



**STATE OF
OHIO**
BOARD OF PHARMACY



Ohio Medical Marijuana Control Program Product ID Submissions Guidance Document

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Ohio Medical Marijuana Control Program
Product ID Submission Guidance Document

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I. Document Purpose, Audience and Topics covered

A. Document Purpose

This reference document is designed to provide a step-by-step guide to end users (cultivators with plant-only processor designation and processors) so that they can successfully submit products for the assignment of Product IDs and ensure that all necessary information is provided in the right format.

All medical marijuana products must have an assigned Product ID to be accepted by a dispensary and to enable submission of dispensation data to the Ohio Automated Rx Reporting System. This applies to each medical marijuana strain and medical marijuana form and dose. The assignment of a Product ID is to ensure that only products in compliance with MMCP regulations are available to patients and their caregivers.

B. Intended Audience

The intended audiences for this document are processor and cultivator employees responsible for submitting products for the assignment of Product IDs. Any user of this guidance document shall have received training on the state's Seed-to-Sale system operated by METRC.

C. Topics Covered

The topics covered in this guidance document include:

- Definitions
- How to create an Item Brand
- How to submit payment for an Item Brand
- How to create an Item

II. Applicable Rules and Definitions

A. Relevant Legal Authority

Pursuant to OAC 3796:8-2-05, all medical marijuana Strains and products must be registered with the Ohio Department of Commerce and assigned a product identifier (Product ID) in METRC by the Board of Pharmacy.

Paragraphs (A) and (C) of OAC 3796:8-2-05 that pertain to this guidance document state:

- (A) Before any medical marijuana strain or medical marijuana product may be sold to a dispensary, **the form for each dose and packaged quantity** of that product must be registered with the department pursuant to Chapter 3796:5-8 of the Administrative Code and **assigned a product identifier** pursuant to this rule.
- (C) After reviewing the information submitted in accordance with paragraph (B) of this rule, the state board of pharmacy shall determine whether the product complies with the limitations on form in accordance with section 3796.06 of the Revised Code and this division. **Issuance of a product identifier shall serve as evidence that the registered product complies with the limitations on form** in accordance with section 3796.06 of the Revised Code and this division.

For further information refer to the links below:

- [Chapter 3796 of the Ohio Revised Code](#); and
- Ohio Administrative Code Rule [3796:8-2-05](#) Assignment of product identifier.
- Acceptable forms and intended method or methods of administration as of 01/01/19.
- Other Requirements ([OAC 3796:8-2-06](#))



III. Roles and Responsibilities

A. State of Ohio Board of Pharmacy Reviewer:

- In consultation with the Department of Commerce, oversees the assignment of all Product IDs regardless of form or method of administration. Responsible for revoking Product IDs.

B. State of Ohio Board of Pharmacy Escalated Reviewers:

- Responsible for reviewing any matter brought to the attention of the Ohio Board of Pharmacy following product approval that is alleged to be non-compliant with the laws and rules governing the dispensation of medical marijuana in Ohio.

Director of Medical Marijuana:

- Responsible for directing any action that initiates or implements an additional administrative action, including but not limited to referral for investigation, placing a medical marijuana product on Hold at the dispensary level, or initiating an Administrative Hold or Recall on non-compliant products post-assignment of a Product ID.

Manager of Medical Marijuana Control Program:

- Acts in the absence of the Director of Medical Marijuana to provide guidance and input into initiate or implement any additional administrative action, including but not limited to referral for investigation, placing a medical marijuana product on Hold at the dispensary level, or initiating an Administrative Hold or Recall.

C. State of Ohio Board of Pharmacy Legal:

- Represents the Board if an industry user challenges the determination of the State of Ohio Board of Pharmacy Reviewer.

D. Industry User:

Responsible for the following:

Cultivator with a Plant Only Processor Designation:

- Responsible for creating Strains, Item Brands and Items in METRC for Product ID assignment;
- Remediate Item Brands and Items that are not in compliance.

Processor:

- Responsible for creating Item Brands and Items in METRC for Product ID assignment;
- Remediate Item Brands and Items that are not in compliance.
- If an inspection reveals any issues with the Product ID, a HOLD will be put on packages with an associated Product ID.

E. State of Ohio Board of Pharmacy Compliance Agent Reviewer:



- Confirms that all products dispensed to a patient or caregiver include an assigned and compliant Product ID.

F. METRC:

- System of record used for the creation, packaging, handling, and tracking of products to be sold
- Provide training and technical support to state and industry users
- Items submitted for Product ID assignment are only to be created in METRC. Do not create an item through your Point-of-Sale vendor once the API connection has been established to the METRC production environment.

IV. Definitions

Forms and methods, detailed definitions related to METRC system statuses and fields, along with detailed Item Category definitions are provided in Appendix A. The section below provides the naming conventions for items.

A. Types Definitions for the Name of Item

To see the 90 – Day and One-Day Supply Limits refer to [Appendix B: Product ID Submissions Checklist](#)

| Forms and Methods Types | Abbreviation |
|--|----------------|
| Oil for Oral Administration | Oil Oral Admin |
| Tincture for Oral Administration | Tin Oral Admin |
| Capsule for Oral Administration | Cap Oral Admin |
| Edible for Oral Administration | Edb Oral Admin |
| Metered Oil or Solid for Vaporization | Oil or Sol Vap |
| Patch for Transdermal Administration | Pat TD Admin |
| Lotion for Topical Administration | Lot Top Admin |
| Ointment for Topical Administration | Oint Top Admin |
| Tier 1 Plant Material for Vaporization | Tier 1 Vap |
| Tier 2 Plant Material for Vaporization | Tier 2 Vap |

B. Key METRC System Terms

- **Strain:** A specific cultivar grouping of marijuana plants. Strains may be specific to each business.
- **Category:** Item Categories in METRC control list of selectable categories that an industry user can choose from when creating items. Each Category is setup by the state and the required fields are configurable.
- **Item Brand:** When enabled as a required field for an Item Category, the licensee would need to associate an Item Brand to the specific Item they are creating within that Category.
- **Item:** Item names are entered by an industry user to identify the product within a METRC Package. At a minimum, an Item is required to have a Category and unit of measure to be created.
- **Packages:** Any amount of marijuana or marijuana infused product that may be sold, processed or transferred and must be placed into one or more containers, each container having a unique tag created in METRC.



C. Non-Plant Material Definitions

- **Packaged product:** The contents of the container to be dispensed to patients.
- **Dose:** Portion or quantity of medical marijuana intended to be consumed at a single time (E.G – One gummy or one capsule).
- **Unit THC:** Total target THC in the packaged product.
- **Unit CBD:** Total target CBD in the packaged product.

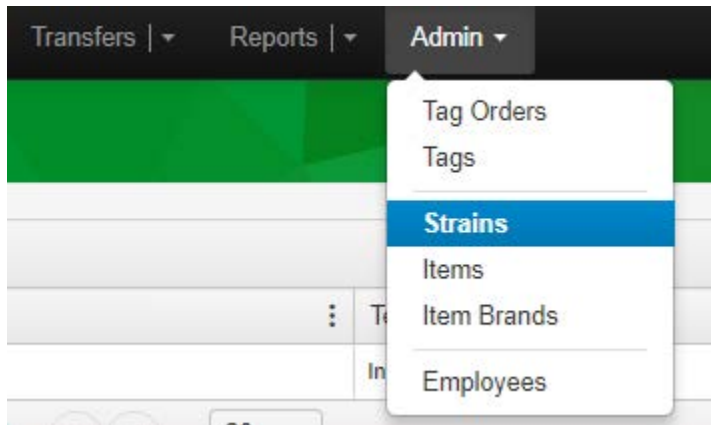
V. **Creating Item Brands and Items for Product ID Assignment (Plant Material Submissions)**

This guidance assumes that the industry user will create the Strain first followed by the Item Brand and Item, however it is equally valid to create the Item Brand followed by the Strain then the Item, if preferred.

A. Step 1: Create a Strain

All strains included in the submissions for Product ID Assignment need to be approved by the Department of Commerce prior to the approval for a Product ID.

- Click in the “Admin” heading in the top navigation bar



- Click the “Strains” option
- Click the “Add Strains” icon above the table of Strains



- Enter the name of the Strain and all other required fields.



Add Strains

Strain # 1 (clear)

Name:

Testing Status:

THC:

CBD:

Indica:

Sativa:

MMCPL00003 | MMCPL00003

OH Cultivator Level I (POP) | 020-X0003

OH Med Dispensary A | 050-X0001

OH Med Dispensary B | 050-X0002

OH Med Processor A | 030-X0002

OH Med Processor B | 030-X0001

OH Perceptive Labs | 010-X0001

Please report THC potency as a percentage of the overall weight.

This means that if a particular strain tested as having 15% THC potency, then every gram of dried flower of that strain has 0.15 grams of THC. The reality is that potency can drastically change even between a single plant or from plant to plant. So, the percentage that should be entered into metrc@ would be the average potency percentage from all tests in the prior two years. If no tests have been conducted please use your best estimate.

- Click the “Create Strains” icon at the bottom of the form. The Add Strains form will close, and the table of Strains will return to the foreground.
- Verify the newly created Strain appears within each column populating and the information that has been entered.
- Select this icon that is next to the Strain that has been created to view the details and history of the Strain.

Strains

| Strain | Testing | THC | CBD | Genetics |
|------------|----------|-----|-----|----------|
| OBP Test 1 | Introsue | 0% | 0% | |

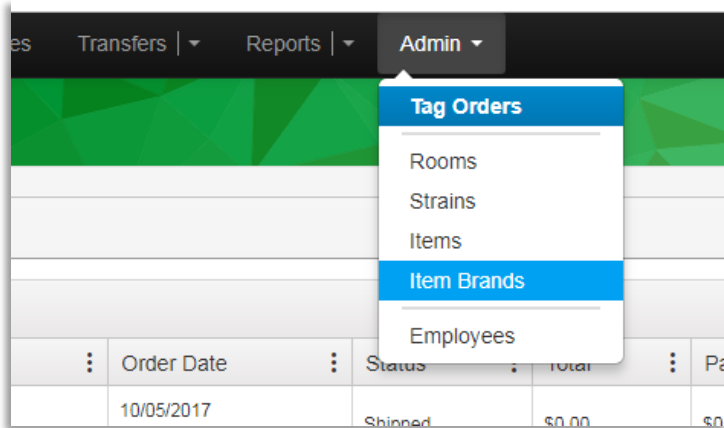
| Description | Employee | Date | Reported | Sources | External App |
|---------------------------|-------------------------|------|---------------------|---------|--------------|
| Created OBP Test 1 | Kenneth Allen (000****) | | 10/31/2018 12:42 pm | User | |
| - Testing Status Introsue | Kenneth Allen (000****) | | 10/31/2018 12:42 pm | User | |
| - THC 25 | Kenneth Allen (000****) | | 10/31/2018 12:42 pm | User | |
| - CBD 10 | Kenneth Allen (000****) | | 10/31/2018 12:42 pm | User | |
| - Indica 100% | Kenneth Allen (000****) | | 10/31/2018 12:42 pm | User | |
| - Sativa 0% | Kenneth Allen (000****) | | 10/31/2018 12:42 pm | User | |

B. Step 2: Create an Item Brand

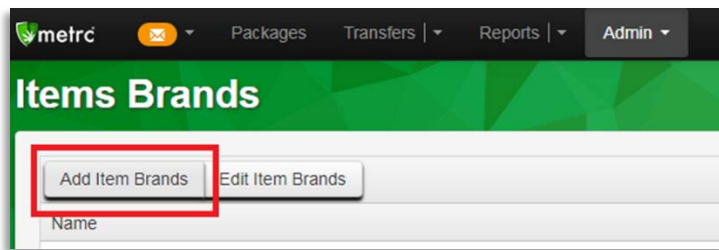
- The paid Item Brand is the overall designation for each product dose.



- Click in the “Admin” heading in the top navigation bar.



- Click on the Item “Item Brands” option.
- Click “Add Item Brands” icon that is located above the table of Item brands.



- In the “Name” field enter the name of the Item Brand. The name of the Item Brand is to include the minimum required elements in the following format: [Form and Method] – [Strain Classification (Indica, Sativa, or Hybrid)] – [% THC] – [%CBD]. (I.E. – Tier 1 Vap-Indica-28-10). References to specific strains in an Item name need will to be included in the name of the Item Brand associated with the Item. The only difference between Item and Item Brand is the quantity.



- Click “Create Item Brands” icon at the bottom of the form
- Verify that newly created Item Brand appears at the table of Item Brands

| Name | Status | |
|------------------|---------|--------------|
| AA Delights | Paid | ✕ |
| AA Edibles | NotPaid | Pay Fee(s) ✕ |
| AA Weed Products | NotPaid | Pay Fee(s) ✕ |
| CBOSSTest | Paid | ✕ |
| Edibles | Paid | ✕ |
| FF Test Brand | Paid | ✕ |
| OBP Test Brand 1 | NotPaid | Pay Fee(s) ✕ |
| Transdermal | Paid | ✕ |

- Verify that the status of the newly created Item Brand is set to NotPaid – Item Brands require the registration fee to be paid:

C. Step 3: Payment for Item Brand

- Following successful submission, click on “Pay Fee(s)” icon on the far right of the grid
- Click OK within the confirmation box.
- You will be directed to an external site to make payment. The cost of the submission is \$100.00 and there is a \$2.00 Credit Card Service Fee.
- Enter payment information (accepted forms of payments are credit cards from American Express, Discover, Mastercard and Visa).
- Enter the following billing information: Last / Business Name, Phone, City, State / Providence / Region, Zip/Postal Code.
- Select “Continue” icon at the bottom of the page.
- Page will refresh with all entered information. Select the “Confirm” icon at the bottom of the page.



- Upon successful payment, a notification will appear to confirm the Item Brand has been created.
- Note: Payment for the assignment of a Product ID can only be made by credit card, through the State's third-party payments processor.
- Verify the approved status for the submitted Item is now set to paid by viewing the Item Brands.

Items Brands

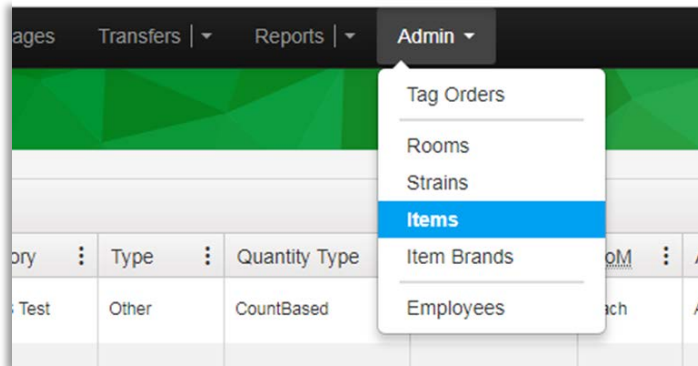
Add Item Brands | Edit Item Brands

| Name | Status |
|------------------------------|---------|
| [Edible] - [THC25] - [CBD10] | Paid |
| AA Delights | Paid |
| AA Edibles | NotPaid |
| AA Weed Products | NotPaid |
| Blue Dream Plant Material | Paid |
| CBOSS Test | Paid |
| Edibles | Paid |
| FF Test Brand | Paid |
| OBP Test 2 | NotPaid |
| OBP Test Brand 1 | Paid |
| Oil for Oral Administration | NotPaid |
| Tier 1 Vap-Indica | Paid |

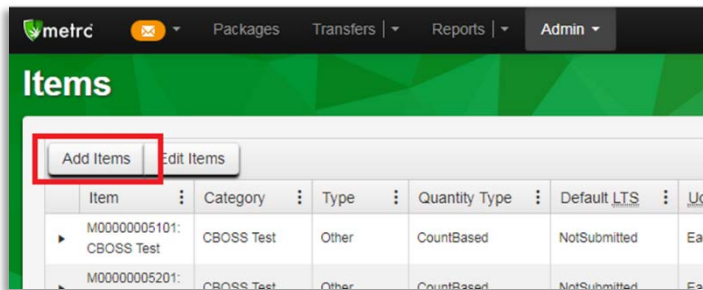
D. Step 4: Setup Items

Industry user creates an Item for assignment of a Product Identifier. *Note The %THC and %CBD values are to be based on the lab test results from bulk material.*

- Click on the "Admin" heading in the top of the navigation bar.
- Click on the "Items" option.



- Click the "Add Items" icon above the table of items.





- Enter the Name of the Item, including the minimum required elements in the following format: [Form and Method] – [Strain Classification (Indica, Sativa, or Hybrid)] – [% THC] – [%CBD] (I.E. – Tier 1 Vap-Indica-22-10). The Name Field is limited to 30 characters. The minimum required elements in the Item name should match the minimum required elements of the Item Brand name. The naming convention is shown in the table below. References to specific strains an Item name will to be included in the name of the Item Brand associated with the Item. The only difference between Item and Item Brand is the quantity.

| Forms and Methods Types | Item Name Convention |
|--|--|
| Tier 1 Plant Material for Vaporization | Tier 1 Vap – [Strain] – [% THC] – [%CBD] |
| Tier 2 Plant Material for Vaporization | Tier 1 Vap – [Strain] – [% THC] – [%CBD] |

- Select the appropriate Category from the drop down and complete the following. All fields are required to be completed to create Item. The required fields may vary depending on the Category. *Note: The %THC and %CBD values are to be based on the lab test results from bulk material.*

Add Items ✕

Item # 1 (clear)

Name

Category

Unit of Measure

Strain

Item Brand

U. CBD Percent %

U. THC Percent %

Unit Weight

Supply (duration in days)

Why is there no multi-Facility create such as that available in Employees, Strains, and Rooms?

Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Create Items Cancel


- Select "Grams" for "Unit of Measure".
- Select the "Strain" (All strains included in the submissions for Product ID Assignment need to be approved by the Department of Commerce prior to the approval for a Product ID) and "Item Brand".
- Type in a positive numeric number for the "U CBD Percent" (METRC does not permit entering zero so if the content is 0 enter .01%). The Board has set a minimum threshold of 0.3% for



THC % Content and CBD % Content below which Plant Material products are considered to have 0% content and therefore is not subject to the 95%-105% range rules.

- Type in a positive numeric number for the “U THC Percent” (METRC does not permit entering zero so if the content is 0 enter .01%).
- Type in the weight in the “Unit Weight” field and select “Grams”.
- Type in the quantity in the “Supply” field (the number of days dispensed for the item; use the [“Plant Material Days Supply Reference”](#) document if unsure).
- Click the “Create Items” icon at the bottom of the form. The Add Item form will close, and the table of items will return to the foreground.
- Verify the newly created Item appears within each column populating in the information that has been entered.

| Item | Category | Type | Quantity Type | Default LTS | UoM | Approval | Strain | Brand | CBD% | CBD | THC% | THC | Volume | Weight | Quantity |
|------------------------------------|--|--|---------------|--------------|--------------|----------|----------|------------------------------------|---------------------------|-----|------|-----|--------|---------|----------|
| M0000012481 | Tier 1 Vap-Indica 22 - 10 - 14 15 | Tier 1 Plant Material for Vaporization | Buds | WeightBased | NotSubmitted | Grams | Approved | Test 123 | Tier 1 Vap-Indica 22 - 10 | 10% | 22% | | | 14.15 g | |
| Tier 1 Vap-Indica 22 - 10 8 49 | Tier 1 Plant Material for Vaporization | Buds | WeightBased | NotSubmitted | Grams | Ready | Test 123 | Tier 1 Vap-Indica 22 - 10 | 10% | 22% | | | | 8.49 g | |
| Tier 2 Vap - Sativa 24 - 14 - 8 49 | Tier 2 Plant Material for Vaporization | Buds | WeightBased | NotSubmitted | Grams | Ready | Test 123 | Tier 2 Vap - Sativa 24 - 14 - 8 49 | 14% | 24% | | | | 8.49 g | |

- Verify the Approval Status is set to “Set to Approved” by selecting  this icon that is next to the Item that has been created. The selection will have the details and history of the Item.

| Item | Category | Type | Quantity Type | Default LTS | UoM | Approval | Strain | Brand | CBD% | CBD | THC% | THC | Volume | Weight | Quantity |
|-------------|-----------------------------------|--|---------------|-------------|--------------|----------|----------|----------|---------------------------|-----|------|-----|--------|---------|----------|
| M0000012481 | Tier 1 Vap-Indica 22 - 10 - 14 15 | Tier 1 Plant Material for Vaporization | Buds | WeightBased | NotSubmitted | Grams | Approved | Test 123 | Tier 1 Vap-Indica 22 - 10 | 10% | 22% | | | 14.15 g | |
| M0000012481 | Tier 1 Vap-Indica 22 - 10 8 49 | Tier 1 Plant Material for Vaporization | Buds | WeightBased | NotSubmitted | Grams | Approved | Test 123 | Tier 1 Vap-Indica 22 - 10 | 10% | 22% | | | 8.49 g | |

| Field | Value |
|------------------------|----------|
| Administration Method | N/A |
| Strain | Test 123 |
| Unit CBD Content | N/A |
| Unit THC Content | N/A |
| Unit Volume | N/A |
| Unit Weight | 8.49 g |
| Serving Size | N/A |
| Supply Duration (days) | 4 |
| Unit Quantity | N/A |

E. Product Identifier Assignment of a Submitted Item

- Board of Pharmacy Reviewer will confirm the number of days dispensed as entered in the “Supply” field matches the desired “Unit Quantity” (grams) with the submitter, as part of the review process.
- Upon the Approval Status set to “Approved” a Product Identifier will be assigned. The Product Identifier will be presented in the following format: a letter followed by an 11-digit number (E.G. M00000009401).

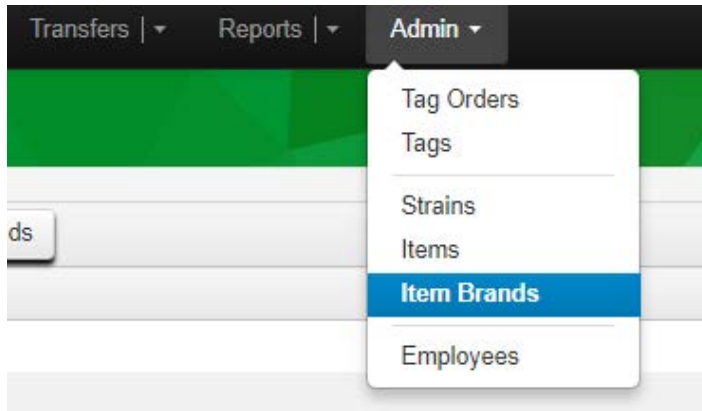
VI. Creating Item Brands and Items for Product ID Assignment (Non-Plant Material Submissions)

A. Step 1: Create an Item Brand

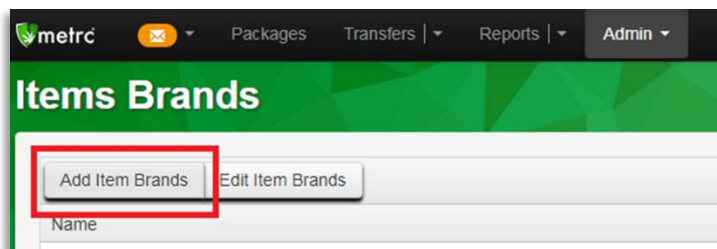
- For Non-Plant Material - industry user creates an Item Brand for Items with the same target dose, but packaged in different quantities that would require a payment to be associated.



- Click in the “Admin” heading in the top navigation bar.



- Click on the Item “Item Brands” option.
- Click “Add Item Brands” icon that is located above the table of Item brands.



- In the “Name” field enter the name of the Item Brand. The Item Brand is to include the minimum required elements in the following format: [Form or Method Type] – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] (*I.E. - Oil Oral Admin-11-0*). Items associated with Item Brands not including this format will not be set to Approved. References to specific strains, flavors, or ingredients in an Item name will need to be included in the name of the Item Brand associated with the Item. The only difference between Item and Item Brand is the quantity.



- Click “Create Item Brands” icon at the bottom of the form.
- Verify that newly created Item Brand appears at the table of Item Brands.

| Name | Status |
|------------------|---------|
| AA Delights | Paid |
| AA Edibles | NotPaid |
| AA Weed Products | NotPaid |
| CBOS9 Test | Paid |
| Edibles | Paid |
| FF Test Brand | Paid |
| OBP Test Brand 1 | NotPaid |
| Transdermal | Paid |

- Verify that the status of the newly created Item Brand is set to NotPaid – Item Brands require the registration fee to be paid.

B. Step 2: Payment for Item Brand

- Following successful submission, click on “Pay Fee(s)” icon on the far right of the grid
- Click OK within the confirmation box.
- You will be directed to an external site to make payment.
- Enter payment information (accepted forms of payments are credit cards from American Express, Discover, Mastercard and Visa).
- Enter the following billing information: Last / Business Name, Phone, City, State / Providence / Region, Zip/Postal Code.
- Select “Continue” icon at the bottom of the page.
- Page will refresh with all entered information. Select the “Confirm” icon at the bottom of the page.
- Upon successful payment, a notification will appear to confirm the Item Brand has been created.
- Note: Payment for the assignment of a Product ID can only be made by credit card, through the State’s third-party payments processor.



- Verify the Approval Status for the submitted Item is now set to “Paid” by viewing the Item Brands.

Items Brands

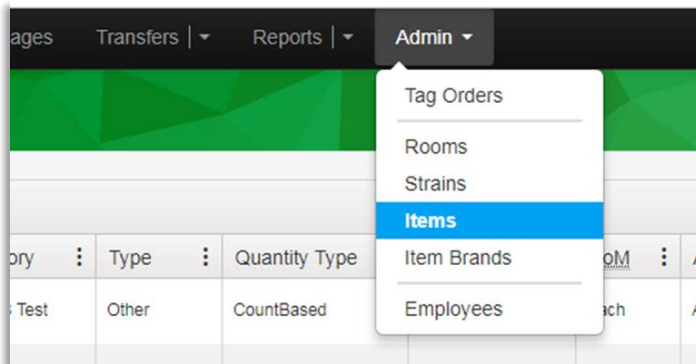
Add Item Brands | Edit Item Brands

| Name | Status |
|------------------------------|---------|
| [Edible] - [THC25] - [CBD10] | Paid |
| AA Delights | Paid |
| AA Edibles | NotPaid |
| AA Weed Products | NotPaid |
| Blue Dream Plant Material | Paid |
| CBOSS Test | Paid |
| Edibles | Paid |
| FF Test Brand | Paid |
| OBP Test 2 | NotPaid |
| OBP Test Brand 1 | Paid |
| Oil for Oral Administration | NotPaid |
| Oil Oral Admin-25-10 | Paid |

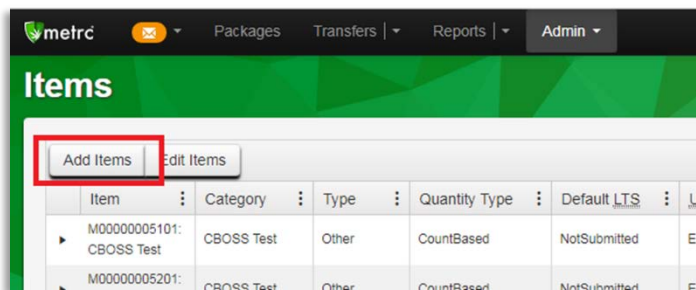
C. Step 3: Setup Items

Industry user creates an Item for assignment of a Product Identifier.

- Click on the “Admin” heading in the top of the navigation bar.
- Click on the “Items” option.



- Click the “Add Items” icon above the table of items.



- Enter the Name of the Item, including the minimum required elements in the following format: [Form or Method Type] – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses]. (I.E.- Oil Oral Admin-11-10- 10). The Name Field is limited to 30



characters. References to specific strains, flavors, or ingredients in an Item name will need to be included in the name of the Item Brand associated with the Item. The only difference between Item and Item Brand is the quantity. The table below shows the convention for each Set to Approved Forms and Methods Types:

| Forms and Methods Types | Item Name Convention | Unit of Measure | Max Dose |
|--|---|---|----------|
| Tier 1 (up to 23% THC content) Plant Material for Vaporization | Tier 1 Vap – [Strain] – [% THC] – [%CBD] | Weight (Grams) | N/A |
| Tier 2 (23.01 - 35% THC content) Plant Material for Vaporization | Tier 2 Vap – [Strain] – [%THC– [%CBD] | Weight (Grams) | N/A |
| Oil for Oral Administration | Oil Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] | Volume (Milliliters) | 50 |
| Tincture for Oral Administration | Tin Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] | Volume (Milliliters) | 50 |
| Capsule for Oral Administration | Cap Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] | Count (Each) | 50 |
| Edible for Oral Administration | Edb Oral Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] – [Type of Edible] – [Flavor] | Count (Each) | 50 |
| Metered Oil or Solid for Vaporization | Oil or Sol Vap – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] | Weight (Milligrams) | N/A |
| Patch for Transdermal Administration | Pat TD Admin – [Target THC Content (mg) per dose] – [Target CBD Content (mg) per dose] – [# of doses] | Count (Each) | 50 |
| Lotion for Topical Administration | Lot Top Admin – [Target THC Content(mg)] – [Target CBD Content(mg)]- [# of doses] | Volume (Milliliters) and or Weight (Milligrams) | N/A |
| Ointment for Topical Administration | Oint Top Admin – [Target THC Content(mg)] – [Target CBD Content(mg)]- [# of doses] | Volume (Milliliters) and or Weight (Milligrams) | N/A |

- Select the appropriate Category from the drop down and complete the following. All fields are required to be completed to create Item. The required fields may vary depending on the Category.



- Select the “Unit of Measure” (based on the form and method of the Item – see Forms and Methods Chart on page 12).
- Select the appropriate Item Brand.
- Enter the appropriate method in the “Admin Method” field. Use only the Forms and Methods Types as outlined in the Table in Section IV, paragraph (A).
- Type in a positive numeric number for “U.CBD Percent”.
- Type in a positive numeric number for “U.CBD Content” and select the appropriate dropdown unit of measurement (Milligrams) **This is the total target CBD Content for the packaged product**, not the CBD Content per dose.
- Type in a positive numeric number for “U. THC Percent”.
- Type in a positive numeric number for “U. THC Content” and select the appropriate dropdown unit of measurement (Milligrams) **This is the total target THC Content for the packaged product**, not the THC Content per dose.
- Type in a positive numeric number for “Unit Volume” or “Unit Weight” and select the appropriate dropdown unit of measurement (the unit of measurement will depend on the category). **This is the total volume or weight of the packaged product**, not the volume or weight per dose.
- Enter the dose in the “Serving Size” field. **This is the portion or quantity of medical marijuana intended to be consumed at a single time (e.g.– One gummy or one capsule = 10 mg).**
- Type in the quantity in the “Supply” field (number of days’ supply).
- Type in the ingredients within the “Ingredients” field. The ingredients are to be everything that is in the final product.



- Click select files for the “Item Photo”. The image is to be in a .png format and should show the product in a manner that allows visible verification of the Form.
- Click the “Create Items” icon at the bottom of the form. The Add Item form will close, and the table of Items will return to the foreground.
- Verify the newly created Item appears within each column populating in the information that has been entered. The image below shows the items that have been created.

| Item | Category | Type | Quantity Type | Default LTS | UoM | Approval | Strain | Brand | CBD% | CBD | THC% | THC | Volume | Weight | Quantity |
|---------------------------------|-------------------------------------|-------------------|---------------|--------------|--------------|----------|------------|------------------|------|-----------|------|-----------|--------|--------|------------|
| AA Cookies | Edible for oral administration | Infused/Edible | CountBased | NotSubmitted | Each | Denied | | AA Delights | | 101.2 mg | | 230.1 mg | | | 110 mg |
| FF Tincture | Tinctures for Oral Administration | Infused/Edible | VolumeBased | NotSubmitted | Fluid Ounces | Denied | | | | 0.0005 cc | | 0.0007 cc | | | 330 mg |
| M0000006701: Transdermal Patch | Transdermal Patches | Infused/NotEdible | CountBased | NotSubmitted | Each | Approved | | Transdermal | | 0.0147 kg | | 0.0123 g | | | 360.765 mg |
| M0000007014: AA Pudge Bar | Edible for oral administration | Infused/Edible | CountBased | NotSubmitted | Each | Approved | | AA Delights | | 11 mg | | 10 mg | | | 110 mg |
| M0000007005: AA Heat | Oralment for topical administration | Infused/NotEdible | VolumeBased | NotSubmitted | Fluid Ounces | Approved | | | | 0.0004 cc | | 0.0004 cc | | | 550 mg |
| M0000007103: FF Bud | Bulk Flower/Buds | Buds | WeightBased | NotSubmitted | Pounds | Approved | purple pot | | | | | | | | 110 mg |
| M0000007001: Test Edible Cannon | Edible for oral administration | Infused/Edible | CountBased | NotSubmitted | Each | Approved | | AA Delights | | 100 mg | | 110 mg | | | 3,300 mg |
| OBP Test | OBP Test | Other | WeightBased | NotSubmitted | Grams | Pending | purple pot | OBP Test Brand 1 | 1% | 1 mg | 1% | 0.0007 mg | 1 gal | 1 g | 7.5 g |

- Verify the Approval Status is set to “Ready” by selecting this icon that is next to the Item that has been created. The selection will have the details and history of the Item.

| Item | Category | Type | Quantity Type | Default LTS | UoM | Approval | Strain |
|--|----------|-------|---------------|--------------|-------|----------|------------|
| M00000008501 - OBP Test | OBP Test | Other | WeightBased | NotSubmitted | Grams | Approved | purple pot |
| M00000009201: [Edible] - [THC25] - [CBD10] | OBP Test | Other | WeightBased | NotSubmitted | Grams | Approved | purple pot |

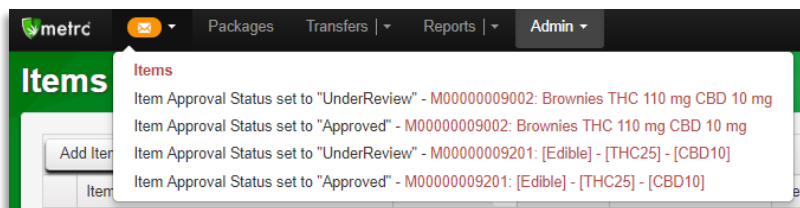
| Item | Category | Type | Quantity Type | Default Lab Testing State | Unit of Measure | Approval Status | Ingredients |
|--|----------|-------|---------------|---------------------------|-----------------|-----------------|----------------------------|
| M00000009201: [Edible] - [THC25] - [CBD10] | OBP Test | Other | WeightBased | NotSubmitted | Grams | Approved | THC, Flower, Water, Butter |
| | | | | | | | Administration Method |
| | | | | | | | Edible |
| | | | | | | | Strain |
| | | | | | | | purple pot |
| | | | | | | | Unit CBD Content |
| | | | | | | | 10 g |
| | | | | | | | Unit THC Content |
| | | | | | | | 25 g |
| | | | | | | | Unit Volume |
| | | | | | | | 5 fl oz |
| | | | | | | | Unit Weight |
| | | | | | | | 10 g |
| | | | | | | | Serving Size |
| | | | | | | | 2 |
| | | | | | | | Supply Duration (days) |
| | | | | | | | 25 |
| | | | | | | | Unit Quantity |
| | | | | | | | 62.5 g |

D. Product Identifier Assignment of a Submitted Item

- Once the Approval Status is set to “Approved” a Product Identifier will be assigned. The Product Identifier will be presented in the following format: a letter followed by an 11-digit number (E.G. M00000009401).

VII. Notification of Status for an Item (Plant Material and Non-Plant Material Products)

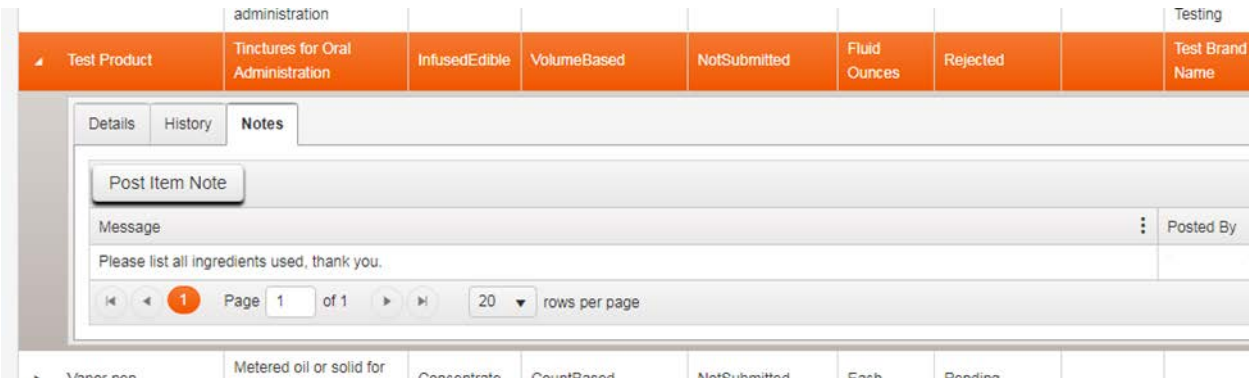
- The industry user will receive notification of the status of a submitted Item by selecting the “Mail” icon



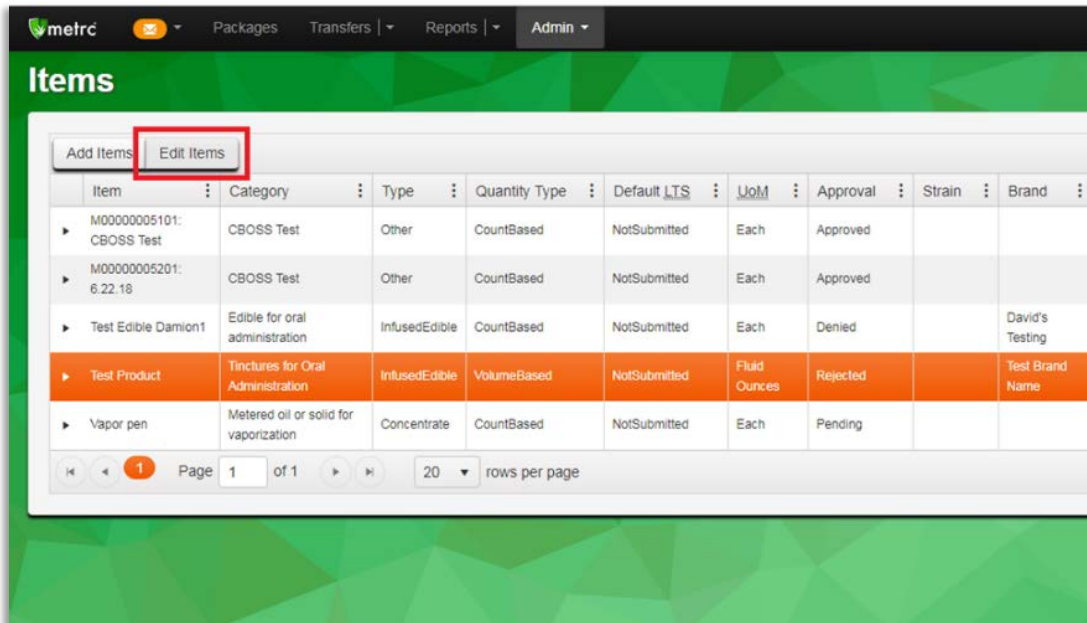


VIII. Revising Rejected Items (Plant Material and Non-Plant Material Products)

If the reviewer needs more information, they will reject the Item with their comments in the notes section. Please note: This process is for revising noncompliant Items and not for remediating a Package that has failed testing.



The user can edit the rejected Item by doing the following:



- Click on "Item Items".
- Address all Reviewer comments through the edit item screen

*Please note: Items cannot be edited after they have been assigned a Product ID.



Edit Items

Item # 1 (clear)

Item: Test Product

Name: Test Product

Category: Tinctures for Oral Administration

Unit of Measure: Fluid Ounces

Item Brand: Test Brand Name

Admin. Method: Oral

U. CBD Content: 100 Milligrams

U. THC Content: 110 Milligrams

Serving Size: 4

Supply: 30 (duration in days)
3300 mg (Unit Quantity)

Ingredients: Coconut oil, Extract, mint flavoring

Item Photo:

- The User can add comments in response to the reviewer's comments by selecting "Post Item Note"

Test Product | Tinctures for Oral Administration | InfusedEdible | VolumeBased | NotSubmitted | Fluid Ounces | Rejected

Details | History | **Notes**

Post Item Note

Message

Please list all ingredients used, thank you.

Page 1 of 1 | 20 rows per page

- Click on "Post Item Note".
- Add Note
- Click "Send"



Post Item Note [X]

Message: Ingredient list has been updated. Thank you!

[Send] [Cancel]

- Once the item is edited and comments are added, the user can click on the “Remediate” button to send the updated Item back for review:

| | Testing | | | | | | | | |
|----------|-----------------|--------|--------|--|--|--|----------|-------------|-----|
| Rejected | Test Brand Name | 100 mg | 110 mg | | | | 3,300 mg | [Remediate] | [X] |
| Pending | | 50 mg | 295 mg | | | | 5,900 mg | [X] | |

- When the reviewer approves the Item, the status will be changed to “Set to Approved” and will be assigned Product ID

| | | | | | | | | | | | |
|----------------------------|-----------------------------------|----------------|-------------|--------------|--------------|----------|-----------------|--------|--------|----------|-----|
| M00000007702: Test Product | Tinctures for Oral Administration | Infused/Edible | VolumeBased | NotSubmitted | Fluid Ounces | Approved | Test Brand Name | 100 mg | 110 mg | 3,300 mg | [X] |
|----------------------------|-----------------------------------|----------------|-------------|--------------|--------------|----------|-----------------|--------|--------|----------|-----|

- If so desired, the user can discontinue a product by clicking the “X” button on the Item:

| | | | | | | | | | | |
|-----------------------------------|----------------|-------------|--------------|--------------|----------|-----------------|--------|--------|----------|-----|
| Tinctures for Oral Administration | Infused/Edible | VolumeBased | NotSubmitted | Fluid Ounces | Approved | Test Brand Name | 100 mg | 110 mg | 3,300 mg | [X] |
|-----------------------------------|----------------|-------------|--------------|--------------|----------|-----------------|--------|--------|----------|-----|



IX. Appendix A: Supplemental Definitions

A. METRC Status Definitions

- **Rejected:** Items that have been require remediation. If the state has rejected the Item and the entity has corrected the submission and has sent it back for review
- **Ready:** The Item application fee is paid and is ready for Pharmacy review
- **Under Review:** The Item is under active review by Pharmacy
- **Set to Approved:** The Item has been Set to Approved by Pharmacy for use. A Product ID number will have been assigned. Please note items cannot be edited when in this status.
- **Denied:** The Item has been rejected by Pharmacy and cannot be remediated
- **Revoked:** The Item was previously Set to Approved but has been taken out of circulation by either the state or the entity. This status cannot be changed once saved.
- **Administrative Hold:** If an inspection reveals any issues with any product hold will be put on the Product ID. Dispensaries will be notified that the product is not to be dispensed
- **Remediated:** The Item has been rejected by the Board of Pharmacy, and the licensee has made edits to remediate the Item for resubmission

B. Item Category Definitions

Here are the definitions of the Category options that can be selected by an industry user when creating an Item.

- **Capsule for Oral Administration:** Marijuana in a pill form take by mouth.
- **Edible for oral administration:** An example would be cookie that is infused with marijuana and is eaten.
- **Lotion / Cream for Topical Administration:** Marijuana infused lotions that are absorbed through the skin
- **Metered Oil or Solid for Vaporization:** Marijuana extract is consumed by heating the extract just below the point of combustion.
- **Oil for Oral Administration:** Marijuana extraction taken by placing the oil under the tongue or adding the oil to a drink
- **Ointment for Topical Administration:** Marijuana infused ointments that are absorbed through the skin
- **Plant Material Tier I (THC <23%):** Plant material in which the THC percent is less than 23%
- **Plant Material Tier II (THC > 23%):** Plant material in which the THC percent is greater than 23%. Please note the maximum THC percent is 35%.
- **Tinctures for Oral Administration:** Liquid extracts made from marijuana that is taken orally
- **Transdermal Patches:** Infused patches that deliver marijuana by applying them to a venous area of the body

The following definitions are for categories available in METRC but are not applicable for Product ID assignment and therefore should not be selected.

- **Bulk Concentrate:** An amount of marijuana, in concentrated form, processed on a given date and having a specified weight. This marijuana inventory may be sold or transferred by weight or processed by weight into a Processor. Prior to transfer, bulk concentrate inventory must be Packaged into one or more containers, each having a unique RFID tag
- **Bulk Flower / Buds:** The harvested flower part of the plant



- **Seeds:** Cuttings, seedlings, clones or seeds are grouped and identified as an immature batch; Strain specific. An immature plant becomes a vegging plant when the plant is larger than 8"
 - **Shake / Trim (by Strain):** The harvested parts of the plant that are not waste
- C. Other Definitions
- **"Tetrahydrocannabinol content" or "THC content":** The sum of the amount of delta-9-tetrahydrocannabinol (THC) and 87.7 per cent of the amount of delta-9-tetrahydrocannabinolic acid (THCA) present in the product or plant material.



X. [Appendix B: Product ID Submissions Checklist](#)

This checklist is based on [OAC Rule 3796:8-2-05](#), [OAC Rule 3796:8-2-01](#), [3796:8-2-02](#), [3796:8-2-03](#), [3796:8-2-06](#)

Minimum Submission Requirements ([OAC 3796:8-2-05](#))

- Name of the medical marijuana entity
- Medical marijuana entity license issued by the department
- Name of product
- Product description
- The form and intended method or methods of administration
- An image of the product (only for Non-Plant Material products)
- Product dose
- Days' Supply of the product for each product package that will be available
- Product ingredients
- Proof that the product has been registered with the department pursuant to Chapter 3796:5-8 of the Administrative Code
- Remit required fee

Acceptable forms and intended method or methods of administration as of 01/01/19. ([OAC 796:8-2-01](#))

- Oil, tincture, capsules, or edibles for oral administration
- Metered Oil or solid preparation for vaporization
- Patches for transdermal administration
- Lotions, creations, or ointments for topical administration
- Plant material for vaporization



THC Limits Day Supply ([OAC 3796:8-2-04](#))

| Form | 90-Day Supply |
|--|---|
| Tier I plant material (up to 23% THC) | 8 ounces of plant material; 10 ounces for terminal exception |
| Tier II plant material (over 23% THC) | 5.3 ounces of plant material; 6.6 ounces for terminal exception |
| Oils for vaporizing | 53.1 grams of THC; 65.7 grams for terminal exception |
| Patches for transdermal administration; lotions, creams, or ointments for topical administration | 26.6 grams of THC; 33.3 grams for terminal exception |
| Edibles, oils, and tinctures for oral administration | 9.9 grams of THC; 11.7 grams for terminal exception |

Other Requirements ([OAC 3796:8-2-06](#))

- All medical marijuana accepted by a dispensary shall be packaged in a child-proof container
- Products considered attractive to children are prohibited
- No single portion of or dose of medical marijuana in plant material form shall exceed one-tenth of an ounce (two and eighty-three hundredths grams)
- No single portion or dose of medical marijuana in the following forms shall exceed fifty milligrams of THC: Oil, tincture, capsule, or edible form for oral administration; and Patches for transdermal administration
- Each portion or dose of medical marijuana shall be clearly demarked in a way that enables a reasonable person to intuitively determine how much of the product constitutes a single portion or dose.
- Each portion or dose of medical marijuana shall contain not less than ninety-five per cent or no more than one hundred-five per cent of the concentration of total THC, THCA, CBD, or CBDA indicated on the label
- Supply is packaged in a 90-day supply or less