

Bulletin Number: ME_IB_0005	Distribution Date: 11/2/2020	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Best Practices for item category-specific naming conventions, requirements for concentrate (each) items and Vape Product items	
Reason: The Metrc and OMP are providing best practices for the naming conventions to be used when creating final form items, the packaging of concentrate (each) items for sale, and clarification on the use of the Vape Products item category		

Greetings Metrc Users,

OMP is providing best practices for creating item names for the following item categories:

- Buds/Flower
- Raw Pre-Roll
- Edible (Solid)
- Vape Products
- Concentrate (Each)

Additionally, OMP is providing guidance that all concentrate packages that are transferred to Marijuana Stores must be prepackaged and under an item in the “Concentrate (Each)” item category. If the bulk package is under the “Concentrate (Weight)”, then OMP expectation is that the user creates a “Concentrate (Each)” item and repackages the bulk concentrate into the count-based item.

Finally, OMP reiterates the usage of the Vape Products item category to distinguish Vape Product items from Concentrate (each) items.

Please see the following pages for more details:

Naming Conventions for Items

Items in the final form should have the unit weight in which they are sold in the item name. The item name best practices that are included below are:

- Buds/Flower
- Raw Pre-Rolls
- Edibles
- Concentrate (Each)

Buds/Flower

When creating items that are prepackaged for sale, the item name should include the item category (Flower or Bud), the weight of the unit, and the strain. Examples of these item names are shown below in **Figure 1**.

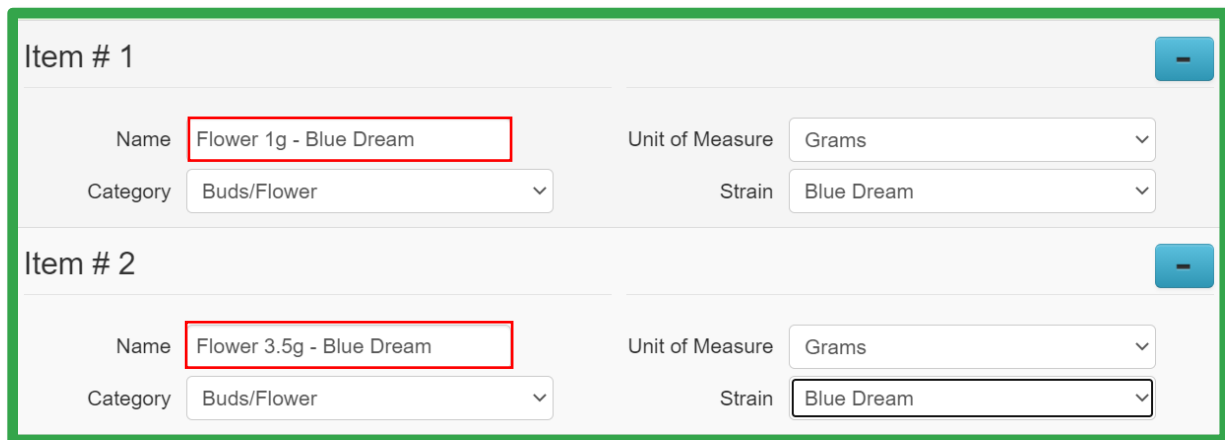


Figure 1: Buds/Flower Item Names

Raw Pre-Rolls

When creating Raw Pre-Rolls items, the item name should include the item category (Pre-Roll or Raw Pre-Roll), the weight of each unit, and strain. This example is shown in **Figure 2** below.

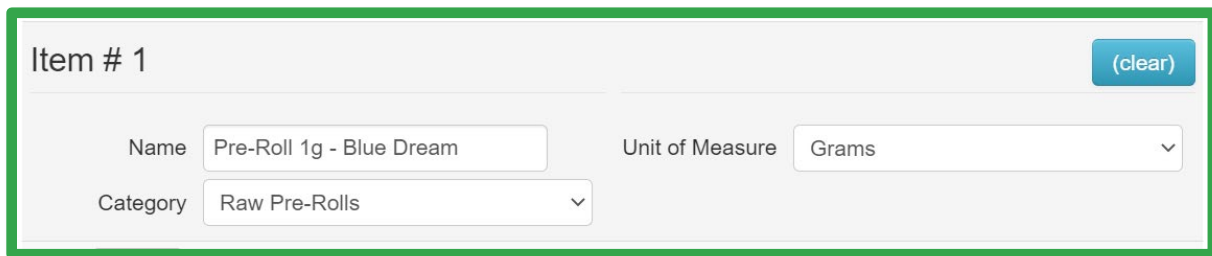


Figure 2: Raw Pre-Roll Item Name

Edibles

When creating Edible items, the item name should include the specific item identifier, the THC content per dose and the number of doses per unit. This example is shown in **Figure 3** below.

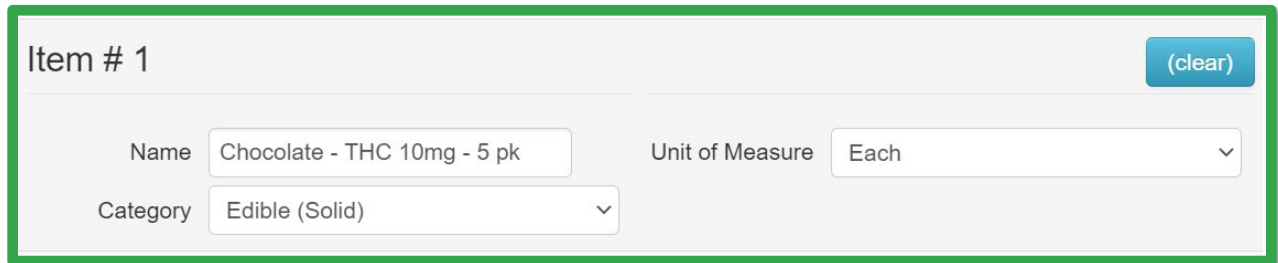


Figure 3: Edible Item Name

Vape Products

When creating Vape Product items, the item name should indicate the name of the specific item and the amount in each unit. This example is shown in **Figure 4** below.

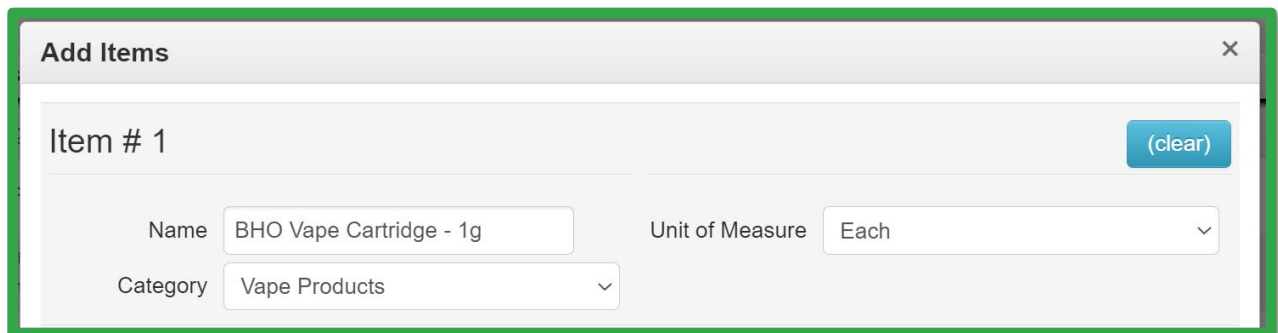
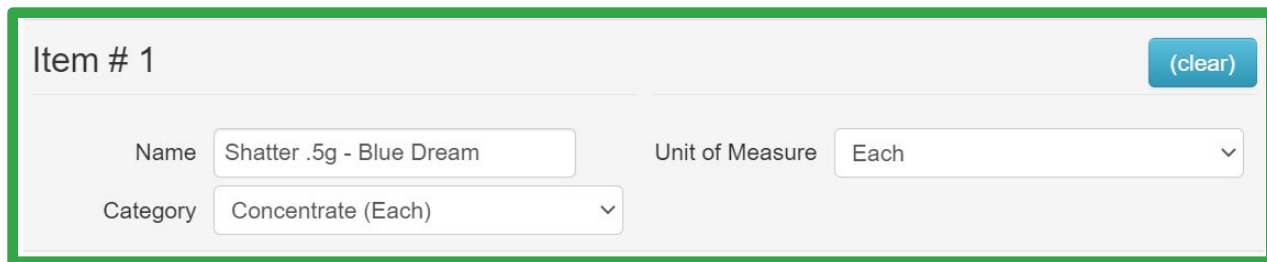


Figure 4: Vape Product Name

Please note: Vape Products must be created under the “Vape Products” item category, and should not be tracked under the Concentrate (Each) item category.

Concentrate (Each)

When creating Concentrate (Each) items, the item name should include the name of the specific item, the total THC per package **or** THC per unit and the number of units if it is a multi-dose package, and strain. This example is shown in **Figure 5** below.



Item # 1 (clear)

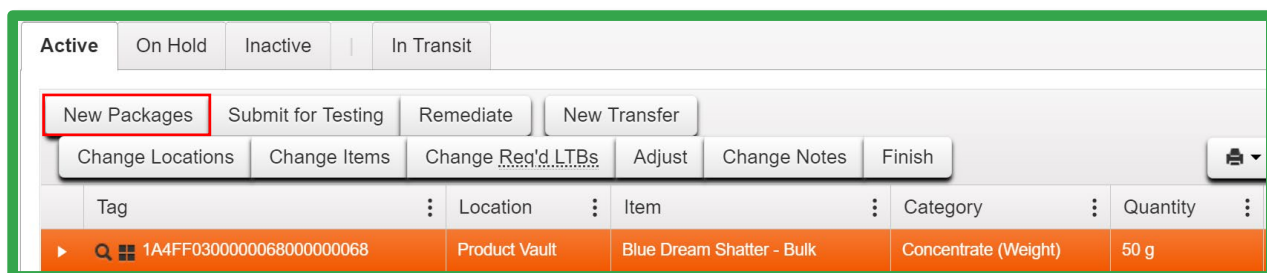
Name: Shatter .5g - Blue Dream Unit of Measure: Each

Category: Concentrate (Each)

Figure 5: Concentrate (Each) Item Name

Convert Concentrate (Weight) Packages to Concentrate (Each) Package

All packages of Concentrate (Weight) items, before transfer to a Marijuana Store, must be repackaged into prepackaged units and repackaged in Metrc to reflect a Concentrate (Each) item. To convert a bulk Concentrate (Weight) package to a Concentrate (Each) package, the user will select the bulk package and use the “New Packages” button to begin the process. This step is shown in **Figure 6** below.



Active | On Hold | Inactive | In Transit

New Packages | Submit for Testing | Remediate | New Transfer

Change Locations | Change Items | Change Req'd LTBs | Adjust | Change Notes | Finish

Tag	Location	Item	Category	Quantity
1A4FF030000068000000068	Product Vault	Blue Dream Shatter - Bulk	Concentrate (Weight)	50 g

Figure 6: Select Bulk Concentrate (Weight) Package

The “New Packages” button will trigger an action window where the user will create the new package of a Concentrate (Each) item. In this action window, the user will indicate the amount being repackaged from the source bulk package on the right-hand side and the new Concentrate (Each) package information on the left-hand side. **Please note that this is not a production batch, and this indicator should not be used.** This step is shown in **Figure 7** below.

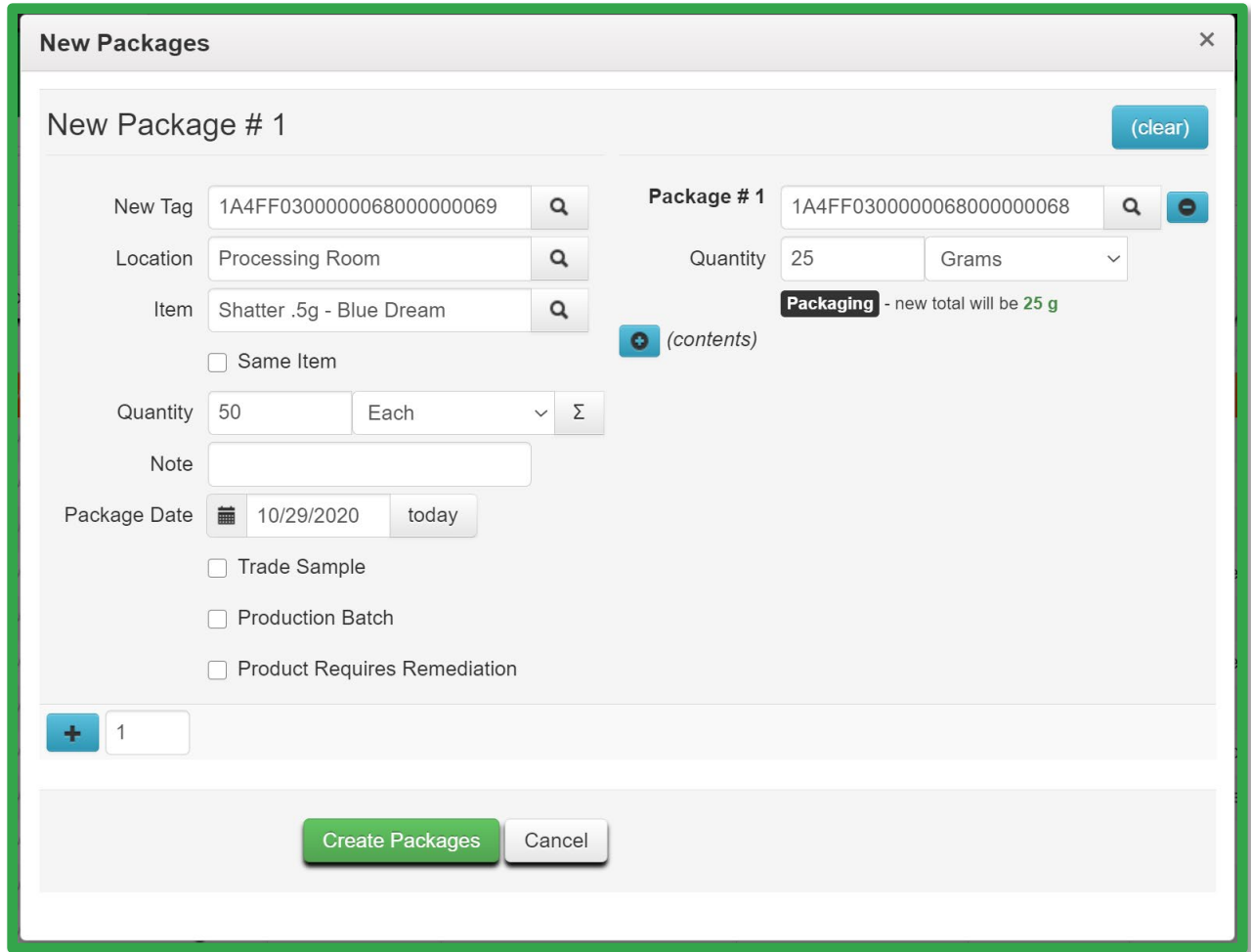


Figure 7: Create New Concentrate (Each) Package Action Window

Please feel free to contact Support at support@metric.com or 877-566-6506 with any questions.