



To: All New York State Adult-Use Licensees
From: NYS Office of Cannabis Management
Date: September 30, 2025
Subject: **Reminder: Assign Your STS Administrator by October 7**

Dear Licensee,

This is a reminder that in preparation for integration with the State's Seed-to-Sale (STS) system, **Metrc NY**, every licensee must identify the **individual who will serve as their STS Administrator**.

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

Please complete the following mandatory survey by **Tuesday, October 7, 2025**:

[Complete Mandatory Metrc Survey](#)

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

Thank you,
NYS Office of Cannabis Management