

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)

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, and a retention sample, both physically and in Metrc.

Set up Metrc location for retention sample

OCM recommends that businesses set up a sub-location at their facility called “Retention 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 and 2 show how the size of the compliance representative sample depends on the size of the overall batch. Table 1 and 2 also indicate the number of individual increments that must be pulled for the compliance representative sample.

Table 1. Sample Size Requirements for Concentrates

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

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 or 200 mL of a beverage	20 g or 100 mL of a beverage
10 – 26.5 lbs 4.5 – 12 kg	12 sample increments totaling 60 g	40 g or 200 mL of a beverage	20 g or 100 mL of a beverage
>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 or 100 mL of a beverage

***Note:** For batches that will be evaluated for homogeneity and stability, the laboratory analysis sample size will need to be sufficient to perform all sample analyses. Please consult with the testing facility performing the stability and homogeneity studies to ensure that sufficient sample is sent for all analyses.

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**.

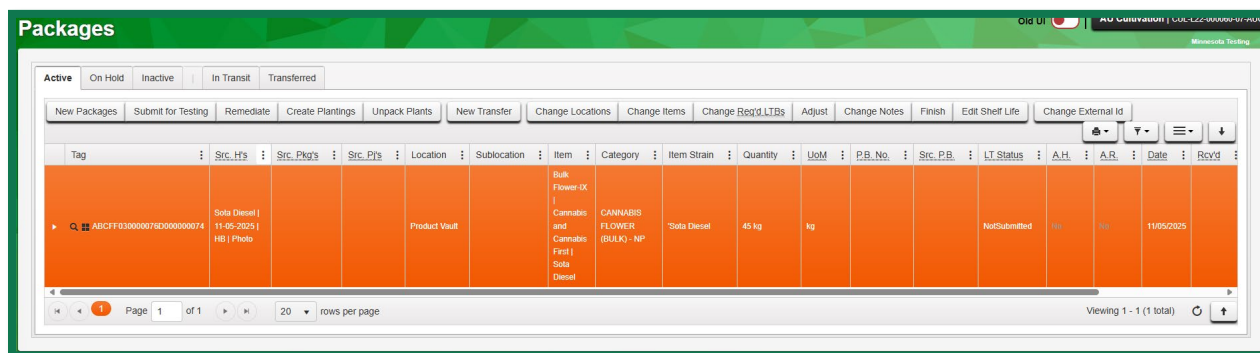


Figure 1: The active package has been selected and highlighted in orange.

The user would calculate the compliance representative sample size, laboratory analysis sample size, and retention sample size based on Tables 1 and 2.

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

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**.

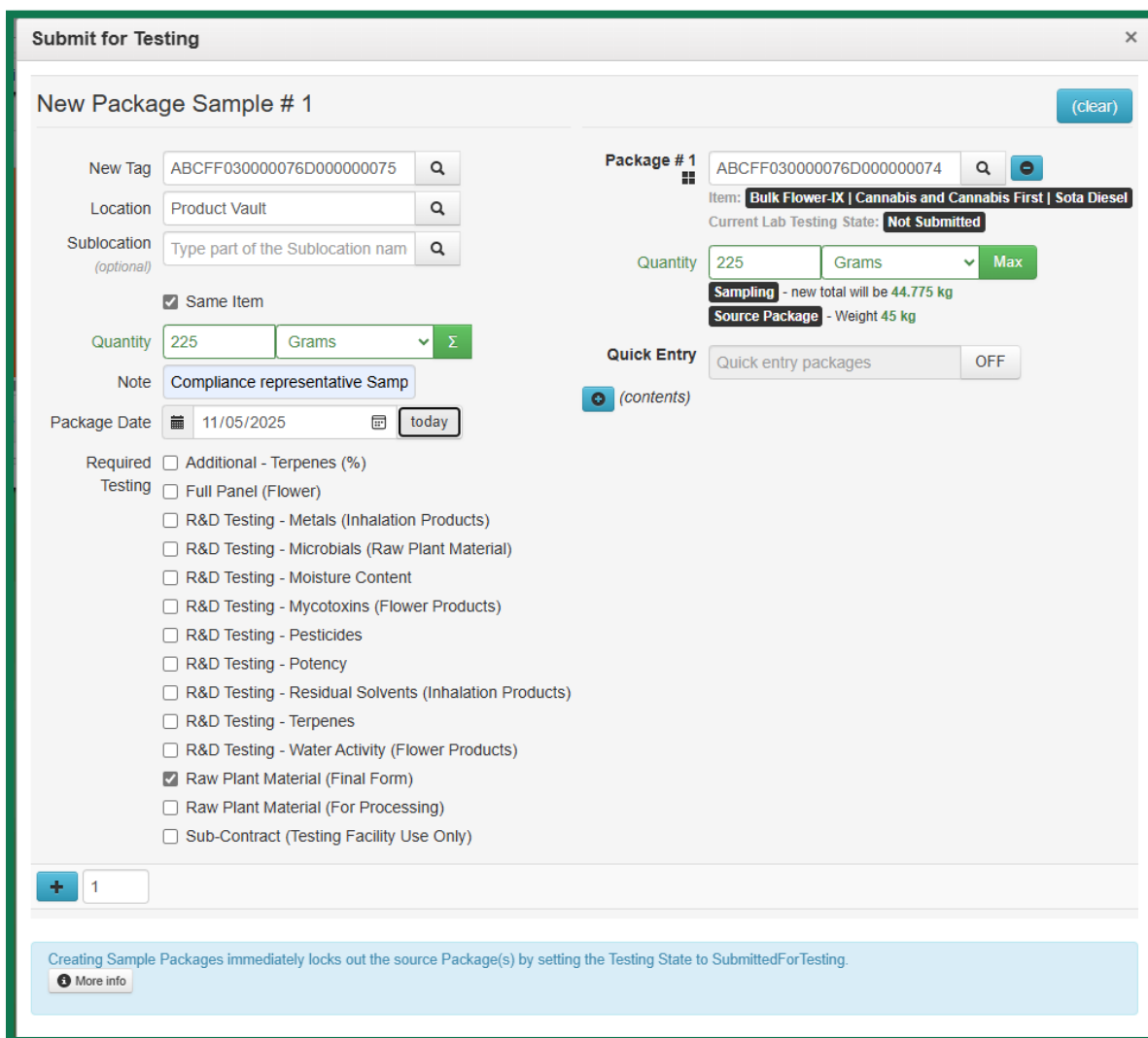


Figure 2: Submit for Testing action window, to create a test sample package is created.

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. 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 ABCFF030000076D0000000075 in our example.

Removing the retention sample from the laboratory analysis sample

Before sending the laboratory analysis sample to a testing facility for analysis, the licensee will remove the retention sample portion. The retention sample in this case is 20 grams. Choose a representative portion of the compliance representative sample to set aside for the retention sample. The retention sample will be held by the business for the lifetime of each product, plus six months.

Create retention sample from lab sample package.

Next, create the retention sample 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.

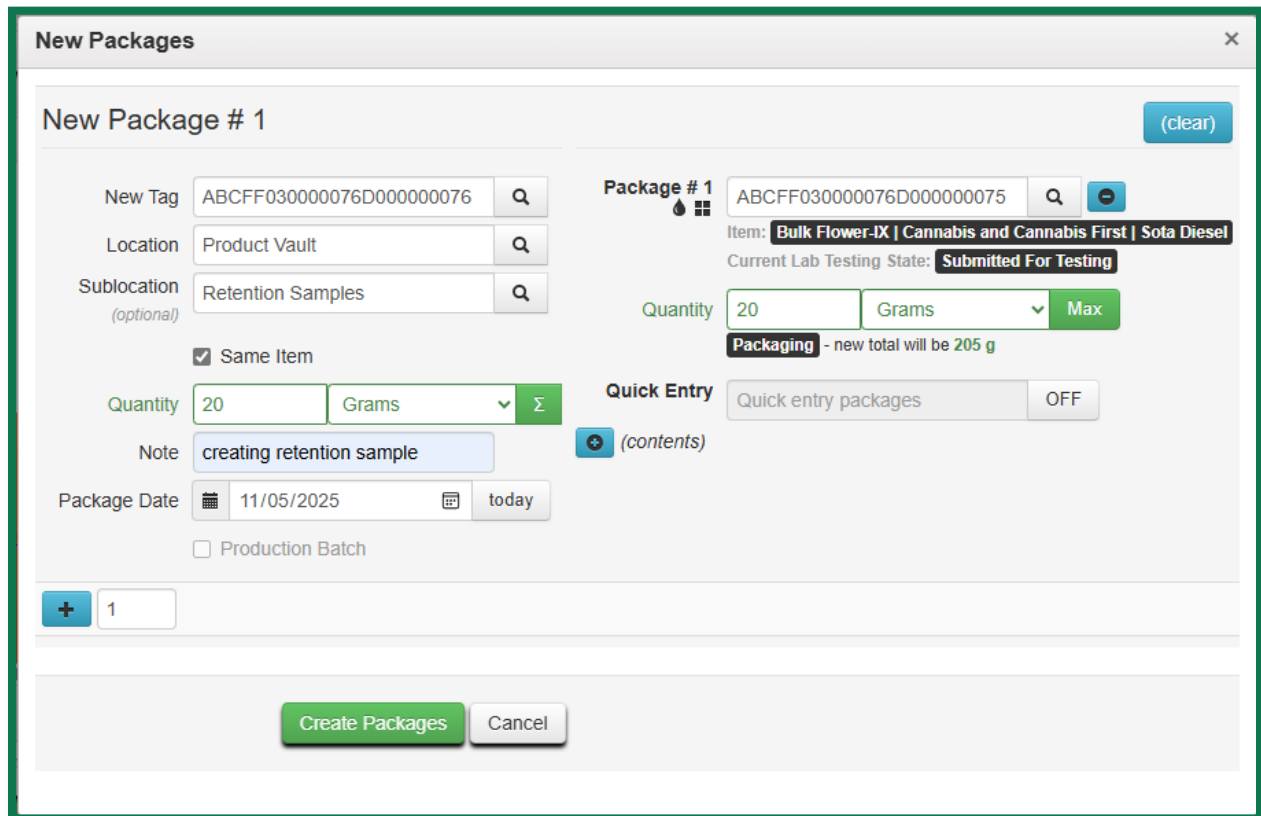


Figure 3: New Packages window.

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. H's	Src. Pkg's	Location	Sublocation	Item	Category	Item Strain	Quantity	UoM	LT Status	Date	Rcv'd	
▶ CUL-L22-000060-07-AUC	AU Cultivation	Q ABCFF030000076D0000000074	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	Q ABCFF030000076D0000000075	Sota Diesel 11-05-2025 HB Photo	ABCF030000076D0000000074	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	Q ABCFF030000076D0000000075	Sota Diesel 11-05-2025 HB Photo	ABCF030000076D0000000075	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

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, and the retention sample package 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. 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](https://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.