Metrc Support Bulletin



Metrc Support Bulletin		
Bulletin Number:	Distribution Date:	Effective Date:
NJ_IB_0030	01/31/2025	Ongoing
Contact Point:	Subject: Reset and Revise	Process for Approved
Metrc Support	Items	
Reason: Metrc provides guid	ance on the process to reque	est an edit to an item that
has been previously approve	d.	

Greetings,

Metrc, in conjunction with the New Jersey Cannabis Regulatory Commission (CRC), is providing information regarding the process to request an edit for a pre-approved item in Metrc.

For additional information about the item approval process, please reference NJ IB #23, NJ IB #25, and NJ IB #26.

The following topics are covered in this bulletin:

- Can my item be edited?
- Reset & Revise Process
- Metrc resources

Please read on for more information.



Can My Item Be Edited?

Items in Item Categories NOT requiring pre-approval

Items that have been created, but <u>NOT</u> used to create a package:

- Yes, the item may be edited by selecting the Item and clicking the "Edit Items" button.
- In the Items grid, the "Used" column can be viewed to determine whether your item has been used.
- The item category cannot be changed from a category NOT requiring preapproval to a category that DOES require pre-approval once it's already been created.
 - For Items that have been created and have already been used, the item name and item category may <u>not</u> be edited.

Items in Item Categories requiring pre-approval

Items that have been created by a licensee and approved by the CRC:

- <u>No</u>, the Items may not be edited, even if they have not been used. An error message will be displayed if an attempt is made to edit an item that has already been approved see Figure 1.
- If edits are needed for pre-approved items (example: packaging change) please follow the Reset & Revise process as outlined below.



Figure 1: Error Message when attempting to edit an item that is pre-approved



Reset & Revise Process

The reset & revise process is a way to request a previously approved item to be edited with permission from the CRC. Changes to an existing item, such as a new packaging design, are a licensed business' decision and must be communicated to the CRC to ensure that products in the market are accurately reflected in Metrc.

Note: New or unique items should be created as a new item, do not use the reset & revise process if making substantial changes to the item.

To begin the reset & revise process, the licensee must reach out to their field monitor or email <u>crc.compliance@crc.nj.gov</u> to request that item(s) be reset.

- In the communication to the CRC, please be sure to specify exactly which item(s) you are requesting to be reset.
- To export your list of current items to Excel or PDF, go the Items grid from the Admin area on the navigational toolbar. Then click the printer icon on the top right side of the grid **see Figure 2**.

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A	dd Items Edit Items												ſ	<u>ه-</u>	•·][≡·]	÷
	Item	Category	Туре	: Quantity Type	 Default LTS	- 1	UoM	÷	Approval 1	:	Aprv Date	Strain	-	Used	1	_
•	August 15th Concentrate Test	Concentrate (each)	Concentrate	CountBased	NotSubmitted		Each		Approved		12/31/2024 03:10:05 pm			Yes	CRevised	×
٠	Brownies 40mg	Edibles	InfusedEdible	CountBased	NotSubmitted		Each		Approved		12/23/2024 01:17:48 pm			Yes	CRevised	X
÷	Camilla Creme - Diamonds in Sauce 50mg	NJ Item Approval Demo	Concentrate	CountBased	NotSubmitted		Each		Approved		06/03/2024 01:13:22 pm	Silver Silk		No	CRevised	×
٠	Cherry Chill Chews 5mg	Edibles	InfusedEdible	CountBased	NotSubmitted		Each		Approved		11/04/2024 05:06:12 pm			Yes	CRevised	X
٠	Fake Vape 1g	Vape Carts	Concentrate	CountBased	NotSubmitted		Each		Approved		12/11/2024 04:33:20 pm			Yes	CRevised	X
	Garden State Gania5 Vape Cart	Vape Carts	Concentrate	CountBased	NotSubmitted		Each		Approved		09/30/2024 01:52:57 pm			No	CRevised	X

Figure 2: Export current list of items using the printer icon in the Items grid

Monitor your Items grid to verify when your requested items have been reset by the CRC. The Approval column for the item will show a status of "RequiresUpdate" once the item has been reset – **see Figure 3**.

Add Itams Edit Itams										
Item	Category :	Туре :	Quantity Type	Default LTS :	UoM	Approval :	Aprv Date	Strain :	Used :	ΞĿ
 Fastasy Floral - 1g Vape Cart 	Concentrate (each)	Concentrate	CountBased	NotSubmitted	Each	RequiresUpdate	11/18/2024 03:47:25 pm		Yes	GRevised X
 Lemon Lime Chews 10mg 	Edibles	InfusedEdible	CountBased	NotSubmitted	Each	RequiresUpdate	01/23/2025 11:25:55 am		No	CRevised X
k ← 1 Page 1 of 1 + × 20 + rows per page										

Figure 3: Once item has been reset, the Approval status will show "RequiresUpdate"

Metrc Support Bulletin



Once the item has been reset, select the item that needs to be revised, then click the Edit Items button which will open the Edit Items action window to change the fields that you wish to update. Then click the green Save Items button – **see Figure 4**.

tem # 1					(clear
Item	Lemon Lime Chews 10mg	Q	Unit of	Each	
Name	Lemon Lime Chews 10mg		IL CRD	10	Milliorano
Category	Edibles	~	Content		mingrama
Global Product		٩	U. CBD	1	Grams
			U. THC	100 0	Milligrams
			Content		
			U. THC Content Dose	10 0	Milligrams
			Unit Weight	1	Grams
			Serving Size	1	
			Number of Doses	10 0	
			Public Ingredients	SEPT18	11.
			Description	Testing lemon	ime chews
			Allergens	Coconut oil	11.
Product # 1			Product Photos Desc	ription	
	Select files blue infused edible.jpg		product photo		
+ 1 0 (pr	oduct photo)				11.
Label # 1		î	Label Photos Descrip	tion	
	Label Photo Test.png		Label revised		1
+ 1 0 (lat	tel photo)				111.
Pkg # 1	Colort film	î	Packaging Photos De	scription	
	Packaging Photo Test.png		Packaging revis	ed	11.
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+ 1 0	(item)				

Figure 4: Update fields in Edit Items action window, then click Save Items

Once the item edits have been completed, make sure to mark the updated items as revised using the "Revise" button on the right side of the row – **see Figure 5**.

Ac	dd Items Edit Items								A	■ •
	Item :	Category :	Туре :	Quantity Type	Default LTS	UoM :	Approval ↓	Apry Date	Used :	
	Fastasy Floral - 1g Vape Cart	Concentrate (each)	Concentrate	CountBased	NotSubmitted	Each	RequiresUpdate	11/18/2024 03:47:25 pm	Yes	CRevised
	Lemon Lime Chews 10mg	Edibles	InfusedEdible	CountBased	NotSubmitted	Each	RequiresUpdate	01/23/2025 11:25:55 am	No	CRevised

Figure 5: Click the Revise button to update the item as updated for the NJ CRC

Metrc LLC For additional support, visit <u>Support.Metrc.com</u>



After clicking the Revise button, the item will have a status of "Revised". This status returns the item to the approval workflow so the CRC can review.

Additionally, a note can be posted explaining the changes. To post an item note, click the drill down arrow on the left side of the item. Select the Notes tab, then click the Post Item Note button to add the note – **see Figure 6**.

Items		$\Delta_{i} = 1$						Acm	e Processor CRC0002- New Jessey Testing
Add tems Edit tems								ê- 7	· =• +
ten i	Category	Type	E Quantity Type	Default LTS	: UOM	E Approval	E Apry Date	: Used	1
a agust 15th Concentrate Test									Cransed x
Details Notes Product Photo Label Photo Packaging Photo	Details Notes Product Photo Label Photo Packaging Photo Rem Ingredients History								
Post tem Note	Post tem Note			•	i Pr	<u>●- ▼- ≡- ↓</u>			
Item note may be added									
H 4 1 Page 1 of 1 + H 20 + rows per page	ge		Sent Carcel				Viewing 1 - 1 (1 total) O +		
Boardwalk Blue - 0.5g Vape Cart	NJ Item Approval Demo	Concentrate			Each	Revoked	09/18/2024 01:50:25 pm		Cristes x
 Brownies 40mg 	Edibles	InfusedEdible			Each	Approved	12/23/2024 01:17:48 pm	85	Current X

Figure 6: Post an Item Note for an updated item

Monitor the Items grid for the Approval status change on the items that have been revised. The following Approval status descriptions may be applied to the reset & revised item:

- Under Review: The item is being reviewed by the State.
- **Rejected:** The item has been rejected by the State but can be revised and resubmitted.
- **Denied:** The State has determined that the item cannot be revised and will not be approved.
- **Approved:** The item has been approved by the State.

Note: Items with an Approval status of "RequiresUpdate" and "Revised" may still be used to create packages, create test samples, and record sales.



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 <u>Support.Metrc.com</u>, 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 "Sign up for Training" to register.

Access additional resources

In the Metrc system, click on the Metrc Expert widget icon and search for the appropriate topic or type in a question.

Thank you for your continued partnership.