

Bulletin Number: MA_IB_0089	Distribution Date: 04/01/2025	Effective Date: 4/1/2025
Contact Point: Metrc Support	Subject: Required State Testing in Metrc	
Reason: Providing guidance on how to submit full panel testing for state-required testing.		

Greetings,

Metrc, in conjunction with the CCC, are providing guidance on the process for creating a test sample for full panel testing required for compliance testing in Metrc.

This bulletin is intended to provide information in anticipation of the [CCC's Administrative Order #4](#) which is set to begin on April 1, 2025.

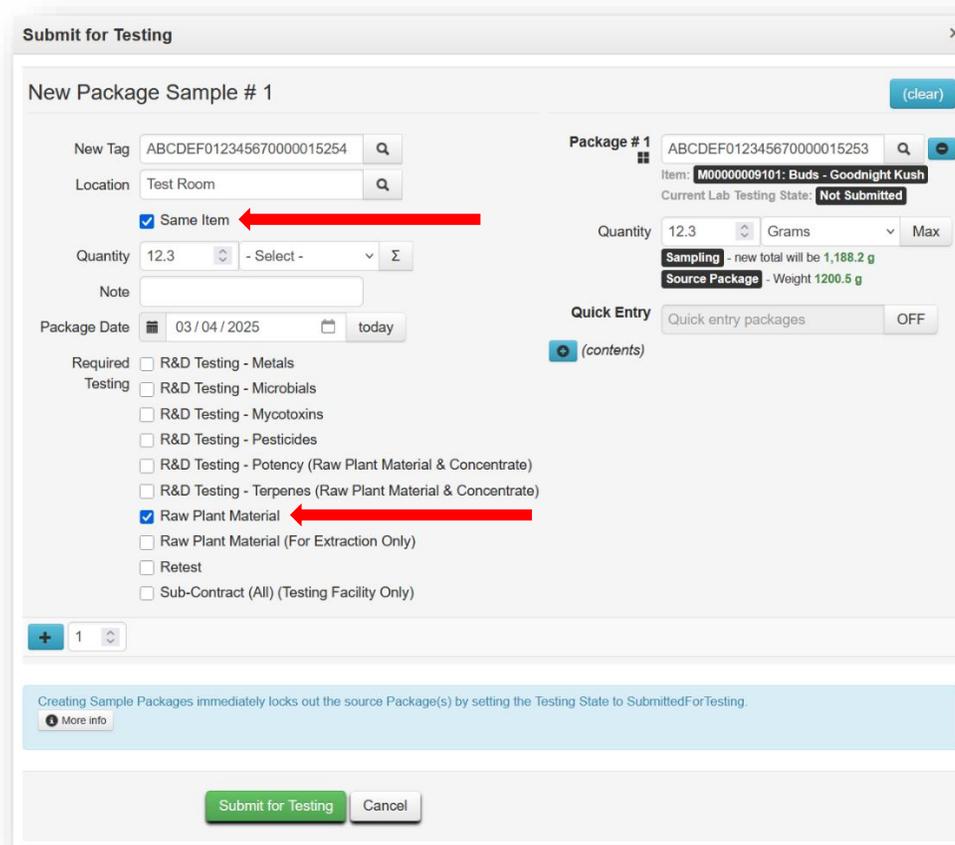
Creating a Test Sample for Full Panel Testing

On April 1, 2025, the process for completing required compliance testing will be to create a single test sample and submit that to a single Testing Facility. Test sample packages must be created using the “Submit for Testing” button.

When creating a test sample, the available Lab Test Batches to select will only populate when the item name has been designated for the test sample. A best practice is to select the “Same Item” check box to place the same item name of the source package into the test sample. Below are examples for three different Lab Test Batches that require testing.

Example 1: Test sample for Raw Plant Material

The Lab Test Batch of “Raw Plant Material” and the Same Item checkbox are selected – see **Figure 1**.



The screenshot shows a web application window titled "Submit for Testing". The main heading is "New Package Sample # 1".

- New Tag:** ABCDEF012345670000015254
- Location:** Test Room
- Same Item:** (indicated by a red arrow)
- Quantity:** 12.3
- Package Date:** 03/04/2025
- Required Testing:**
 - R&D Testing - Metals
 - R&D Testing - Microbials
 - R&D Testing - Mycotoxins
 - R&D Testing - Pesticides
 - R&D Testing - Potency (Raw Plant Material & Concentrate)
 - R&D Testing - Terpenes (Raw Plant Material & Concentrate)
 - Raw Plant Material** (indicated by a red arrow)
 - Raw Plant Material (For Extraction Only)
 - Retest
 - Sub-Contract (All) (Testing Facility Only)
- Package # 1:** ABCDEF012345670000015253
 - Item: M0000009101: Buds - Goodnight Kush
 - Current Lab Testing State: Not Submitted
 - Quantity: 12.3 Grams
 - Quick Entry: OFF

At the bottom, there are buttons for "Submit for Testing" and "Cancel". A blue banner at the bottom states: "Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting."

Figure 1: Selecting Required Test for Raw Plant Material Test Samples

Example 2: Test sample for Solvent Based Concentrate

The Lab Test Batch of “Solvent Based Concentrate” and the Same Item checkbox are selected – see **Figure 2**.

The screenshot shows a 'Submit for Testing' window with the following details:

- Title:** Submit for Testing
- Section:** New Package Sample # 1 (with a clear button)
- Fields:**
 - New Tag: ABCDEF012345670000015255
 - Location: Test Room
 - Quantity: 9.2 Grams
 - Package Date: 03/04/2025
 - Package # 1: ABCDEF012345670000015254
 - Item: M00000010001: BHO Oil Bulk
 - Current Lab Testing State: Not Submitted
 - Quantity: 9.2 Grams (Max)
 - Quick Entry: OFF
- Required Testing:**
 - Same Item (highlighted with a red arrow)
 - Non-Solvent Concentrate
 - R&D Testing - Metals
 - R&D Testing - Microbials
 - R&D Testing - Mycotoxins
 - R&D Testing - Pesticides
 - R&D Testing - Potency (Raw Plant Material & Concentrate)
 - R&D Testing - Residual Solvents
 - R&D Testing - Terpenes (Raw Plant Material & Concentrate)
 - Retest
 - Solvent Based Concentrate (highlighted with a red arrow)
 - Sub-Contract (All) (Testing Facility Only)
- Footer:** Submit for Testing, Cancel

Figure 2: Selecting Required Test for Solvent Based Concentrate Test Samples

Example 3: Test sample for Infused Edible

The Lab Test Batch of “Infused Edible” is selected and the Same Item checkbox are selected – see **Figure 3 below**.

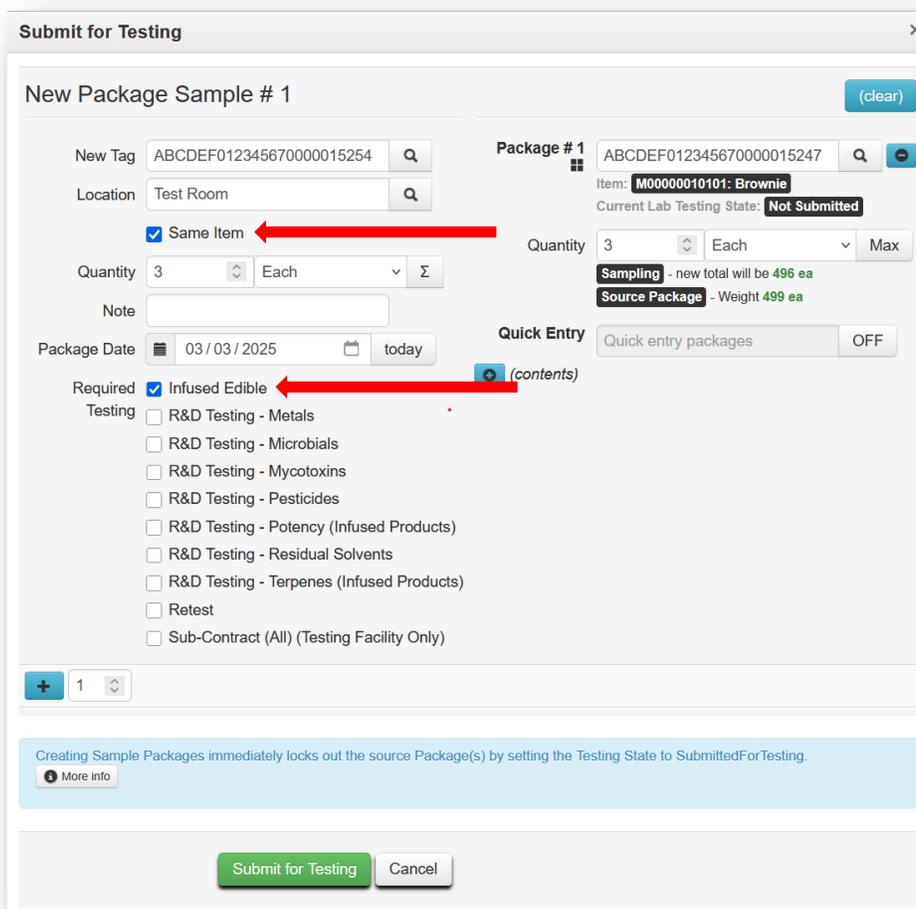


Figure 3: Selecting Required Test for Infused Edible Test Samples

Important reminders:

- Select only one Lab Test Batch that correlates with the product type that is being tested for state required testing. Additional R&D Lab Test Batches may be chosen, such as R&D Testing – Terpenes, for example.
- A Marijuana Establishment should ensure that an adequate amount of material for testing is submitted to the Testing Facility to complete a full compliance test panel. If a Testing Facility receives a test sample with insufficient material to perform all required tests, the Testing Facility must reject the manifest and include the following comment: *“Insufficient testing material.”* If the Testing Facility rejects the transfer, the Marijuana Establishment must notify the CCC at Testing@cccmass.com and its compliance lead(s) to explain the purpose for the rejection and identify the proposed corrective step.
- If a Testing Facility must request additional test material due to contamination of the original sample, or any other unforeseen circumstances, the Testing Facility

must notify the CCC at Testing@cccmass.com and its Testing Facility lead before making any adjustments or requests for more material from the Marijuana Establishment.

- If the incorrect Lab Test Batch is chosen and the Testing Facility receives the sample, the product will be locked with a status of “Testing in Progress” once all test results have been entered by the Testing Facility. If this happens, please contact Metric Support for next steps.
- If a test sample is created incorrectly, it needs to be discontinued. If the incorrect test sample is not discontinued, the product will be locked with a status of “Testing in Progress” once all test results have been entered by the Testing Facility.
- If a test sample is created incorrectly and it is adjusted to zero and finished, then the product will be locked with a status of “Testing in Progress” once all test results have been entered by the Testing Facility.

If there are source packages in the Active Packages inventory that are locked after all test results have been entered, please contact Metric Support with the source package and test sample information to take next steps to get your product unlocked.

For more information regarding how to create a test sample in Metric, please refer to Metric Expert or the [Metric Learn](#) module for “Creating a Test Sample from a Package”.

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, or from the Metrc System, click Support on the navigational toolbar and click support.metrc.com to 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 option from the dropdown.

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.