



To: All New York State Adult-Use Licensees
From: NYS Office of Cannabis Management
Date: September 23, 2025
Subject: **Action Required: Assign Your STS Administrator by October 7**

Dear Licensee,

To prepare for integration with New York State's Seed-to-Sale (STS) system, **Metrc NY**, all licensees must **designate an STS Administrator** for each license they hold. Your STS Administrator will be responsible for managing your Metrc account. This person can be either the licensee's listed point-of-contact or another individual you choose.

If you hold multiple licenses, you must assign an STS Administrator for each license. You may use the same individual across multiple licenses or designate different administrators for each one.

The STS Administrator will be responsible for:

- Receiving credentials to access and set up the Metrc system
- Purchasing tags
- Adding and removing users (employees)
- Managing user roles and permissions
- Overseeing inventory reporting and product movement to ensure compliance
- Serving as the main point of contact for system troubleshooting

To complete this process, please fill out the following **mandatory** survey:

[Complete Mandatory Metrc Survey](#)

The deadline to submit this survey is Tuesday, October 7, 2025.

If you have any questions, please reach out to STS@ocm.ny.gov.

Thank you,
NYS Office of Cannabis Management