

Bulletin Number: MD_IB_0090	Distribution Date: 09/26/2024	Effective Date: 09/26/2024
Contact Point: Metrc Support	Subject: Employee Sample Adjustment Reason	
Reason: Metrc is providing information about a new adjustment reason for Employee Sample sampling in collaboration with the MCA.		

Greetings,

Metrc, in conjunction with the MCA, are pleased to provide information about a new Employee Sample Adjustment Reason that is now available in Metrc.

Please read on for details.

Adjustment Reason: Employee Sample

A new Adjustment Reason has been added into Metrc to enable processors and cultivators with the ability to provide product samples to their employees within their licensed business.

Employee Sample is used to adjust a package when the weight of the package has decreased due to the removal of product for employee sampling purposes.

Employee Sample is available to be used by the following facility types:

- Medical Processor
- Processor Business
- Medical Cultivator
- Cultivator Business

A note is required and must include the **Employee Name** and **MCA Employee Badge Number**.

There are two options to record product samples:

Option 1: The quantity of the employee sample can be added in the Adj. Quantity field and the system will automatically calculate the new package quantity based on inputs in the adjustment quantity field.

Option 2: The New Quantity field can be used to enter the updated quantity of the product remaining after removing the employee sample.

Once one of these options has been utilized, select Employee Sample as the Reason from the dropdown options and complete the required note with Employee Name and MCA Employee Badge Number. Then, select the Adjust Packages button to complete the Employee Sample package adjustment – **see Figure 1 below**.

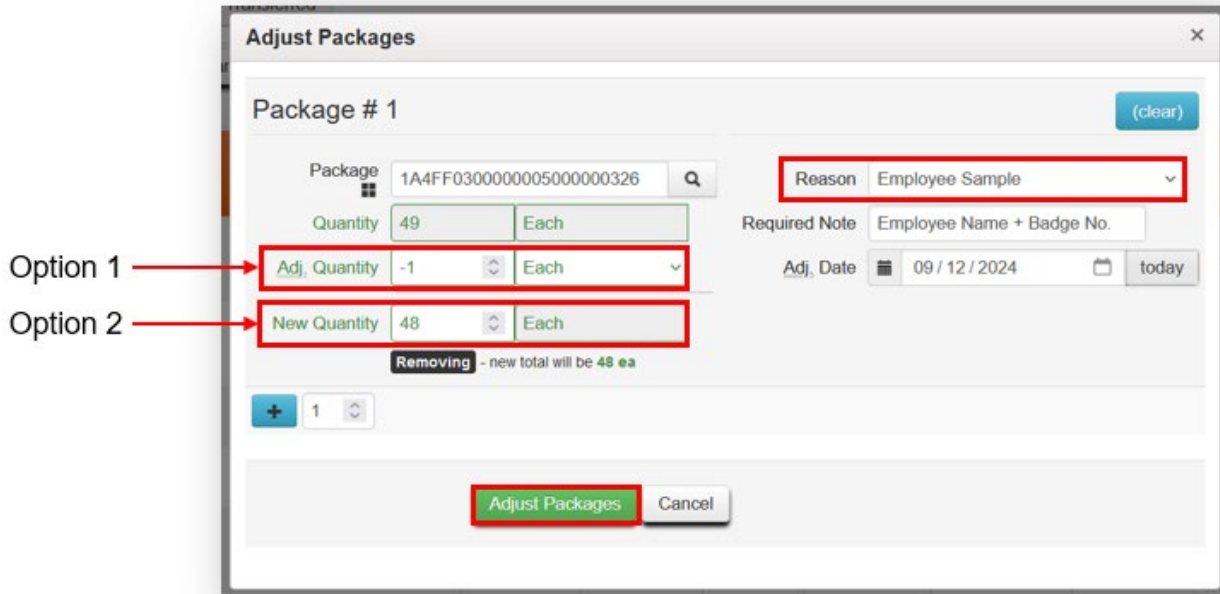


Figure 1: Adjust Packages action window – Employee Sample selection

Metrc resources

If you have any questions, or need additional support, the following resources are available:

Contact Metrc Support

By using the new full-service system 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 has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

From within the Metrc system

Navigate to the Support area on the navigational toolbar and select the “Sign up for Training” option 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.

Access additional resources

In the Metrc system, click on the Support area on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the dropdown.

Thank you for your continued partnership.