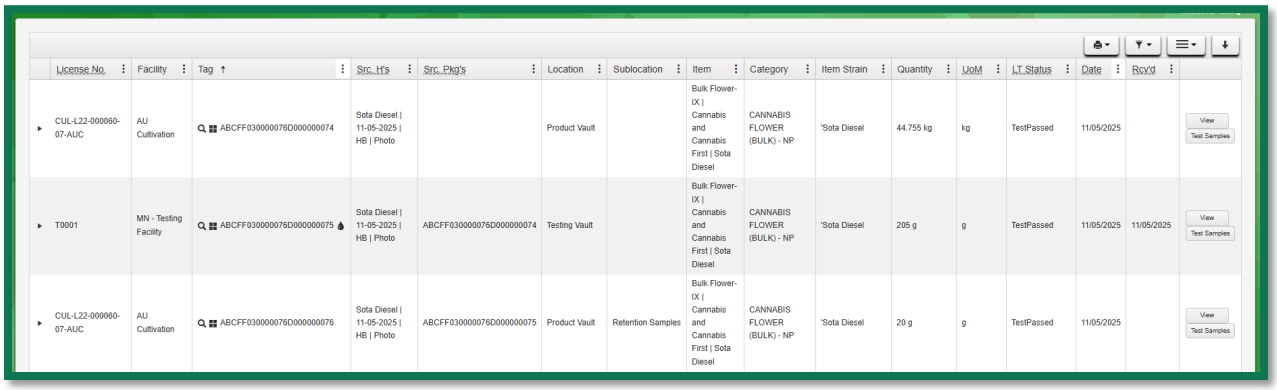


Figure 3: New Packages window.

In the New Packages action window, fill out the required fields including the new Package tag number, location, quantity, unit of measure, note (if applicable), and package date. Verify that you've selected **Same Item**. The quantity of this package should be equal to the calculated retention sample size, 20 grams in our example. We recommend setting the sublocation to "Retention Sample". This makes identifying retention samples easier. Then

select the **Create Packages** button to create your retention sample. Our retention sample package is tagged as ABCFF030000076D000000076 in our example – **see Figure 4 below**.



License No.	Facility	Tag	Src. Hi's	Src. Pkg's	Location	Sublocation	Item	Category	Item Strain	Quantity	UoM	LT Status	Date	RcvD	
CUL-L22-000060-07-AUC	AU Cultivation	ABCFF030000076D000000074	Sota Diesel | 11-05-2025 | HB | Photo		Product Vault		Bulk Flower-IX | Cannabis and Cannabis First | Sota Diesel	CANNABIS FLOWER (BULK) - NP	'Sota Diesel	44.755 kg	kg	TestPassed	11/05/2025		View Test Samples
T0001	MN - Testing Facility	ABCFF030000076D000000075	Sota Diesel | 11-05-2025 | HB | Photo	ABCFF030000076D000000074	Testing Vault		Bulk Flower-IX | Cannabis and Cannabis First | Sota Diesel	CANNABIS FLOWER (BULK) - NP	'Sota Diesel	205 g	g	TestPassed	11/05/2025	11/05/2025	View Test Samples
CUL-L22-000060-07-AUC	AU Cultivation	ABCFF030000076D000000076	Sota Diesel | 11-05-2025 | HB | Photo	ABCFF030000076D000000075	Product Vault	Retention Samples	Bulk Flower-IX | Cannabis and Cannabis First | Sota Diesel	CANNABIS FLOWER (BULK) - NP	'Sota Diesel	20 g	g	TestPassed	11/05/2025		View Test Samples

Figure 4: Active Packages grid with all the Source package, test sample package and the retention sample package created

Next, using the same process, create the stability samples from the laboratory compliance sample. Select the laboratory compliance sample package, ABCFF030000076D000000075 in our example, and select the **New Packages** button. This will open the New Packages action window to create the stability sample package. In the New Packages action window, fill out the required fields including the new Package tag number, location, quantity, unit of measure, note (Add a note indicating that this is a stability sample package), and package date. Verify that you've selected **Same Item**. The quantity of this package should be equal to the amount required for each stability testing timepoint. We recommend setting the sublocation to "Stability Sample". This makes identifying stability samples easier. Then select the **Create Packages** button to create your retention sample. Continue in this same way to create the required number of individual stability samples.

After documenting the sampling steps in Metrc, there will be the source sample package (smaller by 0.5% or by the minimum compliance sample amount), the laboratory analysis sample package, the retention sample package, and the stability sample packages created.

Transfer laboratory analysis sample to the testing facility

The user will then manifest (transfer) the test sample package to a testing facility for testing. If the business and the testing facility agree to the testing facility will hold the stability sample packages, the business should include these packages on the manifest

Please refer to Metrc bulletin 28 for creating a transfer manifest and contact an OCM licensed transporter to move the sample(s) to the testing facility for analysis.

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, 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 is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new Metrc Learn platform is simple:

From within the Metrc system

- Navigate to the drop-down Support menu in the navigational toolbar and select "Sign up for Training" 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.

Metrc Expert
In the Metrc system, click on widget icon in the lower right-hand corner to open the Metrc Expert knowledge base to access step-by-step guides, ask questions, and more.

Thank you for your continued partnership.