

Bulletin Number: MN_IB_0071	Distribution Date: 08/12/2026	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: How lab and stability samples work in Metrc	
Reason: To expand on the sampling and stability study requirements listed in the cannabis technical authority (CTA) with additional information on entering the sample information in Metrc.		

Greetings,

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

To create representative samples in Metrc, businesses must first create a Metrc lab sample package from the source package. Any subsequent retention and stability samples must then be created from that lab sample package. Because of this workflow, please ensure the initial lab sample package contains enough product to cover the primary laboratory analysis, the retention, homogeneity, and/or stability samples destined for state-licensed testing facilities.

Process Steps

1. Calculate total quantity of product required for all compliance tests and create a compliance representative sample meeting all requirements of Minnesota statute and rule. Refer to the Cannabis Technical Authority Section 7.2 for calculating the required quantity.
2. Create a new lab sample package from the source batch that includes the full quantity as calculated in Step 1.
3. Create new packages from the lab sample package in Step 2 for the retention sample and any stability studies that will be performed.
4. Transfer all product for testing to a licensed Testing Facility. Retention samples must not be transferred to the Testing Facility.

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](#)).
- **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, Section 2 and 7.2).
- **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 walk a license holder 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.

A business may set up locations or sub-locations at their facility called “Retention Samples” & “Stability Samples” before completing these steps.

Calculating the quantity required for all test samples

When a licensed business has a batch of product that requires compliance testing, they will calculate the quantity of product required for the compliance representative sample. The information for calculating the required sample size and collecting the representative sample of a batch can be found in the [Cannabis Technical Authority \(CTA\)](#) section 7.2.

The compliance representative sample may include the quantity required for any or all of the following: 1) the laboratory analysis sample used for compliance testing for the batch, 2) the retention sample, and 3) stability sample(s) used to establish the product shelf life.

If homogeneity and stability are 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.

Creating the laboratory analysis sample package

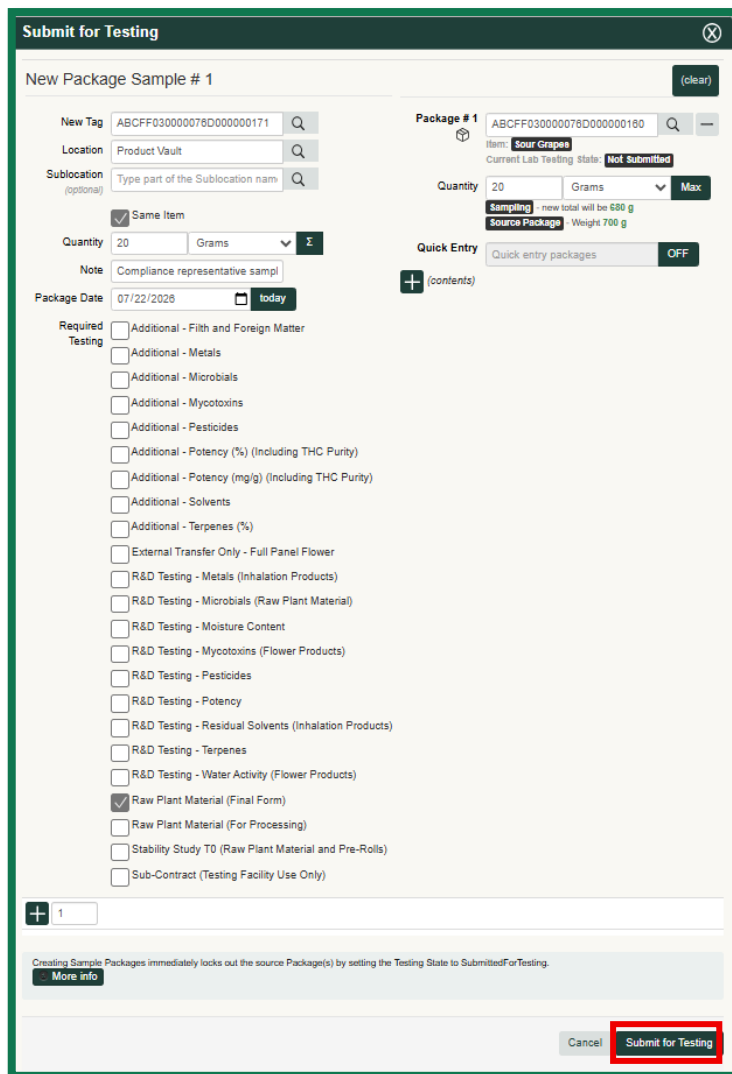
Once the full quantity required for compliance testing is calculated, select the source batch package and select **“Submit for Testing”** to create a lab sample package with a new tag with the appropriate full weight as described below as seen in Figure 1.

Then select the appropriate lab test batch based on the product being sampled.

If the license holder is also requesting stability testing, they should select ‘Stability Study T0’, but no other stability tests. Submitting a test request for ‘Stability Study T0’ will alert the testing facility that this is the start of a new stability testing study. It is the responsibility of the license holder to communicate with the testing facility the details of the stability testing plan. The testing facility will be able to enter all relevant stability study results for each agreed upon timepoint if the business only selects ‘Stability Study T0’. If any additional stability timepoints are requested, the product may be locked until the completion of the stability study.

Note: If the product fails a stability testing timepoint, the testing status for the parent package may be updated to Test Failed, which could affect child packages from the original batch. Entering stability test results may also cause finished child or derived packages to become unfinished. If this happens, a business can use the “Finish” button to close the package again.

Once all required information has been entered, select the **Submit for Testing** button to create the laboratory analysis sample package – see **Figure 1**.



Submit for Testing

New Package Sample # 1 (clear)

New Tag: ABCFF030000078D000000171

Location: Product Vault

Sublocation (optional): Type part of the Sublocation name

☒ Same Item

Quantity: 20 Grams Σ

Note: Compliance representative sample

Package Date: 07/22/2025 today

Required Testing

- ☐ Additional - Filth and Foreign Matter
- ☐ Additional - Metals
- ☐ Additional - Microbials
- ☐ Additional - Mycotoxins
- ☐ Additional - Pesticides
- ☐ Additional - Potency (%) (Including THC Purity)
- ☐ Additional - Potency (mg/g) (Including THC Purity)
- ☐ Additional - Solvents
- ☐ Additional - Terpenes (%)
- ☐ External Transfer Only - Full Panel Flower
- ☐ R&D Testing - Metals (Inhalation Products)
- ☐ R&D Testing - Microbials (Raw Plant Material)
- ☐ R&D Testing - Moisture Content
- ☐ R&D Testing - Mycotoxins (Flower Products)
- ☐ R&D Testing - Pesticides
- ☐ R&D Testing - Potency
- ☐ R&D Testing - Residual Solvents (Inhalation Products)
- ☐ R&D Testing - Terpenes
- ☐ R&D Testing - Water Activity (Flower Products)
- ☒ Raw Plant Material (Final Form)
- ☐ Raw Plant Material (For Processing)
- ☐ Stability Study T0 (Raw Plant Material and Pre-Rolls)
- ☐ Sub-Contract (Testing Facility Use Only)

+ 1

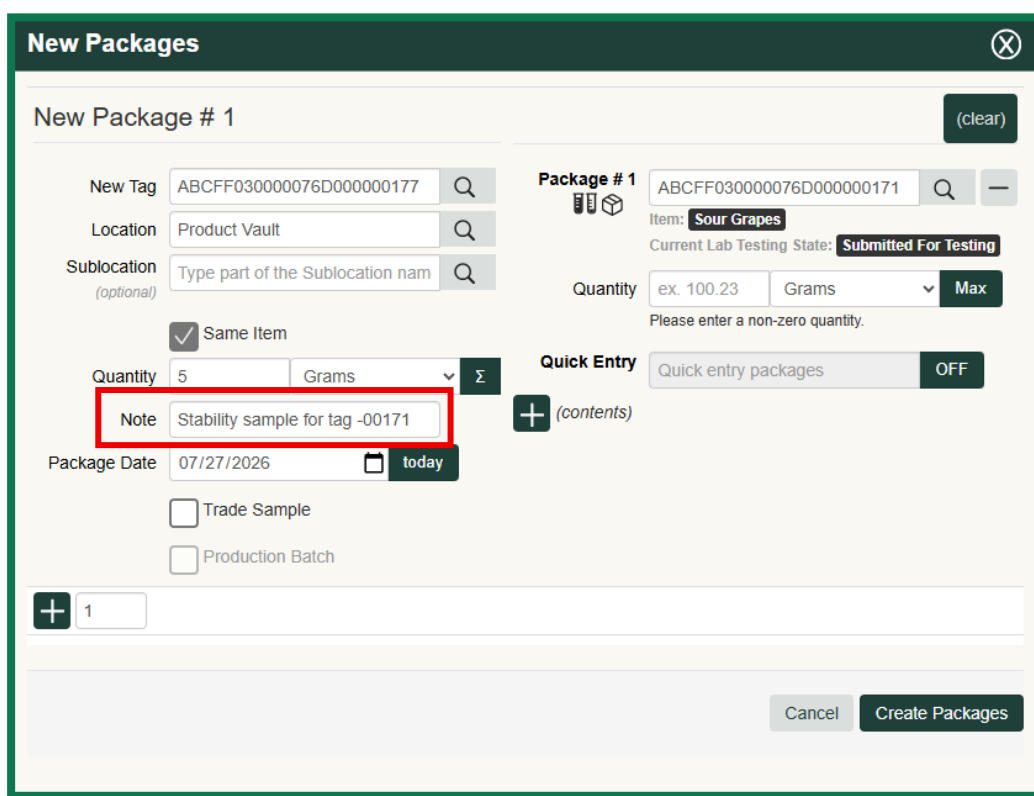
Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting. More info

Cancel Submit for Testing

Figure 1: Submit for Testing action window, to create a test sample package is created.

Pulling the retention and stability sample packages

To create the derivative or child packages that will be used for the retention package and stability studies, the user will select the laboratory analysis sample package just created and select “**New Packages**” to create the needed Metrc packages. Each retention or stability sample that is created will remove the equivalent quantity of product from the laboratory analysis sample package. When creating these new packages, verify that you’ve selected **Same Item**. Enter the additional relevant information, ensuring that the weights recorded align with the measures weight recorded for each package. Finally, select the **Create Packages** button to create your retention or stability sample – see **Figure 2**.



The screenshot shows the 'New Packages' window with the following details:

- New Package # 1** (clear)
- New Tag:** ABCFF030000076D000000177
- Location:** Product Vault
- Sublocation (optional):** Type part of the Sublocation nam
- ☒ **Same Item**
- Quantity:** 5 Grams
- Note:** Stability sample for tag -00171
- Package Date:** 07/27/2026 (today)
- ☐ **Trade Sample**
- ☐ **Production Batch**
- Package # 1:** ABCFF030000076D000000171
- Item:** Sour Grapes
- Current Lab Testing State:** Submitted For Testing
- Quantity:** ex. 100.23 Grams Max
- Quick Entry:** Quick entry packages OFF
- Create Packages** button

Figure 2: New Packages window

Repeat this process for each retention or stability sample keeping in mind that you may want to create multiple stability samples to be tested at different timepoints. Creating these packages in Metrc must occur before the lab sample package is placed on a manifest to be sent to a testing facility.

Transfer laboratory analysis sample to the testing facility

The user will then create a Transfer Manifest to transport the laboratory analysis sample package or the stability testing packages to the testing facility.

Please ensure that the packages being transferred to the testing facility for compliance testing are lab sample packages and have the appropriate package icon next to the tag number.

When the business transfers stability sample packages to the testing facility, they will not be entered as lab sample packages and will not have the lab sample icon next to the tag number.

Packages for stability studies can either be stored by the business or testing facility until the agreed upon test date. It is the responsibility of the business and the testing facility to determine where and how the stability sample will be stored.

- If the testing facility has agreed to hold the stability sample packages until the agreed upon test dates, the business should include those packages on the Transfer Manifest when the initial compliance laboratory analysis sample package is sent to the lab.
- If the business has agreed to hold the stability sample packages until the agreed upon test dates, the business will transfer these packages on a separate manifest. The business must specify the stability testing requested on the manifest.

The retention package stays in possession of the originating business.

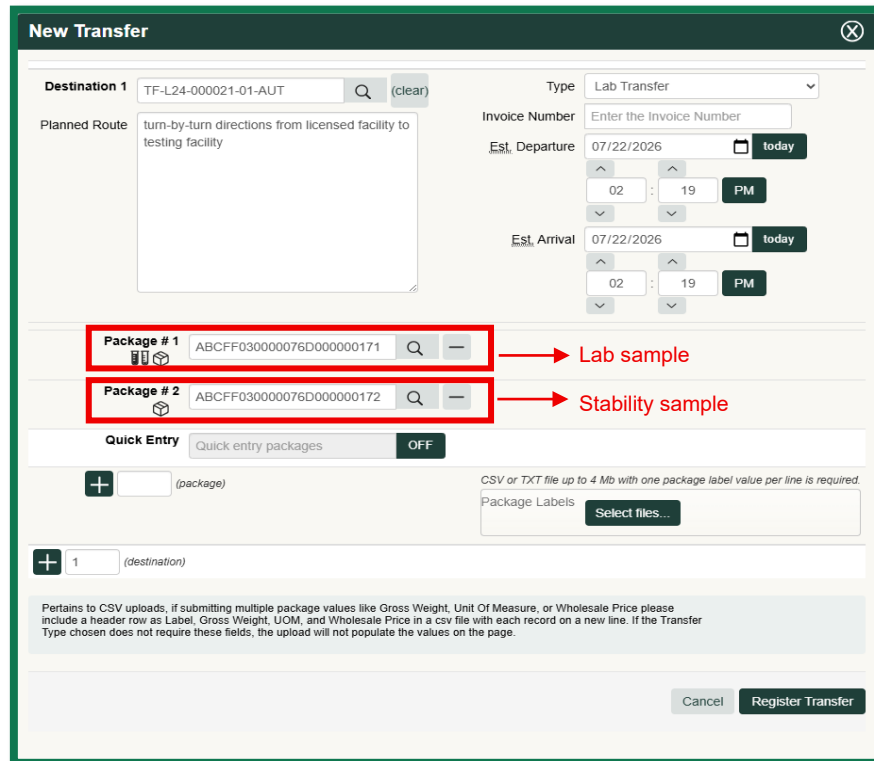


Figure 3: Transfer Manifest window
Metrc LLC

For additional support,
please visit [Support.Metrc.com](https://support.metrc.com)

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.